



The Guide to Central Personnel Data File Edits

(Through Update 56, January 1, 2009)

THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

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OVERVIEW

1. General

The Central Personnel Data File (CPDF) system is an automated information system containing individual records for most Federal civilian employees. The system's principal objective is to provide a readily accessible primary data source for meeting the workforce information needs of the Office of Personnel Management (OPM), other central management agencies, the Congress, the White House, and the public. From data submitted by the agencies, OPM creates a status file and a dynamics file. The status file contains an individual record of the status of each active employee as of the end of the reporting period, usually the end of the fiscal quarters of March, June, September, and December. The dynamics file contains a record of all personnel actions occurring during a particular reporting period, usually the January-March, April-June, July-September, and October-December fiscal quarters.

The Guide shows the status file and dynamics file data edits. The CPDF edits are organized into separate sections -- one for the status file and another for the dynamics file. Edits common to both the status and dynamics files are shown in both the status and dynamics sections of the manual. Within each of these sections, individual field edits are shown before the relationship edits. While individual field edits are executed before the relationship edits, the relationship edits themselves are organized solely for ease of reference in the manual. They may be executed in any order the agency considers efficient.

Generally (unless the name of a data element has changed), the relationship edits are organized in data element name order based on the data element that is considered the subject of the edit. For example, a pay basis/pay plan edit would be shown under pay basis when pay basis is considered the subject of the edit. A pay basis/pay plan edit would be shown under pay plan when pay plan is considered the subject of the edit.

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The Guide documents how the CPDF system edits agency data. The default shown for an individual field edit or a relationship edit indicates the action taken by the CPDF system when data fail the edit. Usually, the default consists of placing asterisks in the data fields to show that the submitted data are not valid. If data fail an edit in an agency system, the agency should correct the data. **AGENCIES SHOULD NOT SUBMIT ASTERISKS TO THE CPDF.**

Note that the abbreviation **GPDS** refers to The Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.asp>. The abbreviation **GPPA** refers to The Guide to Processing Personnel Actions, which is available at Internet address <http://www.opm.gov/feddata/persdoc.asp>.

We add, revise, and delete CPDF edits throughout the year to reflect changes in human resource programs. Whenever possible, we issue the new editing requirements in advance of their effective dates to give agencies ample time to revise their systems. We issue these revisions as Changes in the Unincorporated Changes section of this manual's Appendix. The effective date is at the beginning of each Change listed in the Appendix. Readers should always check the Unincorporated Changes section of the Appendix for any revisions in edit requirements that have occurred since the last Update.

We issue complete revisions of this manual as Updates. When we issue an Update, we incorporate all of the editing requirements effective as of the date of the Update. This date is shown at the top of each page. We list all the revisions in the Incorporated Changes section of this manual's Appendix. Thus, any change in the body of the manual from one Update to the next is listed in the Incorporated Changes section.

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2. Edit Number

Each edit is assigned a six-position CPDF edit number, which is used on CPDF error listings. The edit number consists of three components: (1) a three-digit edit prefix in positions 1 through 3 that identifies the data element that is the subject of the edit, (2) a two-digit number in positions 4 through 5 that (in conjunction with the two other components) uniquely identifies the data element edit (with the numbers 00 and 01 reserved for individual field edits, as distinguished from relationship edits), and (3) a one-digit edit suffix in position 6 that identifies the edit as pertaining to the status file (number 1), to the dynamics file (number 2), or to both the status and dynamics files (number 3). Examples are shown below.

| EDIT NUMBER | EXPLANATION |
|-------------|---|
| xxx.00.1 | Indicates an individual field edit that only pertains to the status file. |
| xxx.00.2 | Indicates an individual field edit that only pertains to the dynamics file. |
| xxx.00.3 | Indicates an individual field edit that pertains to both the status file and the dynamics file. |
| xxx.05.1 | Indicates a relationship edit that only pertains to the status file. |
| xxx.05.2 | Indicates a relationship edit that only pertains to the dynamics file. |
| xxx.05.3 | Indicates a relationship edit that pertains to both the status file and the dynamics file. |

