

**National Finance Center
Front-End System Interface (FESI)
Personnel Action (063)**

Data Element Name	Data Element Format	Start Position	End Position	Element Description	Optional Mandated O/M	Values	Customer Data Element Name
DOCUMENT-TYPE	A3	1	3	Indicates the type of document being processed	M	Three position numeric field. For this document the value is "063".	
AGCY-CODE	A2	4	5	The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center.	M	Two position alphanumeric field. For a list of valid values, see TMGT, Table 023, Agency/Bureau.	
SUBMITTING-OFFICE-NUMBER	A4	6	9	An identifying code assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and maintain personnel	M	Four position alphanumeric field. For a list of valid values, see TMGT, Table 001, Personnel Office Identifier Name and Address.	
BATCH-NO-PERSONNEL	A4	10	13	Number assigned by a personnel office to identify different batches of documents transmitted to the National Finance Center.	M	Four position alphanumeric field. 66XX - The document remains in suspense until corrective action is taken. 67XX - The document remains in suspense for one pass and coded for deletion unless some type of positive action is taken.	
SSNO	A9	14	22	A unique identifying number assigned by the Social Security Administration.	M	Employee SSNO	
FILLER	A1	23	23	Unused field	M	SPACES	
PAY-PERIOD-NUMBER	A2	24	25	The number corresponding to the pay period for which this document is being processed.	M	01 through 27	
FILLER	A30	26	55	Unused field	M	SPACES	

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USER-ID	A7	56	62	The user identification of the person entering the data.	M	Seven position alpha field.	
DEPARTMENT-CODE	A2	63	64	Identifies the department of the U. S. government.	M	Two position alphanumeric field. For a list of valid values, see the OPM Guide to Personnel Data Standards.	
FILLER	A42	65	106	Unused field	M	SPACES	
FESI-IDENTIFIER-NUMBER	A15	107	121	Identifies transactions in user's system.	O		
UEID	A20	122	141	A unique employee ID (for future OPM use).			
ACTION-CODE	A1	142	142	The code that identifies the type of action being processed.	M	One position alphanumeric field. Valid values: 1= Accession 2 =Change Action 3= Separation Action 6 =Updating Action The document will be audited on the basis of the type of action it represents; therefore, a code must always be present in this field. For new agency conversions, enter '1'.	
FILLER	A8	143	150	Unused field	M	SPACES	
NAME-EMPLOYEE-LAST	A17	151	167	The surname by which the employee is known or designated on all official transactions.	M	Seventeen position alphanumeric field. Such items as 'Jr', 'Sr', 'III' are part of the last name. If the employee has a two-part last name, use a space to separate. Do not use hyphens or periods. If more than one space is entered, the item will not print	

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						on the SF-50B.	
NAME-EMPLOYEE-FIRST	A12	168	179	The employee's given name.	M	Twelve position alphanumeric field. Data must be present. An initial is shown where an employee has an initial for a first name or if the employee normally uses only an initial. If an employee has two or more first names, use a space to separate the two names. Do not use hyphens or periods.	
NAME-EMPLOYEE-MIDDLE	A12	180	191	The employee's middle name or initial.	O	Twelve position alphanumeric field. If the employee has only an initial or normally uses only an initial, show only the initial. If the employee has no middle name or initial, leave blank. Do not use hyphens or periods.	
GENDER-CODE	A1	192	192	The gender of the employee.	M	One position alphanumeric field. Valid values: M = Male F = Female	
DATE-OF-BIRTH-MO	A2	193	194	The month of employee's birth.	M	MM format. Do not enter punctuation.	
DATE-OF-BIRTH-DA	A2	195	196	The day of employee's birth.	M	DD format.	
DATE-OF-BIRTH-CN	A2	197	198	The century of employee's birth.	M	CN format.	
DATE-OF-BIRTH-YR	A2	199	200	The year of employee's birth.	M	YY format.	
EDUCATION-LEVEL	A2	201	202	Levels 06, 10, 13 or higher information is needed in positions 503-508 (Instructional Program), 624-627 (Date Degree Cert)	M	Two position alphanumeric field.	

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VETERAN-PREF-CODE	A1	203	203	This code indicates whether or not the employee is entitled to veteran preference based on military service that terminated honorably. This is used in determining retention rights for RIF actions and procedural rights in appeal cases, as in other areas where veteran preference if pertinent.	M	OPM Standard edits. 1= None 2= 5 Point 3= 10-Point compensable 5= 10-Point Other 30% Compensable 7=Dishonorable discharge Code '7' is not an OPM defined value and is reported to the employee's CPDF file as code '1'. Space is not allowed.	
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PREVIOUS AGENCY	A2	204	205	The previous agency when an employee moves to another agency within the same dept.	O	Enter the two characters assigned for the first administrative subdivision of the losing department. For a list of valid values, see TMGT, Table 023, Agency/Bureau Codes. The data entered cannot be the same as the data entered in the Dept./Agcy field. Complete only when the NOA Code indicates the Employee is transferring within a Department. For new agency conversion, value is spaces.	
DATE-LAST-PAY-STAT-RET-MO	A2	206	207	The final date in pay status for an employee who is retiring or who is deceased.	O	Standard date edits. MMDDCNYY format. Complete this field when the NOAC in the first NOA Code field indicates a retirement or death. If the employee is on sick leave or annual leave, enter the date to which the leave extends. For new agency conversion, value is spaces.	
DATE-LAST-PAY-STATUS-RET-DA	A2	208	209	The final date in pay status for an employee who is retiring or who is deceased.	O	Standard date edits. MMDDCNYY format. Complete this field when the NOAC in the first NOA Code field indicates a retirement or death. If the employee is on sick leave or annual leave, enter the date to which the leave extends. For new agency conversion, value is spaces.	

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DATE-LAST-PAY-STATUS-RET-CN	A2	210	211	The final date in pay status for an employee who is retiring or who is deceased	O	Standard date edits. MMDDCNYY format. Complete this field when the NOAC in the first NOA Code field indicates a retirement or death. If the employee is on sick leave or annual leave, enter the date to which the leave extends. For new agency conversion, value is spaces.	
DATE-LAST-PAY-STATUS-RET-YR	A2	212	213	The final date in pay status for an employee who is retiring or who is deceased	O	Standard date edits. MMDDCNYY format. Complete this field when the NOAC in the first NOA Code field indicates a retirement or death. If the employee is on sick leave or annual leave, enter the date to which the leave extends. For new agency conversion, value is spaces.	
DATE-SICK-LEAVE-EXP-RET-MO	A2	214	215	The projected expiration date of sick leave on a retirement or death action.	O	MMDDCNYY format. For new agency conversion, value is spaces.	
DATE-SICK-LEAVE-EXP-RET-DA	A2	216	217	The projected expiration date of sick leave on a retirement or death action.	O	MMDDCNYY format. For new agency conversion, value is spaces.	
DATE-SICK-LEAVE-EXP-RET-CN	A2	218	219	The projected expiration date of sick leave on a retirement or death action	O	MMDDCNYY format. For new agency conversion, value is spaces.	
DATE-SICK-LEAVE-EXP-RET-YR	A2	220	221	The projected expiration date of sick leave on a retirement or death action	O	MMDDCNYY format. For new agency conversion, value is spaces.	
TENURE-GROUP	A1	222	222	The retention group (for reduction in force purposes) in which an employee is placed, based on the type of appointment	M	One position alphanumeric field. Valid values: 0= Not In Any Retention	

