

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS

DUTY STATION

- Definition:** The location of an employee's official worksite.
- Responsible Organization:** General Services Administration, Public Buildings Service.
- Applicability:** Mandatory (Central Personnel Data File, Personnel Actions).
- Cross-Reference:** Code set is used by [PRIOR DUTY STATION](#).
- Format:** 2X4N3N

Note:

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

(2)
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Note (continued):

Following are the code set specifications:

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

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

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

- (b) The third through the sixth positions indicate the city.
- (c) The seventh through the ninth positions indicate the U.S. county.

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