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3. Edit Prefix

The edit prefix, which occupies positions 1 through 3 of the six-position CPDF edit number, identifies the data element that is the subject of the edit (as shown below). The [status file individual field edits](#) start on page B-1. The [status file relationship edits](#) start on page B-7. The [dynamics file individual field edits](#) start on page C-1. The [dynamics file relationship edits](#) start on page C-8. Using Adobe Acrobat to view the Guide, click on "SR" (appearing after the data element name) to go to the status file relationship edits for the data element. Click on "DR" (appearing after the data element name) to go to the dynamics file relationship edits for the data element.

| EDIT PREFIX | DATA ELEMENT |
|----------------|---|
| 005 | Instructional Program [SR , DR] |
| 010 | Agency/Subelement |
| 030 | Annuitant Indicator |
| 050 | Award Amount [DR] |
| 060 | Bargaining Unit [SR] |
| 080 | Creditable Military Service |
| 090 | Previous Retirement Coverage |
| 100 | Current Appointment Authority (1)&(2) [SR , DR] |
| 110 | Date of Birth [DR] |
| 120 | Duty Station [SR , DR] |
| 130 | Education Level [SR , DR] |
| 140 | Effective Date of Personnel Action [DR] |
| 150 | Effective Date of Personnel Action Being Corrected |
| 160 | Employee Name |
| 165 | Ethnicity and Race Identification [SR , DR] |
| 170 | Federal Employees' Group Life Insurance [SR] |
| 175 | FERS Coverage |
| 180 | FLSA Category [SR] |
| 190 | Frozen Service |

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| EDIT PREFIX | DATA ELEMENT (continued) |
|----------------|--|
| 200 | Functional Classification [SR] |
| 220 | Handicap [DR] |
| 230 | Health Plan |
| 250-350 | Legal Authority (1) and (2) [DR] |
| 370 | Nature of Action (1) and (2) [DR] |
| 380 | Nature of Action Being Corrected |
| 390 | Occupation [SR , DR] |
| 400 | Organizational Component |
| 410 | Pay Basis [SR , DR] |
| 420 | Grade = Grade, Level, Class, Rank, or Pay Band [SR , DR] |
| 430 | Pay Status |
| 440 | Pay Plan [SR , DR] |
| 450 | Pay Rate Determinant [SR , DR] |
| 460 | Personnel Office Identifier |
| 470 | Rating of Record (Level) [SR , DR] |
| 471 | Rating of Record (Pattern) [SR , DR] |
| 472 | Rating of Record (Period) [SR , DR] |
| 500 | Position Occupied [SR , DR] |
| 520 | Prior Occupation [DR] |
| 530 | Prior Pay Basis [DR] |
| 540 | Prior Grade = Prior Grade, Level, Class, Rank, or Pay Band [DR] |

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| EDIT PREFIX | DATA ELEMENT (continued) |
|----------------|--|
| 550 | Prior Pay Plan [DR] |
| 560 | Prior Pay Rate Determinant [DR] |
| 570 | Prior Basic Pay [DR] |
| 580 | Prior Step or Rate [DR] |
| 590 | Prior Work Schedule [DR] |
| 600 | Race or National Origin [SR , DR] |
| 610 | Retained Grade [SR] |
| 620 | Retained Pay Plan [SR] |
| 630 | Retained Step [SR] |
| 640 | Retirement Plan [SR] |
| 650 | Basic Pay [SR , DR] |
| 652 | Locality Adjustment [SR , DR] |
| 653 | Prior Locality Adjustment [DR] |
| 654 | Prior Duty Station |
| 655 | Retention Allowance [SR , DR] |
| 657 | Supervisory Differential [DR] |
| 660 | Service Computation Date (Leave) [SR , DR] |
| 670 | Sex |
| 680 | Social Security Number |
| 690 | Social Security Number Being Corrected |
| 695 | Special Pay Table Identifier [SR] |