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						<p>Group 1= Group 1 2= Group 2 3= Group 3 For a description of these groups, see the OPM Guide to Processing Personnel Actions. For each tenure group, you must have the correct Type of Appointment (pos. 450).</p>	
DATE-SCD-LEAVE-MO	A2	223	224	The date from which services for annual leave earning and/or length of service purposes is computed.	M	MMDDCNYY	
DATE-SCD-LEAVE-DA	A2	225	226	The date from which services for annual leave earning and/or length of service purposes is computed.	M	MMDDCNYY	
DATE-SCD-LEAVE-CN	A2	227	228	The date from which services for annual leave earning and/or length of service purposes is computed.	M	MMDDCNYY	
DATE-SCD-LEAVE-YR	A2	229	230	The date from which services for annual leave earning and/or length of service purposes is computed.	M	MMDDCNYY A validation check exists within the Annual Leave Category (pos. 415).	
PHYSICAL-HANDICAP-CODE	A2	231	232	Indicates whether or not an employee has a physical or mental handicap. This is used for statistical reporting and for placement of employees in position that require special physical qualifications.	M	For a list of valid values, see the OPM Guide To Personnel Data Standards.	
FILLER	A1	233	233	Unused field	M	SPACE	
LIFE-INSURANCE-COVERAGE-AMOUNT	A4	234	237	The amount of basic life insurance coverage for an employee who is covered under the Federal Employees Group Life Insurance (FEGLI) plan.	O	<p>Four position alphanumeric field Whole dollars (e.g., \$11,000 is shown as 0011). Only complete this field if the employee (1) Works different rates of pay that the Payroll/Personnel System is unable to calculate or</p>	

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						<p>project the rates of pay on an annual basis,</p> <p>(2) Works on a piecework basis</p> <p>(3) Will be paid at different rates of pay during the year.</p>	
FEHB-COVERAGE-CODE	A1	238	238	Identifies the employee's eligibility for participation in the Federal Employees Health Benefits Program and, if eligible, whether or not the employee is participating.	M	<p>One position alphanumeric field.</p> <p>Valid values: OPM standard edit. 1= Enrolled 2= Ineligible 3= Waived 4= Eligible-pending 5= Canceled 6= Court-Order-Enrolled 7= Court-Order-Eligible-Pending-To Family Coverage 8= Court-Order-Self-Only Coverage To Family Coverage</p> <p>For new agency conversions, enter code '4 ' for all employees who are currently eligible/enrolled in FEHB and send Document 181 (Health Benefit Change) document. Enter code '2' if the employee is ineligible for FEHB but eligible for non-Federal health benefits. If the employee is eligible for non-Federal health benefits, enter the appropriate plan code on Document 101 (Non-Federal Health Benefits Form).</p>	
RETIREMENT-COVERAGE-CODE	A1	239	239	The civilian retirement system(s), to which deductions from an employee's pay are credited, based on civilian employment by the U. S. Government or the District of Columbia	M	<p>One position alphanumeric field.</p> <p>For a list of valid values, see OPM Guide to Personnel Data</p>	

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						Standards. The employee's retirement code determines their TSP participation.	
NAT-ACT-PREV-3-POS	A3	240	242	The OPM nature of action code of a previous action when this item is to be corrected/cancelled.	O	Three position alphanumeric field. For a list of valid values, see the OPM Guide to Personnel Data Standards or TMGT Table 061, Nature of Action Codes For new agency conversion, value is spaces.	
NAT-OF-ACTION-1 ST -3-POSITION	A3	243	245	A code that identifies the type of personnel action being taken on an employee.	M	Three position alphanumeric field. For a list of valid values, see OPM Guide to Personnel DATA Standards or TMGT, Table 061, Nature of Action Codes. Nature of Action Codes in the 900 series facilitates certain payroll/personnel processes and agency unique requirements. For new agency conversion, value is "900".	
NAT-ACT-2 ND -3-POS	A3	246	248	This field is used when there are two natures of actions on one personnel action (e.g., corrections and cancellations). If only one nature of action is involved it will appear in the first block.	O	Three position alphanumeric field. For a list values, see OPM Guide to Personnel Data Standards or TMGT, Table 061, Name of Action Codes. Nature of Action Codes in the 900 series facilitates certain payroll/personnel processes and agency unique requirements. For new agency conversion, value is spaces.	

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DATE-CORR-NATURE-ACTN-MO	A2	249	250	The date the corrective action becomes effective.	O	MMDDCNYY format. For new agency conversion, value is spaces.	
DATE-CORR-NATURE-ACTN-DA	A2	251	252	The date the corrective action becomes effective.	O	MMDDCNYY format. For new agency conversion, value is spaces.	
DATE-CORR-NATURE-ACTN-CN	A2	253	254	The date the corrective action becomes effective.	O	. MMDDCNYY format. For new agency conversion, value is spaces.	
DATE-CORR-NATURE-ACTN-YR	A2	255	256	The date the corrective action becomes effective.	O	MMDDCNYY format. For new agency conversion, value is spaces.	
DATE-NTE-SF50-MO	A2	257	258	The not to exceed date shown on the personnel action (e.g., appointments, nonpay status, etc.)	O	MMDDCNYY format. If the type of appointment equals 03, 04, 08 or 09, complete this field. If the type of appointment equals 01, 02, 06 or 07, leave blank. Type of Appointment Code is in pos 450-451.	
DATE-NTE-SF50-DA	A2	259	260	The not to exceed date shown on the personnel action (e.g., appointments, nonpay status, etc.)	O	MMDDCNYY format. If the type of appointment equals 03, 04, 08 or 09, complete this field. If the type of appointment equals 01, 02, 06 or 07, leave blank. Type of Appointment Code is in pos 450-451.	
DATE-NTE-SF50-CN	A2	261	262	The not to exceed date shown on the personnel action (e.g., appointments, nonpay status, etc.)	O	MMDDCNYY format. If the type of appointment equals 03, 04, 08 or 09, complete this field. If the type of appointment equals 01, 02, 06 or 07, leave blank. Type of Appointment Code is in pos 450-451.	
DATE-NTE-SF50-YR	A2	263	264	The not to exceed date shown on the personnel action (e.g., appointments, nonpay status, etc.)	O	MMDDCNYY format. If the type of appointment equals 03, 04, 08 or 09,	

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						complete this field. If the type of appointment equals 01, 02, 06 or 07, leave blank. Type of Appointment Code is in pos 450-451.	
TYPE OF EMPLOYMENT	A1	265	265	The time basis an employee is scheduled to work.	O	One position alpha-numeric field. Valid values: 1= Full time 2= Part-time 3=Intermittent 4= Fee basis or piecework 5= First 40 hours For new agency conversion, value is spaces.	
DATE-PERS-ACTN-EFF-MO	A2	266	267	The effective date of personnel data	M	MMDDCNYY	
DATE-PERS-ACTN-EFF-DA	A2	268	269	The effective date of personnel data	M	MMDDCNYY	
DATE-PERS-ACTN-EFF-CN	A2	270	271	The effective date of personnel data	M	MMDDCNYY	
DATE-PERS-ACTN-EFF-YR	A2	272	273	The effective date of personnel data	M	MMDDCNYY	
GAIN-LOSE-DEPT-NON-USDA	A2	274	275	The federal department that an employee is transferring from; or identify the prior status of an employee who is transferring from an entity other than another federal department	M	Two position alphanumeric field. Enter one of the following losing/gaining if other than a Federal Dept. 1A-Military 2A-University employee 3A-Student 4A-Self-employed 5A-Retirement 6A-Foreign country or corporation 7A-Private Industry 8A-Unemployment 9A-State or local government 1B-Unknown 1C-Death Refer to OPM instructions for	

