Agency for International Development
Office of Human Resources

RAMPS
TRANSACTION
GUIDE

USAID

Note: This Manual provides information to Personnellists and other users on the contents, capabilities and requirements of RAMPS. Suggested changes are appreciated. Please bring all suggestions to HR/WPRS/PS's attention.

AGENCY FOR INTERNATIONAL DEVELOPMENT
OFFICE OF HUMAN RESOURCES

R A M P S

T R A N S A C T I O N

G U I D E

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          THE CONTENTS, CAPABILITIES AND REQUIREMENTS OF RAMPS.   SUGGESTED
          CHANGES ARE APPRECIATED.   PLEASE BRING ALL SUGGESTIONS TO HR/WPRS/PS'
          ATTENTION.

                          PREPARED BY: HR/WPRS/PS
                          REVISED: OCTOBER 1994

RAMPS TRANSACTION GUIDE
TABLE OF CONTENTS

RAMPS TRANSACTION GUIDE

CHAPTER 1

PURPOSE

The purpose of this guide is to provide information and instructions to
Transactions Specialists and other members of HR, so that they understand the
Revised Automated Manpower and Personnel System (RAMPS). In addition to this
guide, Transaction Specialists should avail themselves of the services of USER
HELP, in HR/WPRS/PS, for specific cases.

DEFINITIONS

  USER HELP: provides answers to questions regarding RAMPS input or
processing procedures. USER HELP also produces reports such as Special Staffing
Patterns, lists of employees in certain position backstops etc. USER HELP is
located in Room 1132, SA-1, the Phone Number is 663-3895. Personnelists are
urged to come to, or call USER HELP any time there is a question regarding RAMPS.

  TRANSACTION: A transaction is a document used as a source for input of
information into RAMPS. Transactions must be delivered to the Transaction
Incoming Box, located in Room 1135, SA-1 for processing. If special handling is
required, such as a group of identical transactions that must be input in a
special manner, notify HR/WPRS/PS as early as possible, so that your requirement
can be analyzed and perhaps we can make your and our tasks easier.

  TRANSACTIONS SPECIALISTS: A Transactions Specialist is an employée of HR
who is responsible for preparing RAMPS transactions for computer processing.
Transaction Specialists are designated by the appropriate supervisor who also
determines the types of transactions the Specialist will prepare.

  ORIGIN CODE: An ORIGIN CODE is a two-digit number assigned to each
Transaction Specialist. The Transaction Specialist must place his/her Origin
Code on EACH Transaction. It is used as a routing indicator so that computer
outputs can be properly routed back to the Originating Transaction Specialist.

  RAMPS DAILY PROCESSING CYCLE: Transactions are input based on the time they
are received in HR/WPRS/PS. If a Transaction reaches HR/WPRS/PS by 4:00 P.M.,
normally it will be transmitted to, and processed by, the computer that evening.
Resulting computer outputs are then transmitted back to HR/WPRS/PS that night.
The following morning HR/WPRS/PS will review and distribute computer outputs,
along with the input documents to the originating Transaction Specialist.

The Daily Processing Outputs consist of:

1. The Transaction Error Listing
2. Notifications of Personnel Action (SF-50's)
3. Employee Date Records Prints (EDRs) when
   requested via PER-41

TRANSACTION AND ERROR LISTING (T&E): The appropriate section of the T&E Listing, the input transaction Form(s) and related output(s) will be returned to the originator the morning after input into the computer. Transaction Specialists must check the T&E listings carefully as there are two primary rules that must be observed when using this listing:

NOTE 1:   If there is a message under the "Diagnostic Column" for any information within the transaction the entire transaction has been rejected by the computer and must be corrected and resubmitted for processing.

NOTE 2:   If there is no diagnostic message for any element in the transaction, the transaction has passed computer edits and proper updating has occurred, if appropriate. However sometimes errors occur that don't trigger a diagnostic (i.e. a transposed SSAN or a misspelled name of a New Hire employee.) Therefore Transactions Specialists should compare each piece of information on the input document with the T&E listing to insure proper input.

DIAGNOSTICS column of the Transaction and Error Listing: When the computer identifies an error and prints a Diagnostic, the Diagnostic is intended to identify the cause of that error. Using the Diagnostic as a guide, the Transaction Specialist must determine the error. Some diagnostics are quite specific, whereas others are more general and may be difficult to understand. Any questions which cannot be resolved regarding Diagnostics should be referred to USER HELP immediately.

RAMPS TRANSACTION GUIDE

CHAPTER 2

RAMPS FILES

This chapter contains an explanation of the major RAMPS files which Transaction Specialists will most often effect when submitting transactions.

SECTION A. THE RAMPS MASTER FILE

The RAMPS MASTER FILE is the main "Driver" File of the System. This file is acted upon by 85 - 90% of the input transactions submitted. The RAMPS Master File contains three types of information:

1. ORGANIZATION

2. POSITION

3. EMPLOYEE

1. ORGANIZATION/POSITION DATA RECORDS are Established, Revised or Deleted by the following input transactions:

FORM ID	TITLE	PAGE #
PER-01 (SPAR)	ORGANIZATIONAL HEADERS	11
PER-02 (SPAR)	POSITION DATA	16
PER-03 (SPAR)	ORGANIZATION/POSNO RESEQUENCE	23
PER-04	UNION INDICATOR	70
PER-05	REPLACEMENT POSITION	24

2. EMPLOYEE INFORMATION is created (when an employee is hired), revised (by such personnel actions as promotion or reassignment), or inactivated* (when an employee separates), by the following input transactions.

SF-52	PERSONNEL ACTION REQUEST	26
PER-11	QUALIFICATIONS DATA	44
PER-12	MISCELLANEOUS DATA	46
PER-18	EDR PRINT REVIEW DATE	49
PER-26	DERIVED DATA	62

* Employee information is deleted automatically three years after the employee leaves A.I.D.

The Master File is position oriented. Position data must be present and accurate before any employee data related to that position can be entered successfully.

4

SECTION B.   THE NEW AMERICAN PAYROLL SYSTEM
(N A P S)
TRANSACTION FILE

The automated Payroll system (NAPS) is maintained with personnel information RAMPS provides to the NAPS Transaction File. This information is extracted from SF-52 transactions which have passed RAMPS edits, and placed in the NAPS Transaction File where it is accumulated until payroll is processed. Payroll normally processes this accumulated information at the end of each pay period.

Information is processed once every pay period based on the SF-50 effective date. If multiple SF-50s on one employee have been processed in RAMPS during the same pay period, NAPS processes them based on the oldest to the most recent effective date. Because of this feature, Transaction Specialists must carefully consider the order and timing of processing multiple SF-50s in the same pay period. Special attention must also be given to retroactive transactions and cancelled transactions which affect an employee's pay. Please consult USER HELP when these situations occur.

1.   RETROACTIVE PAY TRANSACTIONS

A retroactive pay transaction is an SF-50 with an effective date prior to the current pay period which results in a different salary, work schedule, or benefits for the employee. It sometimes becomes necessary to process retroactive pay transactions. NAPS is capable of retroactively and automatically adjusting pay and deductions of an employee for up to one year. If there is a need to process a pay transaction older than one year, please consult USER HELP immediately. The following guidelines should be followed before any retroactive pay transaction is submitted to RAMPS:

1.   Contact USER HELP before submitting any retroactive pay transaction. In addition to advising you, USER HELP will follow the transaction through NAPS to insure proper pay processing.

2.   Be sure that NO OTHER SF-52 Transaction has been or will be processed during that pay period.

Retroactive Pay transactions are complicated, as there are many factors to be considered. Therefore, Transaction Specialists need to follow the above guidelines when processing retroactive pay actions.

SECTION B. (Con't)

2. CANCELLED PAY TRANSACTIONS

In both RAMPS and NAPS, if you input a current or past-effective transaction, and then cancel it, the information in effect before the transaction was input has been destroyed. Cancelling the transaction does not restore the information.

Example 1:

> Assume you erroneously promoted an employee, effective yesterday or before, from a grade 04 to a grade 05. Then today you cancelled the promotion action, both NAPS and RAMPS will recognize that employee at the erroneous grade, 05, until you reinstate that cancelled data using an SF-52 with NOA CODE 999A (Reinstatement of Cancelled Data), and reset the grade to 04. Neither system will replace the 05 with the correct grade of 04 automatically as a result of your submission of a cancellation.

Example 2:

> If you erroneously promote an employee, effective next week, from a grade 04 to a grade 05, and then cancel the promotion action before the effective date, no 999A to Reinstate Cancelled Data is necessary because future effective transactions do not update/change information in either system until the SF-50 Effective Date.

Remember, if you cancel an SF-50 with a NOA CODE 001A that is not future effective, then you must "reinstate" that cancelled data with another SF-52 using NOA CODE 999A to correct the employee's RAMPS and NAPS Master File Records.

SECTION C. THE CHRONOLOGICAL FILE

The Chronological File (CHRON) contains information regarding most Personnel Actions (SF-50s) on each employee. This file is maintained by both SF-52 and PER-23 transactions.

Determining which input document to use (SF-52 or PER-23) is determined by the effective date of the transaction being added, changed, or deleted on the Chron File.

1. Adding an entry to the Chron File:

   A. If the effective date is less than one year old, use an SF-52 with the appropriate nature of action code. Caution: If this is an action older than one year, and results in a different salary, see USER HELP first.

   B. If the effective date is more than one year old (more than 365 days ago), you must use a PER-23 to establish the entry on the Chron File. Caution: If this action results in a different salary, see USER HELP first.

   C. When using the PER-23 to add an entry, if the effective date is less than 180 days old, see USER HELP first.

2. Changing or deleting an entry on the Chron File:

   A. If the SF-50 effective date is less than 180 days old, use an SF-52 correction or cancellation (NOA CODES 002A, 002C or 001A) to change or delete the entry.

   b.   If the SF-50 Effective Date is greater than 180 days old, you must use a PER-23.

A PER-23 will change, add or delete entry(s) from the Chronological File only. When using a PER-23, Transaction Specialists should be attentive to the data that is being effected by that PER-23. The question that should be asked is "Should the data being added, changed or deleted on the Chron Record be similarly changed on any other RAMPS or NAPS Files?" If so, then the appropriate input transaction(s) for other file(s) should also be submitted immediately.

Again, USER HELP should be consulted any time there is a question.

SECTION D. THE TURNAROUND FILE

The TURNAROUND FILE contains only future effective transactions. Any time an SF-52 is input with an SF-50 Effective Date greater than the current processing date the system will:

1.   Partially edit your transaction for errors and/or inconsistencies

2.   Produce a "Future Effective" SF-50 if your transaction passes these partial edits

3.   Store your future effective transaction on the Turnaround File where it will remain until the Effective Date of that transaction.

4.   On the effective date the system will automatically retrieve the transaction from the Turnaround File and fully edit the transaction, searching for errors and/or inconsistencies. If an error or inconsistency is detected at this time the Transaction will reject; no data will be updated and NAPS will not receive the transaction.

The T&E list will include the transaction again on the effective date. If it is rejected, the transaction must be corrected and resubmitted to effect the desired change.

Transaction Specialists are advised of the following guidelines which should be applied each time future effective transactions are input.

1.   A future effective SF-50 is meaningless until the effective date of the transaction is reached. Consequently, the future effective SF-50 that is produced should not be distributed until that transaction passes final editing on the effective date.

2.   No files in RAMPS or NAPS are changed/updated as a result of a future effective transaction until the effective date of the transaction is reached.

SECTION E. THE SF-50 FILE

The SF-50 File maintains each SF-50 produced by the system that is not future effective. It will maintain these SF-50s for a period of 180 Days (approx. 6 mos).

Changes, additions or deletions of SF-50s are effected by SF-52 Transactions only.

To change an SF-50, use a SF-52 with NOA CODE 002A, 002B or 002C - "Correction".

To delete an SF-50, use a SF-52 with NOA CODE 001A - "Cancellation".

To add an SF-50, use an SF-52 with any other NOA CODE other than the above mentioned.

8

SECTION F. THE TRAINING FILE

The Training File contains information on each A.I.D.-sponsored training course the employee has attended. Training includes language training, as well as a broad range of short and long-term courses in subject matter areas. This file is maintained by the Training Division. Records are maintained until three years after employees leave the Agency.

RAMPS TRANSACTION GUIDE

CHAPTER 3

POSITION RELATED DATA

This Chapter contains information and instructions regarding transactions which Establish, Revise or Delete organization and position-related data in RAMPS.

STAFFING PATTERN ACTION REQUEST (SPAR)

The SPAR consists of (3) separate and distinct RAMPS Input Documents.
They are:

PER-01	I.	Organization Headers
PER-02	II.	Position Data
PER-03	III.	Organization and Position Resequence

PER-01 - ORGANIZATIONAL HEADER

HR/PS is responsible for entering and maintaining all Data in RAMPS relating to Organizational Headers, Position Ceilings and Employment Limitations.

Organizational Header Records are established, revised or deleted using the PER-01 portion of the SPAR. There are two types of Organizational Header Records. They are:

Type 1. "PARENT" Organizational Records

Type 2. "SUB" Organizational Records

"Parent" Organizations are organizations which receive position ceilings. These are major organizations such as Bureaus or independent Offices in AID/W, and regions overseas.

"Parent" Organization Number (PARORGNO) is a 9 character numeric element which always ends in 0001 and identifies the Parent Organization.

"Sub" Organizations are organizational elements which do not receive position ceilings. These are subordinate to parent organizations, such as divisions, branches, sections, missions, etc.

"Sub" Organizational Number (ORGNO) is a 9 character numeric element which has the identical first 6 characters as its "parent organization," and always ends with 002 and identifies the sub organization.

11

PER-01 EXAMPLE 1:

ESTABLISHMENT OF

PARENT ORGANIZATION PER-01

ORIGIN CODE
    99

PER 01   I.   ORGANIZATIONAL HEADERS

A. ORGNO   (9)   100010001
B. PARENT ORGNO   (9)   100010001
C. ORGANIZATION TITLE   (50) OFFICE OF THE ADMNISTRATOR
D. ORGANIZATION ABBREV (15) A/AID

TO ESTABLISH A   Enter the nine character "Parent" Organization Number
PARENT ORGANIZA-   on Line A.
TION
                        Enter the same nine character "Parent" Organization
                        Number on Line B.

                        Enter up to 50 characters of the "Parent"
                        Organizational Title in Line C.

                        Enter up to 15 characters of the Organizational
                        Abbreviation on Line D.

                        Enter in the Remarks section of the SPAR the Full-time
                        Position Ceiling, Part-Time Position Ceiling and
                        Employment Limitation. Each entry is 5 numeric
                        characters (using leading zeroes if necessary).

                        Example:

                        Full-Time Position Ceiling =   00125
                        Part-Time Position Ceiling =   00025
                        Employment Limitation   =   00140

PER-01 Example 2:

ESTABLISHMENT OF

SUB ORGANIZATIONAL HEADER

ORIGIN CODE
99
PER-01   I. ORGANIZATIONAL HEADERS

A. ORGNO   (9) 100001002
B. PARENT ORGNO   (9) 100001001
C. ORGANIZATIONAL TITLE   (50) OFFICE OF THE DIRECTOR
D. ORGANIZATIONAL ABBREV   (15) ID/OD

TO ESTABLISH A   The instructions are the same as establishing
SUB ORGANIZATION   parent Organizations except Line A must contain the
                        "SUB" Organizational Number. Also, entries for
                        Position Ceilings are omitted in the remarks section
                        as "SUB" Organizations do not receive position
                        ceilings.

PER-01 Example 3:

REVISING EITHER

PARENT OR

SUB ORGANIZATIONAL HEADER

ORIGIN CODE
    99

PER-01   I. ORGANIZATIONAL HEADERS

A. ORGNO   (9)   100001002
B. PARENT ORGNO   (9)
C. ORGANIZATIONAL TITLE   (50) OFFICE OF THE DIRECTOR
D. ORGANIZATIONAL ABBREV   (15)

TO CHANGE   Enter the Orgno of the Header to be changed on Line A.
EITHER HEADER   Then enter only those data elements that are to be
                      changed, including ceilings if applicable. Leave all
                      other entries blank. Changing the Orgno is disallowed.
                      To accomplish this, it is necessary to delete the
                      Organizational Header associated with the Orgno, then
                      add the Organizational Header with the proper Orgno.

PER-01 Example 4:

EXAMPLE OF DELETING

ORGANIZATIONAL HEADERS

ORIGIN CODE
      99   I. ORGANIZATIONAL HEADERS

A. ORGNO   (9)   143010002
B. PARENT ORGNO   (9)   -
C. ORGANIZATIONAL TITLE   (50)
D. ORGANIZATIONAL ABBREV   (15)

TO DELETE   Enter the ORGNO of the Header to be deleted in A.
EITHER HEADER   Then enter a minus (-) sign in B. All other entries
                    must be left blank.

                    When deleting Organizational Header Records,
                    Transaction Specialists must be sure that no
                    subordinate organizations or positions remain under
                    that Header.

15

STAFFING PATTERN ACTION REQUEST (SPAR)

POSITION DATA

THE PER-02 portion of the SPAR is used to:

1.   Establish new position(s) in RAMPS;

2.   Revise existing position(s), including flagging a position for deletion upon the Reassignment/Separation of the incumbent.

3.   Delete vacant position(s);

PART A
OF PER-02

TYPE OF ACTION - Only one Type of Action may be entered on a single PER-02. Those Types of Actions are:

"E"- ESTABLISH - Enter an "E" in the Establish Block to create a new position on the Master File

"R"- REVISE - Enter a "R" in the Revise Block when requesting a change to a position currently on the file.

Also use "R"   If you wish to "FLAG" an encumbered position for
deletion upon the reassignment or separation of the incumbent. Please refer to the instructions for "Position Status Code" (POSSTAT) in Part B of this section.

"D"- DELETE - Enter a "D" in the Delete Block to delete a vacant position. (RAMPS will not allow deletion of an incumbered position.) Entries in the Origin Code Block, Type of Action and the POSNO of the position to be deleted are the only entries allowed.

PART B   CODES: The following Table indicates entries used when
OF PER-02 Establishing a new position on the Master File.

          "N": = Necessary: an entry must be entered

          "A": = Applicable: an entry may or may not be entered

          " ": = No entry is permissible for that element

	DATA ELEMENT	AID/W POSITION	OVERSEAS POSITION
1.	POSNO	N	N
2.	POST CODE	A	N
3.	POSITION STATUS	N	N
4.	TYPE OF POSITION	N	N
5.	ALLOTMENT	N	N
6.	POSITION OCCUPIED (FOR SES ONLY)	A	
7.	POSITION SENSITIVITY	A	
8.	PUBLIC TRUST	N	N
9.	AOSC CODE	N	N
10.	FUNCTIONAL CLASSIFICATION	A	A
11.	PAY PLAN	N	N
12.	PAY GRADE	N	N
13.	SUPERVISORY	N	N
14.	LANGUAGE CODE		N
15.	REQUIRED SPEAKING ABILITY		N
16.	REQUIRED READING ABILITY		N
17.	VACANCY STATUS	A	N
18.	OBEY INDICATOR	N	
19.	POSITION DESCRIPTION NUMBER	N	N
20.	FLSA INDICATOR	N	
21.	COMPETITIVE LEVEL	A	
22.	SMG	N	N
23.	ETHICS	N	N

INSTRUCTIONS FOR ESTABLISHING OR
REVISING POSITIONS

DATA ELEMENT DESCRIPTIONS FOR CODES IN
PART B OF PER-02

1. POSNO -   In all cases, enter the nine-character position number of the
                   position to be acted upon.

                   (When revising positions, only enter that data in the fields
                   listed below which is to be changed.)

2. POST CODE -   For AID/W Positions, leave blank. For positions in Overseas
                   Posts, refer to the index pages of a current Staffing Pattern
                   to obtain the appropriate Post Code for the appropriate
                   overseas organization.

3. POSITION -   (POSSTAT) Enter the appropriate Position Status
    STATUS CODE   code.

                        C =   Continuing Position

                        D =   DELETE - When position is to be deleted upon the
                              departure of the encumbent, or, if the position
                              is currently vacant, on departure of the next
                              encumbent. The system will delete that position
                              on the day after the incumbent leaves it.
                              Revising a position to "D" status will not cause
                              the position to be deleted immediately.
                              Therefore, if you wish to delete a vacant
                              position, enter a "D" in Delete Block in Part A
                              of the PER-02.

4. TYPE OF POSITION

> Enter two alphabetic characters which represent, in sequence, Position Permanency and Position Workweek. The valid entries for this field are shown below.

> POSITION PERMANENCY (First Character)

>> P = Position intended to be in effect for more than 1 year at time of establishment, or a position that has been continuously occupied for a period of more than 1 year, regardless of the intent at the time of establishment.

>> T = Position intended to be in effect for less than 1 year.

> WORKWEEK (Second Character)

>> F = Regularly scheduled position with a required workweek of 40 hours (Full-Time).

>> P = Regularly scheduled position with a workweek of less than 40 hours (Part-Time).

>> I = Intermittent schedule - the incumbent works on an as-needed basis.

5. ALLOTMENT

> Enter 14 character allotment code (without hyphens) to which incumbent's salary should be charged.

6. POSITION OCCUPIED (For SES)

> Enter '3' for SES General (Non-Career) or '4' for SES Career reserved, if applicable.

7. POSITION SENSITIVITY

> Enter:
> T == if position is considered Top Sercret
> S == if position is considered Secret
> C == if position is considered Confidential
> O == requires no Security Clearance.

8. PUBLIC TRUST

> If position is to be classified enter

> H is for High
> M is for Moderate
> L is for Low.

9. AGENCY OCCUPATIONAL SPECIALTY CODE (POSAOSC

> Enter AOSC which corresponds to the appropriate Position Title.

10. FUNCTIONAL CLASSIFICATION

If applicable, enter the appropriate Functional Classification code.

The following Agency Occupational Specialty Codes must have a Functional Classification Code. Only the first four digits of the 6 digit Occupational Codes are shown since the Functional Classification Code is required regardless of the last two digits.

```
  0020   0101    0110   0140 0150    0170  0180    0184    0185       0190
  0193   0401    0403   0405-0415    0430-0454    0457    0460       0470-0493
  0601   0602    0610   0630-0635    0637-0639    0644    0660       0662 0665
  0668   0680    0690   0696 0701    0801  0803    0804    0806-0808
  0810   0819    0830-0855          0858-0871    0880-0894          0896 1220
  1221   1223-1226      1301-1310    1313-1315    1320-1340          1350
1360     1370    1372   1373         1380-1386    1510-1520          1529
  1530   1540    1550, and functional classification must be greater than 10.
```

NOTE   Position AOSC's which do not require a functional classification, the FUNCTIONAL CLASSIFICATION field (number 9) must remain blank. PLEASE DO NOT PUT 00.

11. POSITION PAY PLAN

Enter the applicable 2-character Pay Plan from the following codes:

```
AD = Administratively Determined
ED = Expert
EF or EH = Consultant
ES = Senior Executive Service
EX = Executive Pay Act
FA = Classes II, II IV of Foreign Service
FE = Senior Foreign Service
FS = Foreign Service
GM = Merit Pay or Performance Management and Recognigion
     System (PMRS)
GS = General Schedule
GW = Wage Grade
IP = Inter-Governmental Personnel Act - Detail In
PE = Presidential Exchange Program - Detail In
PH = Public Health - Detail In from HHS
WG = Wage Board (Except Printing and Litho)
XP = Wage Board Printing & Litho
XL = Wage Board Printing & Litho (Leader)
YV = Summer Aid
YW = Student Aid
```

12. POSITION PAY GRADE

       Enter the grade of the Position. If the value is less than 10, use a leading zero (i.e. Grade 7 would be coded 07). For Senior Executive and Senior Foreign Service positions, enter 00.

13. SUPERVISORY CODE

       2 = Supervisor or Manager

       Position requires the exercise of supervisory and/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 = SUPERVISORY (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.

       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 Supervisory Guide definition of Manager or 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 Work Leader Grade Evaluation Guide; or meets similarly minimum requirements for Leader responsibilities specified by the job standards or other directives of the applicable Pay Schedule or System.

       8 = ALL OTHER POSITIONS

       Position does not meet any of the above definitions for Supervisor, Manager, Supervisor(CSRA), Management Official(CSRA), or Leader.

14. LANGUAGE CODE
15. REQUIRED SPEAKING
16. REQUIRED READING

       For overseas positions make appropriate entries for the above three elements in accordance with instructions in attachment 3 of this section.

17. VACANCY STATUS INDICATOR

    Codes are:

        V = (VACANCY) a "True" Vacancy that should be filled through in-house reassignment or outside recruitment.

        C = (CANDIDATE SELECTED) Vacancy for which a candidate has already been selected and will be placed in the position at some future date.

        H = (HOLD STATUS) A Vacant position which is being held at the Bureau's request.

18. OBEY INDICATOR

        Indicates whether the AID/W position is intended to be filled by a Civil Service or a Foreign Service employee. Code G for Civil Service; F for Foreign Service.

19. POSITION DESCRIPTION NUMBER

        For HR/POD/PMC use only. Enter the appropriate 5 digit number.

20. FSLA INDICATOR

        For HR/POD/PMC use. Enter 'E' (Exempt) or 'N' (Non-Exempt) to indicate Position's status under the a Fair Labor Standards Act.

21. COMPETITIVE LEVEL

        For HR/POD/PMC use, in accordance with internal instructions.

22. SMG (SENIOR MANAGEMENT GROUP)

        Enter 'Y' (YES) or 'N' (NO). HR/EM makes this determination ** as to whether the position is included in the Senior Management Group.**

STAFFING PATTERN ACTION REQUEST (SPAR)

PER-03   III.   RESEQUENCE

OF ORGANIZATIONAL HEADER OR POSITION

The PER-03 Resequence will relocate a position or an organizational header (** either within a Parent Organization or to a different Parent Organization.**) To resequence an organizational header or a position, enter the old ORGNO or POSNO in Part 'A' of Section III and the new ORGNO or POSNO in Part 'B' of Section III. For multiple resequencing, continue coding the old and new entries in the remarks block. No additional entries are required. RAMPS will process PER-02s before processing PER-03 transactions. Consequently, the system will allow a PER-02 revision of a position as well as the resequencing of the position on the same day.

When resequencing an encumbered position, and if documentation of the movement of the incumbent is required, it may be more appropriate to use a PER-05 to duplicate, rather than resequence, the position. See page 24. If it is determined that a PER-03 is proper, also input an SF-52 to document the reassignment or realignment of the incumbent. The SF-52 must not contain a POSNO and the "FROM" portion must be voided. The system will produce an SF-50 and create the appropriate Chronological and NAPS records which will document the movement of that employee from the old position to the new, resequenced, position.

23

REPLACEMENT POSITION   PER-05

The PER-05 is used to create a new position identical to an existing position. When the system encounters a PER-05 it will:

> 1.   Create the new position using the Position Data of the existing position;
>
> 2.   Automatically revise the existing position's Position Status Code (POSSTAT) TO 'D' which flags the existing position for deletion upon the encumbent's departure, or, if the position is currently vacant, upon departure of the next incumbent.

COMPLETING   OC (ORIGIN CODE)
THIS FORM   The Transaction Specialist's OC is entered in the upper left corner of the PER-05 form.

> POSNO
> Enter the nine-digit POSNO of the position to be replicated.
>
> NEW POSNO
> Enter a nine-digit POSNO, not already in use, and with the first digits indentical to the Orgno of the organization the position belongs to.

EFFECTIVE DATE
> Enter the six-digit date, in MMDDYY sequence, for the new position.

PROCESSING   Since PER-02s are processed before PER-05s entered the same
SEQUENCE   day, revisions of the original position sing a PER-02 will be accomplished before the position is duplicated. If the original position is to remain unchanged and the new position is to be revised, the PER-02 revising the new position must be submitted on the following day.

Also, if the original position is in 'C' Status the submission of a PER-05 changes the original position's POSSTAT to 'D' and it will automatically be deleted once the departure of the incumbent.

O	C	(NOT USED)	AID 4-523 (7-70) REPLACEMENT POSITION	PREPARED	KEYED	FORMAT PER-05

POSNO   NEW POSNO   EFFECTIVE DATE

RAMPS TRANSACTION GUIDE

CHAPTER 4

EMPLOYEE DATA

This Chapter contains information and instructions regarding input transactions which establish, change or inactivate employee-related data records in RAMPS. In personnel terms, employee information is established by a hiring action and inactivated by a separation action. Changes are made by all other types of personnel actions, i.e. reassignment, promotion, step increase, etc. (Deletion of employee-related data takes place automatically three years after the employee leaves A.I.D.)

THE SF-52 INPUT DOCUMENT

The SF-52 "Request for Personnel Action" is a preprinted form designed by the Office of Personnel Management (OPM) and is used by A.I.D. as an input document for employee related data in RAMPS. Detailed instructions for completing the SF-52 are contained in FPM-296-33 "Guide to Processing Personnel Actions." This FPM describes OPM's requirements, which are also required by RAMPS. Below are RAMPS-specific instructions. The SF-52 produces the SF-50 "Notification of Personnel Action."

The SF-52 form also contains input blocks for position related data. In A.I.D. these blocks are not used. The SPAR is the only form which allows input of position data. See Chapter 3. Position data necessary for the production of the SF-50 is automatically generated by the system using Position Data which is currently on the Master File.

RAMPS will process any Position Data input document (Per 02, Per 03 and Per 05) before processing SF-52s. Therefore, it is possible to establish or revise a position and reassign an employee to that position on the same day.

MANUALLY PREPARED SF-50s

Hand-typing SF-50s are strongly discouraged because it circumvents accurate data in RAMPS and can prevent the Payroll system from correctly paying employees. In the event that a hand-typed SF-50 is required contact USER HELP to get a copy of a blank SF-50 form and to discuss the pertinent circumstances. USER HELP may advise alternate solutions.

HOW TO PREPARE AN SF-52

DATA ELEMENT BLOCKS WHICH ARE ALWAYS CODED ON THE SF-52

	Top of form	Origin Code
PART B:	Block # 2	SSAN
	Block # 4	Effective Date
	Block #5-A.	Nature of Action Code (NOAC)
PART C:	Block #2	Approval - certification by an authorized Personnel Officer.

Except as noted above, other employee-related data blocks are coded only if they are changing. Position-related data is never coded on an SF-52, and requires a PER-02 to change data.

DATA ELEMENT BLOCKS WHICH SHOULD NEVER BE CODED ON SF-52

Example 1A shows specific Blocks of the SF-52 which should never be coded on an SF-52 Input Document.

                PART B: Block # 26 Veterans Preference for RIF
                                          33 Part Time Hours
                                          34 Position Occupied
                                          35 FLSA (Fair Labor Standards Act)
                                          36 Appropriation Code
                                          37 Bargaining Union Status
                                          38 Duty Station Code
                                          39 Duty Station
                                          40 Agency Data
                                          48 Functional Classification
                                          51 Supervisory Status

None of the FROM elements can be changed via SF-52. These include:
        PART B: Block # 8   From Pay Plan
                                  9   From Occupation Code
                                  10   From Grade
                                  11   From Step
                                  12   Total Salary
                                  12A   Basic Pay
                                  12B   Locality Adj
                                  12C   Adj. Basic Pay
                                  12D   Other Pay
                                  13   From Pay Basis

    Should any of these "FROM" elements need to be altered on the SF-50, the entire "FROM" portion of the SF-50 should be suppressed by setting the Void To/From Switch to "F". After production of the new SF-50 the correct "FROM" information must be hand-typed.

    Although FPM 296-33 allows for processing two different personnel actions on an employee effective the same day using one SF-52, RAMPS will only process one Nature of Action Code per transaction. The blocks listed below cannot be fed into the computer and should not be coded on the SF-52.

                PART B: Blocks # 6-A   NOAC (2)
                                          6-B   Nature of Action (2)
                                          6-C   Authority Code (2)
                                          6-D   Legal Authority (2)
                                          6-E   Authority Code (2)
                                          6-F   Legal Authority (2)

    Should it become necessary to process two different personnel actions with the same effective date, Transaction Specialists should contact USER HELP before submitting those transactions for processing.

REQUEST FOR PERSONNEL ACTION

OC –

PART A – Requesting Office (Also complete Part B, items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested	2. Request Number

Example of Elements Never to be Entered on 8F-52

3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B – For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date

FIRST ACTION | ### SECOND ACTION

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action

5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority

5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference		24. Tenure	25. Agency Use	26. Veterans Preference for RIF
1 – None 2 – 5-Point	3 – 10-Point/Disability 4 – 10-Point/Compensable	5 – 10-Point/Other 6 – 10-Point/Compensable/30%	0 – None 1 – Permanent 2 – Conditional 3 – Indefinite	SEX	YES NO

27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant

30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 – Competitive Service 2 – Excepted Service 3 – SES General 4 – SES Career Reserved	E – Exempt N – Nonexempt		

38. Duty Station Code	39. Duty Station (City – County – State or Overseas Location)

40. Agency Data	41. Handicap	42. Appt Type	43. Degree Awd	44. School

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
				1 – USA 8 – Other		

PART C – Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature	Approval Date

Please note: Although not labeled on the SF-52 form, Blocks 25, 41, 42, 43, and 44 have been designated for use of the following data elements:

25	Sex
41	Handicap Code
42	Appointment Type
43	Degree Awarded
44	Degree School

Example 1B shows the reverse side of the SF-52. Please note: the only coding necessary on the reverse side is PART F-Standard Remarks for SF 50. RAMPS will accept up to five(5) standard remarks.

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?   ☐ YES   ☐ NO
If "YES", please state these facts on a separate sheet and attach to SF 52.)

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day – midnight – unless you specify otherwise.)

2. Effective Date	3. Your Signature	3. Date Signed	4. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

EXAMPLE OF NEW HIRE TRANSACTION
(Example 2A)

In this example please note the following:

1) The difference in coding an alphabetic 'O' and a numeric '0' (zero).

2) The correct coding of the "Not To Exceed Date" in Block 5-B, showing a two character month, a two character day and a two character year, (NTE=090899) and the correct coding for Agency Code (Agency = AG).

3) The "Special Salary"/"Award" located in Block 20. Only "Special Payable Salaries", "Cash Awards" or Retain Salary Expiration Date are to be coded in this Block, in the format as shown. First the identification of the special salary (i.e. GM=PMRS salary (or Merit Pay salary), RET=Retained Salary, EC=Expert/Consultant Daily Rate), CASH=Cash Award Amount, followed by the actual payable salary or the cash award amount with leading zeroes to provide six numeric characters should be entered.

For example;

GM = 042424 or RET = 056788 or CASH=001500 or Ret

Exp=013190.

"Ret Exp=-" is used to to delete the retained salary expiration date.

4) PART F (Remarks) is used for any Standard Remarks and Standard Remark Fill-ins as needed.

5) Block 45 (Educational Level) - This element is a necessary entry on all hiring actions. If the code is 06, 10, 13, or higher, meaning an employee has at least one degree, the remaining Degree Group information must be coded before the transaction will be accepted by the system.

            Blocks 43   Degree Awarded
                   44   Degree School
                   46   Year Degree Attained
                   47   Academic Discipline
                        (Instructional Program)

If an employee has more than one degree, only the "highest" degree information is entered via SF-52. Lower-level degree(s) must be entered into the system via PER-11. For example, assuming an employee had three degrees, a Doctorate, a Masters in Business Administration and a Bachelor of Arts degree. "PhD" would be entered in Block 43 of the SF-52, along with the School, Year and discipline of the Doctorate. The MBA and BA information would be entered via a Per 11. Or, if an employee has a Masters of Public Health and a Bachelor of Science degree, information related to the MPH would be entered via SF-52, and information related to the BS would be entered via Per 11.

31

Standard Form 52-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A – Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested		2. Request Number
	Example of New Hire SF-52	

3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B – For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
Baskerville, Holmes	123456789	092448	031290

FIRST ACTION

5-A. Code	5-B. Nature of Action
916B	Agency=AG NTE=090890

5-C. Code	5-D. Legal Authority

5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action

6-C. Code	6-D. Legal Authority

6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

112345678

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay

14. Name and Location of Position's Organization

16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis

20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference			24. Tenure		25. Agency Use	26. Veterans Preference for RIF
3	1 – None 2 – 5-Point	3 – 10-Point/Disability 4 – 10-Point/Compensable	5 – 10-Point/Other 6 – 10-Point/Compensable/30%	1	0 – None 1 – Permanent 2 – Conditional 3 – Indefinite	M	YES ☐ NO ☐

27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant
A	9	0

30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period
1	012667	F1	

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 – Competitive Service 2 – Excepted Service 3 – SES General 4 – SES Career Reserved	E – Exempt N – Nonexempt		

38. Duty Station Code	39. Duty Station (City – County – State or Overseas Location)

40. Agency Data	41.	42.	43.	44.
	05	11	MA	Peter Pan Prep

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
17	76	0101016		1 1 – USA 8 – Other	N	

PART C – Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date

CONTINUED ON REVERSE SIDE
52-306

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6240

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? ☐ YES ☐ NO
If "YES", please state these facts on a separate sheet and attach to SF 52.)

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day – midnight – unless you specify otherwise.)

2. Effective Date	3. Your Signature	3. Date Signed	4. Forwarding Address (Number, Street, City, State, ZIP Code)

33

SAMPLE CORRECTION
(Example 3A)

NOA CODES 002A & 002C

Corrections to previous personnel actions may be accomplished only if the effective date of the transaction needing correction is less than 180 days old (approx 6 months). If the transaction meets this criteria, three files will be updated as a result of the correction action. They are:

> 1) The data element(s) input will be corrected/changed on the Master File. In this case the Service Computation Date will be changed to 102483.
>
> 2) The SF-50 File. The system will automatically produce a new SF-50 showing the corrected data element(s).
>
> 3) The Chronological File, if necessary. If this correction was to a data element on the Chronological File (i.e. Pay Grade) that transaction, identified by the Prior Effective Date and Document Control Number, would be changed to the corrected Pay Grade of the employee.

Please note: Correction transactions require in Block 7, the Prior Effective Date (PED) and the Document Control Number (DOC) of the SF 50 being corrected.

Standard Form 52-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

OC

1. Actions Requested	2. Request Number

Example of Correction Transaction

3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B – For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
	123456789		031290

FIRST ACTION		**SECOND ACTION**	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
002A			
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
PED = 031290 DOC = 12345	

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Preference for RIF
1 – None 3 – 10-Point/Disability 5 – 10-Point/Other 2 – 5-Point 4 – 10-Point/Compensable 6 – 10-Point/Compensable/30%	0 – None 2 – Conditional 1 – Permanent 3 – Indefinite		YES ☐ NO ☐

27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant

30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period
	102483		

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 – Competitive Service 3 – SES General 2 – Excepted Service 4 – SES Career Reserved	E – Exempt N – Nonexempt		

38. Duty Station Code	39. Duty Station (City – County – State or Overseas Location)

40. Agency Data	41.	42.	43.	44.

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
				1 – USA 8 – Other		

PART C – Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date

CONTINUED ON REVERSE SIDE
52-306

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6240

SAMPLE SSAN CORRECTION
(Example 3B)

This example shows the proper means to correct the SSAN of an employee.

Please note that the "old" or erroneous SSAN contained in the system is entered in Block #2 while the correct SSAN is coded in Block # 1.

Except for the coding of the Effective Date (Block #4) and the NOA CODE (Block 5-A) no other entries are allowed when using 002B SSAN Correction.

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?   ☐ YES   ☐ NO
If "YES", please state these facts on a separate sheet and attach to SF 52.)

PART E – Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day – midnight – unless you specify otherwise.)

2. Effective Date	3. Your Signature	3. Date Signed	4. Forwarding Address *(Number, Street, City, State, ZIP Code)*

PART F – Remarks for SF 50

SF-52 CODING INSTRUCTIONS

DIN = Data Identification Number - used as reference numbers to find additional information and valid codes in Annex B of this Guide.

[///] in the DIN Column = Data Element is not coded on the SF-52.

BLOCK = The portion of the SF-52 where the data is coded.

DIN	BLOCK	ELEMENT NAME	CODING INSTRUCTIONS
2102	1.	NAME	Up to 24 alpha character input. Also the "New" Social Security Number is coded in the block when using NOA CODE 002B to correct an erroneous SSAN.
2101	2.	SSAN	9 character numeric input. SSAN is required on each SF-52 Transaction.
2104	3.	DATE OF BIRTH	Six character numeric Input. Input in Month, Day, Year "MMDDYY" format, i.e. 020444.
2121	4.	EFFECTIVE DATE	Six character numeric input in "MMDDYY" format. A necessary entry for all SF-52 Transactions.
2145	5-A.	NOAC1	Three character numeric input except for NOA CODEs 001A, 002A, 002B or 002C or any code in the 900 series. Coded on all SF-52 Transactions.
2145	5-B	NATURE OF ACTION	Automatically derived from entry in Block 5-A - NOAC. Block 5-B may be used to code the "Not To Exceed Date" and/or Agency Code if required by the prescribed NOA CODE.
2151	5-C	AUTHORITY CODE1	Three character input. Entry is required on all actions except NOA CODES 001., 350., 355.
	5-D	AUTHORITY1	Automatically derived from entry in Block 5-C. Entry in Block 5-D is required only when there is a "Fill-In" prescribed by the Authority Code in Block 5-C.
	5-E	AUTHORITY CODE2	Three character input.
	5-F	AUTHORITY2	Automatically derived from entry in block 5-E, if 5-E is coded.

DIN	BLOCK	ELEMENT NAME	CODING INSTRUCTIONS
[///]	6-A	NOAC2	Because RAMPS will not process two NOA CODES on the same SF-52 Input Document, this block should never be coded.
[///]	6-B	NATURE OF ACTION2	Same as Block 6-A.
[///]	6-C	AUTHORITY CODE	Same as Block 6-A.
[///]	6-D	AUTHORITY	Same as Block 6-A.
[///]	6-E	AUTHORITY CODE	Same as Block 6-A.
[///]	6-F	AUTHORITY	Same as Block 6-A.
[///]	7.	FROM POSITION TITLE	Not coded on SF-52. The system derives the information from the current or previous position to which the employee is assigned. To override the system, void the From Block and hand-type that portion of the SF-50. Use Block 7 to code the Document Control Number and the Prior Effective Date of a Transaction that needs to be Cancelled (001A) or Corrected (002A or 002C).
[///]	8.	FROM PAY PLAN	Not coded on SF-52. Automatically generated unless the "FROM" portion of the SF-50 has been suppressed.
[///]	9.	FROM OCC CODE	Same as Block 8.
[///]	10.	FROM GRADE OR LEVEL	Same as Block 8.
[///]	11.	FROM STEP OR RATE	Same as Block 8.
[///]	12.	FROM TOTAL SALARY	Same as Block 8.
	12A.	FROM BASIC PAY	Same as Block 8.
	12B.	FROM LOCALITY ADJ.	Same as Block 8.
	12C.	FROM ADJ. BASIC PAY	Same as Block 8.
	12D.	OTHER PAY	Same as Block 8.
[///]	13.	FROM PAY BASIS	Same as Block 8.
[///]	14.	FROM: NAME & LOCATION	Block 14 is used for the Void To/From Indicator. Valid codes for this field are: "T" (to suppress the printing of the TO Portion of an SF-50) and "F" to suppress the printing of the FROM portion of an SF-50.
1101	15.	TO POS TITLE & TO POSNO	9 character numeric input for POSNO. TO POSN TITLE is automatically generated from TO POSNO.

DIN	BLOCK	ELEMENT NAME	CODING INSTRUCTIONS
2301	16.	TO PLAN	Two to four character alpha input.
[///]	17	TO OCC CODE	Automatically generated.
2302	18.	TO GRADE OR LEVEL	2 character numeric input except for Senior Foreign Service Grades CM, MC and OC.
2303	19.	TO STEP OR RATE	2 character numeric input.
	20.	TO SALARY	6 character numeric input with leading zeroes if necessary. This block should only be completed for non standard salaries and/or cash awards or Retain Salary Expiration Date. For example:

"GM = 056749" If employee is a PMRS (merit pay) employee.
"RET = 043763" If employee has a Retained Salary.
"RET EXP= 010990" If retain salary expiration date is to be Jan 9, 1990.
"CASH = 001500" If employee is receiving a cash award of $1500. 6 numeric characters
"EC = 193" If employee is an Expert or Consultant. EC Rate = 3 numeric characters.

DIN	BLOCK	ELEMENT NAME	CODING INSTRUCTIONS
[///]	20A.	BASIC PAY	Not coded on SF-52. Automatically generated.
[///]	20B.	LOCALITY ADJ.	Not coded on SF-52. Automatically generated.
[///]	20C.	ADJ. BASIC PAY	Not coded on SF-52. Automatically generated.
[///]	20D.	OTHER PAY	Not coded on SF-52. Automatically generated.
[///]	21.	PAY BASIS	Not coded on SF-52. Automatically generated.
[///]	22.	TO NAME & LOCATION	Not coded on SF-52. Automatically generated.
2105	23.	VETERANS PREFERENCE	One character numeric input.
2106	24.	TENURE	One character numeric input. TENURE must also be compatible with the employee's PAY PLAN and APPOINTMENT TYPE. Correct combinations for these three fields are shown in Din 2106, Annex B in the TENURE-EMPPLAN-APPOINTMENT TYPE TABLE.

DIN	BLOCK	ELEMENT NAME	CODING INSTRUCTIONS
2401	26.	SEX	One character alphabetic input. Valid codes are: M = Male F = Female
[///]	26.	VETERAN PREF FOR RIF	Not coded on SF-52.
2109	27.	FEGLI	One character alphabetic input.
2150	28.	ANNUITANT INDICATOR	One character alphanumeric input.
[///]	33.	PART-TIME HOURS	Not used at this time but rather is coded as a fill-in for standard remark M32.
[///]	34.	POSITION OCCUPIED	Not coded on SF-52. Automatically generated.
[///]	35.	FLSA	Not coded on SF-52. See PER-02 instructions if element needs to be updated.
[///]	36.	APPROPRIATION CODE	Not coded on SF-52. Automatically generated.
[///]	37	BARG. UNIT STATUS	Not coded on SF-52. Automatically generated.
[///]	38	DUTY STATION CODE	Not coded on SF-52. Automatically generated.
[///]	39.	DUTY STATION	Not coded on SF-52. Automatically generated.
[///]	40.	AGENCY DATA	Not coded on SF-52.
2108	41.	HANDICAP CODE	2 character numeric input.
2601	42.	APPOINTMENT TYPE	2 character numeric input. Must be compatible with the Employee's Pay Plan and Tenure. See DIN 2601 in Annex B for all correct combinations of these 3 fields.
4101	43	DEGREE AWARDED	Block 43 is used for input of the awarded highest degree of an employee. Coding of this field is necessary if Block 45 "Education Level" is 06, 10, 13, or higher.
4105	44.	DEGREE SCHOOL	Up to 20 character alpha input of the school where the highest degree was earned. Degree School is a necessary entry if the Educational Level is 06, 10, 13, or higher.

DIN	BLOCK	ELEMENT NAME	CODING INSTRUCTIONS
2114	45	EDUCATION LEVEL	2 character numeric input. Code the highest education level attained.
4104	46	YEAR DEGREE ATTAINED	2 character numeric input. Code the year which the highest degree was attained. Code is necessary any time an entry in Block 45 (Education Level) is 06, 10, or greater than 12.
4103	47	ACADEMIC DISCIPLINE (INSTRUCTIONAL PROGRAM)	6 character numeric input. Code the major for the highest degree was attained. Code is necessary any time an entry in Block 45 (Education Level) is 06, 10, or greater than 12.
[///]	48	FUNCTIONAL CLASSIFICATION	Not coded on SF-52. Automatically generated.
2119	49.	CITIZENSHIP	One character numeric input. 1 = U.S. Citizen 8 = Other
2155	50.	VET STAT	1 character alpha input. X = Not a Vietnam Era Veteran V = Vietnam Era Vereran (On active military duty between 8/6/64 and 5/7/75) B = Pre Vietnam Era Veteran (Valid on status and dynamics records of employees whose accessions are after Sept. 30, 1991.) P = Post Vietnam Era Veteran (Valid on status and dynamics records of employees whose accessions are after Sept. 30, 1991.)
[///]	51.	SUPERVISORY STATUS	Not coded on SF-52. Automatically generated.
	PART C	REVIEWS AND APPROVAL	Block 2 of Part C contains the certification of the Personnel Specialist who maintains responsibility for the transaction. No transaction will be input to the system without the signature of the responsible Personnel Specialist. HR Division management authorizes the certifying official and notifies HR/WPRS/PS of this authorization.
	PART F	STANDARD REMARKS	3 character field, plus associated fill-in, as appropriate. Up to five(5) Standard Remarks may be input. However, no more than 14 lines of text can be printed in the Standard Remarks portion of the SF-50.

RAMPS TRANSACTION GUIDE

CHAPTER 5

OTHER TRANSACTIONS

5-1.   GENERAL

This chapter covers the remaining transactions normally used to update the RAMPS data base. Each of the transactions is covered in detail in subsequent pages of this chapter.

5-2.   FORMATS, TITLES, AND BLANK FORMS

Following is a list of the "other" transactions, showing format (PER) number, title, and blank form number:

PER-11, Supplemental Qualifications   Form A.I.D. 4-497

PER-12, Miscellaneous Data   Form A.I.D. 4-498

PER-18, EDR Print Review Date   Form A.I.D. 460-10

PER-28, Medical Clearance Data

PER-41, EDR PRINT REQUEST   Form A.I.D. 503

PER-11 SUPPLEMENTAL QUALIFICATIONS

GENERAL

This procedure describes entry of certain supplemental qualifications of an employee. The Supplemental Qualifications form (PER-11) is used primarily at time of appointment. However, in the event of a later change in those qualifications, it is used to reflect the change.

ORIGIN CODE
& SSN

The transaction specialist's Origin Code, and the employee's SSN, are entered in the normal manner.

COLLEGE
DEGREES

College Degrees Other Than Highest Degree
RAMPS has the capacity of carrying data on three college degrees. The highest degree is entered via the SF-52 as required by OPM. Any lower degrees are entered into RAMPS using the PER-11. In accordance with the data element descriptions in Annex B, for each additional degree enter the following:

DIN 4101, Degree
DIN 4103, Major Field of Degree
DIN 4104, School From Which Degree Obtained

A doctorate degree is the highest level degree that can be attained and would be entered via the SF-52. (Doctorate degrees include PhD, EDD, etc.)

A masters degree is a post graduate degree, lower than a doctorate. If the employee has a doctorate degree then the information on the masters degree would be entered via the Per-11. (Masters degrees include MA, MS, MPH. Also law degrees -- LB and JD -- are treated in lower order than PhDs).

The bachelor's degree is the lowest full degree that can be attained. If the employee does not have a doctorate or a masters degree, then the bachelor's degree would be entered via the SF-52 and no Per-11 would be required (Bachelor's degrees include BA, BS, AB.)

OTHER
QUALIFICATIONS

Type of Other Training, and Special Qualifications
Using the data element descriptions in Annex B, ask the new employee for any information that should be entered in RAMPS in DIN 4201, Type of Other Training, and/or DIN 4501, Special Qualifications. Make appropriate entries, if any.

O C	SOCIAL SECURITY ACCT NO.									SUPPLEMENTAL QUALIFICATIONS	PREPARED	KEYED	FORMAT PER-11

COLLEGE DEGREES OTHER THAN HIGHEST DEGREE:

DEGREE
4101

MAJOR FIELD
4103

YEAR
4104

SCHOOL
4105

TYPE OF OTHER TRAINING:
4201

FIRST

SECOND

THIRD

SPECIAL QUALIFICATIONS:
4501

FIRST

SECOND

THIRD

AID 4-497 (2-94)

45

PER-12, MISCELLANEOUS DATA

GENERAL

This procedure describes entry of a variety of miscellaneous data elements pertaining to employees, transaction specialists responsible for employee data should be familiar with the data element descriptions in Annex B for all those identified on the Miscellaneous Data form. These instructions provide extra clarification on the use of the various data elements on this form.

DIN 2205, Initial Assignment to Washington
This data element identifies Foreign Service Employees on initial assignment in Washington. A 'W' will show in the basic portion of the EDR print.

DIN 2304, Effective Date of Last Pay Change
Use if a new hire or an employee transferred from another agency without change of grade or step, and time in prior agency counts toward determining date eligible for next step increase.

DIN 2305, Type of Last Pay Change
Use in conjunction with DIN 2304 as described above. Enter the appropriate code from those shown in the data element description in Annex B.

DIN 2306, Date Appointed to Present Grade
Use in conjunction with DIN 2304 and 2305 as described above.

DIN 2603, Date Entered Duty with A.I.D.
The computer automatically puts the effective date of a hiring action in this date. Therefore, it normally need never be entered. An exception is if an employee is for some reason separated and then reappointed (e.g., FS employee retired and then reappointed FS L) without a break in service. In this case, the new hire action will have placed the new date in this data element. It is then necessary to enter the original date using the PER-12.

DIN 2604, Date Last Entered Foreign Service
The PER-12 must be used to enter this date into the system. See definition in Annex B for this data element.

DIN 2605, Time-In-Class (TIC DATE)
See the data element description in Annex B.

46

PER-12, MISCELLANEOUS DATA (Continued)

DIN 2702, Date Eligible for Conversion to Career
This date is normally updated automatically by the
computer. However, for a career-conditional employee from
another agency, the PER-12 is used to cover the time in
the previous agency. Delete with a dash '-' in first box
of DIN.

DIN 2703, Date Eligible for Next Step Increase
This date also is normally updated automatically by the
computer. Again, for an employee from another agency in
the same grade and step, this date must be entered. See
DIN 2304 and 2305 above.

DIN 2710, Reemployment Rights/Probationary Indicator
DIN 2711, Reemployment/Probationary Expiration Date
These data elements must always be updated with the
PER-12. They provide a means of identifying employees
with reemployment rights, and for Civil Service employees
serving their probationary period, together with
expiration date when applicable. See data element
descriptions in Annex B before entering.

DIN 2718 FEGLI/HEALTH EXPIRATIN DATE
See the data element description in Annex B.

DIN 2803, Date Arrived Present Overseas Post
DIN 2804, Date Started Current Overseas Tour
These data elements pertain only to Foreign Service
employee serving overseas. Entries are based on Arrival
Notices. The transaction specialist must be very careful
to differentiate between these two data elements. For an
employee being assigned overseas from AID/W these dates
will be the same. But for someone returning to the same
post for a second or later tour, only DIN 2804 is entered.
Likewise, on a mid-tour transfer when an employee moves
from one post to another, only DIN 2803 is entered.

DIN 2805, Expected Departure Date
See the data element description in Annex B. Normally
this date is input using a PER-12 only where there is a
special need to change what was automatically placed in it
by the computer.

O C	SOCIAL SECURITY ACCT NO. 2101	MISCELLANEOUS DATA	PREPARED	KEYED	FORMAT PER - 12

INITIAL ASSIGNMENT WASHINGTON   2205

EFFECTIVE DATE OF LAST PAY CHANGE   2304

TYPE OF LAST PAY CHANGE   2305

DATE APPOINTED TO PRESENT GRADE   2306

DATE ENTERED DUTY WITH AID   2603

DATE LAST ENTERED FOREIGN SERVICE   2604

TIME-IN-CLASS (TIC) EXPIRATION DATE   2605

DATE ELIGIBLE FOR CONVERSION TO CAREER   2702

DATE ELIGIBLE FOR NEXT STEP INCREASE   2703

REEMPLOYMENT/RIGHTS/PROBATIONARY INDICATOR   2710

REEMPLOYMENT /PROBATIONARY EXPIRATION DATE   2711

FEGLI/HEALTH EXPIRATION DATE   2718

DATE ARRIVED PRESENT OVERSEAS POST   2803

DATE STARTED CURRENT OVERSEAS TOUR   2804

EXPECTED DEPARTURE DATE   2805

AID 4-498 (3-94)

PER-18, EDR PRINT REVIEW DATE

SCOPE   This procedure describes an entry of the date an employee
                   reviewed the content of his/her EDR Print, using form
                   A.I.D. 460-10, Format PER-18.

GENERAL   When an employee visits HR and has an opportunity to
                   review his/her EDR Print, DIN 2208, Date EDR Print Last
                   Reviewed By Employee, should be updated.

COMPLETING   In addition to the transactions specialist's Origin Code
THE FORM   in the upper left corner, only the employee's SSAN and the
                   review date need be entered. There is space for up to 26
                   entries on each form.

                   If the actual date is not know, estimate the actual date
                   of review and enter

| O C | | EDR PRINT REVIEW DATE | PREPARED | KEYED | FORMAT PER-18 |

SSAN 2101	DATE 2208	SSAN 2101	DATE 2208

5-14

AID 10 (11-76)

PER-28 MEDICAL CLEARANCE DATA

GENERAL

This procedure describes entry of Medical Clearance codes and dates of clearance for Foreign Service employees their spouses and up to six (6) dependents, using the PER-28 form. The PER-28 is used to add, modify or delete medicalinformation for an employee, the employee's spouse and dependents.

ORIGIN CODE

The transaction specialist's Origin Code and the employee's SSAN are entered in the normal manner.

EMPLOYEE

The employee's medical clearance is a 7-character field. The first two characters of the employee's medical clearance field must be 'E ', (for "Employee") which is precoded on the PER-28 form. The third character can be 1,2,3,4,5 or 7.

See the PER-28 form on page 55 for explanation of these codes. The last four characters indicate the month and year the most recent clearance was received in the format MMYY.

SPOUSE

The spouse's medical clearance is a 7-character field

The first two characters of the spouse's medical clearance field must be 'S ', which is precoded on the PER-28 form. The third character can be 1,2,3,4,5 or 7. See the PER-28 form on page 55 for explanation of these codes. The last four characters indicate the month and year the most recent clearance was received in the format MMYY.

DEPENDENTS

Medical clearance for each dependent is a 7-character field.

The first two characters contain the dependent's year of birth. The third character can be 1,2,3,4,5 or 7. See the PER-28 form on page 55 for explanation of these codes. The last four characters indicate the month and year the most recent clearance was received in the format MMYY.

TO REVISE   Enter the new clearance code and month and year of clearance.

EMPLOYEE &   Both the clearance code and month/year of clearance can
SPOUSE DATA   be entered or only one of the fields can be entered. The
                     system will update the file with the new data entered.

TO DELETE
EMPLOYEE
& SPOUSE DATA   Enter a hyphen (-) in the third position of the field
                     where the clearance code would normally be entered on
                     the employee or the spouse. Both employee and spouse
                     data can be deleted on one transaction or they can be
                     deleted on separate transactions.

TO ADD, REVISE AND/OR DELETE DEPENDENT MEDICAL CLEARANCE DATA

The system requires that all dependents be coded on the PER-28 transaction
whenever any dependent data is entered. The system will completely replace
all dependent data in the file each time a PER-28 is entered with dependent
data coded.

For example, if an employee currently had three dependents in the master
record and you wanted to update one of the dependent's medical clearance data,
all three dependents must be coded on the PER-28 transaction. Assume you want
to change the medical clearance code of the dependent born in 1980 from "2" to
"1". See below:

CURRENT MASTER RECORD			PER-28 TRANSACTION			MASTER RECORD AFTER PER-28 PROCESSED		
E (Employee)			E (Employee)			E (Employee)		
S (Spouse)			S (Spouse)			S (Spouse)		
BIRTH YEAR	MED CODE	CLEAR DATE	BIRTH YEAR	MED CODE	CLEAR DATE	BIRTH YEAR	MED CODE	CLEAR DATE
E	1	8705				E	1	8705
S	1	8705				S	1	8705
86	1	8705	86	1	0587	86	1	8705
84	1	8612	84	1	1286	84	1	8612
80	2	8612	80	1	0887	80	1	8708

You must get an EDR print before coding a PER-28 transaction so that you can
see what dependent data currently exists in the master record, and code it,
along with the changed information.

Listed below are more examples of the correct way to code PER-28 transactions to add, change or delete dependents' medical clearance data:

ADDITION OF A DEPENDENT

In this example, the PER-28 transaction will add a dependent born in 1987 to the employee's record.

CURRENT MASTER RECORD			PER-28 TRANSACTION			MASTER RECORD AFTER PER-28 PROCESSED		
E	(Employee)		E	(Employee)		E	(Employee)	
S	(Spouse)		S	(Spouse)		S	(Spouse)	
BIRTH	MED	CLEAR	BIRTH	MED	CLEAR	BIRTH	MED	CLEAR
YEAR	CODE	DATE	YEAR	CODE	DATE	YEAR	CODE	DATE
E	1	8707				E	1	8707
S	1	8707				S	1	8707
83	1	8706	87	1	0787	87	1	8707*
80	2	8705	83	1	0687	83	1	8706
79	2	8705	80	2	0587	80	2	8705
			79	2	0587	79	2	8705

Please note that to add the dependent born in 1987 the dependents currently in the master record had to be included on the PER-28 transaction.

53

REVISION OF DEPENDENT MEDICAL DATA

In this example, the PER-28 transaction will update the medical clearance code and the clearance date for the dependent born in 1979

CURRENT MASTER RECORD			PER-28 TRANSACTION			MASTER RECORD AFTER PER-28 PROCESSED		
E (Employee)			E (Employee)			E (Employee)		
S (Spouse)			S (Spouse)			S (Spouse)		
BIRTH YEAR	MED CODE	CLEAR DATE	BIRTH YEAR	MED CODE	CLEAR DATE	BIRTH YEAR	MED CODE	CLEAR DATE
E	1	8707				E	1	8707
S	1	8707				S	1	8707
87	1	8707	87	1	0787	87	1	8707
83	1	8706	83	1	0687	83	1	8706
80	2	8705	80	2	0587	80	2	8705
79	2	8705	79	1	0887	79	1	8708**

DELETION OF DEPENDENT MEDICAL DATA

In this example, the PER-28 transaction will delete the dependent born in 1979.

CURRENT MASTER RECORD			PER-28 TRANSACTION			MASTER RECORD AFTER PER-28 PROCESSED		
E (Employee)			E (Employee)			E (Employee)		
S (Spouse)			S (Spouse)			S (Spouse)		
BIRTH YEAR	MED CODE	CLEAR DATE	BIRTH YEAR	MED CODE	CLEAR DATE	BIRTH YEAR	MED CODE	CLEAR DATE
E	1	8707				E	1	8707
S	1	8707				S	1	8707
87	1	8707	87	1	0787	87	1	8707
83	1	8706	83	1	0687	83	1	8706
80	1	8708	80	1	0887	80	1	8708
79	2	8705						

Please note that since the PER-28 transaction did not include the dependent born in 1979, the system automatically deleted that dependent. The system only writes to the master record the dependent data coded on the PER-28.

54

PER-28

MEDICAL CLEARANCE INFORMATION

OC   : : :

SSAN(employee)   : : : : : : : : : :

EMPLOYEE & SPOUSE CLEARANCE DATA

	Medical Clearance	Month/Year of Clearance(MM/YY)
Employee	E:xx: :	: : : : :
Spouse	S:xx: :	: : : : :

DEPENDENT CLEARANCE DATA

	Year of Birth Code	MED Clearance	Month/Year of (MM/YY)
DEP(1)	: : :	: :	: : : : :
DEP(2)	: : :	: :	: : : : :
DEP(3)	: : :	: :	: : : : :
DEP(4)	: : :	: :	: : : : :
DEP(5)	: : :	: :	: : : : :
DEP(6)	: : :	: :	: : : : :

VALID MEDICAL CLEARANCE CODES

1 = CLEARED	2 = ADEQUATE MEDICAL FACILITIES
3 = LOW ALTITUDE ADEQUATE MEDICAL FACILITIES	4 = LOW ALTITUDE
5 = NOT CLEARED	7 = PENDING

The clearance date must be a valid year/month and cannot be a future
effective date. The dependent year of clearance must be equal to or
greater than the dependent's year of birth.

PER-41, EDR PRINT REQUEST

GENERAL
This procedure describes entry of request for EDR Prints, using Form A.I.D. 4-503, EDR Print Request, Format PER-41. Only the transaction specialist's Origin Code and the SSN of the employee need be entered to obtain an EDR Print. Form A.I.D. 4-503 has room for up to 33 entries, therefore, 33 EDR Prints can be obtained using one sheet. Also, each line provides for both the Origin Code and the SSN, several transaction specialists can use the same form on one day.

PROCESS
To conserve blank forms, if there are still many vacant lines on a form after receiving it back from HR/WPRS/PS, line out those already received and use the form again later for the next EDR Print(s) needed.

PROCESSING SEQUENCE
It is important for the transaction specialist to understand that in the daily update cycle, EDR Prints are prepared after all other processing has been completed. Therefore, if transactions were entered that day on the employee, it will be reflected on the EDR print. The only exception is a future effective SF-50 Request; such transactions are not reflected on the EDR Print until the effective date.

| (Not Used) | AID 4-503 (7-70) EDR PRINT REQUEST | PREPARED | KEYED | FORMAT PER-41 |

| O C | SOCIAL SECURITY NUMBER | O C | SOCIAL SECURITY NUMBER | O C | SOCIAL SECURITY NUMBER |

RAMPS TRANSACTION GUIDE

CHAPTER 6

DATA BASE CORRECTIONS

GENERAL

The computer programs that process some of the transactions described in Chapters 4 and 5 result in a number of data elements in the RAMPS Master Data Record being automatically updated. For example, the program that processes a SF-52 transaction effecting an appointment will cause the data in DIN 2121, SF-50 Effective Date, to be automatically placed in DIN 2602, Effective Date of Appointment. Since the entry that goes into DIN 2602 is "derived" from the entry in DIN 2121, such data is called derived data.

Also, RAMPS has a Chronological Data Record on each employee, separate from the Master Data Record. The content of the Chronological Data Record is displayed in the bottom portion of the EDR Print. Nearly every SF-52 transaction causes an entry in that record.

Under normal circumstances, it should not be necessary to correct either the derived data or the chronological data. However, cases do arise where a correction capability is needed. Three transactions as described in this chapter are provided for making such corrections.

PRECAUTIONS

Experience has shown that if an error isn't corrected properly the first time, the requirements to make the needed corrections become more complex. Therefore, before using any of the transactions listed below, the transaction specialist should check with the HR/WPRS to make sure the action is necessary and appropriate. If the error is in the employee data, obtain an EDR Print first.

The Staff in HR/WPRS has several ways of diagnosing data base problems and errors. Their assistance should be sought if there is any question as to what the problem is and its solution.

CORRECTING CHRONOLOGICAL DATA RECORDS

Corrections to an employee's Chronological Data Record which are more than 180 days old are accomplished with the PER-23 transaction. Otherwise a correction SF-52 is needed. The Per-23 transaction can add a new entry, delete an existing entry, or change erroneous data in an existing entry.

Instructions for preparing the PER-23 transaction, and a sample form, start on page 59.

CORRECTING DERIVED POSITION DATA

Corrections to derived position data in the Master Data Record are accomplished with the PER-26 transaction. This transaction can change or delete the values in four data elements.

Instructions for preparing the PER-26 transaction, and a sample form, start on page 62.

PER-23, CORRECT CHRONOLOGICAL DATA RECORD

GENERAL

This procedure describes entry of changes to an employee's Chronological Data Record, using form A.I.D. 466-1, Correct Chronological Data Record. In addition to the Master Data Record, RAMPS maintains a Chronological Data Record on each employee. Each entry is an SF-50 type of action. The PER-23 will no longer effect Input, Change or Deletion of a Chronological File entry which is less than 180 days old. In this event the Addition, Change or Deletion must be accomplished via the proper SF-52 Transaction.

It is advisable to consult HR/WPRS when the need to correct chronological information exists. The Per-23 transaction is used only after consultaton with an EDR print of the employee's record should be obtained prior to consultation.

ORIGIN CODE   The transaction specialist's Origin Code, and the
& SSAN   employee's SSAN, are entered in the normal manner.

ACTION CODE   Enter "A" (add) if a new entry is to be added or in the
                  Chronological Data.

                  Enter "C" (correct) if one or more data elements in an
                  existing entry is to the corrected.

                  Enter "D" (delete) if an existing entry is to be deleted.

TO ADD A   After entering "A" in Action Code, make appropriate
NEW ENTRY   entries in all the remaining data elements on the form except NEW
            EFFECTIVE DATE and DOCUMENT CONTROL NUMBER which ARE to be left
            blank, AWARD AMOUNT and AWARD INDICATOR which are to be left blank
            if not entering award data.

            When adding award information, please be sure to input the award
            amount in the salary field -- the first six digits in dollar
            amounts with leading zeros and the last two digits in cents (00).
            These are represented as dddddcc on the form, for
            example:00015000.

CORRECTION OR
DELETION
IDENTIFICATION

To correct or delete an entry, the entry must   first be
identified to the computer. There are two primary
identifiers and three secondary identifiers, as indicated on
the form. If the entry to be corrected or deleted is the
only one with the exact NOA CODE and NOA Effective Date, then
only those two primary identifiers need be entered. If,
however, there are two or more with the same primary
identifiers, enter the secondary identifiers: Emp Pay Plan,
Emp Pay Grade, and Emp Pay Step. If all five are the same,
use DOCUMENT CONTROL Number.

TO CORRECT
AN ENTRY

After entering "C" in Action Code, enter the
appropriate identifiers as described above. Then add the
data elements to be corrected. Those not being corrected are
left blank.

If the NOA Effective Date is to be corrected, enter the date
shown on the EDR Print (for identification   purposes) and
place the correct date in New Eff Date at the bottom of the
form.

AUTOMATIC
SEQUENCING

When the computer processes any transaction affecting
the Chronological Data Record, the entries are all checked on
NOA Effective Date and they are sequenced on that date.
Therefore, the transaction specialist need   not be
concerned with sequence of entries.

CHANGING TWO
OR MORE ENTRIES

If two or more entries are to be changed, always enter
deletes before corrections or additions, and corrections
before additions. Usually it is better to do them one day at
a time, but if it is necessary to do them the same day, be
sure the transactions are stapled together in the sequence to
be entered and clearly marked 1, 2, 3, etc.

60

AID 466-1 (10-94)	PREPARED	KEYED	FORMAT PER - 23
CORRECT CHRONOLOGICAL DATA RECORD			

ORIGIN CODE ☐☐   SSAN ☐☐☐.☐☐☐☐☐☐   ACTION CODE ☐

P NOA CODE
2115 ☐☐☐☐

NOA TITLE
2115 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐.
☐☐☐☐☐☐☐☐☐☐☐☐☐☐

P NOA EFF DATE
2121 ☐☐☐☐☐☐   DOC CONTROL NO. ☐☐☐☐☐

POSNO
2127 ☐☐☐☐☐☐☐☐☐

POSN AOSC
1401 ☐☐☐☐☐☐

POSN TITLE
1402 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

ORGNO ABBRE
0104 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

S EMP PAY PLAN
2128 ☐☐☐

S EMP PAY GRADE
2129 ☐☐   S EMP PAY STEP
2130 ☐☐

NEW EFF DATE
2121 ☐☐☐☐☐☐   AWARD AMOUNT
DDDDDDCC ☐☐☐☐☐☐☐☐

P = PRIMARY IDENTIFICATION
S = SECONDARY IDENTIFICATION   AWARD IND ☐

PER-26, DERIVED DATA CORRECTION - EMPLOYEE DATA

GENERAL   This procedure describes entry of changes to derived employee
                      data using form A.I.D. 466-4, Derived Data Correction -
                      Employee Data, PER-26. The PER-26 program permits change to
                      data elements in the employee portion of the Master Data
                      Record, as listed below.

                      Before using this form, the transaction specialist should
                      check the data element description in Annex B pertaining to
                      the data element to be changed or deleted.

ORIGIN CODE   The Transaction specialist's Origin Code and the SSAN & SSAN
                      of the employee are entered in the normal manner.

OTHER DATA   DIN 2306,   Date Appointed to Present Grade
ENTRIES   To Change: Must be prior to current date and a valid date.

                      To Delete: Not permitted.

                      DIN 2602,   Effective Date of Appointment
                      To Change: Must be a valid date and earlier than current
                                   date.

                      To Delete: Not permitted.

                      DIN 2701,   Limited Appointment Expiration Date
                      To Change: Must be a valid date and earlier than current
                                   date.

                      To Delete: Not permitted.

                      DIN 2704,   Date LWOP Expires
                      To Change: Must be a valid date and later than current date.
                                   Also, DIN 2120, Work Schedule, must contain "9",
                                   either on this transaction or within the
                                   employee's current Master Record.

                      To Delete: Enter a minus (-) sign in the first box.

                      DIN 2705,   Temporary Promotion Indicator
                      To Change: Only input of "Y" is acceptable.

                      To Delete: Enter a minus (-) sign in the first box. DIN
                                   2706, Temporary Promotion Expiration Date, must
                                   contain no entry in Master Record or must also be
                                   deleted in this transaction.

DIN 2707,   Detail Indicator
To Change: Must be a valid value, and 2708, Organization
            To/From, and DIN 2709, Detail Expiration Date,
            must contain valid values in Master Record or
            this transaction.

To Delete: Enter a minus (-) sign in the first box. DINs
            2708 and 2709, referred to above must be blank
            in the Master Record or be deleted in this
            transaction.

DIN 2708,   Organization To/From
To Change: If entry in DIN 2707, Detail Indicator, is "1",
            must be a valid POSNO, since "1" indicates an
            internal detail. If entry is "2" through "6",
            must be a valid Agency Code (see data element
            description in Annex B for DIN 2147, Agency, for
            a list of Agency Codes) since this is a detail
            in.

To Delete: Enter a minus (-) sign in the first box.

OTHER DATA   DIN 2709,   Detail Expiration Date
ENTRIES   To Change: Must be a valid future date, and the above two
                    cited related data elements must contain valid
                    values in the Master Record or in this
                    transaction.

To Delete: Enter a minus (-) sign in the first box.

DIN 2716,   Date Separated
To Change: Must be a valid prior date. POSNO of Master
            Record must start with "9". DIN 2717,
            Separation NOA CODE, must contain an entry in
            Master Record or in this transaction.

To Delete: Enter a minus (-) sign in the first box. DIN
            2717 referred to below must be blank in the
            Master Record or be deleted in this transaction.

Din 2717,   Separation NOA CODE
To Change: POSNO of Master Record must start with "9".
            Entered NOA CODE must start with "3". DIN 2716,
                                      Date Separated, must
            contain a value in the
            Master Record or in this transaction.

To Delete: Enter a minus (-) sign in the first box. DIN
            2716, Date Separated, must be blank in the
            Master Record or be deleted by this transaction.

PER-26, DERIVED DATA CORRECTION - EMPLOYEE DATA (Continued)

DIN 2801,   Date Started AID/W Rotation Assignment
To Change: Must be a valid prior date. POSNO of
        Master Record must start with "1".

To Delete: Enter a minus (-) sign in the first box.

DIN 2802,   Date Started Overseas Assignment
To Change: Must be a valid prior date. POSNO of
        Master Record must start with "2".

To Delete: Enter a minus (-) sign in the first box.

DIN 2808, POSNO of Next Assignment, and

DIN 2809, Effective Date of Next Assignment

This data element should never have to be changed; it may be deleted by entering a minus (-) sign in the first box of the entry.

O	C	SOCIAL SECURITY NUMBER	DERIVED DATA CORRECTION – EMPLOYEE DATA	PREPARED	KEYED	FORMAT PER-26

2110 ☐☐☐☐☐☐   DATE FEGLI WAIVED

2306 ☐☐☐☐☐☐   DATE APPOINTED TO PRESENT GRADE

2307 ☐   WORK SCHEDULE

2308 ☐☐   E/C DAILY RATE

2601 ☐☐   TYPE OF APPOINTMENT

2602 ☐☐☐☐☐   EFFECTIVE DATE OF APPOINTMENT

2704 ☐☐☐☐☐   DATE LWOP EXPIRES

2705 ☐   TEMPORARY PROMOTION INDICATOR

2706 ☐☐☐☐☐   TEMPORARY PROMOTION EXPIRATION DATE

2707 ☐   DETAIL INDICATOR

2708 ☐☐☐☐☐☐☐☐☐   ORGANIZATION DETAILED TO/FROM

2709 ☐☐☐☐☐   DETAIL EXPIRATION DATE

2716 ☐☐☐☐☐   DATE SEPARATED

2717 ☐☐☐   SEPARATION NOA CODE

2801 ☐☐☐☐☐   DATE STARTED AID/W ROTATION

2802 ☐☐☐☐☐   DATE STARTED OVERSEAS ASSIGNMENT

2808 ☐☐☐☐☐☐☐   POSNO OF NEXT ASSIGNMENT

2809 ☐☐☐☐☐☐   EFFECTIVE DATE OF NEXT ASSIGNMENT

AID 466-4

RAMPS TRANSACTION GUIDE

CHAPTER 7

TRAINING DIVISION TRANSACTIONS

GENERAL

The Training Division (HR/TD) is responsible for entering and maintaining all data in RAMPS pertaining to:

o   Training courses completed by employees

o   Employee proficiency in foreign language

o   Employee scores in the Modern language Aptitude Test (MLAT)

Under no circumstances will members of other HR divisions enter or change data pertaining to the above.

TRAINING COURSES COMPLETED

Training courses completed are maintained on a special RAMPS Training File, separate from the basic RAMPS Master Data File. Input is via the PER-14 transaction which results in the creation of a computerized record of the course.

Since a separate record is created for each course, the number of training records for an employee is virtually unlimited. However, the EDR Print program selects and prints only the most recently completed courses, up to a maximum of 12.

Instructions for preparing the PER-14 transaction, and a sample form, start on page 67.

LANGUAGE PROFICIENCY AND MLAT SCORE

Proficiency in foreign languages is input into RAMPS via the PER-16 transaction. Up to five languages can be entered on each employee. In addition, RAMPS provides for a data element "Additional Languages" which is a one-digit number to indicate employee has proficiency in more than five. If employee has proficiency in a total of seven, this data element should contain a '2' to indicate two more than the five already listed.

There are two forms for the PER-16 transaction:

Form A.I.D. 4-501A, Foreign Language Qualifications, is used during orientation training of new employees. The employee fills out the form during one of the orientation sessions.

Form A.I.D. 4-501, Language Proficiency and MLAT, is used on all other occasions to input language proficiency, and also to input "Additional Languages" if applicable, and MLAT score and year.

Instructions for preparing the Foreign Language Qualifications are included on the form itself to make it as self-explanatory as possible for new employees. A sample is on page 72.

PER-14, TRAINING COURSE COMPLETED

SCOPE

This procedure describes entry of data pertaining to training courses, using form A.I.D. 4-500, Training Course Completed, Format PER-14.

APPLICABILITY

This procedure is applicable only to members of the Training and Development Division. Other members of HR will not input data pertaining to training courses completed under any circumstances.

GENERAL

The PER-14 is used to either enter a course completed by an employee or to delete data pertaining to a previously entered training course.

The form has room for up to six entries per sheet.

ORIGIN CODE

The transaction specialist's Origin Code is entered in the two boxes in the upper left corner of the form.

| TO ENTER A COMPLETED COURSE | Make appropriate entries in all boxes within each block. See the data element descriptions in Annex B for the appropriate method of entering the data for the following data elements: |

DIN 2101, Social Security Number (SSN)
DIN 4601, Course Code (first two boxes only if language)
DIN 4602, Date Course Completed (month/Day/Year)
DIN 4603, Obligated Service Month/Year (or '0000')
DIN 4604, Purpose of Training
DIN 4605, Type of Training
DIN 4606, Source of Training
DIN 4607, Special Interest Program
DIN 4608, Direct Costs
DIN 4609, Indirect Costs
DIN 4610, On-Duty hours
DIN 4611, Off-Duty Hours

TO DELETE A COURSE   Make appropriate entries in the following:

DIN 2101, Social Security Number (SSN)
DIN 4601, Course Code of the course to be deleted
DIN 4602, Date Course Completed of the course to be deleted.

In addition, place a minus (-) sign in the first box of:
DIN 4603, Obligated Service Month/Year
Leave all other boxes and spaces blank.

TO CHANGE A COURSE   First delete the course, then entirely re-enter the course.Do this on one sheet only, with the deletion in the first entry on the form and the addition in the second ntry (right or bottom). Do not use this sheet for any other entries.

| O | C |

TRAINING COURSE COMPLETED

SSAN 2101

COURSE CODE 4601

DATE COMPLETED 4602

OBL SVC MO/YR 4603

PURPOSE 4604

TYPE 4605

SOURCE 4606

SPEC INT PROG 4607

DIRECT COSTS 4608

INDIRECT COSTS 4609

ON-DUTY HOURS 4610

OFF-DUTY HOURS 4611

SSAN 2101

COURSE CODE 4601

DATE COMPLETED 4602

OBL SVC MO/YR 4603

PURPOSE 4604

TYPE 4605

SOURCE 4606

SPEC INT PROG 4607

DIRECT COSTS 4608

INDIRECT COSTS 4609

ON-DUTY HOURS 4610

OFF-DUTY HOURS 4611

AID 4-500 (11-76)

69

PER-16, LANGUAGE PROFICIENCY AND MLAT

SCOPE

This procedure describes entry of data pertaining to employee proficiency in foreign languages and scores on the Modern Language Aptitude Test, using form A.I.D. 4-501, Language Proficiency and MLAT, Format PER-16.

APPLICABILITY

This procedure is applicable only to members of the Training and Development Division. Other members of HR will not enter or change language or MLAT data under any circumstances.

GENERAL

The form provides for up to 12 entries, each pertaining to language or MLAT, or both. Several succeeding lines may be used to enter different languages for the same employee. A line has been provided beside each entry which may be used to indicate name or any other information desired.

ORIGIN CODE

The Origin Code of the transaction specialist is entered in the two boxes in the upper left of the form.

SSAN

Enter the employee's Social Security Number (SSN) in the nine boxes provided.

TO ENTER A
LANGUAGE
PROFICIENCY

Make appropriate entries in each of the 10 boxes under "Language Proficiency". See the data element descriptions in Annex B for the appropriate method of entering.

> DIN 4801, Language Code
> DIN 4803, Speaking Ability
> DIN 4804, Reading Ability
> DIN 4805, Method By Which Determined
> DIN 4806, Year Abilities Determined
> DIN 4807, Additional Languages

TO CHANGE
A LANGUAGE
ENTRY

To change any entry for a language previously entered, treat as a new entry and enter all of the applicable data elements. Do not leave blank those not being changed (except DN 4807, Additional Languages, which may be left blank).

TO DELETE

Enter the Language Code to be deleted. In the first box for Speaking Ability, enter a minus (-) sign. Leave all other boxes blank.

PER-16, LANGUAGE PROFICIENCY AND MLAT (Continued)

TO ENTER   Make appropriate entries in each of the four boxes
MLAT   under "MLAT Data". See the data element descriptions in Annex
                    B for the appropriate method of entering.

TO DELETE AN   Enter a minu (-) sign in the first box for MLAT
MLAT ENTRY   score. Make no entries in the other three boxes.

O	C	(Not Used)	LANGUAGE PROFICIENCY AND MLAT	PREPARED	KEYED	FORMAT PER-16

SOCIAL SECURITY ACCT. NUMBER	LANGUAGE PROFICIENCY						MLAT DATA	
2101	LANG	SPEAK	READ	M	YEAR	A	SCORE	YEAR
	4801	4802	4803	4804	4805	4806	3201	3202

AID 4-501 (3-77)

CHAPTER 8

LABOR RELATIONS STAFF TRANSACTIONS

GENERAL

There is only one data element in RAMPs which the Labor Relations Staff is responsible for entering and maintaining. The data element is DIN 1501, Union Bargaining Unit Indicator. The value to be placed in this data element is determined by the Labor Relations Staff in accordance with agreements with AFGE and AFSA.

Every two weeks a listing is produced showing all positions with a missing or erroneous Union Bargaining Unit Indicator. This listing is provided to HR/LRS staff who review each position, indicate what the appropriate Union Bargaining Unit Indicator is, and return the listing to HR/PS for input of PER-04 transactions.