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| EDIT PREFIX | DATA ELEMENT (continued) |
|----------------|---|
| 700 | Step or Rate [SR , DR] |
| 710 | Supervisory Status [SR , DR] |
| 720 | Tenure [SR , DR] |
| 740 | U.S. Citizenship [SR] |
| 750 | Veterans Preference [DR] |
| 760 | Veterans Status (Active Military Service) [SR , DR] |
| 770 | Work Schedule [DR] |
| 780 | Year Degree or Certificate Attained [SR , DR] |

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

Note that the DEFAULT specifies the action to be taken for invalid data. The abbreviation **GPDS** refers to The Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.asp>.

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|---------------------------------------|-------------------|---|
| 005.00.3 | Instructional Program | GPDS or spaces | Asterisk instructional program. |
| 010.00.3 | Agency/Subelement (first 2 positions) | GPDS | Reject transaction. |
| 010.01.3 | Agency/Subelement (last 2 positions) | GPDS | Asterisk last 2 positions of agency/subelement. |
| 030.00.1 | Annuitant Indicator | GPDS | Asterisk annuitant indicator. |
| 060.00.1 | Bargaining Unit | Must be numeric | Asterisk bargaining unit. |
| 080.00.3 | Creditable Military Service | Numeric or spaces | Asterisk creditable military service. |
| 100.00.1 | Current Appointment Authority (1) | GPDS | Asterisk current appointment authority (1). |
| 100.01.3 | Current Appointment Authority (2) | GPDS or spaces | Asterisk current appointment authority (2). |

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|---|---|---|
| 110.00.1 | Date of Birth | Numeric (with century 19-20 and month 01- 12) | Asterisk date of birth. |
| 120.00.1 | Duty Station ² | GPDS | Asterisk duty station. ⁴ |
| 130.00.3 | Education Level | GPDS or spaces | Asterisk education level. |
| 165.00.3 | Ethnicity and Race Identification ⁷ | GPDS or spaces | Asterisk ethnicity and race identification. |
| 170.00.1 | Federal Employees' Group Life Insurance | GPDS | Asterisk federal employees' group life insurance. |
| 175.00.1 | FERS Coverage | GPDS or spaces | Asterisk FERS Coverage. |
| 180.00.1 | FLSA Category | GPDS | Asterisk FLSA category. |
| 190.00.3 | Frozen Service | Numeric or spaces | Asterisk frozen service. |
| 200.00.1 | Functional Classification | GPDS | Asterisk functional classification. |
| 220.00.3 | Handicap | GPDS | Asterisk handicap. |
| 230.00.1 | Health Plan ¹ | GPDS | Asterisk health plan. |
| 390.00.1 | Occupation ⁸ | GPDS | Asterisk occupation and functional classification. |
| 400.00.1 | Organizational Component | Must not be spaces | Asterisk organizational component. |

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|-----------------------------|--|---|
| 410.00.3 | Pay Basis | GPDS | Asterisk pay basis and basic pay. |
| 430.00.1 | Pay Status | GPDS | Asterisk pay status. |
| 440.00.3 | Pay Plan ⁹ | GPDS | Asterisk pay plan, grade, step or rate, pay basis, basic pay. |
| 450.00.3 | Pay Rate Determinant | GPDS | Asterisk pay rate determinant, basic pay, pay basis. |
| 460.00.1 | Personnel Office Identifier | GPDS | Asterisk personnel office identifier. |
| 470.00.1 | Rating of Record (Level) | GPDS or space ¹⁰ | Asterisk rating of record (level), rating of record (pattern), and rating of record (period). |
| 471.00.3 | Rating of Record (Pattern) | GPDS or space | Asterisk rating of record (pattern), rating of record (level), and rating of record (period). |
| 472.00.3 | Rating of Record (Period) | Numeric (with century 19-20 and month 01-12) or spaces | Asterisk rating of record (period). |