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						codes assigned to various Departments.
PAY-RAISE-VERIFY-SALARY	A8	276	283	Used to verify salary rate increases for administratively determined pay rates. Same as scheduled salary. Must be present for all pay plans that cannot be verified in TMGT Table 029.	O	Base contract salary
PMSO-DEPT	A2	284	285	The department to which the employee is assigned.	M	Two position alphanumeric field. Department code for which the employee is assigned. To view valid Department codes, see TMGT Table 014.
PMSO-AGCY	A2	286	287	The agency to which the employee is assigned	M	Two position alphanumeric field. For a list of valid values, see TMGT Table 023, Agency/Bureau Codes The codes in TMGT Table 023, which are the only codes accepted in the Payroll/Personnel System, may be different, the code assigned by OPM is reported to the CPDF and the currency and the agency code recorded in Table 023 is shown on all other output documents.
PMSO-PERSONNEL-OFFICE-IDENTIFIER	A4	288	291	A code that identifies the personnel office to which the employee is assigned	M	Four position numeric field. For a list of valid values, see TMGT Table 001, Personnel Office Identifier Name and Address.
CSC-OTHER-LEGAL-AUTH	A20	292	311	The description of the law, executive order, regulation, rule, or other basis that authorizes the appointing official to effect the personnel action	O	Refer to OPM instructions for additional information For new agency conversion, value is spaces.
CSC-OTHER-LEGAL-AUTH-2ND	A20	312	331	The description of the law, executive order, regulation, rule or other basis that	O	Refer to OPM instructions for additional information.

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				authorizes the appointing official to effect the personnel action		For new agency conversion, value is spaces.	
APPOINTMENT-LIMIT-CODE	A1	332	332	Provides by means of identifying, if the appointment is subject to limitation. This code is utilized by the computer in its routines, which audits the completeness and accuracy of data with respect to those appointments with limitations. This code is one of the controlling factors for reporting employees on the notification of expiration.	M	One position alphanumeric field. Valid values: 0= No service year or appointment NTE date limitations or NTE date limitation only. 2= Service year limitation with or without an appointment NTE date limitation	
APPNT-LIMIT-DOLR-TOTAL	A8	333	340	The fixed dollar amount to the appointment limitation	O	Seven position numeric field. If this field is completed, enter an amount in the APPNT-LIMIT-DOLR-BALANCE field (pos 233-239). If not applicable, enter spaces.	
APPNT-LIMIT-HOURS-TOTAL	A6	341	346	The fixed hour amount of the appointment limitation	O	Six position numeric field with two decimal places. Whole and quarter hours. If this field is completed, enter an amount in the APPNT-LIMIT-HOURS-BALANCE field (pos 240-245). If not applicable, enter spaces.	
APPNT-LIMIT-DAYS-TOTAL	A3	347	349	The fixed number of days of the appointment limitation	O	Three position numeric field. If this field is completed, enter an amount in the APPNT-LIMIT-DAYS-BALANCE field (pos 246-248). If not applicable, enter spaces.	
APPNT-LIMIT-DOLR-BALANCE	A8	350	357	The remaining dollar amount balance of the appointment limitation	O	Seven position numeric field with two decimal places. Dollars and cents This field is related to APPNT-	

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						LIMIT-DOLR-TOTAL (pos 217-223) If not applicable, enter spaces.	
APPNT-LIMIT-HOURS-BALANCE	A6	358	363	The hour amount balance of the appointment limitation	O	Six position numeric field with two decimal places. Whole and quarter hours. This field is related to APPNT-LIMIT-HOURS-TOTAL (pos 224-229). If not applicable, enter spaces.	
APPNT-LIMIT-DAYS-BALANCE	A3	364	366	The remaining balance of days to be worked for the appointment limitations	O	Three position numeric field This field is related to APPNT-LIMIT-DAYS-TOTAL (pos 230-232). If not applicable, enter spaces.	
DATE-SERVICE-YEAR-START	A8	367	374	The date on which the employee's service year begins. A service year is a 12 to 24 month period beginning with the date of the first appointment under an authority that establishes a dollar, hour, or day limitation, which cannot be exceeded within the service year.	O	MMDDCNYY format. Complete this field when appointment limit code = 2. Appointment Limit Code is in position 216. If not applicable, enter spaces.	
POSITION-NUMBER	A8	375	382	The individual position the employee is occupying.	M	Agency assigned eight-position alphanumeric field. Must match to position number established in the database. Master record and individual position must be vacant and active before an action can be processed. This information is provided on the PMSO-Individual-Record (2056) in positions 21-28.	
MASTER-RECORD-NUMBER	A6	383	388	The master record for the position the employee is occupying.	M	Agency assigned alphanumeric number. Must match to master record	

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						established in the database. Master record and individual position must be vacant and active before an action can be processed. This information is provided on the PMSO-Master-Record (2055) in positions 13-18.	
POSITION-CLASSIFICATION-CODE	A1	389	389	A code that identifies the disposition of an individual position in PMSO, which allows the processing of a classification and personnel action at the same time	O	One position alphanumeric field. Valid values: 0 – Remove employee from current position and leave that position vacant and active. 1 - Remove employee from current position and abolish that position 2 - Remove employee from current position and inactivate that position. For new agency conversion, valid value is spaces.	
FILLER	A1	390	390	Unused field	M	SPACES	
CSC-AUTH-CODE-1 ST -NOA	A3	391	393	The first law, executive order, rule, regulation, or other basis that identifies the legal authority for the first nature of action code that authorizes the appointing officer to effect a personnel action on an employee.	O	Three position alphanumeric field. For a list of valid values, see the OPM Guide to Personnel Data Standards. For new agency conversion, valid value is spaces.	
CSC-AUTH-2 ND -CODE-1 ST -NOA	A3	394	396	The second law, executive order, rule, regulation, or other basis that identifies the legal authority for the first nature of action code that authorizes the appointing officer to effect a personnel action on an employee.	O	Three position alphanumeric field. For a list of valid values, see the OPM Guide to Personnel Data Standards or TMGT Table 061. For new agency conversion, valid value is spaces.	

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CSC-AUTH-CODE-2 ND -NOA	A3	397	399	The first law, executive order, rule, regulation, or other basis that identifies the legal authority for the second nature of action code that authorizes the appointing officer to effect a personnel action on an employee.	O	Three position alphanumeric field. For a list of valid values, see the OPM Guide to Personnel Data Standards or TMGT Table 061. For new agency conversion, valid value is spaces.
CSC-AUTH-2 ND -CODE-2 ND -NOA	A3	400	402	The second law, executive order, rule, regulation, or other basis that identifies the legal authority for the second nature of action code that authorizes the appointing officer to effect a personnel action on an employee.	O	Three position alphanumeric field. For a list of valid values, see the OPM Guide to Personnel Data Standards or TMGT Table 061. For new agency conversion, valid value is spaces.
CSC-AUTH-CODE-PREV-NOA	A3	403	405	The first 3-digit alphanumeric code assigned by the Office of Personnel Management to identify the legal authority for the nature of action code to be corrected or restored for a cancellation action.	O	Three position alphanumeric field. For a list of valid values, see the OPM Guide to Personnel Data Standards or TMGT Table 061. For new agency conversion, valid value is spaces.

