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THE GUIDE TO PERSONNEL DATA STANDARDS

**RATING OF RECORD (PATTERN)**

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

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

**Applicability:** Mandatory (Central Personnel Data File).

**Cross-Reference:** [RATING OF RECORD \(LEVEL\)](#)

**Format:** A

**Note:**

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

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