CHAPTER 9

PERSONNEL SYSTEMS BRANCH TRANSACTIONS

GENERAL

There are two types of transactions that are reserved for use by the PERSONNEL SYSTEMS BRANCH (HR/WPRS). They are:

o   PER-21, Code Tables
o   PER-27, External Switch Data

The PER-27 is for a special purpose that has no direct impact on the rest of HR. The first one is of interest and is described below.

CODE TABLES

Whenever there is a need for a change in one of the code tables used by RAMPS, a PER-21 transaction must be prepared and entered by HR/PS.

IMPORTANT: PS must depend on members of HR staff, and transaction specialists in particular to let them know when a change is needed in a code table.

When a determination is made that a change is needed, a request in memorandum form should be initialed through the Division Chief to PS. PS will then input the change the same day as received. Since code table changes are processed ahead of any other inputs, the new codes can be used the same day.

For guidance, following is a list of all tables currently maintained in RAMPS.

A1	Country/Post Codes
A2	Agency Occupational Specialty Codes
A3	Pay Plan/Grade/Step/Salary
A4	Functional Classification, Scientists and Engineers
A5	Language Codes and Training Course Codes
A7	Reportable Handicap Codes
B1	Nature of Action Codes
B2	Agency Codes
B3	Standard Remarks
B4	State Codes
B5	Education Level Codes

B6	Authority Code
B8	Major Field of Degree
C1	Special Qualification
C4	Post/Language Codes
C5	External Switches
S2	Special Clerical Salaries
S4	Special Accountant Salary
S5	Medical Doctors Rate
S7	Origin Code List

ANNEX A

CONTENT OF RAMPS FILES

       Annex A contains two lists of data elements in RAMPS' automated records. One list is in sequence by DIN number for use in referring to the definition in Annex B, which is in sequence by the DIN number. The other list is in sequence by data element name.

       Following are definitions of the column headings used for these lists:

DIN   The Data Identification Number (DIN) for each data element. This number provides ready reference to the Data Element Descriptions in Annex B which are in DIN sequence. DINs are also used on the Transaction Lists prepared by the computer.

TITLE   The title of the data element.

FIELD   This describes the provision in the computer record for the data element. It is in three segments:

       1.   The first expresses the maximum number of characters permitted for the data element.

       2.   The second identifies whether input can be alphabetic, ("A"); numeric ("N"); or both ("B").

       3.   The third identifies whether the length of the field is fixed ("F") meaning that the exact number of characters specified is required on input, or variable ("V") meaning that less than the exact number of characters specified is permissible.

TO NAPS   This column reflects the RAMPS information that is provided to the automated Payroll system (NAPS). The types of information that is provided to NAPS include information that determines salary, (i.e., Employee Pay Plan, Employee Grade, Employee Step, etc.), deduction information, (i.e., FEGLI), and various identifying data (i.e., employee's name, SSAN, Service Computation Date, Allotment Symbol of position, etc.)

CONTENTS OF RAMPS
(IN DIN NUMBER SEQUENCE)

DIN	TITLE	FIELD	TO NAPS
0001	DELETE INDICATOR	1 A F	
0002	TYPE RECORD	1 N F	
0101	ORGANIZATION SEQUENCE NUMBER (POSNO)	9 A F	
0102	PARENT ORGANIZATION SEQUENCE NUMBER	9 A F	
0103	ORGANIZATIONAL TITLE	20 A F	
0104	ORGANIZATIONAL ABBREVIATION	15 A F	
0201	POSITION CEILING FULL-TIME	5 N F	
0202	POSITION CEILING PART-TIME	5 N F	
0203	EMPLOYMENT LIMITATION	5 N F	
0301	ACTIVE POSITIONS - FULL-TIME	5 N F	
0302	ACTIVE POSITIONS - PART-TIME	5 N F	
0401	EMPLOYEE STRENGTH - FULL-TIME	5 N F	
0402	EMPLOYEE STRENGTH - PART-TIME	5 N F	
1001	DELETE INDICATOR	1 A F	
1002	TYPE RECORD	1 N F	
1101	POSITION SEQUENCE NUMBER (POSNO)	9 N F	Yes
1102	PARENT ORGNO	9 N F	
1103	ORGANIZATIONAL ABBREVIATION	15 A V	
1104	POST CODE	2 N F	Yes
1201	POSITION STATUS CODE	1 A F	
1206	POSITION PERMANENCY	1 A F	
1207	WORKWEEK	1 A F	
1301	ALLOTMENT	15 B F	Yes
1401	POSITION AOS CODE	6 N F	Yes
1402	FUNCTIONAL CLASS, SCIENTISTS & ENGINEERS	2 N F	
1403	POSITION TITLE	20 B F	
1404	POSITION BACKSTOP	2 N F	
1405	POSITION PAY PLAN	2 N F	

CONTENTS OF RAMPS
(IN DIN NUMBER SEQUENCE)

DIN	TITLE	FIELD	TO NAPS
1406	POSITION CLASS/GRADE	2 N F	
1407	SUPERVISORY INDICATOR	1 N F	
1408	POSITION LANGUAGE	2 A F	
1409	LANGUAGE SPEAKING REQUIREMENT	2 N F	
1410	LANGUAGE READING REQUIREMENT	2 B F	
1413	POSITION DESCRIPTION NUMBER	5 B F	
1414	FAIR LABOR STANDARDS ACT INDICATOR	1 A F	Yes
1415	VACANCY STATUS	1 A F	
1416	OBEY INDICATOR	1 A F	
1417	COMPETITIVE LEVEL	3 N F	
1419	SUPPLEMENTAL POSITION AOS CODE	6 N F	
1420	SUPPLEMENTAL POSITION AOS TITLE	20 B F	
1421	SUPPLEMENTAL POSITION AOS GRADE/CLASS	2 N F	
1501	UNION INDICATOR	1 N F	Yes
1601	DATE INCUMBENT ASSIGNED	6 N F	
1602	INCUMBENT ANTICIPATED LOSS DATE	6 N F .	
1701	SSAN OF REPLACEMENT	9 N F	
1702	EFFECTIVE DATE OF REPLACEMENT ASSIGNMENT	6 N F	
1703	POSITION-OCCUPIED .(SES IND)	1 N F	
1704	POSITION SENSITIVITY	1 A F	
1709	EXECUTIVE PERSONNEL ASSIGNMENT PANEL	1 A F	
1711	ETHICS	1 A F	
1712	PUBLIC TRUST	1 A F	
2101	SOCIAL SECURITY ACCOUNT NUMBER	9 N F	Yes
2102	NAME	24 A V	Yes
2103	SEX	1 A F	
2104	BIRTH DATE	6 N F	Yes
2105	VETERAN PREFERENCE	1 N F	
2106	TENURE GROUP	1 N F	Yes
2107	SERVICE COMPUTATION DATE	6 N F	Yes

CONTENTS OF RAMPS
(IN DIN NUMBER SEQUENCE)

DIN	TITLE	FIELD	TO NAPS
2108	REPORTABLE HANDICAP CODE	2 N F	
2109	FEGLI STATUS	1 A F	Yes
2110	DATE FEGLI WAIVED	6 N F	
2111	RETIREMENT SYSTEM	1 B B	Yes
2113	PAY RATE DETERMINATE	1 N F	
2114	ACADEMIC EDUCATION LEVEL	2 N F	
2119	CITIZENSHIP	1 N F	
2120	WORK SCHEDULE	1 N F	Yes
2121	SF-50 EFFECTIVE DATE	6 N F	Yes
2122	PRIOR EFFECTIVE DATE	6 N F	
2124	FROM GRADE	2 N F	
2125	FROM STEP	2 N F	
2126	FROM E/C RATE	3 N F	
2127	TO POSNO	9 N F	
2128	TO PAY PLAN	9 A F	
2129	TO GRADE	2 B F	
2130	TO STEP	2 N F	
2131	TO EXPERT/CONSULTANT DAILY RATE	2 N F	
2132	STANDARD REMARK 1 - PARAGRAPH NO.	3 B F	Yes
2133	STANDARD REMARK 1 - FILL-IN	32 B V	Yes
2134	STANDARD REMARK 2 - PARAGRAPH NO.	3 B F	Yes
2135	STANDARD REMARK 2 - FILL-IN	32 B V	Yes
2136	STANDARD REMARK 3 - PARAGRAPH NO.	3 B F	Yes
2137	STANDARD REMARK 3 - FILL-IN	32 B V	Yes
2138	STANDARD REMARK 4 - PARAGRAPH NO.	3 B F	Yes
2139	STANDARD REMARK 4 - FILL-IN	32 B V	Yes
2140	STANDARD REMARK 5 - PARAGRAPH NO.	3 B F	Yes
2141	STANDARD REMARK 5 - FILL-IN	32 B V	Yes

CONTENTS OF RAMPS
(IN DIN NUMBER SEQUENCE)

DIN	TITLE	FIELD	TO NAPS
2143	DOCUMENT CONTROL NUMBER . . . . .5 N F		Yes
2145	NATURE OF ACTION CODE . . . . .4 B V		Yes
2146	NOT TO EXCEED DATE . . . . 6 N F		Yes
2147	AGENCY . . . . 2 A F		
2150	ANNUITANT INDICATOR . . . . .1 N F		
2151	AUTHORITY CODE-1 . . . . 3 B F		
2152	AUTHORITY FILL-IN-1 . . . . .3 A F		
2153	AUTHORITY CODE-2 . . . . 3 B F		
2154	AUTHORITY FILL-IN-2 . . . . .3 A F		
2155	VIETNAM ERA VETERAN . . . . .1 A F		
2156	VOID FROM/TO . . . . 1 A F		
2202	EMPLOYEE BACKSTOP . . . . .2 N F		
2205	INITIAL ASSIGN AID/W . . . . 1 B F		
2208	DATE EDR PRINT LAST REVIEWED BY EMPLOYEE . . . . . 6 N F		
2301	EMPLOYEE PAY PLAN . . . . .4 A V		Yes
2302	EMPLOYEE PAY GRADE . . . . 2 B F		Yes
2303	EMPLOYEE PAY STEP . . . . .2 N F		Yes
2304	EFFECTIVE DATE OF LAST PAY CHANGE . . . . .6 N F		
2305	TYPE OF LAST PAY CHANGE . . . . .1 A F		Yes
2306	DATE APPOINTED TO PRESENT GRADE . . . . .6 N F		
2308	EXPERT/CONSULTANT DAILY RATE . . . . 3 N F		Yes
2601	TYPE OF APPOINTMENT . . . . .2 N F		Yes
2602	EFFECTIVE DATE OF CURRENT APPOINTMENT/CONVERSION . 6 N F		
2603	DATE ENTERED DUTY WITH A.I.D. . . . . .6 N F		
2604	DATE LAST ENTERED FOREIGN SERVICE . . . . .6 N F		
2605	TIME IN CLASS (TIC-DATE) . . . . 6 N F		
2701	LIMITED APPOINTMENT EXPIRATION DATE . . . . .6 N F		Yes
2702	DATE ELIGIBLE FOR CONVERSION TO CAREER . . . . . . 6 N F		

CONTENTS OF RAMPS
(IN DIN NUMBER SEQUENCE)

DIN	TITLE	FIELD	TO NAPS
2703	DATE ELIGIBLE FOR NEXT STEP INCREASE	6 N F	
2704	DATE LWOP EXPIRES	6 N F	Yes
2705	TEMPORARY PROMOTION INDICATOR	1 A F	
2706	TEMPORARY PROMOTION EXPIRATION DATE	6 N F	
2707	DETAIL INDICATOR	1 N F	
2708	ORGANIZATION TO-FROM	9 B V	
2709	DETAIL EXPIRATION DATE	6 N F	
2710	REEMPLOYMENT RIGHTS/PROBATIONARY SERV INDICATOR . .	1 A F	
2711	REEMPLOYMENT RIGHTS/PROBATIONARY PERIOD EXPIRATION	6 N F	
2712	RETAINED SALARY	6 N F	Yes
2713	SALARY RETENTION EXPIRATION DATE	6 N F	
2716	DATE SEPARATED	6 N F	Yes
2717	SEPARATION NOA CODE	4 B V	
2718	FEGLI/HEALTH EXPIRATION DATE	6 N F	
2801	DATE STARTED A.I.D./W ROTATION ASSIGNMENT	6 N F	
2802	DATE STARTED OVERSEAS ASSIGNMENT	6 N F	
2803	DATE ARRIVED PRESENT POST	6 N F	
2804	DATE ARRIVED PRESENT POST CURRENT TOUR	6 N F	
2805	EXPECTED DEPARTURE DATE	6 N F	
2808	POSNO OF NEXT ASSIGNMENT	9 N F	
2809	EFFECTIVE DATE OF NEXT ASSIGNMENT	6 N F	
3101	"TO" DATE OF LAST PER	6 N F	
3102	CS-RATING	1 A F	
3103	CS-RATE VERIFICATION	1 A F	
3201	MLAT TEST SCORE	2 N F	
3202	MLAT YEAR TESTED	2 N F	
3402	MERIT-PAY-SALARY	6 N F	Yes
3403	MERIT-PAY-UNIT	4 A F	

CONTENTS OF RAMPS
(IN DATA ELEMENT NAME SEQUENCE)

DIN	TITLE	FIELD	TO NAPS
2114	ACADEMIC EDUCATION LEVEL	2 N F	
0301	ACTIVE POSITIONS - FULL-TIME	5 N F	
0302	ACTIVE POSITIONS - PART-TIME	5 N F	
2147	AGENCY	2 A F	
1301	ALLOTMENT	15 B F	Yes
2150	ANNUITANT INDICATOR	1 N F	
2151	AUTHORITY CODE-1	3 B F	
2153	AUTHORITY CODE-2	3 B F	
2152	AUTHORITY FILL-IN-1	3 A F	
2154	AUTHORITY FILL-IN-2	3 A F	
2104	BIRTH DATE	6 N F	Yes
3405	CASH-AWARD	5 N F	Yes
2119	CITIZENSHIP	1 N F	
1417	COMPETITIVE LEVEL	3 N F	
3103	CS-RATE VERIFICATION	1 A F	
3102	CS-RATING	1 A F	
2306	DATE APPOINTED TO PRESENT GRADE	6 N F	
2803	DATE ARRIVED PRESENT POST	6 N F	
2804	DATE ARRIVED PRESENT POST CURRENT TOUR	6 N F	
2208	DATE EDR PRINT LAST REVIEWED BY EMPLOYEE	6 N F	
2702	DATE ELIGIBLE FOR CONVERSION TO CAREER	6 N F	
2703	DATE ELIGIBLE FOR NEXT STEP INCREASE	6 N F	
2603	DATE ENTERED DUTY WITH A.I.D.	6 N F	
2110	DATE FEGLI WAIVED	6 N F	
1601	DATE INCUMBENT ASSIGNED	6 N F	
2604	DATE LAST ENTERED FOREIGN SERVICE	6 N F	
2704	DATE LWOP EXPIRES	6 N F	Yes
3101	DATE OF LAST PER	6 N F	

CONTENTS OF RAMPS
(IN DATA ELEMENT NAME SEQUENCE)

DIN	TITLE	FIELD	TO NAPS
2716	DATE SEPARATED	6 N F	Yes
2801	DATE STARTED A.I.D./W ROTATION ASSIGNMENT	.6 N F	
2802	DATE STARTED OVERSEAS ASSIGNMENT	6 N F	
4602	DATE TRAINING COURSE COMPLETED	6 N F	
4101	DEGREE AWARDED	3 A V	
0001	DELETE INDICATOR	1 A F	
1001	DELETE INDICATOR	1 A F	
2709	DETAIL EXPIRATION DATE	6 N F	
2707	DETAIL INDICATOR	1 N F	
4608	DIRECT COSTS FOR TRAINING	.4 N F	
2143	DOCUMENT CONTROL NUMBER	.5 N F	Yes
2602	EFFECTIVE DATE OF CURRENT APPOINTMENT/CONVERSION .	6 N F	
2304	EFFECTIVE DATE OF LAST PAY CHANGE	.6 N F	
2809	EFFECTIVE DATE OF NEXT ASSIGNMENT	.6 N F	
1702	EFFECTIVE DATE OF REPLACEMENT ASSIGNMENT	6 N F	
2202	EMPLOYEE BACKSTOP	.2 N F	
2302	EMPLOYEE PAY GRADE	2 B F	Yes
2301	EMPLOYEE PAY PLAN	.4 A V	Yes
2303	EMPLOYEE PAY STEP	.2 N F	Yes
0401	EMPLOYEE STRENGTH - FULL-TIME	.5 N F	
0402	EMPLOYEE STRENGTH - PART-TIME	.5 N F	
0203	EMPLOYMENT LIMITATION	.5 N F	
1711	ETHICS	1 A F	
1709	EXECUTIVE PERSONNEL ASSIGNMENT PANEL	1 A F	
2805	EXPECTED DEPARTURE DATE	.6 N F	
2308	EXPERT/CONSULTANT DAILY RATE	3 N F	Yes
1414	FAIR LABOR STANDARDS ACT INDICATOR	1 A F	Yes
2718	FEGLI/HEALTH EXPIRATION DATE	6 N F	
2109	FEGLI STATUS	1 A F	Yes

DIN	TITLE	FIELD	TO NAPS
2126	FROM E/C RATE	.3 N F	
2124	FROM GRADE	2 N F	
2125	FROM STEP	.2 N F	
1402	FUNCTIONAL CLASS, SCIENTISTS & ENGINEERS	2 N F	
1602	INCUMBENT ANTICIPATED LOSS DATE	.6 N F .	
4609	INDIRECT COSTS FOR TRAINING	.4 N F	
2205	INITIAL ASSIGN AID/W	1 B F	
4103	INSTRUCTIONAL PROGRAM	.6 N F	
4801	LANGUAGE CODE	.2 A F	
4804	LANGUAGE READ ABILITY	.2 N F	
1410	LANGUAGE READING REQUIREMENT	2 B F	
4803	LANGUAGE SPEAKING ABILITY	.2 N F	
1409	LANGUAGE SPEAKING REQUIREMENT	.2 N F	
2701	LIMITED APPOINTMENT EXPIRATION DATE	.6 N F	Yes
3406	LOCALITY ADJ.	5 N F	
4103	MAJOR FIELD OF DEGREE	.4 N F	
3404	MERIT-PAY-PAPER-RT	5 N F	
3402	MERIT-PAY-SALARY	6 N F	Yes
3403	MERIT-PAY-UNIT	4 A F	
4805	METHOD BY WHICH LANGUAGE PROFICIENCY DETERMINED .	.1 N F	
3201	MLAT TEST SCORE	.2 N F	
3202	MLAT YEAR TESTED	2 N F	
2102	NAME	.24 A V	Yes
2145	NATURE OF ACTION CODE	.4 B V	Yes
2146	NOT TO EXCEED DATE	6 N F	Yes
4807	NUMBER OF ADDITIONAL LANGUAGES	1 N F	
1712	PUBLIC TRUST	1 A F	
1416	OBEY INDICATOR	1 A F	
4603	OBLIGATED SERVICE MONTH/YEAR	4 N F	

CONTENTS OF RAMPS
(IN DATA ELEMENT NAME SEQUENCE)

CONTENTS OF RAMPS
(IN DATA ELEMENT NAME SEQUENCE)

DIN	TITLE	FIELD	TO NAPS
4604	PURPOSE OF TRAINING	1 N F	
2710	REEMPLOYMENT RIGHTS/PROBATIONARY SERV INDICATOR	1 A F	
2711	REEMPLOYMENT RIGHTS/PROBATIONARY PERIOD EXPIRATION	6 N F	
3407	RETENTION ALLOW	5 N F	
2108	REPORTABLE HANDICAP CODE	2 N F	
2712	RETAINED SALARY	6 N F	Yes
2111	RETIREMENT SYSTEM	1 B B	Yes
2713	SALARY RETENTION EXPIRATION DATE	6 N F	
4105	SCHOOL FROM WHICH DEGREE OBTAINED	20 A V	
2717	SEPARATION NOA CODE	4 B V	
2107	SERVICE COMPUTATION DATE	6 N F	Yes
2103	SEX	1 A F	
2121	SF-50 EFFECTIVE DATE	6 N F	Yes
2101	SOCIAL SECURITY ACCOUNT NUMBER	9 N F	Yes
4606	SOURCE OF TRAINING	1 N F	
4607	SPECIAL INTEREST PROGRAM	1 N F	
4501	SPECIAL QUALIFICATIONS	2 N F	
1701	SSAN OF REPLACEMENT	9 N F	
3408	STAFFING DIFF	5 N F	
2133	STANDARD REMARK 1 - FILL-IN	32 B V	Yes
2132	STANDARD REMARK 1 - PARAGRAPH NO.	3 B F	Yes
2135	STANDARD REMARK 2 - FILL-IN	32 B V	Yes
2134	STANDARD REMARK 2 - PARAGRAPH NO.	3 B F	Yes
2137	STANDARD REMARK 3 - FILL-IN	32 B V	Yes
2136	STANDARD REMARK 3 - PARAGRAPH NO.	3 B F	Yes
2139	STANDARD REMARK 4 - FILL-IN	32 B V	Yes
2138	STANDARD REMARK 4 - PARAGRAPH NO.	3 B F	Yes
2141	STANDARD REMARK 5 - FILL-IN	32 B V	Yes
2140	STANDARD REMARK 5 - PARAGRAPH NO.	3 B F	Yes

CONTENTS OF RAMPS
(IN DATA ELEMENT NAME SEQUENCE)

ANNEX B

DATA ELEMENT DESCRIPTIONS

This annex contains Data Element Descriptions for all data elements in the
Master Data Records and Training Records listed in Annex A.   They are in Data
Identification Number sequence.

0001 - Delete Indicator
                         (DELETE-IND)
                    1001 - Delete Indicator
                         (DELETE-IND)

DEFINITION:

     An indicator generated internally by the computer and used by the
     computer in processing records which are to be deleted.

INPUT:

     Not applicable.

0002 - Type Record
                       (RECORD-TYPE)
                    1002 - Type Record
                       (RECORD-TYPE)

DEFINITION:

    There are three types of records maintained in the RAMPS Master Data
    File. They are:

    Type 1 -   Parent Organization Records. Parent organizations are those
               receiving position ceiling allocations from MS/AS.

    Type 2 -   Subordinate Organization Records. Subordinate organizations
               are those which do not receive position ceiling allocations
               from MS/AS and are subordinate to a parent organization.

    Type 3 -   Position/Employee Records. These records contain data on
               positions and on the employees encumbering them.

INPUT:

    Not applicable. The computer automatically generates the content of
    these data elements.

VALUES:

    1, 2, or 3.

0101 - Organization Sequence Number (ORGNO)
(ORGNO)

DEFINITION:

A unique number assigned to each organizational header line in the Staffing Pattern.

FIELD:

,9 numeric characters, fixed length.

DESCRIPTION:

The Organization Sequence Number is usually referred to by the abbreviation "ORGNO".

It is constructed differently, depending upon the organizational element identified as in AID/W or overseas.

1	Character		AID/W Organization	Overseas Organization
	1st		1	2
	2nd		Organization Code	Region Code
	3rd		Organization Code	Country Code
	4th		Organization Code	Country Code
	5th		Organization Code	Country Code
	6th	*	Organization Code	Sequence Number
	7th		Organization Code	Sequence Number
	8th	**	Sequence Number	Sequence Number
	9th		Sequence Number	Sequence Number

*   For AID/W Organizations, sequence number (8th and 9th characters) is 01 if a parent organization, 02 if a subordinate organization. A parent organization is defined as one which receives a position ceiling direct from IRM; a subordinate organization is defined as one subordinate to a parent organization.

**   For overseas organizations, sequence number (6th through 9th characters) is 0001 if a parent organization. For the four regions, each region has a single parent organization header record within the computer for ceiling control purposes only. Each office having non-regional elements overseas also has a separate header with sequence 0001 for ceiling control purposes. Mission and non-regional organization headers have sequence 0002.

0101 - Organization Sequence Number (ORGNO) - Continued
(ORGNO)

INPUT:

Form AID 4-512, Staffing Pattern Action Request. (PER-01)

REMARKS:

Since "ORGNO" is the computer record identifier, the ORGNO must be input
on any transaction which establishes, revises, resequences, or deletes
an organizational header line.

VALUES:

Example: 116310002.

0102 - Parent Organization Number
(PARENT-ORGNO)

DEFINITION:

The organization number (ORGNO) of the parent organization.

FIELD:

9 numeric characters, fixed length.

DESCRIPTION:

The Parent ORGNO is identical to the ORGNO defined in data element 0101 if the organization itself is a parent organization; that is, if sequence portion of the ORGNO is 01 for AID/W or 0001 for Overseas.

If for subordinate organization (that is, one subordinate to a parent organization) the ORGNO of its parent will be entered.

This data element enables the computer to identify active positions and employee strength chargeable against IRM/TCO ceilings.

INPUT:

Form AID 4-512, Staffing Pattern Action Request. (PER-01)

REMARKS:

Once entered, the Parent ORGNO cannot be changed. If an organizational element is to be transferred from one parent organization to another, the entire organizational header line must be deleted from the former parent organization and a new line established under the parent organization to which transferred either through SPAR PER-01 or replacement PER-05.

VALUES:

Example: 114000001

DELETION OF A HEADER RECORD:

A header record is deleted by a PER-01 transaction which includes the ORGNO, DIN 0101, and a "-" in the first character of the Parent ORGNO.

0103 - Organization Title
(ORGNO-TITLE)

DEFINITION:

The title of the organizational element shown in the header line of a Staffing Pattern.

FIELD:

50 alphanumeric characters including spaces, variable length with trailing blanks.

DESCRIPTION:

The Organization Title identifies the organizational element as it is normally shown on organization charts. A maximum of 50 characters is permitted.

0104 - Organization Abbreviation
(ORGNO-ABBR)

DEFINITION:

An abbreviation which will describe the organizational element to which
it pertains, using the office symbol concept.

FIELD:

15 alphanumeric characters, variable length with trailing blanks.

DESCRIPTION:

Space limitations on certain computer-prepared reports preclude using
the 50-character Organization Title, DIN 0102. Further, most titles,
such as OPERATIONS BRANCH, do not reflect the office or bureau and
division of which that branch is a part.

The following general rules apply to the construction of organization
abbreviations:

o   For AID/W organizations the first few characters will be the
    initials of the office or bureau, such as HR for Office of Human
    Resource, IRM for Office of Resources Management and AFR for the
    Africa Bureau. For example, Personnel Systems, of the Office of
    Human Resource could be abbreviated as HR/WPRS/PS. Normally the 15
    characters permitted will not permit breakdown below branch level;
    therefore, sections and units will usually carry the abbreviation of
    their branch, which is adequate for the purpose. The prefixes, such
    as A or AA should not be used except for the executive offices of
    A.I.D.

o   For overseas organizations, only an abbreviation for the Mission or
    similar organizational entity as shown (i.e., USAID/THAILAND; ROCAP;
    REDSO/W).

INPUT:

Form AID 4-512, Staffing Pattern Action Request. (PER-01)

VALUES:

Example: HR/WPRS/PS

0201 - Position Ceiling, Full Time
                              (CEILING-FT)
                    0202 - Position Ceiling, Part Time
                              (CEILING-PT)

DEFINITION:

    Position ceilings issued to parent organizations by PPC.

FIELD:

    5 numeric characters, fixed length, with leading zeroes, if applicable.

INPUT:

    Placed in the remarks section of the SPAR form.

VALUES:

    00001 to 99999.

REMARKS:

    Applicable to parent organizations only; not applicable to subordinate
    organizations.

    As an exception, each regional bureau has two Type 1 records, one for
    AID/W bureau and one for the Overseas region. Care must be exercised to
    ensure that ceiling information is currently entered in each of the two
    records.

0203 - Employment Limitation
(EMPLOYMENT-LIMIT)

This data element is accounted for in the Type I RAMPS Master Data Record.

When used the 5-digit numeric value for this DIN must not exceed the full time ceiling.

```
             0301 - Active Positions, Full Time
                        (ACT-POS-FT)
             0302 - Active Positions, Part Time
                        (ACT-POS-PT)
```

DEFINITION:

The number of currently active positions chargeable to the applicable parent organization.

FIELD:

5 numeric characters, fixed length, with leading zeroes if applicable.

INPUT:

Not applicable. Computer automatically accumulates.

VALUES:

00001 to 99999.

REMARKS:

Applicable to parent organizations only; not applicable to subordinate organizations.

```
          0401 - Employee Strength, Full Time
                     (STRENGTH-FT)
          0402 - Employee Strength, Part Time
                     (STRENGTH-PT)
```

DEFINITION:

The number of employees currently chargeable to the applicable parent organization.

FIELD:

5 numeric characters, fixed length, with leading zeroes if applicable.

INPUT:

Not applicable. Computer automatically accumulates.

VALUES:

00001 to 99999.

REMARKS:

Applicable to parent organizations only; not applicable to subordinate organizations.

1101 - Position Sequence Number (POSNO)
(CURR-POSNO)

DEFINITION:

A unique number assigned to each position line in the Staffing Pattern.

FIELD:

9 numeric characters, fixed length.

DESCRIPTION:

The POSNO is constructed in the same manner as the ORGNO (DIN 0101). For AID/W positions, the first seven characters are identical to the ORGNO of the organizational element to which it applies; the eighth and ninth characters must contain values other than 01 or 02 which are reserved for ORGNO's. For overseas positions, the first five characters are identical to the ORGNO of the organization to which it applies; the sixth through ninth characters must contain higher values than those of the applicable ORGNO but lower than the ORGNO of the next organizational element shown on the Staffing Pattern.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

REMARKS:

Since POSNO is the computer record identifier, the POSNO must be input on any transaction which establishes, revises, resequences, replaces or deletes a position line.

VALUES:

Example: 143205903.

1102 - Parent Organization Number
                            (PARENT-ORGNO)

DEFINITION:

        Same as DIN 0102.

FIELD:

        Same as DIN 0102.

INPUT:

        Not applicable. The content of this data element is generated
        automatically by the computer.

1103 - Organization Abbreviation
(ORG-ABBR)

DEFINITION:

Same as DIN 0104.

FIELD:

Same as DIN 0104.

INPUT:

Not applicable. The content of this data element is generated automatically by the computer.

1104 - Post Code
(POST-CODE)

DEFINITION:

A code to indicate geographical location of a position within the United States or a foreign country.

FIELD:

2 numeric characters, fixed length.

DESCRIPTION:

The two-character post code identifies the location (city) of each post at which A.I.D. has established facilities. This code represents a breakdown within the applicable country code. Therefore, it must always be used in conjunction with the country code, never by itself alone.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

CODES:

Codes are contained in index pages of Staffing Pattern. Consult with User Help if code is not found on the indices of the Staffing Pattern.

1201 - Position Status Code
(POS-STATUS-CODE)

DEFINITION:

A code to identify the current and future status of the position.

FIELD:

1 alphabetic character.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR).   (PER-02)

CODES:

C = CONTINUING position.

D = DELETE on departure of incumbent.

TYPE OF POSITION

1206 - Position Permanency
(POS-PERM)
1207 - Workweek
(WORKWEEK)

DEFINITION:

A data chain consisting of two data elements as shown above, which
identify the position permanency, and the workweek of the position.

FIELD:

2 alphabetic characters, fixed length.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

CODES:

Position Permanency (first character)
P = Position intended to be in effect for more than one year at time of
    establishment, or a position that has been continuously occupied
    for a period of more than one year regardless of intent at the time
                    of establishment.
T = Position intended to be in effect for less than one year.

Workweek (second character)
F = Regularly scheduled position with a required workweek of 40 hours
    or more (full-time).
P = Regularly scheduled position with a workweek of less than 40 hours
    (part-time).
I = Intermittent position without regularly scheduled workweek -
    employee called as needed and paid on an when-actually-employed
    (WAE) basis.

1301 - Allotment
(ALLOTMENT)

DEFINITION:

A code prescribed by the Office of Financial Management (FM) as a means
of identifying the funds from which the incumbent of a position is paid.
At the beginning of each new fiscal year FM furnishes new allotment
codes.

FIELD:

15 alpha numeric characters, fixed length.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR).   (PER-02)

REMARKS:

All SPARs that establish new positions must contain this data element.

1401 - Position AOS Code
(POS-AOSC)

DEFINITION:

The Agency Occupational Specialty Code (AOSC) assigned to the position.

FIELD:

6 numeric characters, fixed length.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

CODES:

Codes are contained in Attachment A, Handbook 33, Overseas Position Management.

1402 - Functional Classification, Scientists and Engineers (FUNT-CLASS)

DEFINITION:

The groupings of the kinds of work activities of Federal professional employees engaged in the physical,biological,mathematical,social and health sciences and in engineering into broad job functions.

FIELD:

2 numeric characters, fixed length.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR).   (PER-02)

REMARKS:

If the first four digits of DIN 1401, Position AOSC, match any of the following, the appropriate applicable functional class as shown below must be entered in this data element.

AOS CODES:

0020 =	Community Planning	
0101 =	Social Science	
0110 =	Economist	
0140 =	Manpower Research and Analysis	
0150 =	Geography	
0170 =	History	
0180 =	Psychology	
0184 =	Sociology	
0185 =	Social Work	
0190 =	General Anthropology	
0193 =	Archeology	
0401 =	General Biological Science	
0403 =	Microbiology	
0405 =	Pharmacology	
0406 =	Agricultural Extension	

AOS CODES - Continued:

```
0410 =   Zoology
0413 =   Physiology
0414 =   Entomology
0430 =   Botant
0434 =   Plant Pathology
0345 =   Plant Physiology
0436 =   Plant Protection and Quarantine
0437 =   Horticulture
0440 =   Genetics
0454 =   Range Conservation
0457 =   Soil Conservation
0460 =   Forestry
0470 =   Soil Science
0471 =   Agronomy
0475 =   Agriculture Management
0480 =   Fish and Wildlife Administration
0482 =   Fishery Biology
0485 =   Wildlife Refuge Management
0486 =   Wildlife Biology
0487 =   Animal Science
0493 =   Home Economics

0601 =   General Health Science
0602 =   Medical Officer
0610 =   Nurse
0630 =   Dietitian and Nutritionist
0631 =   Occupational Therapist
0633 =   Physical Therapist
0635 =   Corrective Therapist
0637 =   Manual Arts Therapist
0638 =   Recreation/Creative Arts Therapist
0639 =   Educational Therapist
0644 =   Medical Technologist
0660 =   Pharmacist
0662 =   Optometrist
0665 =   Speech Pathology and Audiology
0668 =   Podiatrist
0680 =   Dental Officer
0690 =   Industrial Hygiene
0696 =   Consumer Safety
```

AOS CODES - Continued:

    0701 =   Veterinary Medical Science

    0801 =   General Engineering
    0803 =   Safety Engineering
    0804 =   Fire Prevention Engineering
    0806 =   Materials Engineering
    0807 =   Landscape Architecture
    0808 =   Architecture
    0810 =   Civil Engineering
    0819 =   Environmental Engineering
    0830 =   Mechanical Engineering
    0840 =   Nuclear Engineering
    0850 =   Electrical Engineering
    0855 =   Electronic Engineering
    0858 =   Biomedical Engineering
    0861 =   Aerospace Engineering
    0871 =   Naval Architecture
    0880 =   Mining Engineering
    0881 =   Petroleum Engineering
    0890 =   Agricultural Engineering
    0892 =   Ceramic Engineering
    0893 =   Chemical Engineering
    0894 =   Welding Engineering
    0896 =   Industrial Engineering

    1220 =   Patent Administration
    1221 =   Patent Advisor
    1223 =   Patent Classifying
    1224 =   Patent Examining
    1225 =   Patent Interference Examining
    1226 =   Design Patent Engineering

    1301 =   General Physical Science
    1306 =   Health Physics
    1310 =   Physics
    1313 =   Geophysics
    1315 =   Hydrology
    1320 =   Chemistry
    1321 =   Metallurgy

1402 - Functional Classification, Scientists and Engineers - Continued
(FUNT-CLASS)

AOS CODES - Continued:

```
1330 =   Astronomy and Space Science
1340 =   Meteorology
1350 =   Geology
1360 =   Oceanography
1370 =   Cartography
1372 =   Geodesy
1373 =   Land Surveying
1380 =   Forest Products Technology
1382 =   Food Technology
1384 =   Textile Technology
1386 =   Photographic Technology

1510 =   Actuary
1515 =   Operations Research
1520 =   Mathematics
1529 =   Mathematical Statistician
1530 =   Statistician
1540 =   Cryptography
1550 =   Computer Science
```

FUNCTIONAL CLASSIFICATION CODES:

```
00 =   Not Applicable - Employee is not in one of the occupational series
       to which the functional classifications must be applied.
11 =   Research
12 =   Research Contract and Grant Administration
13 =   Development
14 =   Test and Evaluation
21 =   Design
22 =   Construction
23 =   Production
24 =   Installation, Operations, and Maintenance
31 =   Data Collection, Processing, and Analysis
32 =   Scientific and Technical Information
41 =   Standards and Specifications
42 =   Regulatory Enforcement and Licensing
51 =   Natural Resource Operations
81 =   Clinical Practice, Counseling, and Ancillary Medical Services
91 =   Planning
92 =   Management
93 =   Teaching and Training
94 =   Technical Assistance and Consulting
99 =   Other - Not Elsewhere Classified - Employee is in one of the
       occupational series to which the functional classifications must
       be applied, but the kind of work activity is not included under
       any of the other categories.
```

1403 - Position Title
(POS-TITLE)

DEFINITION:

The title of the AOSC assigned to the position by DIN 1401.

FIELD:

20 alphanumeric characters, variable length with trailing blanks.

INPUT:

Not applicable. The computer will automatically enter the Position
Title based on the Position AOSC.

REMARKS:

Complete this data element for correction actions. Complete for
separations, revise actions that place an employee to another position.
Actions which extend to terminate a detail to an unclassified position;
to a state, or local government or educational institution under the
Intergovernmental Personnel Act (IPA); or to an international
organization, position title and number may be omitted.

1404 - Position Backstop Code
(POS-BACKSTOP)

DEFINITION:

The Backstop Code assigned to the position, as reflected in the AOSC in DIN 1401.

FIELD:

2 numeric characters, fixed length.

INPUT:

Not applicable. The computer will automatically enter the Backstop Code based on the Position AOSC.

1405 - Position Pay Plan
(POS-PAY-PLAN)

DEFINITION:
    A code to identify the type of pay plan applicable to the position.

FIELD:

    2 alphabetic characters, fixed length.

INPUT:

    Form AID 4-512, Staffing Pattern Action Request (SPAR).   (PER-02)

CODES:

        AD = Administratively Determined
        ED = Experts
        EF or EH = Consultants
        ES = Senior Executive Service
        EX = Executive Pay Level
        FA = Classes XIII, XIV, Mission Directors, etc.
        FE = Senior Foreign Service
        FS = Foreign Service
        GM = Merit Pay
        GS = General Schedule
        IP = Intergovernmental Personnel Act details in
        WG = Wage Board (except printing and litho)
        XL = Wage Board Printing and Litho (leader)
        XP = Wage Board Printing and Litho
        YV = Summer Aid
        YW = Student Aid
        PH = Public Health
        GW = Wage Grade

1406 - Position Grade/Class
(POS-GRADE)

DEFINITION:

A code to indicate level of position within the pay plan determined for
the position.

FIELD:

2 alpha or numeric characters, fixed length.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

VALUES:

Within limits for Position Pay Plan.

REMARKS:

Edit criteria is established according to values permissible within the
Pay Plan contained in DIN 1405 for the position.

1407 - Supervisory Position
                           (SUPERVISORY)

DEFINITION:

    A code to identify whether the position is a supervisory position.
    These new codes became effective on March 30, 1981; revised October,
    1994.

FIELD:

    1 numeric character.

INPUT:

    Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

CODES:*

    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 responsibilities specified by the
         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 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.

    8 = All Other Positions

         Position does not meet the above definition for Supervisor,
         Manager, Supervisor (CSRA), or Management Official (CSRA), or
         Leader.

* (NOTE: Classification Branch maintains a reference copy of the above
Guides.)

```
         1408 - Position Language Requirement
                  (POS-LANGUAGE (1))
         1409 - Language Speaking Proficiency
                  (LANG-PROF (1))
      1410 - Language Reading Proficiency
                  (LANG-PROF (2))
```

Purpose

Provides instructions for completing items 13, 14 and 15 of the SPAR, for overseas positions.

SPAR Preparation

1. Item 13 of the SPAR provides for entry of the two-digit language code (see Language Codes). Every SPAR for an overseas position must contain an entry in item 13. This includes countries where English is the primary language.

2. In Item 14 enter the level of speaking proficiency required for the position. If speaking proficiency in the primary language is not required, enter a zero (0). If speaking proficiency is required, enter values 2 or 3. Values 1, 4, and 5 are not used for a position language requirement. "Plus" values are not used for position requirements.

3. In Item 15 enter the level of reading proficiency required for the position. If it is not required, enter a zero(0). If reading ability is required, enter value 1, 2 or 3. Values 4 and 5 are not used for a position language requirement. "Plus" values are not used for position requirements.

4. If English is the primary language, enter zero (0) in items 14 and 15.

DEFINITION OF LEVELS OF PROFICIENCY

0 = No practical speaking or reading ability.

1 = Elementary proficiency; i.e., able to satisfy routine travel needs and minimum courtesy requirements.

2 = Limited working proficiency; i.e., able to satisfy routine social demands and limited office requirements.

3 = Minimum professional proficiency; i.e., able to speak the language with sufficient structural accuracy and vocabulary to satisfy representation requirements and handle professional discussions within a special field.

4 = Full professional proficiency; i.e., able to use the language fluently and accurately on all levels pertinent to Foreign Service needs.

5 = Native or bilingual proficiency; i.e., speaking proficiency equivalent to that of an educated native speaker.

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1413 - Position Description Number
(PD-NBR)

DEFINITION:

A number assigned to a Position Description, for filing purposes, by the overseas mission or AID/W position classifier.

FIELD:

5 alphanumeric characters, fixed length.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

1414 - FLSA Indicator
(FLSA-IND-1)

DEFINITION:

A code to identify whether a position is "exempt" or "non-exempt" under the Fair Labor Standards Act (FLSA).

FIELD:

1 alphabetic character

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

CODES:

E = Exempt -   (Employee exempt from the minimum wage and
                      overtime provisions of the FLSA)
N = Non-exempt -   (Employee is subject to the minimum wage and
                      overtime provisions of FLSA)

REMARKS:

This data element is input by AID/Washington Personnel Division for all AID/W positions. The computer automatically inserts code 'E' (exempt) for all overseas positions, which are defined as exempt by the FLSA.

                    GS 01 thru 09 = N
                    GS 10 thru 18 = E
                    All FS = E
                    All Supervisors = E
                    SES = E

1415 - Vacancy Status Indicator
(VAC-STAT)

DEFINITION:

A code to identify whether a position is currently:
1.   A true vacancy that should be filled through in-house reassignment or outside recruitment (Code V), or
2.   A vacancy for which a candidate has already been selected by no reassignment (or new hire) transaction has been entered into RAMPS (Code C), or
3.   A position which is being held at the bureau's request (Code H), or
4.   An overseas position for which the bureau has not received MODE clearance (Code M), or
5.   None of the above.

FIELD:

1 alphabetic character

INPUT:

Either:
Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)
Mass input form, Identification of Vacancies.

CODES:

V = Vacancy
C = Candidate selected
H = Hold
M = Pending mode clearance

REMARKS:

V = "Vacancy" will be entered by the computer when a new position is established if none of the above codes are present. A 'V' can only be entered on a position with DIN 1701, Replacement SSAN, equal to zeroes.
C = "Candidate Selected" can be entered on either an encumbered position or a Vacant position. A 'C' can only be entered on a position with DIN 1701, Replacement SSAN, equal to zeroes.
H = "Hold" can only be entered on a "Revise" SPAR.
M = "Pending MODE Clearance" can only be entered on an overseas position.

NOTE: None of the above codes can be entered on an encumbered 'D' Status position.

1415 - Vacancy Status Indicator - Continued
(VAC-STAT)

DELETION:

   Current entry of 'V', 'C', 'H' or 'M' may be deleted by using a delete
   sign (-). In addition, it is automatically deleted by the computer on
   the date a SF-52 is input assigning someone to the position.

IMPACT ON STAFFING PATTERN:

   The Name field of the Staffing Pattern will contain '(VACANT)' if coded
   'V' and the position is vacant. If coded 'C' (Candidate Selected)', 'H'
   (Hold)', 'M' (Pending MODE Clearance)' will be printed in the Name field
   if the position is vacant, or directly under the incumbent's name if
   filled.

1416 - Obey Indicator

DEFINITION:

A code to identify whether a AID/W position is designated Foreign Service or Civil Service. This is not coded for overseas positions since all positions overseas are designated for Foreign Service.

FIELD:

1 alphabetic character

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

CODES:

G = Civil (General) Schedule
F = Foreign Service

REMARKS:

This data element was added to give the Agency authority to designate certain AID/W positions as Foreign Service.

1417 - Competitive Level
(COMPET-LVL)

DEFINITION:

A code assigned by the civil service position classifier who classified the position, used in reduction-in-force procedures. Used only for GS, GM, WG, and EX, XL positions. Not applicable to foreign service positions.

FIELD:

3 numeric characters, fixed length.

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

```
                1419 - Supplemental Position AOS Code
                          (POS-AOSC-2)
                1420 - Supplemental Position AOS Title
                          (POS-TITLE-2)
                1421 - Supplemental Position AOS Grade/Class
                          (POS-GRADE-2)
```

These three data elements are similar to the following:

```
                DIN 1401, Position AOS Code
                DIN 1403, Position Title
                DIN 1406, Position Grade/Class
```

The difference is that DINs 1419, 1420, and 1421 reflect GS
classification only, whereas DINs 1401, 1403, and 1406 reflect the
classification of the Position Pay Plan, regardless of whether GS, FS,
or other.

Any time a SPAR (PER-02) is input with DIN 1405, Position Pay Plan, of
'GS', the SPAR entry for DIN 1401, Position AOS Code, is placed in both
DINs 1401 and 1419; the entry for DIN 1403, Position Title, is placed in
both DINs 1403 and 1420; the entry for DIN 1406, Position Grade/Class is
placed in both DINs 1406 and 1421.

If a "change" or "revise" SPAR is entered changing the Position Pay Plan
to other than 'GS', DINs 1401, 1403, and 1406 are appropriately changed,
but DINs 1419, 1420, and 1421 remain unchanged.

This feature permits a listing of all A.I.D. positions showing the "GS
equivalent" grade, AOSC, and title.

1501 - Union Bargaining Unit Indicator
(UNION-INDIC)

DEFINITION:

    A code to indicate whether or not the incumbent is included in the bargaining unit established in A.I.D. under: 1) the Civil Service Reform Act of 1978 for Civil Service employees; or 2) the Foreign Service Act of 1980 for Foreign Service employees. The code is established by the Labor and Employee Relations Division in accordance with unit determinations made by appropriate authorities under the Acts.

FIELD:

    1 numeric character

INPUT:

    Form AID 4-495, Union Bargaining Unit Indicator. (PER-04)

CODES:

    0 = Could include all pay plans currently in the system.
    1 = Included in the Civil Service bargaining unit.
        (Position Pay Plan may be 'AD', 'GS', 'WG', 'XP', 'XL', 'YV', 'YW'.)
    2 = Excluded from the Civil Service bargaining unit.
        (Position Pay Plan may be 'AD', 'ES', 'EX', 'GS', 'WG', 'XP', 'XL', 'GM', 'YV', 'YW'.)
    3 = Included in the Foreign Service bargaining unit.
        (Position Pay Plan may be 'FS', 'FE', 'FS', 'FA'.)
    4 = Excluded in the Foreign Service bargaining unit.
        (Position Pay Plan may be 'FS', 'FE', 'FS', 'FA'.)
    5 = Not applicable.
        (Position Pay Plan may be 'ED', 'EF', 'EH', 'IP', 'PE'.)

REMARKS:

    This data element is input only by Labor and Employee Relations Division.

1601 - Date Incumbent Assigned
(INCUMB-ASGN-DATE)

DEFINITION:

The effective date on which the incumbent was assigned to the position.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Not applicable. This data will be input automatically by the computer
from DIN 2121, Effective Date, on a hew hire or reassignment
transaction.

1602 - Incumbent Anticipated Loss Date
(LOSS-DATE)

DEFINITION:

> If the position is encumbered, the date on which the employee is expected to become a loss from the position to which assigned.

FIELD:

> 6 numeric characters, fixed length (MMDDYY format).

INPUT:

> Not applicable. Automatically generated by the computer.

1701 - SSAN of Replacement
(REPL-SSN)

DEFINITION:

The Social Security Number (SSAN) of an employee designated as the next
incumbent of the position.

FIELD:

9 numeric characters, fixed length.

INPUT:

Not applicable. Automatically entered by the computer based on input of
a reassignment transaction.

REMARKS:

In preparing the Staffing Pattern, this data element will be used to
identify and print an employee projected to the replacement for the
position, based on a previously issued SF-50. See DIN 1702, also.

1702 - Effective Date of Replacement Assignment
(REPL-ASGN-DATE)

DEFINITION:

The effective date on which the replacement designated in DIN 1701 is to be assigned to the position.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Not applicable. Automatically entered by the computer based on input of a reassignment transaction.

REMARKS:

On the effective date contained in this data element, the computer will automatically move the employee into the position, insofar as the computer record is concerned, provided the previous incumbent, if any, has been moved out of the position. If the previous incumbent has not been moved out, the computer will generate an error message which will require action by the appropriate Placement Officer.

1703 - SES Position Occupied
(SESIND)

DEFINITION:

A code to identify whether a position is designated competitive, excepted, SES General or SES Career Reserved.

FIELD:

1 numeric character

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02).

CODES:

3 = SES General (non-career)
4 = SES Career Reserved

REMARKS:

Computer will generate numeric 3 or 4, for SES using the above codes; 1 for competitive Service (including GS, WG, GM, XP or XL) or 2 for Excepted Service on an SF-50.

(Revised 04-Oct-90)

1704 - Position Sensitivity

DEFINITION:

A code to identify whether a position is designated critical sensitive.

FIELD:

1 alphabetic character

INPUT:

Form AID 4-512, Staffing Pattern Request (SPAR). (PER-02)

CODES:

    T = Top Secret
    S = Secret
    O = No Security, Clearance

(** Revised 2/27/92)

DEFINITION:

This data element will be controlled by HR/EM. It will identify those positions which fall under the Senior Management Group criteria (formerly Executive Personnel Assigment Panel or EPAP).

FIELD:

1 alphabetic character

CODES:

Y = Yes
N = No

INPUT:

Form AID 4-512, Staffing Pattern Action Request (SPAR). (PER-02)

2101 - Social Security Account Number
(SSAN)

DEFINITION:

The number assigned to each employee by the Social Security Administration.

FIELD:

9 numeric characters, fixed length.

DESCRIPTION:

The Social Security Number is normally referred to by the abbreviation SSAN.

It is used as the employee identification number in the computer records. Therefore, any input affecting an employee's computer record must include the SSAN.

As issued by the Social Security Administration, the SSAN includes two hyphens, in the format XXX-XX-XXXX. However, it will be input as a straight series of nine numeric characters without the intervening hyphens. In most computer prepared reports, the hyphens will be automatically inserted by the computer so that the reports reflect the Social Security Administration format.

INPUT:

New Hire: Standard Form 52, Request for Personnel Actions.
           (Block #2)

Change   : Standard Form 52, Request for Personnel Actions.
           (Block #2)

Delete   : Not permitted.

REMARKS:

When correcting SSAN use NOAC 002B -- in the normal SSAN field enter the incorrect SSAN and in the name field enter the correct SSAN.

2102 - Name
(NAME)

DEFINITION:

Employee's name.

FIELD:

24 alphabetic characters, variable length with trailing blanks.

DESCRIPTION:

Employee's name is in the sequence: last name, first name or initial, middle name or initial, suffix. Allow one space (b) between each part of the name. Each such space counts as a character in computing the 24 character maximum length.

In general, as long as last name is shown first and any suffix last, first and middle names and/or initials should be as the employee prefers.

Hyphenated last names will contain the hyphen. In all other cases, last names will be one consecutive series of letters without punctuation. See examples below.

INPUT:

New Hire: Standard Form 52, Request for Personnel Actions. (Block #1)

Change : Standard Form 52, Request for Personnel Actions. (Block #1)

Delete : Not permitted.

EXAMPLES:

BAKER R RICHARD
COOPER-SMITH MERLE
JOHNSON THOMAS H III
MCGRATH JOHN J JR
OBRIEN T J
WITHERSPOON CORNELIUS ALLEN JR (Invalid Entry as name is longer than 24 characters and spaces.

2103 - Sex
                                (SEX)

DEFINITION:

     A code to identify sex of employee.

FIELD:

     1 alphabetic character

INPUT:

     New Hire : Standard Form 52, Request for Personnel Action
                 (Block #25)

     Change   : Standard Form 52, Request for Personnel Action
                 (Block #25)

     Delete   : Standard Form 52, Request for Personnel Action
                 (Block #25)

CODE:

     F = Female

     M = Male

REMARKS:

2104 - Birth Date
(BIRTH-DATE)

DEFINITION:

The date on which employee was born.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

New Hire : Standard Form 52, Request for Personnel Action
(Block #3)

Change : Standard Form 52, Request for Personnel Action
(Block #3)

Delete : Not permitted.

REMARKS:

Must be earlier than 16 years prior to effective date shown on the SF-50
Request. Fill in data element on new hire actions; or on correction actions.

2105 - Veteran Preference
(VET-PREF)

DEFINITION:

A code to identify employee's eligibility for statutory benefits by virute of honorable military service.

FIELD:

1 numeric character.

INPUT:

New Hire : Standard Form 52, Request for Personnel Action
            (Block #23)

Change   : Standard Form 52, Request for Personnel Action
            (Block #23)

Delete   : Not permitted.

CODES:

    1 = None
    2 = 5-Point
    3 = 10-Point Disability
    4 = 10-Point Compensable
    5 = 10-Point Other
    6 = 10-Point/30% Compensable

REMARKS:

This data element must be filled in for new hire actions.

2106 - Tenure Group
(TENURE)

DEFINITION:

A code to identify an employee's retention standing in reduction in force on the basis of his/her employment.

FIELD:

1 numeric character

INPUT:

New Hire : Standard Form 52, Request for Personnel Action
(Block #24)

Change : Standard Form 52, Request for Personnel Action
(Block #24)

Delete : Not permitted.

CODES:

NAME	CODE	DEFINITION/EXPLANATION
No Tenure Group	0	Employee is in none of the tenure groups established for reduction-in-force purposes.
Tenure Group 1	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.
Tenure Group 2	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).

CODES - Continued:

Tenure Group 3	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 nonstatus nontemporary 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 or current continuous employment.
SES Career Appointment	4	Employee is serving under a career appointment as defined in 5 U.S.C. 3132(a)(4) and has satisfactorily completed the SES probationary period, or is exempt from this requirement.
SES Career Appt.- Probation with Placement Rights.	5	Employee is serving under a career appointment as defined in 5 U.S.C. 3132(a)(4) following conversion from another appointment and is serving the SES probationary period during which time the employee has guaranteed placement rights under 5 U.S.C. 3594(a).
SES Career Appt.- Probation without Placement Rights	6	Employee is serving under a career appointment as defined in 5 U.S.C. 3132(a)(4) upon initial appointment or conversion from another appointment and is serving the SES probationary period during which time the employee has no placement rights.
SES Noncareer Appointment	7	Employee is serving under a noncareer appointment as defined in 5 U.S.C. 3132(a)(7).
SES Limited Term Appointment	8	Employee is serving under a limited term appointment as defined in 5 U.S.C. 3132(a)(5).
SES Limited Emergency Appt.	9	Employee is serving under a limited emergency appointment as defined in 5 U.S.C. 3132(a)(6).

REMARKS: Tenure Group as used for 5 U.S.C. 3502 (reduction-in-force) does not apply to the SES.

See attached Chart for relative comparison between type of appointment/tenure group and employee pay plan.

If Appointment Type equals then	Employee Pay Plan must equal and	Tenure must equal
11	GS; GM; WG; XP: XL	1
12	GS; GM; WG; XP: XL	2
13	GS; GM	0
14	GS	3
15	GS	3
16	GS	3
21	GS; GM	1, 2, 3
22	GS; GM	3
23	YV; YW	0
24	GS; GM	3
25	GS; GM	0 thru 3
26	GS; GM	0 thru 3
27	GS; GM	3
28	GS; GM	0, 3
29	GS; GM	1, 2, 3
31	EX	3
32	AD	0, 1, 3
33	FA; FE; FP	0
34	EF; EH	0
35	ED	0
36	Any	0
37	IPA (Direct Hire - i.e. appt)	0
38	GS	0, 3
39	GS	0, 2
(PMIs)		
41 (Career-Commissioned)	FO	1
41 (Career-Non-Com)	FP	1
43 (Career Candidate)	FP L	2
44 (Non-Career)	FP L	0, 3
45 (Resident Hire)	FP R	0
46 (Career)	FE	1
47 (Career Candidate)	FE L	2
48 (Non-Career)	FE L	0, 3
49 (Career)	FE	1
51	ES	4
52	ES	4, 5
53	ES	4, 6
54	ES	7
55	ES	8
56	ES	9
91	Any (inc. IPA Details)	0
92	Any (inc, IPA Details)	0
93	Any (inc, IPA Details)	0
94	Any (inc, IPA Details)	0
95	Any (inc, IPA Details)	0
96	Any (inc, IPA Details)	0

2107 - Service Computation Date
(SERV-COMP-DATE)

DEFINITION:

The date from which an employee's creditable Government service starts. It is adjusted to reflect any break in service or noncreditable service.

NOTE: THIS IS THE "LEAVE" SCD; it is not for RIF or Retirement.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

New Hire : Standard Form 52, Request for Personnel Actions.
          (Block #31)

Change   : Standard Form 52, Request for Personnel Actions.
          (Block #31)

Delete   : Not permitted.

REMARKS:

This date must be compared to birth date and cannot be less than 16 years after birth date. Also, for new hires it must be equal to or earlier than effective date of appointment. If service computation date for a new hire is unknown, effective date of the hiring action may be entered in the initial SF-50 Request and later changed using Nature of Action Code 882, Change in SCD.

2108 - Reportable Handicap
(RPRT-HNDCP)

DEFINITION:

A code to identify the type of physical handicap of the employee, if any, reportable under Office of Personnel Management regulations. Code this data element for new hire actions or change actions using NOA 800.

FIELD:

2 numeric characters, fixed length.

INPUT:

New Hire : Standard Form 52, Request for Personnel Action. (Block #41)

Change : Standard Form 52, Request for Personnel Action. (Block #41)

Delete : Not permitted.

CODES:

Reportable Handicap is a two numeric character code identifying a reportable physical handicap for Civil Service employees.

GENERAL CODES

01 = Do not wish to have handicap status recorded outside his/her medical records or the individual, in Agency's judgment, has misidentified himself/herself.

05 = No reportable handicap

06 - Handicap not listed below.

SPEECH IMPAIRMENTS

13 = Severe speech malfunction or inability to speak, hearing is normal - defects of articulation (unclear language 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

CODES - Continued:

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, nor 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 leg

38 =   Both hands or arms and both feet or legs

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

CODES - Continued:

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS - Continued

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

COMPLETE PARALYSIS - because of a brain, nerve, or muscle problem, including
palsy and cerebral palsy, there is complete loss of ability to move or use a
part of the body, including legs, arms, 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 parts of the body - arms and legs

CODES - Continued:

OTHER IMPAIRMENTS

80 =   Heart disease with no restriction to limitation of activity - history of heart problems

81 =   Heart disease with restriction or limitation of activity

82 =   Convulsive disorder - e.g., epilepsy

83 =   Blood diseases - e.g., sickle cell disease, leukemia, hemophilia

84 =   Diabetes

86 =   Pulmonary or respiratory disorders - e.g., tuberculosis, emphysema, asthma, etc.

87 =   Kidney disfunctioning - e.g., if dialysis (use of artificial kidney machine) is required, etc.

88 =   Cancer - a history of cancer with complete recovery

89 =   Cancer - undergoing surgical and/or medical treatment

90 =   Mental retardation - a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of scheduled A.

91 =   Mental or emotional illness - a history of treatment for mental or emotional problems

92 =   Severe distortion of limbs and/or spine - e.g., dwarfism, kyphosis (severe distortion of back), etc.

93 =   Disfigurement of face, hands, or feet - e.g., 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

2109 - FEGLI Status
(FEGLI-STATUS)

DEFINITION:

A code to identify the status of employee's participation in the Federal
Employees Group Life Insurance (FEGLI) program.

FIELD:

1 alphabetic character

INPUT:

New Hire :   Standard Form 52, Request for Personnel Action.
               (Block #27)

Change   :   Standard Form 52, Request for Personnel Action.
               (Block #27)

Delete   :   Not permitted.

CODES:

A =   Ineligible for life insurance coverage
B =   Waived all life insurance
C =   Covered for Basic Life only
D =   Covered for Standard Option in addition to Basic Life
E - Z = Covered for Basic Life plus Standard Option and/or Family Option
         coverages plus Additional Option with multiple coverage of one to five
         times an employee's annual basic salary.

REMARKS:

The above codes require a special standard remark which is automatically printed
on computerized SF-50's. Correction of a FEGLI change requires input of a
remark on the SF-52. These remarks can be found in Section VIII, Table B-3 of
the Guide: Code 'A', use SR #901; code 'B', use SR #902; code 'C', use SR #903;
code 'D', use SR #904; codes 'E' thru 'Z', use SR #s 905 thru 926.

The optional insurance choices will include:

A.   The current $10,000 worth of Standard Option insurance;

B.   An additional modified optional insurance (Additional Option) which
       allows coverages of one to five times an employee's annual basic pay
       (after rounding to the next higher $1,000); and

REMARKS - Continued:

     C.   A Family Plan with a specified amount of coverage.

If FEGLI is waived (code 'B'), the date waived, based on the effective date of action, is entered automatically in DIN 2110 by the computer.

2110 - Date FEGLI Waived
(FEGLI-WAIVED-DATE)

DEFINITION:

Effective date on which employee elected to waive coverage under the Federal Employees Group Life Insurance plan.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

See DIN 2109 and remarks below.

REMARKS:

If input to DIN 2109 is value B (WAIVED), DIN 2110 is input automatically by the computer from DIN 2121, SF-50 Effective Date.

2111 - Retirement System
(RETIRE-SYS)

DEFINITION:

A code to identify the type of retirement system in which the employee is participating.

FIELD:

1 alphanumeric character

INPUT:

New Hire : Standard Form 52, Request for Personnel Action
(Block #30)

Change : Standard Form 52, Request for Personnel Action
(Block #30)

Delete : Not permitted.

CODES:

Single Systems
1 = Civil Service Retirement Plan
2 = FICA (Federal Insurance Contributions Act; i.e., Social Security)
3 = Foreign Service Retirement Plan
4 = None
5 = Other Federal Retirement
6 = Civil Service Special - must be used for all firefighters and law
   enforcement personnel who are covered under 5 USC 8331(20) and (21).

Combinations of FICA & 1.3 % Contributions
A = Foreign Service Retirement and Disability System - Law Enforcement
B = Foreign Service Retirement and Disability System - Law Enforcement Offset
C = FICA & CS (1.35)
D = Foreign Service Pension System - Law Enforcement
E = FICA & CS Special (1.3%) law enforcement or firefighter
G = FICA & FS (1.3%)
J = FICA & Other (1.3%)

Combinations of FERS & FICA
K = FERS & FICA
L = FERS & FICA - Air Traffic Controllers
M = FERS & FICA - Special
N = FERS & FICA - Reserve Technicians
P = Foreign Service Pension System (FSPS) and FICA

Combinations of FICA & Full Contributions
R = FICA & CS (7%)
T = FICA & CS - Special (7%) law enforcement and firefighter
W = FICA & FS
X = FICA & Other

2113 - Pay Rate Determinant
                          (PAY-RATE-DET)

DEFINITION:

    A code designating special factors, if any, which go into determining the
    employee's salary.

FIELD:

    1 numeric character.

INPUT:

    New Hire : Standard Form 52, Request for Personnel Action.
               (Block #29)

    Change   : Standard Form 52, Request for Personnel Action.
               (Block #29)

    Delete   : Standard Form 52, Request for Personnel Action.
               (Block #29)

CODES:

    See FPM Supplement 292-1 Pay Rate Special Factors (CPDF-PAY-035) for
Definition/Explanations for codes.

              CODE   NAME

              0   Regular Rate
              2   Saved Rate Indefinite
              3   Retained Pay-Special Rate Adjustment
              4   Saved Rate-Other
              5   Special and Superior Qualifications
                              Rates
              6   Special Rate
              7   Superior Qualifications Rate
              A   Retained Grade-Different Position
              B   Retained Grade Same Position
              C   Critical Position Pay
              E   Retained Grade And Special Rate
                              Different Position
              F   Retained Grade-and Special Rate
                              Same Position
              J   Retained Pay Same Position
              M   IGS
              K   Retained Pay-Different Position
              R   Retained Pay-SES Removal
              S   Continued SES Basic Pay
              U   Retained Grade and Pay
                              Same Position
              V   Retained Grade and Pay
                              Different Position

2114 - Academic Education Level
(ACAD-EDUC-LVL)

DEFINITION:

A code to identify employee's highest level of formal education.

FIELD:

2 numeric characters.

INPUT:

New Hire : Standard Form 52, Request for Personnel Actions.
(Block #45)

Change : Standard Form 52, Request for Personnel Actions.
(Block #45)

Delete : Not permitted.

CODES:

Use highest applicable code.

00 = Not applicable.
01 = Some Elementary School - Did Not Complete - Elementary school means grades 1 through 8 or equivalents.
02 = Elementary School Completed - No High School - Grades 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 above.) Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and non-engineering fields. (2) The craftsman/clerical level training artisans, skilled operators, and clerical workers.
07 = Some College - Less than One Year - Less than 30 semester hours or 45 quarter hours completed.
08 = 1 Year College - 30-59 semester hours or 49-89 quarter hours completed.

CODES - Continued:

09 = 2 Years College - 60-89 semester hours or 90-134 quarter hours completed.

10 = Associate Degree - Two-year college degree program completed. On SF-52 put AA for degree.

11 = 3 Years College - 90-119 semester hours or 135-179 quarter hours completed.

12 = 4 Years College - 120 or more semester hours or 180 or more quarter hours completed - no baccalaureate (bachelor's) degree.

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 which 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 Degree - Signifies the completion of academic requirements for selected professions, which 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.D. 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 = i.e., Advanced Certificate in Education, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.

20 = Post-Sixth Year - Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.

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 doctor's degrees that are first professional per code 15.

22 = Post-Doctorate - Work beyond the doctorate.

2119 - Citizenship
(CITIZENSHIP)

DEFINITION:

A code to identify whether employee is, or is not, a United States citizen.

FIELD:

1 numeric character.

INPUT:

New Hire : Standard Form 52, Request for Personnel Action
(Block #49)

Change   : Standard Form 52, Request for Personnel Action
(Block #49)

Delete   : Not permitted.

CODES:

1 = U.S. Citizen (to include U.S. National)
8 = Other

2120 - Work Schedule
(WORK-SCHED)

DEFINITION:

A code to identify an employee's work schedule.

FIELD:

2 characters - 1 alphabetic and 1 numeric

INPUT:

Standard Form 52, Request for Personnel Action.   (Block #32)

CODES:

Definitions

First Digit
F = Full Time
G = Full Time Seasonal*
P = Part Time
Q = Part Time Seasonal*
I = Intermittent
J = Intermittent Seasonal*

Second Digit
1 = Full Time
2 = Part Time
3 = Intermittent
4 = Without Compensation
5 = Full Time not counted in
    Strength (IPA)
6 = Leave with Pay (Pending
    Disability Retirement)
7 = Non-pay Status
9 = Leave without Pay

*Seasonal includes persons employed under the Department of Defense's on-call programs.

On the SF-52, use the following combinations for the first and second digit.

First Digit
F
G
P
Q
I
J

Second Digit
1, 4, 5, 6, 7 or 9
1, 4 or 7
2, 4, 5, 6, 7 or 9
2, 4, or 7
3, 4, or 7
3, 4, or 7

REMARKS:

To comply with FPM requirements, RAMPS field must be expanded to a two-character field. The first character will satisfy OPM require- ments, the second character will satisfy AID requirements. Work Schedule must be on new hire actions, other actions applicable.

If the employee is working other than a standard 40-hour workweek, Block 16, SF-52, must indicate P2 or I3, as applicable. This data element provides for that entry on the SF-50.

2121 - SF-50 Effective Date
(NOA-EFF-DATE)

DEFINITION:

The date on which the action described in the SF-50 is effective.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

New Hire : Standard Form 52, Request for Personnel Action.
(Block #4)

Change : Standard Form 52, Request for Personnel Action.
(Block #4)

Delete : Not permitted.

REMARKS:

If, on the date of input of the SF-52 Request this date is current or past
effective, the applicable RAMPS computer records will be updated on date of input.
If future effective, updates will not take place until this date.

2122 - Prior Effective Date

DEFINITION:

This data element must be filled when correcting or cancelling an action. This date is obtained from Block 4 of the SF-50 being corrected or cancelled.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Standard Form 52, Request for Personnel Action (Block #7)

Example: PED=081884

2124 - From Grade
(FR-GRADE)
2129 - To Grade
(TO-GRADE)

DEFINITION:

The grade or class at which the employee is compensated.

FIELD: 2 numeric characters, fixed length.

DESCRIPTION:

Normally only the To Grade is input as part of an accession or a change in grade; the From Grade is furnished by the computer. However, it may become necessary to correct the From Grade on the SF-50, 'FROM' section can be voided and will need to be hand typed.

INPUT:

Accession: Standard Form 52, Request for Personnel Action (SF-52)

Change   : Standard Form 52, Request for Personnel Action (SF-52)

Delete   : Not permitted.

VALUES:

Within limits of Pay Plan. Use 00 for Pay Plans ED, EF, EH, PH, IPA, YV, and YW.

USE MC, OC, CM for Pay Plans FE and FE L.

REMARKS:

On new hire or reassignment actions within AID/W, the TO-GRADE on a SF-52, if input, must be the same grade as that of the position (DIN 1405). On reassignment overseas, it need not be the same as the position.

For employees who are entitled to grade retention under 5 USC 5362 show grade of the position employee actually occupies, not the grade he/she is retaining for pay and benefits purposes.

2125 - From Step
(FR-STEP)
2130 - To Step
(TO-STEP)

DEFINITION:

The step or rate within the grade or class at which the employee is compensated.

FIELD:

2 numeric characters, fixed length.

DESCRIPTION:

Normally only the To Step is input as part of an accession or a change in grade or step; the From Step is furnished by the computer. However, it may become necessary to correct the From Step on the SF-50, and it is provided for on the SF-52.

INPUT:

Accession: Standard Form 52, Request for Personnel Action (SF-52)

Change   : Standard Form 52, Request for Personnel Action (SF-52)

Delete   : Not permitted.

VALUES:

Within limits of Pay Plan/Pay Grade. Use 00 for Pay Plans ED, EF, EH, GM, PH, IPA, YV, and YW.

Also 00 for AD under Merit Pay, employees who are entitled to pay retention and have a salary in excess of the minimum rate for their grade.

2126 - From Expert/Consultant Daily Rate
(FR-ED, EF, or EH-RATE)
2131 - To Expert/Consultant Daily Rate
(TO-ED, EF, or EH-RATE)

DEFINITION:

The daily rate, in dollars (not cents) at which an expert or a consultant is paid.

FIELD:

3 numeric characters, fixes length, with leading zeroes.

DESCRIPTION:

Normally only the To Expert/Consultant Daily Rate is input as part of an accession or change transaction; the From Expert/Consultant Daily Rate is furnished by the computer on change transactions. However, both the from and to data elements are provided for since they will be required in producing the SF-50 and constructing the SF-50 record.

INPUT:

Accession: Standard Form 52, Request for Personnel Actions. (SF-52)

Change   : Standard Form 52, Request for Personnel Actions. (SF-52)

Delete   : Not permitted.

VALUES:

000 to 999.

000 denotes "without compensation."

REMARKS:

Used by DIN 2308.

2127 - To POSNO
(TO-POSNO)

DEFINITION:

POSNO (Position Sequence Number) is defined in DIN 1101. In a new hire or reassignment transaction, the "To POSNO" indicates the gaining position.

FIELD:

9 numeric characters, fixed length.

INPUT:

New Hire : Standard Form 52, Request for Personnel Actions.
(Block #15)

Change : Standard Form 52, Request for Personnel Actions.
(Block #15)

Delete : Not permitted.

2128 - To Pay Plan
(TO-PAY-PLAN)

DEFINITION:

   A code to identify the pay plan under which the employee is paid.

FIELD:

   4 alphabetic characters, variable length, with trailing blanks.

DESCRIPTION:

   The "To Pay Plan" as shown on the SF-50 in Block 29 is input as part of a new
   hire or reassigning transaction; the "From Pay Plan" is furnished automatically
   by the computer.

INPUT:

   New Hire : Standard Form 52, Request for Personnel Action
                (Block #16)

   Change   : Standard Form 52, Request for Personnel Action
                (Block #16)

   Delete   : Not permitted.

REMARKS:

   Up to four character codes are entered in this data element. However, in
   producing the SF-50 only the two character codes are printed. Both codes are
   shown below. When coding pay plans Foreign Service Limited and Foreign Service
   Reserved, please make sure you code the following:

                      FP L   (FP space L)
                      FP R   (FP space R).

CODES:

CODE	SF-50 CODE	DESCRIPTION
AD	AD	Administrative Determined
ED	ED	Experts
EF or EH	EF or EH	Consultants
ES	ES	Senior Executive Service
EX	EX	Executive Pay Act
FA	FA	Mission Directors, Classes 2, 3, and 4
FE	FE	Senior Foreign Service
FE L	FE	Senior Foreign Service Limited
FO	FO	Foreign Service-Commissioned
FP	FP	Foreign Service
FP L	FP	Foreign Service Limited

CODES - Continued:

CODE	SF-50 CODE	DESCRIPTION
FP R	FP	Foreign Service Resident Limited
GM	GM	PMRS(Merit Pay)
GS	GS	General Schedule (Chapter 51, 5 U.S.C.)
GW	GW	Youth Opportunity-College Students
IPA	IP	Details to AID from state or local governments or institutions under the Intergovernmental Personnel Act
PH	PH	Public Health Commissioned Officers Detailed to AID/W (not under a PASA)
WG	WG	All Wage Board, except printing and lithographic
XL	XL	Wage Board, Printing and Lithographic (Leader)
XP	XP	Printing and Lithographic
YV	YV	Summer Aide
YW	YW	Student Aide

REMARKS:

The computer program that processes Standard Form 52, Request for Personnel Action (SF-52) transactions checks the "To Pay Plan" against the Position Pay Plan (DIN 1404) using the table shown below. Each line of the table is checked until a match is found. If no match is found, the transaction is rejected and the Transaction List opposite the "TO PAY PLAN" will be a six cháracter display in the Entry column, the first four of which are the TO PAY PLAN and the last two are the Position Pay Plan; in the Diagnostic Column is displayed the message INCOMPATIBLE WITH POSITION.

Employee Pay Plan	Position Pay Plan
AD	AD
ED	ED
EF or EH	EF or EH
ES	ES
EX	EX
FA	FA
FE	FA, FS, or FE
FE L	FA, FS, or FE
FP	FA, FS, or FE
FP L	FA, FS, or FE
FP R	FS
FO	FA, FS, or FE

```
                    2128 - To Pay Plan - Continued
                          (TO-PAY-PLAN)


REMARKS - Continued:
                Employee Pay Plan               Position Pay Plan
                     GM                               GM
                     GS                               GS
                     GW                               GS or GW
                     IPA                              IP
                     PH    *                          GS
                     WG                               WG
                     XP                               XP
                     XL                               XL
                     YV                               YV
                     YW                               YW
```

* For Public Health commissioned officers detailed to AID/W position pay plan must be 'GS'; employee plan will be 'PH' on SF-52.

```
2132 - Standard Remark 1 - Para No.
        (STD-RMK-PARA (1))
2133 - Standard Remark 1 - Fill-in
        STD-RMK-FILL (1))
2134 - Standard Remark 2 - Para No.
        (STD-RMK-PARA (2))
2135 - Standard Remark 2 - Fill-in
        STD-RMK-FILL (2))
2136 - Standard Remark 3 - Para No.
        (STD-RMK-PARA (3))
2137 - Standard Remark 3 - Fill-in
        STD-RMK-FILL (3))
2138 - Standard Remark 4 - Para No.
        (STD-RMK-PARA (4))
2139 - Standard Remark 4 - Fill-in
        STD-RMK-FILL (4))
2140 - Standard Remark 5 - Para No.
        (STD-RMK-PARA (5))
2141 - Standard Remark 5 - Fill-in
        STD-RMK-FILL (5))
```

DEFINITION:

These data elements are used for entering up to five standard remarks on the SF-50. But keep in mind, only 14 lines can be printed on an SF-50. The paragraph number identifies the remark to be entered. The fill-ins permit specific data to be entered into the body of the standard remarks, if required.

FIELD:

For paragraph number: 3 alphanumeric characters, fixed length.
For Fill-ins: 3 alphanumeric characters, variable length with trailing blanks.

DESCRIPTION:

The FPM provides for entry of certain remarks in Block 37 of the SF-50. Most are straight narrative, but some require the insertion of data within the remarks, such as dates, agency codes, etc.

The above data elements, plus the Standard Remarks Table in Annex B, permit the computer to automatically produce most remarks needed for the SF-50. Those which can be automatically produced are referred to as "standard" remarks; those which cannot be automatically produced may be entered on the SF-52 in Block #37 using Standard Remark Code 700.

INPUT:

New Hire : Standard Form 52, Request for Personnel Action (Part F)
Change   : Standard Form 52, Request for Personnel Action (Part F)
Delete   : Not permitted.

2143 - Document Control Number
(DOCUMENT-NR)

DEFINITION:

A sequential number assigned to each SF-50 Request when entered into the computer, starting with 00001 to 99999, then starting over.

FIELD:

5 numeric characters, fixed length.

DESCRIPTION:

The number in this data element will be printed in the lower right hand corner of Block #37 of the SF-50.

After the SF-50 has been produced, the computer retains a copy of the data on the SF-50 in a special internal file (The SF-50 File) until six months after the effective date of the SF-50. During this period, the copy is available in the event it is necessary to reproduce, cancel or correct. The Document Control Number is entered on the SF-52 Request for Personnel Action to identify the SF-50 to be effected, thus enabling the computer to find the copy and print the desired SF-50.

INPUT:

Accession: Not applicable

Change   : Standard Form 52, Request for Personnel Actions. (SF-52)

Delete   : Not permitted.

Example   : DCN=12345

2145 - NOA Code
(NOA-CODE)

DEFINITION:

Nature of Action Code. A code to identify the type of action being taken on the SF-50, Notification of Personnel Action.

FIELD:

3 numeric characters. In case of 001A, 002A, 002B, 002C and 900 series codes, a 4 alphanumeric characters.

DESCRIPTION:

They are based on the three digit codes required by the Office of Personnel Management (OPM). All of those in the 100 through 800 series are as directed by (OPM); those in the 900 series have been developed for internal agency use by A.I.D.

NOACODES should be obtained from FPM 296-33 before Table B1 is consulted

INPUT:

New Hire : Standard Form 52, Request for Personnel Action
            (Block 5A)

Change   : Not Permitted - NOACODES must be cancelled and the
             erroneous transaction must be resubmitted. See
             User Help before attempting to change an NOACODE.

Delete   : Not permitted.

CODES:

See Table B-1, Annex B.

2146 - Not-To-Exceed Date
(NTE-DATE)

DEFINITION:

The not-to-exceed time limitation entry required on such natures of action as time-limited appointments.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

New Hire :   Block 5B or 6B on Standard Form 52, Request for Personnel Actions.
               (Block #5A)

Change   :   Standard Form 52, Request for Personnel Actions.
               (Block #5A)

Delete   :   Not permitted.

REMARKS:

Must be later than present date and equal to or less than five years from the effective date of the appointment. Also, must contain a value if Employee Pay Plan is ED, EF, EH, FP L, FP R, FE L.

Change -   Because RAMPS uses this data element as "Derived Data" Transaction Specialists should consult with User Help to ascertain which RAMPS "Derived Date" should be changed.

               Example: for NOACODE 108 Term Appt NTE the Date Appt NTE must be updated. In the case of NOACODE 460 LWOP NTE the Date LWOP Expires must be updated and so on.

2805 - Expected Departure Date
(DEPART-DATE)

DEFINITION:

The date on which an employee is expected to depart from current assignment. This date is normally 2 years from the entry in DATE ARRIVED OVERSEAS POST CURRENT TOUR (DIN 2804) for overseas assignments, and 3 years from DATE STARTED AID/W ROTATION ASSIGNMENT (DIN 2801) for AID/W assignments.

Dataharacters,   fixed length (MMDDYY format).

INPUT:

Accession: Not permitted.

Change : Form AID 4-498, Miscellaneous Data. (PER-12)

Delete : Form AID 4-498, Miscellaneous Data. (PER-12)

REMARKS:

THE FOLLOWING IS OFFERED AS AN EXAMPLE OF THE CO

2147 - Agency
(AGENCY)

DEFINITION:

This data element must be filled in for transfers between agencies or separations which are immediately followed by employment with another agency. The appropriate "from" or "to" block of the SF-50 should reflect the losing or gaining agency.

FIELD:

2 alphabetic characters, fixed length.

INPUT:

New Hire : Standard Form 52, Request for Personnel Action. (Block 5B)

Change : Standard Form 52, Request for Personnel Action. (Block 5B)

Delete : Not permitted.