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|----------------------------------|--|--|
| 500.00.1 | Position Occupied | GPDS | Asterisk position occupied. |
| 600.00.3 | Race or National Origin | GPDS or space | Asterisk race or national origin. |
| 620.00.1 | Retained Pay Plan | GPDS or spaces | Asterisk retained pay plan, retained grade, retained step. |
| 640.00.3 | Retirement Plan | GPDS | Asterisk retirement plan. |
| 650.00.1 | Basic Pay | Numeric | Asterisk pay basis and basic pay. ⁵ |
| 652.00.3 | Locality Adjustment | Numeric or spaces | Asterisk locality adjustment. |
| 655.00.3 | Retention Allowance | Numeric or spaces | Asterisk retention allowance. |
| 657.00.3 | Supervisory Differential | Numeric or spaces | Asterisk supervisory differential. |
| 660.00.1 | Service Computation Date (Leave) | Numeric (with century 19-20 and month 01-12) | Asterisk service computation date (leave). |
| 670.00.3 | Sex | GPDS | Asterisk sex. |

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**STATUS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|--|--|---|
| 680.00.3 | Social Security Number ⁶ | Numeric | Reject record. |
| 695.00.1 | Special Pay Table Identifier | GPDS or spaces for pay plan GM or GS | Asterisk special pay table identifier. |
| 710.00.3 | Supervisory Status | GPDS | Asterisk supervisory status. |
| 720.00.3 | Tenure | GPDS | Asterisk tenure. |
| 740.00.1 | U.S. Citizenship | GPDS | Asterisk U.S. citizenship. |
| 750.00.3 | Veterans Preference | GPDS | Asterisk veterans preference. |
| 760.00.1 | Veterans Status (Active Military Service) ³ | GPDS | Asterisk veterans status (active military service). |
| 770.00.3 | Work Schedule | GPDS | Asterisk work schedule. |
| 780.00.3 | Year Degree or Certificate Attained | Numeric (with century 19-20) or spaces | Asterisk year degree or certificate attained. |

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**STATUS FILE
INDIVIDUAL FIELD EDITS**

Notes:

- 1 Spaces are valid for this data element except for the March and September submissions.
- 2 If the first two positions of the submitted duty station are alphabetic, zeros are inserted in the last three positions regardless of the submitted values. Note that spaces are not acceptable for a duty station on Status submissions, although spaces are acceptable for a duty station on Dynamics submissions.
- 3 Spaces are valid for this data element: (a) if agency/subelement is AFNG, AFZG, or ARNG or (b) if agency/subelement is CM63 and current appointment authority (1) is XZM.
- 4 Core based statistical area (CBSA), combined statistical area (CSA), and locality pay area (three data elements generated by OPM from duty station and not submitted by agencies) also have asterisks inserted.
- 5 Asterisks are inserted in nonblank entries for locality adjustment, retention allowance, and supervisory differential.
- 6 If the first position of SSN is 8 or 9, then positions 2 through 5 of SSN must match an entry in the CPDF personnel office identifier file or be asterisks.

OR

If the first position of SSN is other than 8 or 9, then positions 1 through 3 of the SSN must be greater than 000 and less than 800.

Default: Reject record.

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**STATUS FILE
INDIVIDUAL FIELD EDITS**

Notes (continued):

7 If any of the ethnicity and race identification positions is other than space,
Then each of the ethnicity and race identification positions must be 0 or 1,
And at least one of the ethnicity and race identification positions must be 1.

Default: Insert asterisk in each of the ethnicity and race identification positions.

8 If occupation is 0334, then 2210 is moved to occupation.

9 If pay plan is GL,
And grade is equal to or greater than 11,
Then pay plan must be GS.

Default: Move GS to pay plan. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit GS for the data element.