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CSC-AUTH-2 ND -CODE- PREV-NOA	A3	406	408	The second 3-digit alphanumeric code assigned by the Office of Personnel Management to identify the legal authority for the nature of action code to be corrected or restored for a cancellation action.	O	Three position alphanumeric field. For a list of valid values, see the OPM Guide to Personnel Data Standards or TMGT Table 061. For new agency conversion, valid value is spaces.	
WORK-SCHEDULE	A1	409	409	The time basis on which an employee is scheduled to work. Refers to type of employment.	M	One position alphanumeric field. Valid values: F = Full time G= Full time seasonal H = Full time on call P = Part time Q = Part time seasonal R = Part time on call I = Intermittent J = Intermittent seasonal S = Part time job sharer T = Part time seasonal job sharer	
RETENTION- PERCENT	A2	410	411	The percentage amount of a retention allowance or supervisory differential.	O	Two position alphanumeric field. Amount cannot exceed 25 percent. For new agency conversion, valid value is spaces.	
RETENTION- ALLOWANCE	A8	412	419	An incentive allowance offered to retain needed employees who would otherwise separate from Federal service.	O	Seven position alphanumeric field. Dollars and cents. The allowance is a percentage of scheduled salary not to exceed 25 percent. For new agency conversion, valid value is spaces.	

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FOREIGN-LANG-PERCENT	A2	420	421	An allowance offered to employees in foreign service positions to acquire and/or maintain proficiency in foreign languages used at overseas posts.	O	Two position alphanumeric field. Percentage of basic pay. The payment is taxable. The amount entered in the Allowance Rate field will be paid each pay period until the allowance is discontinued. For new agency conversion, valid value is spaces.	
FOREIGN-LANG-ALLOWANCE	A8	422	429	An allowance paid annually to law enforcement officers who are proficient in and use foreign language(s) in their duties.	O	Seven position alphanumeric field. Dollars and cents. For new agency conversion, valid value is spaces.	
GRADE	A2	430	431	The grade as provided under the pay plan for the position.	M	Two position numeric field. Precede single digit grades with zero.	
STEP	A2	432	433	A specific salary within a grade, level, class, rank, or pay band.	M	Two position numeric field. Precede single digit steps zero.	
SCHEDULED-SALARY	A8	434	441	The base (scheduled) amount of salary the employee is receiving for the position held, which is fixed by law, regulation, or administrative action.	M	Eight position numeric field. Dollars and cents. Also referred to as the base contract salary.	
SALARY-RATE-CODE	A2	442	443	The pay basis for the salary the employee is receiving for the position held.	M	Two position alphanumeric field. Valid values: PA = Per Annum PD = Per Day PH = Per Hour PW = Piecework PM = Per Month FB = Fee Basis	
PAY-RATE-DETERMINANT-CODE	A1	444	444	Identifies whether the employee is receiving a rate of pay other than the regular rate for the position, and, if so, to identify the legal and/or regulatory basis therefore.	M	One position alphanumeric field. Valid Values: 0=NOT APPLICABLE 2=SAVED RATE-INDEFINITE 3=RETAINED	

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					PAY-SPECIAL RATE ADJUSTMENT 4=SAVED RATE-OTHER 5=SPECIAL RATE AND SUPERIOR QUALIFICATIONS RATE 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 K=RETAINED PAY- DIFFERENTPOSITION R=RETAINED PAY – SES BASIC REMOVAL S= CONTINUED SES BASIC PAY U=RETAINED GRADE AND PAY – SAME POSITION V=RETAINED GRADE AND PAY – DIFFERENT POSITION For a list of valid values, see the OPM Guide to Personnel Data Standards.
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DATE-RETAIN-RATE-EXPIR	A8	445	452	The date on which the employee's entitlement to a retain rate will terminate.	O	MMDDCNYY format. Complete if Pay Rate Determinant Code (pos 324) equals A, B, E, F, U or V; otherwise fill with spaces.	
DATE-SCD-CSR	A8	453	460	The date when service creditable for retirement purposes began.	O	MMDDCNYY format. Complete if retirement coverage code is not equal to 2, 4, 5, J, or X.; otherwise fill with spaces. Valid values: 2=FICA 4=None 5=Other J=FICA and Other (partial) X=FICA and Other (full)	
DATE-SCD-RIF	A8	461	468	The employee's service computation date for reduction-in-force (RIF) purposes.	O	MMDDCNYY format. Complete if the Type of Appointment Code (pos 450) is other than 04 or 09.	
DATE-SCD-WGI	A8	469	476	The date from which service is to be credited toward the employee's next within grade salary increase.	M	MMDDCNYY format.	
DATE-SUPV-MGR-PROB	A8	477	484	The starting date for the supervisory/managerial probationary period, or for SES probationary period.	O	MMDDCNYY format. Complete if the supervisory code equals 2. The supervisory code is provided on the PMSO-Master-Record. If not applicable, enter spaces.	
POSITION-STATUS-CSC	A1	485	485	Indicates if the employee's position is in the competitive service, excepted service, or Senior Executive Service.	M	1 = Competitive Service 2 = Excepted Service 3 = SES General 4 = SES Career Reserved	

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ANNUITANT-INDICATOR	A1	486	486	Identifies whether the employee is receiving retired or retained pay from previous civilian or military service.	O	For a list of valid values, see the OPM Guide to Personnel Data Standards. Complete this field if the annuitant indicator is 1, 4, 5, A, C, E, G, H, or J. This field relates to Civil Service Annuitant Share field (pos 469-475) If not applicable, enter spaces.	
SPEC-EMPLOYMENT-PGMS-CODE	A2	487	488	Indicates whether the employee is in a special employment program.	M	For a list of valid values, see TMGT Table 025, AD-350 (Personnel Block and Description).	
REMARK-CODES-01	A3	489	491	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces between each remarks code. For new agency conversions, enter spaces.	
REMARK-CODES-02	A3	492	494	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces between each remarks code. For new agency conversions, enter spaces.	
REMARK-CODES-03	A3	495	497	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces	

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						between each remarks code. For new agency conversions, enter spaces.
REMARK-CODES-04	A3	498	500	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces between each remarks code. For new agency conversions, enter spaces.
REMARK-CODES-05	A3	501	503	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces between each remark. For new agency conversions, enter spaces.
REMARK-CODES-06	A3	504	506	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces between each remarks code. For new agency conversions, enter spaces.
REMARK-CODES-07	A3	507	509	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces between each remarks code. For new agency conversions, enter spaces.