CODES:

Alphabetic by Title

KG = ACTION
AA = Administrative Conference of the United States
AC = Advisory Commission on Intergovernmental Relations
CP = Advisory Committee on Federal Pay
HP = Advisory Council on Historic Preservation
AG = Agriculture, Department of
AF = Air Force, Department of the
AK = Alaska Natural Gas Transportation System
AB = American Battle Monuments Commission
AP = Appalachian Regional Commission
LA = Architect of the Capitol
AD = Arms Control and Disarmament Agency
AR = Army, Department of the
BR = Board for International Broadcasting
LB = Botanic Garden
CI = Central Intelligence Agency
CA = Civil Aeronautics Board
BA = Coastal Plains Regional Commission
CM = Commerce, Department of (including National Oceanic and Atmospheric Administration)

CODES - Continued:

Alphabetic by Title

    CF = Commission of Fine Arts
    CC = Commission on Civil Rights
    ES = Commission on Executive, Legislative, and Judicial Salaries
    HB = Committee for Purchase of Products and Services of the Blind and
         Other Severely Handicapped
    CT = Commodity Futures Training Commission
    CN = Community Services Administration
    LL = Congress (includes U.S. Senate Disbursing Office, House of
         Representatives-Members, House of Representatives-Sergeant at
         Arms)
    LD = Congressional Budget Office
    SK = Consumer Product Safety Commission
    LR = Copyright Royalty Tribunal
    CJ = Cost Accounting Standards Board
    CE = Council of Economic Advisors
    EQ = Council on Environmental Quality
    WP = Council on Wage and Price Stability
    DD = Defense, Department of (including Office of the Secretary of
         Defense, Organization of the Joint Chiefs of Staff, Defense
         Nuclear Agency, Defense Communications Agency, Defense
         Intelligence Agency, Defense Security Assistance Agency, Defense
         Supply Agency, US Court of Military Appeals, Armed Forces
         Information and Education Activities, Defense Contract Audit
         Agency, Defense Mapping Agency, Defense Investigative Service,
         Defense Advanced Research Projects Agency, Defense Civil
         Preparedness Agency, Uniformed Service University of the Health
         Sciences, Office of Overseas Dependents Education, Civilian
         Health and Medical Program of the Uniformed Services)
    DR = Delaware River Basin Commission
    DI = District of Columbia Government
    DC = Domestic Policy Staff
    ED = Education, Department of (includes i.e., Intergovernmental
         Advisory Council on Education)
    DN = Energy, Department of
    EP = Environmental Protection Agency
    EE = Equal Employment Opportunity Commission
    EX = Executive Residence at the White House
    EB = Export-Import Bank of the United States
    FL = Farm Credit Administration
    FC = Federal Communications Commission
    FD = Federal Deposit Insurance Corporation
    LF = Federal Election Commission
    EM = Federal Emergency Management Agency

CODES - Continued:

Alphabetic by Title

FH = Federal Home Loan Bank Board
AU = Federal Labor Relations Authority
MC = Federal Maritime Commission
FM = Federal Mediation and Conciliation Service
RS = Federal Mine Safety and Health Review Commission
FR = Federal Reserve System -- Board of Governors
FT = Federal Trade Commission
FS = Foreign Claims Settlement Commission
FX = Four Corners Regional Commission
LG = General Accounting Office
GS = General Services Administration
LP = Government Printing Office
HT = Harry S. Truman Scholarship Foundation
HE = Health and Human Services, Department of
ZU = Higher Education IPA
HU = Housing and Urban Development, Department of
IF = Inter-American Foundation
IN = Interior, Department of the
IC = Interstate Commerce Commission
UJ = Japan-United States Friendship Commission
PW = Joint Federal-State Land Use Planning Commission for Alaska
JL = Judicial (includes Administrative Office of the United States
     Courts, and the Supreme Court of the United States -- Office of
     the Marshal)
DJ = Justice, Department of
DL = Labor, Department of
LC = Library of Congress
ZL = Local Government IPA
BO = Management and Budget, Office of
MA = Marine Mammal Commission
BD = Merit Systems Protection Board
MW = Minimum Wage Study Commission
LJ = Motor Carrier Ratemaking Study Commission
OA = National Advisory Committee on the Oceans and Atmosphere
NN = National Aeronautics and Space Administration
FU = National Alcohol Fuels Commission
NP = National Capital Planning Commission
MK = National Commission for Employment Policy
AQ = National Commission on Air Quality
EU = National Commission on Employment and Unemployment Statistics
CX = National Commission on Libraries and Information Science
GH = National Commission on Neighborhoods
UR = National Commission on Social Security

CODES - Continued:

Alphabetic by Title

UC = National Commission on Unemployment Compensation
YC = National Commission on the International Year of the Child, 1979
CU = National Credit Union Administration
AH = National Foundation on the Arts and Humanities
NL = National Labor Relations Board
NM = National Mediation Board
NF = National Science Foundation
SP = National Security Agency
NS = National Security Council
TG = National Transportation Policy Study Commission
TB = National Transportation Safety Board
RE = Navajo and Hopi Indian Relocation Commission
NV = Navy, Department of the
NE = New England Regional Commission
NU = Nuclear Regulatory Commission
NJ = Nuclear Safety Oversight Committee
OS = Occupational Safety and Health Review Commission
TS = Office of Science and Technology Policy
LH = Office of Technology Assessment
EC = Office of the Administration
TN = Office of the United States Trade Representative
OV = Office of the Vice President
MJ = Old West Regional Commission
OZ = Ozarks Regional Commission
PN = Pacific-Northwest Regional Commission
PC = Panama Canal Commission
PU = Peace Corps
PK = Pennsylvania Avenue Development Corporation
BG = Pension Benefit Guaranty Corporation
PJ = Postal Rate Commission
PP = President's Commission on Pension Policy
TM = President's Commission on the Accident at Three Mile Island
KL = President's Commission on the Coal Industry
PG = President's Commission for the Study of Ethical Problems In
     Medicine and Biomedical and Behavior Research
HG = Presidential Commission on World Hunger
PI = Public International Organizations (5 U.S.C. 3581)
RR = Railroad Retirement Board
SE = Securities and Exchange Commission
RU = Select Commission on Immigration and Refugee Policy
SS = Selective Service System
SV = Sinai Support Mission, U.S.
SB = Small Business Administration

CODES - Continued:

Alphabetic by Title

```
SM = Smithsonian Institution
WB = Southwest Border Regional Commission
ZS = State Government IPA
ST = State, Department of (including International Boundary and Water
     Commission)
SU = Susquehanna River Basin Commission
TV = Tennessee Valley Authority
TD = Transportation, Department of
TR = Treasury, Department of the
AM = United States International Development Cooperation Agency
     (including the Agency for International Development; OPIC; TDP)
IB = USIA
TC = United States International Trade Commission
RG = United States Japan Economic Relations Group
MT = United States Metric Board
OM = United States Office of Personnel Management
PO = United States Postal Service
SH = United States Soldiers' and Airmens' Home
LT = United States Tax Court
GL = Upper Great Lakes Regional Commission
VA = Veterans Administration
WR = Water Resources Council
WH = White House
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Alphabetic by Code

```
AA = Administrative Conference of the United States
AB = American Battle Monuments Commission
AC = Advisory Commission on Intergovernmental Relations
AD = Arms Control and Disarmament Agency
AF = Air Force, Department of the
AG = Agriculture, Department of
AH = National Foundation on the Arts and Humanities
AK = Alaska Natural Gas Transportation System
AM = United States International Development Cooperation Agency
     (including the Agency for International Development; OPIC; TDP)
AP = Appalachian Regional Commission
AQ = National Commission on Air Quality
AR = Army, Department of the
AU = Federal Labor Relations Authority
BA = Coastal Plains Regional Commission
BD = Merit Systems Protection Board
BG = Pension Benefit Guaranty Corporation
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CODES - Continued:

Alphabetic by Code

BO = Management and Budget, Office of
BR = Board for International Broadcasting
CA = Civil Aeronautics Board
CC = Commission on Civil Rights
CE = Council of Economic Advisors
CF = Commission of Fine Arts
CI = Central Intelligence Agency
CJ = Cost Accounting Standards Board
CM = Commerce, Department of (including National Oceanic and
     Atmospheric Administration)
CN = Community Services Administration
CP = Advisory Committee on Federal Pay
CT = Commodity Futures Training Commission
CU = National Credit Union Administration
CX = National Commission on Libraries and Information Science
DC = Domestic Policy Staff
DD = Defense, Department of (including Office of the Secretary of
     Defense, Organization of the Joint Chiefs of Staff, Defense
     Nuclear Agency, Defense Communications Agency, Defense
     Intelligence Agency, Defense Security Assistance Agency, Defense
     Supply Agency, US Court of Military Appeals, Armed Forces
     Information and Education Activities, Defense Contract Audit
     Agency, Defense Mapping Agency, Defense Investigative Service,
     Defense Advanced Research Projects Agency, Defense Civil
     Preparedness Agency, Uniformed Service University of the Health
     Sciences, Office of Overseas Dependents Education, Civilian
     Health and Medical Program of the Uniformed Services)
DI = District of Columbia Government
DJ = Justice, Department of
DL = Labor, Department of
DN = Energy, Department of
DR = Delaware River Basin Commission
EB = Export-Import Bank of the United States
EC = Office of the Administration
ED = Education, Department of (includes i.e., Intergovernmental
     Advisory Council on Education)
EE = Equal Employment Opportunity Commission
EM = Federal Emergency Management Agency
EP = Environmental Protection Agency
EQ = Council on Environmental Quality
ES = Commission on Executive, Legislative, and Judicial Salaries
EU = National Commission on Employment and Unemployment Statistics
EX = Executive Residence at the White House
FC = Federal Communications Commission
FD = Federal Deposit Insurance Corporation

2147 - Agency - Continued
(AGENCY)

CODES - Continued:

Alphabetic by Code

FH = Federal Home Loan Bank Board
FL = Farm Credit Administration
FM = Federal Mediation and Conciliation Service
FR = Federal Reserve System--Board of Governors
FS = Foreign Claims Settlement Commission
FT = Federal Trade Commission
FU = National Alcohol Fuels Commission
FX = Four Corners Regional Commission
GH = National Commission on Neighborhoods
GL = Upper Great Lakes Regional Commission
GS = General Services Administration
HB = Committee for Purchase of Products and Services of the Blind and
     Other Severely Handicapped
HE = Health and Human Services, Department of
HG = Presidential Commission on World Hunger
HP = Advisory Council on Historic Preservation
HT = Harry S. Truman Scholarship Foundation
HU = Housing and Urban Development, Department of
IB = USIA
IC = Interstate Commerce Commission
IF = Inter-American Foundation
IN = Interior, Department of the
JL = Judicial (includes Administrative Office of the United States
     Courts, and the Supreme Court of the United States -- Office of
     the Marshal)
KG = ACTION
KL = President's Commission on the Coal Industry
LA = Architect of the Capitol
LB = Botanic Garden
LC = Library of Congress
LD = Congressional Budget Office
LF = Federal Election Commission
LG = General Accounting Office
LH = Office of Technology Assessment
LJ = Motor Carrier Ratemaking Study Commission
LL = Congress (includes U.S. Senate Disbursing Office, House of
     Representatives-Members, House of Representatives-Sergeant at
     Arms)
LP = Government Printing Office
LR = Copyright Royalty Tribunal
LT = United States Tax Court
MA = Marine Mammal Commission
MC = Federal Maritime Commission
MJ = Old West Regional Commission
MK = National Commission for Employment Policy

CODES - Continued:

Alphabetic by Code

MT = United States Metric Board
MW = Minimum Wage Study Commission
NE = New England Regional Commission
NF = National Science Foundation
NJ = Nuclear Safety Oversight Committee
NL = National Labor Relations Board
NM = National Mediation Board
NN = National Aeronautics and Space Administration
NP = National Capital Planning Commission
NS = National Security Council
NU = Nuclear Regulatory Commission
NV = Navy, Department of the
OA = National Advisory Committee on the Oceans and Atmosphere
OM = United States Office of Personnel Management
OS = Occupational Safety and Health Review Commission
OV = Office of the Vice President
OZ = Ozarks Regional Commission
PC = Panama Canal Commission
PG = President's Commission for the Study of Ethical Problems In
     Medicine and Biomedical and Behavior Research
PI = Public International Organizations (5 U.S.C. 3581)
PJ = Postal Rate Commission
PK = Pennsylvania Avenue Development Corporation
PN = Pacific-Northwest Regional Commission
PO = United States Postal Service
PP = President's Commission on Pension Policy
PU = Peace Corps
PW = Joint Federal-State Land Use Planning Commission for Alaska
RE = Navajo and Hopi Indian Relocation Commission
RG = United States Japan Economic Relations Group
RR = Railroad Retirement Board
RS = Federal Mine Safety and Health Review Commission
RU = Select Commission on Immigration and Refugee Policy
SB = Small Business Administration
SE = Securities and Exchange Commission
SH = United States Soldiers' and Airmens' Home
SK = Consumer Product Safety Commission
SM = Smithsonian Institution
SP = National Security Agency
SS = Selective Service System
ST = State, Department of (including International Boundary and Water
     Commission)
SU = Susquehanna River Basin Commission
SV = Sinai Support Mission, U.S.
TB = National Transportation Safety Board
TC = United States International Trade Commission

CODES - Continued:

Alphabetic by Code

TD = Transportation, Department of
TG = National Transportation Policy Study Commission
TM = President's Commission on the Accident at Three Mile Island
TN = Office of the United States Trade Representative
TR = Treasury, Department of the
TS = Office of Science and Technology Policy
TV = Tennessee Valley Authority
UC = National Commission on Unemployment Compensation
UJ = Japan-United States Friendship Commission
UR = National Commission on Social Security
VA = Veterans Administration
WB = Southwest Border Regional Commission
WH = White House
WP = Council on Wage and Price Stability
WR = Water Resources Council
YC = National Commission on the International Year of the Child, 1979
ZL = Local Government IPA
ZS = State Government IPA
ZU = Higher Education IPA

2150 - Annuitant Indicator
(ANNUID)

DEFINITION:

A code to identify an employee status as to being retired, retired uniformed or enlisted, or reemployed annuitant.

FIELD:

1 alphanumeric character

VALUES:

New Hire : Standard Form 52, Request for Personnel Action (Block #28)

Change : Standard Form 52, Request for Personnel Action (Block #28)

CODE:

See following page.

REMARKS:

This data element must be filled in on all new hire actions. If Annuitant Indicator equals 1, 4 or 5 retirement must equal 2 or 3. If annuitant indicator equals 6, 7 or 8 retirement must not equal 3.

2150 - Annuitant Indicator
(ANNUID)

ANNUITANT INDICATOR CODES:

Code 1 - Reemployed CSRS Annuitant - Reempl Ann-CS:
   An employee whose annuity under the Civil Service Retirement System
   (CSRS) continues after appointment.

Code 2 - Retired Uniformed Service Officer - Ret Officer:
   The employee is a member or former member of a uniformed service who
   is currently 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.)

Code 3 - Retired Uniformed Service Enlisted Member - Ret Enlisted:
   The employee is a member or former member of a uniformed service who
   is receiving retired or retainer pay for non-officer service (or
   enlisted) service.

Code 4 - Retired Uniformed Service Officer and Reemployed CSRS Annuitant -
       Ret Off/Reempl Ann-CS:
   The employee is a retired uniformed service commissioned or warrant
   officer and a reemployed CSRS annuitant

Code 5 - Retired Uniformed Service Enlisted Member and Reemployed CSRS
       Annuitant - Ret Enl/Reempl Ann-CS:
   The employee is a retired uniformed service enlisted member and a
   reemployed CSRS annuitant.

Code 6 - Reemployed Foreign Service Retirement System Annuitant:
   An employee whose annuity under Foreign Service retirement system
   continues after appointment.

Code 7 - Retired Uniformed Service Officer and Reemployed Foreign Service
       Retirement System Annuitant:
   The employee is a member or former member of a uniformed service who
   is receiving retirement or retainer pay as a commissioned or warrant
   officer, and is a reemployed annuitant under the Foreign Service
   retirement system.

Code 8 - Retired Uniformed Service Enlisted and Foreign Service Retirement
       System Annuitant:
   The employee is a member or former member of a uniformed service who
   is receiving retirement or retainer pay for non-officer service, and
   is a reemployed annuitant under the Foreign Service retirement system.

Code 9 - Employee is neither retired from the military or retired from a
       government-sponsored retirement system.

ANNUITANT INDICATOR CODES:(Continued)

Code A - Reemployed FERS Annuitant - Reempl Ann-FE:
    An employee whose annuity under the Federal Employees Retirement
    System(FERS) continues after appointment and is subject to salary
    offset.

Code B - Former FERS Annuitant - Former Ann-FE:
    An employee whose FERS annuity is discontinued after appointment.

Code C - Retired Uniformed Service Officer and Reemployed FERS Annuitant -
        Ret Off/Reempl Ann-FE:
    The employee is a retired uniformed service commissioned or warrant
    officer and a reemployed FERS annuitant who is subject to salary
    offset.

Code D - Retired Uniformed Service Officer and former FERS Annuitant - Ret
        Off/Former Ann-FE:
    The employee is a retired uniformed service commissioned or warrant
    officer and a reemployed FERS annuitant whose FERS annuity is
    discontinued after appointment.

Code E - Retired Uniformed Service Enlisted Member and Reemployed FERS
        Annuitant - Ret Enl/Reempl Ann-FE:
    The employee is a retired uniformed service enlisted member and a
    reemployed FERS annuitant who is subject to salary offset.

Code F - Retired Uniformed Service Enlisted Member and Former FERS
        Annuitant - Ret Enl/Former Ann-FE:
    The employee is a retired uniformed service enlisted member and a
    reemployed FERS annuitant whose FERS annuity is discontinued after
    appointment.

Code G - Reemployed Foreign Service Pension System Annuitant:
        - Reempl Ann-FSPS
    An employee whose annuity under the Foreign Service Pension System
    continues after appointment.

Code H - Retired Uniformed Service Officer and Reemployed Foreign Service
        Pension System Annuitant - Ret Off/Former Ann-FSPS:
    The employee is a member or former member of a uniformed service who
    is receiving retirement or retainer pay as a commissioned or warrant
    officer, and is a reemployed annuitant under the Foreign Service
    Pension System.

Code I - Retired Uniformed Service Enlisted and Foreign Service Pension
        System Annuitant: - Ret Enl/Reempl Ann-FSPS
    The employee is a member or former member of a uniformed service who
    is receiving retirement or retainer pay for non-officer service, and
    is a reemployed annuitant under the Foreign Service Pension System.

```
2151 - Authority Code - 1
2152 - Authority - 1
2153 - Authority Code - 2
2154 - Authority - 2
```

DEFINITION:

At least one Authority code must be filled in on actions including
002A, 002B, 002C and excluding 350, 355. Authority Code may be
present on 001.

FIELD:

Code is 3 alphanumeric characters; Authority is 40 alphanumeric
characters.

INPUT:

Standard Form 52, Request for Personnel Action (Blocks 5C and 5E
respectively).

CODES:

Authority code and authority can be found on the B6 Table. However,
FPM 296-33 should be consulted to ensure that the appropriate
authority(s) are used. At times some codes will require a fill-in
authority.

2155 - Veteran Status
(VET-STATUS)

DEFINITION:

A code to identify those employees who served in the active uniformed military service of the United States.

FILED:

1 alphabetic character

INPUT:

New Hire :   Standard Form 52, Request for Personnel Action
               (Block 50)

Change   :   Standard Form 52, Request for Personnel Action
               (Block 50)

CODES:

V = Vietnam Era Veteran (A veteran who served any time during the
     vietnam era)
N = Not a Vietnam Era Veteran (Use only for an employee whose
     accession to the agency's rolls was prior to October 1, 1991.)
B = Pre-Vietnam-era veteran (A veteran whose service ended before the
     vietnam era)
P = Post-Vietnam-era veteran (A veteran whose service began after the
     vietnam era)
X = Not a veteran (Use only for an employee whose accession to the
     agency's rolls was after September 30, 1991.)

REMARKS:

2156 - Void From/To

DEFINITION:

This data element will allow suppression printing of the 'To' or 'From' block of an SF-50.

FIELD:

1 alphabetic character

INPUT:

Standard Form 52, Request for Personnel Action
(Block #14)

CODES:

Void = F - will suppress the 'From' and entry can be manually typed.
Void = T - will suppress the 'To' and entry can be manually typed.

2202 - Employee Backstop Code
(EMP-BACKSTOP)

DEFINITION:

The Backstop Code assigned to the employee's Primary Agency Occupation Specialty Code (AOSC).

FIELD:

2 numeric characters, fixed length.

INPUT:

Not applicable. The computer will automatically enter the Backstop Code from a look-up table containing AOSC's, their titles, and their Backstop Codes.

REMARKS:

Applicable only if AOSC has a Backstop Code.

* Revised June 1980 (Elimination of Header 'CODES')

2205 - Initial Assignment Washington
(INIT-ASSIGN-WASH)

DEFINITION:

A code to be used only to identify Foreign Service Employees on initial assignment in Washington.

FIELD:

1 alphabetic character

INPUT:

New Hire : Form 4-498, Miscellaneous Data. (PER-12)

Change : Form 4-498, Miscellaneous Data. (PER-12)

Delete : Form 4-498, Miscellaneous Data. (PER-12)

CODE:

. W = Foreign Service Initial Assignment in Washington.

REMARKS:

A SF-52 affecting a new hire action of a Foreign Service Employee to a Washington position, initially, causes an automatic update of the employees record.

DELETION:

To delete, use a minus (-) sign.

2208 - Date EDR Print Last Reviewed by Employee
(DATE-EDR-REVIEW)

DEFINITION:

The date on which the employee last reviewed his/her Employee Data Record Print, either as part of a periodic review by all employees or as an individual review.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

New Hire : Form AID 4-460, EDR Print Review Date. (PER-18)

Delete   : Form AID 4-460, EDR Print Review Date. (PER-18)

2301 - Employee Pay Plan
(EMP-PAY-PLAN)

DEFINITION:

A code indicating the category of the employee's personal pay basis.

FIELD:

4 alphabetic characters, variable length with trailing blanks.

INPUT:

Automatic, from input to DIN 2128, To Pay Plan.

See DIN 2128

2302 - Employee Pay Grade
(EMP-PAY-GR)

DEFINITION:

A code indicating employee's personal pay grade within his/her pay plan.

FIELD:

2 numeric characters, fixed length.

INPUT:

Automatic, from input to DIN 2129, To Grade.

CODES:

See DIN 2129.

2303 - Step Within Grade
(EMP-STEP)

DEFINITION:

A code to indicate employee's status within his/her personal pay grade or class.

FIELD:

2 numeric characters, fixed length.

INPUT:

Automatic, from input to DIN 2130, To Step.

CODES:

See DIN 2130.

2304 - Effective Date of Last Pay Change
(EFF-DATE-PAY-CHG)

DEFINITION:

   The date of which last payroll action was effected (usually the first day of a new pay period).

FIELD:

   6 numeric characters, fixed length (MMDDYY format).

INPUT:

   New Hire : a. For New Hires and Transfers, the System will accept the SF-50 Effective Date as the Date of Last Pay Change. If an employee is transferred or assigned from another Agency, without a break in service, a PER-12 must be processed if the computer generated date is incorrect.

   b. All other cases: Automatic, from input to DIN 2121, Effective Date (of SF-50).

   Change   : Form AID 4-498 Miscellaneous Data (PER-12).

   Delete   : Not permitted.

2305 - Type of Last Pay Change
(TYP-LAST-PAY-CHG)

DEFINITION:

A code to identify the exact nature of the employee's last pay change.

FIELD:

1 alphabetic character.

INPUT:

New Hire :   a.   If transfer from another agency without change in
                  grade step, and time with prior agency counts toward
                  determining date eligible for next step increase:
                  Form AID 4-498, Miscellaneous Data. (PER-12)

             b.   All other cases: Automatic, based on input to DIN
                  2145, NOA Code.

Change   :   a.   Form AID 4-498, Miscellaneous Data (PER-12)

             b.   All other changes: Automatic, based on input to DIN
                  2145, NOA Code.

Delete   :   Not permitted.

CODES:

A =	Appointment	NOAC 100 Series
C =	Conversion	NOAC 500 Series
G =	Grade Change (promotion/demotion)	NOAC 702 and 713
L =	Language Increase	NOAC 896
Q =	Quality or Meritorious Increase	NOAC 892
R =	Reduction-in-Force	NOAC 712
S =	Periodic Step Increase	NOAC 893,891

REMARKS:

Quality or Meritorious Increase and Language Increase do not affect
DIN 2703, Date Eligible for Next Step Increase. For all other above
listed codes, DIN 2703 is automatically updated by the computer. (See
DIN 2703).

2306 - Date Appointed to Present Grade
(DATE-APPT-PRES-GR)

DEFINITION:

The effective date of the employee's appointment to present grade or class.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Accession: a. If transfer from another agency without change in grade: Form AID 4-498, Miscellaneous Data. (PER-12)

b. All other cases: Automatic, based on input to DIN 2145, NOA Code, and DIN 2121, Effective Date (of SF-50).

Change   : Same as b above.

Delete   : Not permitted

2308 - Expert/Consultant Daily Rate
(ED, EF, or EH-RATE)

DEFINITION:

An entry to indicate compensation rate in dollars per day for experts and consultants.

FIELD:

3 numeric characters, fixed length.

INPUT:

Accession: Standard Form 52, Request for Personnel Action, Block 20.

Change   :   Standard Form 52, Request for Personnel Action, Block 20.

VALUES:

000 to 999.

000 will be used only for those serving without compensation (WOC).

Leading zeroes will be entered where applicable. For example, $75 per day is entered as 075.

2601 - Type of Appointment
(APPOINTMENT-TYPE)

DEFINITION:

A code to identify the nature of an employee's current appointment.
This data element must be filled in on all new hire actions on a
SF-52. For conversion actions or corrections of this element use a
PER-26.

FIELD:

2 numeric characters, fixed length.

INPUT:

New Hire : Enter this data element in Block #42 of the SF-52.

Change: Use a PER-26 to change only if error was made in selecting
            the proper appointment or conversion NOAC after an SF-50
            has been issued with the incorrect type of appointment.

Delete: Not permitted.

CODES:

Competitive Appointments
11 = Career
12 = Career-Conditional
13 = Temporary (From or Outside Register)
14 = Temporary Pending Establishment of a Register (TAPER)
15 = Limited Executive Assignment
16 = Special Tenure - Miscellaneous, Rare Skills, Rare Cases,
     Emergency, Temporary Renewable Annuitant, etc.

Civil Service Excepted Appointments
21 = Schedule A - Attorneys
22 = Schedule A - Handicapped
23 = Schedule A - Youth Opportunity Campaign or Back to School
24 = Schedule A - Appointment of Non-Citizen
25 = Schedule B - Appointees from Overseas to Positions GS-09 and Up
26 = Schedule B - Miscellaneous
27 = Schedule C - Confidential or Policy Making
28 = Schedule A - Legal Assistant Intern
29 = Schedule B - Student Co-Op Programs

Miscellaneous Statutory Excepted Appointments
31 = Presidential Appointees (Executive Pay Schedule)
32 = Administratively Determined - Section 625(b), Foreign Assistance
     Act

CODES - Continued:

Miscellaneous Statutory Excepted Appointments - Continued

33 = Directors and Deputy Directors of Missions: A.I.D. Representatives;
     U.S. Representative to Development Assistance Committee (DAC);
     Organization for Economic Cooperation and Development (OECD); 631(b),
     FAA; or Chairman; DAC; OECD; 631(c), FAA
34 = Consultants - Sec. 626(a), FAA (Pay Plans EF, EH)
35 = Experts - Sec. 626(a), FAA (Pay Plan ED)
36 = WOC Employees - Schedule A; Sec. 626(a) and 625(b), FAA (Agency
     Cashier)
37 = IPA Direct-Hire (Excepted Appointment)
38 = Non-Career Executive Assignment Limited (CSP)
39 = PMI Program

Foreign Service Excepted Appointments - SEC. 625(d)(2), FAA

41 = Foreign Service
42 = American Family Members (AFM)
43 = Foreign Service Limited (Career Candidate)
44 = Foreign Service Limited (Non-Career)
45 = Foreign Service Resident Limited
46 = Senior Foreign Service
47 = Senior Foreign Service Limited (Career Candidate)
48 = Senior Foreign Service Limited (Non-Career)
49 = Foreign Service Career (FE employees who elected not to join SFS)

Senior Executive Service Appointments (SES)

51 = SES Career Appointment
52 = SES Career Appointment - Probation with Placement Rights
53 = SES Career Appointment - Probation without Placement Rights
54 = SES Non-career Appointment
55 = SES Limited Term Appointment
56 = SES Limited Emergency Appointment

Details and Assignments from Other Agencies

91 = Reimbursable Details, Regardless of Duration
92 = Partially Reimbursable Details, in which this agency reimburses other
     agencies for difference between regular salary and salary paid
     employee while working for this agency, regardless of duration.
93 = Nonreimbursable Detail (all expenses paid by other agency); includes
     dual-use if in excess of 30 days, but excludes Mission Director,
     Assistant, or Deputy.

2601 - Type of Appointment - Continued
(APPOINTMENT-TYPE)

CODES - Continued:

Details and Assignments From Other Agencies - Continued
94 = Nonreimbursable Detail; travel and per diem to be paid by this agency
95 = Reimbursable Assignment as Mission Director, Assistant, or Deputy,
     Regardless of Duration
96 = Nonreimbursable Assignment as Mission Director, Assistant, or Deputy

REMARKS:

See attached chart for relative comparison between type of
appointment/tenure group and employee pay plan.

If Appointment Type equals then	Employee Pay Plan must equal and	Tenure on Master, must equal
11	GS; GM; WG; XP; XL	1
12	GS; GM; WG; XP; XL	2
13	GS; GM	0
14	GS	3
15	GS	3
16	GS	3
21	GS; GM	1, 2, 3
22	GS; GM	3
23	YV; YW	0
24	GS; GM	3
25	GS; GM	0 thru 3
26	GS; GM	0 thru 3
27	GS; GM	3
28	GS; GM	0, 3
29	GS; GM	1, 2, 3
31	EX	3
32	AD	0, 1, 3
33	FE; FP	0
33	FA	0,3
34	EF; EH	0
35	ED	0
36	Any	0
37	IPA (Direct Hire i.e Appt)	0
38	GS	0, 3
39	GS	0, 2
41 (Career-Comm)	FO	1
41 (Career-Non Comm)	FP	1
43 (Career-Candidate)	FP L	2
44 (Non-Career)	FP L	0, 3
45 (Resident Hire)	FP R	0
46 (Career)	FE	1
47 (Career Candidate)	FE L	2
48 (Non Career)	FE L	0, 3
49 (Career)	FE	1
51	ES	4
52	ES	4, 5
53	ES	4, 6
54	ES	7
55	ES	8
56	ES	9
91	Any	0
92	Any	0
93	Any	0
94	Any	0
95	Any	0
96	Any	0

20   GS GM   ∅

2602 - Effective Date of Current Appointment/Conversion
(APPT-EFF-DATE)

DEFINITION:

    Date on which employee's current (i.e., most recent) appointment/
conversion became effective.

FIELD:

    6 numeric characters, fixed length (MMDDYY format).

INPUT:

    New Hire : Not permitted. Automatic, based on input to DIN 2121,
    Effective Date of SF-50.

    Change   : Form 466-4, Derived Data Correction-Employee Data(PER-26).

    Delete   : Not Permitted

2603 - Date Entered Duty with A.I.D.
(AID-ENTERED-DATE)

DEFINITION:

Date on which employee last entered on duty with A.I.D. or it's predecessor agencies.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

New Hire : Not Permitted, Automatically updated based on the SF-50 Effective Date of a New Hire Transaction.

Change   : Form 4-498, Miscellaneous Data. (PER-12)

Delete   : Not permitted

VALUES:

Cannot be earlier than 010139.

2604 - Date Last Entered Foreign Service
(FOREIGN-SVC-ENTERED-DATE)

DEFINITION:

The date on which an employee last entered the Foreign Service.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Accession: Form 4-498, Miscellaneous Data. (PER-12)

Change   : Form 4-498, Miscellaneous Data. (PER-12)

Delete   : Form 4-498, Miscellaneous Data. (PER-12)

REMARKS:

Foreign Service is identified by first character of Employee Pay Plan*
"F" (e.g., FP, FP L, FP R, etc.) This date is entered for all Foreign
Service employees. If employee was formerly with State Department and
transferred to AID with no break in service, this date should indicate
entry into Foreign Service while a member of State.

DELETION:

To delete this data element, enter a minus (-) in the first character.

*Changed May 1981

2605 - Time-In-Class (TIC)
(TICDATE)

DEFINITION: The date on which foreign service employees time-in-class
                expires

FIELD: 6 numeric characters, fixed length (MMDDYY format)

INPUT: Form A.I.D. 4-498, Miscellaneous (PER-12)

DELETION: To delete data element enter a dash (-) in the first
                character.

2701 - Limited Appointment Expiration Date
(LIMITED-APPOINT-DATE)

DEFINITION:

   The not-to-exceed (NTE) date of a time-limited appointment.

FIELD:

   6 numeric characters, fixed length (MMDDYY format).

INPUT:

   *New Hire : Automatic, based on input to DIN, NTE Date.

   *Change   : Automatic, based on input to DIN, NTE Date.

    Delete   : Not permitted. Deletion is accomplished automatically by
                 the computer when a new SF-50 is issued effecting an
                 extension of the current appointment or a new unlimited
                 appointment.

SUSPENSE PROCESS:

   If this data element contains a value (a date), the monthly suspense
   process will include this fact on the suspense roster published the
   third month prior to the effective date, and again as a reminder if
   still applicable the month prior to the effective date.

   If the date is in the current month or past, the suspense process will
   continue to show the employee on the suspense roster.

* Corrected June 1980

2702 - Date Eligible for Conversion to Career
(CONV-TO-CAREER-DATE)

DEFINITION:

Date on which employee is eligible for conversion to career status,
based on length of service as a Civil Service employee. (Not
applicable to Foreign Service.)

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

New Hire : Form 4-498, Miscellaneous Data. (PER-12)

Change   : Form 4-498, Miscellaneous Data. (PER-12)

Delete   : Form 4-498, Miscellaneous Data. (PER-12)

SUSPENSE PROCESS:

If this data element contains a value (a date), the monthly suspense
process will include this fact on the suspense roster published the
month prior to the date contained in this data element.

If the date is in the current month or past, the suspense process will
continue to show the employee on the suspense roster.

This Data Element is no longer automatically computer generated. Din
2702 must be input via PER-12 on all Civil Service New Hires and
transfers from other Agencies.

2703 - Date Eligible for Next Step Increase
(NEXT-STEP-INCR-DATE)

DEFINITION:

Date on which employee will attain the required time in grade to be
considered for a periodic step increase.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Accession: a.   If transfer from another agency without change in
grade step, and time with prior agency counts toward
determining date eligible for next step increase:
Form AID 4-498, Miscellaneous Data. (PER-12). (See
DIN 2304).

                  b.   All other cases: Automatic, based on input to DIN
2115, NOA Codes; DIN 2121, Effective Date (of SF-50);
and DIN 2130, To Step..

Change   :   a.   Denial of periodic step increase, or to correct an
erroneous entry for an accession as provided above:
Form AID 4-498, Miscellaneous Data. (PER-12)

                  b.   To return to lower grade/class after temporary
promotion: Form AID 4-498, Miscellaneous Data.
(PER-12)

                  c.   All other cases: Same as b above for new hires.

Delete   :   Not permitted.

REMARKS:

Automatic determination of content for this data element, as stated in
b for new hire and c for change above, is automatically calculated by
the computer, based on a look-up table which contains necessary logic
to determine proper date. Inputs which cause this to be accomplished
are: initial appointments, step increases when granted, and
promotions. Other inputs which affect the employee's step, such as
meritorious,.quality, and language increases, do not affect the
content of this data element. Value for top step of grade is 000000.

2703 - Date Eligible for Next Step Increase - Continued
(NEXT-STEP-INCR-DATE)

SUSPENSE PROCESS:

HR/WPRS/PS furnishes lists of FS & CS employees eligible for step increases 3 months in advance once a month.

If the date is not updated before its expiration, the suspense process will show the employee on subsequent monthly suspense rosters until updated.

2704 - Date LWOP Expires
                         (LWOP-DATE)

DEFINITION:

    The date on which leave without pay (LWOP) status expires for an
    employee placed on LWOP for thirty days or more.

FIELD:

    6 numeric characters, fixed length (MMDDYY format).

INPUT:

    New Hire :   Not applicable

    Change   :   Automatic, based on SF-50 Request placing employee on
                 leave without pay.

    Delete   :   Automatic, based on SF-50 Request returning employee to
                 duty.

SUSPENSE PROCESS:

    If this data element contains a value (a date), the monthly suspense
    process will include this fact on the suspense roster published the
    third month prior to the effective date of expiration, and again as a
    reminder if still applicable the month prior to the effective date of
    expiration.

    If the date is in the current month or past, the suspense roster will
    continue to show the employee on the suspense roster.

2705 - Temporary Promotion Indicator
(TEMP-PROMOTION-IND)

DEFINITION:

A code to identify an employee who is currently serving at a higher grade on a temporary basis.

FIELD:

1 alphabetic character.

INPUT:

Accession: Not applicable

Change   :   Automatic, based on input to DIN 2145, NOA Code.

Delete   :   Automatic, based on input to DIN 2145, NOA Code.

CODES:

Blank = Not applicable

Y   = Yes (applicable)

SUSPENSE PROCESS:

Affected only if DIN 2706 contains a value (See DIN 2706).

2706 - Temporary Promotion Expiration Date
(TEMP-PROMOTION-DATE)

DEFINITION:

Date on which temporary promotion, as indicated in DIN 2705, expires if the date has been predetermined.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Accession: Not applicable.

Change   :   Automatic, from input to DIN 2146, NTE Date.

Delete   :   Automatic, from input to DIN 3245, NOA Code.

SUSPENSE PROCESS:

If this data element contains a value (a date), the monthly suspense process will include this fact on the suspense roster published the month prior to the date contained in this data element.

If the date is in the current month or past, the suspense process fill continue to show the employee on the suspense roster.

2707 - Detail Indicator
(DETAIL-IND)

DEFINITION:

A code to designate type of detail applicable to the employee on
detail.

FIELD:

1 numeric character.

INPUT:

Accession: Not applicable for internal detail or detail out, as
             shown in the codes below. For detail in, automatic based
             on input to DIN 2145, NOA Code.

Change   : Automatic, based on input to DIN 2145, NOA Code.

Delete   : Automatic, based on input to DIN 2145, NOA Code.

REMARKS:

Internal details and details out are published on SF-50 only if for a
period of 30 days or more. They do not affect status of the employee
within his/her normal organization or assignment.

Details in are recorded on Standard Form 52, Request for Personnel
Action (SF-52). Such details result in establishment of the
individual's record in the computerized files.

CODES:

1 = Detail within A.I.D. (internal detail)
2 = Reimbursable detail outside of A.I.D. (detail out)
3 = Nonreimbursable detail outside of A.I.D. (detail out)
4 = Reimbursable detail to of A.I.D. (detail in)
5 = Nonreimbursable detail to of A.I.D. (detail in)
6 = Staff Service PASA employee (detail in)

SUSPENSE PROCESS:

Same as in DIN 2709.

2708 - Organization To-From
(DETAIL-ORG)

DEFINITION:

a.   For an employee detailed within AID, the POSNO in the
     organization detailed to. (See DIN 1101, POSNO).

b.   For an employee detailed from AID to another agency, the agency
     code for that agency.

c.   For an employee detailed to AID from another agency, the agency
     code for that agency.

d.   For an employee on LWOP under the Intergovernmental Personnel
     Act, or the President's Executive Interchange Program the agency
     code for the organization to which assigned.

e.   For an employee on separation-transfer to an international
     organization or another agency with reemployment rights to AID,
     the agency code for the organization to which transferred.

FIELD:

9 alphanumeric characters, variable length with trailing blanks.

INPUT:

Initial input - use a SF-52 to detail someone in or out.

Change: Before doing a change check with USER HELP(HR/WPRS/PS).

Delete: Before doing a change check with USER HELP(HR/WPRS/PS).

CODES:

Agency codes are listed in DIN 2147.

SUSPENSE PROCESS:

Same as in DIN 2709.

2709 - Detail Expiration Date
(DETAIL-EXPIR-DATE)

DEFINITION:

Date on which detail, as indicated in DIN 2707, expires.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Based on NTE Date of NOA Code. (SF-52)

Change: Before doing a change check with Resource Planning (PIC).

Delete: Before doing a change check with Workforce Planning
Recruitment System (WPRS/PS)

SUSPENSE PROCESS:

If this data element contains a value (a date), the monthly suspense
·process will include this fact on the suspense roster published the
third month prior to the date contained in this data element.

If the date is in the current month or past, the suspense process will
continue to show the employee on the suspense roster.

2710 - Reemployment Rights/Probationary Service Indicator (REEMPLOY-RIGHTS)

DEFINITION:

A code to identify whether the employee has reemployment rights, and the type of rights, or if a civil service employee serving a probationary period.

FIELD:

1 alphabetic character.

INPUT:

New Hire :   Form 4-498, Miscellaneous Data.   (PER-12)

Change   :   Form 4-498, Miscellaneous Data.   (PER-12)

Delete   :   Form 4-498, Miscellaneous Data.   (PER-12)

*SUSPENSE PROCESS:

Same as in DIN 2711

CODES:

F =   A.I.D. employees with reemployment rights in CS (PM/CSP)
      - GS employees transferred to AD, EX, FP, or FA
      - AD employees transferred to EX, FO, or FA
      - EX employees transferred to FO or FA

T =   A.I.D. employees with reemployment rights in FS (PM/FSP)
      - FS (Section 625(d)) appointed under Section 624, 625(b),
        631(b), or 631(c) of the Foreign Assistance Act.

I =   Former A.I.D. employees on separation/transfer to international
      organizations with reemployment rights to A.I.D.

O =   Former A.I.D. employees on separation/transfer to other than
      international organizations with reemployment rights to A.I.D.
      - Transfers to State, USIA, or Peace Corps
      - Transfers between executive offices during emergencies
      - Appointments under Mutual Education and Cultural Exchange Act
      - Transfers to International Atomic Energy Agency

2710 - Reemployment Rights/Probationary Service Indicator - Continued
(REEMPLOY-RIGHTS)

CODES - Continued:

    M = Former A.I.D. employees on military furlough with restoration
         rights to A.I.D.

    A = A.I.D. employees with reemployment rights to another federal
         agency.

    F = GS employees serving a probationary period.

2711 - - Reemployment Rights/Probationary Period Expiration Date
(REEMPLOY-DATE)

DEFINITION:

The date on which employee's right to reemployment or probationary
period, as indicated in DIN 2710, expires.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

For all types of Action use Form AID 4-498, Miscellaneous Data.
(PER-12)

REMARKS:

If the entry in DIN 2710 is P (probationary period), DIN 2711 must
contain a future date. If the entry in DIN 2710 is F, T, I, O, M, or
A (indicating the type of reemployment rights), DIN 2711 must contain
a future date to prevent the automatic removal from the system. If
the expiration date cannot be determined at the time of separation,
enter 010199 (January 1, 1999) as the expiration date. However, this
employee will not appear on the reemployment expiration date suspense
list. (See suspense process below).

SUSPENSE PROCESS:

If this data element contains a value (a date), the monthly suspense
process will include this fact on the suspense roster published the
third month prior to the date contained in this data element.

Unless appropriate action is taken prior thereto, the entry will be
repeated on the suspense roster the month prior to the date, and each
month following the date.

*NOTE: If the reemployment rights/probationary service indicator (DIN
2710) and the expiration date (DIN 2711) need to be deleted from the
published suspense roster, enter a "-" in DIN 2710 and in the first
box of DIN 2711 on a PER-12.

2712 - Retained Salary
                          (RETAIN-SALARY)

DEFINITION:

    The annual salary, in dollars, that an employee is entitled to retain
    following reduction in grade in certain circumstances as prescribed by
    the Office of Personnel Management.

FIELD:

    6 numeric characters, fixed length.

INPUT:

    New Hire : Not applicable.

    Change   : Standard Form 52, Request for Personnel Action
                (Block #20) Example - Ret Sal = 008976

    Delete   : Standard Form 52, Request for Personnel Action
                (Block #20) Example - Ret Sal = '-'

REMARKS:

    This data element is placed in block 32 of the SF-52.

SUSPENSE PROCESS:

    See DIN 2713.

VALUES: 000000 to 999999

    000000 to 999999.

    If less than $10,000, insert leading zeroes. For example, if retained
    salary is $7,750, entry should be 007750.

2713 - Retain Salary Retention Expiration Date
(RETAIN-SALARY-DATE)

DEFINITION:

Date on which salary retention, as indicated on DIN 2712, expires.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

New Hire : Place this data in block C of Part III of the SF-52.

Change   : Place this data in block C of Part III of the SF-52.

Delete   : Not Permitted - Deletion is accomplished with entry of a
            Dash (-) in Din 2712.

SUSPENSE PROCESS:

If this data element contains a value (a date), the monthly suspense
process will include this fact on the suspense roster published the
third month prior to the date contained in this data element.

Unless appropriate action is taken prior thereto, the entry will be
repeated on the suspense roster the month prior to the date, and each
month following the date.

2716 - Date Separated
(DATE-SEPARATED)

DEFINITION:

The date on which an employee was separated, in accordance with a SF-50.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

DESCRIPTION:

This data element is entered automatically by the computer based on entry in DIN 2121, Effective Date (of SF-50), effecting the separation.

2717 - Separation NOA Code
(SEP-NOA-CODE)

DEFINITION:

The NOA (Nature of Action) code under which an employee was separated.

FIELD:

4 alphanumeric characters, fixed length.

DESCRIPTION:

This date element is entered into the record the same as DIN 2716. It is used primarily for preparation of reports, to identify the circumstances of the separation, i.e., whether retirement, transfer, separation, etc.

2718 - FEGLI/HEALTH EXPIRATION DATE
                              (FEGLI-EXP-DATE)

Definition: The date on which an employee who is on LWOP (Leave Without
               Pay) FEGLI/HEALTH Expiration Expires.

Field: 6 numeric characters, fixed length MMDDYY format.

Input: Form A.I.D. 4-498 - Miscellaneous Data (PER -12)

Suspense
Process: See paragraphs 1 and 2 of DIN # 2711

NOTE: If FEGLI/HEALTH expiration date need to be deleted from the
               published suspense roster enter a "-" in DIN 2718 on a PER-12.

2801 - Date Started AID/W Rotation Assignment
(AIDW-ASG-DATE)

DEFINITION:

   The date on which the employee's assignment to an AID/W position from
   a USAID position was effective.

FIELD:

   6 numeric characters, fixed length (MMDDYY format).

INPUT:

   Change: Form AID 466-4, Derived Data Correction - Employee Data.
             (PER-26).   Consult with USER HELP before using this PER.

REMARKS:

   The computer will enter this data element automatically based on the
   SF-50 Effective Date of the reassigning action which takes an employee
   from an overseas position to an AID/W position.

2802 - Date Started Overseas Assignment
(OS-ASG-DATE)

DEFINITION:

The effective date on which the employee was assigned to a USAID position either on an initial appointment or from an AID/W position.

FIELD:

Change: Form AID 466-4, Derived Data Correction - Employee Data. (PER-26). Consult with USER HELP before using this PER.

REMARKS:

The computer will enter this data element automatically based on the SF-50 Effective Date of the reassigning transaction taking an employee from AID/W to an Overseas Position.

2803 - Date Arrived Present Post
(POST-ARR-DATE)

DEFINITION:

The date on which the employee first arrived at his present post. This date is used to determine the total length of time an employee has served at his current post, regardless of the number of consecutive tours of duty at that post. This date is printed on the Staffing Pattern under the column labeled "Arr Post".

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Accession: Not applicable.

Change   :   Form AID 4-498, Miscellaneous Data.   (PER-12)

Delete   :   Not permitted. Automatically deleted upon reassignment of an employee from a USAID to an AID/W position.

REMARKS:

This date should be updated via a PER-12, based on the arrival notice received from the mission. This date is input based on the following conditions:

1)   The initial assignment to an overseas post, or
2)   A mid-tour transfer from one post to another. This date is not updated when an employee returns to post after home leave, for a second or subsequent assignment.

2804 - Arrived Overseas Post Current Tour
(ARR-OS-POS-CUR)

DEFINITION:

The date on which an employee arrived at post to begin his current tour.
This date is input based on the arrival notice received from the mission.
If the employee is on a second or subsequent tour this date reflects the
most recent arrival date at post.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

DESCRIPTION:

This date should be input via a PER-12, based on the mission's notification
that the employee has arrived. This date is input based on the following
conditions:
1). The initial assignment to a post. IN this case, both DATE ARRIVED
PRESENT OVERSEAS POST (DIN 2803) and DATE ARRIVED OVERSEAS POST CURRENT
TOUR (DIN 2804) would be identical.
2). Return to Post actions after home leave has been completed. In this
case, the DATE ARRIVED OVERSEAS POST CURRENT TOUR (DIN 2804) would be
changed to reflect the most recent arrival of employee at post, after home
leave. However, the DATE ARRIVED PRESENT OVERSEAS POST (DIN 2803) would
not be changed. Therefore, the DATE ARRIVED OVERSEAS POST CURRENT TOUR
would be more recent than the DATE ARRIVED PRESENT OVERSEAS POST.

This date should not be changed on Mid-Tour transfers, as the date the
current tour began remains unchanged. Input of this date will cause the
EXPECTED DEPARTURE DATE to be automatically generated by the computer,
which adds 2 years to this date to derive the EXPECTED DEPARTURE DATE.

INPUT:

Accession: Not applicable.

Change   : Form AID 4-498, Miscellaneous Data. (PER-12)

Delete   : Not permitted. Automatically deleted upon reassignment of an
             employee from a USAID to an AID/W position.

2805 - Expected Departure Date
(DEPART-DATE)

DEFINITION:

   The date on which an employee is expected to depart from current
   assignment. This date is normally 2 years from the entry in DATE ARRIVED
   OVERSEAS POST CURRENT TOUR (DIN 2804) for overseas assignments, and 3 years
   from DATE STARTED AID/W ROTATION ASSIGNMENT (DIN 2801) for AID/W
   assignments.

   Data element is normally updated automatically upon input of DATE ARRIVED
   CURRENT TOUR (DIN 2804), via the PER-12.

   You may override the computer-generated EXPECTED DEPARTURE DATE by
   inputting a PER-12 with the proper value.

FIELD:

   6 numeric characters, fixed length (MMDDYY format).

INPUT:

   Accession: Not permitted.

   Change   : Form AID 4-498, Miscellaneous Data. (PER-12)

   Delete   : Form AID 4-498, Miscellaneous Data. (PER-12)

REMARKS:

   THE FOLLOWING IS OFFERED AS AN EXAMPLE OF THE CORRECT USAGE OF:
        DIN 2803 "Date Arrived Overseas Post"
        DIN 2804 "Date Started Current Overseas Tour"
        DIN 2805 "Expected Departure Date"

   1. John Jones was assigned to Togo on January 1, 1981. John arrives in
   Togo on February 1, 1981. After arrival notice has been received, a PER-12
   should be submitted entering Dins 2803 and Din 2804 only:

        Before PER-12 input   After PER-12 has updated
        DIN 2803 = 00/00/00   DIN 2803 = 02/01/81
        DIN 2804 = 00/00/00   DIN 2804 = 02/01/81
        DIN 2805 = 00/00/00   DIN 2805 = 02/01/83

REMARKS - Continued:

2. On June 1, 1982 John was granted a Home Leave and Return to Post. Optionally, a SF-52, using NOA Code 950-A may be input to Denote, on the Staffing Pattern, that John will return to post after his home-leave. However, when home-leave has been completed and John gets back to Post, and the arrival notice has been received a PER-12 should be input reflecting the date John arrived Post to Start his Current Tour (DIN 2804). This date is September 1, 1982. No input of Date Arrived Overseas Post should be done, since the Date Arrived Overseas Post has not changed.

Before PER-12 input	After PER-12 has updated
DIN 2803 = 02/01/81	DIN 2803 = 02/01/81
DIN 2804 = 02/01/81	DIN 2804 = 09/01/82*
DIN 2805 = 02/01/83	DIN 2805 = 09/01/84*

Notice DIN 2803 is not changed, it still reflects John's initial arrival in Togo. DIN 2804 and DIN 2805 have been updated to reflect the Start and the Projected end of his current tour in Togo.

3. On January 1, 1983 John was given a Mid-Tour Transfer to Nepal. John arrives at his new Post (Nepal) on February 1, 1983. At this time a PER-12 is submitted using DIN 2803 only entering his Arrived Post Date of February 1, 1983. His dates now should read:

Before PER-12 input	After PER-12 has updated
DIN 2803 = 02/01/81	DIN 2803 = 02/01/83*
DIN 2804 = 09/01/82	DIN 2804 = 09/01/82
DIN 2805 = 09/01/84	DIN 2805 = 09/01/84

Please Note: This mid-tour transfer does not affect the dates his current tour started, or his Expected Departure Date. Therefore, DIN 2803 is changed to reflect a change in duty post.

4. On March 1, 1983 the assignment board decides John has been O/S long enough and returns him to AID/W on rotation.

John returns to AID/W on March 13, 1983. After reassignment from O/S to AID/W is accomplished his dates should read:

Before PER-12 input	After PER-12 has updated
DIN 2803 = 02/01/83	DIN 2803 = 00/00/00
DIN 2804 = 09/01/82	DIN 2804 = 00/00/00
DIN 2805 = 09/01/84	DIN 2805 = 03/13/86

DELETION:

Normally this data element should be deleted by placing a minus (-) in the first block on the PER-12 format.

2808 - POSNO of Next Assignment
(NEXT-POSNO)

DEFINITION:

The POSNO of the position to which the employee is being reassigned.

FIELD:

9 numeric characters, fixed length.

INPUT:

Not applicable. The computer automatically enters based on a Future Effective reassignment transaction, and deletes on the effective date of the reassignment.

SPECIAL NOTE PERTAINING TO SEPARATED EMPLOYEES:

When an employee has been separated and his computer record is transferred to the Separated Employee File, the POSNO of the position to which assigned at time of separation is placed in this data element. Thus, in the case of records in the Separated Employee File only, this data element becomes, in effect, "POSNO of Last Assignment".

2809 - Effective Date of Next Assignment
(NEXT-POS-EFF-DATE)

DEFINITION:

The date on which the employee's next assignment is to be effective.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Not applicable. The computer automatically enters based on a Future Effective reassignment transaction, and deletes on the effective date of the reassignment.

REMARKS:

See Remarks for DIN 2808. For a separated employee, this DIN, 2809, will contain:

a. The effective date of the separation if the SF-50 Request was entered on or before the effective date.

b. The day the SF-50 Request was entered if entered after the effective date.

3101 - "To" Date of Last PER
(CS-PER-DATE)

DEFINITION:

Ending date of rating period for last Performance Evaluation Report
recorded for a civil service employee.

FIELD:

6 numeric characters, fixed length (MMDDYY format).

INPUT:

Accession: Not applicable.

Change   :   Form AID 4-21, Civil Service Performance Evaluation
             Report.   (PER-17)

Delete   :   Not permitted.

NOTE RE FOREIGN SERVICE:

This data element is also used for foreign service employees to
reflect date of last PER.

3102 - CS Rating
(CS-RATING)

DEFINITION:

A code to record level of last rating a civil service employee
received. Not applicable for foreign service employees.

FIELD:

1 alphabetic character.

INPUT:

Accession: Not applicable.

Change   :   Form AID 4-21, Civil Service Performance Evaluation
              Report. (PER-17)

Delete   :   Not permitted.

CODES:

A = Outstanding

D = Exceeds Fully Successful

G = Fully Successful

K = Minimally Successful

N = Unacceptable

3103 - CS Verification
(CS-RATE-VERIF)

DEFINITION:

A code to identify that an outstanding or unsatisfactory rating has
been verified by the AID Performance Rating Committee.

FIELD:

1 alphabetic character or blank.

INPUT:

Accession: Not applicable.

Change   :   Form AID 4-21, Civil Service Performance Evaluation
             Report.   (PER-17)

Delete   :   Not permitted.

CODES:

C = Pending verification by the Committee.

V = Verified.

3201 - MLAT Test Score
(MLAT-SCORE)

DEFINITION:

Actual score achieved by employee on last Modern Language Aptitude
Test (MLAT) administered.

FIELD:

2 numeric characters, fixed length.

INPUT:

Accession: Form AID 4-501, MLAT and Language Proficiency. PER-16)

Change   : Form AID 4-501, MLAT and Language Proficiency. PER-16)

Delete   : See Remarks.

VALUES:

00 to 80.

REMARKS:

This data element and DIN 3202, MLAT Test Date, must be entered
together. If entry contains only one of the two, the transaction will
be rejected as erroneous.

To delete the two entries, use Form AID 4-501, MLAT Language
Proficiency (PER-16). Enter a minus (-) in the first character of
MLAT Test Date. This will cause both DIN 3201 and 3202 to be deleted.

3202 - MLAT Date Tested
(MLAT-DATE)

DEFINITION:

Last two digits of the year (e.g., 77 for 1977) of latest MLAT test for which score was recorded in 3201.

FIELD:

2 numeric characters, fixed length.

INPUT:

Form AID 4-501, MLAT and Language Proficiency. (SF-52)

REMARKS:

This data element and DIN 3201 (MLAT Test Score) must be entered together. Training Division is the only office with authority to delete this data element. For a delete enter a "-" in the first box of DIN 3201 on a PER-16; this will delete both DINs.

3402 - Merit Pay Salary
(MP-SALARY)

DEFINITION:

The current annual salary of a GM employee.

FIELD:

6 numeric characters

INPUT:

Standard Form 52, Request for Personnel Actions, Block 20.

Example - MP Salary = 056734

3405 - Cash Award
(MP-CASH-AWD)

DEFINITION:

   Amount of most recent bonus given to employees.

FIELD:

   5 numeric characters.

INPUT:

   Standard Form 52, Request for Personnel Action. (SF-52).

4101 - Degree Awarded
                         (DEGREE)

DEFINITION:

    An entry to indicate the type of degree earned by the employee at a
    college or university.

FIELD:

    3 alphabetic characters, variable length with trailing blanks.

DESCRIPTION:

    Letter abbreviations normally used to signify the type of degree
    awarded will be entered. Examples are:

         BA = Bachelor of Arts
         BS = Bachelor of Science
         BBA = Bachelor of Business Administration
         MA = Master of Arts
         PhD = Doctor of Philosophy

    Some colleges award degrees which use more than three characters, and
    identify areas of specialization such as in the BBA above. If the
    degree as awarded contains more than three characters, reduce it to the
    basic level of two or three characters. The major field will
    adequately identify the specialization.

INPUT:

    Accession: Standard Form 52, Request for Personnel Action, Block
                      39N (SF-52) and Form AID 4-497, Supplemental Data
                      (PER-11).

    Change: Standard Form 52, Request for Personnel Action, Block
                      39N (SF-52) and Form AID 4-497, Supplemental Data
                      (PER-11).

    Delete: A dash (-) in the Degree-School field causes deletion
                      of: Degree, Degree-Major, Year-Degree-Attained and
                      Degree-School. To delete the highest group of degree
                      information, code the dash in Part III-C of the SF-52.
                      To delete other than the highest group of degree
                      information, code the dash in the Degree-School field
                      of the PER-11.

4101 - Degree Awarded - Continued
(DEGREE)

REMARKS:

The RAMPS record can contain up to three entries of degree data, DINS
4101 through 4105. The highest degree is always entered through the
SF-52. If the employee has more than one degree, up to two more can be
entered through Supplemental Data (PER-11).

If an employee attains a higher degree than previously held, the new
higher degree should be entered through the SF-52 and the additional
degrees changed as appropriate through the Supplemental Data (PER-11).
It is important to reenter any previous degree(s) on a PER-11 because
the new highest degree will overly the previous highest degree.

4103 - Instructional Program
(DEGREE-TYPE)

DEFINITION:

A code to identify the major field of study for which the degree identified
in DIN 4101 was awarded.

FIELD:

6 numeric characters.

INPUT:

For all types of action use Standard Form 52, Request for Personnel Action,
Block 39F (SF-52) and Form AID 4-497, Supplemental Data. (PER-11).

CODES:

INSTRUCTIONAL PROGRAM

Definition: An employee's major field of study.

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

Applicability: Mandatory (CPDF, Request for Personnel Action only).

Cross Reference: None.

Format: 6N

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

Code   Name/Explanation

AGRICULTURAL BUSINESS AND PRODUCTION

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

AGRICULTURAL SCIENCES

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

CONSERVATION AND RENEWABLE NATURAL RESOURCES

Code	Name
030101	Natural Resources Conservation, General
030102	Environmental Science/Studies
030201	Natural Resources Management and Policy
030203	Natural Resources Law Enforcement and Protective Services
030299	Natural Resources Management and Protective Services, Other
030301	Fishing and Fisheries Sciences and Management
030401	Forest Harvesting and Production Technology/Technician
030404	Forest Products Technology/Technician
030405	Logging/Timber Harvesting
030499	Forest Production and Processing, Other
030501	Forestry, General
030502	Forestry Sciences
030506	Forest Management
030509	Wood Science and Pulp/Paper Technology
030599	Forestry and Related Sciences, Other
030601	Wildlife and Wildlands Management
039999	Conservation and Renewable Natural Resources, Other

ARCHITECTURE AND RELATED PROGRAMS

Code	Name
040201	Architecture
040301	City/Urban, Community and Regional Planning
040401	Architectural Environmental Design
040501	Interior Architecture
040601	Landscape Architecture
040701	Architectural Urban Design and Planning
049999	Architecture and Related Programs, Other

AREA, ETHNIC AND CULTURAL STUDIES

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

MARKETING OPERATIONS/MARKETING AND DISTRIBUTION

Code	Name
080101	Apparel and Accessories Marketing Operations, General
080102	Fashion Merchandising
080103	Fashion Modeling
080199	Apparel and Accessories Marketing Operations, Other
080204	Business Services Marketing Operations
080205	Personal Services Marketing Operations

Instructional Program *(continued)*

080299	Business and Personal Services Marketing Operations, Other
080301	Entrepreneurship
080401	Financial Services Marketing Operations
080503	Floristry Marketing Operations
080601	Food Products Retailing and Wholesaling Operations
080701	Auctioneering
080704	General Buying Operations
080705	General Retailing Operations
080706	General Selling Skills and Sales Operations
080708	General Marketing Operations
080709	General Distribution Operations
080799	General Retailing and Wholesaling Operations and Skills, Other
080809	Home Products Marketing Operations
080810	Office Products Marketing Operations
080899	Home and Office Products Marketing Operations, Other
080901	Hospitality and Recreation Marketing Operations, General
080902	Hotel/Motel Services Marketing Operations
080903	Recreation Products/Services Marketing Operations
080906	Food Sales Operations
080999	Hospitality and Recreation Marketing Operations, Other
081001	Insurance Marketing Operations
081104	Tourism Promotion Operations
081105	Travel Services Marketing Operations
081199	Tourism and Travel Services Marketing Operations, Other
081203	Vehicle Parts and Accessories Marketing Operations
081208	Vehicle Marketing Operations
081209	Petroleum Products Retailing Operations
081299	Vehicle and Petroleum Products Marketing Operations, Other
081301	Health Products and Services Marketing Operations
089999	Marketing Operations/Marketing and Distribution, Other

COMMUNICATIONS

090101	Communications, General
090201	Advertising
090401	Journalism
090402	Broadcast Journalism
090403	Mass Communications
090499	Journalism and Mass Communication, Other
090501	Public Relations and Organizational Communications
090701	Radio and Television Broadcasting
099999	Communications, Other

COMMUNICATIONS TECHNOLOGIES

100101	Educational/Instructional Media Technology/Technician
100103	Photographic Technology/ Technician
100104	Radio and Television Broadcasting Technology/Technician
100199	Communications Technologies/Technicians, Other

COMPUTER AND INFORMATION SCIENCES

110101	Computer and Information Sciences, General
110201	Computer Programming
110301	Data Processing Technology/Technician
110401	Information Sciences and Systems
110501	Computer Systems Analysis
110701	Computer Science
119999	Computer and Information Sciences, Other

PERSONAL AND MISCELLANEOUS SERVICES

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

EDUCATION

130101	Education, General
130201	Bilingual/Bicultural Education
130301	Curriculum and Instruction
130401	Education Administration and Supervision, General
130402	Administration of Special Education
130403	Adult and Continuing Education Administration
130404	Educational Supervision
130405	Elementary, Middle and Secondary Education Administration
130406	Higher Education Administration
130407	Community and Junior College Administration
130499	Education Administration and Supervision, Other
130501	Educational/Instructional Media Design
130601	Educational Evaluation and Research
130603	Educational Statistics and Research Methods
130604	Educational Assessment, Testing and Measurement

130699	Educational Evaluation, Research and Statistics, Other
130701	International and Comparative Education
130802	Educational Psychology
130901	Social and Philosophical Foundations of Education
131001	Special Education, General
131003	Education of the Deaf and Hearing Impaired
131004	Education of the Gifted and Talented
131005	Education of the Emotionally Handicapped
131006	Education of the Mentally Handicapped
131007	Education of the Multiple Handicapped
131008	Education of the Physically Handicapped
131009	Education of the Blind and Visually Handicapped
131011	Education of the Specific Learning Disabled
131012	Education of the Speech Impaired
131013	Education of the Autistic
131099	Special Education, Other
131101	Counselor Education Counseling and Guidance Services
131102	College/Postsecondary Student Counseling and Personnel Services
131201	Adult and Continuing Teacher Education
131202	Elementary Teacher Education
131203	Junior High/Intermediate/Middle School Teacher Education
131204	Pre-Elementary/Early Childhood/Kindergarten Teacher Education
131205	Secondary Teacher Education
131206	Teacher Education, Multiple Levels
131299	General Teacher Education, Other
131301	Agricultural Teacher Education (Vocational)
131302	Art Teacher Education
131303	Business Teacher Education (Vocational)
131304	Driver and Safety Teacher Education
131305	English Teacher Education
131306	Foreign Languages Teacher Education
131307	Health Teacher Education
131308	Home Economics Teacher Education (Vocational)
131309	Technology Teacher Education/Industrial Arts Teacher Education
131310	Marketing Operations Teacher Education/Marketing and Distribution Teacher Education (Vocational)
131311	Mathematics Teacher Education
131312	Music Teacher Education
131314	Physical Education Teaching and Coaching
131315	Reading Teacher Education
131316	Science Teacher Education, General
131317	Social Science Teacher Education
131318	Social Studies Teacher Education
131319	Technical Teacher Education (Vocational)
131320	Trade and Industrial Teacher Education (Vocational)

Instructional Program (continued)

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 (Vocational)
131328 History Teacher Education
131329 Physics Teacher Education
131330 Spanish Language Teacher Education
131331 Speech Teacher Education
131399 Teacher Education, Specific Academic and Vocational Programs, Other
131401 Teaching English as a Second Language/Foreign Language
131501 Teacher Assistant/Aide
139999 Education, Other

ENGINEERING

140101 Engineering, General
140201 Aerospace, Aeronautical and Astronautical Engineering
140301 Agricultural Engineering
140401 Architectural Engineering
140501 Bioengineering and Biomedical Engineering
140601 Ceramic Sciences and Engineering
140701 Chemical Engineering
140801 Civil Engineering, General
140802 Geotechnical Engineering
140803 Structural Engineering
140804 Transportation and Highway Engineering
140805 Water Resources Engineering
140899 Civil Engineering, Other
140901 Computer Engineering
141001 Electrical, Electronics and Communication Engineering
141101 Engineering Mechanics
141201 Engineering Physics
141301 Engineering Science
141401 Environmental/Environmental Health Engineering
141501 Geological Engineering
141601 Geophysical Engineering
141701 Industrial/Manufacturing Engineering
141801 Material Engineering
141901 Mechanical Engineering
142001 Metallurgical Engineering
142101 Mining and Mineral Engineering
142201 Naval Architecture and Marine Engineering
142301 Nuclear Engineering
142401 Ocean Engineering
142501 Petroleum Engineering
142701 Systems Engineering
142801 Textile Sciences and Engineering
142901 Engineering Design
143001 Engineering/Industrial Management
143101 Materials Science
143201 Polymer Plastics Engineering
149999 Engineering, Other

ENGINEERING-RELATED TECHNOLOGIES

150101 Architectural Engineering Technology/Technician

150201 Civil Engineering/Civil Technology/Technician
150301 Computer Engineering Technology/Technician
150303 Electrical, Electronic and Communications Engineering Technology/Technician
150304 Laser and Optical Technology/Technician
150399 Electrical and Electronic Engineering-Related Technologies/Technicians, Other
150401 Biomedical Engineering-Related Technology/Technician
150402 Computer Maintenance Technology/Technician
150403 Electromechanical Technology/Technician
150404 Instrumentation Technology/Technician
150405 Robotics Technology/Technician
150499 Electromechanical Instrumentation and Maintenance Technologies/Technicians, Other
150501 Heating, Air Conditioning and Refrigeration Technology/Technician
150503 Energy Management and Systems Technology/Technician
150505 Solar Technology/Technician
150506 Water Quality and Wastewater Treatment Technology/Technician
150507 Environmental and Pollution Control Technology/Technician
150599 Environmental Control Technologies/Technicians, Other
150603 Industrial/Manufacturing Technology/Technician
150607 Plastics Technology/Technician
150611 Metallurgical Technology/Technician
150699 Industrial Production Technologies/Technicians, Other
150701 Occupational Safety and Health Technology/Technician
150702 Quality Control Technology/Technician
150799 Quality Control and Safety Technologies/Technicians, Other
150801 Aeronautical and Aerospace Engineering Technology/Technician
150803 Automotive Engineering Technology/Technician
150805 Mechanical Engineering Mechanical Technology/Technician
150899 Mechanical Engineering-Related Technologies/Technicians, Other
150901 Mining Technology/Technician
150903 Petroleum Technology/Technician
150999 Mining and Petroleum Technologies/Technicians, Other
151001 Construction/Building Technology/Technician
151101 Engineering-Related Technology/Technician, General
151102 Surveying
151103 Hydraulic Technology/Technician
159999 Engineering-Related Technologies/Technicians, Other

FOREIGN LANGUAGES AND LITERATURES

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

HOME ECONOMICS

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

Instructional Program *(continued)*

190799 Individual and Family Development Studies, Other
190901 Clothing/Apparel and Textile Studies
199999 Home Economics, Other

VOCATIONAL HOME ECONOMICS

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

LAW AND LEGAL STUDIES

220101 Law (LL.B., J.D.)
220102 Pre-Law Studies
220103 Paralegal/Legal Assistant
220104 Juridical Science/Legal Specialization (LL.M.,M.C.L.,J.S.D./S.J.D.)
220199 Law and Legal Studies, Other

ENGLISH LANGUAGE AND LITERATURE/LETTERS

230101 English Language and Literature, General
230301 Comparative Literature
230401 English Composition
230501 English Creative Writing
230701 American Literature (United States)
230801 English Literature (British and Commonwealth)
231001 Speech and Rhetorical Studies
231101 English Technical and Business Writing

239999 English Language and Literature/Letters, Other

LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES

240101 Liberal Arts and Sciences/Liberal Studies
240102 General Studies
240103 Humanities/Humanistic Studies
240199 Liberal Art and Sciences, General Studies and Humanities, Other

LIBRARY SCIENCE

250101 Library Science/Librarianship
250301 Library Assistant
259999 Library Science, Other

BIOLOGICAL SCIENCES/LIFE SCIENCES

260101 Biology, General
260202 Biochemistry
260203 Biophysics
260301 Botany, General
260305 Plant Pathology
260307 Plant Physiology
260399 Botany, Other
260401 Cell Biology
260402 Molecular Biology
260499 Cell and Molecular Biology, Other
260501 Microbiology/Bacteriology
260601 Anatomy
260603 Ecology
260607 Marine/Aquatic Biology
260608 Neuroscience
260609 Nutritional Sciences
260610 Parasitology
260611 Radiation Biology/Radiobiology
260612 Toxicology
260613 Genetics, Plant and Animal
260614 Biometrics
260615 Biostatistics
260616 Biotechnology Research
260617 Evolutionary Biology
260618 Biological Immunology
260619 Virology
260699 Miscellaneous Biological Specializations, Other
260701 Zoology, General
260702 Entomology
260704 Pathology, Human and Animal
260705 Pharmacology, Human and Animal
260706 Physiology, Human and Animal
260799 Zoology, Other
269999 Biological Sciences/Life Sciences, Other

MATHEMATICS

270101 Mathematics
270301 Applied Mathematics, General
270302 Operations Research
270399 Applied Mathematics, Other
270501 Mathematical Statistics
279999 Mathematics, Other

MILITARY TECHNOLOGIES

290101 Military Technologies

MULTI/INTERDISCIPLINARY STUDIES

300101 Biological and Physical Sciences
300501 Peace and Conflict Studies
300601 Systems Science and Theory
300801 Mathematics and Computer Science
301001 Biopsychology
301101 Gerontology
301201 Historic Preservation, Conservation and Architectural History
301301 Medieval and Renaissance Studies
301401 Museology/Museum Studies
301501 Science, Technology and Society
309999 Multi/Interdisciplinary Studies, Other

PARKS, RECREATION, LEISURE AND FITNESS STUDIES

310101 Parks, Recreation and Leisure Studies
310301 Parks, Recreation and Leisure Facilities Management
310501 Health and Physical Education, General
310502 Adapted Physical Education/Therapeutic Recreation
310503 Athletic Training and Sports Medicine
310504 Sport and Fitness Administration/Management
310505 Exercise Sciences/Physiology and Movement Studies
310506 Socio-Psychological Sports Studies
310599 Health and Physical Education/Fitness, Other
319999 Parks, Recreation, Leisure and Fitness Studies, Other

PHILOSOPHY AND RELIGION

380101 Philosophy
380201 Religion/Religious Studies
389999 Philosophy and Religion

THEOLOGICAL STUDIES AND RELIGIOUS VOCATIONS

390101 Biblical and Other Theological Languages and Literatures
390201 Bible/Biblical Studies
390301 Missions/Missionary Studies and Missiology
390401 Religious Education
390501 Religious/Sacred Music
390601 Theology/Theological Studies
390602 Divinity/Ministry (B.D., M.Div.)
390604 Rabbinical and Talmudic Studies (M.H.L./Rav)
390605 Pre-Theological/Pre-Ministerial Studies
390699 Theological and Ministerial Studies, Other
390701 Pastoral Counseling and Specialized Ministries
399999 Theological Studies and Religious Vocations, Other

PHYSICAL SCIENCES

400101 Physical Sciences, General
400201 Astronomy
400301 Astrophysics
400401 Atmospheric Sciences and Meteorology
400501 Chemistry, General

Instructional Program (continued)

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

SCIENCE TECHNOLOGIES

410101 Biological Technology/Technician
410204 Industrial Radiologic Technology/Technician
410205 Nuclear/Nuclear Power Technology/Technician
410299 Nuclear and Industrial Radiologic Technologies/Technicians, Other
410301 Chemical Technology/Technician
410399 Physical Science Technologies/Technicians, Other
419999 Science Technologies/Technicians, Other

PSYCHOLOGY

420101 Psychology, General
420201 Clinical Psychology
420301 Cognitive Psychology and Psycholinguistics
420401 Community Psychology
420601 Counseling Psychology
420701 Developmental and Child Psychology
420801 Experimental Psychology
420901 Industrial and Organizational Psychology
421101 Physiological Psychology/Psychobiology
421601 Social Psychology
421701 School Psychology
429999 Psychology, Other

PROTECTIVE SERVICES

430102 Corrections/Correctional Administration
430103 Criminal Justice/Law Enforcement Administration
430104 Criminal Justice Studies
430106 Forensic Technology/Technician
430107 Law Enforcement/Police Science

430109 Security and Loss Prevention Services
430199 Criminal Justice and Corrections, Other
430201 Fire Protection and Safety Technology/Technician
430202 Fire Services Administration
430203 Fire Science/Firefighting
430299 Fire Protection, Other
439999 Protective Services, Other

PUBLIC ADMINISTRATION AND SERVICES

440201 Community Organization, Resources and Services
440401 Public Administration
440501 Public Policy Analysis
440701 Social Work
449999 Public Administration and Services, Other

SOCIAL SCIENCES AND HISTORY

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

CONSTRUCTION TRADES

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

469999 Construction Trades, Other

MECHANICS AND REPAIRS

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

PRECISION PRODUCTION TRADES

480101 Drafting, General
480102 Architectural Drafting
480103 Civil/Structural Drafting
480104 Electrical/Electronics Drafting
480105 Mechanical Drafting
480199 Drafting, Other
480201 Graphic and Printing Equipment Operator, General
480205 Mechanical Typesetter and Composer
480206 Lithographer and Platemaker
480208 Printing Press Operator
480211 Computer Typography and Composition Equipment Operator
480212 Desktop Publishing Equipment Operator
480299 Graphic and Printing Equipment Operators, Other
480303 Upholsterer
480304 Shoe, Boot and Leather Repairer

Instructional Program (continued)

480399 Leatherworkers and Upholsterers, Other
480501 Machinist/Machine Technologist
480503 Machine Shop Assistant
480506 Sheet Metal Worker
480507 Tool and Die Maker/Technologist
480508 Welder/Welding Technologist
480599 Precision Metal Workers, Other
480701 Woodworkers, General
480702 Furniture Designer and Maker
480703 Cabinet Maker and Millworker
480799 Woodworkers, Other
489999 Precision Production Trades, Other

TRANSPORTATION AND MATERIALS MOVING WORKERS

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

VISUAL AND PERFORMING ARTS

500101 Visual and Performing Arts
500201 Crafts, Folk Art and Artisanry
500301 Dance
500401 Design and Visual Communications
500402 Graphic Design, Commercial Art and Illustration
500404 Industrial Design
500406 Commercial Photography
500407 Fashion Design and Illustration
500408 Interior Design
500499 Design and Applied Arts, Other
500501 Drama/Theater Arts, General
500502 Technical Theater/Theater Design and Stagecraft
500503 Acting and Directing
500504 Playwriting and Screenwriting
500505 Drama/Theater Literature, History and Criticism
500599 Dramatic/Theater Arts and Stagecraft, Other
500601 Film/Cinema Studies
500602 Film-Video Making/Cinematography and Production
500605 Photography
500699 Film/Video and Photographic Arts, Other
500701 Art, General
500702 Fine/Studio Arts

500703 Art History, Criticism and Conservation
500704 Arts Management
500705 Drawing
500706 Intermedia
500708 Painting
500709 Sculpture
500710 Printmaking
500711 Ceramics Arts and Ceramics
500712 Fiber, Textile and Weaving Arts
500713 Metal and Jewelry Arts
500799 Fine Arts and Art Studies, Other
500901 Music, General
500902 Music History and Literature
500903 Music - General Performance
500904 Music Theory and Composition
500905 Musicology and Ethnomusicology
500906 Music Conducting
500907 Music - Piano and Organ Performance
500908 Music - Voice and Choral/Opera Performance
500909 Music Business Management and Merchandising
500999 Music, Other
509999 Visual and Performing Arts, Other

HEALTH PROFESSIONS AND RELATED SCIENCES

510101 Chiropractic (D.C., D.C.M.)
510201 Communication Disorders, General
510202 Audiology/Hearing Sciences
510203 Speech-Language Pathology
510204 Speech-Language Pathology and Audiology
510205 Sign Language Interpreter
510299 Communication Disorders Sciences and Services, Other
510301 Community Health Liaison
510401 Dentistry (D.D.S., D.M.D.)
510501 Dental Clinical Sciences/Graduate Dentistry (M.S., Ph.D.)
510601 Dental Assistant
510602 Dental Hygienist
510603 Dental Laboratory Technician
510699 Dental Services, Other
510701 Health System/Health Services Administration
510702 Hospital/Health Facilities Administration
510703 Health Unit Coordinator/Ward Clerk
510704 Health Unit Manager/Ward Supervisor
510705 Medical Office Management
510706 Medical Records Administration
510707 Medical Records Technology/Technician
510708 Medical Transcription
510799 Health and Medical Administrative Services, Other
510801 Medical Assistant
510802 Medical Laboratory Assistant
510803 Occupational Therapy Assistant
510804 Ophthalmic Medical Assistant
510805 Pharmacy Technician/Assistant
510806 Physical Therapy Assistant
510807 Physician Assistant
510808 Veterinarian Assistant/Animal Health Technician
510899 Health and Medical Assistants, Other
510901 Cardiovascular Technology/Technician

510902 Electrocardiograph Technology/Technician
510903 Electroencephalograph Technology/Technician
510904 Emergency Medical Technology/Technician
510905 Nuclear Medical Technology/Technician
510906 Perfusion Technology/Technician
510907 Medical Radiologic Technology/Technician
510908 Respiratory Therapy Technician
510909 Surgical/Operating Room Technician
510910 Diagnostic Medical Sonography
510999 Health and Medical Diagnostic and Treatment Services, Other
511001 Blood Bank Technology/Technician
511002 Cytotechnologist
511003 Hematology Technology/Technician
511004 Medical Laboratory Technician
511005 Medical Technology
511006 Optometric/Ophthalmic Laboratory Technician
511099 Health and Medical Laboratory Technologies/Technicians, Other
511101 Pre-Dentistry Studies
511102 Pre-Medicine Studies
511103 Pre-Pharmacy Studies
511104 Pre-Veterinary Studies
511199 Health and Medical Preparatory Programs, Other
511201 Medicine (M.D.)
511301 Medical Anatomy
511302 Medical Biochemistry
511303 Medical Biomathematics and Biometrics
511304 Medical Physics/Biophysics
511305 Medical Cell Biology
511306 Medical Genetics
511307 Medical Immunology
511308 Medical Microbiology
511309 Medical Molecular Biology
511310 Medical Neurobiology
511311 Medical Nutrition
511312 Medical Pathology
511313 Medical Physiology
511314 Medical Toxicology
511399 Basic Medical Sciences, Other
511401 Medical Clinical Sciences (M.S., Ph.D.)
511501 Alcohol/Drug Abuse Counseling
511502 Psychiatric/Mental Health Services Technician
511503 Clinical and Medical Social Work
511599 Mental Health Services, Other
511601 Nursing (R.N. Training)
511602 Nursing Administration (Post-R.N.)
511603 Nursing, Adult Health (Post-R.N.)
511604 Nursing Anesthetist (Post-R.N.)
511605 Nursing, Family Practice (Post-R.N.)
511606 Nursing, Maternal/Child Health (Post-R.N.)
511607 Nursing Midwifery (Post-R.N.)
511608 Nursing Science (Post-R.N.)
511609 Nursing, Pediatric (Post-R.N.)
511610 Nursing, Psychiatric/Mental Health (Post-R.N.)
511611 Nursing, Public Health (Post-R.N.)
511612 Nursing, Surgical (Post-R.N.)
511613 Practical Nurse (L.P.N. Training)

Instructional Program *(continued)*

511614 Nurse Assistant/Aide
511615 Home Health Aide
511699 Nursing, Other
511701 Optometry (O.D.)
511801 Opticianry/Dispensing Optician
511802 Optical Technician/Assistant
511803 Ophthalmic Medical Technologist
511804 Orthoptics
511899 Ophthalmic/Optometric Services, Other
511901 Osteopathic Medicine (D.O.)
512001 Pharmacy (B. Pharm., Pharm.D.)
512002 Pharmacy Administration and Pharmaceutics
512003 Medical Pharmacology and Pharmaceutical Sciences
512099 Pharmacy, Other
512101 Podiatry (D.P.M., D.P., Pod.D.)
512201 Public Health, General
512202 Environmental Health
512203 Epidemiology
512204 Health and Medical Biostatistics
512205 Health Physics/Radiologic Health
512206 Occupational Health and Industrial Hygiene
512207 Public Health Education and Promotion
512299 Public Health, Other
512301 Art Therapy
512302 Dance Therapy
512303 Hypnotherapy
512304 Movement Therapy
512305 Music Therapy
512306 Occupational Therapy
512307 Orthotics/Prosthetics
512308 Physical Therapy
512309 Recreational Therapy
512310 Vocational Rehabilitation Counseling
512399 Rehabilitation/Therapeutic Services, Other
512401 Veterinary Medicine (D.V.M.)
512501 Veterinary Clinical Sciences (M.S., Ph.D.)
512601 Health Aide
512701 Acupuncture and Oriental Medicine
512702 Medical Dietician
512703 Medical Illustrating
512704 Naturopathic Medicine
512705 Psychoanalysis
512801 Dental/Oral Surgery Specialty
512802 Dental Public Health Specialty
512803 Endodontics Specialty
512804 Oral Pathology Specialty
512805 Orthodontics Specialty
512806 Pedodontics Specialty
512807 Periodontics Specialty
512808 Prosthodontics Specialty
512899 Dental Residency Programs, Other
512901 Aerospace Medicine Residency
512902 Allergies and Immunology Residency
512903 Anesthesiology Residency
512904 Blood Banking Residency
512905 Cardiology Residency
512906 Chemical Pathology Residency
512907 Child/Pediatric Neurology Residency
512908 Child Psychiatry Residency
512909 Colon and Rectal Surgery Residency
512910 Critical Care Anesthesiology Residency
512911 Critical Care Medicine Residency

