

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS

STEP OR RATE

Definition: An indicator of a specific salary within a grade, level, class, rate, or pay band.

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 STEP OR RATE](#) and [RETAINED STEP](#).

Format: AA or NN

Note:

Except for code 00 (not applicable), the step/rate name for a numeric code is the same as that of the code. Thus, step/rate 1 has a code of 01, step/rate 2 has a code of 02, and so forth.

Although most step/rate codes are numeric, some are alphabetic. The step/rate name for an alphabetic code is dependent on the PAY PLAN to which it belongs. Along with code 00, following is a list of the alphabetic codes and the PAY PLAN to which these alphabetic codes belong. The codes are left justified, with any unused positions blank.

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STEP OR RATE

Code **Name/Explanation**

00 Not applicable

AL (ADMINISTRATIVE LAW JUDGES)

- A Rate A of grade 3.
- B Rate B of grade 3.
- C Rate C of grade 3.
- D Rate D of grade 3.
- E Rate E of grade 3.
- F Rate F of grade 3.