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REMARK-CODES-08	A3	510	512	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces between each remarks code. For new agency conversions, enter spaces.
REMARK-CODES-09	A3	513	515	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces between each remarks code. For new agency conversions, enter spaces.
REMARK-CODES-10	A3	516	518	Records those items of information that relate to the action being taken and which are required for documentation purposes.	O	For a list of valid values, see TMGT, Table 052, Remarks Codes Up to 10 remark codes (required or optional may be entered). Do not enter spaces between each remarks code. For new agency conversions, enter spaces.
DATE-PROB-PERIOD-START-MO	A2	519	520	Identifies whether the employee's appointment is subject to completion of a year probationary (or trial) period and to show the commencing date of the probationary period	O	Standard date edits. MMDDCNYY format. Payroll/Personnel System will automatically remove this date once a year of credible service has been completed. Do not process a personnel action to remove this date upon completion of the probationary or trial period. If not applicable, enter spaces.

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DATE-PROB-PERIOD- START-DA	A2	521	522	Identifies whether the employee's appointment is subject to completion of a year probationary (or trial) period and to show the commencing date of the probationary period	O	Standard date edits. MMDDCNYY format. Payroll/Personnel System will automatically remove this date once a year of credible service has been completed. Do not process a personnel action to remove this date upon completion of the probationary or trial period. If not applicable, enter spaces.	
DATE-PROB-PERIOD- START-CN	A2	523	524	Identifies whether the employee's appointment is subject to completion of a year probationary (or trial) period and to show the commencing date of the probationary period	O	Standard date edits. MMDDCNYY format. Payroll/Personnel System will automatically remove this date once a year of credible service has been completed. Do not process a personnel action to remove this date upon completion of the probationary or trial period. If not applicable, enter spaces.	
DATE-PROB-PERIOD- START-YR	A2	525	526	Identifies whether the employee's appointment is subject to completion of a year probationary (or trial) period and to show the commencing date of the probationary period	O	Standard date edits. MMDDCNYY format. Payroll/Personnel System will automatically remove this date once a year of credible service has been completed. Do not process a personnel action to remove this date upon completion of the probationary or trial period. If not applicable, enter spaces.	
DATE-CAR-PERM- TEN-START-MO	A2	527	528	The beginning date for counting service toward career or permanent tenure.	M	Standard date edits. MMDDCNYY	

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DATE-CAR-PERM-TEN-START-DA	A2	529	530	The beginning date for counting service toward career or permanent tenure.	M	Standard date edits. MMDDCNYY	
DATE-CAR-PERM-TEN-START-CN	A2	531	532	The beginning date for counting service toward career or permanent tenure.	M	Standard date edits. MMDDCNYY	
DATE-CAR-PERM-TEN-START-YR	A2	533	534	The beginning date for counting service toward career or permanent tenure.	M	Standard date edits. MMDDCNYY	
ANNUAL-LEAVE-CATEGORY	A1	535	535	A code that identifies the annual leave earning status. If the employee is eligible to earn annual leave, the code represents the appropriate earning category	M	One position numeric value. Valid values are: 0= Ineligible to earn annual leave. 4= Earns 4 hours of annual leave 6= Earns 6 hours of annual leave 8= Earns 8 hours of annual leave. A cross reference exists between annual leave category and DATE-SCD-LEAVE.	
ANNUAL-LEAVE-45-DAY-CODE	A1	536	536	Identifies those employees who are stationed at an overseas foreign post of duty which are entitled to carry forward from one leave year to another a maximum annual leave accumulation of 45 days (360)	M	One position alpha-numeric field Valid values are: N= No-Employee is not entitled to carry forward 45 days of annual leave. Y= Yes-Employees are entitled to carry forward 45 days of annual leave. This element indicates whether or not the employee is entitled to this particular provision.	
LEAVE-EARNING-STATUS-PP	A1	537	537	Identifies whether an employee is entitled to leave accruals for the first and last pay period of employment.	M	One position alphanumeric field. Valid values are: N= No-Employee is not entitled to earn leave Y= Yes-Employee is entitled to earn leave	

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						This field only indicates leave accrual entitlement; it does not grant leave accrual. An employee must be employed for a full biweekly pay period to earn leave.	
DATE-RETEN-RIGHTS-END-MO	A2	538	539	The date job retention rights will terminate	O	MMDDCNYY format. For new agency conversion, valid value is spaces.	
DATE-RETEN-RIGHTS-END-DA	A2	540	541	The date job retention rights will terminate	O	MMDDCNYY format. For new agency conversion, valid value is spaces.	
DATE-RETEN-RIGHTS-END-CN	A2	542	543	The date job retention rights will terminate	O	MMDDCNYY format. For new agency conversion, valid value is spaces.	
DATE-RETEN-RIGHTS-END-YR	A2	544	545	The date job retention rights will terminate	O	MMDDCNYY format. For new agency conversion, valid value is spaces.	
DATE-ENTERED-PRES-GRADE-MO	A2	546	547	The date when the employee was most recently assigned to the current grade.	O	Standard date edits. MMDDCNYY format. Complete if the processing personnel action is changing the employee's grade.	
DATE-ENTERED-PRES-GRADE-DA	A2	548	549	The date when the employee was most recently assigned to the current grade.	M	Standard date edits. MMDDCNYY format.	
DATE-ENTERED-PRES-GRADE-CN	A2	550	551	The date when the employee was most recently assigned to the current grade.	M	Standard date edits. MMDDCNYY format.	
DATE-ENTERED-PRES-GRADE-YR	A2	552	553	The date when the employee was most recently assigned to the current grade.	M	Standard date edits. MMDDCNYY format.	
TSP-ELIGIBILITY-CODE	A1	554	554	Indicates whether or not the employee is eligible to participate in the Federal Thrift Savings Plan (TSP) for the FERS, CSRS, or Offset employees	M	One position alpha-numeric field Valid values are: 1= Eligible to participate in first open season after effective date	

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						<p>2=Eligible to participate in second open season after effective date. 3=Eligible immediately 4=Eligible immediately for agency contribution on first open season after effective date to participate. 5= Eligible immediately for agency contribution eligible on second open season after effective date to participate. 6= Not eligible to participate</p> <p>TSP eligibility code is automatically changed to 9 when an enrollment document is processed or when a FERS employee begins receiving the 1-percent Government basic contribution. Once code 9 has been established, it cannot be changed. If an employee stops contributing, the employee's eligibility to contribute is determined by the TSP Status code and TSP Status Date</p>	
VETERANS-STATUS	A1	555	555	Identifies whether the employee is a veteran who served during the Vietnam Era (8/6/64-5/7/75)	M	<p>B=Pre Vietnam-era veteran (service that began before 8/6/64) N=Not a Vietnam-era veteran (use only for an employee whose accession was prior to 10/1/91) P= Post Vietnam-era veteran (service that began after 5/7/75) V=Vietnam-era veteran (service that began between 8/6/64 and 5/7/75)</p>	

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						X=Not a veteran (use only for an employee whose accession was after 9/30/91) If the Veteran status is V, the Veteran Preference field must be 2,3,4, or 6	
NAME-CORRECTION-CODE	A1	556	556	Indicates if the action is to correct the employee's name	M	Valid values: Y= Yes a name correction N=No name correction Do not complete for a name change action due to marriage, divorce, etc. For new agency conversion, valid value is space.	
SSNO-OLD	A9	557	565	The previous social security number when a change is made	O	The new or corrected SSN should be shown in position 14 of the Control Data. For new agency conversion, valid value is space.	
UEID-OLD	A20	566	585	Used to change a previously reported UEID (similar to SSN-PREV).			
FILLER	A1	586	586	Unused Field		SPACES	
TOUR-OF-DUTY-HOURS	A4	587	590	The number of hours a part-time employee is scheduled to work per pay period	O	Four position numeric field Enter whole hours 25 hrs = 2500 If not applicable, enter spaces.	