512912 Critical Care Surgery Residency
512913 Dermatology Residency
512914 Dermatopathology Residency
512915 Diagnostic Radiology Residency
512916 Emergency Medicine Residency
512917 Endocrinology and Metabolism Residency
512918 Family Medicine Residency
512919 Forensic Pathology Residency
512920 Gastroenterology Residency
512921 General Surgery Residency
512922 Geriatric Medicine Residency
512923 Hand Surgery Residency
512924 Hematology Residency
512925 Hematological Pathology Residency
512926 Immunopathology Residency
512927 Infectious Disease Residency
512928 Internal Medicine Residency
512929 Laboratory Medicine Residency
512930 Musculoskeletal Oncology Residency
512931 Neonatal-Perinatal Medicine Residency
512932 Nephrology Residency
512933 Neurological Surgery/Neurosurgery Residency
512934 Neurology Residency
512935 Neuropathology Residency
512936 Nuclear Medicine Residency
512937 Nuclear Radiology Residency
512938 Obstetrics and Gynecology Residency
512939 Occupational Medicine Residency
512940 Oncology Residency
512941 Ophthalmology Residency
512942 Orthopedics/Orthopedic Surgery Residency
512943 Otolaryngology Residency
512944 Pathology Residency
512945 Pediatric Cardiology Residency
512946 Pediatric Endocrinology Residency
512947 Pediatric Hemato-Oncology Residency
512948 Pediatric Nephrology Residency
512949 Pediatric Orthopedics Residency
512950 Pediatric Surgery Residency
512951 Pediatrics Residency
512952 Physical and Rehabilitation Medicine Residency
512953 Plastic Surgery Residency
512954 Preventive Medicine Residency
512955 Psychiatry Residency
512956 Public Health Medicine Residency
512957 Pulmonary Disease Residency
512958 Radiation Oncology Residency
512959 Radioisotopic Pathology Residency
512960 Rheumatology Residency
512961 Sports Medicine Residency
512962 Thoracic Surgery Residency
512963 Urology Residency
512964 Vascular Surgery Residency
512999 Medical Residency Programs, Other
513001 Veterinary Anesthesiology
513002 Veterinary Dentistry
513003 Veterinary Dermatology
513004 Veterinary Emergency and Critical Care Medicine
513005 Veterinary Internal Medicine
513006 Laboratory Animal Medicine
513007 Veterinary Microbiology
513008 Veterinary Nutrition
513009 Veterinary Ophthalmology
513010 Veterinary Pathology

513011 Veterinary Practice
513012 Veterinary Preventive Medicine
513013 Veterinary Radiology
513014 Veterinary Surgery
513015 Theriogenology
513016 Veterinary Toxicology
513017 Zoological Medicine
513099 Veterinary Residency Programs, Other
519999 Health Professions and Related Sciences, Other

BUSINESS MANAGEMENT AND ADMINISTRATIVE SERVICES

520101 Business, General
520201 Business Administration and Management, General
520202 Purchasing, Procurement and Contracts Management
520203 Logistics and Materials Management
520204 Office Supervision and Management
520205 Operations Management and Supervision
520206 Non-Profit and Public Management
520299 Business Administration and Management, Other
520301 Accounting
520302 Accounting Technician
520399 Accounting, Other
520401 Administrative Assistant/Secretarial Science, General
520402 Executive Assistant/Secretary
520403 Legal Administrative Assistant/Secretary
520404 Medical Administrative Assistant/Secretary
520405 Court Reporter
520406 Receptionist
520407 Information Processing/Data Entry Technician
520408 General Office/Clerical and Typing Services
520499 Administrative and Secretarial Services, Other
520501 Business Communications
520601 Business/Managerial Economics
520701 Enterprise Management and Operation, General
520702 Franchise Operation
520799 Enterprise Management and Operation, Other
520801 Finance, General
520802 Actuarial Science
520803 Banking and Financial Support Services
520804 Financial Planning
520805 Insurance and Risk Management
520806 International Finance
520807 Investments and Securities
520808 Public Finance
520899 Financial Management and Services, Other
520901 Hospitality/Administration Management
520902 Hotel/Motel and Restaurant Management
520903 Travel-Tourism Management
520999 Hospitality Services Management, Other
521001 Human Resources Management
521002 Labor/Personnel Relations and Studies

Instructional Program *(continued)*

521003 Organizational Behavior Studies
521099 Human Resources Management, Other
521101 International Business
521201 Management Information Systems and
        Business Data Processing, General
521202 Business Computer Program-
        ming/Programmer
521203 Business Systems Analysis and Design
521204 Business Systems Networking and
        Telecommunications
521205 Business Computer Facilities Operator
521299 Business Information and Data
        Processing Services, Other
521301 Management Science
521302 Business Statistics
521399 Business Quantitative Methods and
        Management Science, Other
521401 Business Marketing and Marketing
        Management
521402 Marketing Research
521403 International Business Marketing
521499 Marketing Management and Research,
        Other
521501 Real Estate
521601 Taxation
529999 Business Management and Administra-
        tive Services, Other

Academic Discipline/Instructional Program: Code Conversion Table

Old Code/Name	New Code/Name
0101 — Agriculture,General	020101 — Agriculture/Agricultural Sciences, General
0102 — Agronomy	020402 — Agronomy and Crop Science
0103 — Soils Science	020501 — Soil Sciences
0104 — Animal Science	020201 — Animal Sciences, General
0105 — Dairy Science	020206 — Dairy Science
0106 — Poultry Science	020209 — Poultry Science
0107 — Fish, Game, and Wildlife Management	030601 — Wildlife and Wildlands Management
0108 — Horticulture	020403 — Horticulture Science
0109 — Ornamental Horticulture	010603 — Ornamental Horticulture Operations and Management
0110 — Agricultural and Farm Management	010101 — Agricultural Business and Management, General
0111 — Agricultural Economics	010103 — Agricultural Economics
0112 — Agriculture Business	010101 — Agriculture Business and Management, General
0113 — Food Science and Technology	020301 — Food Sciences and Technology
0114 — Forestry	030501 — Forestry, General
0115 — Natural Resources Management	030201 — Natural Resources Management and Policy
0116 — Agriculture and Forestry Technologies	030599 — Forestry and Related Sciences, Other
0117 — Range Management	020409 — Range Science and Management
0199 — Other Agricultural or Natural Resources	029999 — Agriculture/Agricultural Sciences, Other
0201 — Environmental Design, General	040401 — Architectural Environmental Design
0202 — Architecture	040201 — Architecture
0203 — Interior Design	040501 — Interior Architecture
0204 — Landscape Architecture	040601 — Landscape Architecture
0205 — Urban Architecture	040701 — Architectural Urban Design and Planning
0206 — City, Community, and Regional Planning	040301 — City/Urban, Community and Regional Planning
0299 — Other Architectural or Environmental Design	049999 — Architecture and Related Programs, Other
0301 — Asian Studies, General	050103 — Asian Studies
0302 — East Asian Studies	050104 — East Asian Studies
0303 — South Asian (Indian, etc.) Studies	050112 — South Asian Studies
0304 — Southeast Asian Studies	050113 — Southeast Asian Studies
0305 — African Studies	050101 — African Studies
0306 — Islamic Studies	050204 — Islamic Studies
0307 — Russian and Slavic Studies	050110 — Russian and Slavic Area Studies
0308 — Latin American Studies	050107 — Latin American Studies
0309 — Middle Eastern Studies	050108 — Middle Eastern Studies
0310 — European Studies, General	050106 — European Studies
0311 — Eastern European Studies	050105 — Eastern European Area Studies
0312 — West European Studies	050114 — Western European Studies
0313 — American Studies	050102 — American Studies/Civilization
0314 — Pacific Area Studies	050109 — Pacific Area Studies
0399 — Other Area Studies	050199 — Area Studies, Other
0401 — Biology, General	260101 — Biology, General
0402 — Botany, General	260301 — Botany, General
0403 — Bacteriology	260501 — Microbiology/Bacteriology
0404 — Plant Pathology	260305 — Plant Pathology
0405 — Plant Pharmacology	260399 — Botany, Other
0406 — Plant Physiology	260307 — Plant Physiology
0407 — Zoology, General	260701 — Zoology, General
0408 — Pathology, Human and Animal	260704 — Pathology, Human and Animal
0409 — Pharmacology, Human and Animal	260705 — Pharmacology, Human and Animal
0410 — Physiology, Human and Animal	260706 — Physiology, Human and Animal
0411 — Microbiology	260501 — Microbiology/Bacteriology
0412 — Anatomy	260601 — Anatomy
0413 — Histology	260699 — Miscellaneous Biological Specializations, Other
0414 — Biochemistry	260202 — Biochemistry
0415 — Biophysics	260203 — Biophysics
0416 — Molecular Biology	260402 — Molecular Biology
0417 — Cell Biology	260401 — Cell Biology

Academic Discipline/Instructional Program: Code Conversion Table *(continued)*

Old Code/Name	New Code/Name
0418 — Marine Biology	260607 — Marine/Aquatic Biology
0419 — Biometrics and Biostatistics	260614 — Biometrics
0420 — Ecology	260603 — Ecology
0421 — Entomology	260702 — Entomology
0422 — Genetics	260613 — Genetics, Plant and Animal
0423 — Radiobiology	260611 — Radiation Biology/Radiobiology
0424 — Nutrition, Scientific	260609 — Nutritional Sciences
0425 — Neurosciences	260608 — Neuroscience
0426 — Toxicology	260612 — Toxicology
0427 — Embryology	260699 — Miscellaneous Biological Specializations, Other
0498 — Wildlife Biology	260799 — Zoology, Other
0499 — Other Biological Sciences	269999 — Biological Sciences/Life Sciences, Other
0501 — Business and Commerce, General	520101 — Business, General
0502 — Accounting	520301 — Accounting
0503 — Business Statistics	521302 — Business Statistics
0504 — Banking and Finance	520803 — Banking and Financial Support Services
0505 — Investments and Securities	520807 — Investments and Securities
0506 — Business Management and Administration	520201 — Business Administration and Management, General
0507 — Operations Research	270302 — Operations Research
0508 — Hotel and Restaurant Management	520902 — Hotel/Motel and Restaurant Management
0509 — Marketing and Purchasing	521401 — Business Marketing and Marketing Management
0510 — Transportation and Public Utilities	040301 — City/Urban, Community and Regional Planning
0511 — Real Estate	521501 — Real Estate
0512 — Insurance	520805 — Insurance and Risk Management
0513 — International Business	521101 — International Business
0514 — Secretarial Studies	520401 — Administrative Assistant/Secretarial Science, General
0515 — Personnel Management	521001 — Human Resources Management
0516 — Labor and Industrial Relations	521002 — Labor/Personnel Relations and Studies
0517 — Business Economics	520601 — Business/Managerial Economics
0599 — Other Business or Management	529999 — Business Management and Administrative Services, Other
0601 — Communications, General	090101 — Communications, General
0602 — Journalism	090401 — Journalism
0603 — Radio/Television	090701 — Radio and Television Broadcasting
0604 — Advertising	090201 — Advertising
0605 — Communication Media	100104 — Radio and Television Broadcasting Technology/Technician
0699 — Other Communications	099999 — Communications, Other
0701 — Computer and Information Sciences, General	110101 — Computer and Information Sciences, General
0702 — Information Sciences and Systems	110401 — Information Sciences and Systems
0703 — Data Processing	110301 — Data Processing Technology/Technician
0704 — Computer Programming	110201 — Computer Programming
0705 — Systems Analysis	110501 — Computer Systems Analysis
0799 — Other Computer or Information Science	119999 — Computer and Information Sciences, Other
0801 — Education, General	130101 — Education, General
0802 — Elementary Education, General	131202 — Elementary Teacher Education
0803 — Secondary Education, General	131205 — Secondary Teacher Education
0804 — Junior High School Education	131203 — Junior High/Intermediate/Middle School Teacher Education
0805 — Higher Education, General	131299 — General Teacher Education, Other
0806 — Junior and Community College Education	131299 — General Teacher Education, Other
0807 — Adult and Continuing Education	131201 — Adult and Continuing Teacher Education
0808 — Special Education, General	131001 — Special Education, General
0809 — Administration of Special Education	130402 — Administration of Special Education
0810 — Education of the Mentally Retarded	131006 — Education of the Mentally Handicapped
0811 — Education of the Gifted	131004 — Education of the Gifted and Talented
0812 — Education of the Deaf	131003 — Education of the Deaf and Hearing Impaired
0813 — Education of the Culturally Disadvantaged	131099 — Special Education, Other
0814 — Education of the Visually Handicapped	131009 — Education of the Blind and Visually Handicapped
0815 — Speech Correction	131012 — Education of the Speech Impaired
0816 — Education of the Emotionally Disturbed	131005 — Education of the Emotionally Handicapped

Academic Discipline/Instructional Program: Code Conversion Table *(continued)*

Old Code/Name	New Code/Name
0817 — Remedial Education	131099 — Special Education, Other
0818 — Special Learning Disabilities	131011 — Education of the Specific Learning Disabled
0819 — Education of the Physically Handicapped	131008 — Education of the Physically Handicapped
0820 — Education to the Multiple Handicapped	131007 — Education of the Multiple Handicapped
0821 — Social Foundations	130901 — Social and Philosophical Foundations of Education
0822 — Educational Psychology	130802 — Educational Psychology
0823 — Pre-Elementary Education	131204 — Pre-Elementary/Early Childhood/Kindergarten Teacher Education
0824 — Educational Statistics and Research	130603 — Educational Statistics and Research Methods
0825 — Educational Testing, Evaluation & Measurement	130604 — Educational Assessment, Testing and Measurement
0826 — Student Personnel	131101 — Counselor Education Counseling and Guidance Services
0827 — Educational Administration	130401 — Education Administration and Supervision, General
0828 — Educational Supervision	130404 — Educational Supervision
0829 — Curriculum and Instruction	130301 — Curriculum and Instruction
0830 — Reading Education	131315 — Reading Teacher Education
0831 — Art Education	131302 — Art Teacher Education
0832 — Music Education	131312 — Music Teacher Education
0833 — Mathematics Education	131311 — Mathematics Teacher Education
0834 — Science Education	131316 — Science Teacher Education, General
0835 — Physical Education	131314 — Physical Education Teaching and Coaching
0836 — Driver and Safety Education	131304 — Driver and Safety Teacher Education
0837 — Health Education	131307 — Health Teacher Education
0838 — Business, Commerce & Distributive Education	131303 — Business Teacher Education (Vocational)
0839 — Industrial Arts, Vocational and Technical	131319 — Industrial Arts, Vocational and Technical Education
0897 — Guidance Counseling	131101 — Counselor Education Counseling and Guidance Services
0898 — Vocational Counseling	131101 — Counselor Education Counseling and Guidance Services
0899 — Other Education	139999 — Education, Other
0901 — Engineering, General	140101 — Engineering, General
0902 — Aerospace, Aeronautical and Astronautical	140201 — Aerospace, Aeronautical and Astronautical Engineering
0903 — Agricultural Engineering	140301 — Agricultural Engineering
0904 — Architectural Engineering	140401 — Architectural Engineering
0905 — Bioengineering and Biomedical Engineering	140501 — Bioengineering and Biomedical Engineering
0906 — Chemical Engineering	140701 — Chemical Engineering
0907 — Petroleum Engineering	142501 — Petroleum Engineering
0908 — Civil, Construction, and Transportation	140801 — Civil Engineering, General
0909 — Electrical, Electronics and Communications	141001 — Electrical, Electronics and Communication Engineering
0910 — Mechanical Engineering	141901 — Mechanical Engineering
0911 — Geological Engineering	141501 — Geological Engineering
0912 — Geophysical Engineering	141601 — Geophysical Engineering
0913 — Industrial and Management Engineering	141701 — Industrial/Manufacturing Engineering
0914 — Metallurgical Engineering	142001 — Metallurgical Engineering
0915 — Materials Engineering	141801 — Materials Engineering
0916 — Ceramic Engineering	140601 — Ceramic Sciences and Engineering
0917 — Textile Engineering	142801 — Textile Sciences and Engineering
0918 — Mining and Mineral Engineering	142101 — Mining and Mineral Engineering
0919 — Engineering Physics	141201 — Engineering Physics
0920 — Nuclear Engineering	142301 — Nuclear Engineering
0921 — Engineering Mechanics	141101 — Engineering Mechanics
0922 — Environmental and Sanitary Engineering	141401 — Environmental/Environmental Health Engineering
0923 — Naval Architecture and Marine Engineering	142201 — Naval Architecture and Marine Engineering
0924 — Ocean Engineering	142401 — Ocean Engineering
0925 — Engineering Technologies	151101 — Engineering-Related Technology/Technician, General
0999 — Other Engineering	149999 — Engineering, Other
1001 — Fine Arts, General	500702 — Fine/Studio Arts
1002 — Art	500701 — Art, General
1003 — Art History and Appreciation	500703 — Art History, Criticism and Conservation
1004 — Music Composition, Performance, or Theory	500904 — Music Theory and Composition
1005 — Liberal Arts Music Program	500901 — Music, General
1006 — Music History and Appreciation	500902 — Music History and Literature

Academic Discipline/Instructional Program: Code Conversion Table *(continued)*

Old Code/Name	New Code/Name
1007 — Dramatic Arts	500501 — Drama/Theater Arts, General
1008 — Dance	500301 — Dance
1009 — Applied Design	500499 — Design and Applied Arts, Other
1010 — Cinematography	500601 — Film/Cinema Studies
1011 — Photography	500605 — Photography
1099 — Other Fine or Applied Arts	500799 — Fine Arts and Art Studies, Other
1101 — Foreign Languages	160101 — Foreign Languages and Literatures, General
1102 — French	160901 — French Language and Literature
1103 — German	160501 — German Language and Literature
1104 — Italian	160902 — Italian Language and Literature
1105 — Spanish	160905 — Spanish Language and Literature
1106 — Russian	160402 — Russian Language and Literature
1107 — Chinese	160301 — Chinese Language and Literature
1108 — Japanese	160302 — Japanese Language and Literature
1109 — Latin	161203 — Latin Language and Literature (Ancient and Medieval)
1110 — Greek, Classical	161202 — Greek Language and Literature (Ancient and Medieval)
1111 — Hebrew	161102 — Hebrew Language and Literature
1112 — Arabic	161101 — Arabic Language and Literature
1113 — Indian	160703 — South Asian Languages and Literatures
1114 — Scandinavian Languages	160502 — Scandinavian Languages and Literatures
1115 — Slavic Languages	160403 — Slavic Languages and Literature (Other Than Russian)
1116 — African Languages	169999 — Foreign Languages and Literatures, Other
1199 — Other Foreign Languages	169999 — Foreign Languages and Literatures, Other
1201 — Health Professions, General	519999 — Health Professions and Related Sciences, Other
1202 — Hospital and Health Care Administration	510702 — Hospital/Health Facilities Administration
1203 — Nursing	511601 — Nursing (R.N. Training)
1204 — Dentistry, D.D.S. or D.M.D. Degree	510401 — Dentistry (D.D.S., D.M.D.)
1205 — Dental Specialties	510501 — Dental Clinical Sciences/Graduate Dentistry (M.S., Ph.D.)
1206 — Medicine, M.D. Degree	511201 — Medicine (M.D.)
1207 — Medical Specialties	511401 — Medical Clinical Sciences (M.S., Ph.D.)
1208 — Occupational Therapy	512306 — Occupational Therapy
1209 — Optometry	511701 — Optometry (O.D.)
1210 — Osteopathic Medicine, D.O. Degree	511901 — Osteopathic Medicine (D.O.)
1211 — Pharmacy	512001 — Pharmacy (B.Pharm., Pharm.D.)
1212 — Physical Therapy	512308 — Physical Therapy
1213 — Dental Hygiene	510602 — Dental Hygienist
1214 — Public Health	512201 — Public Health, General
1215 — Medical Record Librarianship	510706 — Medical Records Administration
1216 — Podiatry	512101 — Podiatry (D.P.M., D.P., Pod.D.)
1217 — Biomedical Communication	510201 — Communication Disorders, General
1218 — Veterinary Medicine	512401 — Veterinary Medicine (D.V.M.)
1219 — Veterinary Medicine Specialties	512501 — Veterinary Clinical Sciences (M.S., Ph.D.)
1220 — Speech Pathology and Audiology	510204 — Speech-Language Pathology and Audiology
1221 — Chiropractic	510101 — Chiropractic (D.C., D.C.M.)
1222 — Clinical Social Work	511503 — Clinical and Medical Social Work
1223 — Medical Laboratory Technologies	511004 — Medical Laboratory Technician
1224 — Dental Technologies	510603 — Dental Laboratory Technician
1225 — Radiologic Technologies	510907 — Medical Radiologic Technology/Technician
1299 — Other Health Professions	519999 — Health Professions and Related Sciences, Other
1301 — Home Economics, General	190101 — Home Economics, General
1302 — Home Decoration and Home Equipment	190603 — Interior Environments
1303 — Clothing and Textiles	190901 — Clothing/Apparel and Textile Studies
1304 — Consumer Economics and Home Management	190402 — Consumer Economics and Science
1305 — Family Relations and Child Development	190701 — Individual and Family Development Studies, General
1306 — Food and Nutrition	190501 — Food and Nutrition Studies, General
1307 — Institutional Management and Cafeteria	190505 — Management Food Systems Administration Management
1399 — Other Home Economics	199999 — Home Economics, Other
1401 — Law, General	220101 — Law (LL.B., J.D.)
1499 — Other Law	220199 — Law and Legal Studies, Other

Academic Discipline/Instructional Program: Code Conversion Table *(continued)*

Old Code/Name	New Code/Name
1501 — English, General	230101 — English Language and Literature, General
1502 — Literature, English	230801 — English Literature ((British and Commonwealth)
1503 — Comparative Literature	230301 — Comparative Literature
1504 — Classics	161201 — Classics and Classical Languages and Literatures
1505 — Linguistics	160102 — Linguistics
1506 — Speech, Debate, and Forensic Science	231001 — Speech and Rhetorical Studies
1507 — Creative Writing	230501 — English Creative Writing
1508 — Teaching of English as a Foreign Language	131401 — Teaching English as a Second Language/Foreign Language
1509 — Philosophy	380101 — Philosophy
1510 — Religious Studies	380201 — Religion/Religious Studies
1599 — Other Letters	239999 — English Language and Literature/Letters, Other
1601 — Library Science, General	250101 — Library Science/Librarianship
1699 — Other Library Sciences	259999 — Library Science, Other
1701 — Mathematics, General	270101 — Mathematics
1702 — Statistics, Mathematical and Theoretical	270501 — Mathematical Statistics
1703 — Applied Mathematics	270301 — Applied Mathematics, General
1797 — Actuarial Science	520802 — Actuarial Science
1799 — Other Mathematics	279999 — Mathematics, Other
1801 — Military Science	290101 — Military Technologies
1802 — Naval Science	290101 — Military Technologies
1803 — Aerospace Science	290101 — Military Technologies
1899 — Other Military Science	290101 — Military Technologies
1901 — Physical Sciences, General	400101 — Physical Sciences, General
1902 — Physics, General	400801 — Physics, General
1903 — Molecular Physics	400802 — Chemical and Atomic/Molecular Physics
1904 — Nuclear Physics	400806 — Nuclear Physics
1905 — Chemistry, General	400501 — Chemistry, General
1906 — Inorganic Chemistry	400503 — Inorganic Chemistry
1907 — Organic Chemistry	400504 — Organic Chemistry
1908 — Physical Chemistry	400506 — Physical and Theoretical Chemistry
1909 — Analytical Chemistry	400502 — Analytical Chemistry
1910 — Pharmaceutical Chemistry	400505 — Medicinal/Pharmaceutical Chemistry
1911 — Astronomy	400201 — Astronomy
1912 — Astrophysics	400301 — Astrophysics
1913 — Atmospheric Sciences and Meteorology	400401 — Atmospheric Sciences and Meteorology
1914 — Geology	400601 — Geology
1915 — Geochemistry	400602 — Geochemistry
1916 — Geophysics and Seismology	400603 — Geophysics and Seismology
1917 — Earth Sciences, General	400703 — Earth and Planetary Sciences
1918 — Paleontology	400604 — Paleontology
1919 — Oceanography	400702 — Oceanography
1920 — Metallurgy	400701 — Metallurgy
1999 — Other Physical Sciences	409999 — Physical Sciences, Other
2001 — Psychology, General	420101 — Psychology, General
2002 — Experimental Psychology	420801 — Experimental Psychology
2003 — Clinical Psychology	420201 — Clinical Psychology
2004 — Psychology for Counseling	420601 — Counseling Psychology
2005 — Social Psychology	421601 — Social Psychology
2006 — Psychometrics	429999 — Psychology, Other
2007 — Statistics in Psychology	429999 — Psychology, Other
2008 — Industrial Psychology	420901 — Industrial and Organizational Psychology
2009 — Developmental Psychology	420701 — Developmental and Child Psychology
2010 — Physiological Psychology	421101 — Physiological Psychology/Psychobiology
2099 — Other Psychology	429999 — Other Psychology
2101 — Community Services, General	440201 — Community Organization, Resources and Services
2102 — Public Administration	440401 — Public Administration
2103 — Parks and Recreation Management	310301 — Parks, Recreation and Leisure Facilities Management
2104 — Social Work and Helping Services	440701 — Social Work
2105 — Law Enforcement and Corrections	430107 — Law Enforcement/Police Science

Academic Discipline/Instructional Program: Code Conversion Table (*continued*)

Old Code/Name

New Code/Name

2106 — International Public Service	450901 — International Relations and Affairs
2198 — Recreation	449999 — Public Administration and Services, Other
2199 — Other Public Affairs or Services	449999 — Public Administration and Services, Other
2201 — Social Sciences, General	450101 — Social Sciences, General
2202 — Anthropology	450201 — Anthropology
2203 — Archaeology	450301 — Archeology
2204 — Economics	450601 — Economics, General
2205 — History	450801 — History, General
2206 — Geography	450701 — Geography
2207 — Political Science and Government	451001 — Political Science, General
2208 — Sociology	451101 — Sociology
2209 — Criminology	450401 — Criminology
2210 — International Relations	450901 — International Relations and Affairs
2211 — Afro-American (Black Culture) Studies	050201 — Afro-American (Black) Studies
2212 — American Indian Cultural Studies	050202 — American Indian/Native American Studies
2213 — Mexican-American Cultural Studies	050203 — Hispanic-American Studies
2214 — Urban Studies	451201 — Urban Affairs/Studies
2215 — Demography	450501 — Demography and Population Studies
2299 — Other Social Sciences	459999 — Social Sciences and History, Other
2301 — Theological Professions, General	390601 — Theology/Theological Studies
2302 — Religious Music	390501 — Religious/Sacred Music
2303 — Biblical Languages	390101 — Biblical and Other Theological Languages and Literatures
2304 — Religious Education	390401 — Religious Education
2399 — Other Theology	399999 — Theological Studies and Religious Vocations, Other
4901 — General Liberal Arts and Sciences	240101 — Liberal Arts and Sciences/Liberal Studies
4902 — Biological and Physical Sciences	300101 — Biological and Physical Sciences
4903 — Humanities and Social Sciences	240199 — Liberal Art and Sciences, General Studies and Humanities, Other
4904 — Engineering and Other Disciplines	309999 — Multi/Interdisciplinary Studies, Other
4999 — Other Interdisciplinary Studies	309999 — Multi/Interdisciplinary Studies, Other

EDUCATIONAL DATA UPDATE FORM

Name (Last, First, Middle Initial)	Social Security Number

ENTER CODES HERE
(As applicable) →

Education Level

Instructional Program

Year of Degree/Certificate

EDUCATION LEVEL

Code Name

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 3 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. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.

07 Some college — less than one year. Less than 30 semester hours completed.

08 One year college. 30-59 semester hours or 45-89 quarter hours completed.

09 Two years college. 60-89 semester hours or 90-134 quarter hours completed.

10 Associate Degree. 2-year college degree program completed.

11 Three year college. 90-119 semester hours or 135-179 quarter hours completed.

12 Four years college. 120 or more semester hours or 180 or more quarter hours completed – no baccalaureate (Bachelor's) degree.

13 Bachelor's degree. Requires completion of at least four, but no more than five years of academic work; includes Bachelor's degree conferred in a cooperative plan or program that provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.

14 Post Bachelor's. Some work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.

15 First professional. Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.)

16 Post first professional. Some work beyond (at a higher level than) the first professional degree, but no additional higher degree.

17 Master's degree. For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.

18 Post Master's. Some work beyond (at a higher level than) the Master's degree, but no additional higher degree.

19 Sixth year degree. Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.

20 Post sixth year. Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.

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.

PRIVACY ACT STATEMENT

Code	Name

AGRICULTURAL BUSINESS AND PRODUCTION

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

AGRICULTURAL SCIENCES

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

CONSERVATION AND RENEWABLE NATURAL RESOURCES

Code	Name
030101	Natural Resources Conservation, General
030102	Environmental Science/Studies
030201	Natural Resources Management and Policy
030203	Natural Resources Law Enforcement & Protective Services
030299	Natural Resources Mgt & Protective Services, Other
030301	Fishing and Fisheries Sciences and Management
030401	Forest Harvesting & Production Technology/Technician
030404	Forest Products Technology/Technician
030405	Logging/Timber Harvesting
030499	Forest Production and Processing, Other
030501	Forestry, General
030502	Forestry Sciences
030506	Forest Management
030509	Wood Science & Pulp/Paper Technology
030599	Forestry & Related Sciences, Other
030601	Wildlife & Wildlands Mgt
039999	Conservation & Renewable Natural Resources, Other

ARCHITECTURE AND RELATED PROGRAMS

Code	Name
040201	Architecture
040301	City/Urban, Community and Regional Planning
040401	Architectural Environmental Design
040501	Interior Architecture
040601	Landscape Architecture
040701	Architectural Urban Design and Planning
049999	Architecture and Related Programs, Other

AREA, ETHNIC AND CULTURAL STUDIES

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

MARKETING OPERATIONS/MARKETING AND DISTRIBUTION

Code	Name
080101	Apparel & Accessories Marketing Operations, General
080102	Fashion Merchandising
080103	Fashion Modeling
080199	Apparel and Accessories Marketing Operations, Other
080204	Business Services Marketing Operations
080205	Personal Services Marketing Operations
080299	Business & Personal Services Marketing Operations, Other
080301	Entrepreneurship
080401	Financial Services Marketing Operations
080503	Floristry Marketing Operations
080601	Food Products Retailing and Wholesaling Operations
080701	Auctioneering
080704	General Buying Operations
080705	General Retailing Operations
080706	General Selling Skills and Sales Operations
080708	General Marketing Operations
080709	General Distribution Operations
080799	General Retailing/Wholesaling Operations & Skills, Other
080809	Home Products Marketing Operations
080810	Office Products Marketing Operations
080899	Home and Office Products Marketing Operations, Other
080901	Hospitality and Recreation Marketing Operations, General
080902	Hotel/Motel Services Marketing Operations
080903	Recreation Products/Services Marketing Operations
080906	Food Sales Operations
080999	Hospitality and Recreation Marketing Operations, Other
081001	Insurance Marketing Operations
081104	Tourism Promotion Operations
081105	Travel Services Marketing Operations
081199	Tourism and Travel Services Marketing Operations, Other
081203	Vehicle Parts and Accessories Marketing Operations
081208	Vehicle Marketing Operations
081209	Petroleum Products Retailing Operations
081299	Vehicle & Petroleum Products Marketing Operations, Other
081301	Health Products and Services Marketing Operations
089999	Marketing Operations/Marketing and Distribution, Other

COMMUNICATIONS

Code	Name
090101	Communications, General
090201	Advertising
090401	Journalism
090402	Broadcast Journalism
090403	Mass Communications
090499	Journalism and Mass Communication, Other
090501	Public Relations and Organizational Communications
090701	Radio and Television Broadcasting
099999	Communications, Other

COMMUNICATIONS TECHNOLOGIES

Code	Name
100101	Educational/Instructional Media Technology/Technician
100103	Photographic Tech./Technician
100104	Radio and Television Broadcasting Technology/Technician
100199	Communications Technologies/Technicians, Other

COMPUTER AND INFORMATION SCIENCES

Code	Name
110101	Computer and Information Sciences, General
110201	Computer Programming
110301	Data Processing Technology/Technician
110401	Information Sciences and Systems
110501	Computer Systems Analysis
110701	Computer Science
119999	Computer and Information Sciences, Other

PERSONAL AND MISCELLANEOUS SERVICES

Code	Name
120203	Card Dealer
120204	Umpires and Other Sports Officials
120299	Gaming and Sports Officiating Services, Other
120301	Funeral Services and Mortuary Science
120401	Cosmetic Services, General
120402	Barber/Hairstylist
120403	Cosmetologist

120404	Electrolysis Technician
120405	Massage
120406	Make-Up Artist
120499	Cosmetic Services, Other
120501	Baker/Pastry Chef
120502	Bartender/Mixologist
120503	Culinary Arts/Chef Training
120504	Food and Beverage/Restaurant Operations Manager
120505	Kitchen Personnel/Cook and Assistant Training
120506	Meatcutter
120507	Waiter/Waitress and Dining Room Manager
120599	Culinary Arts and Related Services, Other
129999	Personal and Miscellaneous Services, Other

EDUCATION

130101	Education, General
130201	Bilingual/Bicultural Education
130301	Curriculum and Instruction
130401	Education Administration and Supervision, General
130402	Administration of Special Education
130403	Adult and Continuing Education Administration
130404	Educational Supervision
130405	Elementary, Middle & Secondary Education Administration
130406	Higher Education Administration
130407	Community and Junior College Administration
130499	Education Administration and Supervision, Other
130501	Educational/Instructional Media Design
130601	Educational Evaluation and Research
130603	Educational Statistics and Research Methods
130604	Educational Assessment, Testing and Measurement
130699	Educational Evaluation, Research and Statistics, Other
130701	International and Comparative Education
130802	Educational Psychology
130901	Social and Philosophical Foundations of Education
131001	Special Education, General
131003	Education of the Deaf and Hearing Impaired
131004	Education of the Gifted and Talented
131005	Education of the Emotionally Handicapped
131006	Education of the Mentally Handicapped
131007	Education of the Multiple Handicapped
131008	Education of the Physically Handicapped
131009	Education of the Blind and Visually Handicapped
131011	Education of the Specific Learning Disabled
131012	Education of the Speech Impaired
131013	Education of the Autistic
131099	Special Education, Other
131101	Counselor Education Counseling and Guidance Services
131102	College/Postsecondary Student Counseling & Pers Services
131201	Adult and Continuing Teacher Education
131202	Elementary Teacher Education
131203	Junior High/Intermediate/Middle School Teacher Education
131204	Pre-Elem/Early Childhood/Kindergarten Teacher Education
131205	Secondary Teacher Education
131206	Teacher Education, Multiple Levels
131299	General Teacher Education, Other
131301	Agricultural Teacher Education (Vocational)
131302	Art Teacher Education
131303	Business Teacher Education (Vocational)
131304	Driver and Safety Teacher Education
131305	English Teacher Education
131306	Foreign Languages Teacher Education
131307	Health Teacher Education

131308	Home Economics Teacher Education (Vocational)
131309	Technology Teacher Educ/Industrial Arts Teacher Educ
131310	Marketing Operations Teacher Educ/Marketing & Distribution Teacher Educ (Vocational)
131311	Mathematics Teacher Education
131312	Music Teacher Education
131314	Physical Education Teaching and Coaching
131315	Reading Teacher Education
131316	Science Teacher Education, General
131317	Social Science Teacher Education
131318	Social Studies Teacher Education
131319	Technical Teacher Education (Vocational)
131320	Trade and Industrial Teacher Education (Vocational)
131321	Computer Teacher Education
131322	Biology Teacher Education
131323	Chemistry Teacher Education
131324	Drama and Dance Teacher Education
131325	French Language Teacher Education
131326	German Language Teacher Education
131327	Health Occupations Teacher Education (Vocational)
131328	History Teacher Education
131329	Physics Teacher Education
131330	Spanish Language Teacher Education
131331	Speech Teacher Education
131399	Teacher Education, Specific Academic & Vocational Programs, Other
131401	Teaching English as a Second Language/Foreign Language
131501	Teacher Assistant/Aide
139999	Education, Other

ENGINEERING

140101	Engineering, General
140201	Aerospace, Aeronautical and Astronautical Engineering
140301	Agricultural Engineering
140401	Architectural Engineering
140501	Bioengineering and Biomedical Engineering
140601	Ceramic Sciences and Engineering
140701	Chemical Engineering
140801	Civil Engineering, General
140802	Geotechnical Engineering
140803	Structural Engineering
140804	Transportation and Highway Engineering
140805	Water Resources Engineering
140899	Civil Engineering, Other
140901	Computer Engineering
141001	Electrical, Electronics and Communication Engineering
141101	Engineering Mechanics
141201	Engineering Physics
141301	Engineering Science
141401	Environmental/Environmental Health Engineering
141501	Geological Engineering
141601	Geophysical Engineering
141701	Industrial/Manufacturing Engineering
141801	Material Engineering
141901	Mechanical Engineering
142001	Metallurgical Engineering
142101	Mining and Mineral Engineering
142201	Naval Architecture and Marine Engineering
142301	Nuclear Engineering
142401	Ocean Engineering
142501	Petroleum Engineering
142701	Systems Engineering
142801	Textile Sciences and Engineering
142901	Engineering Design
143001	Engineering/Industrial Management
143101	Materials Science
143201	Polymer/Plastics Engineering
149999	Engineering, Other

ENGINEERING-RELATED TECHNOLOGIES

150101	Architectural Engineering Technology/Technician
150201	Civil Engineering/Civil Technology/Technician
150301	Computer Engineering Tech./Technician
150303	Electrical, Electronic and Communications Engineering Technology/Technician
150304	Laser and Optical Technology/Technician
150399	Electrical and Electronic Engineering-Related Technologies/Technicians, Other
150401	Biomedical Engineering-Related Technology/Technician
150402	Computer Maintenance Technology/Technician
150403	Electromechanical Technology/Technician
150404	Instrumentation Technology/Technician
150405	Robotics Technology/Technician
150499	Electromechanical Instrumentation and Maintenance Technologies/Technicians, Other
150501	Heating, Air Conditioning and Refrigeration Technology/Technician
150503	Energy Management and Systems Technology/Technician
150505	Solar Technology/Technician
150506	Water Quality & Wastewater Treatment Technol/Technician
150507	Environmental and Pollution Control Technol/Technician
150599	Environmental Control Technologies/Technicians, Other
150603	Industrial/Manufacturing Technology/Technician
150607	Plastics Technology/Technician
150611	Metallurgical Technology/Technician
150699	Industrial Production Technologies/Technicians, Other
150701	Occupational Safety and Health Technology/Technician
150702	Quality Control Technology/Technician
150799	Quality Control & Safety Technologies/Technicians, Other
150801	Aeronautical & Aerospace Engineering Technol/Technician
150803	Automotive Engineering Technology/Technician
150805	Mechanical Engineering/Mechanical Technology/Technician
150899	Mechanical Engineering-Related Technol/Technicians, Other
150901	Mining Technology/Technician
150903	Petroleum Technology/Technician
150999	Mining and Petroleum Technologies/Technicians, Other
151001	Construction/Building Technology/Technician
151101	Engineering-Related Technology/Technician, General
151102	Surveying
151103	Hydraulic Technology/Technician
159999	Engineering-Related Technologies/Technicians, Other

FOREIGN LANGUAGES AND LITERATURES

160101	Foreign Languages and Literatures, General
160102	Linguistics
160103	Foreign Language Interpretation and Translation
160301	Chinese Language and Literature
160302	Japanese Language and Literature
160399	East & Southeast Asian Languages & Literatures, Other
160402	Russian Language and Literature
160403	Slavic Languages and Literatures (Other Than Russian)

160499	East European Languages and Literatures, Other	200501	Home Furnishings and Equipment Installers and Consultants, General	260617	Evolutionary Biology
160501	German Language and Literature	200502	Window Treatment Maker and Installer	260618	Biological Immunology
160502	Scandinavian Languages and Literatures	200599	Home Furnishings and Equipment Installers	260619	Virology
160599	Germanic Languages and Literatures, Other		and Consultants, Other	260699	Miscellaneous Biological Specializations, Other
160601	Greek Language and Literature (Modern)	200601	Custodial, Housekeeping and Home Services Workers and Managers, General	260701	Zoology, General
160703	South Asian Languages and Literatures	200602	Elder Care Provider/Companion	260702	Entomology
160901	French Language and Literature	200604	Custodian/Caretaker	260704	Pathology, Human and Animal
160902	Italian Language and Literature	200605	Executive Housekeeper	260705	Pharmacology, Human and Animal
160904	Portuguese Language and Literature	200606	Homemaker's Aide	260706	Physiology, Human and Animal
160905	Spanish Language and Literature	200659	Custodial, Housekeeping and Home Services Workers and Managers, Other	260799	Zoology, Other
160999	Romance Languages and Literatures, Other			260999	Biological Sciences/Life Sciences, Other
161101	Arabic Language and Literature	209999	Vocational Home Economics, Other		
161102	Hebrew Language and Literature				
161199	Middle Eastern Languages and Literatures, Other		**LAW AND LEGAL STUDIES**		**MATHEMATICS**
161201	Classics and Classical Languages and Literatures	220101	Law (LL.B., J.D.)	270101	Mathematics
		220102	Pre-Law Studies	270301	Applied Mathematics, General
161202	Greek Language and Literature (Ancient and Medieval)	220103	Paralegal/Legal Assistant	270302	Operations Research
		220104	Juridical Science/Legal Specialization	270399	Applied Mathematics, Other
161203	Latin Language and Literature (Ancient and Medieval)		(LL.M.,M.C.L.,J.S.D./S.J.D.)	270501	Mathematical Statistics
		220199	Law and Legal Studies, Other	279999	Mathematics, Other
161299	Classical and Ancient Near Eastern Languages and Literatures, Other				
			ENGLISH LANGUAGE AND LITERATURE/LETTERS		**MILITARY TECHNOLOGIES**
169999	Foreign Languages and Literatures, Other			290101	Military Technologies
		230101	English Language and Literature, General		
	HOME ECONOMICS	230301	Comparative Literature		**MULTI/INTERDISCIPLINARY STUDIES**
190101	Home Economics, General	230401	English Composition	300101	Biological and Physical Sciences
190201	Business Home Economics	230501	English Creative Writing	300501	Peace and Conflict Studies
190202	Home Economics Communications	230701	American Literature (United States)	300601	Systems Science and Theory
190301	Family and Community Studies	230801	English Literature (British and Commonwealth)	300801	Mathematics and Computer Science
190401	Family Resource Management Studies			301001	Biopsychology
190402	Consumer Economics and Science	231001	Speech and Rhetorical Studies	301101	Gerontology
190499	Family/Consumer Resource Management, Other	231101	English Technical and Business Writing	301201	Historic Preservation, Conservation and Architectural History
		239999	English Language and Literature/Letters, Other		
190501	Foods and Nutrition Studies, General			301301	Medieval and Renaissance Studies
190502	Foods and Nutrition Science			301401	Museology/Museum Studies
190503	Dietetics/Human Nutritional Services		**LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES**	301501	Science, Technology and Society
190505	Food Systems Administration			309999	Multi/Interdisciplinary Studies, Other
190599	Foods and Nutrition Studies, Other	240101	Liberal Arts and Sciences/Liberal Studies		
190601	Housing Studies, General	240102	General Studies		**PARKS, RECREATION, LEISURE AND FITNESS STUDIES**
190603	Interior Environments	240103	Humanities/Humanistic Studies		
190699	Housing Studies, Other	240199	Liberal Art and Sciences, General Studies and Humanities, Other	310101	Parks, Recreation & Leisure Studies
190701	Individual and Family Development Studies, General			310301	Parks, Recreation & Leisure Facilities Management
190703	Family and Marriage Counseling		**LIBRARY SCIENCE**	310501	Health & Physical Education, General
190704	Family Life and Relations Studies			310502	Adapted Physical Education/Therapeutic Recreation
190705	Gerontological Services	250101	Library Science/Librarianship		
190706	Child Growth, Care and Development Studies	250301	Library Assistant	310503	Athletic Training and Sports Medicine
		259999	Library Science, Other	310504	Sport & Fitness Administration/Management
190799	Individual and Family Development Studies, Other				
			BIOLOGICAL SCIENCES/LIFE SCIENCES	310505	Exercise Sciences/Physiology & Movement Studies
190901	Clothing/Apparel and Textile Studies				
199999	Home Economics, Other	260101	Biology, General	310506	Socio-Psychological Sports Studies
		260202	Biochemistry	310599	Health & Physical Education/Fitness, Other
	VOCATIONAL HOME ECONOMICS	260203	Biophysics	319999	Parks, Recreation, Leisure & Fitness Studies, Other
		260301	Botany, General		
200201	Child Care and Guidance Workers and Managers, General	260305	Plant Pathology		
		260307	Plant Physiology		**PHILOSOPHY AND RELIGION**
200202	Child Care Provider/Assistant	260399	Botany, Other		
200203	Child Care Services Manager	260401	Cell Biology	380101	Philosophy
200299	Child Care and Guidance Workers and Managers, Other	260402	Molecular Biology	380201	Religion/Religious Studies
		260499	Cell and Molecular Biology, Other	389999	Philosophy and Religion
200301	Clothing, Apparel & Textile Workers & Managers, General	260501	Microbiology/Bacteriology		
		260601	Anatomy		**THEOLOGICAL STUDIES AND RELIGIOUS VOCATIONS**
200303	Commercial Garment and Apparel Worker	260603	Ecology		
200305	Custom Tailor	260607	Marine/Aquatic Biology	390101	Biblical & Other Theological Languages & Literatures
200306	Fashion and Fabric Consultant	260608	Neuroscience		
200309	Drycleaner and Launderer (Commercial)	260609	Nutritional Sciences	390201	Bible/Biblical Studies
200399	Clothing, Apparel & Textile Workers & Managers, Other	260610	Parasitology	390301	Missions/Missionary Studies and Missology
		260611	Radiation Biology/Radiobiology	390401	Religious Education
200401	Institutional Food Workers and Administrators, General	260612	Toxicology	390501	Religious/Sacred Music
		260613	Genetics, Plant and Animal	390601	Theology/Theological Studies
200404	Dietician Assistant	260614	Biometrics	390602	Divinity/Ministry (B.D., M.Div.)
200405	Food Caterer	260615	Biostatistics	390604	Rabbinical and Talmudic Studies (M.H.L./Rav)
200409	Institutional Food Services Administrator	260616	Biotechnology Research		
200499	Institutional Food Workers and Administrators, Other			390605	Pre-Theological/Pre-Ministerial Studies

390699 Theological and Ministerial Studies, Other
390701 Pastoral Counseling & Specialized Ministries
399999 Theological Studies & Religious Vocations, Other

PHYSICAL SCIENCES

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

SCIENCE TECHNOLOGIES

410101 Biological Technology/Technician
410204 Industrial Radiologic Technology/Technician
410205 Nuclear/Nuclear Power Technology/Technician
410299 Nuclear and Industrial Radiologic Technologies/Technicians, Other
410301 Chemical Technology/Technician
410399 Physical Science Technologies/Technicians, Other
419999 Science Technologies/Technicians, Other

PSYCHOLOGY

420101 Psychology, General
420201 Clinical Psychology
420301 Cognitive Psychology and Psycholinguistics
420401 Community Psychology
420601 Counseling Psychology
420701 Developmental and Child Psychology
420801 Experimental Psychology
420901 Industrial and Organizational Psychology
421101 Physiological Psychology/Psychobiology
421601 Social Psychology
421701 School Psychology
429999 Psychology, Other

PROTECTIVE SERVICES

430102 Corrections/Correctional Administration
430103 Criminal Justice/Law Enforcement Administration
430104 Criminal Justice Studies
430106 Forensic Technology/Technician
430107 Law Enforcement/Police Science
430109 Security and Loss Prevention Services
430199 Criminal Justice and Corrections, Other

430201 Fire Protection and Safety Technology/Technician
430202 Fire Services Administration
430203 Fire Science/Firefighting
430299 Fire Protection, Other
439999 Protective Services, Other

PUBLIC ADMINISTRATION AND SERVICES

440201 Community Organization, Resources and Services
440401 Public Administration
440501 Public Policy Analysis
440701 Social Work
449999 Public Administration and Services, Other

SOCIAL SCIENCES AND HISTORY

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

CONSTRUCTION TRADES

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

MECHANICS AND REPAIRS

470101 Electrical and Electronics Equipment Installer and Repairer, General
470102 Business Machine Repairer
470103 Communication Systems Installer and Repairer
470104 Computer Installer and Repairer
470105 Industrial Electronics Installer and Repairer
470106 Major Appliance Installer and Repairer
470199 Electrical and Electronics Equipment Installer and Repairer, Other

470201 Heating, Air Conditioning and Refrigeration Mechanic and Repairer
470302 Heavy Equipment Maintenance and Repairer
470303 Industrial Machinery Maintenance and Repairer
470399 Industrial Equipment Maintenance & Repairers, Other
470401 Instrument Calibration and Repairer
470402 Gunsmith
470403 Locksmith and Safe Repairer
470404 Musical Instrument Repairer
470408 Watch, Clock and Jewelry Repairer
470499 Miscellaneous Mechanics and Repairers, Other
470501 Stationary Energy Sources Installer and Operator
470603 Auto/Automotive Body Repairer
470604 Auto/Automotive Mechanic/Technician
470605 Diesel Engine Mechanic and Repairer
470606 Small Engine Mechanic and Repairer
470607 Aircraft Mechanic/Technician, Airframe
470608 Aircraft Mechanic/Technician, Powerplant
470609 Aviation Systems and Avionics Maintenance Technologist/Technician
470610 Bicycle Mechanic and Repairer
470611 Motorcycle Mechanic and Repairer
470699 Vehicle & Mobile Equipment Mechanics/Repairers, Other
479999 Mechanics and Repairers, Other

PRECISION PRODUCTION TRADES

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

TRANSPORTATION AND MATERIALS MOVING WORKERS

490101 Aviation and Airway Science
490102 Aircraft Pilot and Navigator (Professional)
490104 Aviation Management
490105 Air Traffic Controller
490106 Flight Attendant
490107 Aircraft Pilot (Private)
490199 Air Transportation Workers, Other
490202 Construction Equipment Operator
490205 Truck, Bus & Other Commercial Vehicle Operator
490299 Vehicle & Equipment Operators, Other
490303 Fishing Technology/Commercial Fishing

490304 Diver (Professional)
490306 Marine Maintenance and Ship Repairer
490309 Marine Science/Merchant Marine Officer
490399 Water Transportation Workers, Other
499999 Transportation & Materials Moving Workers, Other

VISUAL AND PERFORMING ARTS

500101 Visual and Performing Arts
500201 Crafts, Folk Art and Artisanry
500301 Dance
500401 Design and Visual Communications
500402 Graphic Design, Commercial Art & Illustration
500404 Industrial Design
500406 Commercial Photography
500407 Fashion Design and Illustration
500408 Interior Design
500499 Design and Applied Arts, Other
500501 Drama/Theater Arts, General
500502 Technical Theater/Theater Design & Stagecraft
500503 Acting and Directing
500504 Playwriting and Screenwriting
500505 Drama/Theater Literature, History & Criticism
500599 Dramatic/Theater Arts and Stagecraft, Other
500601 Film/Cinema Studies
500602 Film-Video Making/Cinematography & Production
500605 Photography
500699 Film/Video and Photographic Arts, Other
500701 Art, General
500702 Fine/Studio Arts
500703 Art History, Criticism and Conservation
500704 Arts Management
500705 Drawing
500706 Intermedia
500708 Painting
500709 Sculpture
500710 Printmaking
500711 Ceramics Arts and Ceramics
500712 Fiber, Textile and Weaving Arts
500713 Metal and Jewelry Arts
500799 Fine Arts and Art Studies, Other
500901 Music, General
500902 Music History and Literature
500903 Music - General Performance
500904 Music Theory and Composition
500905 Musicology and Ethnomusicology
500906 Music Conducting
500907 Music - Piano and Organ Performance
500908 Music - Voice and Choral/Opera Performance
500909 Music Business Management and Merchandising
500999 Music, Other
509999 Visual and Performing Arts, Other

HEALTH PROFESSIONS AND RELATED SCIENCES

510101 Chiropractic (D.C., D.C.M.)
510201 Communication Disorders, General
510202 Audiology/Hearing Sciences
510203 Speech-Language Pathology
510204 Speech-Language Pathology and Audiology
510205 Sign Language Interpreter
510299 Communication Disorders Sciences & Services, Other
510301 Community Health Liaison
510401 Dentistry (D.D.S., D.M.D.)
510501 Dental Clinical Sciences/Graduate Dentistry (M.S., Ph.D.)
510601 Dental Assistant
510602 Dental Hygienist
510603 Dental Laboratory Technician
510699 Dental Services, Other

510701 Health System/Health Services Administration
510702 Hospital/Health Facilities Administration
510703 Health Unit Coordinator/Ward Clerk
510704 Health Unit Manager/Ward Supervisor
510705 Medical Office Management
510706 Medical Records Administration
510707 Medical Records Technology/Technician
510708 Medical Transcription
510799 Health & Medical Administrative Services, Other
510801 Medical Assistant
510802 Medical Laboratory Assistant
510803 Occupational Therapy Assistant
510804 Ophthalmic Medical Assistant
510805 Pharmacy Technician/Assistant
510806 Physical Therapy Assistant
510807 Physician Assistant
510808 Veterinarian Assistant/Animal Health Technician
510899 Health and Medical Assistants, Other
510901 Cardiovascular Technology/Technician
510902 Electrocardiograph Technology/Technician
510903 Electroencephalograph Technology/Technician
510904 Emergency Medical Technology/Technician
510905 Nuclear Medical Technology/Technician
510906 Perfusion Technology/Technician
510907 Medical Radiologic Technology/Technician
510908 Respiratory Therapy Technician
510909 Surgical/Operating Room Technician
510910 Diagnostic Medical Sonography
510999 Health & Medical Diagnostic & Treatment Services, Other
511001 Blood Bank Technology/Technician
511002 Cytotechnologist
511003 Hematology Technology/Technician
511004 Medical Laboratory Technician
511005 Medical Technology
511006 Optometric/Ophthalmic Laboratory Technician
511099 Health & Medical Laboratory Technologies/Technicians, Other
511101 Pre-Dentistry Studies
511102 Pre-Medicine Studies
511103 Pre-Pharmacy Studies
511104 Pre-Veterinary Studies
511199 Health & Medical Preparatory Programs, Other
511201 Medicine (M.D.)
511301 Medical Anatomy
511302 Medical Biochemistry
511303 Medical Biomathematics and Biometrics
511304 Medical Physics/Biophysics
511305 Medical Cell Biology
511306 Medical Genetics
511307 Medical Immunology
511308 Medical Microbiology
511309 Medical Molecular Biology
511310 Medical Neurobiology
511311 Medical Nutrition
511312 Medical Pathology
511313 Medical Physiology
511314 Medical Toxicology
511399 Basic Medical Sciences, Other
511401 Medical Clinical Sciences (M.S., Ph.D.)
511501 Alcohol/Drug Abuse Counseling
511502 Psychiatric/Mental Health Services Technician
511503 Clinical and Medical Social Work
511599 Mental Health Services, Other
511601 Nursing (R.N. Training)
511602 Nursing Administration (Post-R.N.)
511603 Nursing, Adult Health (Post-R.N.)
511604 Nursing Anesthetist (Post-R.N.)
511605 Nursing, Family Practice (Post-R.N.)
511606 Nursing, Maternal/Child Health (Post-R.N.)
511607 Nursing Midwifery (Post-R.N.)
511608 Nursing Science (Post-R.N.)

511609 Nursing, Pediatric (Post-R.N.)
511610 Nursing, Psychiatric/Mental Health (Post-R.N.)
511611 Nursing, Public Health (Post-R.N.)
511512 Nursing, Surgical (Post-R.N.)
511613 Practical Nurse (L.P.N. Training)
511614 Nurse Assistant/Aide
511615 Home Health Aide
511699 Nursing, Other
511701 Optometry (O.D.)
511801 Opticianry/Dispensing Optician
511802 Optical Technician/Assistant
511803 Ophthalmic Medical Technologist
511804 Orthoptics
511899 Ophthalmic/Optometric Services, Other
511901 Osteopathic Medicine (D.O.)
512001 Pharmacy (B. Pharm., Pharm.D.)
512002 Pharmacy Administration and Pharmaceutics
512003 Medical Pharmacology & Pharmaceutical Sciences
512099 Pharmacy, Other
512101 Podiatry (D.P.M., D.P., Pod.D.)
512201 Public Health, General
512202 Environmental Health
512203 Epidemiology
512204 Health and Medical Biostatistics
512205 Health Physics/Radiologic Health
512206 Occupational Health & Industrial Hygiene
512207 Public Health Education and Promotion
512299 Public Health, Other
512301 Art Therapy
512302 Dance Therapy
512303 Hypnotherapy
512304 Movement Therapy
512305 Music Therapy
512306 Occupational Therapy
512307 Orthotics/Prosthetics
512308 Physical Therapy
512309 Recreational Therapy
512310 Vocational Rehabilitation Counseling
512399 Rehabilitation/Therapeutic Services, Other
512401 Veterinary Medicine (D.V.M.)
512501 Veterinary Clinical Sciences (M.S., Ph.D.)
512601 Health Aide
512701 Acupuncture and Oriental Medicine
512702 Medical Dietician
512703 Medical Illustrating
512704 Naturopathic Medicine
512705 Psychoanalysis
512801 Dental/Oral Surgery Specialty
512802 Dental Public Health Specialty
512803 Endodontics Specialty
512804 Oral Pathology Specialty
512805 Orthodontics Specialty
512806 Pedodontics Specialty
512807 Periodontics Specialty
512808 Prosthodontics Specialty
512899 Dental Residency Programs, Other
512901 Aerospace Medicine Residency
512902 Allergies and Immunology Residency
512903 Anesthesiology Residency
512904 Blood Banking Residency
512905 Cardiology Residency
512906 Chemical Pathology Residency
512907 Child/Pediatric Neurology Residency
512908 Child Psychiatry Residency
512909 Colon and Rectal Surgery Residency
512910 Critical Care Anesthesiology Residency
512911 Critical Care Medicine Residency
512912 Critical Care Surgery Residency
512913 Dermatology Residency
512914 Dermatopathology Residency
512915 Diagnostic Radiology Residency
512916 Emergency Medicine Residency
512917 Endocrinology and Metabolism Residency
512918 Family Medicine Residency
512919 Forensic Pathology Residency
512920 Gastroenterology Residency
512921 General Surgery Residency

512922 Geriatric Medicine Residency
512923 Hand Surgery Residency
512924 Hematology Residency
512925 Hematological Pathology Residency
512926 Immunopathology Residency
512927 Infectious Disease Residency
512928 Internal Medicine Residency
512929 Laboratory Medicine Residency
512930 Musculoskeletal Oncology Residency
512931 Neonatal-Perinatal Medicine Residency
512932 Nephrology Residency
512933 Neurological Surgery/Neurosurgery Residency
512934 Neurology Residency
512935 Neuropathology Residency
512936 Nuclear Medicine Residency
512937 Nuclear Radiology Residency
512938 Obstetrics and Gynecology Residency
512939 Occupational Medicine Residency
512940 Oncology Residency
512941 Ophthalmology Residency
512942 Orthopedics/Orthopedic Surgery Residency
512943 Otolaryngology Residency
512944 Pathology Residency
512945 Pediatric Cardiology Residency
512946 Pediatric Endocrinology Residency
512947 Pediatric Hemato-Oncology Residency
512948 Pediatric Nephrology Residency
512949 Pediatric Orthopedics Residency
512950 Pediatric Surgery Residency
512951 Pediatrics Residency
512952 Physical & Rehabilitation Medicine Residency
512953 Plastic Surgery Residency
512954 Preventive Medicine Residency
512955 Psychiatry Residency
512956 Public Health Medicine Residency
512957 Pulmonary Disease Residency
512958 Radiation Oncology Residency
512959 Radioisotopic Pathology Residency
512960 Rheumatology Residency
512961 Sports Medicine Residency
512962 Thoracic Surgery Residency
512963 Urology Residency
512964 Vascular Surgery Residency
512999 Medical Residency Programs, Other
513001 Veterinary Anesthesiology
513002 Veterinary Dentistry
513003 Veterinary Dermatology
513004 Veterinary Emergency & Critical Care Medicine
513005 Veterinary Internal Medicine
513006 Laboratory Animal Medicine
513007 Veterinary Microbiology
513008 Veterinary Nutrition
513009 Veterinary Ophthalmology
513010 Veterinary Pathology
513011 Veterinary Practice
513012 Veterinary Preventive Medicine
513013 Veterinary Radiology
513014 Veterinary Surgery
513015 Theriogenology
513016 Veterinary Toxicology
513017 Zoological Medicine
513099 Veterinary Residency Programs, Other
519999 Health Professions and Related Sciences, Other

BUSINESS MANAGEMENT AND ADMINISTRATIVE SERVICES

520101 Business, General
520201 Business Administration and Management, General
520202 Purchasing, Procurement and Contracts Management
520203 Logistics and Materials Management
520204 Office Supervision and Management
520205 Operations Management and Supervision
520206 Non-Profit and Public Management
520299 Business Administration and Management, Other
520301 Accounting
520302 Accounting Technician
520399 Accounting, Other
520401 Administrative Assistant/Secretarial Science, General
520402 Executive Assistant/Secretary
520403 Legal Administrative Assistant/Secretary
520404 Medical Administrative Assistant/Secretary
520405 Court Reporter
520406 Receptionist
520407 Information Processing/Data Entry Technician
520408 General Office/Clerical and Typing Services
520499 Administrative and Secretarial Services, Other
520501 Business Communications
520601 Business/Managerial Economics
520701 Enterprise Management and Operation, General
520702 Franchise Operation
520799 Enterprise Management and Operation, Other
520801 Finance, General
520802 Actuarial Science
520803 Banking and Financial Support Services
520804 Financial Planning
520805 Insurance and Risk Management
520806 International Finance
520807 Investments and Securities
520808 Public Finance
520899 Financial Management and Services, Other
520901 Hospitality Administration Management
520902 Hotel/Motel and Restaurant Management
520903 Travel-Tourism Management
520999 Hospitality Services Management, Other
521001 Human Resources Management
521002 Labor/Personnel Relations and Studies
521003 Organizational Behavior Studies
521099 Human Resources Management, Other
521101 International Business
521201 Management Information Systems and Business Data Processing, General
521202 Business Computer Programming/Programmer
521203 Business Systems Analysis and Design
521204 Business Systems Networking & Telecommunications
521205 Business Computer Facilities Operator
521299 Business Information & Data Processing Services, Other
521301 Management Science
521302 Business Statistics
521399 Business Quantitative Methods & Mgt Science, Other
521401 Business Marketing & Marketing Management
521402 Marketing Research
521403 International Business Marketing
521499 Marketing Management and Research, Other
521501 Real Estate
521601 Taxation
529999 Business Management & Administrative Services, Other

4104 - Year of Degree
(DEGREE YEAR)

DEFINITION:

    An entry to indicate year in which degree was conferred, using last two
    digits of the calendar year designation (e.g., 83 for 1983).

FIELD:

    2 numeric characters, fixed length.

INPUT:

    For all types of action use Standard Form 52, Request for Personnel Action,
    Block 39F (SF-52) and Form AID 4-497, Supplemental Data. (PER-11).

VALUES:

    00 to 99.

4105 - School From Which Degree Obtained
(DEGREE-SCHOOL)

DEFINITION:

The name of the college or university from which the degree was obtained.

FIELD:

20 alphabetic characters, variable length with trailing blanks.

INPUT:

For all types of action use Standard Form 52 Request for Personnel Action, Block 39F (SF-52) and Form AIDF 4-497, Supplemental Data. (PER-11).

REMARKS:

Within the permitted 20 characters, including spaces, as much as the name of the school as possible should be included. However, often abbreviations will be required. Where needed, use UNIV for university COL for college, and state abbreviations. Other abbreviations may be used, as needed.

4201 - Type of Other Training
(TRAINING-OTHER)

DEFINITION:

An entry to indicate other training not reflected elsewhere which may be
considered in making assignments.

FIELD:

25 alphanumeric characters, variable length, with trailing blanks.

DESCRIPTION:

This data element will be used to record types of training not otherwise
reflected in the employee's computer record. Normally, such training will
be technical in nature, obtained at technical or business school. However,
they may be specialized training received in college in a field separate
from that of the major degree shown in DIN 4102. Typical entries are:

                    COMPUTER PROGRAMMER COBOL
                    CONSOLE OPR IBM 1401
                    DRAFTING
                    MEDICAL LAB ASST
                    TV REPAIR

Where necessary, abbreviations will be used to keep the entry into the 25
characters permitted.

INPUT:

    Accession: Form AID 4-497, Supplemental Qualifications. (PER-11)

    Change: Form AID 4-497, Supplemental Qualifications. (PER-11).

    Delete: Form AID 4-497, Supplemental Qualifications. (PER-11).

REMARKS:

Three repetitions of this data element are permitted.

Deletion is accomplished by entering a minus (-) in the first character of
this data element on PER-11. However, this deletes all repetitions in the
record. If it is desired that only one of, say, three repetitions be
deleted, it will necessary to re-enter the two which are to be retained.
This is done at least one day after entry of the delete transaction.

4501 - Special Qualifications
(SPECIAL-QUAL)

DEFINITION:

A code to identify other special qualifications which an employee may possess and which have not been recorded elsewhere.

FIELD:

2 numeric characters, fixed length.

INPUT:

Accession: Form AID 4-497, Supplemental Qualifications.   (PER-11)

Change: Form AID 4-497, Supplemental Qualifications.   (PER-11)

Delete: Form AID 4-497, Supplemental Qualifications.   (PER-11)

CODES:

01 = Airplane Pilot License
02 = Attorney Admitted to Bar
03 = Automotive Mechanic
04 = Carpenter/Cabinet Maker
05 = Certified Professional Engineer
06 = Certified Public Accountant
07 = Draftsman
08 = Electrician
09 = Landscape Gardener
10 = Machinist
11 = Medical Doctor
12 = Metal Worker
13 = Nurse Practical
14 = Nurse Registered
15 = Photographer
16 = Plumber
17 = Radio Operator License
18 = Teachers Certificate
19 = Disaster Assistance
20 = Foreign Policy/Global Affairs

REMARKS:

Remarks for DIN 4201 are also applicable to 4501.

4601 - Course Code
(TRAIN-COURSE)

DEFINITION:

A code to identify a training course, sponsored by A.I.D.,
completed successfully by the employee.

FIELD:
A numeric or alphanumeric characters, fixed length. (Except
for language training.)

INPUT:
Form AID 4-500, Training Course Completed. (PER-14)

REMARKS:
The transaction PER-14 inputs all training course data
elements, DINS 4601 through 4611. As a minimum, to enter a
training course completion, DIN 4601, 4602, 4604, 4605,
4606, 4608, and either 4610 or 4611, or both, must be input.

To delete an entry, enter the course code, data course
completed, and a minus (-) sign in the first box of
Obligated Service Month and Year. This automaticlly deletes
the entire entry.

CODES:

Valid course codes include the language codes and all of
those listed on the following pages.

```
4601 - COURSE CODE - Continued
        (TRAIN-COURSE)

  COURSE          TITLE

    100      INTL DEVEL PGM

200 - 299 MISCELLANEOUS

    201      ED-CST-EFFY-STRATEGY
    202      FOOD PROD/CON LNK
    203      ENERGY TRAINING CORS
    204      SMALL FARMER MRKT
    205      AG/RD STATE-OF-ART
    206      AGRICULTURAL POLICY
    207      EDUCA-HUMAN-RSRCS
    208      AGRO-FORESTRY
    209      PRI SEC ROLE IN DEV
    210      HPN STATE-OF-ART

300 - 399 ORIENTATION TRAINING

    301      5/6 WK ORIENT WORLDW
    302      3/4 WK ORIENT WORLDW
    303      1/2 WK ORIENT WORLDW
    304      3WK FSI AREA STUDIES
    305      2WK FSI AREA STUDIES
    306      4WK VIETNAM ORIENT
    307      2WK VIETNAM ORIENT
    308      2WK VIETNAM ORIENT
    309      3WK VIETNAM ORIENT
    310      2WK AIDW PROF ORIENT
    311      1WK AIDW PROF ORIENT
    312      1WK AIDW PROF ORIENT
    313      1WK AIDW ADM/CL/SEC
    314      LONG TERM VN - VTC
    315      6WK VN OPNS - VTC
    316      1 WK CTR SPCFC
    317      2 WK MID-LEVEL ENTRY
    318      NEW ENTRY COURSE
    319      ETHICS TRAINING

400 - 499 SENIOR TRAINING
    401      FSI - SENIOR SEMINAR
    402      NATIONAL WAR COLLEGE
    403      IND COL ARMED FORCES
    404      CTR INTNL AFRS-HARVD
    405      ARMY WAR COLLEGE
    406      AIR WAR COLLEGE
    407      NAVAL WAR COLLEGE
    408      SCH ADV INTNL ST JHU
    410      W WILSON SCH-PCTN
    411      FELLOWSHIPS
```

COURSE   TITLE

500 - 599 LONG TERM ACADEMIC TRAINING

Course	Title
501	ADM/MGT
502	AGRICULTURE
503	ECONOMICS
504	ENGINEERING
505	FINANCE
506	POLITICAL SCIENCE
507	POP/FAMILY PLANNING
508	PUBLIC ADMIN
509	PUBLIC HEALTH
510	SOC/PL DEV TITLE IX
511	SYSTEMS ANALYSIS
512	SOCIAL SCIENCE
513	EDUCATION
514	MATH AND STATISTICS
515	ECONOMICS-FSI
516	ECONOMIC DEVELOPMENT
517	LAW
518	URBAN AFFAIRS
523	COMMUNICATIONS/LONG
524	TRANSPORTATION
525	AGRICULTURE ECONOMIC
526	ANTHROPOLOGY
527	INTERNATIONAL AFFAIR
528	INTERNATIONAL ECON
529'	NUTRITION
53A	AGRIBUS MARKET/MGT
53B	ENV IMPACT ASSESSMNT
530	RURAL DEVELOPMENT
531	INTL DEVELOPMENT
532	INTL PUBLIC POLICY
533	ENVIRONMENT
534	URBAN DEVELOPMENT
535	NATURAL RESOURCES
536	SLOAN PROGRAM
537	PERSONNEL/IND REL
538	PRIVATE SECTOR DEVEL
539	FOOD & AGRIC
540	OTHER LONG TERM TNG

COURSE	TITLE

600 - 699 SHORT COURSES

COURSE	TITLE
60A	ADV DBASE
60B	ADV LOTUS/DATA BASE
60C	ADV LOTUS/MACROS
60D	ADV LOTUS/SPREDSHEET
60E	REFRESHER DBASE
60F	REFRESHER LOTUS
60G	SPREADSHEET INTRO
60H	MULTIPLAN INTRO
60I	ADV LOTUS/PROJ MGMT
60J	PROJECT MGT/TIMELINE
60K	CNPP COURSE
60L	FED AND AID ACQ REGS
60M	ADV AID CONTRACTING
60N	LETTERS OF CREDIT
60O	EXPORT DOCUMENTATION
60P	FINANCIAL ANALYSIS
60Q	ENGLISH SKILLS WKSHP
60R	BASIC SEC SKILLS
60S	CAREER MGT WORKSHOP
60T	INTERMEDIATE DBASE
60U	MICROSOFT PROJECT
60V	WP: BASICS
60W	FREELANCE
60X	HARVARD GRAPHICS
60Y	WP 5 1: INTERMEDIATE
60Z	CICA
600	SHORT TERM SUP TRN
601	BASIC PERSONNEL
602	ADVANCED PERSONNEL
603	ADP, EXTERNAL
604	SUPERV/SUP I OR II
605	MANAGEMENT/AMS
606	COMMUNICATIONS
607	CLERICAL SKILLS
608	EQUAL EMPLOYMENT
609	HUMAN RELATIONS
61A	LOTUS 2 4 MACROS
61B	WP DOS-DOCUMENT EDIT
61C	WP FOR DOS-COLUMNS
61D	WP FOR DOS-TABLES
61E	PC FILE MANAGEMENT
61F	INTRO WP WIN REFRESH
61G	WP WINDOWS-DOC-FILE
61H	WP WINDOWS-COLUMN
61I	WP WINDOWS-TABLES
61J	WP WINDOWS-GRAPHICS

4601 - COURSE CODE - Continued
       (TRAIN-COURSE)

COURSE	TITLE
610	READING
611	SUPPLY MANAGEMENT
612	CONTRACTS
613	EXECUTIVE
614	UNIVERSITY
615	REFRESHER
616	PIES
617	MIDS
619	INTERCULTURAL DYNMCS
62A	ANALYSIS & DEVELOPMT
62B	IMPLEMTTN & EVALUATN
62C	WORKSHOP
620	POPULATION
622	NIS
623	INTERNAL DEFENSE
624	GSO
625	ADMIN MANAGEMENT
626	PROJ MGT IMPROVEMENT
627	PROJ IMPLEMENTATION
628	COMPUTER
629	FSI MIS PROFESSIONAL
63A	ALTER DISPUTE RESOL
63B	CUSTOMER SERVICE TRG
63C	PRESENTATION SKILLS
63D	PROPERTY MANAGEMENT
63E	SPACE MANAGEMENT
63F	RECORDS MANAGEMENT
63G	FORMS MANAGEMENT
63H	DECISION-MAKING
63I	LISTENG & MEMORY DVL
63J	MARKETING
63K	BUDGET
63L	TRADE
63M	TELECOMMUNICATIONS
63N	CAREER DEVELOPMENT
63O	EVALUATION
630	PD&E WORKSHOP
631	ACCOUNTING/AUDITING
632	AUDITOR MANAGEMENT
633	COMP SPEC TNG 1ST YR
634	COMP SPEC TNG 2ND YR
635	COMP SPEC TNG 3RD YR
636	FAES/FAIS
637	PDM I
638	PDM II
639	BASIC STENOG
640	INTERMEDIATE STENOG
641	ADVANCED STENOG
642	REC FILING WORKSHOP

643	EXEC SEC SEMINAR
644	BASIC COMMUNIC SKILL
645	ECONOMICS
646	FINANCIAL
647	LEGAL
648	LABOR RELATIONS
649	STATISTICS/MATH
65A	EXPORT PROMOTION
65B	INVESTMENT PROMOTION
65C	AID PAYMT PROCESSING
65D	AID TRAVL VOUCH PREP
65E	AID MSN ACCT/FIN REP
650	GOVERNMENT
651	PSYCHOLOGY
652	EDUCATION
653	WRITING
654	SOCIAL SCIENCES
655	PROGRAMMING
656	BUS ADMINISTRATION
657	PROCUREMENT
658	TRANSPORTATION
659	ENVIRONMENT
66A	7WK DVL STUDIES PROG
66B	MGT CONTROLS SEM (1)
66C	MGT CONTROLS SEM (3)
66D	POLICY REFORM WRKSHP
66E	DEMOCRACY INITIATIVE
66F	ENVIRON ECONOMICS
66G	METRIC TRNG
66H	STANDS ETHIC CONDUCT
66I	ETHICAL DECSN MAKING

COURSE	TITLE
660	UPWARD MOBILITY PROG
661	OD WORKSHOP
662	FSI NARCOTICS
663	NARCOTICS NON-FSI
664	OTHER SHORT TERM TNG
665	DEVLPMT STUDIES PROG
666	SECTOR ANALYSIS
667	FLD TRAINING COURSES
668	PUBLIC HEALTH
669	SUPERV ROLE PERS MGT
67A	NEGOTIATION SKILLS
67B	RAPID APPRAIS TECHN
67C	WP/W MACROS
67D	MS DOS 5 0
67E	INTERM WP WINDOWS
67F	WP/FORMAT
67M	WP/W MERGE
67N	INTRO WINDOWS
67R	INTRO WP WINDOWS
67S	INTERM LOTUS 2 4
67U	INTRO LOTUS 2 4
67W	EXTENDED INTRO WPWIN
67X	INTERIM CONCEPT WPWIN
670	ANALYTICAL SKILLS WS
671	FINANCIAL ANALY PROG
672	PBAR
673	DVL STUDIES PROG-C
674	CONTR/COMMOD/FIN MGT
675	SEMINAR ON TERRORISM
676	PREPROF TUTORIAL CRS
677	AFT HRS ACAD TRNG
678	WANG-WP-OIS
679	WANG-OIS ADVANCED
68A	WANG OIS REFRESHER
68B	WANG WP-PC
68C	WANG PC REFRESHER
68D	WANG PC ADVANCED
68E	TEMPEST
68F	WANG ASC OIS
68G	T & A -RULES & REGS
68H	SENIOR MGT SUPPL TNG
68I	T&A-AETA
68J	ADVANCED WP REFRESHR
68K	BASIC SUPV SKILLS
68L	INTRO SUPVN & MGT
68M	WANG MATHPAK/GLOSS
68N	WANG PROF ACCESS TNG
68P	STRESS MANAGEMENT

4601 - COURSE CODE - Continued
(TRAIN-COURSE)

COURSE   TITLE

68Q   WP PLUS TRANSITION
68R   SUP SKILLS LEAD SEC
68S   SPRDSHT 1-2-3 MAINFR
68T   1-2-3 MAINFR CONCEPT
68V   DBASE IV
68W   LOTUS 3 1
68X   INTERMED DBASE IV
68Y   INTER HARV GRAPHIC
68Z   INTERMED LOTUS
680   WANG-ADV FUNCTIONS
681   WANG-LIST PROCESSING
682   WANG-DECISION PROC
683   WANG-OIS SYSTEM MGR
684   USE OF WANG ADV FUNC
685   LEAD OPERATOR TRNG
687   BASIC PROJ DES/IMPL

COURSE	TITLE
688	SENIOR MGT COURSE
689	MGT SKILLS COURSE
69A	MICROS FOR MANAGERS
69B	SAS ADV MAINFRAME
69C	SAS FOR THE PC
69D	INQUIRE MAINFRAME
69E	IDMS MAINFRAME
69F	VSAM MAINFRAME
69G	COBOL MAINFRAME
69H	SPSS MAINFRAME
69I	SPSS/PC PLUS
69J	WP 5 1: MERGE
69K	WP 5 1: STYLES
69L	WP 5 1: GRAPHICS
69M	WP 5 1 MACROS
69N	BANYAN VINES COURSE
69P	LOTUS NEW FEATURES
69Q	WP5 1TABLES &COLUMNS
69R	WP 5 1 LEGAL CLINIC
69S	8200 ADV CONCEPT WP
69T	WP5 1/DESKTOP PUBL
69U	HARVARD GRAPH INTERM
69V	PAGEMAKER PUBLISHING
69W	VENTURA PUBLISHING
69X	LOTUS MACROS WKSHP
69Y	LAN SYS ADMIN
690	DVL STUDIES PROG-A
691	DVL STUDIES PROG-B
692	SUPERCALC
693	DBASE INTRO
694	MICRO STAT
695	WORD STAR
696	OPERATING SYSTEMS
697	INTRO TO MICROS
698	LOTUS 1-2-3 INTRO
699	SAS MAINFRAME

4601 - COURSE CODE - Continued
     (TRAIN-COURSE)

       COURSE   TITLE

700 - 799 UNIVERSITY TRAINING CODES

       701   ACCOUNTING
       702   ADVERTISING
       703   AGRICULTURE
       704   AGRONOMY
       705   ANIMAL HUSBANDRY
       706   ANTHROPOLOGY
       707   ARCHITECTURE
       708   ART
       709   ARCHEOLOGY
       710   BEHAVORIAL SCIENCES
       711   BIOLOGICAL SCIENCES
       712   BUSINESS ADMIN
       713   BUSINESS LAW
       714   CARTOGRAPHY
       715   COMMERICAL/SECRETARL
       716   COMMUNICATIONS
       717   COMPUTER PROGRAMMING
       718   COMPUTER SCIENCES
       719   ECONOMICS
       720   EDUCATION
       721   ENGINEERING, GENERAL
       722   ENGINEERING, ARCHIT
       723   ENGINEERING, CIVIL
       724   ENGRG, ELECTRICAL
       725   ENGRG, ELECTRONIC
       726   ENGINEERING, MECH
       727   ENGINEERING, RADIO
       728   ENGLISH
       729   ENGLISH LITERATURE
       730   FINANCE/BANKING
       731   FINE ARTS
       732   FISHERIES
       733   FORESTRY
       734   GEOGRAPHY
       735   HISTORY
       736   HISTORY/ECONOMICS
       737   HISTORY/POL SCIENCE
       738   HOME ECONOMICS
       739   HUMANITIES
       740   INDUSTRIAL ARTS
       741   IND/LABOR RELATIONS
       742   INTERNATIONAL LAW
       743   INTL RELATIONS
       744   INTL STUDIES, GEN

COURSE	TITLE
745	INTL STUDIES, AFRICA
746	INTL STUDIES, E EURO
747	INTL STUDIES, W EURO
748	INTL STUDIES, USSR
749	INTL STUDIES, FAR EA
750	INTL STUDIES, LAT AM
751	INTL STUDIES, NR EA
752	INTL STUDIES, S ASIA
753	INTL DVLPMT ECON
754	INTL/FOREIGN TRADE
755	JOURNALISM
756	LABOR
757	LAW
758	LIBERAL ARTS
759	LIBRARY SCIENCE
760	LINGUISTICS
761	LITERATURE
762	MATHEMATICS
763	MEDICINE, MD DEGREE
764	MEDICAL SCIENCES
765	MILITARY SCIENCE
766	MUSIC
767	NURSING
768	NUTRITION
769	PERSONNEL ADMIN
770	PHILOSOPHY
771	PHOTOGRAPHY
772	PHYSICAL SCIENCES
773	POLICE SCIENCE
774	POLITICAL SCIENCE
775	POL SCI/ECONOMICS
776	PSYCHOLOGY, GENERAL
777	PSYCHOLOGY, CLINICAL
778	PSYCHOLOGY, INDUS
779	PSYCHOLOGY, SOCIAL
780	PUBLIC ADMIN
781	PUBLIC HEALTH
782	PUBLIC RELATIONS
783	RADIO/TELEVISION
784	RELIGION
785	SOCIAL SCIENCES

4601 - COURSE CODE - Continued
        (TRAIN-COURSE)

        COURSE   TITLE

        786   SOCIAL WORK
        787   SOCIOLOGY
        788   SPEECH AND DRAMA
        789   STATISTICS
        790   SYSTEMS ANALYSIS
        791   URBAN STUDIES
        792   VOCATIONAL GUIDANCE
        793   ZOOLOGY

800 - 899 EXECUTIVE DEVELOPMENT TRAINING

        801   OPM EXEC DVL SEMINAR
        802   OPM MGT DEV SEM
        803   FED EXECUTIVE INST
        804   ADMIN DEVEL SEMINAR
        805   ASSESSMENT CEN WKSP
        806   OPM SEM NEW MGRS
        807   HVD: SR MGRS IN GOVT
        808   HVD: EXEC DEV PROG
        809   MIT:PROG FOR SR EXEC
        810   CMU:URB/PUB AFFAIRS
        811   USC-WPAC:INTEN SEMES
        812   CCL:LEADER DEV PROG
        813   CO:MGT PRINCIPLES
        814   CO: ORG GOALS
        815   USDOC: EXEC FORUM
        820   OTHER EXECUTIVE DVL
        821   DIFFERENCES AS ASSET
        822   MANAGING TEAMS
        823   EFFICIENT DECISIONS
        824   SENIOR MGT REFRESHER
        825   PERFORMANCE MGT WKSP

900 - 999 SPECIAL TRAINING

        901   TNG AT ASIA TNG CTR
        902   AID PER APPRASL WKSP
        903   T&A-RULES AND REGS
        904   T&A-AETA
        905   T&A-REFRESHER

4602 - Data Course Completed
                         (TRAIN-COMP-DATE)

DEFINITION:

    Data on which the training course was completed.

FIELD:

    6 numeric characters, fixed length (MMDDYY format)

INPUT:

    Form AID 4-500, Training Course Completed.   (PER-14)

REMARKS:

    This data element, along with DINs 2101, 4601, 4604, 4605,
    4606, 4607, 4608, 4609, as appropriate, and 4610 or 4611 or
    both, must be entered on a PER-14 after a training course
    has been completed.

