

(1)  
THE GUIDE TO PERSONNEL DATA STANDARDS

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

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

**Responsible Organization:** Office of Personnel Management, Division for Strategic Human Resources Policy.

**Applicability:** Mandatory (Central Personnel Data File, Personnel Actions)

**Cross-Reference:** Code set is used by [PRIOR GRADE, LEVEL, CLASS, RANK, OR PAY BAND](#) and [RETAINED GRADE](#).

**Format:** XX

**Note:**

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

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

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

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

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

<u>Code</u>	<u>Name/Explanation</u>
	GG (GRADES SIMILAR TO GENERAL SCHEDULE)
SL	Senior Level