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TYPE-OF-APPOINTMENT-CODE	A2	591	592	The type of appointment the employee has accepted.	M	Two position numeric field. Valid values are: 01=Competitive-Career/SES-Career 02=Competitive-Career Conditional 03=Competitive-Term, TAPER, Indefinite/SES-Military Term 04=Competitive-Temporary, Special Need/SES-Time Limited/Career 06=Excepted-Permanent/SES-Noncareer 07=Excepted-Conditional 08=Excepted-Indefinite/Limited (more than 1 year) 09=Excepted-Temporary/SES-Time Limited-Noncareer	
SPECIAL-EMPLOYEE-CODE	A2	593	594	Identifies employees as belonging to a special category of pay processing not accommodated in any other part of the Payroll/Personnel System. This code enables certain operations to be performed which would not otherwise be applicable to this type of employee.	M	For a list of valid values, see TMGT, Table 025, AD-350 (Personnel Block and Description)	
CITIZENSHIP-CODE	A1	595	595	The citizenship status of an employee	M	One position numeric value. Valid values are: 1= U.S. citizen 8= Other	
COLA-POST-DIFF-CODE	A1	596	596	Identifies whether the employee is entitled to receive a cost of living allowance (COLA) and/or post differential, in addition to the base salary.	M	One position numeric field. Spaces are NOT a valid value. Valid values are: 0 = None 2 = Non-foreign post differential 3 = Non-foreign cost of living allowance and post differential	

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						4 = Foreign post differential 5 = Cola – local retail/private housing 6 = Cola – local retail/federal housing 7 = Cola – commissary/px/private housing 8 = Cola – commissary/px/federal housing 9 = Cola – commissary/px/military housing	
WAGE-BOARD-SHIFT-RATE-VAR	A5	597	601	Rate used to compute pay for the varied shift time reported on the T&A for wage system employees.	O	Four position numeric field including two decimal places. Dollars and cents. If not applicable, enter spaces.	
COOP-EMPLOYEE-CONTROL-CODE	A1	602	602	Indicates whether employee is cooperative type employee and, if so, who is responsible for maintaining control over the employee as provided in the cooperative agreement.	M	One position numeric field. Valid values are: 0 = Not applicable 1 = Federal Control 2 = Cooperator Control 3 = Joint Control	
COOP-ANNUIT-SHARE-CODE	A1	603	603	Identifies the source, which shares with the agency in paying the employee's salary.	M	One position numeric field. Valid values are: 0 = Not Applicable 1 = State Cooperator 2 = Other Type of Cooperator 3 = Annuitant Under Civil Service Retirement 4 = Annuitant and State Cooperator 5 = Annuitant and Other Type of Cooperator	
COOP-STATE-SHARE-SALARY	A8	604	611	Identifies that portion of an employee's salary, which is being paid by a non-federal organization.	O	Seven position numeric field with two decimal places. Dollars and cents. The Payroll/Personnel System will automatically reduce the	

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						amount of the base (scheduled) salary field by this amount. If not applicable, enter spaces.	
CIVIL-SER-ANNUITANT-SHARE	A8	612	619	Identifies the portion of an employee's salary, which is being paid by the CSRS fund or the FERS fund.	O	Seven position numeric field with two decimal places. Dollars and cents. This field relates to Annuitant Indicator (pos 366) If not applicable, enter spaces.	
COOP-EMP-OT-RATE-FURNISHED	A5	620	624	The hourly overtime rate for cooperative type employee when the overtime is not rated on the employee's base (scheduled) salary because the cooperator pays some of the overtime.	O	Seven position numeric field with two decimal places. Dollar and cents. Do not complete if the agency has agreed to pay for all overtime worked. If not applicable, enter spaces.	
COOP-EMP-HOL-RATE-FURNISH	A5	625	629	The hourly holiday rate for a cooperative type employee when the holiday rate is not based on the employee's base (scheduled) salary because the cooperator has agreed to pay part of this rate.	O	Seven position numeric field with two decimal places. Dollars and cents. Do not complete if the agency has agreed to pay for all holiday pay. If not applicable, enter spaces.	
QUARTERS-DEDUCTION-RATE	A5	630	634	The monetary amount to be deducted – either per day or per period – from the salary of an employee who is being furnished quarters, utilities, etc. (“in kind allowances”).	O	Five position numeric field. Enter dollars and cents. If not applicable, enter spaces.	
QUARTERS-DEDUCTION-CODE	A1	635	635	Identifies whether the quarters deduction amount is to be a taxable/tax exempt per day or per pay period deduction.	M	One position numeric field. Valid values are: 0 = Not Applicable 1 = Per day deduction – tax exempt	

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						2 = Per day deduction – taxable 3 = Per pay period deduction – tax exempt 4 = Per pay period deduction – taxable	
ENVIRONMENTAL-DIFT-RATE	A5	636	640	The amount or travel allowance to which a FWS (Federal Wage System) employee is entitled.	O	Dollars and cents. The amount entered will be included in the employee’s database record as a recurring payment for each day worked as shown on the Time and Attendance Report. It also records the hourly rate of WG – 10 step 2 in the coordinated federal wage system area in which the employee works. If not applicable, enter spaces.	
FAIR-LABOR-STANDARDS-CODE	A1	641	641	Indicates whether the minimum pay and overtime provisions of the Fair Labor Standards Act cover employee.	O	E – Exempt FLSA Nonexempt – FLSA This field is entered in PMSO. For new agency conversion, valid value is spaces.	
FILLER	A2	642	643	Unused field.	O	SPACES	
INSTRUCTIONAL – PROGRAM	A6	644	649	The employee’s major field of study beyond high school.	O	For a list of valid values, see the OPM Guide to Personnel Data Standards. This element applies with an educational-level of 06,10,13 or higher. If not applicable, enter spaces.	
DATE-PERS-ACTN-VALID	A8	650	657	The date the personnel action was authenticated.	M	Standard date edits. MMDDCNYY format.	
STAFFING-PERCENT	A2	658	659	The percentage of basic pay to be used for calculations of the staffing differential annual amount.	O	For new agency conversion, valid value is spaces.	
STAFFING-DIFF-RATE	A8	660	667	The total amount paid over the basic salary rate for recruitment purposes.	O	For new agency conversion, valid value is spaces.	