    Deletion of this data element is the responsibility of the
    Training Division. To delete a course this data element and
    DINs 2101 and 4601 must be filled in, aling with a "-" in
    the first box of DIN 4603, submitted on a PER-14.

4603 - Obligated Service Month/Year
(TRAIN-OBLIG-DATE)

DEFINITION:

The month and year upon which employee's mandatory service,
incurred as a result of training received at Agency expense,
will be fulfilled.

FIELD:

4 numeric characters, fixed length (MMDDYY format).

INPUT:

Form AID 4-500, Training Course Completed. (PER-14)

REMARKS:

Deletion of this data element is the responsibility of the
Training Division. This data element (DIN 4603) with a "-"
in the first box plus filled-in values for DINs 2101, 4601
and 4602 on a PER-14 will delete an entire entry.

4604 - Purpose of Training
                         (TRAIN-PURPOSE)

DEFINITION:

    A code to identify the purpose for the employee taking the
    course.

FIELD:

    1 numeric character, fixed length.

INPUT:

    Form AID 4-500, Training Course Completed. (PER-14)

REMARKS:

    This data element, along with DINs 2101, 4601, 4602, 4605,
    4606, 4607, 4608, or 4609, as appropriate, and 4610 or 4611
    or both, must be entered on a PER-14 after a training course
    has been completed.

CODES:

    1 = As a result of mission or program change
    2 = As a result of new technology
    3 = As a result of new work assignments
    4 = To improve present performance
    5 = To meet future staffing needs
    6 = To develop unavailable skills
    7 = Trade or craft apprenticeship
    8 = Orientation
    9 = Adult basic education

4605 - Type of Training
(TRAIN-TYPE)

DEFINITION:

A code to identify general category of the training course completed.

FIELD:

1 numeric character, fixed length.

INPUT:

Form AID 4-500, Training Course Completed. (PER-14)

REMARKS:

This data element, along with DINs 2101, 4601, 4602, 4604, 4605, 4606, 4607, 4608, and 4609, as appropriate, and 4610 or 4611 or both, must be entered on a PER-14 after a training course has been completed.

CODE:

1 = Executive and Management
2 = Supervisory
3 = Legal, Medical, Scientific, or Engineering
4 = Administration and Analysis
5 = Specialty and Technical
6 = Clerical
7 = Trade and Craft
8 = Orientation
9 = Adult basic education

4606 - Source of Training
                       (TRAINING-SOURCE)

DEFINITION:

    A code to indicate the activity that provided the training
    course.

FIELD:

    1 numeric character, fixed length.

INPUT:

    Form AID 4-500, Training Course Completed.   (PER-14)

REMARKS:

    This data element, along with DINs 2101, 4601, 4602, 4604,
    4605, 4607, 4608, or 4609, as appropriate, and 4610 or 4611
    or both, must be entered on a PER-14 after a training
    course has been completed.

CODES:

    1 = Government-Agency
    2 = Government-Interagency
    3 = Non-Government - Designed for Agency
    4 = Non-Government "Off the Shelf"
    5 = State or Local Government

4607 - Special Interest Program
                         (TRAIN-SPEC-INT-PROG)

DEFINITION:

    A code to indicate that the training provided the employee
    was a part of a planned action of the agency in support of
    the "high interest" program area such as Executive
    Development or Supervision.

FIELD:

    1 numeric character, fixed length

INPUT:

    Form AID 4-500, Training Course Completed.   (PER-14)

REMARKS:

    This data element, along with DINs 2101, 4601, 4602, 4604,
    4605, 4606, 4608, or 4609, as appropriate, and 4610 or 4611
    or both, must be entered on a PER-14 after a training course
    has been completed.

CODES:

    0 = No special program
    1 = Executive development
    2 = Supervision

4608 - Direct Costs
(TRAIN-DIR-COST)

DEFINITION:

Total dollar amount expended for each completed instance of
training. In the case of training provided by the Agency
internally, this includes the cost of books, supplies, and
materials, directly associated with the training. In the
case of training acquired from external sources, this
includes the dollar amounts paid for tuition, laboratory or
library fees, books, and other materials or supplies for
each completed instance of training.

FIELD:

4 numeric character, fixed length (zero fill to left if less
than $1000; e.g., 0050 for $50).

INPUT:

Form AID 4-500, Training Course Completed. (PER-14)

REMARKS:

This data element, along with DINs 2101, 4601, 4602, 4604,
4605, 4606, 4607, or 4609, as appropriate, and 4610 or 4611
or both, must be entered on a Per-14 after a training course
has been completed.

4609 - Indirect Costs
(TRAIN-INDIR-COST)

DEFINITION:

The dollar amount paid by the Federal Government for
transportation, lodging, and subsistence in connection with
a completed instance of training.

FIELD:

4 numeric character, fixed length (zero fill to left if less
than $1000; e.g., 0050 for $50).

INPUT:

Form AID 4-500, Training Course Completed. (PER-14)

REMARKS:

This data element, along with DINs 2101, 4601, 4602, 4604,
4605, 4606, 4607, or 4608, as appropriate, and 4610 or 4611
or both, must be entered on a PER-14 after a training course
has been completed.

4610 - On-Duty Hours
(TRAIN-ON-DUTY-HRS)

DEFINITION:

The duration in duty-time hours (i.e., in work status) of
each completed instance or training. An instance of
training is any planned course of instruction of eight hours
or more. The training may be conducted in classrooms, on
the work site, in learning centers, or through
correspondence courses.

FIELD:

4 numeric character, fixed length (zero fill to left if less
than 1000 hours; e.g., 0008 for 8 hours).

INPUT:

Form AID 4-500, Training Course Completed. (PER-14)

REMARKS:

This data element, along with DINs 2101, 4601, 4602, 4604,
4605, 4606, 4607, 4608, or 4609, as appropriate, and/or
4611, must be entered on a PER-14 after a training course
has been completed.

4611 - Off-Duty Hours
(TRAIN-OFF-DUTY-HRS)

DEFINITION:

The duration of off-duty (i.e., in non-work status) of each
completed instance or training. An instance of training is
as defined for DIN 4610.

FIELD:

4 numeric character, fixed length (zero fill to left if less
than 1000 hours; e.g., 0008 for 8 hours).

INPUT:

Form AID 4-500, Training Course Completed. (PER-14)

REMARKS:

This data element, along with DINs 2101, 4601,4602, 4604,
4605, 4606, 4607, 4608, or 4609, as appropriate, and/or or
4610, must be entered on a PER-14 after a training course
has been completed.

4801 - Language Code
                          (EMP-LANGUAGE)

DEFINITION:

    A code to identify language in which an employee possesses
    speaking and/or reading ability.

FIELD:

    2 alphabetic characters, fixed length.

INPUT:

    Accession: Form AID 4-501A, Foreign Language
    Qualifications.

    Other   Form AID 4-501, Language Proficiency and MLAT.
                (PER-14)

CODES:

    Language codes are shown in DIN 1408, Position Language
    Code.

REMARKS:

    Five repetitions of Language Proficiency Data are permitted.

    *Deletion is the responsibility of the Training Division.
    To delete a language, fill in language code and place "-"
    in the first box under Speak on a PER-16. This
    automatically deleted all data elements in that repetition.

4802 - Language Title
                        (LANG TITLE)

DEFINITION:

    The name of the language designated in DIN 4801.

FIELD:

    20 alphabetic characters, valuable length with trailing
    blanks.

INPUT:

    Not applicable. The computer will automatically enter the
    Language Title based on the entry in DIN 4801, using a
    special internal code table containing all language codes
    and titles as shown for DIN 1408, First Language
    Requirement.

4803 - Speaking Ability
(LANG-SPEAK-ABIL)
4804 - Reading Ability
(LANG-READ-ABIL)

DEFINITION:

A code to indicate level of proficiency attained in speaking and in reading a foreign language.

FIELD:

2 characters, variable length with trailing blanks.

INPUT:

Accession: Form AID 4-501A, Foreign Language
Qualifications.   (PER-16)

Other: Form AID 4-501, Language Proficiency and MLAT.
              (PER-16)

REMARKS:

Deletion of this data element is the responsibility of the Training Division. To delete a language, fill in language code and place a "-" in the first box under Speak on a PER-16. This automatically deletes all data elements in that repetition.

CODES:

0 = No practical speaking/reading ability.
0+ = (Greater than value of 0 but less than value of 1.)
1 = Elementary proficiency, i.e., able to satisfy routine travel needs and minimum courtesy requirements.
1 = Elementary proficiency, i.e., able to speak the language with sufficient structural accuracy and vocabulary to satisfy representation requirements and handle professional discussions within a special field.
2 = Limited working proficiency, i.e., able to speak the language with sufficient structural accuracy and vocabulary to satisfy representation requirements and handle professional discussions within a special field.
2+ = (Greater than value of 2 but less than value of 3.)
3 = Minimum professional proficiency, i.e., able to speak the language with sufficient structural accuracy and vocabulary to satisfy representation requirements and handle professional discussions within a special field.
3+ = (Greater than value of 3 but less than value of 4.)
4 = Full professional proficiency, i.e., able to use the language fluently and accurately on all levels pertinent to Foreign Service needs.

4+ = (Greater than value of 4 but less than value of 5.)
5 = Native or bilingual proficiency, i.e./ speaking
     proficiency equivalent to that of an educted native
     speaker.
     "X" used if not tested and a 2 is in DIN 4805.

4805 - Method by Which Language Proficiency Determined
(LANG-RATE-METH)

DEFINITION:

A code to indicate source of determination of speaking and
reading ability for the foreign language coded in DIN 4801.

FIELD:

1 numeric character.

INPUT:

Accession: Form AID 4-501A, Foreign Language
             Qualifications. (PER-16)

Other: Form AID 4-501, Language Proficiency and
             MLAT. (PER-16)

CODES:

0 = Native Speaker
1 = Self-Appraised
.2 = Tested by Foreign Service Institute

4806 - Year Language Proficiency Determined
(LANG-RATE-YEAR)

DEFINITION:

The last two digits of the calendar year in which
proficiency in a foreign language was determined, e.g., 1980
= 80.

FIELD:

2 numeric characters, fixed length.

INPUT:

Accession: Form AID 4-501A, Foreign Language
Qualifications.

Other: Form AID 4-501, Language Proficiency and MLAT.
             (PER-16)

VALUES:

00 to 99

4807 - Number of Additional Languages
(LANG-OTHER)

DEFINITION:

The number of additional languages, beyond five recorded in
DINs 4801 thru 4805, which an employee speaks.

FIELD:

1 numeric character.

*INPUT:

Accession: Form AID 4-501A, Foreign Language
             Qualifications.   (PER-16)

Other: Form AID 4-501, Language Proficiency and MLAT.
             (PER-16)

REMARKS:

A total of five languages (repetitions) may be recorded. If
any employee speaks more than five languages, in the box
marked 'A' on the PER-16 place a number from 1 to 9 for
languages spoken in addition to the five. If the employee
speaks six languages, the value in this data element will be
"1"; and if seven, the value will be "2", etc.

VALUES:

1 to 9.

If more than 9 additional languages, enter 9.

* Revised June 1980

4901 - Awarded AOS Code
                         (AOSC-AWARDED)

DEFINITION:

    A code to identify an Agency Occupational Specialty (AOS)
    which the employee has been awarded based on satisfactory
    service in that AOS, or based on prior education or
    experience as determined by the placement officer concerned.

FIELD:

    6 numeric characters, fixed length.

INPUT:

    Accession: Form AID 4-496, SF-50 Request. (SF-52)

CODES:

    See Attachment A, Handbook 33, AID Overseas Position
    Management.

REMARKS:

    On an appointment action (NOAC in the 100 series), the AOSC
    of the position is moved automatically to the Primary AOSC
    of the employee.

4902 - Awarded AOS Title
                           (AOSC-TITLE)

DEFINITION:

    The title of the AOSC designated in DIN 4901, as contained
    in Attachment A, Handbook 33, Overseas Position Management.

FIELD:

    20 alphabetic characters, variable length with trailing
    blanks.

INPUT:

    Not applicable. The computer will automatically enter the
    AOS Title based on the entry in DIN 4901, using a special
    internal code table.

```
                   T A N D B V V T D A H F R D A W P P G S E P V FO
                   Y U A O I T T E T N A E T T G R O L R T C A O OT
                   P T M C R   S N S N N G     E K S A A E   Y I
                   A H E   T P T U C U D L S N N   N N D P R   D NO
NOA                P     # H R A R D I   I Y T C S O   E     T R TE
CODE  NOA TITLE    P       F T E   T     S E Y C         E T TF S

001A  CANCELLATION         N                                       1&12
002A  CORRECTION   A N A N A A A A A A A A A A À A   A A A A A      2
002B  CORRECTION - SSAN  N N                                       3
002C  CORRECTION-INCL FROM A N A N A A A A A A A A A A A   A A A A A  4
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                                     T A N D B V V T D A H F R D A W P P G S E P V FO
                                     Y U A O I T T E T N A E T T G R O L R T C A O OT
                                     P T M C R   S N S N N G     E K S A A E   Y I
NOA                                  A H E   T P T U C U D L S N N   N N D P R   D NO
CODE  NOA TITLE                      P     # H R A R D I     I Y T C S O   E   T R   TE
                                     P       F T E   T       S E Y C         E T TF S

005   RECREATION OR RESUBMISSION OF A RECORD     N
007   CORRECTION OF CURRENT FILE              A  N A   A A A A A A A A A A A A A A A A A A A A
008   RECREATION-CANCELLED SEPARATION ACTION     N
008A  SEPARATION TO CPDF                         N
009   PERFORMANCE LEVEL UPDATE                   N
010   DELETION FROM FILE                         N
013A  CHANGE IN REPORTABLE HANDICAP              N                          N
```

NOA CODE	NOA TITLE	TYPAPP	AUTHE	NAME	DOC#	BIRTH	VTPT	VTST	TENU	DTSC	ANNUI	HAND	FEGLI	RTS	DT	AGE	WRK	POS	PLAN	GRAD	STEP	EC	PAY	VOID	FOOTNOTES
100	CAREER APPT	N	N	N		N	N	N	N	N	N	N	N				N	N	N	N	N			A	
101	CAREER CONDITIONAL APPT	N	N	N		N	N	N	N	N	N	N	N				N	N	N	N	N			A	5
107	EMERGENCY APPT	N	N	N		N	N	N	N	N	N	N	N	N	A		N	N	N	N	N			A	
108	TERM APPT NTE ******	N	N	N		N	N	N	N	N	N	N	N	N	N		N	N	N	N	N	A	A	A	5
112	TEMP APPT-PER	N	N	N		N	N	N	N	N	N	N	N				N	N	N	N	N			A	
115	APPT NTE ******	N	N	N		N	N	N	N	N	N	N	N	N	N		N	N	N	N	N			A	
117	SUMMER APPT NTE ******	N	N	N		N	N	N	N	N	N	N	N	N	N		N	N	N	N	N				
120	O/S LTD APPT	N	N	N		N	N	N	N	N	N	N	N				N	N	N	N	N			A	
122	O/S LTD APPT NTE ******	N	N	N		N	N	N	N	N	N	N	N	N	N		N	N	N	N	N		A	A	
124	APPT-STATUS QUO	N	N	N		N	N	N	N	N	N	N	N				N	N	N	N	N			A	
130	TRANSFER	N	N	N		N	N	N	N	N	N	N	N				N	N	N	N	N			A	
132	MASS TRANSFER	N	N	N		N	N	N	N	N	N	N	N				N	N	N	N	N	N	A	A	
140	REINS - CAREER	N	N	N		N	N	N	N	N	N	N	N				N	N	N	N	N	N	A	A	
141	REINS-CAREER COND	N	N	N		N	N	N	N	N	N	N	N				N	N	N	N	N			A	

```
                        T A N   D B V V T D A H F R D A W P P G S E P V FO
                        Y U A   O I T T E T N A E T T G R O L R T C A O OT
                        P T M   C R   S N S N N G     E K S A A E     Y I
                        A H E   T P T U C U D L S N N   N N D P R     D NO
NOA                     P     # H R A R D I   I Y T C S O   E     T R  TE
CODE  NOA TITLE         P       F T E   T     S E Y C       E     T  TF S

142   SES CAREER APPT             N N N   N N N N N N N N     N N N N       A
143   REINS-SES CAREER            N N N   N N N N N N N N N   N N N N       A
145   TRANSFER SES CAREER         N N N   N N N N N N N N     N N N N       A
146   SES NON-CAREER              N N N   N N N N N N N N   A N N N N N     A
147   TRANSFER SES NON-CAREER     N N N   N N N N N N N N     N N N N       A
148   SES LTD TERM APPT NTE ****** N N N  N N N N N N N N N   N N N N       A
149   SES LTD EMERGENCY APPT NTE ****** N N N  N N N N N N N N N   N N N N
170   EXC APPT                    N N N   N N N N N N N N   A N N N N N N A A
171   EXC APPT NTE ******         N N N   N N N N N N N N N   N N N N N A A A
190   PROVISIONAL APPT NTE ****** N N N   N N N N N N N N     N N N N
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                          T A N D B V V T D A H F R D A W P P G S E P V FO
                          Y U A O I T T E T N A E T T G R O L R T C A O OT
                          P T M C R   S N S N N G     E K S A A E   Y I
                          A H E   T P T U C U D L S N   N N D P R   D NO
NOA                       P     # H R A R D I   I Y T C S O   E   T R   TE
CODE   NOA TITLE          P       F T E   T     S E Y C         E T TF S

292    RTD        N                             ` N A             A
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                                    T A N D B V V T D A H F R D A W P P G S E P V FO
                                    Y U A O I T T E T N A E T T G R O L R T C A O OT
                                    P T M C R   S N S N N G     E K S A A E     Y I
NOA                                 A H E   T P T U C U D L   S N N N D P R     D NO
CODE  NOA TITLE                     P   #   H R A R D I   I Y T C S O   E   T R   TE
                                    P       F T E T S E Y C   S E Y C       E T TF S

300   RETIREMENT-MANDATORY          N                                           N
301   RETIREMENT-DISABILITY         N                                           N
302   RETIREMENT-VOLUNTARY          N                                           N
303   RETIREMENT-SPECIAL OPTION     N                                           N
304   RETIREMENT-ILIA               N                                           N
312   RESIGNATION-ILIA              N                                           N
317   RESIGNATION                   N                                           N
330   REMOVAL                       N                                           N
350   DEATH                                                                     N
352   TERMINATION-APPT IN **        N                           N               N
353   SEPARATION - MIL              N                                           N
355   TERMINATION EXP OF APPT                                                   N
356   SEPARATION - RIF              N                                           N
357   TERMINATION                   N                                           N
385   DISCHARGE DURING PROB/TRIAL PERIOD   N
399A  SEPARATION                    N                                           N
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                        T A N D B V V T D A H F R D A W P P G S E P V FO
                        Y U A O I T T E T N A E T T G R O L R T C A O OT
                        P T M C R   S N S N N G   E K S A A E   Y I
                        A H E   T P T U C U D L S N N   N N D P R   D NO
NOA                     P     # H R A R D I   I Y T C S O   E   T R   TE
CODE   NOA TITLE        P       F T E   T   S E Y C       E T TF S
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NOA CODE	NOA TITLE	TYPAPP																					
430	PLACEMENT IN NONPAY STATUS	N														N							
450	SUSPENSION NTE ******	N												N	`	N	A						
452	SUSPENSION INDEFINITE	N														N	A						
460	LWOP NTE ******	N												N		N	A						
462	LWP NTE ******	N												N		N							
471	FURLOUGH	N																					
472	FURLOUGH NTE ******	N												N		N							
473	LWOP - MIL	N												N		N	A						
480	SABBATICAL NTE ******	N												N			A						

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                      T A N D B V V T D A H F R D A W P P G S E P V  FO
                      Y U A O I T E T N A E T T G R O L R T C A O  OT
                      P T M C R S N S N N G     E K S A E   Y I
             NOA      A H E # H R A R D I   I   N N   N N D P R      D  NO
             CODE     P       R A R D I   I Y T C S O     E   T R     TE
   NOA TITLE          P       F T E   T   S E Y C         E   T  TF  S

500   CONV TO CAREER APPT          N N           N       A A       A A A A A      6&8
501   CONV TO CAREER COND APPT     N N           N       A A     ` A A A A A      7&8
507   CONV TO EMERGENCY APPT       N N           N       A A       A A A A A        8
508   CONV TO TERM APPT NTE ******  N N          N       A A N     A A A A A        8
512   CONV TO TEMP APPT-PER        N N           N       A A       A A A A A        8
515   CONV TO APPT NTE *******     N N           N       A A N     A A A A A        8
517   CONV TO SUMMER APPT NTE ******  N N        N       A A N     A A A A A        8
520   CONV TO O/S LTD APPT         N N           N       A A       A A A A A        8
522   CONV TO O/S LTD APPT NTE ******  N N       N       A A N     A A A A A        8
524   CONV TO APPT-STATUS QUO      N N           N       A A       A A A A A        8
540   CONV TO REINS-CAREER         N N           N       A A       A A A A A        8
541   CONV TO REINS-CAREER COND    N N           N       A A       A A A A A      6&8
542   CONV TO SES CAREER APPT      A N           A       A A       A A A A A      6&8
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                              T  A  N  D  B  V  V  T  D  A  H  F  R  D  A  W  P  P  G  S  E  P  V  FO
                              Y  U  A  O  I  T  T  E  T  N  A  E  T  T  G  R  O  L  R  T  C  A  O  OT
                              P  T  M  C  R     S  N  S  N  N  G        E  K  S  A  A  E        Y  I
NOA                           A  H  E     T  P  T  U  C  U  D     L  S  N  N     N  D  P  R     D  NO
                              P        #  H  R  A  R  D  I     I     Y  T  C  S  O        E  T  R  TE
CODE   NOA TITLE              P           F  T  E     T        S  E  Y  C              E  T  TF S

543    CONV TO REINS-SES CAREER          N  N           N         A  A           N  A  A  A              8
546    CONV TO SES NONCAREER             N  N           N         A  A    `         A  A  A  A           8
548    CONV TO SES LTD TERM APPT NTE ******  N  N       N         A  A  N           A  A  A  A           8
549    CONV TO SES LTD EMERG APPT NTE ****** N  N       N         A  A  N           A  A  A  A           8
550    CONV TO CZ CAREER-COND APPT        N  N           N         A  A              A  A  A  A           8
552    CONV TO CZ TEMP APPT PER           N  N           N         A  A  N           A .A  A  A           8
553    CONV TO CZ APPT NTE ******         N  N           N         A  A  N           A  A  A  A           8
554    CONV TO CZ TERM APPT NTE ******    N  N           N         A  A  N           A  A  A  A           8
555    CONV TO CZ REAPPT                  N  N           N         A  A              A  A  A  A           8
556    CONV TO CZ STATUS QUO                 N                                                            8
570    CONV TO EXC APPT                   N  N           N         A  A           A  A  A  A  A           8
571    CONV TO EXC APPT NTE ******        N  N           N         A  A  N        A  A  A  A  A  A  A     8
590    CONV TO PROVISIONAL APPT NTE ****** N  N          N         A  A  N        A  A  A  A  A
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                    T A N D B V V T D A H F R D A W P P G S E P V FO
                    Y U A O I T T E T N A E T T G R O L R T C A O OT
                    P T M C R   S N S N N G   E K S A A E   Y   I
NOA                 A H E   T P T U C U D L S N N   N N D P R   D NO
CODE  NOA TITLE     P   # H R A R D I   I Y T C S O   E   T R   TE
                    P       F T E T         S E Y C       E   T TF S

702   PROMOTION                    N                      A A A N N
703   PROMOTION NTE ******         N                  N  'A A A N A
713   CHG TO LOWER GRADE           N                      A A A N A
721   REASSIGNMENT                 N                      A A A   A
721A  REASSIGNMENT-EXCURSTION NTE ******  N           N   A A A   A        14
735   GRADE RESTORATION            N                          A N N
736   GRADE RETENTION              N
740   PSN CHG                      N                      A A A A A
741   PSN CHG NTE ******           N                  N   A A A A A
750   CONTINUANCE NTE ******       N                  N
760   EXT OF APPT NTE ******       N                  N
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                                    T A N D B V V T D A H F R D A W P P G S E P V FO
                                    Y U A O I T T E T N A E T T G R O L R T C A O OT
                                    P T M C R   S N S N N G     E K S A A E   Y I
NOA                                 A H E   T P T U C U D L S N N   N N D P R   D NO
CODE   NOA TITLE                    P     # H R A R D I   I Y T C S O   E   T R   TE
                                    P       F T E   T     S E Y C       E T TF S

761    EXT OF SUMMER APPT NTE ******       N                       N
762    EXT OF SES LIMITED APPT NTE ******  N                       N
765    EXT OF TERM APPT NTE ******         N                       N
769    EXT OF PROM NTE ******              N                       N
770    EXT OF PSN CHG NTE ******           N                       N
772    EXT OF FURLOUGH NTE ******          N                       N
773    EXT OF LWOP NTE ******              N                       N
780    NAME CHG FROM ************************ N N                                                   10
781    CHG IN WORK SCHEDULE                N                                 N
782    CHG IN HOURS                        N
790    REALIGNMENT                         N                                   A A A A A A A        11
790Z   REALIGNMENT                         N                                   A A A A A A A        11
792    CHG IN DUTY STATION                 N
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                               T A N D B V V T D A H F R D A W P P G S E P V FO
                               Y U A O I T T E T N A E T T G R O L R T C A O OT
                               P T M C R     S N S N G         E K S A A E     Y I
NOA                            A H E     T P T U C U D L S N N N N D P R     D NO
CODE  NOA TITLE                P     # H R A R D I     I Y T C S O     E T R   TF S
                               P           F T E     T         S E Y C     E T    TF S

800   CHG IN DATA ELEMENT        N                         A A A
803   CHG IN RETIREMENT PLAN     N                             N     .
810   CHG IN ALLOW/DIFF          N                                         A A A  A  A  A
815   RECRUITMENT BONUS          N
816   RELOCATION BONUS           N
818   AUO                        N                                      .  A A A  A  A  A
835   PLACEMENT IN NONPAY STATUS N
866   TERM OF GRADE RETENTION    N
874   GAINSHARING AWARD          N
872   TIME-OFF AWARDS            N
875   SUGGESTION AWARD           N                                                        A
876   INVENTION AWARD            N                                                        A
877   SPECIAL ACT OR SERVICE AWARD N                                                      A
878   SES RANK AWARD             N
879   SES PERFORMANCE AWARD      N
880   CHG IN TENURE GROUP      N N                     N
881   FEGLI CHANGE               N                               N
882   CHG IN SCD                 N                           N
883   CHG IN VET PREF            N                 N
885   PERFORMANCE AWARD          N                                                        A
888   DENIAL OF WITHIN GRADE     N
889   PMRS PERFORMANCE AWARD     N                                                        A
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                         T  A  N  D  B  V  V  T  D  A  H  F  R  D  A  W  P  P  G  S  E  P  V  FO
                         Y  U  A  O  I  T  T  E  T  N  A  E  T  T  G  R  O  L  R  T  C  A  O  OT
                         P  T  M  C  R     S  N  S  N  G        E  K  S  A  A  E        C  A  Y  I
                         A  H  E  #  T  P  T  U  C  U  D  L  S  N  N     N  D  P  R        D  NO
NOA                      P     R     F  H  R  A  R  D  I     I  Y  T  C  S  O     E        T  R     TE
CODE  NOA TITLE          P     F  H  F  T  E  T     T        S  E  Y  C           E        T  TF S

891   GM WGI               N                                                                  A
892   QUALITY INC          N                                   `                 N
893   WITHIN-GRADE INC     N                                                  A  N
894   PAY ADJ           A  N              A                                A  A  A  A  A
894A  PAY ADJ              N                                               A  N
895   LOCALITY PAYMENT     N                                               A  A  A  A  A
899   STEP ADJ             N                                                  N
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                                        T  A  N  D  B  V  V  T  D  A  H  F  R  D  A  W  P  P  G  S  E  P  V  FO
                                        Y  U  A  O  I  T  T  E  T  N  A  E  T  T  G  R  O  L  R  T  C  A  O  OT
                                        P  T  M  C  R     S  N  S  N  N  G        E  K  S  A  A  E     Y  I
NOA                                     A  H  E     T  P  T  U  C  U  D  L  S  N  N     N  N  D  P  R     D  NO
CODE  NOA TITLE                         P     #     H  R  A  R  D  I     I  Y  T  C  S  O     E     T  R     TE
                                        P           F  T  E     T        S  E  Y  C              E  T  TF S

904   COMPLETION OF SES PROBATIONARY PERIOD     N              N
905A  ASSIGN NONCOM DIP TITLE-ATTACHE           N
905B  GRANT COMM CONSULAR-CONSUL                N
906A  GRANT COMM DIP TITLE-FIRST SEC            N
906B  GRANT COMM DIP TITLE-CNSLR EMB INTL DVL   N
906C  GRANT COMM DIP TITLE-MINS-CNSLR           N
906D  GRANTING OF DUAL COMM TITLES              N
906E  GRANTING OF COMM DIPLOMATIC TITLE - FSO A N           A                       A  A  A
906F  GRANT COMM DIP TITLE-CNSLR EMB DVL ASST   N
906G  COUNSELOR OF EMBASSY FOR DVL AFFAIRS      N
906H  COUNSELOR OF EMBASSY WAR AFFCTD AFGHANS   N
906I  COUNSELOR FOR DEVELOPMENT AFFAIRS         N
907A  CHANGE IN POSITION DESIGNATION          A N  A     A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A     A
908   ELECTION OF TIC DATE TO ******            N                          A
910A  LIMITED ASSIGN ******                   A N  N     A  A  A  A  A  A  A  A  A  N  A  N  N  N  N  N     A
911A  REIMB DETAIL FROM ** NTE ******         A N  N     A  A  A  A  A  A  A  A  A  N  N  A  N  N  N  N     A  9
911B  PARTIAL REIMB DETAIL FROM ** NTE ****** A N  N     A  A  A  A  A  A  A  A  A  N  N  A  N  N  N  N     A  9
912A  REIMB DETAIL INDEF FROM **              A N  N     A  A  A  A  A  A  A  A        N  A  N  N  N  N     A  9
912B  PARTIAL REIMB DETAIL INDEF FROM **      A N  N     A  A  A  A  A  A  A  A        N  A  N  N  N  N     A  9
913A  REIMB ASSIGN FROM **                    A N  N     A  A  A  A  A  A  A  A        N  A  N  N  N  N     A
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                                              T A N D B V V T D A H F R D A W P P G S E P V FO
                                              Y U A O I T T E T N A E T T G R O L R/T C A O OT
                                              P T M C R   S N S N N G     E K S A A/E  ·Y I
NOA                                           A H E # T P T U C U D L S N N   N N D P R   D NO
CODE  NOA TITLE                               P     H R A R D I   I Y T C S O   E     T R  TE
                                              P       F T E   T     S E Y C         E T TF S

913B  PARTIAL REIMB ASSIGN FROM **            A N N   A A A A A A A A   N A N N N N   A
913C  REIMB ASSIGN FROM **                    A N N   A A A A A A A A   N A N N N N   A
913D  REIMB ASSIGN FROM ** NTE ******         A N N   A A A A A A A A A N N A N N N N   A
913E  PARTIAL REIMB ASSIGN FROM ** NTE ****** A N N   A A A A A A A A A N N A N N N N   A
913F  REIMB ASSIGN FROM ** NTE ******         A N N   A A A A A A A A A N N A N N N N   A
914A  NONREIMB DETAIL FROM ** NTE ******      A N N   A A A A A A A A A N N A N N N N   A 9
914B  NONREIMB DETAIL FROM ** NTE ******      A N N   A A A A A A A A A N N A N N N N   A 9
915A  NONREIMB DETAIL INDEF FROM **           A N N   A A A A A A A A   N A N N N N   A 9
915B  NONREIMB DETAIL INDEF FROM **           A. N N  A A A A A A A A   N A N N N N   A 9
916A  NONREIMB ASSIGN FROM **                 A N N   A A A A A A A A   N A N N N N   A
916B  NONREIMB ASSIGN FROM ** NTE ******      A N N   A A A A A A A A A N N A N N N N   A
917A  REIMB DETAIL TO ** NTE ******             N                       N N A A         N 9
917B  NONREIMB DETAIL TO ** NTE ******          N                       N N   A         N 9
917C  PARTIAL REIMB DETAIL TO ** NTE ******     N                       N N A A           9
919   DETAIL NTE ******                         N                       N     A
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                              T A N D B V V T D A H F R D A W P P G S E P V FO
                              Y U A O I T T E T N A E T T G R O L R T C A O OT
                              P T M C R   S N S N N G   E K S A A E     Y   I
NOA                           A H E   T P T U C U D L S N N N   N D P R   D NO
CODE   NOA TITLE              P     # H R A R D I   I Y T C S O     E   T R   TE
                              P         F T E T   S E Y C       E       T TF S

919A   EXT OF DETAIL NTE ******      N              N                          9
920A   TERM OF DETAIL               N                      `  A                9
921A   CHG IN POSITION TITLE        N                                        A
922A   ASSISTANT ATTACHE - NONCOM   N
922B   SECOND SECRETARY - COMM      N
922C   THIRD SECRETARY - COMM       N
925A   LIMITED CAREER EXT NTE ********    N          N
925B   TEMP CAREER EXTENSION NTE ********  N         N
930A   CHG IN POSITION CODE & TITLE  N
931    ELECTION OF EXTRA SERV CREDIT N
932    TERMINATION OF EXTRA SERV CREDIT  N
940A   CHG IN SCHEDULED DAYS OF WEEK N
941A   CHG IN ALLOTMENT             N
945A   CHANGE IN POSN DESCRIPTION NUMBER  N            A A A      A
950A   RETURN TO POST               N
960A   15% SAL INCR FOR INCENT LANG N
961A   10% SAL INCR FOR INCENT LANG N
962A   TERM OF SAL INCR FOR INCENT LANG  N
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                                  T  A  N  D  B  V  V  T  D  A  H  F  R  D  A  W  P  P  G  S  E  P  V  FO
                                  Y  U  A  O  I  T  T  E  T  N  A  E  T  T  G  R  O  L  R  T  C  A  O  OT
                                  P  T  M  C  R     S  N  S  N  N  G        E  K  S  A  E        Y  I
  NOA                             A  H  E     T  P  T  U  C  U  D  L  S  N  N     N  N  D  P  R        D  NO
  CODE   NOA TITLE                P        #  H  R  A  R  D  I     I  Y  T  C  S  O     E     T  R        TE
                                  P           F  T  E     T        S  E  Y  C              E  T  TF S
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NOA CODE	NOA TITLE	TYPAPP
965A	CASH AWARD	N
966A	SES PRESIDENT AWD - DISTINGUISH SVC	N
966B	SES PRESIDENT AWD - MERITORIOUS SVC	N
966C	SES BONUS	N
966D	SFS PRESIDENT AWD-DSTING SVC 91-92 CYCLE	N
966E	SFS PRESIDENT AWD-MERIT SVC 91-92 CYCLE	N
966F	SFS PERFORMANCE AWARD 91-92 CYCLE	N
966G	EQUAL EMPLOYMENT OPPORTUNITY AWARD	N
966H	MANAGEMENT IMPROVEMENT AWARD	N
966I	OUTSTANDING SECRETARIES' AWARD	N
966J	C HERBERT REES MERMORIAL AWARD	N
966K	SAFE DRIVING AWARD	N
966L	S&T DEVELOPMENT AWD	N
966M	SFS PERFORMANCE AWARD 89-90 CYCLE ZLM	N
966N	SFS PRESIDENT AWD-DSTING SVC 89-90 CYCLE	N
966O	SFS PRESIDENT AWD-MERIT SVC 89-90 CYCLE	N
967A	GEICO PUBLIC SERVICE AWARD	N
967B	MICHAEL H B ADLER AWARD	N
967C	REPLOGLE (STATE) AWARD	N
967D	MICHAEL K WHITE MEMORIAL AWARD	N
968A	DISTINGUISHED HONOR AWARD	N
968B	SUPERIOR HONOR AWARD	N
968C	MERITORIOUS HONOR AWARD	N
968D	GROUP AWARD	N

NOA CODE	NOA TITLE	T Y P A P P	A U T H E #	N A M C E	D O C R T H	B I R T P R F T	V T T S T U A T E	V T E N S C U R T E	T E T N S U D I T	D T N N C D	A N A E G U L I T	H A E T G S N	F R T T G E K N S Y E C Y	R O R O S A A N T C	D A L R S A A D O	A W P P G S E N N D P R E	W P R O L R T C A E T E T	P G S E P T C A O R T R T	V A O Y I D R T TF	P V I D T R S	FO OT NO TE
968E	CERTIFICATE OF APPRECIATION	N																			
968F	SPECIAL ACHIEVEMENT AWARD	N																			
968G	ADMINISTRATORS IMPLEMENTATION AWD	N																			
968H	SUGGESTION AWARD	N																			
969A	ADMINISTRATOR DISTINGUISH SVC AWD	N																			
969B	OUTSTANDING CAREER ACHIEVEMENT AWD	N																			
969C	DEPT OF STATE AWARD FOR HEROISM	N																			
969D	ASSN OF GOVT ACCOUNTANTS AWARD	N																			
969E	CONG AWD - EXEMPLARY SVC TO PUBLIC	N																			
969F	EXCALIBUR AWARD	N																			
969G	FEDERAL ENVIRONMENTAL ENGINEER AWD	N																			
969H	WILLIAM A JUMP MEMORIAL AWARD	N																			
969I	OUTSTANDING HANDICAP FED EMP AWARD	N																			
969J	THE SECRETARY OF STATE AWARD	N																			
969K	ROGER JONES AWARD	N																			
969L	DEPT OF STATE AWARD FOR VALOR	N																			
969M	DISTINGUISHED UNIT CITATION	N																			
969N	SUPERIOR UNIT CITATION	N																			

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                                  T A N D B V V T D A H F R D A W P P G S E P V FO
                                  Y U A O I T T E T N A E T T G R O L R T C A O OT
                                  P T M C R   S N S N N G     E K S A A E   Y I
NOA                               A H E   T P T U C U D L S N N   N N D P R   D NO
CODE   NOA TITLE                  P   # H R A R D I   I Y T C S O   E   T R   TE
                                  P     F T E   T     S E Y C         E T TF S

9690   MERITORIOUS UNIT CITATION  N
970A   CSRS TRANSFER              N
970B   FSRDS TRANSFER             N
971A   PRIOR SERVICE CREDIT       N
972A   FSRDS PYRLL DEDS           N
972B   CSRS PYRLL DEDS            N
972C   FERS PYRLL DEDS            N
972D   FSPS PYRLL DEDS            N
973A   DED OPEN BAL               N
974A   BUY-BACK OPEN BAL          N
975A   MILITARY SER CR            N
975B   MILITARY SER IN            N
976A   ELIG PERM ASSIGNMENT BS 01 NTE ******   N          N
976B   ELIG PERM ASSIGNMENT BS 02 NTE ******   N          N
976C   ELIG PERM ASSIGNMENT BS 03 NTE ******   N          N
976D   ELIG PERM ASSIGNMENT BS 04 NTE ******   N          N
976E   ELIG PERM ASSIGNMENT BS 05 NTE ******   N          N
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                                        T A N D B V V T D A H F R D A W P P G S E P V FO
                                        Y U A O I T T E T N A E T T G R O L R T C A O OT
                                        P T M C R   S N S N N G     E K S A A E   Y I
                                        A H E   T P T U C U D L S N N   N N D P R   D NO
NOA                                     P   #   H R A R D I   I Y T C S O   E   T R   TE
CODE   NOA TITLE                        P       F T E   T     S E Y C       E   T TF S

976F   ELIG PERM ASSIGNMENT BS 06 NTE ******    N                           N
976G   ELIG PERM ASSIGNMENT BS 07 NTE ******    N                           N
976H   ELIG PERM ASSIGNMENT BS 08 NTE ******    N                           N
976I   ELIG PERM ASSIGNMENT BS 10 NTE ******    N                           N
976J   ELIG PERM ASSIGNMENT BS 11 NTE ******    N                           N
976K   ELIG PERM ASSIGNMENT BS 12 NTE ******    N                           N
976L   ELIG PERM ASSIGNMENT BS 14 NTE ******    N                           N
976M   ELIG PERM ASSIGNMENT BS 15 NTE ******    N                           N
976N   ELIG PERM ASSIGNMENT BS 20 NTE ******    N                           N
9760   ELIG PERM ASSIGNMENT BS 21 NTE ******    N                           N
976P   ELIG PERM ASSIGNMENT BS 25 NTE ******    N                           N
976Q   ELIG PERM ASSIGNMENT BS 30 NTE ******    N                           N
976R   ELIG PERM ASSIGNMENT BS 50 NTE ******    N                           N
976S   ELIG PERM ASSIGNMENT BS 60 NTE ******    N                           N
976T   ELIG PERM ASSIGNMENT BS 72 NTE ******    N                           N
976U   ELIG PERM ASSIGNMENT BS 75 NTE ******    N                           N
976V   ELIG PERM ASSIGNMENT BS 85 NTE ******    N                           N
```

```
                                      T A N D B V V T D A H F R D A W P P G S E P V FO
                                      Y U A O I T T E T N A E T T G R O L R T C A O OT
                                      P T M C R   S N S N N G   E K S A A E   Y I
                                      A H E   T P T U C U D L S N N   N N D P R   D NO
NOA                                   P   # H R A R D I   I Y T C S O   E   T R   TE
CODE   NOA TITLE                      P     F T E   T     S E Y C       E T TF S
```

NOA CODE	NOA TITLE	TYPAPP	...	DTTSEC
976W	ELIG PERM ASSIGNMENT BS 92 NTE ******	N		N
976X	ELIG PERM ASSIGNMENT BS 93 NTE ******	N		N
976Y	ELIG PERM ASSIGNMENT BS 94 NTE ******	N		N
976Z	ELIG PERM ASSIGNMENT BS 99 NTE ******	N		N
977A	ELIG EXCURSION TOUR BS 01 NTE ******	N		N
977B	ELIG EXCURSION TOUR BS 02 NTE ******	N		N
977C	ELIG EXCURSION TOUR BS 03 NTE ******	N		N
977D	ELIG EXCURSION TOUR BS 04 NTE ******	N		N
977E	ELIG EXCURSION TOUR BS 05 NTE ******	N		N
977F	ELIG EXCURSION TOUR BS 06 NTE ******	N		N
977G	ELIG EXCURSION TOUR BS 07 NTE ******	N		N
977H	ELIG EXCURSION TOUR BS 08 NTE ******	N		N
977I	ELIG EXCURSION TOUR BS 10 NTE ******	N		N
977J	ELIG EXCURSION TOUR BS 11 NTE ******	N		N
977K	ELIG EXCURSION TOUR BS 12 NTE ******	N		N
977L	ELIG EXCURSION TOUR BS 14 NTE ******	N		N
977M	ELIG EXCURSION TOUR BS 15 NTE ******	N		N

```
                                    T  A  N  D  B  V  V  T  D  A  H  F  R  D  A  W  P  P  G  S  E  P  V  FO
                                    Y  U  A  O  I  T  T  E  T  N  A  E  T  T  G  R  O  L  R  T  C  A  O  OT
                                    P  T  M  C  R     S  N  S  N  N  G        E  K  S  A  A  E     Y  I
                                    A  H  E     T  P  T  U  C  U  D  L  S  N  N     N  N  D  P  R     D  NO
NOA                                 P     #     H  R  A  R  D  I     I  Y  T  C  S  O     E     T  R     TE
CODE   NOA TITLE                    P           F  T  E     T        S  E  Y  C                 E  T  TF S

977N   ELIG EXCURSION  TOUR BS 20 NTE ******    N                          N
977O   ELIG EXCURSION  TOUR BS 21 NTE ******    N                          N
977P   ELIG EXCURSION  TOUR BS 25 NTE ******    N                          N
977Q   ELIG EXCURSION  TOUR BS 30 NTE ******    N                          N
977R   ELIG EXCURSION  TOUR BS 50 NTE ******    N                          N
977S   ELIG EXCURSION  TOUR BS 60 NTE ******    N                          N
977T   ELIG EXCURSION  TOUR BS 72 NTE ******    N                          N
977U   ELIG EXCURSION  TOUR BS 75 NTE ******    N                          N
977V   ELIG EXCURSION  TOUR BS 85 NTE ******    N                          N
977W   ELIG EXCURSION  TOUR BS 92 NTE ******    N                          N
977X   ELIG EXCURSION  TOUR BS 93 NTE ******    N                          N
977Y   ELIG EXCURSION  TOUR BS 94 NTE ******    N                          N
977Z   ELIG EXCURSION  TOUR BS 99 NTE ******    N                          N
980A   AMENDMENT OF E/C DAYS AUTHORIZED TO WORK  N
998    SEPARATION                               N
998A   CHG IN MILITARY STATUS                   N
999A   REINSTATE CANCELLED DATA            A  N  A     A  A  A  A  A  A  A  A  A     A     A  A  A  A  A  12
```

FOOTNOTES TO NOACODE TABLE

1. Cancellations may be accomplished on any type of transaction except a Future Effective New Hire. If you need to cancel a Future Effective New Hire you must check with USER HELP as soon as possible to accomplish this purpose.

   When cancelling a transaction which is "Past Effective, you should be aware of instances where data has been changed as a result of the transaction you are cancelling. If data needs to be "Reinstated" see footnotes on the use of NOACODE 999A "REINSTATEMENT OF CANCELLED DATA".

   NOTE: Remember to include "Prior Effective Date" and "Document Control Number" of action being cancelled.

2. Use NOACODE 002A when the SF-50 you are correcting has been distributed. The correcting SF-50 will read "002" in Block 18-A (NOACODE) and "CORRECTION" in Block 18-B (NOA TITLE) of the SF-50.

   NOTE: Remember to include "Prior Effective Date" and "Document Control Number" of action being corrected.

3. Enter the incorrect SSAN in the normal SSAN Field and enter the new or correct SSAN in Block #1 (NAME) field of the SF-52.

4. Use NOA CODE 002C when the SF-50 has NOT been distributed. NOA CODE 002C will not print "CORRECTION" in Block 18-B, however it will print an asterisk immediately after the NOA Code in Block 18-A denoting that the SF-50 has been corrected.

   NOTE: Remember to include "Prior Effective Date" and "Document Control Number" of action being corrected.

5. When hiring an employee that will be eligible to convert to a career status, the conversion eligibility date must be entered Via PER-12. See PER-12 (MISCELLANEOUS DATA) in Chapter 5 of this Guide.

6. When converting an employee to a Career Status and they have a Date Eligible to Convert to Career (DIN 2707), currently on file, then it must be deleted via PER-12.

7. When converting an employee and DIN 2707 (Date Eligible to Convert to Career) must be changed, that change must be effected via a PER_12.

8. When converting employees, DINS 2301 (Employee Pay Plan), 2106 (Tenure) and 2601 (Type of Appointment) must be entered in compliance with the Appointment Type-Employee Pay Plan-Tenure Table found on Page D-58a of this Guide.

9. Be familiar with Detailing instructions found in Appendix II of this Guide before submitting any Detail Transactions.

10. Enter new name in the NAME field Block #1 of the SF-52.

11.   Use NOA CODE 790 when an SF-50 is desired. NOA CODE 790Z will not produce an SF-50.

12.   999A "REINSTATEMENT OF CANCELLED DATA" is to be used anytime one or more the applicable elements have been changed on the Master File by the SF-50 you are cancelling.

13.   When hiring, converting or otherwise entering an employee into a Part-time work Schedule (P2), Standard Remark Code M32 must be entered on the SF-52. Standard Remark Code M32 was designed especially to pass to the NAPS System (Payroll), the number of hours a Part-time employee is allowed to work in any one week.

        Further, Standard Remark Code M32 will require a two character numeric entry in character positions 29 and 30 in the "Fill-in" area. Example:

        M32 MONDAY THRU THURS 8:45-4:30 <u>30</u>

14.   NOACODE 721A is to be used only when an employee has been Reassigned from one Backstop to another on an Excursion Tour.

        Also, NOACODE 721A carries with it all of the principles currently related to NOACODE 721.

15.   NOACODE to annotate an employee's Eligibility for Permanent Reassignment from one Backstop to another. This NOACODE will not produce an SF-50. If will however, create a Chronological File record for the employee.

16.   NOACODE to annotate an employee's Eligibility for Excursion Tour from one Backstop to another. This NOACODE will not produce an SF-50. If will however, create a Chronological File record for the employee.

AUTHCODE   AUTHTEXT

AUTHCODE	AUTHTEXT	
ABK	ACWA OUTSTANDING SCHOLAR PROGRAM	CHG PER INST 43 FPM 296-33
ABL	BICULTURAL/BILINGUAL SELECTIVE FACTORS	
ABM	SF 59 APPROVED ******	SEE FPM CH 14
ACA		
ACM	CS CERT NO *********	SEE FPM CH 9,10
ADM	***************************************CITE OPM,DIRECTIVE,&DTE(OR 5 USC 5596	
AGM	***************************************CITE MSPB,DECISION NO,DTE(OR 5 USC5596	
ALM	MSPB DIRECTIVE-MIL	SPECIFIC AUTH OR CITE LAW,EO,REG
AQM	MSPB DIRECTIVE-INJ	SOME CASES CITE ALSO ANOTHER AUTH
ARM	***************************************CITE EEOC,DECISION NO,&DTE(OR 5USC5596	
ASM	***************************************CITE COURT,DECISION NO,DTE(OR 5USC5596	
ATM	5 U.S.C. 302	SEE FPM CH 32, P 32-10
AUL	***************************************CITE OPM LTR, AUTH NO, AND DATE	
AUM	OPM LETTER	CH 18;ALSO USE AUTH FOR INITIAL APPT
AVM	OPM STANDARDS	
AWM	OPM FORM 1390 OR LETTER ********	USE AS SECOND AUTH SEE FPM INST 36
AXM	***************************************CITE OFFICIAL DECISION&DTE(OR 5 USC	
AYM	***	
AZM	***************************************CITE OPM OFC,AUTH NO & DATE, CH 30	
A2L	CS CERT NO ******* PACE	SEE FPM CH 9,10
A2M	CS CERT NO WTO **********************	SEE FPM CH 9,10
A3M	CS RULE V	SEE FPM CH 31, P 31-15
A7M	CS RULE 3.2	SEE FPM CH 10, P 10-28
BBM	CS RULE 6.7-TVA AGR	SEE FPM CH 9,10
BEA	OPM AUTH EA-**************************CITE NO,NAME OF INSTALLATION,CERT NO	
BGL	OPM AUTH GL-**************************CITE NO,NAME OF INSTALLATION,CERT NO	
BKM	CS RULE 6.7-NRC AGR	EE ATCH 1 TO FPM LTR 292-29
BLM	CS RULE 6.7-VA AGR	SEE FPM CH 9, P 9-13
BMA	OPM AUTH MA-**************************CITE NO,NAME OF INSTALLATION,CERT NO	
BMC	OPM AUTH MC-**************************CITE NO,NAME OF INSTALLATION,CERT NO	
BNE	OPM AUTH NE-**************************CITE NO,NAME OF INSTALLATION,CERT NO	
BNM	CS RULE 6 7-CIPMS AGR	
BNN	CS RULE 6 7-DOD/NAF AGR	USE WITH NOA 100 101 500 501
BNW	OPM AUTH NW-**************************CITE NO,NAME OF INSTALLATION,CERT NO	
BPM	CS RULE 8.3	SEE FPM CH 11,14
BRM	OPM AUTH RM-**************************CITE NO,NAME OF INSTALLATION,CERT NO	
BSE	OPM AUTH SE-**************************CITE NO,NAME OF INSTALLATION,CERT NO	

AUTHCODE   AUTHTEXT

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BSS       OPM AUTH S-*****************************CITE NO,NAME OF INSTALLATION,CERT NO
BSW       OPM AUTH SW-****************************CITE NO,NAME OF INSTALLATION,CERT NO
BWA       OPM AUTH WA-****************************CITE NO,NAME OF INSTALLATION,CERT NO
BWE       OPM AUTH WE-****************************CITE NO,NAME OF INSTALLATION,CERT NO
BWM       OPM DELEGATION AGR                SEE FPM CH 14, P 14-9
CAK       FPM CH 451, S6-3B(1)(A)           SEE FPM LT 296-99
CBK       FPM CH 451, S6-3C                 SEE FPM LT 296-99
CCK       FPM CH 451, S6-3C                 SEE FPM LT 296-99
CCM       FPM CH 211                        SEE FPM 27, P 27-3
CDK       FPM CH 451, S6-3B(1)              SEE FPM 296-99
CGM       FPM CHAPTER 296                   SEE FPM CH 16,28
CQM       FPM CHAPTER 212, S1-3
CRK         FPM CH 316-COMP
CRL         FPM CH 316-OTR
CRN         FPM CH 316-NONCOMP
CTM       FPM CHAPTER 316, S4-6D            SEE FPM CH 10, P 10-12.01
CUL       FPM CH 340                        SEE CH 15,16
CUM       FPM CH 351, S6-3E                 SEE FPM
CYM       FPM CH 353, APP A                 SEE FPM CH 31, P 31-11
C1K         FPM CH 316-COMP(1)
C1L         FPM CH 316-OTR(1)
C1M       FPM CH 351, S5-6C(1)
C1N         FPM CH 316-NONCOMP(1)
C2K         FPM CH 316-COMP(2)
C2L         FPM CH 316-OTR(2)
C2N         FPM CH 316-NONCOMP(2)
C3K         FPM CH 316-COMP(3)
C3L         FPM CH 316-OTR(3)
C3N         FPM CH 316-NONCOMP(3)
C4K         FPM CH 316-COMP(4)
C4L         FPM CH 316-OTR(4)
C4N         FPM CH 316-NONCOMP(4)
C7M       FPM CH 715, S3-2                  SEE FPM CH 31, P 31-11
DAK       FPM CH 630-DECL
DAM       FPM CH 630
DBM       FPM CH 715,S3-3A                  SEE FPM CH 31, P 31-11
DFM       FPM CH 715,S3-3A-PROM             SEE FPM CH 31, P 31-11
DKM       REG  715 202                      IAG LTR DTD 7/26/94
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AUTHCODE     AUTHTEXT

   DPM        FPM CH 870                                    SEE FPM CH 22
   EEM        *****************************************CITE NO OF FPM LTR, CH 17
   EJM        FPM BTN# ********** DATED ********         SEE FPM
   FEM        FPM SUPP 532-1, S8-3                        SEE FPM CH 17, P 17-17
   FGM        FPM SUPP 532-1, S4-3, S5-13, S5-14         SEE FPM CH 17, P 17-19
   FNM        FPM SUPP 532-1, S8-6C                       SEE FPM CH 17, P 17-20
   FTM        FPM SUPP 532-1, S8-8                        SEE FPM CH 17
   F5M        FPM SUPP 532-1, S10                         SEE FPM CH 17
   F8M        FPM SUPP 532-1, S5-14D                      SEE FPM CH 17, P 17-19
   GAM        FPM SUPP  831-1, S-10
   GFM        FPM SUPP 831-1, S10-10                      ATCH 1 TO FPM LTR 292-28
   GMN        5 USC 45
   HAM        REG  250 101
   HDM        REG 230.402(B)                             SEE FPM CH 10, P 10-31
   HGM        REG 230.402(C)(1)                          SEE FPM CH 10, P 10-31
   HJM        REG 230.402(C)(2)                          SEE FPM CH 10, P 10-31
   HLM        REQ 230.402(C)(3)                          SEE FPM CH 10, P 10-32
   HNM        REG 301.201                                SEE FPM CH 10, P 10-35
   HRM        REG 301.202                                SEE FPM CH 10, P 10-36
   HWN        REG 301 204 MIX                            CODE OF FEDERAL REG
   HXM        REG 301 204 PREAPPT                        CODE OF FEDERAL REG
   HZM        REG 301 204 PDSTAPPT                       CODE OF FEDERAL REG
   H3M        REG 301.203(C)                             SEE FPM CH 10, P 10-37
   JMM        REG 305.507(B)                             SEE FPM CH 9
   J8M        REG 307.103                                SEE CH 11, P 11-8
   J8P        REG  307 103(A)                            P L 101-237 VETERANS READJUST AUTHORITY
   J8R        REG  307 103(B)                            P L 101-237 VETERANS READJUST AUTHORITY
   J8T        REG  307 103(C)                            P L 101-237 VETERANS READJUST AUTHORITY
   J8V        REG  307 103(D)                            P L 101-237 VETERANS READJUST AUTHORITY
   KBM        REG 307.106                                SEE FPM CH 14
   KDM        REG 307.106 LATERAL                        SEE FPM CH 11, P 11-8
   KFM        REG 307.106 PROM                           SEE FPM CH 11, P 11-8
   KHM        REG 307.106 CLG                            SEE FPM CH 11, P 11-8
   KLM        REG 310.202                                SEE FPM CH 10, P 10-14
   KMM        REG 315.202                                SEE FPM CH 26, P 26-5
   KQM        REG 315.401                                SEE FPM CH 9, P 9-8
   KTM        REG 315.501 LATERAL                        SEE FPM CH 9
   KVM        REG 315.501 PROM                           SEE FPM CH 9
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AUTHCODE	AUTHTEXT	
KXM	REG 315.501 CLG	SEE FPM CH 9
K1M	REG 315.601	SEE FPM CH 9, P 9-13
K4M	REG 315.602	SEE FPM CH 9, P 9-19
K7M	REG 315.603(A)(1)	SEE FPM CH 9, P 9-15
K8M	REG 315 603(A)(3)	FPM SUPP 296-33
K9M	REG 315.603(A)(2)	SEE FPM CH 9, P 9-15
LBM	REG 315.604	SEE FPM CH 9,10
LEM	REG 315.605	SEE FPM CH 9, P 9-22.01
LHM	REG 315.606	SEE FPM CH 9, P 9-22
LJM	REG 315.607	SEE FPM CH 9, P 9-22
LKP	REG 315.610	
LLM	REG 315.701	SEE FPM CH 9, P 9-16
LPM	REG 315.702	SEE FPM CH 9
LSM	REG 315.703	SEE FPM CH 9;SOME CASES USE W/ACM
LTM	REG 315 704(C) - CONDUCT	CH 30 AND 31 REISSUED 10/1/94
LUM	REG 315.704(C)	SEE FPM CH 31
LWM	REG 315.704	SEE FPM CH 9, P 9-17
LXM	REG 315.804 EQ MIX	SEE FPM CH 31, P 31-17
LYM	REG 315.705	SEE FPM CH 9, P 9-21
LZM	REG 315.707	SEE FPM CH 9, P 9-18
L1M	REG 315.709	SEE FPM CH 9, P 9-21
L2K	REG 315 711	SEE FPM INST 36 FOR DETAILS
L2M	REG 315.804	SEE FPM CH 31
L3M	REG 315.708	SEE FPM CH 9, P 9-21
L4M	REG 315.804 EQ	SEE FPM CH 31
L5M	REG 315.804 MIX	SEE FPM CH 31, P 31-17
L6M	REG 315.805	SEE FPM CH 31, P 31-15
L8M	REG 315.805 EQ	SEE FPM CH 31, P 31-15
L9K	REG 351.807	SEE FPM CH 15, P 15-12.03
L9M	REG 315.907	SEE FPM CH 14
MAM	REG 316.201	SEE FPM CH 10
MBM	REG 316.201 WTO	SEE FPM CH 10, P 10-9
MCM	REG 316 302(B)	CODE OF FEDERAL REG
MEM	REG 316.302(C)(1)	SEE FPM CH 10, P 10-24
MGM	REG 316.302(C)(2)	SEE FPM CH 10, P 10-24
MJM	REG 316.302(C)(3)	SEE FPM CH 10, P 10-24
MLL	REG 316 302(C)(6)	CODE OF FEDERAL REG
MLM	REG 316.302(C)(4)	SEE FPM CH 10, P 10-24

AUTHCODE   AUTHTEXT

AUTHCODE	AUTHTEXT	
MMM	REG 316.302(C)(5)	SEE FPM CH 10, P 10-25
MNM	REG 316 304 NIX	CODE OF FEDERAL REG
MPM	REG 316 304 PREAPPT	CODE OF FEDERAL REG
MRM	REG 316 304 POSTAPPT	CODE OF FEDERAL REG
MUM	REG 316.401	SEE FPM CH 31, P 31-44
MVM	REG 316 402(A) INTERN	CODE OF FEDERAL REG
MXM	REG 316.402(A)	SEE FPM CH 10
MYM	REG 316.402(A)(FACULTY)	SEE FPM CH 10, P 10-13
MZM	REG 316.402(A) OUTSIDE REGISTER	SEE FPM CH 10, P 10-12
M1M	REG 316.402(A)(SPECIAL NEED)	SEE FPM CH 10, P 10-14
M2M	REG 316.402(A) (SUMMER)	SEE FPM CH 10, P 10-7
M4M	REG 316.402(A) (SUMMER REHIRE)	SEE FPM CH 10, P 10-7
M6M	REG 316.402(B)(1)	SEE FPM CH 10
M8M	REG 316.402(B)(2)	SEE FPM CH 10
NAM	REG 316.402(B)(3)	SEE FPM CH 10
NCM	REG 316.402(B)(4)	SEE FPM CH 10
NEL	REG 316.402(B)(6)	SEE FPM CH 10
NEM	REG 316.402(B)(5)	SEE FPM CH 10
NFM	REG 316.601	SEE FPM CH 10, P 10-27
NJM	REG 316.701	SEE FPM CH 10
NMM	REG 316 702	CODE OF FEDERAL REG
NQM	REG 316.801	SEE FPM CH 31, P 31-12
NRM	REG 317.304	SEE FPM CH 13, P 13-5
NSM	REG 317.305(B)	SEE FPM CH 13, P 13-7
NTM	REG 317.305(B)(3)	SEE FPM CH 13, P 13-5
NUM	REG 330.201	SEE FPM CH 9
NVM	REG 317.306(B)(1)	SEE FPM CH 13, P 13-8
NWM	REG 317.302(B)(2)	SEE FPM CH 13, P 13-7
NXM	REG 317.306(B)(3)(I)	SEE FPM CH 13, P 13-6
NYM	REG 334.101	SEE FPM CH 14,15,16
N1M	REG 334.104	SEE FPM CH 18, P 18-14
N2M	REG 335.102	SEE FPM CH 14
N3M	REG 335.102 COMP	SEE FPM CH 14,18
N4M	REG 335.102(G)	SEE FPM CH 14, P 14-14
N5M	REG 335.102 UPGRADING	SEE FPM CH 14, P 14-13
N6M	REG 335.102 CAREER PROM	SEE FPM CH 14, P 14-14
N7M	REG 335.102 RECLASS	SEE FPM CH 14
N8M	REG 335.102 EXCEPT TO COMP	SEE FPM CH 14, 18

AUTHCODE		AUTHTEXT
N9M	REG 351 201	CODE OF FEDERAL REG
OHP	REG 530 306(A)(1)	
PDM	REG 351.302	SEE FPM CH 31, P 31-11
PGM	REG 351.501	SEE FPM CH 26, P 26-5
PKM	REG 351.502	SEE FPM CH 26, P 26-5
PNM	REG 351.603	SOME CASES CITE SCH A,B,C OR STAT,REG
PNR	REG 35 603 (A-76)	SEE ATCH 2 TO FPM LTR 292-29
PSM	REG 351.604(D)	SEE FPM CH 16, P 16-9
PTG		ADDED INST 43 AND FPM LTR 296-119
PTH		ADDED INST 43 AND FPM LTR 296-119
PTJ		ADDED INST 43 AND FPM LTR 296-119
PTK		ADDED INST 43 AND FPM LTR 296-119
PTL		ADDED INST 43 AND FPM LTR 296-119
PTM		ADDED INST 43 AND FPM LTR 296-119
PTP		ADDED INST 43 AND FPM LTR 296-119
PTR		ADDED INST 43 AND FPM LTR 296-119
PTS		ADDED INST 43 AND FPM LTR 296-119
PTT		ADDED INST 43 AND FPM LTR 296-119
PWM	REG 352.204	SEE CASES ALSO CITE ANOTHER AUTH
PZM	REG 352.308	SEE FPM CH 31, P 31-11
P3M	REG 352.311	SOME CASES CITE ALSO ANOTHER AUTH
P5M	REG 352.507	SOME CASES CITE ALSO ANOTHER AUTH
P7M	REG 352.803	
P9M	REG 353.104	SEE FPM CH 14,31
QAK	REG 353 301(A)	
QBK	REG 353 301(B)	
QCK	REG 353 304	
QCM	REG 353.105	SEE FPM CH 15
QDK	REG 353 305	
QEM	REG 353.302(A)	SOME CASES ALSO CITE ANOTHER AUTH
QFK	REG 353.306	SOME CASES ALSO CITE ANOTHER AUTH
QFM	REG 353.302(B)	SOME CASES ALSO CITE ANOTHER AUTH
QGM	REG 432.201	SEE FPM CH 9, 11, 14
QHM	REG 432.201 EQ	SEE FPM CH 9, 14
QHP	REG 530.306(A)(1)	
QJP	REG 530.306(A)(2)	
QKP	REG 530.306(B)(1)(I)	
QLP	REG 530.306(B)(1)(II)	

AUTHCODE	AUTHTEXT	
QMP	REG 530.306(B)(1)(III)	
QSM	REG 530 307	
QTM	REG 531 203(D)(2)(VII)	ADDED BASED ON INST 43 FPM 296-33
QUM	REG 531.204(D)	SEE FPM CH 17, P 17-15
QWM	REG 531.205	SEE FPM CH 17, P 17-9
QZM	REG 531.301	SEE FPM CH 17, P 17-11
Q3K	5 CFR, PART 353	
Q3M	REG 353.501 & AUTHORITY ********	CITE AUTH AS WELL, SEE FPM CH 10
Q4M	5 CFR 430, SUBPART E	SEE FPM SUP 296-33
Q5M	REG 531.409	SEE FPM CH 17, P 17-7
Q7M	REG 531.404	SEE FPM CH 17, P 17-7
RAG	REG 715 202 NONSUPV	CODE OF FEDERAL REG
RAH	REG 752.401	SEE FPM CH 14
RBM	REG 531.501	SEE FPM CH 17, P 17-7
RJM	REG 536.103(B)	SEE FPM CH 14
RJX	REG 536.217 - DEC TRANSFER	SEE FPM CH 17, P 17-29
RJY	REG 536.217 - RECLASSIFICATION	SEE FPM CH 17, P 17-29
RJZ	REG 536.217 - RIF	SEE FPM CH 17, P 17-29
RKM	5 C F R PART 536	CODE OF FEDERAL REG
RLM	REG 536.207(B)(2)	SEE FPM CH 17
RMM	REG 550 151	SEE FPM 296-33, INSTALLMENT 39
RPM	REG 715.202	SEE FPM CH 31, P 31-9
RPR	REG 715 202 (A-76 ASSIGNMENT)	SEE ATCH 1 TO FPM LTR 292-29
RQM	REG 715.202 CAA	SEE FPM CH 31
RRM	REG 715.202 EAA	SEE FPM CH 31
RSM	REG 715.202 OAA	SEE FPM CH 31
RTM	REG 715.202 RIF	SEE FPM CH 31, P 31-8
RTR	REG 715 202(A-76)	SEE ATCH 1 TO FPM 292-29
RUM	REG 715.202 OTHER	SEE FPM CH 31
RWM	REG 715.202 REAS	SEE FPM CH 31, P 31-9
RXM	REG 715.202 RELO	SEE FPM CH 31, P 31-8
RYM	REG 731.201	SEE FPM CH 31, P 31-15
R2G	REG 715 202 NONDISP	CODE OF FEDERAL REG
R4M	REG 630.401	SEE FPM CH 15
R5M	REG 715.202 PROB	SEE FPM CH 30 & 31, P 31-7
R7M	REG 715.202 PERF	SEE FPM CH 30 & 31, P 31-8
R8M	REG 715.202 EQ PERF	SEE FPM CH 30 & 31, P 31-8
R9M	REG 715 202 (RECERT)	

AUTHCODE	AUTHTEXT	
SQM	REG 831.501(B)	SEE FPM CH 30, P 30-10
SQR	REG 831.501(B)-A-76	EE ATCH 1 TO FPM LTR 292-29
SRM	REG 831.501(A)	SEE FPM CH 30, P 30-10
SUM	REG 831.502	SEE FPM CH 30, P 30-9
SWM	REG 831.503(A)	SEE FPM CH 30, P 30-9
SZM	REG 832.1203	SEE FPM CH 30, P 30-9
SZR	REG 930.204	SEE FPM CH 14, P 14-12
SZS	REG 930.205	SEE FPM CH 14, P 14-21
SZT	REG 930 206	CODE OF FEDERAL REG
SZW	REG 930.207	
SZX	REG 930.216	
TAK	35 CFR 251.13	SEE FPM CH 17, P 17-23
TAL	35 CFR 253.241(C) AND ********	ALSO CITE SAME REG AUTH AS W/APPT
TCK	35 CFR 251.42(B)	SEE FPM CH 14,17
TEK	35 CFR 251.43	SEE FPM CH 17, P 17-24.01
TJK	35 CFR 253.42	SEE FPM CH 12, P 12-5
TKL	35 CFR 253.291	SEE CH 20, P 20-3
TLK	35 CFR 253.42(B)	SEE FPM CH 26, P 26-6
TMK	35 CFR 253.43-REGISTER	SEE FPM CH 12, P 12-11
TMN	35 CFR 253 8(B)(6)	SEE FPM CH 17, P 17-23
TNK	35 CFR 253.43	SEE FPM CH 12
TPK	35 CFR 253.44(A)	SEE FPM CH 12, P 12-6
TRK	35 CFR 253.44(B)	SEE FPM CH 12, P 12-6
TSK	35 CFR 253.45(A)	SEE FPM CH 26, P 26-6
TTK	35 CFR 253.45(E)	SEE FPM CH 12, P 12-6
TVK	35 CFR 253.46	SEE FPM CH 12,14
TXK	35 CFR 253.72	SEE FPM CH 12, P 12-7
UCN	SEC 625(D) FA ACT	LAWS REGULATION
UFM	FS ACT OF 1980	LAWS REGULATION
UHM	SEC 801(B) OF TITLE VIII, P L 95-454	LAWS REGULATION
UJM	PEACE CORPS ACT	LAWS REGULATION
UNM	**************************************CITE AGENCY DIRECTIVE OR ORDER&DATE	
USL	**************************************ENTER AGENCY REG	
USM	**************************************CITE AGENCY REG&SOME CASES SUCH A,B,C	
USP	****************************	FPM 296-33 SUBCHAPTER 15-12
UTM	**************************************ENTER AGENCY REG	
UWM	AGENCY PREAPPT	AGENCY REGULATION
UXM	****************************	(ENTER LAW, E O ,OR REG THAT AUTHORIZE

AUTHCODE	AUTHTEXT	
UYM	*****************************	(ENTER AUTHORITY UNDER WHICH EMPLOYEE
UZM	AGENCY REG POSTAPPT	AGENCY REGULATION
U3M	*************************************CITE AGENCY REG&SCH A,B,C,STAT OR REG	
VAC	5 U S C 7502	
VAG	5 USC 3395(D)(2)	SEE FPM CH 13,31
VAH	5 USC 75 - OTD	SEE FPM CH 15, P 15-11
VAJ	5 USC 75	SEE FPM CH 9,14,15,32
VAK	5 USC 54	IN SOME CASES ALSO CITE AUTH QUM
VAL	5 USC 1207A - OTD	SEE FPM CH 15, P 15-11
VAM	5 USC 1207(A)	SEE FPM CH 14,15,31
VBJ	5 USC 3593(A)	SEE FPM CH 13, P 13-9
VBM	5 U S C 3102(B)	TITLE 5 U.S.C.
VCJ	5 USC 3593(B)	SEE FPM CH 13, P 13-9
VCK	5 USC 5403	SEE FPM CH 17, P 17-16.01
VCM	5 U S C 3594(B)(3)	
VCR	5 U S C 3395	SEE FPM INST 36
VCS	5 U S C 3594(B)(1)	
VCT	5 U S C 3594(B)(2)	
VDJ	5 USC 3594(A)	SEE FPM CH 9,11,31
VDK	5 U S C 3595	SEE FPM INST 36
VDM	5 U S C 3595(B)(3)(A)	SEE FPM INSTAL 36
VDR	5 U S C 3595A	SEE FPM INST 36
VEJ	5 USC 4314	SEE FPM CH 31, P 31-10
VEM	5 USC 3109 AND ********	CITE LAW, EO OR REG; FPM CH 11
VFJ	5 USC 4314(B)(3)	SEE FPM CH 9,11,14,31
VGJ	5 USC 4314(B)(4)	SEE FPM CH 9,11
VGL	5 U S C 4703	TITLE 5 U.S.C.
VGM	5 USC 3343	SEE FPM CH 14,18
VGP	5 U S C 5107	
VGR	5 U S C 5304	SEE FPM 296-33 CH 17 LOCALITY PAYMENT
VHJ	5 USC 75 EQ	SEE FPM CH 9,14,15,32
VHK	5 USC EQ - OTD	SEE FPM CH 15, P 15-12
VHM	5 USC 3304(C)	SEE FPM CH 9, P 9-13
VJJ	5 USC 75 RELO	SEE FPM CH 31, P 31-12
VJM	5 USC 3325	SEE FPM CH 9,10
VKJ	5 USC 5362	SEE FPM CH 17
VKK	5 U S C 5362 DECL TRANSFER	TITLE 5 U.S.C.
VLJ	5 USC 5362(C)	SEE FPM CH 17

AUTHCODE		AUTHTEXT
VLK	5 U S C 5362 RECLASS	TITLE 5 U.S.C.
VLM	5 USC 3341	SEE FPM CH 14,18
VMJ	5 USC 5362(A)	SEE FPM CH 14
VMK	5 U S C 5362 RIF	TITLE 5 U.S.C.
VMM	5 USC 3341 EXC-OTHER	SEE FPM CH 18
VNJ	5 USC 5362(D)(3)	SEE FPM CH 17
VNM	5 USC 3341 EXC	SEE FPM CH 18
VPE	5 USC 3374	SEE FPM CH 11, P 11-7
VPF	5 U S C 5753	
VPG	5 U S C 5754	SEE FPM 296-33, INSTALLMENT 39
VPH	5 U S C 5755	SEE FPM 296-33, INSTALLMENT 39
VPJ	5 USC 75 NAR EQ	SEE FPM CH 15
VPL	5 USC 5362(D)(4)	SEE FPM CH 17
VPM	5 USC 3341 REORG	SEE FPM CH 14,18
VQJ	5 U S C 5362(B)	EE ATCH 1 TO FPM LTR 292-29
VQL	5 U S C 5362(B)	TITLE 5 U.S.C.
VQM	5 USC 3341 EXC-UNCLASS	SEE FPM CH 18
VRJ	5 USC 5363	SEE FPM CH 17
VRM	5 U.S.C. 3551	SOME CASES ALSO CITE ANOTHER AUTH
VSJ	5 U.S.C. 5363(A)	SEE FPM CH 17
VSM	5 USC 3341 UNCLASS	SEE FPM CH 14,18
VTJ	5 USC 5363(C)(2)	SEE FPM CH 17
VUJ	5 USC 75 RECLASS AND ********	ALSO CITE SCH A,B,C OR STAT AUTH
VUL	5 USC 5343(E)(2)	SEE FPM CH 17, P 17-17
VUM	5 USC 3393 PREAPPT	SEE FPM CH 31, P 31-15
VVJ	5 USC 75 RECLASS EQ AND ********	ALSO CITE SCH A,B,C,STAT OR REG AUTH
VWH	5 USC 5383	SEE FPM CH 17, P 17-24
VWJ	5 U S C 7512	TITLE 5 U.S.C.
VWK	5 U S C 5384	
VWL	5 USC 5596	SEE FPM CH 32
VWM	5 USC 3341 GROWTH	SEE FPM CH 14,18
VWP	5 U S C 7513	
VWR	5 U S C 7513-EQ	
VXM	5 USC 6101	SEE FPM 24
VYM	5 USC 3393 POSTAPPT	SEE FPM CH 31, P 31-16
VZL	5 USC 3341 OTHER	SEE FPM CH 14,18
VZM	5 USC 6303	SEE FPM CH 25
V1H	5 U S C 5403(C)(1)	SEE FPM LT 296-99

AUTHCODE   AUTHTEXT

V1J	5 U S C 5365	TITLE 5 U.S.C.
V1K	5 U S C 5404(C)(1)(A)	SEE FPM LT 296-99
V1M	5 USC 3341 EXC-REORG	SEE FPM CH 18
V2H	U S C 5403(C)(2)	SEE FPM LT 296-99
V2J	5 USC 75 RELO-EQ	SEE FPM CH 31, P 31-12
V2K	5 U S C 5404(C)(1)(B)(I)	
V2L	5 U S C 7325	TITLE 5 U.S.C.
V2M	5 USC 3393	SEE FPM CH 13,31
V3E	5 U S C 4502(E)	SEE FPM 296-33 SUBCHAPTER 29
V3F	5 U S C 4503 - OTS	NOT COVERED BY PMRS
V3G	5 U S C 4503	
V3H	5 U S C 5403(C)(3)	SEE FPM LT 296-99
V3K	5 U S C 5404(C)(1)(B)(II)	
V3M	5 USC 3396(C)(1)	SEE FPM CH 15
V3P	5 U S C 8336(D)(2)	CH 30 AND 31 REISSUED 10/1/94
V4G	5 U S C 4504	
V4H	5 U S C 5404(C)(1)(B)(III)	
V4J	5 USC 7532	SEE FPM CH 15;31, P 31-15
V4K	5 USC 7532 - OTD	SEE FPM CH 15, P 15-11
V4L	5 USC 3394(A) NONCAREER	SEE FPM CH 13, P 13-10
V4M	5 USC 3394(A) LIMITED	SEE FPM CH 13, P 13-11
V4P	5 USC 3394(A) EMERGENCY	SEE FPM CH 13, P 13-11
V4R	5 U S C 4505A	
V5H	5 U S C 5404(C)(1)(C)(I)	
V5J	5 USC 75, PREAPPT	SEE FPM CH 31, P 31-15
V5K	5 U S C 5404(C)(2)	SEE FPM LT 296-99
V5M	5 USC 3395(A)(1)(A)	SEE FPM CH 14, P 14-25
V6G	5 U S C 4506	
V6H	5 U S C 5404(C)(1)(C)(II)	
V6J	5 USC 75, POSTAPPT	SEE FPM CH 31, P 31-16
V6K	5 U S C 5406	SEE FPM LT 296-99
V6M	5 USC 3395(A)(1)(B)	SEE FPM CH 13,31
V7G	5 U S C 4507(E)(1)	
V7H	5 U S C 5404(C)(1)(C)(III)	
V7J	5 USC 75, PREAPPT EQ	SEE FPM CH 31, P 31-15
V7L	5 U S C 5407(A) - OTS	COVERED BY THE PMRS
V7M	5 USC 3395(B)(1)	SEE FPM CH 14, P 14-27
V7N	5 U S C 5407(A)	

AUTHCODE	AUTHTEXT	
V7P	5 U S C 5407(B)	
V8G	5 U S C 4507(E)(2)	
V8H	5 U S C 5405(A)(1)(A)	SEE FPM LT 296-99
V8J	5 USC 75, POSTAPPT EQ	SEE FPM CH 31, P 31-16
V8L	39 USC 1006	SEE FPM CH 9,10
V8M	5 USC 3395(B)(2)	SEE FPM CH 14, P 14-27
V9A	5 U S C 75 REAS	CH 30 AND 31 REISSUED 10/1/94
V9B	5 U S C 75 REAS-EQ	CH 30 AND 31 REISSUED 10/1/94
V9J	5 USC 75 NAR	SEE FPM CH 15
V9K	5 U S C 5409	SEE FPM LT 296-99
V9M	5 USC 3395(D)(1)	SEE FPM CH 14, P 14-27
WAM	SCH A, 213 3102(A)	SCH A AUTHORITY
WBM	SCH A, 213 3102(B)	SCH A AUTHORITY
WCM	SCH A, 213 3102(C)	SCH A AUTHORITY
WDM	SCH A, 213 3102(D)	SCH A AUTHORITY
WEM	SCH A, 213 3102(E)	SCH A AUTHORITY
WFM	SCH A, 213 3102(F)	SCH A AUTHORITY
WGM	SCH A, 213 3102(G)	SCH A AUTHORITY
WHN	SCH A, 213 3102(H)	SCH A AUTHORITY
WJM	SCH A, 213 3102(J)	SCH A AUTHORITY
WKM	SCH A, 213 3102(K)	SCH A AUTHORITY
WLM	SCH A, 213 3102(L)	SCH A AUTHORITY
WMM	SCH A, 213 3102(M)	SCH A AUTHORITY
WNM	SCH A, 213 3102(N)	SCH A AUTHORITY
WPM	SCH A, 213 3102(P)	SCH A AUTHORITY
WQM	SCH A, 213 3102(Q)	SCH A AUTHORITY
WRM	SCH A, 213 3102(R)	SCH A AUTHORITY
WTM	SCH A, 213 3102(T)	SCH A AUTHORITY
WUM	SCH A, 213 3102(U)	SCH A AUTHORITY
WVM	SCH A 213 3102(V)	FPM 291-1,BK III
WWM	SCH A 213 3102(W)	FPM 292-1, BK III
WXM	SCH A, 213 3102(X)	SCH A AUTHORITY
WYM	SCH A, 213 3102(Y)	SCH A AUTHORITY
WZM	SCH A, 213 3102(Z)	SCH A AUTHORITY
W6M	SCH A, 213 3102(O)	SCH A AUTHORITY
W9M	SCH A, 213 3102(I)	SCH A AUTHORITY
XAM	SCH A, 213 3102(AA)	SCH A AUTHORITY
XBM	SCH·A, 213 3102(BB)	SCH A AUTHORITY

AUTHCODE	AUTHTEXT	
XCM	SCH A, 213 3102(CC)	SCH A AUTHORITY
XFM	SCH A, 213 3102(FF)	SCH A AUTHORITY
XVM	SCH A, 213 3102(JJ)	SCH A AUTHORITY
XWM	SCH A, 213 3102(KK)	SCH A AUTHORITY
XXM	SCH A, 213 3102(LL)	SCH A AUTHORITY
XZM	SCH A, 213 31XX	SCH A AUTHORITY
X9M	SCH A, 213 3102(II)	SCH A AUTHORITY
YAM	SCH B, 213 3202(F)	SCH B AUTHORITY
YBM	SCH B, 213 3202(E)	SCH B AUTHORITY
YGM	SCH B, 213 3202(G)	
YJM	SCH B, 213 3202(J)	SCH B AUTHORITY
YKM	SCH B, 213 3202(K)	SCH B AUTHORITY
YLM	SCH B, 213 3202(L)	SCH B AUTHORITY
YMM	SCH B, 213 3202M	SEE FPM INST 36
Y1M	SCH B, 213 3202(A)	SCH B AUTHORITY
Y2M	SCH B, 213 3202(B)	SCH B AUTHORITY
Y21	-	
Y21	AS APPROVED BY M/SER/IRM ON 03/12/85	
Y3M	SCH B, 213 3202(C)	SCH B AUTHORITY
Y4M	SCH B, 213 3202(D)	SCH B AUTHORITY
Y5M	SCH B, 213 32XX	SCH B AUTHORITY
Y7M	SCH C, 213 33**	SCH C AUTHORITY
Y8K	32 U S C 709	ATCH 1 TO FPM LTR 292-28
Y8M	SCH C, AUTH OTHER THAN SCH C, 213 33XX	I E LAW OR EO WHICH ESTAB SCH C POS
Y9M	SCH C, 213 3302 NTC	SCH C AUTHORITY
ZCM	EO 9712	MISCELLANEOUS EXECUTIVE ORDER
ZEM	E.O. 10450	SEE FPM CH 15;31, P 31-15
ZFM	EO 12107	MISCELLANEOUS EXECUTIVE ORDER
ZGM	EO 10826	SEE FPM CH 9,15
ZGY	EO 11203	SEE FPM CH 9, P 9-20
ZHM	EO 12008	MISCELLANEOUS AUTHORITY
ZJK	EO 12721	
ZJM	EO 12015	SEE FPM CH 9, P 9-21
ZJP	EO 12364	MISCELLANEOUS AUTHORITY
ZKM	**	CITE LAW,EO OR REG;FPM CH 11, P 11-12
ZLJ	**	CITE LAW,EO OR REG;FPM CH 31, P 31-16
ZLK	**	CITE LAW,EO OR REG;FPM CH 31, P 31-13
ZLL	**	CITE LAW,EO OR REG;FPM CH 31, P 31-17

AUTHCODE   AUTHTEXT

ZLM   *************************************SPECIFIC AUTH OR CITE LAW,EO,REG
ZMM   EO 12230   MISCELLANEOUS EXECUTIVE ORDER, CH 9
ZNM   *************************************CITE LAW,EO OR REG; FPM CH 11
ZPM   PL 96-8   SEE FPM CH 31, P 31-11
ZQM   PL 96-191   SEE FPM CH 9, P 9-14.01
ZRM   *************************************OTH CITATION FOR REEMPLOY OR RESTORATIO
ZSM   SEC 301, P.L. 99-335
ZTM   P.L. 99-586
ZTS   PL 101-509, SEC 209   SEE FPM 296-33, INSTALLMENT 39
ZTT   PL 101-509, SEC 302   ·   SEE FPM 296-33, INSTALLMENT 39
ZTU   P L 101-474   SEE FPM 296-33 INSTALLMENT 38
ZTX   P L 101-509, SEC 404   SEE SUBCH 17 INSTALL 40 FPM 296-33
ZTY   P L 101-509, SEC 407
ZTZ   P L 101-509   SEE FPM296-33 SUBCHAPTER 17
ZVM   SUMMER AID,OTHER THAN SCH A, 213.3102(V)OPM AUTHORIZED CEILING EXEMPTION
ZWM   SUMMER AID,OTHER THAN SCH A, 213.3102(W)OPM AUTHORIZED CEILING EXEMPTION
Z2P   P L 103-89
6AA   SEC 401, P.L. 99-335
6MN   5 CFR 451
6PC   5 USC 5948   USE WITH PHYSICIANS COMPARABILITY
6QR   PL 95-454 SEC 5384   FOR SES BONUS

N=   515

A01 APPOINTMENT IS ON A SEASONAL BASIS, EMPLOYEE IS SUBJECT TO RELEASE AND RECALL AS A CONDITION OF EMPLOYMENT IN ACCORDANCE WITH THE ATTACHED AGREEMENT.