10 Exception: It has been determined that Z, formerly reported in rating of record (level), more accurately describes the rating of record (pattern). If As of Date is prior to October 2009, Agencies will receive a warning message if they report code Z in rating of record (level). If rating of record (level) is Z, rating of record (level) is moved to rating of record (pattern) and space is moved to rating of record (level). After October 2009, Agencies will receive an error message if they report code Z in rating of record (level).

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**STATUS FILE
RELATIONSHIP EDITS**

005 (INSTRUCTIONAL PROGRAM)

005.02.3 If education level is greater than 12,
Then instructional program must not equal spaces.

Default: Insert asterisks in instructional program.

005.13.3 If education level is not equal to 06, 10, or a number equal to or greater than 13,
Then instructional program and year degree or certificate attained must be spaces
or asterisks.

Default: Insert spaces in instructional program and year degree or certificate
attained. Failing the edit does not cause the record or data elements to be counted
as errors, but agency should submit spaces for the data elements.

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**STATUS FILE
RELATIONSHIP EDITS**

060 (BARGAINING UNIT)

060.02.1 If pay plan is ES,
 Then bargaining unit must be 8888 or asterisks.

Default: Insert 8888 in bargaining unit.

060.03.1 If bargaining unit is other than 6666, 7777, 8888, or asterisks,
 Then the bargaining unit must be authorized for use in the agency.

Default: Retain data as submitted. Failing the edit does not cause the record or data element to be counted as an error, but agency should validate the bargaining unit code with the LAIRS (Labor Agreement and Information Retrieval System) contact.

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**STATUS FILE
RELATIONSHIP EDITS**

100 (CURRENT APPOINTMENT AUTHORITY)

100.02.3 If either current appointment authority is ZVB,
Then agency/subelement must be TD03.

Default: Insert asterisks in current appointment authority.

100.04.1 If either current appointment authority is YBM, YGM, Y1M, Y2M, or Y3M,
And pay plan is GS,
Then occupation must be xx99 (where "xx" represent the first two positions of a
valid occupation code) or asterisks.

Default: Insert asterisks in current appointment authority.

100.06.3 If either current appointment authority is ZVC,
Then agency/subelement must be HSBC.

Default: Insert asterisks in current appointment authority.

100.07.3 If either current appointment authority is Y1K, Y2K, Y3K, Y4K, or Y5K,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

100.08.3 If either current appointment authority is Z4J thru Z4N, Z4P, Z4S, Z4T, or Z4V
thru Z4Y,
Then agency must be NN.

Default: Insert asterisks in current appointment authority.

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**STATUS FILE
RELATIONSHIP EDITS**

- 100.09.3 If either current appointment authority is UDM,
Then agency must be TR.
- Default: Insert asterisks in current appointment authority.
- 100.10.3 If either current appointment authority is BPM, H2L, J8M, UFM, V8K, VEM,
VPE, Wxx, Xxx, Yxx, ZVB, or ZVC,
Then position occupied must be 2 or asterisk.
- Default: Insert asterisks in current appointment authority.
- 100.12.3 If either current appointment authority is ZRL,
Then agency/subelement must be DJ02.
- Default: Insert asterisks in current appointment authority.
- 100.13.3 If pay plan is ES,
Then the first current appointment authority must be NRM, NSM, NTM, NVM,
NWM, NXM, P2M, P3M, P5M, P7M, VAG, VBJ, VCJ, V2M, V4L, V4M, V4P,
V6M, Z4V, Z4W, or asterisks.
- Default: Insert asterisks in current appointment authority.
- 100.14.3 If pay plan is ES,
Then the second current appointment authority must be AUM, AWM, BWM,
HAM, ZLM, spaces, or asterisks.
- Default: Insert asterisks in the second current appointment authority.