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AGENCY-USE	A12	668	679	For accession/official change actions, identifies specific data defined by individual agency requirements. For separation actions, identifies retirement-related data.	O	<p>Positions 1-7 and 9 Y = Yes N = No U = Unknown Position 8 only: 0 = No life insurance 1 = 75 percent reduction 2 = 50 percent reduction 3 = No reduction</p> <p>For accessions/official changes, complete in accordance with agency instructions. For separations (NOAC's 300 through 304, 312, 350, 356, and 976), type the individual agency requirements for processing retirement cases as described below:</p> <p>Position 1, Refund of retirement deductions received (SF-2801/SF-3107). Indicates if the employee is receiving retirement payments based of military service.</p> <p>Position 2, Military retired pay recipient (SF-2801/SF-3107). Indicates if the employee previously received a retirement refund.</p> <p>Position 3, Military waiver received (SF-2801/SF-3017). Indicates a military waiver was received declining military pay. If the employee is not a retired military recipient, show N.</p> <p>Position 4, Survivor election (SF-2801/SF-3107). Indicates if the employee elected the survivor option.</p> <p>Position 5, Post-1956 military</p>	
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						<p>deposit paid (SF-2801/SF-3107), Survivor election (SF-2801/SF-3107). Indicates if the employee paid Pos-1956 military deposit. If the employee does not have military service, show Y.</p> <p>Position 6, Part-time after April 7, 1986 (SF-2801/SF-3107-1). Indicates if the employee has any part-time service after April 7, 1986.</p> <p>Position 7, Administrative Fee. Indicates if the agency has to pay OPM a 9 percent or 15 percent administrative fee.</p> <p>Position 8, Life insurance reduction (SF-2818). Indicates if the employee is selection a reduction in life insurance.</p> <p>Position 9, FERS disability applicant-applied for SSA benefits. Indicates if a FERS employee applying for disability retirement has also applied for social security benefits.</p> <p>If the NOAC applies to one of the codes listed above and data is not shown in this field, the pay plan must be FE, FO, or FP.</p> <p>For new agency conversion, valid value is spaces.</p>	
RECRUITMENT-PERCENT	A2	680	681	The percentage of base pay used to compute the recruitment bonus rate paid to a newly appointed employee.	O	The maximum is 25 percent. If not applicable, enter spaces.	

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RECRUITMENT-BONUS	A8	682	689	Lump sum dollar amount paid to a newly appointed employee to whom a written offer of employment has been made by the agency.	O	Dollars and cents. If not applicable, enter spaces.	
RELOCATION-PERCENT	A2	690	691	The percentage of base pay used to compute the relocation bonus rate paid to a current employee to compensate them for relocation.	O	If not applicable, enter spaces.	
RELOCATION-BONUS	A8	692	699	Lump sum dollar amount paid to a current employee to compensate them for relocation.	O	Dollars and cents. If not applicable, enter spaces.	
SUPVY-PERCENT	A2	700	701	The percentage amount of a supervisory differential.	O	If an employee is eligible for a supervisory differential, the Supervisory Code on the master record must be coded 2, Supervisor or Manager, before the personnel action can be processed. For new agency conversion, valid value is spaces.	
SUPVY-DIFF-RATE	A8	702	709	The biweekly pay differential rate for GS supervisors higher paid employees under other pay systems.	O	Dollars and cents. For new agency conversion, valid value is spaces.	
SUPVY-DIFF-AMT	A8	710	717	The biweekly pay differential rate for GS supervisors higher paid employees under other pay systems.	O	Dollars and cents. For new agency conversion, valid value is spaces.	
VETERAN-PREF-RIF	A1	718	718	Identifies whether an employee is entitled to veterans preference for reduction in force purposes.	M	1 = 30% or More Disabled Veteran 2 = Veteran 3 = Non Veteran (No Retention Rights) 4 = Veteran for Hiring Purposes, but has No Retention Rights 5 = Non-veteran, but has Veteran Retention Rights Space is not a valid value.	

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UNIFORM-SERVICE-STATUS	A1	719	719	The employee's current military status.	M	Valid values are: 0 = None 1 = Ready reserve 2 = Standby reserve 3 = National Guard 4 = Retired Military – Regular 5 = Retired Military – Non- Regular Complete Date Retired Military Service field if the Uniform Service Status is 4 or 5.	
CRED-MILITARY-SERVICE	A4	720	723	The total number of years and months of military service that is creditable for leave accrual purposes.	O	Date should be entered as YYMM If not applicable, enter spaces.	
FROZEN-CSRS-SERVICE	A4	724	727	The total years and months of civilian and military service, which is creditable for calculation of SCD for leave, at the time the employee first becomes covered by CSRS and FICA (retirement plan codes C and E), or by FERS and FICA (retirement plan codes K, L, M, or N).	O	Date should be entered as YYMM If not applicable, enter spaces.	
CSRS-COVERAGE-AT-APPNT	A1	728	728	Identifies whether the Civil Service Retirement System (CSRS) or the Federal Employee Retirement System (FERS) covered an employee, at the time of the most recent appointment to Federal service.	M	Valid values are: P = Previously Covered N = Never Covered R = Refund Eligible	
DATE-RETIRED-MILITARY	A8	729	736	The date an employee retired from the military.	O	MMDDCNYY format. This date cannot be later than the effective date of the processing personnel action. If not applicable, enter spaces.	

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DATE-TSP-VESTED	A8	737	744	The beginning date of the vesting period for the 1 percent government contribution to the Thrift Savings Plan (TSP).	M	Standard date edits. MMDDCNYY format. This date cannot be earlier than 01/01/84 and cannot be later than the effective date of the processing personnel action.	
DATE-SCD-SES	A8	745	752	The date the employee began SES status.	O	Standard date edits. MMDDCNYY format. If not applicable, enter spaces.	
DATE-SES-RECERT	A8	753	760	The date a SES employee was recertified for duty.	O	Standard date edits. MMDDCNYY format. If not applicable, enter spaces.	
SUP-MGR-PROB-PER-REQ	A1	761	761	Identifies whether a supervisory/managerial probationary period is required, served, or waived.	M	0 = Not required (zero) 1 = Required 2 = Served 3 = Waived	
SES-RECERT	A1	762	762	SES employee recertified for duty.	O	1 = Recertified 2 = Conditionally Recertified 3 = Not Recertified If not applicable, enter spaces.	
SAV-GR-PAY-PLAN	A2	763	764	Identifies the pay plan the employee will retain during the period of grade retention.	O	To view valid values, see TMGT, Table 025, AD-350 Personnel Block and Desc. Complete this field if the pay plan currently recorded on the employee's date base salary record is not the pay plan that the employee will retain during grade retention. For new agency conversion, valid value is spaces.	

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SAV-GR-OCC-SERIES	A4	765	768	The occupational series code the employee will retain during the period of grade retention.	O	To view valid values, see TMGT, Table 018, and Occupational Series Alpha Descriptions. Complete this field if the occupational series is recorded on the employee's database salary is not the occupational series that the employee will retain during grade retention. For new agency conversion, valid value is spaces.	
SAV-GR-GRADE	A2	769	770	The grade the employee will retain during the period of grade retention.	O	For new agency conversion, valid value is spaces.	
SAV-GR-OCC-SER-FUND-CODE	A2	771	772	The functional code of the occupational series the employee will retain during grade retention.	O	Complete field if the grade recorded on the employee's database salary record is not the grade that the employee will retain during grade retention. For new agency conversion, valid value is spaces.	
DATE-DEGREE-CERT-RCVD-CN	A2	773	774	The first two digits of the year during which the employee received the academic degree or certificate shown for educational level.	O	Information must be provided if educational level is 06,10, 13 or higher. Education-level is in positions 85-86. If not applicable, enter spaces.	
DATE-DEGREE-CERT-RCVD-YR	A2	775	776	The last two digits of the year during which the employee received the academic degree or certificate shown for educational level.	O	Information must be provided if educational level is 06,10, 13 or higher. Education-level is in positions 85-86. If not applicable, enter spaces.	