A02 ON-CALL EMPLOYEE, SUBJECT TO RELEASE TO NONPAY STATUS AND RECALL TO DUTY TO MEET WORKLOAD REQUIREMENTS. A COPY OF THE EMPLOYEE'S WORKING AGREEMENT IS ATTACHED.

A03 THIS APPOINTMENT IS INTENDED TO CONTINUE FOR 2 YEARS. UPON SATISFACTORY COMPLETION OF PROGRAM, YOU WILL BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT. IF PERFORMANCE IS NOT SATISFACTORY OR YOU FAIL TO SATISFACTORILY COMPLETE PROGRAM, EMPLOYMENT WILL BE TERMINATED.

A04 APPOINTMENT IS NTE TWO YEARS. UPON SATISFACTORY COMPLETION OF INTERNSHIP YOU MAY BE NONCOMPETITIVELY CONVERTED TO CAREER OR CAREER-CONDITIONAL APPOINTMENT. IF YOUR PERFORMANCE IS NOT SATISFACTORY OR IF YOU FAIL TO SATISFACTORILY COMPLETE INTERNSHIP, EMPLOYMENT WILL BE TERMINATED.

A05 THIS APPOINTMENT IS INTENDED TO CONTINUE THROUGH COMPLETION OF EDUCATION AND STUDY-RELATED WORK REQUIREMENTS. WITHIN 120 CALENDAR DAYS AFTER SATISFACTORY COMPLETION OF CO-OP PROGRAM REQUIREMENTS, AN AGENCY MAY NONCOMPETITIVELY CONVERT YOU TO A CAREER OR CAREER-CONDITIONAL APPOINTMENT.

A06 MAY WORK FULL TIME ANY PERIOD SCHOOL IS CLOSED; OTHERWISE, EMPLOYMENT MAY NOT EXCEED 20 HOURS IN ANY CALENDAR WEEK.

A07 TOTAL EMPLOYMENT UNDER THIS APPOINTMENT MUST NOT EXCEED *** (3) HOURS.

A08 TOTAL EMPLOYMENT UNDER THIS AND PREVIOUS APPOINTMENT MUST NOT EXCEED *** (3) HOURS.

A10 THIS APPOINTMENT IS INTENDED TO CONTINUE THROUGH COMPLETION OF EDUCATION AND STUDY-RELATED WORK REQUIREMENTS. WITHIN 120 CALENDAR DAYS AFTER SATISFACTORY COMPLETION OF THE FEDERAL JUNIOR FELLOWSHIP PROGRAM REQUIREMENTS, AN AGNECY MAY NONCOMPETITIVELY CONVERT THE STUDENT TO A CAREER OR CAREER-CONDITIONAL APPOINTMENT.

A11 EMPLOYMENT UNDER THIS APPOINTMENT MUST NOT EXCEED *** (3) WORKING DAYS A YEAR.

A12 EMPLOYMENT UNDER THIS AND PREVIOUS APPOINTMENT MUST NOT EXCEED *** (3) WORKING DAYS A YEAR.

A13 TOTAL SERVICE ON THIS APPOINTMENT, WHICH BEGAN ********, (8) IS LIMITED TO ********************** (22)

REVISED 11/2/94

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.

A20 CONDITIONS OF TEMPORARY EMPLOYMENT EXPLAINED IN STATEMENT DATED ******** (8)

A21 TEMPORARY EMPLOYEES SERVE UNDER APPOINTMENTS LIMITED TO 1 YEAR OR LESS AND ARE
SUBJECT TO TERMINATION AT ANY TIME WITHOUT USE OF ADVERSE ACTION OR REDUCTION-
IN-FORCE PROCEDURES. A TEMPORARY APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE
PROMOTED OR REASSIGNED TO OTHER POSITIONS, OR THE ABILITY TO BE
NONCOMPETITIVELY CONVERTED TO A 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
***************************** (30) APPOINTMENT PROCEDURES.

A24 EMPLOYEE INFORMED IN ADVANCE OF THE CONDITIONS OF APPOINTMENT UNDER PRESIDENT-
IAL MANAGEMENT INTERN PROGRAM.

B01 CANCELLED HEALTH BENEFITS.

B02 ELECTED NOT TO ENROLL FOR HEALTH BENEFITS.

B03 INELIGIBLE FOR HEALTH BENEFITS.

B04 INELIGIBLE FOR LEAVE.

B31 CHANGES SCD FROM ********(8) TO REFLECT *** (3) DAYS WORKED UNDER INTERMITTENT WORK
SCHEDULE

B32 CHANGES SCD FROM ******** (8) TO REFLECT EXCESS TIME IN NONPAY STATUS DURING
CALENDAR YEAR **** (4).

B33 CHANGES SCD FROM ******** (8) TO REFLECT SERVICE WHICH HAS BEEN RULED CREDITABLE.

B34 CHANGES SCD FROM ******** (8) TO REFLECT PREVIOUSLY UNCLAIMED SERVICE.

B35 CHANGES SCD FROM ******** (8) BECAUSE ********************** (22)

B36 CHANGES SCD FROM ******** (8) UPON EMPLOYEE'S RECEIPT OF DISCHARGE FROM UNIFORMED
SERVICE.

B38 ***************************** (30) COVERAGE CONTINUES FOR UP TO 365 DAYS IN NONPAY STATUS.

B39 FEGLI COVERAGE CONTINUES UP TO 12 MONTHS IN A NONPAY STATUS

B40 HEALTH BENEFITS COVERAGE WILL CONTINUE FOR UP TO 365 DAYS IN NON PAY STATUS UNLESS YOU CANCEL YOUR ENROLLMENT. YOU ARE LIABLE FOR YOUR FULL SHARE OF THE PREMIUMS FOR THIS PERIOD. PAYMENTS SHOULD BE MADE TO YOUR AGENCY DURING YOUR NONPAY STATUS OR WHEN YOU RETURN TO DUTY

B41 HEALTH BENEFITS COVERAGE WILL CONTINUE AS LONG AS YOU PARTICIPATE IN THE WORK-STUDY PROGRAM IF YOU PAY THE EMPLOYEE'S SHARE OF COST. PAYMENT SHOULD BE MADE TO AGENCY, EITHER WHEN YOU RETURN TO DUTY, OR DURING YOUR NONPAY STATUS.

B42 FEGLI STOPS, EXCEPT FOR A 31-DAY EXTENSION OF COVERAGE, ON THE DAY IMMEDIATELY BEFORE ENTRY ON ACTIVE DUTY.

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 BETWEENWHAT 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 HEALTH BENEFITS ENROLLMENT WITHIN 31 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 ANINDIVIDUAL 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 IN BLOCK 20 OF THIS SF 50. HOWEVER, BASIC LIFE INSURANCE IS ALWAYS AT LEAST $10,000

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 FEHBCOVERAGE FOR UP TO 18 MONTHS.

B60 ELIGIBLE TO ELECT COVERAGE UNDER THE FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS) WITHIN SIX MONTHS OF THE EFFECTIVE DATE OF THIS PERSONNEL ACTION. SF 3109 PROVIDED TO EMPLOYEE.

B61 YOU APPEAR TO BE ELIGIBLE FOR EARLY DEFERRED RETIREMENT BENEFITS AT AGE **.
     IF YOU HAVE QUESTIONS, CONTACT YOUR AGENCY RETIREMENT COUNSELOR.

B62 YOU APPEAR TO BE ELIGIBLE FOR IMMEDIATEMRA + 10 RETIREMENT ANNUITY. IF YOU
     HAVE QUESTIONS, CONTACT YOUR AGENCY RETIREMENT COUNSELOR.

B63 ELECTED TO RETAIN COVERAGE UNDER A RETIREMENT SYSTEM FOR NAF EMPLOYEES.

C02 EMPLOYEE FOUND TO BE INELIGIBLE FOR ******************** (20) RETIREMENT.

C03 RETROACTIVE RESTORATION.

C04 RETROACTIVE CHANGE TO INTERMEDIATE GRADE.

C06 RETROACTIVE CHANGE TO FORMER GRADE.

C07 RETROACTIVE CHANGE TO LOWER GRADE.

C08 ALSO CORRECTS SAME ITEM(S) ON PERSONNEL ACTION **** (4) DATED ******** (8).

C09 ALSO CORRECTS **** (4), EFFECTIVE ******** (8), ITEM **** (4) TO ADD ******* (7)
     ******* (7)

C10 CORRECTS DATE OF SEPARATION FROM ******** (8) TO AVOID A BREAK IN SERVICE WHEN
     EMPLOYEE WAS APPOINTED BY ********************** (22).

C11 CORRECTS ITEM **** (4) FROM ******************** (20)

C12 ALSO CORRECTS THE SAME ITEM ON ALL PREVIOUS PERSONNEL ACTIONS FROM ******** (8)
     TO ******** (8).

C13 ALSO CORRECTS PERSONNEL ACTIONS, **** (4), EFFECTIVE DATE, ITEM **** (4)
     FROM ************** (14)

C14 ****************************** (30)

C15 THIS NOTIFICATION OF PERSONNEL ACTION REPLACES A PREVIOUSLY EXECUTED ONE.

C16 THIS NOTIFICATION OF PERSONNEL ACTION PREPARED BY ******************** (20)

C17 COMPLETES ITEM **** (4) WHICH WAS OMITTED.

C18 CORRECTS ITEM **** (4) TO READ: ******************** (20)

4

C19 CORRECTS SALARY TO GIVE EMPLOYEE BENEFIT OF HIGHEST PREVIOUS RATE OF BASIS PAY

C20 CANCELLED IN ACCORDANCE WITH OPM LETTER (OR INSTRUCTIONS)
DATED ******** (8). THIS SF-50 AND THE SF-50 BEING CANCELLED MUST BE RETAINED
PERMANENTLY IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

C21 SERVICE FROM ******** (8) TO ******** (8) MAY BE CREDITED FOR QUALIFICATIONS PURPOSES,
AND FOR LEAVE ACCRUAL AND RIF RETENTION PURPOSES, AND FOR ************** (14)

C27 ENTITLED TO BACK PAY UNDER 5 U.S.C. 5596.

C28 ACTIVE DUTY BEGINS ******** (8).

C30 NATURE OF ACTION & CODE SHOWN ON ORIGINAL ACTION ARE NO LONGER IN USE. THEY WE
RE REQUIRED UNDER FPM SUPP. 296-31, WHICH HAS BEEN REPLACED BY FPM SUPP 296-33

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
BEEN ADJUSTED TO REFLECT EXCESS TIME IN NONPAY STATUS. NEW ESTIMATED
COMPLETION DATE IS ******** (8).

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 ******** (8).

E07 YOU WILL BE IN TENURE GROUP II UNTIL YOU COMPLETE THE ONE-YEAR PROBATIONARY
PERIOD THAT BEGAN ******** (8); THEN YOU WILL BE CHANGED BACK TO TENURE GROUP I.

E16 YOUR VETERAN PREFERENCE IS NOT APPLICABLE FOR REDUCTION-IN-FORCE PURPOSES.

E18 APPOINTMENT IS SUBJECT TO COMPLETION OF ONE YEAR INITIAL PROBATIONARY PERIOD
BEGINNING ******** (8).

E19 APPOINTMENT IS SUBJECT TO COMPLETION OF ONE YEAR TRIAL PERIOD BEGINNING
******** (8).

E20 ESTIMATED NUMBER OF DAYS TO BE WORKED IS **** (4);WORK PERIOD EXPECTED TO
BEGIN ******** (8).

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 ******** (8).

E26 SES PROBATIONARY PERIOD COMPLETED.

E36 QUALIFIED FOR THIS POSITION ONLY UNDER OPM-APPROVED TRAINING AGREEMENT. NOT ELIGIBLE FOR OTHER POSITIONS IN THIS SERIES UNTIL SATISFACTORILY COMPLETES PRESCRIBED TRAINING.

E37 SATISFACTORILY COMPLETED TRAINING PRESCRIBED UNDER OPM-APPROVED TRAINING AGREEMENT. MEETS BASIC QUALIFICATIONS FOR OTHER POSITIONS IN THIS SERIES.

E39 EMPLOYEE IS ASSIGNED TO A WORKER-TRAINEE DEVELOPMENTAL POSITION.

E44 PROBATIONARY PERIOD FOR SUPERVISORY (OR MANAGERIAL) POSITION NOT REQUIRED.

E45 PROBATIONARY PERIOD FOR SUPERVISORY (OR MANAGERIAL) POSITION COMPLETED.

E46 SUBJECT TO COMPLETION OF *** (3) ****** (6) PROBATIONARY PERIOD FOR ASSIGNMENT TO SUPERVISORY (OR MANAGERIAL) POSITION BEGINNING ******** (8).

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 ANONTEMPORARY APPOINTMENT BEFORE THIS APPOINTMENT EXPIRES.

G11 EMPLOYEE PAID UNDER 5 U.S.C. 81 FROM ******** (8) THROUGH ******** (8). THE ENTIRE PERIOD SHALL BE CREDITED FOR ALL RIGHTS AND BENEFITS BASED ON LENGHT OF SERVICE.

G29 INTERMITTENT EMPLOYMENT TOTALLED **** (4) HOURS IN WORK STATUS FROM ******** (8) TO ******** (8).

G30 INTERMITTENT EMPLOYMENT TOTALLED **** (4) HOURS IN PAY STATUS FROM ******** (8) TO ******** (8).

G31 NONPAY TIME NOT PREVIOUSLY RECORDED IN CALENDAR YEAR **** (4) TOTALED *** (3) HOURS.

G33 SERVICE CREDIT FOR RETIREMENT, REDUCTION-IN-FORCE, AND LEAVE ACCRUAL PURPOSES CONTINUES FOR UP TO A MAXIMUM OF 6 MONTHS OF NONPAY TIME PER CALENDAR YEAR.

K01 QUALIFICATION REQUIREMENTS MODIFIED BECAUSE OF GENERAL OPM AMENDMENT.

K02 QUALIFICATIONS WAIVED PER FPM CH 351,S5-9

K12 SELECTED FROM ********************** (22), DATED ******** (8)

K13 REMOVES TEMPORARY LIMITATION PLACED ON THE LAST ACTION.

K16 FROM PROMOTION NTE ******** (8).

K17 REPROMOTED TO GRADE NOT ABOVE THAT FROM WHICH DOWNGRADED WITHOUT PERSONAL CAUSE AND NOT AT EMPLOYEE'S REQUEST.

K18 POSITION IS AT THE FULL PERFORMANCE LEVEL.

K19 SUCCESSOR POSITION--EMPLOYEE RETAINED IN COMPETITIVE SERVICE.

K23 RESULT OF CHANGE IN CLASSIFICATION STANDARDS.

K24 RESULT OF CHANGE IN CLASSIFICATION SERIES DEFINITION.

K26 RESULT OF ADDITIONAL DUTIES AND RESPONSIBILITIES.

K27 RESULT OF POSITION REVIEW.

K38 PROMOTED (OR REASSIGNED) FROM ******************** (20) ** (2), EFFECTIVE ******** (8)

K39 FROM DETAIL NTE ******** (8).

K40 FROM REASSIGNMENT NTE ******** (8).

K41 FROM CHANGE TO LOWER GRADE NTE ******** (8).

K43 RESULT OF FAILURE TO SATISFACTORILY COMPLETE PROBATIONARY PERIOD FOR
    SUPERVISORY (OR MANAGERIAL) POSITION.

K45 DETAILED TO UNCLASSIFIED POSITION.

K46 DETAIL TO ** UNDER THE INTERGOVERNMENTAL PERSONNEL ACT (IPA).

K47 DETAILED TO ***************************** (30)

K50 FROM POSITION CHANGE NTE ******** (8).

K60 ACTION IS IN LIEU OF RIF SEPARATION OF EMPLOYEE RETAINED UNDER TEMPORARY
    EXCEPTION.

M01 APPOINTMENT AFFIDAVIT EXECUTED ******** (8).

M02 YOU HAVE REEMPLOYMENT RIGHTS FOR TWO YEARS IN ********************** (22)
    GRANTED UNDER REG. 352.204 AND OPM LETTER DATED ******** (8).

M04 UNDER P.L. 96-8, IS ENTITLED TO CONTINUE FEGLI AND HEALTH BENEFITS. HAS
    REEMPLOYMENT RIGHTS IN ***************************** (30) 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

M08 UNIFORMED SERVICES RETIREMENT DATA: ************** (14)/******** (8)/(5 U.S.C. 5532 EXC
    EPTION)/******** (8)

M10 OPF MAINTAINED BY ***************************** (30).

M20 ACTION AT EMPLOYEE'S REQUEST.

M22 ***************************** (30)

M23 CONTINUES PROMOTION NTE ******** (8).

M24 CONTINUES POSITION CHANGE NTE ******** (8).

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

M30 CHANGE FROM ON-CALL TO YEAR-ROUND EMPLOYMENT.

M31 VOLUNTARY CHANGE FROM YEAR-ROUND TO ON-CALL EMPLOYMENT.

M32 TOUR OF DUTY WILL BE **************************** (28)
    TOTAL HOURS IN WORKWEEK ** (2).

M33 ON NONPAY STATUS IN ***************************** (30).

M34 ON PART-TIME (OR INTERMITTENT) APPOINTMENT IN ***************************** (30)

M36 CONCURRENT EMPLOYMENT ***************************** (30)

M38 FROZEN CSRS SERVICE: ** YRS, ** MOS

M39 CREDITABLE MILITARY SERVICE: ** YRS, ** MOS

M40 PREVIOUS RETIREMENT COVERAGE: ***************************** (30)

M42 APPROVED BY ********************* (22) ON ******** (8).

M44 EMPLOYEE ELECTED COVERAGE UNDER FERS.

M45 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS

M46 EMPLOYEE IS COVERED BY FERS BECAUSE OF PREVIOUS ELECTION.

M52 EMPLOYEE DECLINED CONVERSION TO THE SENIOR EXECUTIVE SERVICE AND CONTINUES
    UNDER ** WITH ALL ASSOCIATED RIGHTS AND BENEFITS.

M53 EMPLOYEE IS TO SUFFER NO LOSS OF, OR REDUCTION IN, PAY, LEAVE, CREDIT FOR TIME
    OR SERVICE, OR PERFORMANCE OR EFFICIENCY RATING.

M58 NO SES REINSTATEMENT RIGHTS.

M60 INFORMATION ON POSSIBLE 5 U.S.C. Chapter 83, SUBCHAPTER II, CASE MAY BE
    OBTAINED FROM ***************************** (30)

M61 POSSIBLE 5 U.S.C. Chapter 83, SUBCHAPTER II, CASE.

M62 YOU HAVE REEMPLOYMENT RIGHTS IN ** UNDER 5 U.S.C. 3582 PROVIDED SEPARATION IS
    NO LATER THAN ******** (8) AFTER THE DATE OF ENTRY ON DUTY IN ***************** (17)
    AND YOU APPLY TO THIS AGENCY WITHIN 90 DAYS FROM DATE OF YOUR SEPARATION.

M64 YOU HAVE EMPLOYMENT RIGHTS IN ******************** (20) FOR ******** (8) UNDER ***.

M67 FORWARDING ADDRESS: ****************************** (30)

M71 ****************************** (30)

M72 REASON FOR FURLOUGH: ****************************** (30)

M73 TO BE FURLOUGHED ON ******** (8) FOR TOTAL OF *** (3) HOURS.

M74 CHANGES DATA ELEMENT(S) IN BLOCK(S) ******************************(30)

M76 *****************(17)**** (4) ** (2) AND ******* (7)

M80 VARIATION UNDER CS RULE 5 APPROVED BY OPM ON ******** (8).

M83 THE 3-YEAR LIMIT ON ELIGIBLITY FOR REINSTATEMENT IS EXTENDED BY THE PERIOD YOU
    SERVE ON EXCEPTED, SES, TERM, OR TEMPO RARY APPOINTMENT.

M90 EMPLOYEE RETAINED, ON ACCRUED ANNUAL LEAVE NTE ******** (8), PAST RIF SEPARATION
    DATE OF ******** (8) TO ESTABLISH ELIGIBILITY FOR ****.(4)

M91 EMPLOYEE RETAINED ON SICK LEAVE PAST RIF SEPARATION DATE OF ********.(8)

M92 EMPLOYEE RETAINED PAST RIF EFFECTIVE DATE OF ******** (8) TO ********************.(20)

M93 EMPLOYEE RETAINED UNDER AUTHORITY OF LIQUIDATION PROVISIONS PRIOR TO
    COMPLETION OF LIQUIDATION ON RIF SEPARATION DATE OF ********.(8)

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 ****************************** (30)

N21 SEVERANCE PAY TO BE RECOMPUTED BY ****************************** (30)

N22 ENTITLED TO $***** (5) SEVERANCE PAY FUND TO BE PAID AT THE RATE OF $***** (5) PER
    WEEK OVER *** (3) WEEKS BEGINNING ******** (8).

N23 NOT ENTITLED TO SEVERANCE PAY.

N24 SEVERANCE PAY SUSPENDED BY ***************************** (30) UNTIL TERMINATION
OF THIS APPOINTMENT.

N25 SEVERANCE PAY DISCONTINUED. EMPLOYEE HAS RECEIVED *** (3) WEEKS OF SEVERANCE PAY.

N26 LUMP-SUM PAYMENT TO COVER *** (3) HOURS ENDING ******** (8) **** (4)

N27 LUMP-SUM PAYMENT TO BE MADE FOR ANY UNUSED ANNUAL LEAVE.

N30 THIS ACTION RECORDS TOTAL AMOUNT RECEIVED UNDER PRODUCTIVITY GAINSHARING AWARD
PROGRAM DURING FY** (2).

N31 FOR ADOPTION OF SUGGESTION NO.***************************** (30).

N32 FOR ADDOPTION OF INVENTION NO.***************************** (30).

N59 OPF RETAINED BY ***************************** (30)

N61 PER REG. 531.203(D)(2)(VI), THE RATE RECEIVED SOLELY DURING THE PERIOD OF
INTERIM WGI MAY NOT BE USED TO ESTABLISH HIGHEST PREVIOUS RATE.

P01 PREVIOUSLY EMPLOYED AT **** (4) ** (2)/** (2), $***** (5) WITH ***************** (17).

P02 PAY RATE FIXED TO INCLUDE RATE INCREASE DUE ON SAME DATE.

P03 PAY RATE IS SUBJECT TO UPWARD RETROACTIVE ADJUSTMENT UPON VERIFICATION OF
PRIOR SERVICE.

P04 SUPERIOR QUALIFICATIONS APPOINTMENT MADE UNDER REG 531.203(B).

P05 SPECIAL RATE UNDER 5 U.S.C. 5303.

P06 PAY RATE INCLUDES WITHIN GRADE INCREASES OR OTHER RATE CHANGES TO WHICH
EMPLOYEE WOULD HAVE BEEN ENTITLED HAD HE OR SHE REMAINED CONTINUOUSLY IN
FEDERAL SERVICE.

P07 PAY RATE AUTHORIZED UNDER REG. 531.305 - SUPERVISES PREVAILING RATE EMPLOYEES
PAID $***** (5) PER ANNUM.

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 ******** (8) BY ******************** (20)

P10 ANNUITY AT PRESENT $****** (6) PER **** (4).

P11 SALARY WOULD BE $***** (5) IF NOT LIMITED BY 5 USC 5308.

P12 ELIGIBILITY DATE FOR WITHIN-GRADE INCREASE ADJUSTED TO REFLECT EXCESS TIME IN
NONPAY STATUS. NEW ESTIMATED ELIGIBILITY DATE IS ******** (8).

P13 EFFECTIVE DATE ADJUSTED DUE TO EXCESS TIME IN NONPAY STATUS.

P14 WORK PERFORMANCE IS AT AN ACCEPTABLE LEVEL OF COMPETENCE.

P15 WITHIN-GRADE INCREASE TO STEP ** (2) DENIED BECAUSE YOUR WORK IS NOT AT AN
ACCEPTABLE LEVEL OF COMPETENCE. YOU REMAIN AT **-** (2-2), STEP ** (2).

P16 MET ALL REQUIREMENTS FOR WGI TO ** (2) ** (2) ******** (8); DUE ON ******** (8).

P17 ENTITLED TO RETAINED (OR SAVED) RATE OF PAY UNTIL ******** (8); OTHERWISE, PAY
WOULD BE **** (4) ** (2) ** (2).

P18 RETAINED RATE PERIOD EXPIRES ******** (8) EFFECTIVE ******** (8) PAY WILL BE $***** (5).

P19 SALARY INCLUDES WGI FOR WHICH EMPLOYEE BECAME ELIGIBLE ON ****** (6)

P20 POSITION AND PAY REFLECT THE FOLLOWING ADTIONS EFFECTIVE DURING EMPLOYEES
ABSENCE ****************************** (30)

P21 SALARY INCLUDES A MERIT INCREASE OF $***** (5).

P22 SALARY INCLUDES ZERO MERIT INCREASE.

P23 SALARY INCLUDES A *** (3)% PAY COMPARABILITY INCREASE.

P24 SALARY INCLUDES A *** (3)% PAY COMPARABILITY INCREASE AND AN ADDITIONAL ADJUSTMENT
OF $***** (5) TO BRING SALARY UP TO THE MINIMUM RATE FOR THE GRADE.

P25 SALARY REFLECTS A MERIT INCREASE OF $***** (5) WHICH INCLUDES $***** (5) SUPPLEMENTAL
INCREASE GRANTED TO INSURE THE NEW RATE RANGE MINIMUM.

P26 PAYABLE SALARY LIMITED TO $***** (5) BY 5 U.S.C. 5303(F) (OR OTHER STATUTORY
AUTHORITY).

P30 ELIGIBILITY DATE FOR WGI HAS BEEN ADJUSTED TO REFLECT CREDIT FOR SERVICE ON
INTERMITTENT WORK SCHEDULE. ESTIMATED ELIGIBILITY DATE IS ******** (8).

P48 SALARY MAY NOT BE REDUCED BELOW SALARY EARNED IMMEDIATELY PRIOR TO SES
CONVERSION WITH ANY FUTURE INVOLUNTARY ACTION WHILE CONTINOUSLY EMPLOYED.

P50 EXCEPTION FROM THE REDUCTION-IN-MILITARY-RETIRED-PAY PROVISIONS OF
********************* (22), APPROVED BY OPMON ******** (8).

P54 SUPERIOR QUALIFICATIONS APPOINTMENT MADE UNDER 35 CFR 251.42.

P55 SPECIAL RATE UNDER 35 CFR 251.42

P56 SERVICE RETIREMENT PAY WILL BE DEDUCTED FROM YOUR SALARY.

P60 SALARY INCREASE OF $****** (6). FULL AMOUNT OF MERIT INCREASE ENTITLEMENT CANNOT
BE GRANTED BECAUSE THE ENTITLEMENT WOULD CAUSE THE MAXIMUM RATE TO BE EXCEEDED

P61 INELIGIBLE FOR MERIT INCREASE BECAUSE SALARY IS ALREADY AT OR ABOVE THE MAXIMU
M RATE OF BASIC PAY FOR THE EMPLOYEE'S POSITION.

P62 EMPLOYEE IS INELIGIBLE FOR MERIT INCREASE BECAUSE HE/SHE MOVED INTO THE PMRS
AND RECEIVED AN INCREASE TO BASE PAY WITHIN 90 DAYS OF THE EFFECTIVE DATE OF
THE MERIT INCREASE.

P63 SALARY INCLUDES PAY ADJUSTMENT OF $****** (6)
THE MERIT INCREASE.

P64 EMPLOYEE FAILED TO QUALIFY FOR PAY ADJUSTMENT; SALARY IS UNCHANGED.

P65 EMPLOYEE'S POSITION HAS BEEN DETERMINEDTO BE COVERED UNDER THE PMRS; POSITION
TITLE, SERIES, GRADE AND SALARY ARE NOTCHANGED.

P66 SALARY BLOCK CONTAINS CASH AWARD AMOUNT.

P68 INELIGIBLE FOR MERIT INCREASE BECAUSE HAS BEEN NEWLY APPOINTED TO THE GOVERN-
MENT IN A PMRS POSITION WITHIN 90 DAYS OF EFFECTIVE DATE OF THE MERIT INCREASE

P69 INELIGIBLE FOR MERIT INCREASE BECAUSE OF LWOP.

P70 SALARY IN BLOCK 20 INCLUDES RETENTION ALLOWANCE OF $****** (6).

P71 SALARY IN BLOCK 20 INCLUDES STAFFING DIFFERENTIAL OF $****** (6).

P72 SALARY IN BLOCK 20 INCLUDES SUPERVISORYDIFFERENTIAL OF $****** (6).

P73 BLOCK 20 SHOWS THE PERCENT OF YOUR RATEOF ADJUSTED BASIC PAY WHICH IS PAID TO
YOU FOR THE SUBSTANTIAL, IRREGULAR OVERTIME WORK YOU PERFORM WHICH CANNOT BE
CONTROLLED ADMINISTRATIVELY.

P81 SALARY IN BLOCK 20 INCLUDES AUO OF $****** (6).

P85 AMOUNT IN BLOCK 20-B INCLUDES THE SPECIAL PAY ADJUSTMENT FOR LAW ENFORCEMENT
OFFICERS OF $******.(6)

P89 AMOUNT IN BLOCK 20-B CONSISTS OF A COMBINATION OF AN INTERIM GEOGRAPHIC
ADJUSTMENT AND A SPECIAL PAY ADJUSTMENTFOR LAW ENFORCEMENT OFFICERS.

P92 SALARY INCLUDES A LOCALITY-BASED PAYMENT OF *****% (5).

P93 SPECIAL SALARY RATE EXCEEDS THE LOCALITY RATE OF PAY, SO EMPLOYEE RECEIVES NO
LOCALITY PAYMENT.

P94 IGA ADJUSTED RATE OF PAY EXCEEDS THE LOCALITY RATE OF PAY, SO EMPLOYEE
RECEIVES NO LOCALITY PAYMENT.

P95 SPECIAL ADJUSTED RATE FOR LAW ENFORCEMENT OFFICERS EXCEEDS LOCALITY RATE OF
PAY, SO EMPLOYEE RECEIVES NO LOCALITY PAYMENT.

P96 ADJUSTED ANNUAL RATE OF PAY COMPUTED USING WORLDWIDE/NATIONWIDE SPECIAL RATES
CONTINUES UNTIL THE EMPLOYEE IS NO LONGER IN A POSITION COVERED BY A
WORLDWIDE/NATIONWIDE SPECIAL RATE IN ANIGA´AREA OR UNTIL THE EMPLOYEE IS
ENTITLED TO A HIGHER RATE OF PAY UNDER ANOTHER AUTHORITY.

R16 RESIGNED ***************************** (30)

R17 RESIGNED ***************************** (30)

R18 RESIGNED ***************************** (30)

R19 REASON FOR RESIGNATION ****************************** (30)

R20 REASON FOR RETIRMENT: TO OBTAIN RETIREMENT BENEFITS.

R21 REASON FOR RETIREMENT: ***************************** (30)

R22 EMPLOYEE HAS ELECTED TO RECIEVE WORKERSCOMPENSATION IN LIEU OF A RETIREMENT
ANNUITY.

R52 REASON(S) FOR DECLINATION OF ASSIGNMENT: ****************************** (30)

R53 REASON(S) FOR DECLINATION OF RELOCATION: ****************************** (30)

R55 REFUSED JOB OFFER BECAUSE ***************************** (30)

S20 ***************************** (30)

S23 AGENCY FINDING: NO OTHER INFORMATION AVAILABLE.

S24 AGENCY FINDING: ***************************** (30)

S25 AGENCY FINDING: ***************************** (30)

S28 AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON ******** (8)
OF DECISION TO SEPARATE FOR ********************* (22)

S29 AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
DECISION TO DEMOTE FOR ********************* (22)

S30 AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
DECISION TO SUSPEND FOR ********************* (22)

S31 AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
PROPOSAL TO SEPARATE FOR ********************* (22)

S32 AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
PROPOSAL TO DEMOTE FOR ********************** (22)

S33 AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
PROPOSAL TO SUSPEND FOR ********************** (22)

S34 AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON ******** (8)
OF DECISION TO SEPARATE FOR ********************** (22)

S35 AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF DECISION
TO DEMOTE FOR ********************** (22)

S36 AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF DECISION
TO SUSPEND FOR ********************** (22)

S37 AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON ******** (8)OF PROPOSAL
TO SEPARATE FOR ********************** (22)

S38 AGENCY FINDING: RETIRED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF PROPOSAL
TO DEMOTE FOR ********************** (22)

S39 PROPOSAL TO SUSPEND FOR ****************************** (30)

S40 AGENCY FINDING: TERMINATED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
PROPOSAL TO SUSPEND FOR ********************** (22)

S41 AGENCY FINDING: TERMINATED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
PROPOSAL TO DEMOTE FOR ********************** (22)

S42 AGENCY FINDING: TERMINATED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
PROPOSAL TO SEPARATE FOR ********************** (22)

S43 AGENCY FINDING: TERMINATED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
DECISION TO SUSPEND FOR ********************** (22)

S44 AGENCY FINDING: TERMINATED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
DECISION TO DEMOTE FOR ********************** (22)

S45 AGENCY FINDING: TERMINATED AFTER RECEIVING WRITTEN NOTICE ON ******** (8) OF
DECISION TO SEPARATE FOR ********************** (22)

S46 SEPARATED BY ORDER OF OFFICE OF PERSONNEL MANAGEMENT DATED ******** (8) FOR
VIOLATION OF CS *************** (15)

S47 REASON(S) FOR REMOVAL: ****************************** (30)

S48 REASON(S) FOR TERMINATION: ****************************** (30)

S49 REASON FOR SUSPENSION: ****************************** (30)

S50 DISPLACEMENT NOTICE DATED: ******** (8)

S51 RIF NOTICE DATED: ******** (8).

ANNEX E - STANDARD REMARKS

S54 OFFERED JOB(S) OF ******************** (20) ** (2), $***** (5) AND ** (2).

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.

S70 AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE OF PROPOSED SEPARATION
    DURING INITIAL PROBATIONARY PERIOD.

S71 AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTICE OF PROPOSED SEPARATION
    DURING TRIAL PERIOD.

S73 SEPARATED BY ORDER OF MERIT SYSTEMS ***************************** (30)

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.

S76 RESIGNED AFTER RECEIVING NOTICE OF PROPOSED CONVERSION FROM
    THE SENIOR EXECUTIVE SERVICE TO A POSITION IN THE *********** (11) SERVICE.

S77 SUSPENSION TO BE IMPOSED ON ***************************** (30)

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 ******** (8) OF
    DECISION TO REMOVE FROM THE SES FOR ********************** (22).

S82 AGENCY FINDING: RESIGNED AFTER RECEIVING WRITTEN NOTE ON ******** (8) OF
    PROPOSED PLACEMENT OUT OF THE SES FOR ********************** (22).

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).

T05 DATE FOR CONVERSION TO CAREER TENURE HAS BEEN ADJUSTED TO REFLECT CREDIT FOR
    SERVICE ON INTERMITTENT WORK SCHEDULE. ESTIMATED CONVERSION DATE IS ******** (8).

T06 DATE FOR CONVERSION TO CAREER TENURE HAS BEEN ADJUSTED TO REFLECT EXCESS TIME
    IN NONPAY STATUS. NEW ESTIMATED CONVERSION DATE IS ******** (8).

T07 COMPLETED SERVICE REQUIREMENT FOR CAREER TENURE FROM ******** (8) TO ******** (8).

T08 SERVICE COUNTING TOWARDS PERMANENT TENURE FROM ******** (8) TO ******** (8).

T09 SERVICE COUNTING TOWARDS PERMANENT TENURE FROM ******** (8).

T10 SERVICE COUNTING TOWARD CAREER TENURE FROM ******** (8)

T11 COMPLETED ONE YEAR OF CURRENT CONTINUOUS SERVICE.

T29 ****************************** (30)

T30 REASON FOR RETROACTIVE ACTION:***************************** (30).

T55 TENURE AS USED FOR 5 USC 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE
    SERVICE.

X01 AUTHORITY FOR CHANGE: REORGANIZATION TO MERGE THE OFFICES OF LEGISLATIVE
    AFFAIRS AND EXTERNAL AFFAIRS AS APPROVED BY AA/M ON JANUARY 05, 1994.

X02 AUTHORITY FOR CHANGE: REORGANIZATION OF THE BUREAU FOR LATIN AMERICA AND THE
    CARIBBEAN AS APPROVED BY AA/M ON JANUARY 7, 1994.

X03 AUTHORITY FOR CHANGE: REORGANIZATION OF THE OFFICE OF THE GENERAL COUNSEL
    AS APPROVED BY AA/M ON DECEMBER 28, 1993.

X04 AUTHORITY FOR CHANGE: REORGANIZATION OF THE OFFICE OF BUDGET AS APPROVED BY
    AA/M ON MARCH 2, 1994.

X05 AUTHORITY FOR CHANGE: REORGANIZATION OF THE BUREAU FOR AFRICA AS APPROVED BY
    AA/M ON FEBRUARY 10, 1994.

X06 AUTHORITY FOR CHANGE: REORGANIZATION TO MERGE THE BUREAUS FOR ASIA AND THE
    NEAR EAST AS APPROVED BY AA/M ON MARCH 8, 1994.

X07 AUTHORITY FOR CHANGE: REORGANIZATION TO CHANGE THE BUREAU FOR RESEARCH AND
    DEVELOPMENT AS APPROVED BY AA/M ON MARCH 3, 1994.

X08 AUTHORITY FOR CHANGE: REORGANIZATION TO CHANGE THE OFFICE OF POLICY AS
    APPROVED BY AA/M ON MARCH 3, 1994.

X09 AUTHORITY FOR CHANGE: ESTABLISHMENT OF THE OFFICE OF TRANSITION INITIATIVES
    IN THE BUREAU FOR HUMAN RESPONSES AS APPROVED BY AA/M ON JANUARY 19, 1994.

X22 ENTITLED TO $***** (5) OF SEVERANCE PAY FUND TO BE PAID IN THREE EQUAL
    INSTALLMENTS AT THE RATE OF $***** (5) ON JANUARY 1 OF EACH OF THE FIRST THREE
    CALENDAR YEARS FOLLOWING TERMINATION BEGINNING ******** (8).

X34 EXPIRATION OF GRADE RETENTION PERIOD AS **** (4) ** (2).

X35 THE RETAINED PAY PLAN AND GRADE **** (4) ** (2) IS EQUIVALENT TO **** (4) ** (2), THE POSITION
    FROM WHICH REDUCED.

X36 GRADE RETENTION ENTITLEMENT TERMINATED. NO FURTHER ENTITLEMENT TO GRADE OR
    PAY RETENTION.

X37 EMPLOYEE IS ENTITLED TO RETAIN GRADE OF ****** (6) THROUGH ******** (8)

X38 ON ******** (8) EMPLOYEE WILL BE ENTITLED TO RETAIN GRADE OF **** (4) ** (2) THROUGH
    ******** (8) PROVIDED THE PRECEDING PERIOD OF GRADE RETENTION IS NOT
    TERMINATED EARLIER.

X39 EMPLOYEE ELECTED TO TERMINATE GRADE RETENTION ENTITLEMENT.

X40 EMPLOYEE IS ENTITLED TO PAY RETENTION.

X41 SALARY IS 150% OF MAXIMUM RATE OF GRADE TO WHICH ASSIGNED.

X42 PAY RETENTION ENTITLEMENT TERMINATED.

X43 EXPIRATION OF GRADE RETENTION PERIOD AS **** (4) ** (2).

X44 RATE IS STEP ** (2) OF **** (4) ** (2), RETAINED GRADE.

X45 RETAINED GRADE WILL BE USED TO DETERMINE EMPLOYEE'S PAY, RETIREMENT AND
    INSURANCE BENEFITS, AND PROMOTION AND TRAINING ELIGIBILITY.

X46 ACTION GIVES EMPLOYEE WITHIN GRADE INCREASE/QUALITY INCREASE TO STEP **
OF **** **, RETAINED GRADE.

X47 ACTION DENIES WITHIN GRADE INCREASE TO STEP ** OF EMPLOYEE'S RETAINED GRADE.

X48 DECLINED OFFER OF ******************** (20), **** (4), ****** (6) AND ** (2).

X49 CHANGE TO LOWER GRADE IS FOR PERSONAL CAUSE.

X50 FAILED TO COMPLY WITH PRIORITY PLACEMENT PROGRAM REQUIREMENTS.

X51 EMPLOYEE'S STEP IN ITEM 31 REFLECTS WITHIN-GRADE INCREASE(S) WHICH WOULD
HAVE BEEN EARNED ON **************** (16)

X54 THIS ACTION RETURNS THE EMPLOYEE TO THE GRADE WHICH WILL BE RETAINED UNDER
THE RETROACTIVE PROVISIONS OF TITLE VIII OF PUBLIC LAW 95-454 SO THAT ACTION
ENTITLING THE EMPLOYEE TO GRADE RETENTION CAN BE PROPERLY DOCUMENTED.

X59 THIS ACTION DOCUMENTS EMPLOYEE'S ENTITLEMENT TO GRADE RETENTION BASED ON THE
REDUCTION IN GRADE WHICH OCCURRED ON ******** (8).

X61 RETAINED GRADE WILL NOT BE USED FOR PURPOSES OF REDUCTION-IN-FORCE.

X63 THIS ACTION REFLECT CHANGE FROM OCCUPATIONAL CODE ****** (6) ******************** (20)

X64 THIS ACTION REFLECTS CHANGE FROM POSITION TITLE ******************** (20)

X65 GRADE RETENTION ENTITLEMENT IS TERMINATED.

X66 THIS TITLE/AOSC CHANGE RESULTS FROM A REVISION TO THE OVERSEAS POSITION
MANAGEMENT H.B. 33 DTD JAN 29, 1985 (TM 33:18). THE ADMINISTRATIVE REVIEW
PROCEDURE FOR EMPLOYEES WHO FEEL THE CHANGE IS INAPPROPRIATE IS: REVIEW YOUR
POSITION DESCRIPTION. IF INACCURATE IT SHOULD BE REWRITTEN AND SUBMITTED
THROUGH CHANNELS TO M/PM/PMC FOR RECLASSIFICATION. IF ACCURATE COMPARE WITH
OCCUPATIONAL STANDARDS IN H.B. 33 TO DETERMINE TITLE/AOSC FELT TO BE MORE
APPROPRIATE AND SUBMIT A WRITTEN REQUEST FOR REVIEW THROUGH CHANNELS TO
M/PM/PMC. REASONS FOR THE REQUEST SHOULD REFERENCE SPECIFIC OCCUPATIONAL
INFORMATION FROM H.B. 33.

X67 THIS ACTION REFLECTS CHANGE TO FOREIGN SERVICE POSITION TITLE AND CODE IN
ACCORDANCE TO FOREIGN SERVICE CLASSIFICATION PROCEDURES.

X68 DUE TO CHANGE IN PRESIDENTIAL ADMINISTRATION.

X69 APPOINTMENT TERMINATED AS A RESULT OF THE AGENCY'S DISCOVERY OF EMPLOYEE'S
    FALSIFICATION OF PRE-EMPLOYMENT DOCUMENTS AND EMPLOYEE'S SUBSEQUENT FAILURE TO
    MEET THE QUALIFICATIONS REQUIREMENTS FOR ISSUANCE OF A CONTRACTING WARRANT
    UNDER THE PROVISIONS OF FEDERAL ACQUISITION REGULATIONS (FAR), SUBPART 1.603-2

Y01 SUBJECT TO SATISFACTORY CLEARANCE ON THE BASIS OF LOYALTY, SECURITY AND
    SUITABILITY INVESTIGATION. EMPLOYEE HAS RECEIVED A COPY OF CHAPTER 2,
    HANDBOOK 24, EMPLOYEE RESPONSIBILITIES AND CONDUCT.

Y02 MERITORIOUS STEP INCREASE RECOMMENDED BY **** (4) SELECTION BOARD.

Y03 AUTHORITY FOR CHANGE: REORGANIZATION WITHIN THE BUREAU FOR MANAGEMENT
    SERVICES, OFFICE OF MANAGEMENT OPERRATIONS, AS APPROVED BY THE DIRECTOR OF
    PERSONNEL OCTOBER 24, 1990.

Y04 ELIGIBLE TO ELECT COVERAGE UNDER THE FERS WITHIN 6 MONTHS OF THE EFFECTIVE
    DATE OF THIS PERSONNEL ACTION. SF-3109 PROVIDED TO EMPLOYEE ON ********.(8)

Y05 ELIGIBLE TO ELECT COVERAGE UNDER THE FSPS WITHIN 6 MONTHS OF THE EFFECTIVE
    DATE OF THIS PERSONNEL ACTION. JF-63 PROVIDED TO EMPLOYEE ON ********.(8)

Y06 SALARY IN BLOCK 20 INCLUDES LOCALITY PAY OF $******.(6)

Y07 SALARY INCLUDES ADJUSTED LOCALITY PAYMENT BASED ON THE DIFFERENCE BETWEEN
    GENERAL SCHEDULE SALARY AND SPECIAL RATE SALARY.

Y08 DAILY RATE INCLUDES A LOCALITY PAYMENT OF 4.23% BUT CANNOT EXCEED DAILY RATE
    FOR GS 15/10 DAILY RATE OF $332.

Y09 IN ACCORDANCE WITH LETTER OF AGREEMENT DATED ******** (8) EMPLOYEE DETAILED TO
    ********************** (22)

Y10 EMPLOYEE IS AN ACTIVE MEMBER OF THE ****************************** (30)

Y11 EMPLOYEE IS NO LONGER ELIGIBLE FOR MILITARY LEAVE ACCRUAL.

Y12 EMPLOYEE IS ENTITLED TO RECEIVE PHYSICIAN'S COMPARABILITY ALLOWANCE OF $****** (6)
    FOR THE SERVICE YEAR BEGINNING ******** (8) NTE ******** (8).

Y13 THE AGENCY'S PHYSICIAN'S COMPARABILITY ALLOWANCE CONTINUED-SERVICE AGREEMENT
    INCLUDES SPECIFIC PROVISION FOR REPAYMENT OF PCA ALLOWANCE AND MAY REQUIRE
    YOU TO REPAY ALL OR A PORTION OF PCA RECEIVED TO DATE SHOULD YOU VOLUNTARILY
    SEPARATE FROM THE AGENCY WITHIN THE SERVICE PERIOD COVERED BY YOUR AGREEMENT.

Y14 CHANGE MADE IN ACCORDANCE WITH DECISION 13 FLRA NO. 26 DATED 09-27-83.

Y15 EMPLOYEE HAS APPLIED FOR 1MMEDIATE DEFERRED ANNUITY.

Y16 SUBJECT TO SATISFACTORY CLEARANCE ON THE BASIS OF LOYALTY, SECURITY AND
    SUITABILITY INVESTIGATION. EMPLOYEE HAS RECEIVED A COPY OF CHAPTER 2,
    HANDBOOK 24, EMPLOYEE RESPONSIBILITIES AND CONDUCT.

Y17 EMPLOYEE HAS RECEIVED A COPY OF CHAPTER 2, HANDBOOK 24, EMPLOYEE
    RESPONSIBILITIES AND CONDUCT.

Y18 EMPLOYEE RECEIVED A COPY OF CHAPTER 2, HANDBOOK 24, EMPLOYEE RESPONSIBILITIES
    AND CONDUCT. WAITING PERIOD FOR WITHIN GRADE INCREASE BEGINS WITH EFFECTIVE
    DATE OF THIS ACTION.

Y19 INITIAL ASSIGNMENT TO AID/WASHINGTON IS NTE ****** (6)

Y20 QUALITY INCREASE IS GRANTED FOR JOB-RELATED PERFORMANCE.

Y22 EMPLOYEE HAS BEEN DESIGNATED A CAREER CANDIDATE IN ACCORDANCE WITH SEC 306
    OF THE FS ACT OF 1980.

Y24 EMPLOYEE IS A PARTICIPANT IN THE FOREIGN SERVICE PENSION SYSTEM ESTABLISHED
    JANUARY 1, 1987, BY PUBLIC LAW 99-335, DATED JUNE 6, 1986. CODE "P" INDICATES
    COVERAGE UNDER THE FOREIGN SERVICE PENSION SYSTEM AND FICA.

Y25 EMPLOYEE ELECTED COVERAGE UNDER ***** (5).

Y26 EMPLOYEE IS AUTOMATICALLY COVERED UNDER***** (5).

Y27 EMPLOYEE PREVIOUSLY COVERED BY ***** (5) - CONTRIBUTIONS TO ***** (5) ARE FROZEN.

Y28 EMPLOYEE PREVIOUSLY COVERED BY ***** (5) - IS ELIGILE FOR REFUND.

Y29 EMPLOYEE ELECTED COVERAGE UNDER FSPS.

Y30 IN ACCORDANCE WITH LETTER OF AGREEMENT DATED ******** (8) REIMBURSABLE DETAIL
    EXTENDED TO NTE ******** (8) TO ** (50)

Y31 ACTION RESULTS FROM PAY ADJUSTMENT UNDER E.O. 12477.

Y32 PREVIOUSLY COVERED - REFUND ELIGIBLE

Y33 IN ACCORDANCE WITH LETTER OF AGREEMENT DATED ******** (8) NON REIMBURSABLE DETAIL
EXTENDED TO NTE ******** (8) TO *************** (14)

Y34 IN ACCORDANCE WITH LETTER OF AGREEMENT DATED ********* (8) PARTIAL REIMBURSABLE
DETAIL EXTENDED TO NTE ******* (8) TO **************** (14)

Y35 THE PAY ADJUSTMENT REFERENCED IN THIS PERSONNEL ACTION IS BASED ON THE UNITED
STATES DISTRICT COURT DECISION THAT SECTION 2106(A) OF THE FOREIGN SERVICE
ACT OF 1980 PROHIBITS ANY REDUCTION IN THE RATES OF SALARY PRESCRIBED FOR
MEMBERS OF THE FOREIGN SERVICE EVEN WHERE THESE RATES ARE NOT PAYABLE BECAUSE
OF AN APPLICABLE STATUTORY PAY CAP. THEREFORE, MEMBERS OF THE MINISTER
COUNSELOR CLASS WHO WERE CONVERTED ON 2/15/81 FROM STEPS OF THE FORMER
CLASS 1 (FSR-1) MUST BE PAID AS MUCH OF THE PROTECTED RATE AS POSSIBLE SUBJECT
TO OTHER PROVISIONS OF THE LAW (THAT IS THE MAXIMUM SFS PAY CAP). THERE IS NO
CHANGE IN THE DESIGNATED ES LEVEL, SUCH AS LEVEL 04 OR 05, RESULTING FROM THE
COURT'S DECISION. PROTECTED RATES OF PAY FOR FORMER CLASS 1 (FSR-1) OFFICERS
IS CONTAINED IN E.O. 12248 OF OCTOBER, 1980. BASED ON YOUR CONVERSION TO THE
SFS FROM FSR-01 STEP ** (2), YOUR PROTECTED RATE OF BASIC PAY IS $****** (6)
PER ANNUM. THE MAXIMUM SFS PAY CAP NOW IN EFFECT IS $72,300.

Y36 ADJUSTED RATES OF PAY IN ACCORDANCE WITH SALARY INCREASES REFLECTED IN
E.O. 12496, EFFECTED JANUARY 6, 1985.

Y37 THIS ACTION CORRECTS ITEM 20 OF OFFICIAL PERSONNEL ACTION DATED ******** (8) TO
SHOW MAXIMUM PROTECTED RATE OF $****** (6) PER ANNUM IN LIEU OF ES LEVEL 05,
$****** (6) PER ANNUM. THERE IS NO AUTHORITY TO EXCEED THE PROTECTED RATE OF
$****** (6) PER ANNUM.

Y38 THIS ACTION REFLECTS YOUR COMMISSION AS A CAREER FOREIGN SERVICE OFFICER,
CONSULAR OFFICER AND SECRETARY IN THE DIPLOMATIC SERVICE. THE DATE OF THE
PRESIDENT'S NOMINATION TO THE SENATE WAS ******** (8). THE DATE OF SENATE
CONFIRMATION WAS ******** (8) AND THE PRESIDENT'S ATTESTATION DATE WAS ******** (8).
Y39 THIS ACTION CORRECTS THE OFFICIAL PERSONNEL ACTION EFFECTIVE MARCH 19, 1984 TO
REFLECT YOUR COMMISSION AS A CAREER FOREIGN SERVICE OFFICER, CONSULAR OFFICER
AND SECRETARY IN THE DIPLOMATIC SERVICE. THE DATE OF THE PRESIDENT'S
NOMINATION TO THE SENATE WAS MARCH 6, 1984. THE DATE OF SENATE CONFIRMATION
WAS MARCH 15, 1984 AND THE PRESIDENT'S ATTESTATION DATE WAS MARCH 19, 1984.

Y40 THIS PERSONNEL ACTION IMPLEMENTS EMPLOYEE PAY PLAN CHANGES AS DIRECTED BY OPM.

Y41 INFORMATION REFLECTED IN THIS PERSONNEL ACTION IS AS OF THE DATE OF SIGNATURE
WHICH MAY DIFFER FROM THE INFORMATION AS OF THE EFFECTIVE DATE OF THIS ACTION.

Y43 AUTHORITY FOR CHANGE: REORGANIZATION TO MERGE THE BUREAU FOR EUROPE AND THE NEW INDEPENDENT TASK FORCE AS APPROVED BY AA/M ON MARCH 7, 1994.

Y44 AUTHORITY FOR CHANGE: ESTABLISHMENT OF THE OFFICE OF MANAGEMENT PLANNING AND INNOVATION AS APPROVED BY AA/M ON MARCH 11, 1994.

Y49 EMPLOYEE IS COVERED UNDER THE RETIREMENT PROVISIONS OF SECTION 1811 COVERING LAW ENFORCEMENT OFFICERS. MANDATORY RETIREMENT IS AT AGE 57.

Y50 CODE 'R' IN BLOCK 30 INDICATES COVERAGEUNDER FICA

Y51 CODE 'W' IN BLOCK 30 INDICATES COVERAGEUNDER FICA & FS.

Y52 CODE 'X' IN BLOCK 30 INDICATES COVERAGEUNDER FICA & ANOTHER RETIREMENT SYSTEM

Y53 CODE 'T' IN BLOCK 30 INDICATES COVERAGEUNDER FICA AND CS-SPEC.

Y54 CODE 'C' IN BLOCK 30 INDICATES COVERAGEUNDER FICA AND CS AT TRANSITIONAL WITHHOLDING RATE OF 1.3%.

Y55 CODE 'G' IN BLOCK 30 INDICATES COVERAGEUNDER FICA AND FS AT TRANSITIONAL WITHHOLDING RATE OF 1.3%.

Y56 CODE 'J' IN BLOCK 30 INDICATES COVERAGEUNDER FICA AND BY ANOTHER FEDERAL GOVERNMENT RETIREMENT AT TRANSITIONAL WITHHOLDING RATE OF 1.3%.

Y57 CODE 'E' IN BLOCK 30 INDICATES COVERAGEUNDER FICA AND CS-SPEC AT TRANSITIONAL AS APPROVED BY MS/IRM APRIL, 1985.

Y58 RETIREMENT DEDUCTIONS AT THE RATE OF 1.3% BEGIN 01-01-84.

Y59 THE SERVICE COMPUTATION DATE FOR THE PURPOSE OF THE THRIFT SAVINGS PLAN IS ******** (8).

Y60 OFFICE OF ASSIGNMENT: ***************** (18)

Y61 OFFICER'S TIME-IN-CLASS EXPIRED ******** (8)

Y62 AUTHORITY FOR CHANGE: REALIGNMENT/REORGANIZATION OF THE OFFICES OF ADMINISTRATIVE SERVICES AND OVERSEAS MANAGEMENT SUPPORT AS APPROVED BY AA/M ON OCTOBER 27, 1993, AND DECEMBER 6, 1993, RESPECTIVELY.

Y63 REORGANIZATION TO ESTABLISH THE REGIONAL MISSION FOR EUROPE (ENE/RME) AS
APPROVED BY HRDM/OD ON MAY 6, 1991.

Y64 REORGANIZATION TO ESTABLISH THE OFFICE OF PROGRAM DEVELOPMENT AND PLANNING
(ENE/PDP) AS APPROVED BY PM/OD ON MARCH 22, 1991.

Y65 REORGANIZATION TO ESTABLISH THE OFFICE OF DEVELOPMENT RESOURCES (ENE/DR), AS
APPROVED BY PM/OD ON MARCH 27, 1991.

Y66 REORGANIZATION TO ESTABLISH THE OFFICE OF PHILIPPINES, CAMBODIA, AFGHANISTAN
AND PAKISTAN AFFAIRS UNDER THE BUREAU FOR ASIA AND PRIVATE ENTERPRISE
(APRE/PCAP) AS APPROVED BY HRDM/OD ON JUNE 19, 1991.

Y67 AUTHORITY FOR CHANGE: ESTABLISHMENT OF THE EASTERN EUROPE BRANCH, MS/OP/OS,
AS APPROVED BY HRDM/OD ON JULY 2, 1991.

Y68 AUTHORITY FOR CHANGE: REORGANIZATION TO REALIGN THE OFFICE OF FOOD FOR
PEACE FROM THREE REGIONAL UNITS TO TWO FUNCTIONAL UNITS, THE EMERGENCY RELIEF
DIVISION (FHA/FFP/ER) AND THE DEVELOPMENT PROGRAMS DIVISION (FHA/FFP/DP)
AS APPROVED BY FA/B ON APRIL 7, 1993.

Y69 THIS ACTION ESTABLISHES THE TASK FORCE FOR THE NEW INDEPENDENT STATES AS
APPROVED BY A/AID MARCH 20, 1992.

Y70 WITHIN-GRADE INCREASE TO STEP ** (2) DENIED BECAUSE YOUR WORK IS NOT AT AN ACCEPT-
ABLE LEVEL OF COMPETENCE. YOU REMAIN AT **** (4), STEP ** (2).

Y71 PROMOTION IN ACCORDANCE WITH PROVISIONS OF AID HANDBOOK 25 CHAPTER 40, AND ON
DETERMINATION OF **** (4) FOREIGN SERVICE SELECTION BOARDS.

Y72 AUTHORITY FOR CHANGE: REORGANIZATION TO RESTRUCTURE FA/HRDM TO ESTABLISH A
WORKFORCE PLANNING, RECRUITMENT AND PERSONNEL SYSTEMS DIVISION (FA/HRDM/WPRS)
AS APPROVED BY AA/FA ON JAN. 6, 1993.

Y73 REORGANIZATION TO ESTABLISH THE REGIONAL PROJECTS BRANCH (ASIA/DR/PD/RP)
AS APPROVED BY FA/B JUNE 22 1993.

Y74 AUTHORITY FOR CHANGE: REORGANIZATION OF THE OFFICE OF HUMAN RESOURCES
DEVELOPMENT AND MANAGEMENT AS APPROVED BY THE ACTING AA/M ON OCTOBER 25, 1993.

Y75 AUTHORITY FOR CHANGE: REORGANIZATION OF THE BUREAU FOR FINANCE AND
ADMINISTRATION AS APPROVED BY THE ADMINISTRATOR ON OCTOBER 1, 1993.

Y76 AUTHORITY FOR CHANGE: CHANGE THE NAME OF THE BUREAU FOR FOOD AND HUMANITARIAN
ASSISTANCE (BUREAU FOR FOOD DISASTER ASSISTANCE AND CRISIS MANAGEMENT) AS
APPROVED BY AA/M ON JANUARY 19, 1994.

Y77 AUTHORITY FOR CHANGE: REORGANIZATION OF THE OFFICE OF INFORMATION RESOURCES
MANAGEMENT AS APPROVED BY AA/M ON DECEMBER 27, 1993.

Y78 AUTHORITY FOR CHANGE: REORGANIZATION OF THE OFFICE OF FINANCIAL MANAGEMENT
AS APPROVED BY AA/M ON JANUARY 7, 1994.

Y79 AUTHORITY FOR CHANGE: REORGANIZATION OF THE OFFICE OF THE EXECUTIVE
    SECRETARIAT AS APPROVED BY AA/M ON DECEMBER 27, 1993.

Y80 THE AMOUNT IN ITEM 20 REPRESENTS THE DIFFERENCE BETWEEN YOUR EARLIER SFS
    AGENCY AWARD OF $****** (6) AND YOUR SFS PRESIDENTIAL AWARD.

Y81 AUTHORITY FOR CHANGE: REALIGNMENT/REORGANIZATION OF THE OFFICE OF PROCUREMENT,
    AND THE PROCUREMENT POLICY AND EVALUATION STAFF AS APPROVED BY AA/M ON
    DECEMBER 27, 1993.

Y82 IN ACCORDANCE WITH THE INTERAGENCY AGREEMENT ON PRESIDENTIAL AWARDS, AN SFS
    MEMBER MAY NOT RECEIVE AN SFS AGENCY AWARD AND AN SFS PRESIDENTIAL AWARD FOR
    THE SAME RATING CYCLE.

Y83 SFS AWARD PAYMENT WHEN ADDED TO THE BASIC ANNUAL SALARY, DURING ANY FISCAL
    YEAR, MAY NOT EXCEED THE BASIC SALARY OF LEVEL I OF THE EXECUTIVE SCHEDULE
    ($****** (6)) IN ACCORDANCE WITH SEC. 405(B)(4) OF THE FSA OF 1980.

Y84 OFFICER'S TEMPORARY CAREER EXTENSION, GRANTED UNDER SEC. 607(D)(2) OF THE FSA,
    EXPIRED ON ******** (8)

Y85 LIMITED CAREER EXTENSION (LCE) IS BASED ON THE RANK ORDER LIST PREPARED BY THE
    **** (4) SFS CONSOLIDATED SELECTION BOARD AND ON THE AGENCY'S PROJECTED FOREIGN
    SERVICE EMPLOYMENT NEEDS.

Y86 EMPLOYEE ELECTED COVERAGE UNDER FSPS.

Y87 PROMOTION IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 601(A) AND 602(A) OF
    THE FSA OF 1980 AND OF AID HANDBOOK 25, CHAPTER 40. THE PROMOTION IS BASED ON
    RECOMMENDATION OF THE **** AID FOREIGN SERVICE SELECTION BOARD FOR THE
    ******** TO ******** RATING CYCLE.
    PROMOTIONS INTO AND WITHIN THE SENIOR FOREIGN SERVICE ARE APPOINTMENTS BY THE
    PRESIDENT (SEC. 302(A) OF THE FSA OF 1980).

Y90 WITHIN-CLASS INCREASE IS BASED ON THE DETERMINATION BY THE SFS CONSOLITATED
    SELECTION BOARD THAT OFFICER RANKS WITHIN THE UPPER TWO-THIRDS OF HIS/HER
    CLASS FOR THE PERFORMANCE RATING CYCLE,******** (8) TO ******** (8), AND HAS MET OTHER
    ELIGIBILITY CRITERIA CONTAINED IN HANDBOOK 25, CHAPTER 38, SALARY LEVEL
    ADJUSTMENTS FOR SFS MEMBERS.

Y91 AWARDED FOR DEMONSTRATED SUSTAINED PERFORMANCE WHICH SUBSTANTIALLY EXCEEDED
    NORMAL JOB REQUIREMENTS FOR THE PERFORMANCE RATING CYCLE ENDING ******** (8) .

Y93 THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 (PUBLIC LAW 99-272)
    APRIL 7, 1986 CHANGED THE ADVISOR USED FOR DETERMINING HOURLY RATES OF BASIC
    RATES OF BASIC PAY FROM 2080 TO 2087.

Y94 BEGINNING NOVEMBER 1, 1993, PAY PLAN CODE "GM" WILL IDENTIFY EMPLOYEES COVERED
BY THE PMRS TERMINATION PROVISIONS OF PUBLIC LAW 103-89. A GM EMPLOYEE WILL
CONTINUE TO BE PAID AT HIS/HER CURRENT RATE OF PAY AND WILL BE ELIGIBLE FOR
WITHIN-GRADE INCREASES (WGI'S). THE WGI WAITING PERIOD BEGINS THE DAY THIS
MERIT INCREASE IS EFFECTED.

Y95 BEGINNING NOVEMBER 1, 1993, PAY PLAN CODE "GM" WILL IDENTIFY EMPLOYEES COVERED
BY THE PMRS TERMINATION PROVISIONS OF PUBLIC LAW 103-89. A GM EMPLOYEE WILL
CONTINUE TO BE PAID AT HIS/HER CURRENT RATE OF PAY AND WILL BE ELIGIBLE FOR
WITHIN-GRADE INCREASES (WGI'S). THE WGI WAITING PERIOD BEGINS THE DAY THE
EMPLOYEE RECEIVED HIS/HER LAST EQUIVALENT INCREASE.

Y96 BEGINNING NOVEMBER 1, 1993, PAY PLAN CODE "GM" WILL IDENTIFY EMPLOYEES COVERED
BY THE PMRS TERMINATION PROVISIONS OF PUBLIC LAW 103-89. A GM EMPLOYEE WILL
CONTINUE TO BE PAID AT HIS/HER CURRENT RATE OF PAY AND WILL BE ELIGIBLE FOR
WITHIN-GRADE INCREASES (WGI'S).

Y97 THIS ACTION TERMINATES THE EMPLOYEE'S COVERAGE UNDER THE PROVISIONS OF
P.L. 103-89 AND THE USE OF THE GM PAY PLAN CODE.

Y99 EMPLOYEE ELECTED TO REMAIN UNDER THE 5-YEAR MINISTER COUNSELOR (MC)
TIME-IN-CLASS (TIC) LIMITATIONON ****** (6).

100 SUBJECT TO SATISFACTORY CLEARANCE ON THE BASIS OF LOYALTY, SECURITY AND
SUITABILITY INVESTIGATION. EMPLOYEE HAS RECEIVED A COPY OF CHAPTER 2,
HANDBOOK 24, EMPLOYEE RESPONSIBILITIES AND CONDUCT.

101 EMPLOYEE ACQUIRED COMPETITIVE STATUS UPON APPOINTMENT.

102 EMPLOYEE ACQUIRED COMPETITIVE STATUS UPON CONVERSION.

103 SUBJECT TO PROVISIONS OF HANDBOOK 22 TRAVEL AGREEMENT SIGNED ******** (8).

104 EMPLOYEE ACQUIRES A COMPETITIVE STATUS.

105 MEMBER OF BAR - ******************** (20)

110 DATE NOMINATED: ******** (8); DATE CONFIRMED: ******** (8); DATE ATTESTED: ******** (8).

111 SALARY MAY NOT BE REDUCED BELOW SALARY EARNED IMMEDIATELY PRIOR TO SES
CONVERSION WITH ANY FUTURE INVOLUNTARY ACTION WHILE CONTINUOUSLY EMPLOYED.

112 PLUS 10% NIGHT DIFFERENTIAL

113 PLUS 7 1/2% NIGHT DIFFERENTIAL.

123 EMPLOYEE WILL BE IN GROUP II FOR RIF PURPOSES WHILE IN THIS POSITION AND THE
FORMER INCUMBENT HAS REEMPLOYMENT RIGHTS.

124 EMPLOYEE DOES NOT ACQUIRE A COMPETITIVE STATUS UNDER THIS APPOINTMENT.

125 UNDER SEC. 625(B) OF FOREIGN ASSISTANCE ACT OF 1961, AS AMENDED, AND SUBJECT
TO CONDITIONS IN FPM CH. 352, SUBCH. 5, EMPLOYEE HAS STATUTORY REINSTATEMENT
RIGHTS TO ***************************** (30)

135 * (1) IN ITEM 7 DENOTES SES ********** (10) APPOINTMENT. TENURE AS USED FOR
5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.

136 * (1) IN ITEM 28 DENOTES SES *************** (15) POSITION.

141 HOURS OF DUTY FOR PART-TIME EMPLOYEES ARE THE OFFICIALLY PRESCRIBED DAYS AND
HOURS IN AN ADMINISTRATIVE WORKWEEK DURING WHICH EMPLOYEE IS REQUIRED TO BE
ON DUTY REGULARLY. IF ORDERED AND APPROVED IN ADVANCE, OVERTIME PAY IS
AUTHORIZED FOR WORK IN EXCESS OF 8 HOURS A DAY AND/OR 40 HOURS PER WEEK.
EARNS LEAVE FOR EACH HOUR IN A REGULAR PAY STATUS.

142 NO BREAK IN SERVICE.

144 INELIGIBLE FOR HEALTH BENEFITS.

145 ELECTED NOT TO ENROLL IN HEALTH BENEFITS.

146 CANCELLED HEALTH BENEFITS.

147 SERVICE IN ************ (12) FROM ******** (8) TO ******** (8) CREDITABLE TOWARD WAITING
PERIOD FOR WITHIN-GRADE INCREASE.

149 SEPARATION FROM ACTIVE DUTY EFFECTIVE ******** (8).

150 SALARIES REFLECTED IN ITEMS 25 AND/OR 32 WOULD BE ******** (8) IF NOT LIMITED
BY 5 USC 5308.

151 IN ACCORDANCE WITH 5 U.S.C. 3323(B) EMPLOYEE MAY BE SEPARATED AT WILL OF
APPOINTING OFFICER.   ANNUITY OF $**** (4) TO BE DEDUCTED FROM EMPLOYEE'S SALARY.

152 EMPLOYEE SERVES AT THE DISCRETION OF THE ADMINISTRATOR OF THE AGENCY FOR
INTERNATIONAL DEVELOPMENT.

153 EMPLOYEE'S VETERAN PREFERENCE IS NOT APPLICABLE FOR RIF PURPOSES.

154 SEVERANCE PAY DISCONTINUED. EMPLOYEE HAS RECEIVED ** (2) WEEKS OF SEVERANCE PAY.

155 RETAINS SEVERANCE PAY ENTITLEMENT.

156 DOES NOT RETAIN SEVERANCE PAY ENTITLEMENT.

159 ON NON-PAY STATUS IN ****************************** (30)

163 EMPLOYEE HAS RECEIVED A COPY OF CHAPTER 2, HANDBOOK 24, EMPLOYEE
RESPONSIBILITIES AND CONDUCT.

164 OFFICE OF ASSIGNMENT: ***************** (17)

165 IN ACCORDANCE WITH AGREEMENT BETWEEN A.I.D. AND TDP, EMPLOYEE HAS
ADMINISTRATIVE REEMPLOYMENT RIGHTS BACK TO A.I.D. AT THE SAME GRADE
AS OF DATE OF TRANSFER FROM A.I.D.

166 EMPLOYEE RECEIVED A COPY OF CHAPTER 2, HANDBOOK 24, EMPLOYEE RESPONSIBILITIES
AND CONDUCT. WAITING PERIOD FOR WITHIN-GRADE INCREASE BEGINS WITH EFFECTIVE
DATE OF THIS ACTION.

167 EXERCISED REEMPLOYMENT RIGHTS UNDER ****************************** (30)

168 EMPLOYEE AUTHORIZED EQUALIZATION ALLOWANCE UNDER 5 U.S.C. 3582.

169 IN ACCORDANCE WITH FPM BULLETIN 340-2 , EMPLOYEE IS ENTITLED TO **** (4) PAYMENT
OF HEALTH BENEFITS.

170 NOT ELIGIBLE FOR POST DIFFERENTIAL OR QUARTERS ALLOWANCES.

171 NOT AUTHORIZED RETURN TRAVEL OR TRANSPORTATION TO THE UNITED STATES AT
GOVERNMENT EXPENSE BY VIRTUE OF THIS APPOINTMENT.

172 EMPLOYEE SERVES AT THE DISCRETION OF THE DIRECTOR OF THE TRADE AND
DEVELOPMENT PROGRAM.

173 ELIGIBLE FOR GOVT. PAID TRAVEL AND TRANSPORTATION TO DESIGNATED PLACE OF
RESIDENCE IN U.S. FOLLOWING COMPLETION OF ** (2) MONTHS OF SERVICE OVERSEAS.

174 APPOINTMENT LIMITED TO THE NEED FOR THE EMPLOYEE'S SERVICES AT THIS MISSION
AND MAY BE TERMINATED WHEN THE MISSION OR A.I.D./W DETERMINES THAT THE NEED
NO LONGER EXISTS.

176 EMPLOYEE SERVES AT THE DISCRETION OF THE DIRECTOR OF THE UNITED STATES
INTERNATIONAL DEVELOPMENT COOPERATION AGENCY.

177 UNLIMITED APPOINTMENT PURSUANT TO CHAPTER 17, HANDBOOK 25. EMPLOYEE HAS REEMPLOYMENT RIGHTS LIMITED TO 30 MONTHS TO A.I.D. UNDER SEC 310 OF THE FOREIGN SERVICE ACT OF 1980.

178 EMPLOYEE SERVES AT THE DISCRETION OF THE DIRECTOR, TRADE AND DEVELOPMENT PROGRAM.

179 NO BREAK IN SERVICE. EMPLOYEE HAS REEMPLOYMENT RIGHTS UNDER SEC. 310 OF THE FOREIGN SERVICE ACT OF 1980, LIMITED TO 5 YEARS TO ************************* (25).

180 EMPLOYEE HAS REEMPLOYMENT RIGHTS FOR THE DURATION OF EMPLOYEE'S LIMITED APPOINTMENT IN THE FOREIGN SERVICE.

190 FEDERAL MINIMUM WAGE RATE INCREASE IN ACCORDANCE WITH SECTION 6(A)(1) OF THE FLSA OF 1938, AS AMENDED.

191 THIS ACTION ALSO TERMINATES DETAIL.

193 SALARY RATE IN ITEM 25 AND/OR 32 REFLECTS PAY ADJUSTMENT AUTHORIZED BY PUBLIC LAW ***** (5) EFFECTIVE ******** (8).

200 AUTHORIZED TO WORK NTE *** (3) DAYS UNDER CURRENT APPOINTMENT IN LIEU OF NUMBER OF DAYS SPECIFIED IN ITEM 45 ON SF-50 SIGNED ******** (8).

201 EMPLOYEE IS AUTHORIZED TO WORK NTE *** (3) DAYS UNDER THIS APPOINTMENT AND IS CONSIDERED A ******* (7) EMPLOYEE. EMPLOYEE IS SUBJECT TO REGULATIONS PROHIBITING DUAL COMPENSATION. HOME OR REGULAR PLACE OF BUSINESS: ******************** (20)

203 EMPLOYEE IS AUTHORIZED TO WORK AT HOME OR PLACE OF BUSINESS.

204 WAIVER OF COMPENSATION SIGNED ******** (8).

205 EMPLOYEE IS SCHEDULED TO WORK A REGULAR TOUR OF DUTY.

206 EMPLOYEE WAS APPOINTED WITHOUT A BREAK IN SERVICE IN EXCESS OF 3 WORKING DAYS; EMPLOYEE REMAINS ELIGIBLE FOR RETIREMENT BENEFITS.

207 WHEN IN OFFICIAL INTERNATIONAL TRAVEL STATUS SALARY IS PAYABLE FOR DAYS ON WHICH TRAVEL INTERRUPTS THE EMPLOYEE'S NORMAL BUSINESS ACTIVITY.

208 EMPLOYEE DOES NOT EARN SICK OR ANNUAL LEAVE.

209 EMPLOYEE TO BE PAID ON AN HOURLY RATE BASIS FOR SERVICES OR OFFICIAL TRAVEL WHICH DO NOT INTERRUPT EMPLOYEE'S USUAL BUSINESS FOR SUBSTANTIAL PORTION OF DAY.

210 INTERMITTENT EMPLOYMENT TOTALLED **** (4) HOURS IN PAY STATUS FROM ******** (8) TO
    ******** (8).

211 APPOINTMENT IS RENEWED PURSUANT TO SPECIAL PROVISIONS OF SECTION 626(A) OF THE
    FOREIGN ASSISTANCE ACT OF 1961, AS AMENDED.

212 EMPLOYEE IS AUTHORIZED TO WORK ** HOURS EACH SEVEN-DAY WORKWEEK.

213 EMPLOYEE IS A FOREIGN SERVICE RETIREE

302 CHANGE FROM ************ (12)

307 OCCUPANCY OF THIS POSITION LIMITED TO RETURN OF FORMER INCUMBENT.

308 EMPLOYEE IS ENTITLED TO SALARY RETENTION UNDER 5 U.S.C. 5337 FOR A PERIOD
    NOT TO EXCEED TWO CONTINUOUS YEARS FROM THE EFFECTIVE DATE OF THIS ACTION.
    AT THE END OF THE RETENTION PERIOD, EMPLOYEE REVERTS TO ******** (8).

310 SATISFACTORY PERFORMANCE RATING - SALARY RETAINED; OTHERWISE PAY WOULD BE
    $***** (5). WITHIN-GRADE INCREASE RATE $***** (5) WOULD ACCRUE ******** (8).

311 GRADE RETENTION ENTITLEMENT TERMINATED. NO FURTHER ENTITLEMENT TO GRADE AND
    PAY RETENTION.

322 THIS ACTION EFFECTED AS AN EXCEPTION UNDER CHAPTER 16F.2.G OF HANDBOOK 25.

326 THIS ACTION EFFECTED AS AN EXCEPTION UNDER CHAPTER 16F.2.J OF HANDBOOK 25.

333 LIMITED APPOINTMENT NTE ******** (8).

334 NAME CHANGE DUE TO ******************** (20)

335 EMPLOYEE HAS BEEN ON LWOP SINCE ******** (8).

337 WAITING PERIOD FOR STEP INCREASE BEGINS WITH EFFECTIVE DATE OF THIS ACTION.

338 SES BONUS PAY OF $***** (5) IS AWARDED FOR PERFORMANCE DURING THE PERIOD OF
    ******** (8) THROUGH ******** (8) IN ACCORDANCE WITH PUBLIC LAW 95-454, SECTION 5384.

341 THIS ACTION REFLECTS A CHANGE FROM OCCUPATIONAL CODE **** (4).

342 THIS ACTION REFLECTS CHANGE FROM OCCUPATIONAL CODE **** (4) , ******************** (20)

343 THIS ACTION REFLECTS A CHANGE FROM ******************** (20)

345 PAY RATE IS AS OF THE DATE OF SIGNATURE WHICH MAY DIFFER FROM THE PAY RATE
    AS OF THE EFFECTIVE DATE OF THIS ACTION.

346 SALARY RATE(S) RELECTED MAY DIFFER FROMTHE SALARY RATE(S) IN EFFECT AS OF THE
    EFFECTIVE DATE OF THIS ACTION.

350 LWOP TO BE CONVERTED TO HOME LEAVE AND ANNUAL LEAVE.

352 WAITING PERIOD FOR WITHIN-GRADE INCREASE BEGAN ******** (8).

353 A TWO YEAR WAITING PERIOD FOR WITHIN-GRADE INCREASE BEGAN WITH THE EFFECTIVE
    DATE OF THIS ACTION.

354 CONFIRMS ACTION APPROVED IN SPAR NO. ********** (10)

356 A THREE YEAR WAITING PERIOD FOR WITHIN GRADE BEGINS WITH THE EFFECTIVE DATE
    OF THIS ACTION.

357 MANDATORY PARTICIPATION IN THE FOREIGN SERVICE RETIREMENT AND DISABILITY
    SYSTEM PURSUANT TO P.L. 96-465.

358 EMPLOYEE HAS BEEN NOTIFIED OF THE CONDITIONS OF THE TEMPORARY PROMOTION.

359 EMPLOYEE'S REEMPLOYMENT RIGHTS TO ************** (14) UNDER SECTION 310 OF
    THE FOREIGN SERVICE ACT OF 1980 ARE EXTENDED TO ******** (8) IN ACCORDANCE WITH
    LETTER OF ******** (8)

360 EMPLOYEE IS ELIGIBLE FOR HOME SERVICE TRANSFER ALLOWANCE IF EMPLOYEE MEETS
    CRITERIA UNDER STANDARD REGULATIONS (GOVERNMENT CIVILIAN, FOREIGN AREAS).

361 EMPLOYEE HAS BEEN DESIGNATED A CAREER CANDIDATE IN ACCORDANCE WITH SEC 306 OF
    THE FS ACT OF 1980. EMPLOYEE IS A PARTICIPANT IN THE FOREIGN SERVICE
    RETIREMENT AND DISABILITY SYSTEM PURSUANT TO SEC 803 OF THE FS ACT OF 1980.

362 EMPLOYEE HAS BEEN DESIGNATED AS A LIMITED, NON-CAREER FOREIGN SERVICE
    EMPLOYEE IN ACCORDANCE WITH SEC. 301(D)(1) OF THE F.S. ACT OF 1980.

363 PROMOTION IS AUTHORIZED BY THE DIRECTOR OF PERSONNEL IN ACCORDANCE WITH THE
    PROVISIONS OF HB 28, CHAPTER 5A, AND ON RECOMMENDATIONS OF THE IDI CAREER
    PANEL.

364 THIS CONVERSION IS EFFECTED UNDER PROVISIONS OF CHAPTER 5, HANDBOOK 25.

365 PROMOTION IN ACCORDANCE WITH PROVISIONSOF AID HANDBOOK 25, CHAPTER 10, AND
ON DETERMINATION OF **** (4) AID FOREIGN SERVICE SELECTION BOARDS. WAITING PERIOD
FOR WITHIN-GRADE INCREASE BEGINS WITH EFFECTIVE DATE OF THIS ACTION.