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**STATUS FILE
RELATIONSHIP EDITS**

100.16.3 If either current appointment authority is WUM,
Then handicap must be 04, 06 through 94, or asterisks.

Default: Insert asterisks in current appointment authority.

100.17.3 If either current appointment authority is Z2W,
Then agency must be AF, AR, DD, or NV.

Default: Insert asterisks in current appointment authority.

100.19.3 If either current appointment authority is:

ABS, ACM, AYM, A2M, A7M, BBM, BEA, BGL, BKM, BLM, BMA, BMC,
BNE, BNK, BNW, BRM, BSE, BSS, BSW, BTM, BWA, BWE, HDM, HGM,
HJM, HLM, HNM, HRM, H3M, KLM, KQM, KTM, KVM, KXM, K1M, K4M,
K7M, K9M, LBM, LEM, LHM, LJM, LKM, LKP, LLM, LPM, LSM, LWM,
LYM, LZM, L1K, L1M, L3M, MCM, MEM, MGM, MJM, MLL, MLM, MMM,
MXM, M6M, M8M, NAM, NCM, NEM, NFM, NJM, NMM, NUM, Q3M,
VHM, VJM, V8L, V8N, ZBA, ZGM, ZGY, ZJK, ZJM, ZMM, ZQM, ZTM, ZTU,
Z2W, Z5B, Z5C, Z5D, Z5E, Z5H

Then position occupied must be 1 or asterisk.

Default: Insert asterisks in current appointment authority.

100.22.3 If either current appointment authority begins with M
or N (other than NUM),
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

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**STATUS FILE
RELATIONSHIP EDITS**

- 100.25.3 If either current appointment authority begins with K
(other than KLM),
Then tenure must be 1, 2, or asterisk.
- Default: Insert asterisks in current appointment authority.
- 100.28.3 If either current appointment authority is YBM, YCM, YGM, Y1M, Y2M, or
Y3M,
And pay plan is other than Yx,
Then tenure must be 2 or asterisk.
- Default: Insert asterisks in current appointment authority.
- 100.31.3 If either current appointment authority is WXM,
Then tenure must be 0, 3, or asterisk.
- Default: Insert asterisks in current appointment authority.
- 100.35.3 If either current appointment authority is V8V,
Then agency/subelement must be VA and position occupied must be 2.
- Default: Insert asterisks in current appointment authority.
- 100.36.3 If pay plan is GS,
And grade is 01 through 10,
Then neither current appointment authority may be ZKM or ZNM.
- Default: Insert asterisks in current appointment authority.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

- 100.37.3 If either current appointment authority is NEM, LBM, or LZM,
Then veterans preference may not be 1 or 5.

Default: Insert asterisks in current appointment authority.
- 100.38.3 If either current appointment authority is UAM or Z2U,
Then agency must be AF, AR, DD, or NV.

Default: Insert asterisks in current appointment authority.
- 100.55.1 If either current appointment authority is NRM, NSM, NTM, NVM, NWM,
NXM, V2M, VCJ, VBJ, VAG, V6M, V4L, V4M, V4P, Z4V, or Z4W.
Then pay plan must be ES or asterisks.

Default: Insert asterisks in current appointment authority.
- 100.58.3 If current appointment authority (1) is ZZZ,
Then service computation date must be less than January 1982 or be asterisks,
And position occupied must be 1 or asterisk.

Default: Insert asterisks in current appointment authority.
- 100.64.3 If either current appointment authority is WEM,
Then occupation must be 0904, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.
- 100.70.3 If either current appointment authority is WDM,
Then occupation must be 0905, 1222, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.

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**STATUS FILE
RELATIONSHIP EDITS**

100.73.3 If either current appointment authority is ACM, AYM, or KQM,
And agency/subelement is not RR00,
Then occupation must be other than 0904 or 0905.

Default: Insert asterisks in current appointment authority.

100.76.3 If either current appointment authority is H2L or VEM,
Then pay plan must be ED, EF, EH, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.