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FEGLI-COVERAGE-CODE	A2	777	778	Identifies whether an employee is either eligible or ineligible for participation in the Federal Employees Group Life Insurance Program. If eligible, the code further indicates whether the employee waived coverage, is participating in the regular coverage plan only, or has elected to be covered under the Optional Insurance Plans as well as the regular plan.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards.	
PAY-RAISE-STALE-ACTION-SALARY	A8	779	786	Used to verify salary increase on a late personnel action.	O	Dollars and cents. For new agency conversion, valid value is spaces.	
DATE-AGENCY-EOD-YR	A2	787	788				
DATE-AGENCY-EOD-MO	A2	789	790				
DATE-AGENCY-EOD-DA	A2	791	792				
DATE-LAST-RECORD-QSI-YR	A2	793	794				
DATE-LAST-RECORD-QSI-MO	A2	795	796				
DATE-LAST-RECORD-QSI-DA	A2	797	798				
SAV-SUP-MGR-PROB-PER-REQ	A2	799	800				
DATE-TIME-IN-CLASS-YR	A2	801	802				
DATE-TIME-IN-CLASS-MO	A2	803	804				
DATE-TIME-IN-CLASS-DA	A2	805	806				
DATE-LIMIT-CAREER-EXT-YR	A2	807	808				
DATE-LIMIT-CAREER-EXT-MO	A2	809	810				
DATE-LIMIT-CAREER-EXT-DA	A2	811	812				

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DATE-TEMP-LIMIT-CAR-EXT-YR	A2	813	814			
DATE-TEMP-LIMIT-CAR-EXT-MO	A2	815	816			
DATE-TEMP-LIMIT-CAR-EXT-DA	A2	817	818			
DATE-DEPARTURE-YR	A2	819	820			
DATE-DEPARTURE-MO	A2	821	822			
DATE-DEPARTURE-DA	A2	823	824			
DATE-ARRIVAL-OVERSEAS-YR	A2	825	826			
DATE-ARRIVAL-OVERSEAS-MO	A2	827	828			
DATE-ARRIVAL-OVERSEAS-DA	A2	829	830			
DATE-OVERSEAS-ASSIGNED-YR	A2	831	832			
DATE-OVERSEAS-ASSIGNED-MO	A2	833	834			
DATE-OVERSEAS-ASSIGNED-DA	A2	835	836			
DATE-POST-ARRIVAL-YR	A2	837	838			
DATE-POST-ARRIVAL-MO	A2	839	840			
DATE-POST-ARRIVAL-DA	A2	841	842			
DATE-FS-COMMISSION-YR	A2	843	844			
DATE-FS-COMMISSION-MO	A2	845	846			
DATE-FS-COMMISSION-DA	A2	847	848			

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PRIMARY-SKILL	A3	849	851				
MLAT-YEAR	A2	852	853				
MLAT-SCORE	A2	854	855				
DATE-REEMPLOYMENT-YR	A2	856	857				
DATE-REEMPLOYMENT-MO	A2	858	859				
DATE-REEMPLOYMENT-DA	A2	860	861				
REEMPLOYMENT-IND	A1	862	862				
DATE-DOCUMENT-EFF-YR-D	A2	863	864				
DATE-DOCUMENT-EFF-MO-D	A2	865	866				
DATE-DOCUMENT-EFF-DA-D	A2	867	868				
DATE-HOME-LV-12-MO-BEG-YR	A2	869	870				
DATE-HOME-LV-12-MO-BEG-MO	A2	871	872				
DATE-HOME-LV-12-MO-BEG-DA	A2	873	874				
DATE-HOME-LV-12-MO-END-YR	A2	875	876				
DATE-HOME-LV-12-MO-END-MO	A2	877	878				
DATE-HOME-LV-12-MO-END-DA	A2	879	880				
DATE-HOME-LV-24-MO-BEG-YR	A2	881	882				
DATE-HOME-LV-24-MO-BEG-MO	A2	883	884				

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DATE-HOME-LV-24- MO-BEG-DA	A2	885	886			
DATE-HOME-LV-24- MO-END-YR	A2	887	888			
DATE-HOME-LV-24- MO-END-MO	A2	889	890			
DATE-HOME-LV-24- MO-END-DA	A2	891	892			
SPOUSE-EQUITY-IND	A1	893	893			
CSRS-PREV0-COV- IND	A1	894	894			
FERS-PREV0-COV- IND	A1	895	895			
BIRTH-CITY	A20	896	915			
BIRTH-STATE	A20	916	935			
BIRTH-COUNTRY	A20	936	955			
RETAINED-GRADE	A2	956	957			
RETAINED-PAY- PLAN	A2	958	959			
RETAINED-STEP	A2	960	961			
LV-CEIL-REASON	A75	962	1036			
ERI-HISPANIC	A1	1037	1037			
ERI-NATIVE-AMER	A1	1038	1038			
ERI-ASIAN	A1	1039	1039			
ERI-AFRICAN-AMER	A1	1040	1040			

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ERI-HAWAIIAN-PAC-ISLAND	A1	1041	1041			
ERI-WHITE	A1	1042	1042			
DATE-INCENTIVE-SVC-CN	A2	1043	1044			
DATE-INCENTIVE-SVC-CN	A2	1043	1044			
DATE-INCENTIVE-SVC-YR	A2	1045	1046			
DATE-INCENTIVE-SVC-MO	A2	1047	1048			
DATE-INCENTIVE-SVC-DA	A2	1049	1050			
TEMP-DS-STATE-CODE	A2	1051	1052			
TEMP-DS-CITY-CODE	A4	1053	1056			
TEMP-DS-CNTY-CODE	A3	1057	1059			
TEMP-DUTY-STATION-IND	A1	1060	1060			
TEMP-DS-DANGER-PAY-IND	A1	1061	1061			
TEMP-DS-POST-IND	A1	1062	1062			
FILLER	A42	1063	1104	Unused field	M	SPACES
SCD-ACCEL-LV-IND	A1	1105	1105			
TELEWORK-ELIG-IND	A2	1106	1107			
MISSION-CRITICAL-IND	A2	1108	1109			
FILLER	A1	1110	1110	Unused field	M	SPACES

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DATE-CBPO-RET-SCD-YR	A2	1111	1112				
DATE-CBPO-RET-SCD-MO	A2	1113	1114				
DATE-CBPO-RET-SCD-DA	A2	1115	1116				
RETAINED-PAY-TBL-CODE	A6	1117	1122				
ATSA-VET-PREF-CODE	A2	1123	1124				
SPECIAL-POPULATION-CD	A6	1125	1130				
VAR-FT-REG-TOD-PT-EMP	A6	1131	1136				
RETIREMENT-PREV-COV-CD	A1	1137	1137				
FEGLI-COURT-ORDER	A1	1138	1138				
FEGLI-LIFE-CHANGE-CD	A4	1139	1142				
DATE-FEGLI-LIFE-EVENT-YR	A2	1143	1144				
DATE-FEGLI-LIFE-EVENT-MO	A2	1145	1146				
DATE-FEGLI-LIFE-EVENT-DA	A2	1147	1148				
FILLER	A2302	1149	3450	Unused field	M	SPACES	