366 LIMITED APPOINTMENT NTE ******** (8). WAITING PERIOD FOR WITHIN-GRADE INCREASE
BEGAN ******** (8).

370 POSITION ESTABLISHED AND CLASSIFIED UNDER SEC 501 OF THE FOREIGN SERVICE
ACT OF 1980 AND IN ACCORDANCE WITH MANUAL CIRCULAR 476.2,
EFFECTIVE JUNE 12, 1974. OCCUPATIONAL CATEGORY IN THE EVENT OF
RIF (FS) OR PRE-RIF (FS L): **************************** (28), BACKSTOP **.

371 DEPARTMENT OF STATE APPROVED EFFECTIVE ******** (8) DIPLOMATIC TITLE OF:
********************** (22)

372 OCCUPATIONAL CATEGORY IN THE EVENT OF RIF (FS) OR PRE-RIF (FS L):
**************************** (28) BACKSTOP ** (2).

374 THIS CONVERSION IS EFFECTED UNDER THE PROVISIONS OF CHAPTER 5, HANDBOOK 28.

375 MERITORIOUS STEP INCREASE IS AUTHORIZED BY THE DIRECTOR OF PERSONNEL IN
ACCORDANCE WITH THE PROVISIONS OF HB 28, CHAPTER 5A, AND ON RECOMMENDATIONS OF
THE IDI CAREER PANEL.

400 IN ACCORDANCE WITH LETTER OF AGREEMENT NO. **** (4) DATED ******** (8), EMPLOYEE
DETAILED TO ****************** (18)

401 IN ACCORDANCE WITH LETTER OF AGREEMENT NO. **** (4) DATED ******** (8), EMPLOYEE
ASSIGNED UNDER THE INTERGOVERNMENTAL PERSONNEL ACT TO ****************** (18)

501 MILITARY ORDER NO. ************ (12) DATED ******** (8).

508 SEPARATED DURING PROBATIONARY PERIOD.

520 EMPLOYEE GAVE NO REASON FOR RESIGNATION; NO OTHER INFORMATION AVAILABLE.

521 RIF LETTER ISSUED ******** (8).

523 DISABILITY RETIREMENT CASE NO. ****************** (18)

525 EMPLOYEE RESIGNING AND APPLYING FOR DISCONTINUED SERVICE ANNUITY IN LIEU OF
CONSIDERATION UNDER RIF PROCEDURES TO WHICH EMPLOYEE IS ENTITLED.

526 EMPLOYEE RESIGNING AND APPLYING FOR DISCONTINUED SERVICE ANNUITY IN LIEU OF
CONSIDERATION UNDER RIF PROCEDURES TO WHICH EMPLOYEE IS ENTITLED
AS A RESULT OF THE ABOLISHMENT OF EMPLOYEE'S POSITION.

533 EMPLOYEE ELECTED OPTIONAL RETIREMENT INSTEAD OF APPLYING FOR DISABILITY
RETIREMENT.

534 RESIGNED TO RETURN TO SCHOOL.

536 RESIGNED TO ACCEPT EMPLOYMENT IN PRIVATE INDUSTRY.

537 MAILING ADDRESS: ***************************** (30)

538 EMPLOYEE GRANTED REEMPLOYMENT RIGHTS TO A.I.D. UNDER ************************** (25)
AFTER SEPARATION FROM:

541 EMPLOYEE HAS RESTORATION RIGHTS IN A.I.D. UNDER 5 U.S.C. 3551.

545 SF-2801-1 COMPLETED AND COPY PROVIDED TO EMPLOYEE ******** (8).

550 SALARY TO BE PAID FOR ALLOWABLE TRAVEL TIME, ANNUAL LEAVE AUTHORIZED AS PART
OF ACTIVE DUTY PERIOD ENROUTE TO OR IN THE U.S., AUTHORIZED TDY, APPROVED
SICK LEAVE AND LUMP SUM PAYMENT FOR ALL ANNUAL LEAVE TO EMPLOYEE'S CREDIT AT
TIME OF SEPARATION. REMAINDER OF PERIOD THROUGH DATE OF SEPARATION IS
NON-PAY STATUS.

551 RECOVERY OF FUNDS FOR SALARY RECEIVED FOR PERIOD OF HOME LEAVE AND EXCESS
COSTS IF ANY INCURRED FOR TRAVEL TO HL RESIDENCE IN LIEU OF SEPARATION
RESIDENCE REQUIRED. ANNUAL LEAVE, IF AVAILABLE, TO BE SUBSTITUTED FOR HL.

552 RECOVERY OF FUNDS REQUIRED FOR EXPENSES INCURRED IN CONNECTION WITH THIS
ASSIGNMENT IN ACCORDANCE WITH CONDITIONS OF EMPLOYMENT SIGNED ******** (8).

553 SEPARATION FROM THE FOREIGN SERVICE IN ACCORDANCE WITH PROVISIONS OF SECTION
602, FOREIGN SERVICE ACT OF 1980. EMPLOYEE IS ELIGIBLE
FOR SEVERANCE BENEFITS AND IS ENTITLED TO RECEIVE PAYMENT THEREFORE COMPUTED
AND PAID IN ACCORDANCE WITH CHAPTER 10, HANDBOOK 26. EMPLOYEE HAS ** (2)
YEARS, ** (2) MONTHS, AND ** (2) DAYS OF SERVICE IN THE FOREIGN SERVICE OF A.I.D.
AND PREDECESSOR AGENCIES.

556 NOT ENTITLED TO SEPARATION TRAVEL IN CONNECTION WITH ASSIGNMENT. TO BE PAID
SALARY THROUGH LAST DAY OF DUTY AT POST.

559 EMPLOYEE SEPARATING AT POST AND IS ENTITLED TO INCLUSION OF POST DIFFERENTIAL
IN THE COMPUTATION OF LUMP-SUM LEAVE PAYMENT. WHICH INCLUDES ALL ANNUAL LEAVE
TO THE EMPLOYEE'S CREDIT AT TIME OF SEPARATION.

560 EMPLOYEE IS ENTITLED TO RETURN SEPARATION TRAVEL AND PER DIEM UNDER PROVISIONS
OF HANDBOOK 22, TO BE PAID SALARY ONLY THROUGH EFFECTIVE DATE OF SEPARATION.

561 FINAL CHECK SHOULD BE SENT AS PREVIOUSLY ALLOTTED.

562 EMPLOYEE TO BE PAID SALARY FOR ALLOWABLE TRAVEL TIME AND LUMP SUM PAYMENT
FOR ALL ANNUAL LEAVE TO EMPLOYEE'S CREDIT AT TIME OF SEPARATION.

563 EMPLOYEE ELECTED TO RECEIVE EXTRA SERVICE CREDIT IN LIEU OF POST DIFFERENTIAL.

564 EMPLOYEE IS ENTITLED TO SEPARATION TRAVEL AND PER DIEM UNDER PROVISIONS OF
HANDBOOK 22. TO BE PAID SALARY ONLY THROUGH DATE OF SEPARATION AND LUMP SUM
PAYMENT FOR ALL ANNUAL LEAVE TO EMPLOYEE'S CREDIT AT TIME OF SEPARATION.

700 ***************************** (30)

878 REORGANIZATION OF THE OFFICE OF FINANCIAL MANAGEMENT AS APPROVED BY THE
ADMINISTRATOR FOR PERSONNEL AND FINANCIAL MANAGEMENT ON APRIL 17, 1989.

890 THIS TITLE/AOSC CHANGE RESULTS FROM A REVISION TO THE OVERSEAS POSITION
MANAGEMENT H. B. 33 DTD NOV 8, 1984 (TM 33:17). A.I.D. GENERAL NOTICE DTD
DEC 31, 1984 NOTIFIED EMPLOYEES OF THIS CHANGE AND DESCRIBED AN ADMINISTRATIVE
REVIEW PROCEDURE FOR EMPLOYEES WHO FEEL THE CHANGE IS INAPPROPRIATE. THIS
PROCEDURE IS: REVIEW YOUR POSITION DESCRIPTION. IF INACCURATE IT SHOULD BE
REWRITTEN AND SUBMITTED THROUGH CHANNELS TO M/PM/PMC FOR RECLASSIFICATION. IF
ACCURATE COMPARE WITH OCCUPATIONAL STANDARDS IN H.B. 33 TO DETERMINE
TITLE/AOSC FELT TO BE MORE APPROPRIATE AND SUBMIT A WRITTEN REQUEST FOR
REVIEW THROUGH CHANNELS TO M/PM/PMC. REASONS FOR THE REQUEST SHOULD REFERENCE
SPECIFIC OCCUPATIONAL INFORMATION FROM H.B. 33.

901 CODE 'A' IN ITEM 27 INDICATES EMPLOYEE IS INELIGIBLE FOR FEGLI COVERAGE.

902 CODE 'B' IN ITEM 27 INDICATES EMPLOYEE HAS WAIVED FEGLI COVERAGE.

903 CODE 'C' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED BASIC LIFE FEGLI COVERAGE.

904 CODE 'D' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED BASIC LIFE PLUS STANDARD
    OPTION FEGLI COVERAGE.

905 CODE 'E' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS FAMILY OPTION.

906 CODE 'F' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS STANDARD OPTION AND FAMILY OPTION.

907 CODE 'G' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS ADDITIONAL OPTION WITH 1 TIMES PAY.

908 CODE 'H' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS ADDITIONAL OPTION WITH 1 TIMES PAY AND STANDARD OPTION.

909 CODE 'I' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS ADDITIONAL OPTION WITH 1 TIMES PAY AND FAMILY OPTION.

910 CODE 'J' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS ADDITIONAL OPTION WITH I TIMES PAY AND STANDARD OPTION AND FAMILY
    OPTION.

911 CODE 'K' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS ADDITIONAL OPTION WITH 2 TIMES PAY.

912 CODE 'L' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS ADDITIONAL OPTION WITH 2 TIMES PAY AND STANDARD OPTION.

913 CODE 'M' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS ADDITIONAL OPTION WITH 2 TIMES PAY AND FAMILY OPTION.

914 CODE 'N' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS ADDITIONAL OPTION WITH 2 TIMES PAY AND STANDARD OPTION AND FAMILY
    OPTION.

915 CODE '9' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
    LIFE PLUS ADDITIONAL OPTION WITH 3 TIMES PAY.

916 CODE 'P' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 3 TIMES PAY AND STANDARD OPTION.

917 CODE 'Q' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 3 TIMES PAY AND FAMILY OPTION.

918 CODE 'R' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 3 TIMES PAY AND STANDARD OPTION AND FAMILY
OPTION.

919 CODE 'S' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 4 TIMES PAY.

920 CODE 'T' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 4 TIMES PAY AND STANDARD OPTION.

921 CODE 'U' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 4 TIMES PAY AND FAMILY OPTION.

922 CODE 'V' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 4 TIMES PAY AND STANDARD OPTION AND FAMILY
OPTION.

923 CODE 'W' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 5 TIMES PAY.

924 CODE 'X' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 5 TIMES PAY AND STANDARD OPTION.

925 CODE 'Y' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 5 TIMES PAY AND FAMILY OPTION.

926 CODE 'Z' IN ITEM 27 INDICATES EMPLOYEE HAS ELECTED FEGLI COVERAGE OF BASIC
LIFE PLUS ADDITIONAL OPTION WITH 5 TIMES PAY AND STANDARD OPTION AND FAMILY
OPTION.

927 CODE 'C' IN ITEM 27 INDICATES EMPLOYEE IS COVERED BY BASIC LIFE.

931 THIS ACTION REFLECTS YOUR COMMISSION TO THE SENIOR FOREIGN SERVICE CREATED BY
THE FOREIGN SERVICE ACT OF 1980.

932 THE DATE OF THE PRESIDENT'S NOMINATION TO THE SENATE WAS ******** (8).
THE DATE THE SENATE CONFIRMED WAS ******** (8), AND ATTESTED BY THE PRESIDENT ON
******** (8).

933 THIS ACTION REFLECTS YOUR CONVERSION TO THE SENIOR FOREIGN SERVICE CREATED BY
THE FOREIGN SERVICE ACT OF 1980, AS A LIMITED APPOINTEE WITH CAREER CANDIDATE
STATUS.

934 THIS ACTION REFLECTS DUAL COMMISSIONING AS CONSULAR OFFICER AND SECRETARY IN
THE DIPLOMATIC SERVICE.

936 EFFECTIVE ******** (8), EMPLOYEE IS ELIGIBLE TO ACCRUE ANNUAL LEAVE WITHOUT
REGARD TO THE LIMITATIONS ON ACCUMULATION OF LEAVE (SEC. 2312 OF THE FOREIGN
SERVICE ACT OF 1980).

937 POSITION TITLE, EMPLOYING OFFICE AND DUTY STATION ARE OF THE DATE OF SIGNATURE
BELOW WHICH MAY DIFFER FROM THE ABOVE EFFECTIVE DATE.

938 EMPLOYEE IS A CAREER CANDIDATE WITHIN THE SENIOR FOREIGN SERVICE OF A.I.D. AS
SUCH, THE EMPLOYEE IS A PARTICIPANT IN THE FOREIGN SERVICE PENSION
SYSTEM IN ACCORDANCE WITH SEC. 803 OF   THE FOREIGN SERVICE ACT OF
OF 1980.

939 THIS ACTION REFLECTS YOUR CONVERSION TO THE SENIOR FOREIGN SERVICE IN
ACCORDANCE WITH SEC 303 OF THE FOREIGN SERVICE ACT OF 1980, AS A LIMITED
APPOINTEE, NONCAREER STATUS.

941 EMPLOYEE HAS REEMPLOYMENT RIGHTS TO THE SENIOR EXECUTIVE SERVICE.

945 THIS CORRECTS REMARKS SECTION OF SF-50 EFFECTIVE ******** (8).

950 EFFECTIVE DATE OF THIS ACTION ESTABLISHED BASED ON EMPLOYEE'S PLANNED ARRIVAL
AT POST

954 SALARY INCLUDES A MERIT INCREASE OF $****** (6).

955 SALARY INCLUDES A MERIT INCREASE OF $****** (6) SALARY WOULD BE $****** (6) IF NOT
LIMITED BY 5 U.S.C. 5308.

956 MONETARY AWARD IS GRANTED UNDER 5 USC 5403 AND PROVIDES A CASH AWARD IN THE
AMOUNT OF $ ***** (5) FOR JOB RELATED PERFORMANCE.

957 SALARY INCLUDES **** (4)% COMPARABILITY INCREASE OF $***** (5). NEW SALARY RATE IS
AUTHORIZED BY E.O. 12387, DATED OCT 8, 1982, EFFECTIVE 10/03/82.

958 TIME IN CLASS (TIC) EXPIRES ******** (8) IN ACCORDANCE WITH CHAPTER ** (2), HANDBOOK ** (2) DATED ******** (8).

959 IN ACCORDANCE WITH THE PROVISIONS OF HANDBOOK 25, CHAPTER 37, PROJECTED TIME IN CLASS (TIC) EXPIRATION DATE IS ******** (8).

976 THE SALARY LEVEL SHOWN IN ITEMS 22 AND 23 IS A ONE-TIME SALARY ADJUSTMENT BASED ON PUBLIC LAW 97-241 DATED AUGUST 24, 1982, WHICH AMENDED SEC.402(A) OF THE FOREIGN SERVICE ACT OF 1980 TO PERMIT MOVEMENT, ADMINISTRATIVELY, FROM ONE PAY LEVEL TO ANOTHER FOR MEMBERS OF THE SENIOR FOREIGN SERVICE.

977 EMPLOYEE WILL BE DESIGNATED CAREER CANDIDATE IN THE SENIOR FOREIGN SERVICE AND COVERED UNDER THE FOREIGN SERVICE PENSION SYSTEM (FSPS) AT SUCH TIME AS THE CERTIFICATION PROCESS BY THE BOARD OF EXAMINERS, AS REQUIRED BY SECTIONS 211 AND 301(B) OF THE FOREIGN SERVICE ACT OF 1980, CAN BE COMPLETED.

978 CAREER APPOINTMENTS IN THE SENIOR FOREIGN SERVICE ARE APPOINTMENTS BY THE PRESIDENT WITH THE ADVICE AND CONSENT OF THE SENATE AS REQUIRED BY SECTION 302 OF THE FOREIGN SERVICE ACT OF 1980. EMPLOYEE WILL BE DESIGNATED A CAREER MEMBER OF THE SERVICE WHEN THE CAREER APPOINTMENT PROCESS CAN BE COMPLETED.

979 SES BASIC PAY LEVEL IS ADJUSTED FROM ES-** (2) TO ES-** (2) IN ACCORDANCE WITH PUBLIC LAW 95-454, SECTION 5383(C).

980 PAY ADJUSTMENT AS A RESULT OF INCREASE IN EXECUTIVE LEVEL V PAY RATE UNDER PUBLIC LAW 90-206, AS AMENDED.

981 EMPLOYEE IS AUTHORIZED TO MAKE A "BELATED" ELECTION TO TRANSFER TO **** (4) IN ACCORDANCE WITH SECTION 846.204(A) OF TITLE 5, CODE OF FEDERAL REGULATIONS.

983 SALARY WOULD BE $*****(5) IF NOT LIMITED BY PL 97-377.

984 YOUR SERVICE COMPUTATION DATE (SCD) FOR FERS RETIREMENT PURPOSES IS ******** (8).

986 THIS ACTION REFLECTS EMPLOYEE'S CAREER STATUS WITHIN THE SENIOR FOREIGN SERVICE. SEC 308(B) OF THE FSA OF 1980 PROVIDES FOR THE REAPPOINTMENT OF FORMER CAREER MEMBERS OF THE SERVICE AS CAREER MEMBERS OF THE SFS. EMPLOYEE WAS GIVEN A CAREER APPOINTMENT IN THE FOREIGN SERVICE DURING HIS/HER EARLIER EMPLOYMENT WITH ** (2) ON ******** (8).

990 YOU SHOULD REPORT ANY NAME CHANGE TO THE SOCIAL SECURITY ADMINISTRATION ON
FORM SS-5 WHICH IS AVAILABLE AT ANY SOCIAL SECURITY ADMINISTRATION OFFICE.

991 NO MERIT INCREASE GRANTED BECAUSE SALARY AT MAXIMUM FOR GRADE.

992 AWARD IS GRANTED FOR SUPERIOR PERFORMANCE.

993 AWARD IS GRANTED FOR A SPECIAL ACT.

994 AWARD IN THE AMOUNT OF $****** (6) IS GRANTED FOR SUPERIOR PERFORMANCE.

995 AWARD IN THE AMOUNT OF $****** (6) IS GRANTED FOR A SPECIAL ACT.

996 THE **** (4) PERFORMANCE STANDARDS BOARD HAS DETERMINED THAT YOUR NEXT
WITHIN-GRADE INCREASE WILL BE DENIED BECAUSE YOUR WORK IS NOT AT AN ACCEPTABLE
LEVEL OF COMPETENCE. YOU WILL REMAIN AT **-** (2-2), STEP ** (2). YOUR ELIGIBILITY FOR
THE NEXT STEP IS ADVANCED ONE YEAR TO ******** (8).

997 EMPLOYEES APPOINTED AT TOP STEP OF THEIR CLASS/GRADE DO NOT RECEIVE REGULAR
PERIODIC STEP INCREASES.

999 A CASH AWARD OF $***** (5) IS GRANTED FOR JOB RELATED PERFORMANCE.

CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
00100	US INCL TERRITORIES			
00101	WASHINGTON, D C			
00102	ATLANTA GA			
00103	FT WORTH, TEXAS			
00104	LATHROP, CALIF			
00105	NEW CUMBERLAND, PA			
00106	NEW YORK, N Y			
00107	SAN FRANCISCO, CALIF			
00108	TOOELE, UTAH			
00109	ITHACA N Y			
00110	PRINCETON N J			
00111	BOSTON, MASS			
00112	CAMBRIDGE MASS			
00113	MEDFORD MASS			
00114	EAST LANSING MICH			
00115	BERKELEY CALIF			
00116	PITTSBURGH PA			
00117	TUCSON ARIZONA			
00118	BALTIMORE, MD			
00119	LAFAYETTE IND			
00120	AMES IOWA			
00121	LAS CRUCES N MEX			
00122	SYRACUSE, NEW YORK			
00123	CHAPEL HILL, N C			
00124	ANN ARBOR, MICH			
00125	LOS ANGELES, CALIF			
00126	KIEV, UKRAINE			
00127	DENVER, COLORADO			
00128	PHILADELPHIA,PA			
00129	TALLAHASSEE, FLA			
00130	GREENSBORO, N C			
00131	FORT BRAGG, N C			
00132	OWINGSVILLE, KY			
00133	FORT COLLINS, COLORA			
00134	OAHU ISLAND, HA			
00135	MBABANE, SWAZILAND			
00136	OCEANSIDE, CALIF			
00137	MEMPHIS, TENNESSEE			
00138	SCHENECTADY, N Y			
00139	PORTSMOUTH, VIRGINIA			

* G = GRADE SCHOOL LIMITATION; H = HIGH SCHOOL LIMITATION

CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
00140	PORTLAND, OREGON			
00141	PETERSBURG, VIRGINIA			
00142	GREENVILLE, S C			
00143	INDIANAPOLIS, IND			
00144	BLOOMINGTON, IND			
00145	ARLINGTON, MASS			
00146	SAN ANTONIO, TEXAS			
00147	MIAMI, FLA			
00148	URBANA, ILL			
00149	SAN LUIS OBISPO, CAL			
00150	MIAMI LAKES, FLA			
00151	ELSINORE, CALIF			
00152	NASHVILLE, TENNESSEE			
00153	SALEM, OREGON			
00154	AMHERST, MASS			
00155	TUSKEGEE INSTITU, AL			
00156	SAMARU, NIGERIA			
00157	DAR ES SALAAM, TANZA	G		25
00158	AMMAN, JORDAN			
00159	VIENTIANE, LAOS	G		
00160	PHNOM PENH, KHMER			25
00161	PARIS, FRANCE			
00162	ACCRA, GHANA	H		25
00163	BOGOTA, COLOMBIA			25
00164	ANKARA, TURKEY			
00165	BRASILIA, BRAZIL	H		
00166	GUATEMALA, GUATEMALA			
00167	LA PAZ, BOLIVIA			25
00168	ROCAP			
00169	DAKAR, SENEGAL	G		
00170	NAIROBI, KENYA			
00171	MANILA, PHILIPPINES			25
00172	BANGKOK, THAILAND			
00173	SANTIAGO, CHILE	H		
00174	LEXINGTON, KENTUCKY			
00175	HONOLULU, HAWAII			
00176	NIAMEY, NIGER	G		25
00177	BAMAKO, MALI			
00178	STANFORD, CALIF			
00179	SANAA, YEMEN ARAB RE	G		25
00180	SAN SALVADOR, EL SAL	H		20

* G = GRADE SCHOOL LIMITATION; H = HIGH SCHOOL LIMITATION

CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
00181	FALL RIVER, MASS			
00182	ABIDJAN, IVORY COAST			
00183	SACRAMENTO CALIF			
00184	LARAMISE, WYOMING			
00185	BUCHARIST, ROMANIA			
00186	LONDON UK			
00187	LONDON UK			
00188	AUBURN ALA			
00189	GAINSVILLE FLA			
00190	CORVALLIS, OREGON			
00191	SARATOGA, CALIFORNIA			
00192	CAIRO, EGYPT			
00193	MOSCOW, RUSSIA			25
00194	KINGSTON, JAMAICA			
00195	PAKISTAN,ISLAMABAD			
00196	BUJUMBURA, BURUNDI			
00197	ANTANANARIVA, MADAGA			
00198	CONTONOU, BENIN			
00199	LILONGWE, MALAWI			
00300	RYUKYU IS, JAPAN			
10900	GERMANY, FED REPUB			
10901	KAISERLAUTERN, GERMA	GM		
10902	BONN, GERMANY	EN		
11000	WEST BERLIN			
11100	ARMENIA			
11101	YEREVAN, ARMENIA	RW		25
11500	KAZAKHSTAN			
11501	ALMA ATA, KAZAKHSTAN	RU		25
11800	RUSSIA			
11801	MOSCOW, RUSSIA	RU		25
12100	UKRAINE			
12101	KIEV, UKRAINE	UK		25
13100	AUSTRIA			
13101	VIENNA, AUSTRIA	EN		
13200	BELGIUM			
13300	GIBRALTAR			
13400	MALTA			
13600	DENMARK			
13700	FINLAND			
13800	FRANCE			
14100	GREENLAND			

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
14300	ICELAND			
14400	IRELAND			
14500	ITALY			
14501	ROME	JT		
14502	UDINE	JT	G	
14503	NAPLES	JT		
14600	LUXEMBOURG			
14700	NETHERLANDS			
14800	NORWAY			
15000	PORTUGAL		H	
15001	LISBON	PY	H	
15200	SPAIN			
15300	SWEDEN			
15400	SWITZERLAND			
15401	GENEVA, SWITZERLAND	FR		
15600	U. S. S. R.			
15700	UNITED KINGDOM			
15800	YUGOSLAVIA			
15801	BELGRADE YUGOSLAVIA	SC		
16000	CROATIA			
16001	ZAGREB, CROATIA	SC		25
16100	ESTONIA			
16101	TALLINN, ESTONIA	ES		
16200	LATVIA			
16201	RIGA, LATVIA	LE		
16300	LITHUANIA			
16301	VILNIUS, LITHUANIA	LT		
16400	SOVIET REGIONAL			
16500	MACEDONIA			
16501	SKOPJE, MACEDONIA	MA		
16601		SC		
16800	BOSINA-HARCEGOVENIA			
16801	VIENNA, AUSTRIA	SC		
17100	ANDORRA			
17200	LICHTENSTEIN			
17300	MONACO			
17400	SAN MARINO			
17500	VATICAN CITY			
18000	EASTERN EUROPE			
18100	POLAND			
18101	WARSAW	PL		

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
18200	ALBANIA			
18201	TIRANA, ALBANIA	AB		25
18202		CX		
18300	BULGARIA			
18301	SOFIA BULGARIA	BU		
18400	CZECH REPUBLIC			
18401	PRAGUE, CZECH REPUBL	CX		
18402	BRATISLAVIA, CZECH	CX		
18500	HUNGARY			
18501	BUDAPEST, HUNGARY	HU		
18600	ROMANIA			
18601	BUCHARIST, ROMANIA	RQ		
18700	ALBANIA			
18701	TIRANA, ALBANIA	AB		25
18801		EN		
19200	CZECH REPUBLIC			
19201	PRAGUE, CZECH REPUBL	CX		
19300	SLOVAK REPUBLIC			
19301	BRATISLAVA, SLOV REP	SK		
19800	FRANCE			
19801	PARIS, FRANCE	FR		
23300	CYPRUS		H	
23301	NICOSIA	GR	H	
24000	GREECE			
25900	SINAI SUP MSN DS CMP			
25901	US SINAI FIELD MSN	EN		
26300	EGYPT			
26301	CAIRO	AE		
26302	ALEXANDRIA	AE	H	
26500	IRAN			
26600	IRAQ			25
26700	NEPAL		H	20
26701	KATHMANDU		H	20
26800	LEBANON		G	25
26801	BEIRUT	FR	G	25
27100	ISRAEL			
27101	TEL AVIV	AN		
27200	OMAN			
27201	MUSCAT	AN	G	
27300	SAUDI ARABIA			
27600	SYRIAN ARAB REPUBLIC		G	25

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
27601	DAMASCUS	QE	G	25
27700	TURKEY			
27701	ANKARA	TU		
27800	JORDAN		H	
27801	AMMAN	QE	H	
27900	YEMEN		G	25
27901	SANAA	AN	G	25
27902	TAIZZ	QE	G	25
29400	WEST BANK/GAZA			
29401	JERUSALEM	AN		
29402	TEL AVIV, ISRAEL	AN		
29700	ARABIAN PENIN			
29800	NESA REGIONAL			
29801	BEIRUT, LEBANON	QE	G	25
29802	NICOSIA, CYPRUS	GR	H	
29803	NEW DELHI, INDIA	HJ		
29804	ANKARA, TURKEY	TU		
29805	TUNIS, TUNISIA	FR	H	
29806	RABAT, MOROCCO	FR	H	
29807	LISBON, PORTUGAL	PY	H	
29808	AMMAN, JORDAN	QE	H	
30600	AFGHANISTAN		G	25
30601	KABUL	PG	G	25
30602	LASHKAR GAH	PG	G	25
30603	ISLAMABAD, PAKISTAN	UR		
30604	PESHAWAR	UR	G	25
32000	MALDIVE ISLANDS			
36700	NEPAL		H	20
36701	KATHMANDU	NE	H	20
36708	RAMPUR	NE	G	25
38300	SRI LANKA (CEYLON)		G	25
38301	COLOMBO	SJ	G	25
38600	INDIA			
38601	NEW DELHI	HJ		
38800	BANGLADESH			25
38801	DHAKA	BN		25
39100	PAKISTAN			
39101	KARACHI	UR		
39102	LAHORE	UR	H	
39104	PESHAWAR	UR	G	25
39109	ISLAMABAD	UR		

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
39110	QUETTA	UR	G	25
43100	VIETNAM (NORTH)			
43200	KOREA (NORTH)			
43500	CHINA (MAINLAND)		G	
43800	OUTER MONGOLIA			
43801	ULAAN BAATAR	MV		25
43900	LAOS		G	25
44200	CAMBODIA			
44201	BANKGOK, THAILAND	TH		
44202	PHNOM PENH	CA		25
47200	PORTUGESE TIMOR			
47300	MACAO			
47800	HONG KONG		G	
48000	SINGAPORE			
48001	SINGAPORE	EN		
48200	BURMA		H	25
48201	RANGOON, BURMA	BY	H	25
48300	MALAYSIA			
48400	CHINA, REPUBLIC OF			
48500	BRUNEI		G	
48800	JAPAN			
48801	TOKYO, JAPAN	EN		
48900	REPUBLIC OF KOREA			
48901	SEOUL	KP		
49100	WESTERN SAMOA			
49200	PHILIPPINES			25
49201	MANILA	TA		25
49206	NAGA CITY	TA	H	25
49215	LEGASPI CITY	TA		
49222	LINGAYEN, PANGASINAN	TA		
49223	MARAWI CITY,MINDANAO	TA		
49224	ROXAS CITY, CAPIZ	TA		
49225	BUTUAN,AGUSAN DEL NO	TA		
49300	THAILAND			
49301	BANGKOK	TH		
49302	KHON KAEN, THAILAND	TH	G	
49303	CHIANG MAI	TH	H	
49700	INDONESIA			
49701	JAKARTA	JN		
49702	UJUNG PANDANG	JN	G	
49703	BANDUNG, WEST JAVA	JN	G	

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
49704	SURABAYA, JAVA	JN	G	
49705	SEMARANG, JAVA	JN	G	25
49706	MEDAN, SUMATRA	JN	G	
49707	BOGOR	JN	G	25
49800	REG ECONOMIC DEVELOP			
49801	BANGKOK, THAILAND	TH		
49803	MANILA, PHILIPPINES	TA		25
49804	BANGKOK, THAILAND	TH		
49805	NEW DELHI, INDIA	HJ		
49809	SEOUL, KOREA	KP		
49810	ISLAMABAD, PAKISTAN	UR		
49811	JAKARTA, INDONESIA	JN		
49900	APRE REGIONAL			
49901	BANGKOK THAILAND	TH		
49903	MANILA, PHILIPPINES	TA		
50100	BAHAMAS, COMMONWEALT	·	H	0
50200	BERMUDA			
50300	FALKLAND ISLANDS		G	
50400	GUYANA		G	25
50401	GEORGETOWN	EN	G	25
50500	BELIZE		G	20
50501	BELIZE	EN	G	20
50700	NETHERLAND ANTILLES			
50800	SURINAME			
51000	ARGENTINA			
51100	BOLIVIA			25
51101	LA PAZ	QB		25
51102	COCHABAMBA	QB		
51200	BRAZIL		G	
51211	BRASILIA	PY	H	
51300	CHILEH			
51301	SANTIAGO	QB	H	
51400	COLOMBIA			25
51401	BOGOTA	QB		25
51500	COSTA RICA		H	
51501	SAN JOSE	QB	H	
51600	CUBA			
51700	DOMINICAN REPUBLIC			
51701	SANTO DOMINGO	QB		
51800	ECUADOR		H	
51801	QUITO	QB	H	

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
51802	GUAYAQUIL	QB	H	
51900	EL SALVADOR		H	20
51902	SAN SALVADOR	QB	H	20
52000	GUATEMALA			
52007	GUATEMALA CITY	QB		
52100	HAITI		H	25
52101	PORT AU PRINCE	FR	H	25
52200	HONDURAS		G	
52203	TEGUCIGALPA	QB	G	
52300	MEXICO			
52304	MEXICO CITY, MEXICO	QB		
52400	NICARAGUA		H	
52401	MATAGALPA	QB	H	25
52404	MANAGUA	QB	H	
52500	PANAMA			
52505	PANAMA CITY	QB		
52600	PARAGUAY		H	
52601	ASUNCION	QB	H	
52700	PERU			25
52703	LIMA	QB		25
52800	URUGUAY			
52801	MONTEVIDEO	QB		
52900	VENEZUELA			
53200	JAMAICA		G	
53206	KINGSTON	EN	G	
53300	TRINIDAD AND TOBAGO		G	
53400	BARBADOS		G	
53800	REG DVLPMT OFF/CARIB			
53801	BRIDGETOWN, BARBADOS	EN	G	
53802	ST GEORGES, GRENADA	EN	G	
53803	GEORGETOWN, GUYANA	EN		
54100	ANTIGUA		H	
54200	DOMINICA		G	
54300	GRENADA		G	
54400	MONTSERRAT			
54500	ST. CHRISTOPHER			
54600	ST. LUCIA			
54700	ST. VINCENT			
59600	ROCAP			
59601	SAN JOSE, COSTA RICA	QB	H	
59602	SAN SALVADOR, EL SAL	QB	H	20

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
59603	TEGUCIGALPA, HONDURA	QB	G	
59604	MANAGUA, NICARAGUA	QB	H	
59607	GUATEMALA CITY, GUAT	QB		
59608	WASHINGTON, D C	QB		
59609	TURRIABLA COSTA RICA	QB		
59700	CEN AMER REG PRGM			
59701	BELIZE	EN	G	20
59702	SAN JOSE, COSTA RICA	QB	H	
59703	EL SALVADOR		H	20
59704	GUATEMALA CITY	QB		
59705	HONDURAS	QB	G	
59707	PANAMA CITY PANAMA	QB		
59800	LA REGIONAL			
59801	SAN JOSE, COSTA RICA	QB	H	
59802	SAN SALVADOR	QB	H	20
59803	TEGUCIGALPA, HONDURA	QB	G	
59804	MEXICO CITY, MEXICO	QB		
59806	KINGSTON, JAMAICA	EN	G	
59807	KINGSTON JAMAICA	QB	G	
59811	NASSAU, BAHAMAS	EN	H	0
59813	PORT AU PRINCE HAITI	FR	H	25
59814	CARACAS, VENEZUELA	QB		
59815	SANTIAGO, CHILE	QB	H	
59816	PANAMA CITY, PANAMA	QB		
59817	ASUNCION, PARAGUAY	QB	H	
59818	LIMA, PERU	QB		25
59819	QUITO, ECUADOR	QB	H	
59820	GUATEMALA CITY	QB		
60300	DJIBOUTI	FR	G	
60301	DJIBOUTI	FR	G	
60800	MOROCCO		H	
60801	RABAT	FR	H	
61100	ZAMBIA			
61101	LUSAKA	EN	G	
61200	MALAWI		G	
61201	LILONGWE	NY	G	
61300	ZIMBABWE		G	
61301	HARARE, ZIMBABWE	EN	G	
61500	KENYA			
61502	NAIROBI	SW		
61503	NAKURU, KENYA	SW	G	

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
61600	TANGANYIKA			
61700	UGANDA		G	25
61701	KAMPALA, UGANDA	SW	G	25
61800	EAST AFRICA REGIONAL			
61808	ARUSHA, TANZANIA	SW	G	25
61900	ZANZIBAR			25
62000	NIGERIA			25
62001	LAGOS	YQ	H	25
62013	SAMARU	HS	H	25
62100	TANZANIA		G	25
62104	DAR ES SALAAM	SW	G	25
62105	ARUSHA	SW	G	25
62106	KABAHA	SW	G	25
62200	KENYA			
62201	NAIROBI	SW		
62300	REDSO/EA			
62301	KIGALI, RWANDA	SW	G	25
62331	ADDIS ABABA,ETHIOPIA	AC	H	25
62334	NAIROBI, KENYA	SW		
62335	ANTANANARIVO, MADAGA	FR	G	25
62400	REDSO/WA		G	
62423	ABIDJAN, IVORY COAST	FR	G	
62439	MONROVIA, LIBERIA	EN		25
62440	LAGOS, NIGERIA	YQ	H	25
62600	ADO/NIAMEY		G	25
62612	NIAMEY, NIGER	FR	G	25
62613	ABIDJAN, IVORY COAST	FR	G	
62614	COTONOU, BENIN	FR	G	20
62616	LOME, TOGO	FR	G	25
62617	LAGOS, NIGERIA	YQ	H	25
62700	NAMIBIA		H	
62701	WINDHOEK, NAMIBIA	EN		
62707	YAOUNDE, CAMEROON	FR	H	
62709	NDJAMENA, CHAD	FR	G	25
62710	GAROUA, CAMEROON	FR	G	25
62711	MAROUA, CAMEROON	FR	G	25
62712	BANGUI, CEN AFR REP	FR	G	
62800	ADO/DAKAR		G	
62801	DAKAR, SENEGAL	FR	G	
62802	BANJUL GAMBIA	MQ	G	
62803	CONAKRY, GUINEA	FR	G	25

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
63100	CAMEROON		H	
63101	YAOUNDE	FR	H	
63102	NDJAMENA, CHAD	FR	G	25
63103	GAROUA	FR		
63104	MAROUA	FR		
63105	BANGUI, CEN AFR REP	FR	G	
63200	LESOTHO		G	
63206	MASERU	SP	G	
63300	BOTSWANA		G	
63308	GABORONE	TS	G	
63500	GAMBIA		G	
63501	BANJUL, GAMBIA	MQ	G	
63600	SIERRA LEONE		G	
63601	FREETOWN	EN	G	
63700	BRITISH AFRICA MISC			
63800	ALGERIA		H	0
64100	GHANA		H	25
64101	ACCRA	GB	H	25
64102	KUMASI, GHANA	GB	G	25
64119	WASHINGTON, D C	GB	H	25
64200	MAURITIUS		G	
64500	SWAZILAND		G	
64506	MASERU, LESOTHO	SP		
64507	MBABANE	SX	G	
64508	MBABANE, SWAZILAND	PY	G	
64608	MBABANE, SWAZILAND		G	
64900	SOMALI REPUBLIC		H	25
64901	MOGADISHU	SM	H	25
65000	SUDAN		G	25
65001	KHARTOUM	AE	H	25
65002	JUBA	AE	G	25
65034	NAIROBI, KENYA	SW		
65300	EQUATORIAL GUINEA			
65400	ANGOLA			
65401	LUANDA, ANGOLA	PY		25
65500	CAPE VERDE		G	
65501	PRAIA, CAPE VERDE	PY	G	
65600	MOZAMBIQUE		G	25
65601	MAPUTO	PY	G	25
65700	GUINEA-BISSAU	PY	G	25
65701	BISSAU	PY	G	25

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
65702	CAPE VERDE	PY	G	
65703	BISSAU	FR	G	25
65900	PORTUGESE AFRICA MIS			
66000	ZAIRE			25
66001	KINSHASA	FR		25
66002	LUMBUMBASHI, ZAIRE	FR	G	25
66300	ETHIOPIA		H	25
66303	ADDIS ABABA	AC	H	25
66400	TUNISIA		H	
66401	TUNIS	FR	H	
66402	MAKTAR	FR	G	
66900	LIBERIA			25
66901	MONROVIA	EN		25
66902	VOINJAMA	EN	G	25
66903	FREETOWN, SIERRA LEO	EN	G	
67000	LIBYA			
67400	SOUTH AFRICA		G	
67401	PRETORIA, SO AFRICA	EN	G	
67500	GUINEA		G	25
67501	CONAKRY, GUINEA	FR	G	25
67600	CENTRAL AFRICAN REP		G	
67700	CHAD		G	25
67701	NDJAMENA	FR	G	25
67800	GABON		G	
68000	BENIN			
68001	COTONOU, BENIN	FR		
68100	IVORY COAST		G	
68200	MAURITANIA		G	20
68201	NOUAKCHOTT	FR	G	25
68300	NIGER		G	25
68301	NIAMEY	FR	G	25
68302	ABIDJAN, IVORY COAST	FR	G	
68303	COTONOU, BENIN	FR	G	20
68304	LOME, TOGO	FR	G	25
68305	LAGOS, NIGERIA	YQ	H	25
68500	SENEGAL		G	
68501	DAKAR	FR	G	
68502	BANJUL, GAMBIA	MQ	G	
68503	CONAKRY, GUINEA	FR	G	25
68504	ZIGUINCHOR	FR		25
68505	ST LOUIS	FR		

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
68600	BURKINA FASO		H	25
68601	OUAGADOUGOU	FR	H	25
68602	FADA NGOURMA	FR	G	25
68700	MADAGASCAR		G	25
68701	ANTANANARIVO MADAGAS	FR	G	25
68800	MALI		G	25
68801	BAMAKO, MALI	FR	G	25
69000	CENTER FOR SO AFRICA			
69006	MASERU, LESOTHO	SP	G	
69007	MBABANE, SWAZILAND	SX	G	
69008	GABORONE, BOTSWANA	TS	G	
69200	FRENCH AFRICA MISC			
69300	TOGO		G	
69301	LOME	FR	G	25
69302	COTONOU, BENIN	FR	G	20
69500	BURUNDI		G	
69501	BUJUMBURA	FR	G	
69534	NAIROBI, KENYA	FR		
69600	RWANDA		G	25
69601	KIGALI	FR	G	25
69700	ANGOLA			
69701	LUANDA, ANGOLA	PY		25
69800	AFRICAN REGIONAL			
69801	PRETORIA, SO AFRICA	EN		
69802	NAIROBI, KENYA	SW		
69803	HARARE, ZIMBABWE	EN		
69821	ACCRA, GHANA	FR	H	25
69822	BAMAKO, MALI	FR	G	25
69823	ABIDJAN, IVORY COAST	FR	G	
69825	NOUAKCHOTT, MAURITA	FR	G	20
69831	ADDIS ABABA,ETHIOPIA	AC	H	25
69833	KAMPALA, UGANDA	SW	G	25
69834	NAIROBI, KENYA	SW		
69835	DAR ES SALAAM, TANZA	SW	G	25
69838	KINSHASA, ZAIRE	FR		25
69839	MONROVIA, LIBERIA	EN		25
69840	LAGOS, NIGERIA	YQ	H	25
69841	SAMARU, NIGERIA	HS	H	25
69842	WASHINGTON, DC	FR		
69843	PARIS, FRANCE	FR		
69844	DAKAR, SENEGAL	FR	G	

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
69845	BISSAU,GUINEA-BISSAU	PY	G	25
69846	LOURENCO MARQUES, MO	FR		
69847	KIGALI, RWANDA	FR	G	25
69848	OUAGADOUGOU, B K	FR	H	25
69849	ROME ITALY	JT		
69850	PRAIA, CAPE VERDE	PY	G	
70300	CANADA			
73000	VIETNAM (SOUTH)			
74011	GAINESVILL FLA			
74017	MEDFORD MASS			
74018	LONDON U K			
74201	LOGAN, UTAH			
74401	CAMBRIDGE MASS	EN		
74402	WASHINGTON D C			
80300	PROGRAM/POLICY COORD			
80301	PARIS, FRANCE	FR		
80302	ROME, ITALY	JT		
80303	GENEVA, SWITZERLAND	FR		
80304	LONDON, U K	EN		
80305	VIENNA, AUSTRIA	GM		
80306	TOKYO, JAPAN	EN		
80400	COMMODITY MANAGEMENT			
80401		CM		
80500	FFP, AID-FAO AFFAIRS			
80501	ROME, ITALY	JT		
80700	CONTRACT MANAGEMENT			
80708	NAHA, OKINAWA, JAPAN	JA		
80710	YOKOSUKA, JAPAN	JA		
80711	PANAMA CITY, PANAMA	QB		
81200	INSPECTOR GENERAL			
81201	PANAMA CITY, PANAMA	QB		
81204	NAIROBI, KENYA	SW		
81208	MANILA, PHILIPPINES	TA		25
81210	BOGOTA, COLOMBIA	QB		25
81211	TEGUCIGALPA, HONDURA	QB	G	
81215	MANAGUA, NICARAGUA	QB	H	
81218	LA PAZ, BOLIVIA	QB		25
81222		QB		
81230	CAIRO, EGYPT	AE		
81234		FR		
81239	RABAT, MOROCCO	FR	H	

* G = GRADE SCHOOL LIMITATION; H = HIGH SCHOOL LIMITATION

CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
81242	ACCRA, GHANA	GB	H	25
81251	ISLAMABAD, PAKISTAN	UR		
81252	KARACHI, PAKISTAN	UR		
81271	DHAKA, BANGLADESH	BN		25
81283	BANGKOK, THAILAND	TH		
81284	WASHINGTON D C	EN		
81285	ABIDJAN, IVORY COAST	FR	G	
81286	DAKAR, SENEGAL	FR	G	
81500	FS PERS O/S COMP			
81501	SYRACUSE NY	FR		
81502	BALTIMORE MD	EN		
81503	WASHINGTON D C	EN		
81504	BOSTON MASS	EN		
81505	CHAPEL HILL NC	EN		
81506	CAMBRIDGE, MASS	EN		
81507	ITHACA NY	EN		
81508	STANFORD CALIF	EN		
81509	EAST LANSING MICH	EN		
81510	TUSCON ARIZ	EN		
81511	GAINESVILLE, FLA	EN		
81512	PRINCETON NJ	EN		
81513	ANN ARBOR, MICH	EN		
81514	COLUMBIA MO	EN		
81515	HONOLULU HA	EN		
81516	LOGAN, UT	EN		
81517	MEDFORD, MASS	SW		
81518	MOSCOW, RUSSIA	RU		25
81519	CHENGDU, CHINA	CM		
81520	GENEVA, SWITZERLAND	FR		
81521	BUCHAREST, ROMANIA	RQ	H	
81522	PARIS, FRANCE	FR		
81523	ROME, ITALY	ST		
81524	NAPLES, ITALY	JT		
81525	THE HAUGE, NETHERLDS	EN		
81526	KIEV, UKRAINE	UK		25
81527	HARARE, ZIMBABWE	EN	G	
81528	ALEXANDRIA, EGYPT	AE	H	
81529	OUAGADOUGOU, B K	FR	H	25
81530	NIAMEY, NIGER	FR	G	25
81531	NAIROBI, KENYA	SW		
81532	KAMPALA, UGANDA	SW	G	25

* G = GRADE SCHOOL LIMITATION; H = HIGH SCHOOL LIMITATION

CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
81533	NDJAMENA, CHAD	FR	G	25
81534	MONROVIA, LIBERIA	EN		25
81535	MBABANE, SWAZILAND	SX	G	
81536	BAMAKO, MALI	FR	G	25
81537	YAOUNDE, CAMEROON	FR	H	
81538	CAIRO, EGYPT	AE		
81539	LIBREVILLE, GABON	FR	G	
81540	KINSHASA, ZAIRE	FR		25
81541	LAGOS, NIGERIA	YQ	H	25
81542	FREETOWN, SIERRA LEO	EN	G	
81543	ABIDJAN, IVORY COAST	FR	G	
81544	NOUAKCHOTT, MAURITAN	FR	G	20
81545	DAKAR, SENEGAL	FR	G	
81546	MOGADISHU, SOMALIA	SM	H	25
81547	KIGALI, RWANDA	FR	G	25
81548	GABORONE, BOTSWANA	TS	G	
81549	DHAKA, BANGLADESH	BN		25
81550	BISSAU,GUINEA-BISSAU	PY	G	25
81551	GAROUA, CAMEROON	FR	G	25
81552	MASERU, LESOTHO	SP	G	
81553	KHARTOUM, SUDAN	AE	H	25
81554	LOME, TOGO	FR	G	25
81555	MAPUTO, MOZAMBIQUE	PY	G	25
81556	BUJUMBURA, BURUNDI	FR	G	
81557	DAR ES SALAAM, TANZA	SW	G	25
81558	BANJUL, GAMBIA	MQ	G	
81559	LILONGWE, MALAWI	NY	G	
81560	SUVA, FIJI	EN	G	
81561	COLOMBO, SRI LANKA	SJ	G	25
81562	JAKARTA, INDONESIA	JN		
81563	ADDIS ABABA,ETHIOPIA	AC	H	25
81564	SANAA,YEMEN ARAB REP	AN	G	25
81565	MANILA, PI	TA		25
81566	SEOUL, KOREA	KP		
81567	KATHMANDU	NE	H	20
81568	TUNIS, TUNISIA	FR	H	
81569	BANGKOK, THAILAND	TH		
81570	ISLAMABAD, PAKISTAN	UR		
81571	DAMASCUS, SYRIA	QE	G	25
81572	NEW DELHI, INDIA	HJ		
81573	CONAKRY, GUINEA	FR	G	25

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
81574	AMMAN, JORDAN	QE	H	
81575	LISBON, PORTUGAL	PY	H	
81576	SINGAPORE	EN		
81577	HONG KONG	EN	G	
81578	KARACHI, PAKISTAN	UR		
81579	ANTIQUA, GUATEMALA	QB		
81580	BRASILIA, BRAZIL	QB	H	
81581	SAN JOSE, COSTA RICA	QB	H	
81582	ST GEORGES, GRENADA	JN	G	
81583	SAN SALVADOR, EL SAL	QB	H	20
81584	MANAGUA, NICARAGUA	QB	H	
81585	PANAMA CITY, PANAMA	QB		
81586	PORT-AU-PRINCE,HAITI	FR	H	25
81587	GUATEMALA CITY, GUAT	QB		
81588	RDO/CARRIBBEAN	EN		
81589	BOGOTA, COLOMBIA	QB		25
81590	LA PAZ, BOLIVIA	QB		25
81591	TEGUCIGALPA HONDURAS	QB	G	
81592	KINGSTON, JAMAICA	EN	G	
81593	GEORGETOWN, GUYANA	EN	G	25
81594	QUITO, ECUADOR	QB	H	
81595	BRIDGETOWN BARBADOS	QB		
81596	RABAT, MOROCCO	FR	H	
81597	LONDON, U K	EN		
81598	LUSAKA ZAMBIA	FR		
81599	ALMA ATA, KAZAKHSTAN	RU		25
81600	TRADE AND DEV PROG R			
81601	SEOUL, KOREA	KP		
81602	BAHRAIN IS, BAHRAIN	AN		
81603	CARACAS, VENEZUELA	QB		
81604	LAGOS, NIGERIA	YQ	H	25
81605	HONG KONG, HONG KONG	EN	G	
87900	SOUTH PACIFIC REGION			
87901	SUVA, FIJI	EN		
88000	AUSTRALIA			
88100	BRITISH OCEANIA			
88200	FIJI		G	
88201	SUVA	EN	G	
88202	PORT MORESBY NGUINEA			
88203	PT MORESBY PPNGUINEA			
88500	FRENCH OCEANIA			

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CTRY POST CODE	COUNTRY	LANG CODE	SCHOOL LIMITS*	HARD SHIP
89000	NEW ZEALAND			
89100	VANUATU			

* G = GRADE SCHOOL LIMITATION; H = HIGH SCHOOL LIMITATION

TO: PERSONNEL SPECIALISTS AND ASSISTANTS

FROM: Barbara Burriss, M/HR/WPRS/PS

SUBJECT: Revised Central Personnel Data File (CPDF) Edits

Attached please find a listing of CPDF Edits revised as of Oct. 1994,
based on OPM regulations. These edits pertain to processing Personnel
Action Requests (SF-52's). Rejects caused by these checks must be treated
as current RAMPS error messages. If a CPDF Edit appears on the
Transaction and Error Listing, your transaction did not pass edits and it
must be corrected and resubmitted to the system.

If a CPDF Error is detected during RAMPS processing, then a "CPDF ERROR"
along with an "ERROR REFERENCE NUMBER" will be noted on your T & E
Listing. If you encounter a CPDF Error you must "Look Up" the reference
number for that error to determine the cause, fix the error, then resubmit
the transaction to RAMPS.

If you have any questions about these data edits please contact WPRS/PS in
Rm. 1135 SA-1, after you've consulted the CPDF ERROR Listing attached and
FPM-296-33.

We urge you to file the attachments in your RAMPS Transaction Guide for
ready reference.

THE CENTRAL

PERSONNEL

DATA FILE

(C.P.D.F.)

Award Amount

050.02.2	If nature of action is 815, 816, 825, 872 thru 879, 885, or 889 then award amount must be present.
050.04.2	If award amount or individual/group award are present then nature of action must be 815, 816, 825, 872 thru 879, 885, or 889.
050.07.2	If nature of action is 889 and pay plan is GM then award amount may not be more than 20% of salary.
050.10.2	If nature of action is 818, Then award amount must be either 00000 or an amount not less than 00010 and not more than 00025.
050.15.2	If nature of action is 818, Then pay plan may not be one of the following: B-, ES,F- (except FD), W-, or X-.
050.20.2	If nature of action is 815, Then award amount may not exceed 25% of basic pay.
050.25.2	If nature of action is 872, Then award amount must be within the range of 00001 through 00040.
050.28.2	If nature of action is 873, Then award amount may not be more than 5% of basic pay.
050.30.2	If nature of action is 816, And legal authority is not ZTY, Then award amount may not be more than 25% of basic pay.
050.35.2	If nature of action is 816, And legal authority is ZTY, And award amount is more than 25% of basic pay, Then award amount must be an amount equal to or less than 15,000.
050.40.2	If nature of action is 825, Then award amount must be no more than 25000.

Benefit Amount

070.02.2   If benefit amount is present then nature of action
              must be 872, 874, 875, 876, or 877.

Current Appointment Authority

100.03.2   If either current appointment authority is WVM or
            ZVM and position AOSC is other than spaces or
            asterisks, then position AOSC must be 350601 thru
            350699.

100.05.2   If either current appointment authority is YAM or
            Y1M and position AOSC is other than spaces or
            asterisks, then position AOSC must equal 99 in 3rd
            and forth characters.

100.08.2   If either current appointment authority is YAM,
            then pay plan must be GS and grade must be 2 thru
            7.

100.11.2   If either current appointment authority is BPM,
            J8P, J8R, J8T, J8V, JYM, KDM, KFM, KHM, UFM, V8K,
            VEM, VPE, ZVM or begins with T, W, X, Y, and NOA
            is not 100 through 199 or 500 through 599 then
            position occupied must be 2.

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

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

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

100.20.2   If either current appointment authority is:
            ACM, AYM, A2M, A7M, BBM, BEA, BGL, BKM, BLM, BMA,
            BMC, BNE, BNW, BRM, BSE, BSS, BSW, BTM, BAW, BWE,
            CTM, DM, GM, HJM, HLM, HNM, HRM, H3M, JEM,
            JGM, JJM, JMM, JQM, JVM, J4M, KLM, KQM, KTM, KVM,
            KXM, K1M, K4M, K7M, K9M, LBM, LEM, LHM, LJM, LKM,
            LKP, LLM, LPM, LSM, LWM, LYM, LZM, L1K, L1M, L3M,
            MAM, MBM, MCM, MEM, MGM, MJM, MLL, MLM, MMM, MXM,
            MYM, MZM, M1M, M2M, M4M, M6M, M8M, NAM, NCM, NEL,
            NEM, FM, NJM, NMM, NUM, Q3M, VHM, VJM, V8L, V8N,
            ZGM, ZGY, ZJK, ZJM, ZMM, ZQM, ZTM, ZTU and NOA is
            not 100 through 199 or 500 through 599 then
            position occupied must be 1.

Current Appointment Authority (Cont'd)

100.22.3   If either current appointment authority begins with M or N except NUM then tenure must be 0 or 3.

100.25.3   If either current appointment authority begins with K (except KLM), then tenure must be 1 or 2.

100.28.3   If either current appointment authority is YAM, Y1M, Y2M Y3M or Y4M then tenure must be 2.

100.31.3   If either current appointment authority is WXM, W5M, or W7M then tenure must be 0 or 3.

100.35.3   If either current appointment authority is V8V then position occupied must be 2.

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

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

100.41.1   If either current appointment authority is WWM or ZWM, then pay plan must be GW or YW.

100.43.3   If pay plan is GW, YW then at least one current appointment authority must be present.

100.46.3   If pay plan is YV then one current appointment authority must be present.

100.50.2   If one current appointment authority is WVM or ZVM then pay plan must be YV.

100.56.2   If either current appointment authority is NRM, NSM, NTM, NVM, NWM, NXM, VBJ, VAG, VCJ, V4L, V4M, V2M, V6M, or V4P, then pay plan must be ES.

Current Appointment Authority (Cont'd)

100.58.3   If current appointment authority is ZZZ then
                service computation date must be less than 820101
                and position occupied must be 1.

100.61.3   If nature of action code is 1xx (other than 132)
                or 5xx, then current appointment authority equal
                legal authority.

100.64.3   If either current appointment authority is WEM,
                then occupation code must begin with 0904.

100.70.3   If either current appointment authority is WDM,
                then occupation code must begin with 0905 or 1222.

100.73.3   If either current appointment authority is ACM,
                AYM, or KQM, then occupation code must begin with
                0904 or 0905.

100.76.3   If either current appointment authority is VEM,
                Then pay plan must be ED, EF, EH.

100.98.3   If current appointment authority (1) is ZZZ,
                Then current appointment authority (2) must ZZZ,

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

Date of Birth

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

110.04.2   Effective date of personnel action year must be at least 13 years greater than date of birth.

Education Level

130.04.3   If pay plan is ES then education level must not be blank.

130.07.3   If either current appointment authority is WWM or ZWM then education level must be blank or less than 14.

FUNCTIONAL CLASSIFICATION

200.07.1   If the first four characters of the Position AOSC
             (POSAOSC) is included in the list below, a
             functional classification code must be provided.
             (See the RAMPS Transaction Guide, DIN No.1402,
             page B-24.) If the first four characters of the
             Positin AOSC are not included in the list below
             then the functional classification must be blank
             on the SPAR (PER-02).

Position AOSCs which require a functional classification:

0020, 0101, 0110, 0140, 0150, 0170, 0180, 0184, 0185, 0190,
0193, 0401, 0403, 0405--0415, 0430--0454, 0457, 0460, 0470--
0493, 0601, 0602, 0610, 0630--0635, 0637--0639, 0644, 0660,
0662, 0665, 0668, 0680, 0690, 0696, 0701, 0801, 0803, 0804,
0806--0808, 0810, 0819, 0830--0855, 0858--0871, 0880--0894,
0896, 1220, 1221, 1223--1226, 1301--1310, 1313--1315, 1320--
1340, 1350, 1360, 1370, 1372, 1373, 1380--1386, 1510--1520,
1529, 1530, 1540, 1550, and functional classification must be
greater than 10

NOTE   Position AOSCs which do not require a functional
         classification, the FUNCTIONAL CLASSIFICATION field
         (number 9) must remain blank. PLEASE DO NOT PUT 00.

Handicap

220.02.2   If either current appointment authority is WTM,
WUM, or YKM, then handicap code must be 04 or 06
thru 94.

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

Individual/Group Award

240.02.2   If nature of action is 874, 875, 876, or 877 then individual/group award must be present.

Instructional Program and Year Degree or Certificate Attained

005.02.3   If education level is greater than 12,
            Then instructional program must be 6 digit code
            found handout.

005.04.3   If instructional program has a value then year
            degree attained must be valid year.

005.07.1   If education level is not equal to 06, 10, or
            equal to or greater than 13, then instructional
            program and year degree or certificate attained
            should not be filled in.

005.10.1   If year degree or certificate attained is filled
            in then year degree or certificate attained must
            be at least 17 years greater than year of birth.

Legal Authority

250.02.2   If either legal authorities is YAM then pay plan
            must be GS and pay grade/level must be 02 through
            07.

250.07.2   If either legal authorities is M2M, WVM, or ZVM
            then nature of action must be 117, 517, 760, or
            761.

250.08.2   If either legal authorities is M4M, M6M, or M8M,
            then nature of action must be 115, 117, 515, 517,
            760 or 761.

250.10.2   If one legal authority is WWM or ZWM then pay plan
            must be GW or YW.

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

250.16.2   If one of the legal authorities is V8K or V8N then
            agency must be AFNG or ARNG.

250.19.2   If nature of action is other than 009, 350, 355
            then legal authority must be present.

250.22.2   If legal authority is WWM or ZWM then nature of
            action must be 171, 571 or 760.

250.25.2   If legal authority is WXM then nature of action
            must be 117, 171, 517, or 571.

Legal Authority (Cont'd)

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
255.02.2	100	ABK, ABL, ABM, ACA, ACM, ALM, AQM, AYM, A2M, BBM, BDN, BEA, BGL, BKM, BLM, BMA, BMC, BNE, BNW, BNM, BNN, BRM, BSE, BSS, BSW, BWA, BWE, BWM, BYM, HAM, K1M, K4M, K7M, K8M, K9M, LEM, LHM, LJM, LKM, LKP, L3M, PWM, P3M, P5M, P7M, VHM, VJM, ZJM, V8N, ZGM, ZLM, ZQM, ZRM, ZSK, QAK, QBK, QCK, ZSP, ZJR, ZTU	9A, 9B,9D, 9E, 9G, 9H
255.04.2	101	ABK, ABL, ABM, ACA, ACM, ALM, AQM, AYM, A2M, BBM, BDN, BEA, BGL, BKM, BLM, BMA, BMC, BNE, BNN, BNW, BRM, BSE, BSS, BSW, BWA, BWE, BWM, BYM, HAM, K1M, K4M, K7M, K8M, K9M, LEM, LHM, LJM, LKM, LKP, L3M, PWM, P3M, P5M, P7M, VJM, V8L, ZGM, ZJK, ZJM, ZJR, ZLM, ZQM, ZRM, ZSK, ZSP, ZTU, QAK, QBK, QCK	9A, 9B,9D, 9E, 9G,9H

Legal Authority (Cont'd)

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
265.01.2	107	ABL, ABM, ACM, AQM, BWM, HAM, HDM, HGM, HJM, HLM, V8N, ZLM, ZRM, ZSK, QBK	10G
265.04.2	108	ABL, ABM, ACM, AYM, BEA, BGL, BMA, BMC, BNE, BNW, BRM, BSE, BSS, BSW, BWA, BWE, BWM, HAM, MCM, MEM, MGM, MJM, MLL, MLM, MMM, VJM, V8N, ZJK, ZLM, ZRM, ZSK, ZTM, ZSP, ABK	10E
265.07.2	112	ABL, ABM, ALM, AQM, AYM, BWM, HAM, MAM, MBM, QDK, V8N, ZLM, ZRM, ZSK, ZSP, ZTM, ZJR, ZTU	10D
265.10.2	115	ABL, ABM, ACM, AYM, BEA, BGL, BMA, BMC, BNE, BNW, BRM, BSE, BSS, BSW, BWA, BWE, BWM, CTM, HAM, KLM, MXM, MYM, MZM, MIM, M4M, M8M, NAM, NCM, NEL, NEM, NJM, NUM, SZX, VJM, V8L, V8N, ZJK, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, ABK, M6M, ZTU	10B
270.01.2	117	ABL, ABM, BWM, HAM, MXM, M2M, M4M, M6M, M8M, NCM, NEM, UFM, V8N,V8V,W--(except WWM), X--, Y--, ZLM, ZSK, ZSP, ZVM, UAM, Z2M	10A 11A

Legal Authority (Cont'd)

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
270.04.2	120	ABM, AQM, BWM, HAM, HNM, HRM, QBK, QCK, Q3K, ZLM, ZRM, ZSK	10H
270.07.02	122	ABM, BWM, HAM, HNM, HRM, H3M, ZLM, ZRM, ZSK	10H
270.10.02	124	ABM, AQM, A7M, BWM, HAM, LBM, NFM, NJM, NMM, QAK, QBK, QCK, ZLM, ZRM, ZSK	10F
275.01.2	130	J8P, J8R, J8T, J8V, KDM, KFM, KHM, KTM, KVM, KXM, V8N, ZSK, SZT, ZSP	9C 11A
275.04.2	132	ZLM	21
280.01.2	140	ABL, ABM, BWM, HAM, KQM, NUM, SZW, V8N, ZLM, ZSK, ZSP	9C
280.04.2	141	ABL, ABM, BWM, HAM, KQM, NUM, SZW, V8N, ZLM, ZSK, ZSP	9C
280.07.2	142	AWM, HAM, P3M, P5M, UFM, V2M, ZLM, ZSK ZJR	13A
280.10.2	143	AWM, HAM, UFM, VBJ, VCJ, ZLM, ZSK	13A
280.13.2	145	AWM, HAM, UFM, V6M, ZLM, ZSK, ZJR	13A
280.16.2	146	AWM, HAM, UFM, V4L, ZLM, ZSK	13A
280.19.2	147	AWM, HAM, UFM, VAG, ZLM, ZSK	13A

Legal Authority (Cont'd)

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
280.22.2	148	AWM, HAM, UFM, V4M, ZLM, ZSK	13A
280.25.2	149	AWM, HAM, UFM, V4P, ZLM, ZSK	13A
285.01.2	150	ALM, AQM, HAM, PWM, P3M,P5M,QAK,QBK,QCK, TJK,TRK,ZLM,ZRM,ZSK	12A
285.04.2	151	ALM, AQM, HAM, PWM, P3M, P5M, QAK, QBK, QCK, TJK, ZRM, ZSK	12A
285.07.2	153	HAM, TNM, TMK, TNK, ZLM, ZSK	12B
285.10.2	154	HAM, TMK, TNK, ZLM, ZRM, ZSK	12B
285.13.2	155	HAM, TPK, ZSK, ZLM	12A
285.16.2	157	HAM, TVK, ZLM, ZSK	12A
290.01.2	170	ABK, ABL, ABM, ALM, AQM,BPM,BWM,HAM,J8P, J8R,J8T,J8V,P3M,P5M, PWM, QAK, Q8K, QCK, UFM, VEM, ZJR, V8K, V8V, ZKM, ZLM, ZNM, ZRM, ZSK, UAM, ZSP, W--, X--, Y--	11A 11B
290.04.2	171	ABK, ABL, ABM, BPM, HAM, J8P, J8R, J8T, J8V, P3M, UFM, VEM, VPE, V8K, V8V, W--, X--, Y--, ZKM, ZLM, ZNM, ZWM, ZSK, ZSP BWM, UAM, Z2M	11A 11B

Legal Authority   (Cont'd)

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
290.20.2	190	ABK, ABL, ABM, ACM, AWM, AYM, BEA, BGL, BMA, BMC, BNE, BNW, BPM, BRM, BSE, BSS, BSW, BWA, BWE, BWM, CTM, HAM, J8P, J8R, J8T, J8V, KLM, MXM, MYM, MZM, M1M, M4M, M6M, M8M, NAM, NCM, NEL, NEM, NJM, NUM, SZX, UAM, UFM, VEM, VJM, VPE, V4M, V4P, V8K, V8L, V8N, V8V, W--, X--, Y--, ZJK, ZKM, ZLM, ZNM, ZQM, ZRM, ZSK, ZSP, ZTM	
290.30.2	198	R9R	
290.35.2	199	R9N	
295.01.2	280	CUL	16C
295.04.2	292	ALM, AQM, CGM, DAM, NYM, PSM, Q3K, R9N, UFM, V8V, ZJR	16C

Legal Authority   (Cont'd)

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
295.10.2	293	R9R	
300.01.2	300	SWM, UFM, USM, V8V	30B
300.04.2	301	SUM, SZM, UFM, USM, V8V	30B
300.07.2	302	SQM, SRM, USM, UFM, V8V	30B
300.10.2	303	AZM, USM, VYJ, VZJ, V3J, ZLM, V8V	30B
300.13.2	304	SQM, SQR, USM, V8V	30B
300.16.2	312	RPM, RPR, RQM, RRM, RSM, RTR, RUM, RVM, RWM, R5M, R7M, R8M, RXM, RTM, V8V, R9M	31A
300.19.2	317	RPM, RQM, RRM, RSM, RUM, R5M, UFM, V8V	31A
305.02.2	330	A3M, C7M, HAM, LUM, RYM, UFM, UPM, UQM, USM, VAA, VAJ, VAM, VHJ, V4J, V5J, V6J, V7J, V8J, UAM, V8K, V8V, ZLM, LTM, QGM, QHM, VJJ, VWP, VWR, V2J, ZEM, V9A, V9B, VDJ	31C
307.01.2	351	RPM	31B
310.02.2	352	DBM, DFM, DKM, PDM, PZM, VCR, VDJ, V8V, VFJ, VGJ, ZPM, HAM VCS, VCT, VCW	31B
310.05.2	353	CYM, Q3K, UFM, V8V, ZJR	31B
310.08.2	354	USM, VAJ, VHJ, V8V JFM	31B
310.11.2	356	HAM, LUM, MUM, PNM, PNR, QGM, QHM, UAM, UFM, USM, U2M, UTM, VAJ, VCM, VDK, VHJ, VJJ, V2J, V8K, VGL, ZLM, VWP, VWR, V8V	31B

G-20

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
310.14.2	357	UFM, ZLM, UAM, V8V, R9Q, HAM, A3M, C7M, LTM, LUM, MUM, USM, UTM, UXM, UYM, VAA, VCM, ZLJ, ZLK, ZLL	31B
315.02.2	385	L2M, L4M, L5M, L6M, L8M, LXM, UFM, VUM, VYM, V2M, ZSP, V8V, HAM	31B
315.05.2	386	UFM, V8K, V8V, ZLJ, ZLK, ZLL, ZLM, UAM	31B
320.02.2	430	CUL	15C
320.05.2	450	UFM, USP, USR, VAA, VAB, VAC, VAD, VAE, VAV, VWJ, V4J, ZEM, UAM, V8V	15C
320.08.2	452	UFM, USM, VAJ, VHJ, UAM, V8V	15C
320.11.2	460	DAK, DAM, L9K, NYM, Q3K, UFM, V8V, ZJR	15C
320.14.2	462	GFM, R4M, UFM, V8V	15C
320.17.2	471	L9K, PNM, UFM, USM, VAJ, VDR, V8V	15C
320.20.2	472	L9K, PNM, UFM, USM, VAJ, VDR, V8V	15C
320.23.2	473	Q3K, V8V	15C
320.26.2	480	UFM, V3M, ZSP	15C
325.02.2	500	ABK, ABL, ABM, ACA, ACM, AYM, A2M, BDN, BEA, BGL, BMA, BMC, BNE, BNW, BRM, BSE, BSS, BSW, BWA, BWE, BBM, BLM, BNN, BNM, BWN, BYM, HAM, JVM, J4M, LKP, K1M, K7M, K8M, K9M, LBM, LEM, LHM, LJM, LKM, LLM, LPM, LSM, LWM, LYM, LZM, L1M, L2K, L3M, PNR, P5M V8M, VHM, VJM, V8N, ZGM, ZGY, ZHK, ZJM, ZLM, ZMM, ZQM, ZRM, ZSK, ZSP, ZTR, ZTU, ZTZ	9A, 9B 9D, 9E 9F, 9G 9H

G-21

Legal Authority   (Cont'd)

Edit Number Table	If Nature of Action is	Legal Authority Must be				See FPM 296-33
325.05.2	501	ABK,	ABL,	ABM,	ACA,	9A, 9B
		ACM,	AYM,	A2M,	BDN,	9D, 9E
		BEA,	BGL,	BLM,	BMA,	9F, 9G
		BMC,	BNE,	BNW,	BRM,	9H
		BSE,	BSS,	BSW,	BWA,	
		BWE,	BWM,	BYM,	BBM,	
		BNM,	BNN,	HAM,	LKP,	
		K1M,	K7M,	K8M,	K9M,	
		LBM,	LEM,	LHM,	LJM,	
		LKM,	LLM,	LPM,	LSM,	
		LYM,	LZM,	L1M,	L2K,	
		L3M,	PNR,	P5M,	VJM,	
		V8M,	ZGM,	ZHK,	ZJK,	
		ZJM,	ZLM,	ZQM,	ZRM,	
		ZSK,	ZSP,	ZTU,	ZTZ	
325.17.2	507	ABL,	ABM,	ACM,	BWM,	10G
		HAM,	HDM,	HGM,	HJM,	
		PNR,	V8N,	ZLM,	ZRM,	
		ZSK,	HLM			
325.20.2	508	ABL,	ABM,	ACM,	AYM,	10E
		ABK,	BEA,	BGL,	BMA,	
		BMC,	BNE,	BNW,	BRM,	
		BSE,	BSS,	BSW,	BWA,	
		BWE,	BWM,	HAM,	MCM,	
		MEM,	MGM,	MJM,	MLL,	
		MLM,	MMM,	PNR,	V8N,	
		ZJK,	ZLM,	ZRM,	ZSK,	
		ZSP				

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
325.23.2	512	ABL, ABM, AYM, BWM, HAM, MAM, MBM, PNR, V8N, ZLM, ZRM, ZSK, ZSP, ZTU	10D
325.26.2	515	ABL, ABM, ACM, AYM, BEA, BGL, BMA, BMC, BNE, BNW, BRM, BSE, BSS, BSW, BWA, BWE, BWM, CRK, C1K, C2K, C3K, C4K, CRL, C1L, C2L, C3L, C4L, CRN, C1N, C2N, C3N, C4N, CTM, HAM, KLM, MXM, MYM, MZM, MIM, M4M, M6M, M8M, NAM, NCM, NEL, NEM, NUM, PNR, V8L, VJM, V8N, ZJK, ZLM, ZQM, ZRM, ZSK, ZSP, ZTN, SZX, ZTM, ZTU	10B
325.29.2	517	ABL, ABM, BWM, HAM, MXM, M2M, M4M, M6M, M8M, NCM, NEM, PNR, UFM, W-- (except WWM) X--, Y--, ZLM, ZSK, ZSP, ZVM, UAM, V8N, V8V, Z2M	10A 11A
325.32.20	520	ABM, BWM, HAM, HNM, HRM PNR, ZLM, ZRM, ZSK	10H
325.35.2	522	ABM, BWM, HAM, HNM, HRM, H3M, PNR, ZLM, ZRM, ZSK	10H
325.38.2	524	ABM, A7M, BWM, HAM, LBM, NFM, NMM, PNR, ZLM, ZRM, ZSK	10F
325.44.2	540	ABL, ABM, BWM, HAM, KQM, NUM, PNR, QGM, QHM, USM, U2M, VAJ, VDJ, VFJ, VGJ, VCS, VCT, VCW, V8N, VHJ, ZLM, ZSK, ZSP	9C
325.47.2	541	ABL, ABM, BWM, HAM, KQM NUM, PNR, QGM, QHM, USM, U2M, VAJ, VDJ, VFJ, VGJ, VCS, VCT, VCW, V8N, VHJ, ZLM, ZSK, ZSP	9C

Legal Authority (Cont'd)

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
325.50.2	542	AWM,BWM,HAM,NRM,NTM, NXM,PNR,P3M,P5M,UFM, V2M,ZLM,ZSK	13A
325.53.2	543	AWM,BWM,HAM,PNR,UFM, VBJ,VCJ,ZLM,ZSK	13A
325.57.2	546	AWM,BWM,HAM,NSM,NWM, PNR,UFM,V4L,ZLM,ZSK	13A
325.60.2	548	AWM,BWM,HAM,NVM,PNR, UFM,V4M,ZLM,ZSK	13A
325.63.2	549	AWM,BWM,HAM,PNR,UFM, V4P,ZLM,ZSK	13A
325.66.2	550	HAM,PNR,P5M,TJK,TRK, TRL,TTK,TXK,ZLM,ZRM, ZSK	12A
325. 69.2	551	HAM,PNR,P5M,TJK,TRL, TTK,TXK,ZLM,ZRM,ZSK	12A
325.72.2	553	HAM,PNR,TMK,TNK,TNM, ZLM,ZSK	12B
325.75.2	554	HAM,PNR,TMK,TNK,ZLM, ZRM,ZSK	12B
325.78.2	555	HAM,PNR,TPK,ZLM,ZSK	12A
325.81.2	570	ABK,ABL,ABM,BPM,BWM, HAM,J8P,J8R,J8T,J8V, PNR,P5M,QGM,QHM,UFM, USM,U2M,VAJ,VDJ,VFJ, VCS,VCT,VCW,VEM,VGJ, VHJ,V8K,V8V,W--,X--, Y--,ZKM,ZLM,ZNM,ZRM, ZSK,UAM,ZSP	11A 11B
325.84.2	571	ABK,ABL,ABM,BPM,BWM, HAM,J8P,J8R,J8T,J8V PNR,UFM,VEM,V8K,V8V, W--,X--,Y--,ZKM,ZLM, ZNM,ZWM,ZSK,UAM,ZSP	11A 11B

Edit Number Table	If Nature of Action is	Legal Authority Must be	See FPM 296-33
325.90.2	590	ABK, ABL, ABM, ACM, AWM, AYM, BEA, BGL, BMA, BMC, BNE, BNW, BPM, BRM, BSE, BSS, BSW, BWA, BWE, BWM, CRK, CRL, CRN, CTM, C1K, C2K, C3K, C4K, C1L, C2L, C3L, C4L, C1N, C2N, C3N, C4N, HAM, J8P, J8R, J8T, J8V, KLM, MXM, MYM, MZM, M1M, M4M, M6M, M8M, NAM, NCM, NEL, NEM, NUM, NVM, PNR, UAM, UFM, VEM, VJM, V4M, V4P, V8K, V8L, V8N, V8V, W--, X--, Y--, ZJK, ZKM, ZLM, ZNM, ZQM, ZRM, ZSK, ZSP, ZTM	
328.02.2	803	CGM, ZLM, ZSM	28
328.10.2	810	UFM, VPG, VPH, VXK, V8K, V8N, V8V, ZLM, ZTS, ZTZ	
329.05.2	815	UAM, UFM, VPF, V8K, V8N, V8V, ZLM	
329.07.2	816	UAM, UFM, VPF, V8K, V8N, V8V, ZLM, ZTY	
329.09.2	818	RMM, UFM, V8K, V8N, V8V, ZLM	
329.50.2	867	Q9K	
329.55.2	868	Q9M	
330.02.2	875	UFM, V3G, V4G, V8V	
330.05.2	876	UFM, V3G, V4G, V8V	
330.08.2	877	UFM, V3G, V4G, VGL, V3F, V8V	
330.11.2	878	UFM, V7G, V8G	
330.12.2	879	UFM, VWK, ZLM	
330.14.2	885	UFM, UAM, VGL, V8V, Q4M, V4R, ZLM, Z2M, ZSR	

Locality

REMEMBER:

If you input retain salary, merit pay salary, ecrate on SF 52 you need not include locality pay. The computer will calculate locality if employee is due one.

An employee who receives interim geographic adjustment or law enforcement officers pay receives the adjusted anuual rate of pay and not locality (depending on which is greater).

Position AOSC

390.02.2   If one legal authority is WVM of ZVM then position AOSC must be 350601 thru 350699.

390.07.2   If first character of pay plan if G then occupation must be less than 220000.

390.13.2   If the first character of pay plan is W or X then occupation must be greater than 249999.

Pay Grade/Level

420.13.3	If pay plan is GM then pay grade/level must be 13 through 15.
420.16.3	If pay plan is GS then pay grade/level must be 01 through 15.
420.07.3	If pay plan begins with FA and pay rate determinant is not S, then pay grade/level must be CA, CM, MC, NC, OC, 01 thru 04, 13, 14.
420.31.3	If pay plan is WG then pay grade/level must be 01 through 15.
420.34.3	If pay plan is EX then pay grade/level must be 01 through 05.
420.41.3	If pay plan is GW then pay grade/level must be 01 through 04.
420.44.3	If pay plan begins with FO or FP then pay grade/level must be 01 through 09.
420.47.3	If pay plan begins with FE or FE L then pay grade/level must be CM, MC, OC.
420.59.2	If one of the legal authority is J8P, J8R, J8T, of J8V and if pay plan is GG or GS and if nature of action is 170 of 570 then grade must be 01 through 11.

Pay Plan _

440.02.3 If pay plan is: Then agency/subelement
         must be:

AJ	NU
CE	IN
CY	IN
DH, DW or DX	AF or DD07
FA	AM or ST
FD	AF, AR, DD,
or NV	
GN	HE38
KA	LP
KG, KL, or KS	TR06
LE	TR
LG	FD
MA	AG
OC	TR04
SN	NU
SP	IN
TF	FY
TP	DD16
TR	TR06 or TR08
TS	FY
VC, VM, VN, or VP	VA
WA	AR
WE	TR
WJ, WK, WO, or WY	AR
XA, XB, or XC	IN
ZA, ZP, ZS, or ZT	CM57

*AM=TDP & AID

440.10.2   If nature of action is 480 or 762 then pay plan
             must be ES or FE, FE L

440.12.2   If nature of action iS 879, then pay plan must be
             ES, FE,FE L.

440.13.2   If nature of action is 891, then pay plan must be
             GM.

440.16.2   If pay plan is GW or YW and nature of action
             begins with 1 or 5 then nature of action must be
             132, 171, 571.

440.19.2   If pay plan is YV then the last four positions of
             effective date of personnel action must be between
             0513 and 0930 inclusive.

440.22.2   If nature of action is 142, 143, 145-149, 542,
             543, 546, 548, or 549 then pay plan must be ES or
             FE or FE L.

Pay Plan (Contd)

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

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

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

440.40.2   If effective date is later than October 31, 1993,
            and nature of action is 702, 703, 713, or 740,
            then pay plan may not be GM,

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

Pay Rate Determinant

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

450.03.2   If pay rate determinant is 4 and pay plan is GM or GS then noa code must be 5xx, 702, 703, 740, or 741.

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

450.10.3   If pay rate determinant is C then pay plan may not be ED, EF, EG, EH, EI, GW, W-, X-, YV, or YW.

450.19.3   If pay plan is ES then pay rate determinant must be C or 0.

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

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

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

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

Position Occupied

500.02.3   If pay plan is VM, VN, VP, CZ, SZ, WZ, GW, YW, WW, YV, MA, ED, EE, EF, EG, EH, EI, ET or begins with F (except FC) then position occupied must be 2.

500.04.3   If pay plan is ES then position occupied must be 3 or 4.

500.07.2   If NOA is not 3XX or 4XX and If position occupied is 3 or 4, then pay plan must be ES.

500.13.2   If nature of action is 100, 101, 102, 103, 107, 108, 112, 115, 120, 122, 124, 128, 140, 141, 500, 501, 502, 503, 507, 508, 512, 515, 520, 522, 524, 528, 540, or 541 then position occupied must be 1.

Lately this has error message has caused many problems. If the nature of action code in the 500 series is one used for career and career conditional civil service and the employee you are converting is a foreign service then this message will appear against position occuppied.

500.16.2   If nature of action is 104, 150, 151, 153, 154, 157, 170, 171, 504, 550, 551, 553, 554, 555, 570, or 571 then position occupied must be 2.

Retirement Plan

640.02.3   If position occupied is 1 and tenure is 1 or 2 then retirement plan may not be 2, G, J, P, W, or X.

640.07.2   If nature of action is 100, 101, 500, or 501, then retirement plan must be 1, 4, 6, C, E, K, L, M or N.

640.08.2   If retirement plan is R or T and if NOA is 1XX or 5XX, then nature of action must be 146, 170, 500, 501, 546, 548, 549, 570, or 571.

Salary

650.69.2   If one of the legal authorities is J8P, J8R, J8T,
            or J8V and if nature of action is 170 or 570 and
            pay plan begins with W or X then salary may not be
            greater than salary for GS-11, step 1 ($31,116).

Service Computation Date

660.04.3   Service computation date must be at least 13 years
            greater than date of birth.

660.07.2   The service computation date must be equal to or
            less than the effective date.

Step or Rate

700.02.3   If pay rate determinant is 2,3,4, and pay plan is not FA or EX then step or rate must be 00.

700.04.3   If pay plan is GS,GW and pay grade/level is 01-15 and pay rate determinant is 0, 5, 6, 7, or 8 then step or rate must be 01-10.

700.19.3   If pay plan is GM then step must be 00.

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

700.31.3   If pay plan is FO or FP then step or rate must be 01 through 14.

Supervisory Status

710.02.3   If pay plan begins with G and supervisory status is 3 then pay grade/level must be greater than 8.

710.04.3   If pay plan begins with G and supervisory status is 1 then pay grade/level must be greater then 4.

710.10.3   If pay plan is FA then supervisory status must be 1 or 3.

710.13.3   If pay plan is ES, EX, FE or FE L then supervisory status must be 1, 3, 8.

710.22.3   If pay plan is ED, EF, EG, EH, GW, WG, XP, YV or YW then supervisory status must be 4 or 8.

Tenure

720.02.3	If pay plan is ES then tenure must be 0.
720.06.3	If pay plan is GW, YV, YW then tenure must be 0 or 3.
720.13.2	If nature of action is 100, 102, 130, 140, 151, 155, 157, 500, 502, 540, 551, or 555 then tenure must be 1, 2.
720.16.2	If nature of action is 101, 103, 141, 150, 501, 503, 541, or 550 then tenure must be 2.
720.19.2	If nature of action is 107, 108, 112, 115, 117, 120, 122, 124, 128, 153, 154, 171, 507, 508, 512, 515, 517, 520, 522, 524, 528, 553, 554, 05 571, then tenure must be 0 or 3.
720.22.2	If legal authority is Y1M, YAM, J8M, Y2M, Y3M or Y4M, then tenure must be 2.
720.25.2	If NOAC is 170 or 570, then tenure must not be zero (0).
720.31.2	If nature of action is 765 then tenure must be 3.
720.34.2	If NOAC is 892 or 893 and pay plan is GS, then tenure must not be zero (0).

Veterans Preference

750.02.2   If one of the legal authorities is LBM, LZM, NEM,
               or MMM, then veterans preference must be 2, 3, 4
               or 6.

B632
INTERACTIVE PERSONNEL RETRIEVAL SUBSYSTEM
(IPRS)

Prepared for: Agency for International Development
                 Office of Personnel Management
                 Personnel Systems

Prepared by: Pinkerton Computer Consultants
Revised by: Personnel Systems (HR/WPRS/PS)
Date: October 1994

TABLE OF CONTENTS

I.   System Overview

The Interactive Personnel Retrieval Subsystem (IPRS) is used by staff responsible for personnel and management functions. These employees are assigned to HR, FM and EMS/Administrative Management Offices in each of the A.I.D./Washington Bureaus and independent offices. This subsystem allows easy access to information in the Personnel Systems (RAMPS), via LAN PC connected to the IBM mainframe via interactive telecommunications lines. Information retrieved can be viewed on the LAN screen and/or printed.

Access to database information is controlled to insure compliance with the Privacy Act. Various levels of access authority are assigned based on the user's responsibilities and authorities. For instance, only staff in HR/POD and HR/EM will be permitted to input open assignment preferences. However, EMS offices may request their own Assignment Board Agendas and Availables listings, which are part of the open assignment function.

Please Note:

Passwords are not to be shared with others under any circumstances. Sharing of password is considered a security violation. Page 8 of this manual describes how to change a password.

A.   Environment

Several offices throughout A.I.D./Washington can operate the Interactive Personnel Retrieval Subsystem (IPRS). The primary client is HR/WPRS/PS who is responsible for allowing access to information and answering user questions. A programmer in the Office of Information Resources Management/Systems Maintenance Development (IRM/SDM) maintains the subsystem, based upon requests for changes and corrections from HR/WPRS/PS. Users with problems need to contact HR/WPRS/PS staff who will attempt to solve the problem, or coordinate with IRM, as required.

B.   Processing and Updating

Records in Revised Automated Manpower and Personnel System (RAMPS) are updated daily.

II. Interactions

The Interactive Personnel Retrieval Subsystem (IPRS) works from one Main Menu. The user requests one of the reports available from the subsystem and responds to questions the computer will pose, such as:

ENTER SSN =======>

If the computer cannot accept the user's response it will issue an error message (see error correction section, after each section) in the upper part of the screen and the user will have to try again.

Following are step-by-step instructions for accessing the Interactive Personnel Retrieval Subsystem. Pages 4 through 6 of these instructions are written for users in Personnel, connected to the LAN, and may not be applicable to users with other configurations. See your Systems Administrator for specific instructions for your site.

A. Logging On

1.   Logon to the LAN

       After turning on the LAN PC, enter your login name at the cursor location.
       Press the RETURN/ENTER key. Next, enter your password at the password
       location. Press the RETURN key.

2. Logon to the IBM Mainframe

       After logging on to the LAN PC you must logon to the IBM Mainframe. Select
       the 3270 emulation icon under NETWORK COMMUNICATIONS:

       After clicking on the icon you should see the A.I.D. LOGON Screen. If you
       experience any problems please call USER HELP on 301/419-2690.

       Logging On...(Continued IBM Logon and Userid Entry)

       The following message will appear at the top of the screen:

       ENTER LOGON

       Type LOGON.

       Next, the following message prompts you to enter your userid:

       IKJ56700A ENTER USERID -

       Enter your userid and press the RETURN key.

       Next, you will get the IBM TSO Password Screen (shown on the next page).

Logging On...(Continued)

3.   IBM TSO Password Screen

The next screen to appear is shown below:

```
------------------------VS2 REL  3.8    TIME SHARING OPTION--------------------
PF1/PF13==>Help         PF3/PF15==>Logoff    PA1==>Attention         PA2==>Reshow
You may request specific HELP information by entering a '?' in any entry field.
    ENTER LOGON PARAMETERS BELOW:                      RACF LOGON PARAMETERS

    USERID     ===>  Your userid

    PASSWORD   ===>  ENTER PASSWORD HERE          NEW PASSWORD ===>

    PROCEDURE ===>                                GROUP IDENT   ===>

    ACCT NMBR ===>

    SIZE       ===>

    PERFORM    ===>

    COMMAND    ===>

ENTER AN 'S' BEFORE EACH OPTION DESIRED BELOW

         -NOMAIL         -NONOTICE         -RECONNECT         -OIDCARD
```

        INSTRUCTIONS: The cursor will appear beside the PASSWORD prompt.
                             Enter the current password and press the RETURN key.
                             Passwords are not visible as they are typed.
                             If the Password must be changed (because an employee
                             who knew the password has left the office or because the
                             system requires a Password change) see the next page for
                             instructions.

    A READY prompt will be displayed if you have satisfied the requirements
    of this screen.

5

4. Changing the Password

The Password must be changed when an employee who knows the password leaves the office. Also, the computer requires a new password every 90 days. Changing the password at other times is optional. Be cautious that you do not inadvertently change the password.

Please Note: Several days before your password is due to expire you will be notified through a screen message. The specific expiration date will be cited. You must be ready to provide a new password before the expiration date to insure continued access.

To Change The Password:

After entering the current password on the left side of the IBM TSO Password screen (see previous page), press the TAB key.

The cursor will move to the New Password area. Type up to 8 alphabetic characters. These will not show on the screen as you type, so be very careful to avoid typos, and remember what you entered. Press the RETURN key.

5. Logging Off the Computer

Although logging off the computer will be the last thing you do after logging on and accessing the subsystem, it is described here, out of sequence, because of its extreme importance.

You must log off the computer after each and every logon session. In addition, you should never get up and leave the terminal idle. As well as being a security violation, leaving the terminal idle for a short time will cause the computer to cancel your session. When this happens, it creates severe problems when you or other users try to access the system again. To avoid these kinds of problems, enter the "logoff" command and press the RETURN key immediately after you have finished viewing the information you requested and the computer sends a "READY" message. See example below:

```
READY           the Computer sends this message
logoff          you enter this command and press the RETURN key.
```

6. Data Field Protection and Cursor Movement on Displays

Field Protection:

> The subsystem is a Review Only/Print Only program. Data entry is allowed only in the designated unprotected fields. A protected field (indicated on the IBM TSO system notice located at the bottom of the screen) will not allow typing, i.e., over-striking, of any data field or information string. The program will emit a warning tone or beep if typing is attempted in a protected field.

Cursor Movement Keys

> TAB Key - Pressing the TAB key (not the Back TAB key) will move the cursor to the next unprotected field.

> Home Key - Pressing the Home key will move the cursor to the highest (on screen) unprotected field to the left.

> The other Directional Cursor controls do function, but their use is not recommended because all other character and data fields are protected against overstriking.

7

B.   Accessing the Subsystem

1. MAIN MENU

Once on the TSO software, type the following and then, press the RETURN key:

        %B632MAIN

Next, the screen will display the following message:

                ALLOCATING DATA SETS FOR FULL SCREEN MODE

                            PLEASE STAND BY

Then the following B632 Main Menu will appear:

```
B632MENU --------------------------------------------------------------------
USERID   - B632MP                                               MODE:PROD
TIME     - 13:54


            SELECT FUNCTION REQUEST ===>

            1   STAFFING PATTERN
            2   EMPLOYEE DATA RECORD REQUEST (EDR PRINT)
            3   MASTER FILE RECORD PRINT
            4   SF-50 INFORMATION
            5   OPEN ASSIGNMENTS
            6   SPECIAL SELECTED STAFFING PATTERN
            7   EMPLOYEE TRAINING INFORMATION
            8   TRAINING COURSES INFORMATION (BATCH)
            9   BACKSTOP STAFFING PATTERN (BATCH)

            X   TO TERMINATE PROCESSING

                PRESS THE PF3 (END KEY) TO TERMINATE.
-----------------------------------------------------------------------------
```

            INSTRUCTIONS: On the Main Menu screen there will be a function request
                           for nine different selections (numbered 1 - 9) and an
                           "X" which terminates processing. Enter the number that
                           corresponds to the report you wish to produce and press the
                           RETURN key. Each report is discussed in turn on the following
                           pages.

1. ON - LINE STAFFING PATTERN

        On-Line Staffing Pattern Request is available through %B632MAIN by
        selecting Function Request 1.

    B632STF1 ---------- STAFFING PATTERN REPORT SELECTION ----------
                                                    DATE: 11/09/94
                                                    TIME: 07:47

                                            USER: B632SP

        TYPE (P OR O) =====> -

        KEY   =====> ---------

        PRESS PF3 (END) KEY TO END SESSION

    B632STF2 --------------ON-LINE-STAFFING PATTERN----------DATE: 11/09/94
                                                    USERID: B632SP

SCROLL. BEGIN (S B), OR PF3 ====>
 144000001   OFFICE OF HUMAN RESOURCES   HR

P:POSNO   POSITION TITLE   PLGR TYP S P BS AOSC   PDN V LG   S R
E:SSAN   NAME   PL   GRST WS   O/W APST DEPT

 144060040 INFORMATION ANLST   GS 09 CPF 8 G 03 030153 37925   0
 999999999 MICKEY MOUSE   GS   0901 1

This program allows you to obtain current position and employee data in Staffing
Pattern format. The records can be accessed through organization or position
numbers. If you select 'O' you will receive information about each position, and
employee in the organization; if you select a 'P' you will receive information
about a particular position showing both position or range of positions, and
employee data.

Enter a 'P' for POSNO or 'O' for ORGNO in the TYPE field. In the KEY field, enter
the actual numeric data value that corresponds to the P or O you entered in the
TYPE field. Each key consists of nine consecutive numbers. If you wish to enter a
range of consecutive orgnos or posnos you put the beginning posno or orgno on the
first line and on the second line the ending Posnos, or orgno, ie., Posno 111111111
111199999 or Orgno 111100001 120000001. Press RETURN and the machine will display
a staffing pattern printout. To view all information you requested, scroll by
hitting the RETURN key. This will continue until you reach the end at which time
the machine displays the message 'REPORT IS AT END ENTER B (BEGIN) OR PRESS PF3 TO
EXIT.'

ON LINE STAFFING PATTERN (Continued)

The following is a list of data element descriptions shown on the Staffing Pattern screen displayed on the previous page:

Row 1 -

P: POSNO - The position number you are querying.

POSITION TITLE - The title of the position.

PLGR - The first 2 positions represent a position pay plan which identifies the type of pay plan applicable to the position e.g., GS - General Schedule. The last 2 positions represent a position pay grade, which identifies the grade applicable to the position and pay plan, e.g.09.

TYP - Position Status -- 'C' represents Continuing Position and 'D' represents Delete on Departure of incumbent.

Position Permanency -- 'P' indicates that the position is intended to be in effect for more than one year or 'T' which connotes the position is intended to be in effect less than one year.

Workweek -- 'F' indicates full time; 'P' indicates part time; 'I' indicates an intermittent schedule.

S - A code to identify whether the position is a supervisory position. The codes are: 2 - Supervisor or Manager; 4 - Supervisor (CSRA); 5 - Management Official; 6 - Leader; 8 - Non-supervisory

P - Obey indicators 'G' = Civil Service 'F' Foreign Service.

BS - This identifies the backstop code for the position

AOSC - Represents the Agency Occupational Speciality Code assigned to the position.

PDN - Identifies the Position Description Number assigned to the position.

V - Identifies V - which indicates a Vacant position with no candidate; C - indicates the candidate has been selected.

LG - Represents the language required for an overseas position.

S - Represents the speaking requirement for that position.

R - Represents the reading requirement for that position.

Row 2 -

E:SSAN - Employee's social security number.

NAME - If incumbered, the employee's name will appear; if vacant, this field will be blank.

PL - Identifies the employee's personal grade and step.

WS - Identifies employee's workschedule - 1=full time; 2=part time; 3=intermittent; 9=leave without pay.

O/W - The effective date on which the employee was assigned to an A.I.D./Washington or Overseas position.

APST - Represents the effective date an employee arrives overseas or started overseas tour.

DEPT - Identifies the expected departure date for a foreign service employee assigned to a Washington or Overseas position.

STAFFING PATTERN ERROR CORRECTION

a. Data Entry and Validation

KEY MUST BE NUMERIC - Check to see if you have entered a nine digit numeric.

NO RECORDS FOR THE EMPLOYEE WERE FOUND IN THE RAMPS MASTER FILE - This message means that no record was found for the Posno entered. Recheck the number and/or source document, then reenter it.

NO RECORDS FOR FIRST ORGANIZATION WERE FOUND IN THE RAMPS MASTER FILE - This message means that no record was found for the Orgno entered. Recheck the number and/or source document, then reenter it.

OPTION MUST BE O OR P - Check your entry for typographical error, e.g. the letter 'O' instead of a zero 'O'.

LAST DIGIT IN ORGNO MUST BE GREATER THAN ZERO - Check what you input e.g. the last four digits of an Orgno ends with '0001' or '0002'.

B.   Scrolling

SCROLL MUST BE EITHER YES OR NO - The SCROLL? condition, if to be changed from the automatic "N" (forward scroll), must be changed to a "Y" for reverse scrolling. No other input is allowed. The condition may be changed back to "N" by typing over the "Y" before pressing the RETURN key.

C.   Error Correction Return and Control

Errors caused in data entry on the Staffing Pattern Screen will result with an error message appearing on the screen and the cursor returning to the highest, unprotected field on the screen. Correct input can be skipped over using the TAB key. Eliminating unnecessary input can be performed using the SPACE BAR.

If an erorr occurs the cursor to return to the first location where the incorrect data was entered. Failure to correct the input will result in continuation of the error message.

2. EMPLOYEE DATA RECORD (EDR) REQUEST SCREEN

EDR Request screen is available through %B632MAIN by selecting Function Request 2.

Below is an example of the Employee Data Record Request Screen as it appears:

```
B632ER00 --------------------------------------------------------------------
USERID: B632MP         EMPLOYEE DATA RECORD PRINT AS OF 11/09/94     MODE:PROD

--------------------------------------------------------------------------
                    E M P L O Y E E    R E Q U E S T

          ENTER SSN ======>111111111
             OR
          ENTER POSNO ====>

          PLEASE USE THE FOLLOWING CODES TO IDENTIFY WHICH SCREENS
          YOU WISH TO SEE:
              (B)ASIC,  (F)OREIGN SERVICE,  (E)DUCATION,  (C)HRONOLOGICAL.


             1ST ==>b             THE SEQUENCE IN WHICH YOU TYPE YOUR REQUEST
             2ND ==>f             WILL BE THE ORDER IN WHICH THE SCREENS ARE
             3RD ==>e             DISPLAYED.
             4TH ==>c

          IF CHRONOLOGICAL HAS BEEN REQUESTED PLEASE INDICATE
          ==>a        (A)LL OR  (L)IMITED DATA DISPLAY

                    PRESS PF3 (END) KEY TO TERMINATE
```

The example above shows a request for an EDR printout for the employee with the
Social Security Number of 111111111. The user has requested that the first
information to be displayed is Basic information, followed by Foreign Service
information, followed by Education information and ending with Chronological
information. The user has entered an "a" in the last entry at the bottom of the
screen because the operator needs to see all available Chronological information
concerning this particular employee.

                    (Instructions continue on the next page.)

EMPLOYEE DATA RECORD REQUEST (Continued)

Data Entry for the Employee Data Record Request Screen

   a. **Employee Data Record Request Screen Prompts**

   To request information on an employee for review and/or print:

       ENTER SSN -   enter the employee's social security number without
                         spaces or hyphens.

               OR

       ENTER POSNO - enter the employee's position number without spaces
                         or hyphens

   NOTE: DO NOT enter both SSN and POSNO.
             There is no need to press RETURN or EXECUTE when fields are
             completed - the cursor will automatically default to the next
             unprotected field.

   b. **Selecting Review/Print Displays**

       There are four Review/Print displays which may be requested: BASIC,
       FOREIGN SERVICE, EDUCATION and CHRONOLOGICAL data. The Request Screen
       will ask to have these fields entered in the sequence you wish to
       review/print them. Type only the first letter of the information
       requested.

       Example - Entering F, E, B and C will present the Foreign Service,
       Education, Basic and Chronological fields in that order.

       Entering only one response will present only that one request.
       Entering two will present only those two requests, and so on.

       If a Chronological ("C") display has been requested then indicate,
       in the last prompt at the bottom, whether you want to see a Limited
       ("L") or All ("A") data display of the Chronological data. If no
       Chronological data has been requested, this field should be left blank.

       When all requested fields have been filled, press the RETURN key
       to initiate the review.

   c. **Employees Not in Foreign Service**

       If F (for Foreign Service) was requested, and the desired employee is
       not an employee of the Foreign Service, the program will automatically
       default to the next selection without displaying or printing Foreign
       Service data.

EMPLOYEE DATA RECORD REQUEST SCREEN (Continued)

Review/Print Display Identification Panel

Every Print/Review display selected has an identification panel on the first
six or seven lines of the screen. The panel looks like this:


```
 B632ER01
 -------------------------------------------------------------------------
 USERID: B632MP        EMPLOYEE DATA RECORD PRINT AS OF 11/09/94    MODE: PROD
 NAME:                 SSN:       BS: PDN: POSNO:      PLAN  GRADE  STEP
 MOUSE MICKEY M        111-11-1111 04 92238 999999999   GM    14    00
 ORGAN ABBREV: FM/ASD     AOSC: 051026   TITLE: SYSTEMS ACCOUNTANT
 -------------------------------------------------------------------------
```

Identification Panel Summary

Identification Panel First Line:

        USERID - represents the current Userid.

        AS OF - represents the current date.

        MODE -   represents the program's current mode. (PROD = the production
           (or official) system; TEST = test system).

Below this first line the panel will contain the following information:

        NAME - represents the name of the employee under current review; the
          format is last name, first name, middle initial and junior or
          other title if applicable;

        SSN - represents the employee's social security number;

        BS - represents the employee's position backstop code;

        PDN - represents the employee's position description number;

        POSNO - represents the employee's current position number;

        PLAN GRADE STEP - represents the Pay Plan, Pay Grade and Pay Step of
                the employee;

        ORGAN ABBREV - represents the abbreviation of the organization where the
            employee is currently assigned;

        AOSC - represents the occupational code for the employee's position; and

        TITLE - represents the employee's position title.

15

EMPLOYEE DATA RECORD REQUEST SCREEN (Continued)

Review/Print Display Identification Line

The selected display is identified directly below the Identification Panel.

Example:

```
------------------------PRESS PF3 (END) KEY TO RETURN TO MENU----------------------
                        B A S I C   D A T A            SCROLL? N
```

EMPLOYEE DATA RECORD REQUEST SCREEN (Continued)

Scroll Control in Review/Print Displays

The sequence of viewing each display is automatically defaulted to the
next until there are no more displays in the request. Defaulting
to the next display occurs when the RETURN key is pressed.

Scrolling - The Scroll condition, located on or underneath the Identification
line to the right, enables the user to go forward (or back) a specified
number of screens, advancing from one screen of data to the next,   The
SCROLL? condition is automatically set to 'N' which means that the
information will be displayed from the first to the to last type of
information requested. To view a previous screen, change the scroll? N to Y
and presss the return key. This action will return the program to the first
display selected.

The only exception occurs when the user is viewing CHRONOLOGICAL DATA. If
several screens of CHRONOLOGICAL DATA are being viewed and the SCROLL?
condition is changed from "N" to "Y", the program will return to the first
screen of CHRONOLOGICAL DATA.

UNLESS:

-- the SCROLL? condition is changed to "Y" on the first screen of
CHRONOLOGICAL DATA. This will return the program to the first display
selected on the Employee Data Record Request Screen.

Note: The PF-7 and PF-8 Keys are used to scroll through the following
          screens:

          PF-7 allows you to move one page back with each press of the key.

          PF-8 allows you to move one page forward with each press of the
          key.

EMPLOYEE DATA RECORD REQUEST SCREEN (Continued)

Explanation of Review/Print Data Displays

1. BASIC DATA -   this display contains general information about the
                   employee, including the employee's current salary and
                   tenure, benefits and health plan. Below is an example of
                   a BASIC DATA listing.


```
B632ER01 -------------------------------------------------------------------
USERID: B632MP        EMPLOYEE DATA RECORD PRINT AS OF 11/09/94   MODE: PROD
NAME:                 SSN:       BS: PDN: POSNO:      PLAN  GRADE  STEP
MOUSE MICKEY M        111-11-1111 04 92238 999999999   GM    14    00
ORGAN ABBREV: FM/ASD    AOSC: 051026   TITLE: SYSTEMS ACCOUNTANT
--------------------------------------PRESS PF3 (END) KEY TO RETURN TO THE MENU
                         B A S I C   D A T A              SCROLL? N


PAY PLAN        GM     - BIRTH DATE     050646 - TYPE APPT       11
PAY GRADE       14     - VET PREF       1      - EFF DT APPT     021179
PAY STEP        00     - TENURE GP      1      - EOD A.I.D.      021179
DATE LAST CHG   100988 - SVC COMP DT    062270 - LTD APPT EXP
TYPE LAST CHG   S      - FEGLI STAT     B      - ELIG CONV CAR
DATE PRES GR    031388 - DT FEGLI WV    040581 - ELIG NXT STEP
WORK SCHEDULE   F1     - RETIRE SYS     1      - TEMP PROM IND
EC DAILY RATE   000    - HEALTH PLAN    105    - TEMP PROM EXP
RETAIN SALARY$         - EPAP           N      - REEMP/PROM
SAL RET EXPIR          - SEX            M      - RR/PP/ EXP
PAY RATE DET    0      - DETAIL IND            - FS/ELIG/CDATE
ANNUAL SALARY$  53709  - DETAIL EXP            - TOT ANNUAL SAL$
LWOP EXP DATA          - ORGN TO/FR            - LOCAL PAYMT$
```

EMPLOYEE DATA RECORD REQUEST SCREEN (Continued)

a.   Summary of Basic Data Display

NOTE: All dates are in Month, Day, Year format.

PAY PLAN - indicates the employee's pay plan.

PAY GRADE - indicates the employee's pay grade.

PAY STEP - indicates the employee's pay step.

DATE LAST CHG - represents the date of last change in the employee's Pay Plan, Pay Grade and/or Pay Step.

TYPE LAST CHG - represents the type of last change in the employee's Pay Plan, Pay Grade and/or Pay Step:

            S = Step Increase
            P = Promotion
            Q = Quality Increase
            A = Appointment
            C = Conversion

DATE PRES GR - indicates the date appointed to present grade.

WORK SCHEDULE - the following represents employee's type of work schedule:

            F1 = Full Time
            P2 = Part Time
            I3 = Intermittent
             9 = Leave Without Pay

EC DAILY RATE - represents the employee's expert/consultant daily pay rate, if applicable.

RETAIN SALARY$ - indicates the employee's retained salary if applicable.

PAY RATE DET - indicates the employee's Pay Rate Determinate code for Special Rates.

ANNUAL SALARY$ - indicates the basic annual (yearly) salary of the employee.

LWOP EXP DATA - indicates the employee's Leave Without Pay (LWOP) expiration date, when applicable.

BIRTH DATE - indicates the employee's birth date.

VET PREF - represents the veterans preference code.

19

SUMMARY OF BASIC DATA DISPLAY (Continued):

LOCALITY - indicates the employee's locality if applicable

TOTSAL - is the combinations of annual salary and locality. If no locality then TOTSAL will be the same as annual salary.

TENURE GP - represents the following employee's tenure group codes:
    1 = Career
    2 = Career Conditional
    0 or 3 = Not Career
    Other Codes apply to Senior Executive Service.

SVC COMP DT - represents the employee's service computation date.

FEGLI STAT - represents the employee's Federal Employment Group Life Insurance code.

DT FEGLI WV - indicates the date the employee waived FEGLI, when applicable.

RETIRE SYS - represents the employee's retirement system

HEALTH PLAN - represents the employee's health plan number code.

SMG - represents the Executive Personnel Assignment Process.
    N = No, employee is not in an SMG position
    Y = Yes, an SMG position

SEX - represents the employee's gender (M or F)

DETAIL IND - represents the employee detail indicator, when applicable.

DETAIL EXP - represents the employee's detail expiration date, when applicable.

ORGN TO/FR - indicates the organization the employee is detailed to or from.

TYPE APPT - represents the employee's type of appointment.

EFF DT APPT - represents the effective date of the employee's current appointment.
EOD A.I.D. - represents the date the employee entered on duty if A.I.D.

LTD APPT EXP - represents the Limited Appointment Expiration Date, when applicable.

ELIG CONV CAR - represents the date the employee is eligible to convert to career status, when applicable.

ELIG NXT STEP - represents the employee's date of eligibility for the Within Grade increase.

TEMP PROM IND - represents the employee's temporary promotion indicator, when applicable.

TEMP PROM EXP - represents the date the employee's temporary promotion expires, when applicable.

REEMP/PROM - represents Reemployment Rights/Probationary Service
indicator, when applicable.

RR/PP/EXP - represents Reemployment Rights/Probationary Service
expiration date, when applicable.

2.   FOREIGN SERVICE DATA - this Review/Print display contains data and information pertaining to foreign service employees. Below is an example of a FOREIGN SERVICE DATA listing.

```
B632ER01 ----------------------------------------------------------------
USERID: B632MP        EMPLOYEE DATA RECORD PRINT AS OF 10/09/94    MODE: PROD
NAME:                 SSN:       BS: PDN: POSNO:      PLAN  GRADE   STEP
WHITE SNOW            333-33-3333 04 92238 222222222   FO    01     10
ORGAN ABBREV: FM/ASD     AOSC: 051026    TITLE: SYSTEMS ACCOUNTANT
-------------------------------------PRESS PF3 (END) KEY TO RETURN TO MENU
                   F O R E I G N   S E R V I C E   D A T A    SCROLL? N

                        LANGUAGE PROFICIENCY          POSN LANGUAGE REQMT
LAST ENTERED FS    010183    CODE LANGUAGE   SP  RD  M YR      LANGUAGE  SP RD
START OVERSEAS     090986  - VS  VIETNAMESE  2+  3   2 72 - FR FRENCH     2  1
ARR PRES POST      090986  - JN  INDONESIAN  2+  2+  2 81 -
START CURR TOUR    090986  - FR  FRENCH      0+  3+  1 87 -
EXP DEPART         090986  -                                -MEDICAL DATA
START AID/W ROT            -                          - EMP     E 1  8708
                          -                          - SPOUSE S 1  8807
TIC DATE                  # OF OTHER LANGUAGES 0      - DEP1    631 8901
DATE APPL SFS             -                             - DEP2
MAN RET DATE       083099  MLAT SCORE 58                - DEP3
EXP SEP DATE       123192       YEAR  73                - DEP4
                          -                             - DEP5
                          -                             - DEP6
```

a.   Summary of Foreign Service Data Display

NOTE: All dates are in Month, Day, Year format.

LST ENTERED FS - represents the date the employee last entered Foreign Service.

STRT OVERSEAS - represents the date the employee was assigned overseas.

ARR PRES POST - represents the date the employee arrived at present overseas post.

STRT CURR TOUR - represents the date the employee arrived at post to begin current tour.

EXP DEPART - represents the employee's expected departure date from current assignment.

STRT AID/W ROT - represents the date the employee began A.I.D./Washington rotation.

TIC DATE - represents the employee's Time In Class date.

DATE APPL SFS - represents the expiration date for FSO1 employees to reach the Senior Foreign Service.

MAN RET DATE - represents the F.S. employee's mandatory retirement date.

EXP SEP DATE - represents the employee's expected separation date, if known.

LANGUAGE PROFICIENCY - lists five languages in which the employee possesses speaking and/or reading ability. If the employee is proficient in more than five languages then only the first five are listed and described in this area; the remainder are counted in the # OF OTHER LANGUAGES display underneath. The LANGUAGE PROFICIENCY display indicates:

CODE - represents a two-letter code for the language.

LANGUAGE - represents the official name of the language.

SP - Speaking - represents how well the employee speaks the listed language on a scale of 0 to 5 (native proficiency).

RD - Reading - represents how well the employee reads the listed language on a scale of 0 to 5 (native proficiency).

M - Method - represents the method for which language proficiency was determined.

          O= Native Speaker
          1 = Self Appraised
          2 = Tested by Foreign Service Institute

YR - Year - represents the year language proficiency was determined.

SUMMARY OF FOREIGN DATA DISPLAY (Continued)

OF OTHER LANGUAGES - represents the languages (other than those listed above) in which the employee has proficiency.

MLAT SCORE - represents the employee's score on the Modern Language Aptitude Test.

(MLAT) YEAR - represents the year the employee took the MLAT.

POSN LANGUAGE REQMT - represents the language requirement of the employee's overseas position and is listed with the Speaking (SP) and Reading (RD) requirements.

MEDICAL DATA - medical data is listed for the employee (EMP), spouse (SPOUSE) and up to six dependents (DEP1 - DEP6). The data for the dependents indicates the year of birth for each dependent and the medical clearance code. The year and month of the medical clearance code is also displayed for all entries.

3. EDUCATION DATA - this Review/Print display covers the employee's higher education and A.I.D.-sponsored training background. All displays concerned with higher education are listed with an asterisk (*). The lower section of the screen covers A.I.D.-sponsored training. Up to sixteen courses (eight listed on the left side, and eight used on the right side) can fill this section. Below is an example of the EDUCATION DATA listing.

```
B632ER01 -----------------------------------------------------------------------
USERID: B632MP          EMPLOYEE DATA RECORD PRINT AS OF 10/09/94     MODE: PROD
NAME:                   SSN:        BS: PDN: POSNO:       PLAN  GRADE  STEP
MOUSE MICKEY M          111-11-1111 04 92238 999999999    GM    14     00
ORGAN ABBREV: FM/ASD      AOSC: 051026   TITLE: SYSTEMS ACCOUNTANT
------------------------------------PRESS PF3 (END) KEY TO RETURN TO THE MENU
    * E D U C A T I O N   & - A I D - S P O N S O R E D - T R A I N I N G -
           *EDUCATION LEVEL POST BACHELOR'S            *CODE 13    SCROLL? N

*DEGREE    *MAJOR                        *YR   *SCHOOL
  BS        ACCOUNTING                    70    UNIV OF MARYLAND


-CODE-COURSE TITLE------DTCOMP-DYHR-NDHR-CODE-COURSE TITLE---DTCOMP--DYHR-NDHR
  606  COMMUNICATIONS   011988    8    628  COMPUTER         042083   24
  605  MANAGEMENT/AMS   062086   24    605  MANAGEMENT/AMS   033083    8
  646  FINANCIAL        031886    8    653  WRITING          030983    6
  646  FINANCIAL        110685   16    628  COMPUTER         022482   24
  646  FINANCIAL        071184   24    605  MANAGEMENT/AMS   032381    8
  646  FINANCIAL        021584    8    631  ACCOUNTING/AUDI  112580   16
  646  FINANCIAL        012584    8    606  COMMUNICATIONS   041080    8
  646  FINANCIAL        111583    8    653  WRITING          101779   12


NUMBER ADDNL COURSES   4
```

a.   Summary of Higher Education Data Display

All dates are in Month, Day, Year format.

*EDUCATION LEVEL - represents the description to identify employee's highest level of formal education.

*CODE - represents the code for education level attained.

*DEGREE - represents a two-letter code for the degree received by the employee from a particular institution.

*MAJOR - represents the field of study in which the employee received a degree.

*YR - represents the year the employee received the indicated degree.

*SCHOOL - represents the name of the institution that bestowed the degree on the employee.

b.   Summary of A.I.D.-Sponsored Training Data Display

CODE - represents the code number or abbreviation of the course taken by the employee

COURSE TITLE - represents the name of the course taken by the employee.

DTCOMP - represents the date of completion for the course taken by the employee.

DYHR - represents the number of on-duty hours employee spent taking the course.

NDHR - represents the number of off-duty hours employee spent taking the course.

NUMBER ADDNL COURSES - represents the number of additional A.I.D.-sponsored courses (after the first or most recent sixteen) taken by the employee.

4.   CHRONOLOGICAL DATA - this data display covers personnel actions
        taken on the employee in reverse-chronological order - from the
        most recent action to the earliest.

        If == A (A)LL on the Employee Data Record Request screen,
        then the program will list every personnel action on file, using as many
        screens or pages as necessary.

        If == L (L)imited was indicated a request is made on the Employee Data
        Record Request data, then the program will list the employee's ten most
        recent actions.

        Below is an example of the Chronological Data display:


```
B632ER01 -----------------------------------------------------------------------
USERID: B632MP       EMPLOYEE DATA RECORD PRINT AS OF 11/09/94      MODE: PROD
NAME:                SSN:        BS: PDN: POSNO:      PLAN  GRADE   STEP
MOUSE MICKEY M       111-11-1111 04  92238 999999999   GM    14     00
ORGAN ABBREV: FM/ASD      AOSC: 051026   TITLE: SYSTEMS ACCOUNTANT
--------------------------------------PRESS PF3 (END) KEY TO RETURN TO THE MENU
                  C H R O N O L O G I C A L   D A T A   MORE    SCROLL? N

 NOAC EFF-DT     POSNO     AOSC      ORGN ABBREV     PLAN GR ST    DCN  INPUT
---NOA TITLE--------------------POSITIONTITLE-----------------AUTH1 AUTH2---
    893    100988  155060010 034303 HR/WPRS/PS       AD  14  07  55373 100988
   WITHIN-GRADE INC    SUP MGM ANALYST                              P14
    885    082888  155060010 034303 HR/WPRS/PS       AD  14  06  54044 090488
   PERFORMANCE AWARD    SUP MGT ANALYST
    790Z   060588  155060010 034303 PFM/PM/PSPE      AD  14  06  51246 067888
   REALIGNMENT                     SUP MGT ANALYST
    894    010388  145060010 034303 M/PM/RP          AD  14  06
   PAY ADJ                         SUP MGT ANALYST
    972B   123187  145060010 034303 M/PM/RP          AD  14  06  43446 120487
   CSRS PYRLL DEDS                 SUP MGT ANALYST
    885    112287  145060010 034303 M/PM/RP          AD  14  06  43446 120487
    PERFORMANCE AWARD              SUP MGT ANALYST
    894    010487  145060010 034303 M/PM/RP          AD  14  06  61527 012987
    PAY ADJ                        SUP MGT ANALYST
```

a.   Summary of Chronological Data Display

Chronological Data MORE/END Information Indicator - if there is further data available on an employee's chronological record, then the phrase **MORE** will be highlighted on the Identification Line. Pressing the RETURN key, with the "N" condition fulfilled on the cursor location, will scroll to the next screen of Chronological data.

The last screen of Chronological Data will have the phrase END highlighted on the Identification Line. Pressing the RETURN key, with the "N" condition fulfilled on the cursor location, will return the system to either the next selected display or the Employee Data Record Request screen, ready for the next employee input request.

The CHRONOLOGICAL DATA display fills two lines for each assignment. The second line of information is slightly indented under the first, for better readibility.

The first line contains:

NOAC - indicates the Nature of the Action Code.

EFF-DT - indicates the effective date of the personnel action.

POSNO - indicates the position number the employee occupied at the time of that action.

AOSC - represents the Agency Occupational Specialty Code.

ORGN ABBREV - represents the abbreviation of the organization the employee was assigned to.

PLAN - represents the employee's Pay Plan at the time of that action.

GR - represents the employee's Pay Grade at the time of that action.

ST - represents the employee's Pay Step at the time of that action.

DCN - represents the Document Control number.

INPUT - represents the date transaction was processed.

The following information appears on the second line of the assignment listing:

NOA TITLE - represents the Nature of Action title.

POSITION TITLE - represents the employee's job title at the time of that action.

AUTH1 - represents the first authority for the action.

AUTH2 - represents the second authority for the action.

Printing Selected Displays

```
B632ER06 ----------------------------------------------------------------------
USERID: B63211        EMPLOYEE DATA RECORD PRINT AS OF CURRENT DATE
----------------------------------------------------------------------
                  H A R D   C O P Y   R E Q U E S T

        DO YOU NEED A HARD COPY OF THE JUST REVIEWED DATA?

        IF SO WRITE THIS INFORMATION TO A SPOOL FOR PRINTING LATER => N
                                                    (Y)ES OR (N)O
                      OR
        IF SO WRITE THIS INFORMATION TO A PRINTER NOW ===>  N
                                                    (Y)ES OR (N)O
        IF NOW PLEASE STATE THE REPORT DESTINATION => SA-1
                           U102 THRU U400 OR
                           SA-1  OR  SA-2  OR  SA-14  OR  SA-16

              PRESS PF3 (END) KEY TO RETURN TO THE MENU
----------------------------------------------------------------------
```

EMPLOYEE DATA RECORD PRINT (EDR PRINT) ERROR CORRECTION

A.   Data Entry and Validation

A POSITION NUMBER MUST BE A 9 DIGIT NUMBER -
    The employee's position number can only be a nine digit number. The
    field can also be left blank and the employee's social security number
    used instead.

A SSN MUST BE A 9 DIGIT NUMBER -
    The employee's social security number can only be a nine digit number.
    The field can also be left blank and the employee's position number used
    instead.

CHRONOLOGICAL DISPLAY MUST BE ALL OR LIMITED -
    A request for "C", Chronological Data, must be accompanied by filling in
    the appropriate field with either an "A", for all available chronological
    data, or "L", for a limited display of chronological data.

DISPLAY REQUEST MUST BE B, F, E, OR C -
    Each specific Review/Print field must use the first letter of one or more of
    the allowed fields: (B)ASIC, (F)OREIGN SERVICE, (E)DUCATION, or
    (C)HRONOLOGICAL.

DUPLICATE REQUESTS NOT ALLOWED -
    Two or more identical Print/Review field requests are not allowed.
    Only one of each may be requested. For instance, you cannot request
    (B)ASIC in first sequence and (B)ASIC in the second.

ENTER ONLY: ONE SSN OR POSITION NUMBER -
    Both social security number and position number have been entered. Enter
    either SSN or position number and leave the other field blank.

MUST ENTER -
    The four specific Print/Review fields have been left blank on the Employee
    Data Record Request screen. One or more of the four specified fields must be
    requested for program operation: B, F, E, and/or C.

NO RECORDS FOR THIS EMPLOYEE FOUND IN THE INDEX FILE -
    The social security or position number entered does not match any records
    in the system. Reenter the social security or position number and press
    the RETURN key again. If the error message occurs again then the entered
    social security or position number does correspond to any particular
    employee. Consult your manager or administrator to check the employee
    numbers or the Index File.

YOUR LAST REQUEST WAS NOT A FOREIGN SERVICE EMPLOYEE -
    A request has been made for Foreign Service data alone for an employee
    not in the Foreign Service. Only BASIC, EDUCATION, and/or CHRONOLOGICAL
    displays can be requested.

EMPLOYEE DATA RECORD PRINT (Continued)

B. Program, Scrolling and Validation

COMMAND IS NOT ACCEPTABLE -
     A command key or PF key, other then the PF3 (or Exit) key, has been pressed.
     Only the PF3 (Exit) key is allowed during program operation.

COMMAND IS NOT ACTIVE -
     A command key or PF key, other than the PF3 (or End) key, has been pressed
     during Menu or program operation. Only the PF3 (End) key may be used
     during program operation.

SORRY YOU ARE NOT ALLOWED ACCESS TO THIS FUNCTION -
     A function request has been made on the Main Menu that is not allowed for
     this program operation. Only selection #2 has access to the EDR Subsystem.
     Only the PF3 (End) key or typing the letter "X" can terminate the program
     on the Main Menu.

SCROLL MUST BE EITHER YES OR NO -
     The SCROLL? condition, if to be changed from the automatic "N" (forward
     scroll), must be changed to a "Y" for reverse scrolling. No other input
     is allowed. The condition may be changed back to "N" by typing over
     the "Y" before pressing the RETURN key.

C. Error Correction Return and Control

     Errors caused in data entry on the Employee Data Request Screen will result
     in the error message appearing on the screen and the cursor returning to the
     highest, unprotected field on the screen. Correct input can be skipped over
     using the TAB key. Eliminating unnecessary input can be performed using the
     SPACE BAR.

     If an error occurs the cursor returns to the first location where the
     incorrect data was entered. Failure to correct the input will result in
     continuation of the error message.

31

3. MASTER FILE RECORD PRINT

Master File Record Print is available through %B632Main, function request number "3".

After selecting this option, enter an O,P or S in the TYPE field and the corresponding 9 digits in the KEY field.


```
ENTER TYPE AND KEY.
S111111111
ENTER PARAMS.   ENTER ALL OR VALID DIN NUMBER.
1001 1104

SSAN                                            SOCIAL SECURITY NUMBER
EMPLOYEE                                        NAME
DIN 1002 RECORD-TYPE                            3
DIN 1101 CURR-POSNO                             124111110
DIN 1102 PARENT-ORGNO                           124000001
DIN 1103 ORG-ABBR                               LEG/CL
DIN 1104 POST-CODE                              01
ENTER END. CARRIAGE RETURN, OR NEW TYPE AND KEY.
```

This program allows you to get information from the RAMPS Master File through Posno, Orgno, or SSAN. You can ask for one, or more or all data elements of a record.

To begin - the machine will prompt - 'ENTER TYPE AND KEY'. Type 'O', 'P', or 'S' followed by nine digit numeric representing the organization number, position number or social security number.

Next the machine will prompt - 'ENTER PARAMS'. Params is short for parameters, and in this program the parameter is a DIN number. You will find DIN numbers in your RAMPS TRANSACTION GUIDE. If you want to know the date someone started working for AID, you would type 2603, referring to 'Date-Entered-Duty-With-AID'. After displaying this data, the machine prompts 'ENTER END, CARRIAGE RETURN, OR NEW TYPE AND KEY'. If you type 'END' this ends the session and takes you back to MASTER FILE INPUT SCREEN. If you hit CARRIAGE RETURN this takes you to the prompt 'ENTER PARAMS'. If you enter a new Orgno, Posno or SSAN as 'NEW TYPE AND KEY', the machine prompt 'ENTER PARAMS' will appear and the process repeats until you end the session.

In addition to entering a single DIN you can type a range of DINs, i.e. 1101 1104 as shown above. Or you can type 'all' after prompt 'ENTER PARAMS' and the entire content of the RAMPS Master Record will be displayed.

32

MASTER FILE RECORD PRINT ERROR CORRECTION

A. Data Entry and Validation

ERROR. TYPE MUST BE O,P, OR S; KEY MUST BE NINE DIGITS - Check the data you
entered for typographical errors, e.g. the letter 'O' instead of a zero 'O'
or you forgot to put an 'o', 'p', or 's' before the nine digit numeric
organization number, position number or SSN.

CONFLICTING TYPE TYPE O - ORGNO P - POSNO S - SSAN; KEY MUST BE 9 DIGIT
ORGNO, POSNO OR SSAN - You must enter the correct TYPE followed by the 9
digit numeric field.

KEY EXCEEDS NINE DIGITS - Check the number you entered and reenter.

NO RECORD FOUND - MASTER FILE - First, check data entered for typographic
errors, then, recheck source document to be sure Posno or Orgno is correct.

NO RECORD FOUND - SSAN/POSNO INDEX FILE - First check data entered for
typographic error; recheck source document to be sure the SSAN is correct.

B. Program and Validation

COMMAND IS NOT ACCEPTABLE -
A command key or PF key, other then the PF3 (or Exit) key, has been pressed.
Only the PF3 (Exit) key may be used during a program operation.

COMMAND IS NOT ACTIVE -
A command key or PF key, other than the PF3 (or End) key, has been pressed
during Menu or program operation. Only the PF3 (End) key may be used
during program operation.

C. Error Correction Return and Control

Errors caused in data entry on the Master File Record Print Screen will
result in the error message appearing on the screen and the cursor returning
to the highest, unprotected field on the screen. Correct input can be
skipped over using the TAB key. Eliminating unnecessary input can be
performed using the SPACE BAR.

If an error occurs the cursor returns to the first location where the
incorrect data was entered. Failure to correct the input will result in
continuation of the error message.

ACCESSING THE SUBSYSTEM (Continued)

4. SF 50 INFORMATION

Below is an example of the SF 50 Report Selection menu.


```
B632SF51 ----------------------SF 50 Report Selection------------------------
                                                DATE: 11/09/94
                                                TIME: 09:49
                                                USER: B632XX
         ALL RECORDS           ==== - (A FOR ALL)

         SSAN                  ==== ---------

         DOCUMENT NUMBER(S)    ==== -----    -----

         EFFECTIVE DATE(S)     ==== ------    ------     - (A FOR ALL)

         NOA CODE(S)           ==== ----     ----       - (A FOR ALL)

            PRESS PF3 (END) KEY TO END SESSION
```


NOTE: The following is a list of descriptions for the data elements found on the SF
Information screen.

1. **ALL RECORDS** - when user enters an "A", this field calls up all available
    personnel records; if this field is chosen, all others must remain blank.

2 **SSAN** - locates an individual employee by social security number; if this
    field is chosen, the user must:

    a. leave ALL RECORDS field blank;
    b. leave DOCUMENT CONTROL NUMBER(S) field blank;
    c. enter an EFFECTIVE DATE (either a single effective; date, a range of
        effective dates, or "A" for all effective; dates); and
    d. enter a NOA CODE (either single, range or "A").

3. **DOCUMENT CONTROL NUMBER(S)** - locates personnel record(s) by specific
    document number(s). DOCUMENT NUMBER is a five position numeric field:
    00001-99999; if this field is chosen, the user must:

    a. leave ALL RECORDS field blank;
    b. leave SSAN field blank;
    c. enter an EFFECTIVE DATE (either single, range, or "A"); and
    d. enter a NOA CODE (either single, range, or "A").

34

SF 50 INFORMATION (Continued)

4. **EFFECTIVE DATE** - locates SF-50 record(s) by specific date(s) (MM/DD/YY).

5. **NOA CODE** - locates SF-50 record(s) by Nature of Action Codes Entered field is either three numeric, one alpha or just three numeric; example: 101A or 123.

After a TYPE of field has been chosen and the desired KEY fields have been entered, press the RETURN key. The following message will appear:

11

```
****************************************
        ONE MOMENT  PLEASE
   RETRIEVING RECORDS PER YOUR REQUEST

****************************************
```

*** - After the three asterisks press RETURN.

NOTE: The number in the upper left hand corner of this screen is for the programmer's benefit only. The user needs only to note the number if a problem arises and it becomes necessary to contact the programmer; then the programmer will need to know what number was on the screen at time of problem.

SF50 RECORD DISPLAY

Once records have been accumulated according to user's request (whether "ALL", SSAN, OR DOCUMENT CONTROL NUMBER) from the SF 50 Report Selection menu, the following menu will appear. This menu allows the user to both sort and display or simply display accumulated information as needed.


```
B632SF52----------------SF50 RECORD DISPLAY -----------------------------------
                                       DATE:              MM/DD/YY
                                       TIME:              HH:MM
                                       USER:              B632KY


                   1) LIST ALL -                          (ENTER X)

                   2) LIST KEY ----

                   3) LIST KEYS ----                      ----


                   4) SORT SSAN -                         (ENTER S)

                   5) SORT NAME -                         (ENTER N)

                   6) SORT DATE -                         (ENTER T)

                   7) SORT DOCU -                         (ENTER D)
```

PRESS PF3 (END) KEY TO END SESSION

From this menu, the user can select how the information from the SF 50 Report Selection menu may be viewed. This menu offers 7 options, all of which will be explained in detail on the following pages.

SP-50 INFORMATION RECORD DISPLAY (Continued)

1) LIST ALL: By entering an "X" in the LIST ALL field, the user has requested to
view all available personnel records. If the user has not stipulated a particular
order of display by completing a sort field, the list will appear randomly; for
example:


```
B632SF50               LIST KEY REPORT              DATE: MM/DD/YY
                                                    TIME: HH:MM
                                                    USER: B632ID
SCROLL, BEGIN (S,B), OR PF3 ===>S
                                        EFF
KEY    SSAN              NAME           DATE       NOAC        DOC #

0001   111-11-1111   DOE JOHN E        MM/DD/YY    790         11111
-----------------------------------------------------------------------
0002   222-22-2222   DOE JANE A        MM/DD/YY    002A        22222
-----------------------------------------------------------------------
0003   333-33-3333   BROWN JOHN L      MM/DD/YY    925A        33333
-----------------------------------------------------------------------
0004   111-22-2323   JAMES RICHARD R   MM/DD/YY    001A        12121
-----------------------------------------------------------------------
0005   221-11-1111   MARKS RENE A      MM/DD/YY    001A        22341
```


The LIST ALL field allows the user to view all personnel records. Because, as in
this example, no sort option was chosen, and the screen simply lists the available
personnel records in a random manner.

If, once the user has a chance to view the LIST KEY REPORT and wishes to request a
specific key number from the LIST KEY field, or a range of key numbers, it is
necessary to first exit the LIST KEY REPORT screen by entering PF3 and returning to
the SF 50 RECORD DISPLAY menu in order to redefine the listing.

SF-50 INFORMATION RECORD DISPLAY (Continued)

SCROLL, BEGIN, OR PF3 OPTIONS

The user has the option of scrolling through a report, returning to the beginning of a report, or ending a report by executing one of the following options:

1. Typing "S" (SCROLL) in the Option Line (SCROLL, BEGIN (S,B) OR PF3 ===) and pressing the RETURN key will advance the program to the next available record of information.

    a. If the Option Line is blank, then the next screen will contain records corresponding to the KEY field values.

    b. If the Indicator phrase is REPORT IS AT END, then an error message will appear informing the user to enter another selection. The phrase REPORT AT END indicates that the program has reached the value of the second KEY field and there are no more records available in the selected fields.

2. Typing "B" (BEGIN) in the Option Line and pressing the RETURN key will send the program to the first record of the selected KEY field values.

    a. This option can be performed at any point during the review of screens.

    b. If the Indicator phrase REPORT IS AT END appears on the first Record Display Selection, and the "B" (BEGIN) or "S" (SCROLL) options are selected, then the screen will repeat. The screen will continue to repeat (if the "B" or "S" options are selected) until the PF3 option is chosen.

3. Pressing the PF3 (EXIT) key will terminate the current search and return the program to the SP-50 RECORD DISPLAY menu. Pressing the PF3 key again will terminate the SP-50 RECORD DISPLAY menu and return the program to the SF 50 REPORT SELECTION menu.

SF 50 INFORMATION RECORD DISPLAY SELECTION (Continued)

2) LIST KEY: By entering a specific number (as viewed from the SF 50 REPORT
SELECTION menu) into the LIST KEY field, the user can view a specific SF 50
transaction from the SF 50 QUERY REPORT as in the example below.

```
B632SF50                    SF50 QUERY REPORT                    DATE: MM/DD/YY
                                                                 TIME: HH:MM
                                                                 USER: B632ID
SCROLL, BEGIN (S,B) OR PF3====                        OC 27

DOE, JOHN E.            111-11-1111    10/24/32    04/19/78
001 CANCELLATION                       945A CHANGE IN POSN DESCRIPTION NUMBER
ZLM

FOREIGN AFFAIRS OFF                     FOREIGN AFFAIRS OFF
POSN DESCR NO 22222                     POSN DESCR NO 22222
POSNO 144000032                         POSNO 144000032
FE   0130  OC 04      $55,000    PA     FE   013   OC  04     $55,000     PA
HR/TD                                   HR/TD
WASHINGTON, DC                          WASHINGTON, DC
                  08/03/63
2              E                               50031000000151

                                             DOC# 45373
```


NOTE: When a specific key number is entered, this SF 50 Query Report will be
generated for that specific employee only. Since only one key number was entered,
only one employee record will be generated; thus, the user has no need for the
SCROLL, BEGIN (S,B) option.

After viewing the requested LIST KEY personnel record, the user will have to press
PF3 to return to SF 50 RECORD DISPLAY menu in order to select other options.

EXPLANATION OF THE SF 50 RECORD DISPLAY SELECTION (Continued)

3) LIST KEYS: When a number range is entered in the LIST KEYS field, the SF 50 QUERY REPORT will be generated for each key number listed in the range. (However, you must enter an S or the Option Line and press RETURN to get to the next key record in the SF 50 Query Report.

The LIST KEYS menu is the same appears to be the same as the LIST KEY menu. But on the List Keys menu, the user now has the options SCROLL or BEGIN (S,B) on the the Option Line "Scroll, Begin (S, B) or PF3 line" in order to view requested employee records.

```
B632SF50              SF50 QUERY REPORT                    DATE: MM/DD/YY
                                                           TIME: HH:MM
                                                           USER: B632ID
SCROLL, BEGIN (S,B) OR PF3====S                      OC 27

DOE, JOHN E.           111-11-1111     10/24/32   04/19/78
001 CANCELLATION                       945A CHANGE IN POSN DESCRIPTION NUMBER
                                       ZLM

FOREIGN AFFAIRS OFF                    FOREIGN AFFAIRS OFF
POSN DESCR NO 22222                    POSN DESCR NO 22222
POSNO 144000032                        POSNO 144000032
FE   0130  OC 04     $55,000    PA     FE   013  OC  04     $55,000    PA
HR/TD                                  HR/TD
WASHINGTON, DC                         WASHINGTON, DC
                    08/03/63
2              E                        50031000000151

                                            DOC# 45373
```

40

EXPLANATION OF THE SF 50 RECORD DISPLAY SELECTION (Continued)

Options 4-7 on the SF 50 RECORD DISPLAY menu are "sort" options, allowing the user to choose the order in which the files may be viewed; for example:

If either the LIST ALL or LIST KEYS fields is chosen from the SF 50 RECORD DISPLAY menu, the computer will first generate those requests, displaying the following message:

```
****************************************
* RETRIEVING RECORDS PER YOUR REQUEST *
*           ONE MOMENT PLEASE          *
****************************************
```

Then the computer will return to the SF 50 RECORD DISPLAY menu, allowing the user to choose from options 4-7. Once the user has chosen a sort option, the computer will display the following message:

```
**********************************
*          PREPARING REPORT      *
*          ONE MOMENT PLEASE      *
**********************************
**********************************
*             SORTING            *
*          ONE MOMENT PLEASE      *
**********************************
```

Then the computer will once again return to the SF 50 RECORD DISPLAY menu, allowing the user to choose how the sorted information will be displayed (either "ALL", or KEY). After each option choice, 3 asterisks will appear and the user must hit RETURN in order to generate information.

4) SORT SSAN: When choosing either LIST ALL or LIST KEY fields, the user has option of sorting. SORT SSAN provides SF-50 records in order of personnel's social security numbers.

5) SORT NAME: When choosing either LIST ALL or LIST KEY fields, the user has the option of sorting. SORT NAME provides SF-50 records in alphabetical order of employee's last name.

6) SORT DATE: When choosing either LIST ALL or LIST KEY fields, the user has the option of sorting. SORT DATE provides SF-50 records in order of effective date.

7) SORT DOCUMENT: When choosing either LIST ALL or LIST KEY fields, the user the has option of sorting. SORT DOCUMENT provides SF-50 records in order of document number.

41

ALL RECORDS SELECTED, OTHER FIELDS SHOULD BE BLANK -
    When ALL RECORDS is selected, all other fields must be blank; the program will
    not advance if other fields are chosen.

DATE RANGE SELECTED, ALL FIELDS MUST BE BLANK -
    When EFFECTIVE DATE(S) is selected, the program is looking for a specific
    range in dates. The "ALL" field must be blank.

IF SINGLE DOCUMENT NUMBER CHOSEN, ALL OTHER FIELDS SHOULD BE BLANK -
    When requesting a single document from the DOCUMENT NUMBER RANGE field, the
    program is looking for a specific document number; all other fields must be
    blank.

SSAN SELECTED, "ALL" FIELD AND DOCUMENT NUMBER(S) FIELD SHOULD BE BLANK -
    When SSAN is selected, the program is looking for a specific employee's social
    security number. "ALL" and "DOCUMENT" fields must be blank.

DOCUMENT NUMBER MUST BE NUMERIC -
    DOCUMENT NUMBERS are numeric positions; if an alpha character has been
    entered, an error screen will appear.

SSAN MUST BE NUMERIC -
    All social security numbers are nine numeric digits; if an alpha character has
    been entered, an error screen will appear.

FIRST DOCUMENT RANGE MUST BE COMPLETED -
    If a second field has the document numbers entered, but the first field is
    blank, this error message will appear.

SECOND DOCUMENT IN RANGE MUST BE GREATER THAN THE FIRST -
    This error message will appear if the second document number is not greater
    than the first document number.

DATE MUST BE NUMERIC -
    DATE must be entered as MMDDYY; example: 021089.

SECOND DATE MUST BE GREATER THAN THE FIRST -
    When entering an EFFECTIVE DATE range from SF 50 REPORT SELECTION menu, the
    second date entered must be greater than the first date entered.

ALL SELECTION CHOICE MUST BE "A" -
    If an "ALL" field is selected, the letter "A" must be entered.

SF-50 INFORMATION (Continued)

ALL DATES CHOSEN, OTHER DATE FIELDS MUST BE BLANK
    When "A" is entered for EFFECTIVE DATE field, all other date fields must be
    blank.

THE FOURTH POSITION OF THE NOA CODE MUST BE ALPHABETIC
    The NOAC field is either a three numeric, one alpha or a three numeric only
    position; for example: 101A or 123. If there is a fourth position to the NOA
    Code, it must be an alpha position.

SECOND NOA CODE MUST BE GREATER THAN THE FIRST
    When entering a NOA CODE range from the SF 50 REPORT SELECTION menu, the
    second code must be greater than the first.

ALL NOA CODES CHOSEN OTHER NOA CODES MUST BE BLANK
    When "A" is entered for a NOA CODE field, all other NOA fields must be blank.

COMPLETE NOA CODE FIELDS
    When entering a NOA CODE range from the SF 50 REPORT SELECTION menu, both
    fields must be fully completed with either a three numeric, one alpha, or a
    three numeric only position; for example: 300 or 399A.

THE FIRST THREE POSITIONS OF THE NOA CODE MUST BE NUMERIC
    NOA CODE is three numeric, one alpha; for example: 999A

SSAN SELECTED COMPLETE DATE FIELDS
    When the SSAN field is selected, the user must enter dates in the EFFECTIVE
    DATE range.

SSAN SELECTED COMPLETE NOAC FIELDS
    When the SSAN field is selected, the user must enter NOA CODE(S).

DOCUMENT RANGE SELECTED COMPLETE NOAC FIELDS
    When DOCUMENT RANGE is selected, the user must complete the NOA CODE(S) field.
    The user also has option of selecting "ALL".

DOCUMENT RANGE SELECTED COMPLETE DATE FIELDS
    When DOCUMENT NUMBER RANGE is selected, the user must complete the EFFECTIVE
    DATE(S) field. The user also has option of selecting ALL.

FIRST DOCUMENT NUMBER IS NOT VALID
    When DOCUMENT NUMBER RANGE is chosen and the first selected number is not
    valid, the user must try another number before entering second range.

SF-50 INFORMATION (Continued)

SORT OPTION MUST BE S, N, T, OR D -
    S = SSAN
    N = NAME
    T = DATE
    D = DOCUMENT

LIST ALL KEYS SELECTED OTHER FIELDS MUST BE BLANK -
    When LIST ALL key is selected from RECORD DISPLAY SELECTION menu, all other
    fields must be blank.

LIST ONE KEY SELECTED ALL OTHER FIELDS MUST BE BLANK -
    When LIST KEY is selected from RECORD DISPLAY SELECTION menu, all other fields
    must be blank.

RANGE OF KEYS SELECTED ALL OTHER FIELDS MUST BE BLANK -
    When LIST KEYS field is selected, all other fields must be blank.

ALL KEYS SELECTED MUST BE X -
    An "X" must be entered when LIST ALL field is selected from RECORD DISPLAY
    SELECTION.

KEY NUMBERS MUST BE NUMERIC -
    Four numeric positions are required for LIST KEYS field. One to four positions
    for LIST KEY.

SECOND KEY NUMBER MUST BE GREATER THAN THE FIRST -
    When LIST KEYS range field is selected, the second must be greater than the
    first.

BOTH FIELDS OF KEY NUMBER RANGE MUST BE COMPLETED WITH 4 NUMERICS -
    Four numeric positions are required for both fields in LIST KEYS.

RECORD IS NOT FOUND ON THE SF 50 FILE -
    Record cannot be found by given document number.

RECORD SELECTION GREATER THAN 9999 SELECT SMALLER RANGE -
    The user needs to choose a smaller range of selection (maximum is 9999).

END OF FILE REACHED -
    The user has reached the end of the requested query from LIST KEY REPORT.

RECORD REQUESTED IS GREATER THAN NUMBER OF RECORDS RETRIEVED -
    The user has requested a key number greater than key number in original query.

SF-50 INFORMATION (Continued)

B. Program, System, Scrolling and Validation

REPORT IS AT END ENTER B(BEGIN)OR PRESS PF3 TO EXIT
 This warning serves as a reminder to the operator that the program has reached
 the second KEY value and there is no more information available. If the "B" or
 "S" options are selected, and the program is already on the first record of
 information, then the record will repeat itself. The PF3 option should be
 selected to return to the selection screen.

SCROLL UNAVAILABLE FOR OPTION 1
 If the Indicator phrase is REPORT IS AT END, then the SCROLL option, "S",
 cannot be selected. There is no more information available to scroll ahead to.

UNABLE TO START MASTER FILE CONTACT ANALYST
 A serious start error has occurred to the RAMPS Master File. Contact the
programmer/analyst in charge of the system. Inform the analyst that this message has
appeared on the screen and at what point you are in the system.

C. Error Correction Return and Control

 Errors caused in data entry on the Selection Screen will result in an error
 message apperaring and the cursor moving to the error's location. Retype the
 data and continue the normal data entry procedure. Failure to correct the
 error will result in continuation of the error message.

 Errors caused in scrolling the program forward or illegal option entries will
 result in an error message and the cursor returning to the Option Line.

5.   OPEN ASSIGNMENT


```
-------------------------------RAMPS COAR PRIMARY MENU---------------------------
                                       DATE: Today's date
                                       TIME: Current time
                                       USER: Your IBM Userid

     OPTION ===....

          1 SMG                         -   ENTRY SCREEN

          2 NON-SMG                      -   ENTRY SCREEN

          3 AB AGENDA REPORT             -   SUBMISSION SCREEN

          4 BIO DATA REPORT              -   SUBMISSION SCREEN

          X EXIT                         -   TERMINATE PROCESSING


                        ------------------------------
                            PF3 KEY = EXIT
                        ------------------------------
```

This program was developed to reduce the labor intensity required of HR/POD
and EM, to provide consistent information about available HR/POD employees and
to produce/reproduce Assignment Board Agendas in a standard format.
Information input into this program is performed by one designated Personnel
Assistant.

The Open Assignment cycle begins with an announcement, sent worldwide,
informing foreign service employees of available positions for which they may
bid during the upcoming cycle. Foreign Service employees express their
preferences on Completion of Assignment Reports (COARs) and submit them to
their Placement Officer. The Placement Officer provides COARs from eligible
employees to a Personnel Assistant for input.

The edit program determines the employee eligibility to bid. This on line
edit program shows the contents of all COAR information previously entered,on
an employee. The Personnel Assistant enters COAR information on an employee,
or revises information previously entered, if appropriate. The COAR is
edited, and, if any errors are found, an error code shows next to the entry(s)
in error. The Personnel Assistant corrects these errors if they were keying
errors.

OPEN ASSIGNMENT ERROR CORRECTION

A. Program and Validation

Each night, after COARS have been entered and edited, they undergo the Validation process to determine if the employee has followd the bidding rules. The Validation process produces a message to the employee informing him/her that the COAR was accepted or rejected for failure to follow rules. COARS that pass both the Edit and Validation processes are retained by the system. Information contained in retained COARs is reported on the following listings:

The Qualified Listing is a report which matches employees with positions. The informatin assists in determining who to recommend as the proposed candidate. The Qualified Listing does not consider such major factors as whether the employee has the necessary skills and experience to properly perform in the position. It does eliminate employees who do not meet language or medical requirements, etc.

The Bio-Data Available Foreign Service Employees Listing reflects information on eligible employees. The preferences stated on their COAR are shown, if a COAR was submitted. This time a listing can be requested through the Open Assignment Menu any time throughout the cycle. Several options exist fo the content and sequence of the report. POD Listing is produced in backstop, then name sequence directly from the computer. Regional Bureaus Listing is produced in name sequence and includes those employees who bid on position(s) in the particular geographic region; HR/POD produces and distributes Listings to the Regional Bureaus.

The Assignment Board Agenda lists all upcoming positions, employees who bid on each position, and HR's preferred candidate, along with comments about the candidate's status. The Agenda is initially produced in draft form, without preferred candidate and comments and is requested directly from the computer by HR/POD. After POD determines the preferred candidates into the Comments File. After comments are entered in final version, HR/POD can request the Agenda in either draft or final form, as required, directly from the computer.

B. Error Correction Return and Control

The Edit Screen reflects all preferences for a specific COAR which has been accepted by the RAMPS COAR system thus far. If, while changing or adding preferences, any errors are encountered, they are explained with an error code to the right of the preference.

However, it is possible to enter an inappropriate preference, for which the employee did not bid, and no error message will show. Therefore, it is important that for newly-input preferences, each preference be proofread to insure that it was properly entered. This manual validation is extremely important.

EDIT ERROR CODES

ERROR CODE	EXPLANATION
01 - POSNO POSITION 1 INVALID	The first position of POSNO must equal 1 or 2.
02 - PREF CODE INVALID	See page 4 for valid preference codes.
03 - POSNO NOT ON CABLE	The position has not been announced for this cycle.
04 - POSNO DOES NOT EXIST	RAMPS does not have a position with this posno
05 - POSNO NOT SMG	For SMG runs only - the posno must refer to a SMG position
06 - SMG POSNO	For NON=SMG runs only - POSNO must not refer to an SMG position. NON-SMG employees are not allowed to bid on SMG positions.
07 - SUBSTITUED POSNO- WARNING ONLY	The position identified by the POSNO entered has been resequenced. This message for information.

08 - EMPLOYEE INELIGIBLE AND THIS
       IS NOT AN INTRA-MISSION
       REASSIGNMENT
	The edit program treats employees as in ineligible if a skeletal COAR does not exist on the COAR file. Skeletal COARS were created during the exercise to determine eligible bidders. If the

employee is ineligible the edit program   will allow
input of only one   preference   as long as the preference is
at the same   locatin as the employee's
current   assignment i.e. an
intra-mission   reassignment.

6. ON - LINE SPECIAL SELECTED STAFFING PATTERN

On-Line Special Selected Staffing Pattern Request is available through %B632MAIN by selecting Function Request 6.

```
---------------------------------------------------------------------
     B632D5XX ---------- STAFFING PATTERN REPORT -------------------------


ENTER RANGE BELOW

          AID-W     =====>       THRU

                          (AND-OR)

          BUREAU    =====>       THRU

              -----------------------------
                    PF3  KEY = EXIT
              -----------------------------
```

This program allows you to obtain current position and employee data in Staffing Pattern format for AID/W and/or AID/OS as a batch job.

Enter in the starting position field three digit AID/W organization number and the ending three digit organization number in the ending number field. For overseas organizations enter in the starting position field two digit AID/OS organization number and the ending organization number in the ending number field.

Keep in mind the ending organization number will not be included in the selection criteria.

After making your selection press RETURN and the machine will display 'REPORT DESTINATION' screen.

B632DEST   REPORT DESTINATION

        DESTINATION   >   RMT165 (RMT165 SA-1
                                              RMT83 SA-14 OR RMT106 NS
                                              RMT167 NS OR RMT186 NS
                                              U102 THRU U400)

        ROUTING CLASS   > 2   (1 = DAILY   2 = MONTHLY)
        (FOR RMT165 ONLY)

        PRINT CLASS   > A   (A = IMMEDIATELY OR H = HOLD FOR LATER)

        ROOM OR BOX NUMBER > 26A

        ROOM IDENTIFICATION > SA-1 PM/PSPE

When your job has been submitted the following message will appear
 'JOB B632RP12 (JOB00233) SUBMITTED
***

After the three asterisks do

                PRESS PF3 KEY = TO RETURN TO MENU

50

B632DEST   REPORT DESTINATION

        DESTINATION   >   RMT165 (RMT165 SA-1
                                              RMT83 SA-14 OR RMT106 NS
                                              RMT167 NS OR RMT186 NS
                                              U102 THRU U400)

        ROUTING CLASS   > 2   (1 = DAILY   2 = MONTHLY)
        (FOR RMT165 ONLY)

        PRINT CLASS   > A   (A = IMMEDIATELY OR H = HOLD FOR LATER)

        ROOM OR BOX NUMBER > 26A

        ROOM IDENTIFICATION > SA-1 PM/PSPE

When your job has been submitted the following message will appear
 'JOB B632RP12 (JOB00233) SUBMITTED
***

After the three asterisks do

                PRESS PF3 KEY = TO RETURN TO MENU
                ----

7. EMPLOYEE TRAINING INFORMATION

Individual employee training information is available through %B632MAIN by
selecting Function Request 7.

```
B632TRA1 ------------------------------------------------------------------
USERID: B632XX        TRAINING INFORMATION              MODE:PROD

--------------------------------------------------------------------------
                E M P L O Y E E    R E Q U E S T


        ENTER SSAN =====>  111111111

        PLEASE INDICATE THE FOLLOWING
        ==> L    (A)LL OR (L)IMITED DATA DISPLAY


            PRESSING PF3 (END) KEY TO TERMINATE


        ----------------------------------------------------------------
```

Data will look similar to the following:

```
B632TRA2 ------------------------------------------------------------
USERID: B632XX    EMPLOYEE TRAINING RECORD PRINT AS OF 11/09/94    MODE: PROD
NAME: MONROE MICKEY M           SSN: 111-11-1111
------------------------------------PRESS PF3 (END) KEY TO RETURN TO THE MENU
                            B A S I C    D A T A   MORE    SCROLL? N

COMPL      CRS     COURSE TITLE     POSNO       OBLIG    PUR-   TYPE   SRCE
DATE                                           DATE     POSE
----- DIR ----   INDIR ----------- ON DUTY ---- OFF DUTY --------------------
   COST        COST              HOURS       HOURS
 930813    67W    EXTENDED INTRO WP  155060010  0000     4      4      1
   0000       0000              0016        0000
 930809    67N    INTRO WINDOWS      155060010  0000     4      4      1
   0000       0000              0004        0000
 920131    669    SUPERV ROLE PERS   155060010  0000     4      2      1
   0000       0000              0040        0000


------------------------------------------------------------------------
```

            PRESS PF 3 (END) KEY TO GO TO 'HARD COPY REQUEST' window

```
B632TRA6 ----------------------------------------------------------------------
USERID: B632XX         EMPLOYEE DATA RECORD PRINT AS OF 11/09/94      .
-------------------------------------------------------------------------------
                    H A R D    C O P Y    R E Q U E S T

     DO YOU NEED A HARD COPY OF THE JUST PROCESSED DATA?

     IF SO WRITE THIS INFORMATION TO A SPOOL FOR PRINTING LATER =>  N
                                                    (Y)ES OR (N)O
                            OR

     IF SO WRITE THIS INFORMATION TO A PRINTER NOW ===>  N
                                              (Y)ES OR (N)O
     IF NOW PLEASE STATE THE REPORT DESTINATION => SA-1
                                     SA-1  OR  SA-2  OR  SA-14  OR  SA-16

                PRESS PF3 (END) KEY TO RETURN TO THE MENU
-------------------------------------------------------------------------------
```

8. TRAINING COURSES INFORMATION (BATCH)

   Training courses information is available through %B632MAIN by
   selecting Function Request 8.

   There are three selection options available:

```
B632TRA7 ------------------------------------------------------------------
USERID: B632XX          TRAINING COURSE OPTIONS

--------------------------------------------------------------------------
                    E M P L O Y E E     R E Q U E S T


  PLEASE SELECT ONE OF THE FOLLOWING
  ==>
             (1) TRAINING COURSE REPORT OR
             (2) RANGE OF TRAINING COURSES REPORT OR
             (3) RANGE OF TRAINING DATES REPORT
             (X) ENTER TO END THIS JOB

  PRESSING PF3 WILL NOT END JOB ONLY BY ENTERING AN (X)


  Selection (1):
```

```
B632TRA8 ------------------------------------------------------------------
USERID: B632XX          TRAINING INFORMATION                MODE:PROD

--------------------------------------------------------------------------
                    E M P L O Y E E     R E Q U E S T


        ENTER COURSE NUMBER =====>   627

            ENTER RANGE OF DATES ======> 10/30/93  TO  09/30/94

                                     MM/DD/YY, PLEASE

        PRESS PF3 (END) KEY TO RETURN TO OPTION MENU


--------------------------------------------------------------------------
```

After entering the course and dates hit RETURN. You will see the following
screen on which you can select the sort sequence for the data:

```
B632TR11 -------------------------------------------------------------------
USERID: B632XX                TRAINING INFORMATION

----------------------------------------------------------------------------
                    S O R T   S E Q U E N C E   R E Q U E S T

     SELECT FIELD SEQUENCE BY ENTERING 1 THRU 8,
      1 WILL BE THE FIRST SORT FIELD, 2 WILL BE THE NEXT, ETC.
      ENTER ONLY ON THE FIELDS NEEDED FOR THE SEQUENCE YOU WISH.

                    -    COURSE CODE
                    -    COMPLETION DATE
                    -    COURSE TITLE
                    -    POSNO, TRAINING
                    -    POSNO, MASTER
                    -    ORGNABBR, MASTER
                    -    NAME, TRAINING
                    -    NAME, MASTER


          PRESS PF3 (END) KEY TO RETURN TO OPTION MENU

        --------------------------------------------------------
```

After selecting sort sequence press RETURN and the machine will display 'HARD
COPY REQUEST' screen:

```
B632TRA6 -------------------------------------------------------------------
USERID: B632XX      EMPLOYEE DATA RECORD PRINT AS OF 11/09/94

----------------------------------------------------------------------------
                    H A R D    C O P Y    R E Q U E S T

     DO YOU NEED A HARD COPY OF THE JUST PROCESSED DATA?

     IF SO WRITE THIS INFORMATION TO A SPOOL FOR PRINTING LATER =>   N
                                                    (Y)ES OR (N)O
                         OR

     IF SO WRITE THIS INFORMATION TO A PRINTER NOW ===>   N
                                        (Y)ES OR (N)O
     IF NOW PLEASE STATE THE REPORT DESTINATION => SA-1
                                   SA-1  OR  SA-2  OR  SA-14  OR  SA-16

            PRESS PF3 (END) KEY TO RETURN TO THE MENU
----------------------------------------------------------------------------
```

Selection (2):

```
B632TRA9 ---------------------------------------------------------------
USERID: B632XX          TRAINING INFORMATION                 MODE:PROD

------------------------------------------------------------------------
                    E M P L O Y E E    R E Q U E S T


         ENTER RANGE OF COURSE NUMBERS ======>  627   TO   630

           ENTER TO AND FROM DATES ======> 01/01/94   TO   09/30/94

                                           MM/DD/YY, PLEASE

              PRESS PF3 (END) KEY TO RETURN TO OPTION MENU


     ------------------------------------------------------------------
```

After entering the courses and dates hit RETURN. You will see the following
screen on which you can select the sort sequence for the data:

```
B632TR11 ---------------------------------------------------------------
USERID: B632XX               TRAINING INFORMATION

------------------------------------------------------------------------
                 S O R T   S E Q U E N C E   R E Q U E S T

   SELECT FIELD SEQUENCE BY ENTERING 1 THRU 8,
    1 WILL BE THE FIRST SORT FIELD, 2 WILL BE THE NEXT, ETC.
    ENTER ONLY ON THE FIELDS NEEDED FOR THE SEQUENCE YOU WISH.

              -    COURSE CODE
              -    COMPLETION DATE
              -    COURSE TITLE
              -    POSNO, TRAINING
              -    POSNO, MASTER
              -    ORGNABBR, MASTER
              -    NAME, TRAINING
              -    NAME, MASTER



              PRESS PF3 (END) KEY TO RETURN TO OPTION MENU

          --------------------------------------------------
```

After selecting sort sequence press RETURN and the machine will display 'HARD
COPY REQUEST' screen:

                      H A R D   C O P Y   R E Q U E S T

     DO YOU NEED A HARD COPY OF THE JUST PROCESSED DATA?

     IF SO WRITE THIS INFORMATION TO A SPOOL FOR PRINTING LATER =>   N
                                                         (Y)ES OR (N)O
                    OR

     IF SO WRITE THIS INFORMATION TO A PRINTER NOW ===>   N
                                                (Y)ES OR (N)O
     IF NOW PLEASE STATE THE REPORT DESTINATION => SA-1
                                    SA-1   OR   SA-2   OR   SA-14 OR   SA-16

               PRESS PF3 (END) KEY TO RETURN TO THE MENU

Selection (3):

```
B632TR10 -----------------------------------------------------------------
USERID: B632XX          TRAINING INFORMATION                   MODE:PROD

---------------------------------------------------------------------------
                    E M P L O Y E E     R E Q U E S T


        ENTER RANGE OF TRAINING DATES =====> 02/01/91 TO 06/30/92

                                         MM/DD/YY, PLEASE

          PRESS PF3 (END) KEY TO RETURN TO OPTION MENU


   -----------------------------------------------------------------------
```

After entering the courses and dates hit RETURN. You will see the following
screen on which you can select the sort sequence for the data:

```
B632TR11 -----------------------------------------------------------------
USERID: B632XX               TRAINING INFORMATION

---------------------------------------------------------------------------
                 S O R T   S E Q U E N C E   R E Q U E S T

   SELECT FIELD SEQUENCE BY ENTERING 1 THRU 8,
    1 WILL BE THE FIRST SORT FIELD, 2 WILL BE THE NEXT, ETC.
    ENTER ONLY ON THE FIELDS NEEDED FOR THE SEQUENCE YOU WISH.

              -    COURSE CODE
              -    COMPLETION DATE
              -    COURSE TITLE
              -    POSNO, TRAINING
              -    POSNO, MASTER
              -    ORGNABBR, MASTER
              -    NAME, TRAINING
              -    NAME, MASTER


            PRESS PF3 (END) KEY TO RETURN TO OPTION MENU
```

After selecting sort sequence press RETURN and the machine will display 'HARD
COPY REQUEST' screen:

```
B632TRA6 ----------------------------------------------------------------------
USERID: B632XX        EMPLOYEE DATA RECORD PRINT AS OF 11/09/94
------------------------------------------------------------------------------
                      H A R D   C O P Y   R E Q U E S T

     DO YOU NEED A HARD COPY OF THE JUST PROCESSED DATA?

     IF SO WRITE THIS INFORMATION TO A SPOOL FOR PRINTING LATER =>  N
                                                         (Y)ES OR (N)O
                         OR

     IF SO WRITE THIS INFORMATION TO A PRINTER NOW ===>  N
                                                    (Y)ES OR (N)O
     IF NOW PLEASE STATE THE REPORT DESTINATION => SA-1
                                     SA-1  OR  SA-2  OR  SA-14  OR  SA-16

                 PRESS PF3 (END) KEY TO RETURN TO THE MENU
------------------------------------------------------------------------------
```

After each report processes you will receive the following message:

PROCESSING HAS BEEN COMPLETED FOR DATASET:
B632MP.TRNPTR1.NOW.B632XX

9. BACKSTOP STAFFING PATTERN (BATCH)

This option was added at the request of HR Open Assignment Branch.
HR/POD receives biweekly the 'FSP Staffing Pattern (B632GL1)' in position
and in backstop sequence. This option allows you to get a
printout of a single position backstop or a range of position backstops.

```
B632FSTR ----------BACKSTOP-STAFFING PATTERN REPORT-----------------------


        ENTER RANGE BELOW


            STARTING BACKSTOP          THRU ENDING BACKSTOP

        IF A SINGLE BACKSTOP IS NEEDED ENTER THE BACKSTOP IN
            THE STARTING BACKSTOP POSITION, ENTERING IT IN THE SECOND
            ENDING BACKSTOP POSITION IS NOT NEEDED, HOWEVER
            PROGRAM WILL STILL CHECK IT LIKE A RANGE OF BACKSTOPS.


        FOR A RANGE OF BACKSTOPS POSITIONS, ENTER THE STARTING BACKSTOP
            NUMBER IN THE STARTING POSITION FIELD AND THE ENDING BACKSTOP
            NUMBER IN THE ENDING BACKSTOP FIELD.  REPORT WILL CONTAIN ·
            BACKSTOP POSITIONS EQUAL AND GREATER THAN THE STARTING
            BACKSTOP NUMBER AND INCLUDE THE ENDING BACKSTOP.


            -----------------------------------------
                        PF3 KEY = EXIT
            -----------------------------------------
```

After making your selection press RETURN and the machine will display
'REPORT DESTINATION' screen.

B632DEST   REPORT DESTINATION

          DESTINATION   > U120 (RMT165 SA-1
                                            RMT83 SA-14 OR RMT106 NS
                                            RMT167 NS OR RMT186 NS
                                            U102 THRU U400)

          ROUTING CLASS   > 2   (1 = DAILY   2 = MONTHLY)
          (FOR RMT165 ONLY)

          PRINT CLASS   > A   (A = IMMEDIATELY OR H = HOLD FOR LATER)

          ROOM OR BOX NUMBER > 26A

          ROOM IDENTIFICATION > SA-1 PM/PSE

               PRESS PF3 (END) KEY TO PREVIOUS SCREEN.

When your job has been submitted the following message will appear:
 'JOB B632RP09 (JOB00244) SUBMITTED'
***

After the three asterisks do

               PRESS PF3 KEY = TO RETURN TO MENU

When job processing is complete the following message will appear:
 '11.18.56 JOB 244 $HASP165 B632RP09 ENDED AT AIDNODE1 CN(00)'
***

After the three asterisks do

               PRESS PF3 KEY = TO RETURN TO MENU