100.98.3 If current appointment authority (1) is ZZZ,
Then current appointment authority (2) must be ZZZ, spaces, or asterisks.

Default: Insert spaces in current appointment authority (1). Failing the edit does not cause the record or data element to be counted as an error, but agency should either: (a) submit spaces for current appointment authority (1) or (b) move the value of current appointment authority (2) to current appointment authority (1).

100.99.3 If current appointment authority (2) is ZZZ,
Then current appointment authority (1) must be ZZZ or asterisks.

Default: Insert spaces in current appointment authority (2). Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

110 (DATE OF BIRTH)

110.05.1 Date of birth must be at least 13 years less than the as of date, or be asterisks.

Default: Insert asterisks in date of birth.

Note: Minimum established at 13 to accommodate special Department of Defense program for dependents of service people stationed overseas.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

120 (DUTY STATION)

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

130 (EDUCATION LEVEL)

- 130.02.3 If tenure is 1 or 2,
 Then education level must not be spaces.

 Default: Insert asterisks in education level.
- 130.04.3 If pay plan is ES,
 Then education level must not be spaces.

 Default: Insert asterisks in education level.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

165 (ETHNICITY AND RACE IDENTIFICATION)

165.05.1 If each of the ethnicity and race identification positions is space,
Then race or national origin must be other than space.

Default: Insert asterisk in race or national origin.

165.07.1 If race or national origin is space,
Then each of the ethnicity and race identification positions must be other than
space.

Default: Insert asterisk in each of the ethnicity and race identification positions.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

170 (FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI))

170.04.1 If basic pay is 000000,
 And pay plan is not VC,
 Then FEGLI must be A0 or asterisks.

Default: Insert asterisk in FEGLI.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

180 (FLSA CATEGORY)

180.09.1 If the first two positions of Duty Station are alphabetic
 And other than: AQ, CQ, GQ, JQ, LQ, MQ, RQ, VQ, or WQ
 Then FLSA Category must be E

 Default: Insert E in FLSA category.

180.13.1 If pay plan is AA, AL, CA, ES, EX, SL, or ST,
 Then FLSA category must be E or asterisk.

 Default: Insert E in FLSA category.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

200 (FUNCTIONAL CLASSIFICATION)

200.04.1 If occupation is one of the following:

0020, 0101, 0110, 0140, 0150, 0170, 0180, 0184, 0185, 0190, 0193, 0401, 0403,
0405-0415, 0430-0454, 0457, 0460, 0470-0487, 0601, 0602, 0610, 0630-0635,
0637-0639, 0644, 0660, 0662, 0665, 0668, 0680, 0690, 0696, 0701, 0801, 0803,
0804, 0806-0808, 0810, 0819, 0830-0855, 0858-0871, 0880-0894, 0896, 1220,
1221, 1223-1226, 1301-1310, 1313-1315, 1320-1340, 1350, 1360, 1370, 1372,
1373, 1380-1386, 1510-1520, 1529, 1530, 1550

Then functional classification must be greater than 10 or be asterisks.

Default: Insert asterisks in functional classification.

200.07.1 If occupation is not one of the following:

0020, 0101, 0110, 0140, 0150, 0170, 0180, 0184, 0185, 0190, 0193, 0401, 0403,
0405-0415, 0430-0454, 0457, 0460, 0470-0487, 0601, 0602, 0610, 0630-0635,
0637-0639, 0644, 0660, 0662, 0665, 0668, 0680, 0690, 0696, 0701, 0801, 0803,
0804, 0806-0808, 0810, 0819, 0830-0855, 0858-0871, 0880-0894, 0896, 1220,
1221, 1223-1226, 1301-1310, 1313-1315, 1320-1340, 1350, 1360, 1370, 1372,
1373, 1380-1386, 1510-1520, 1529, 1530, 1550

Then functional classification must be 00 or be asterisks.

Default: Insert zeros in functional classification. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit zeros for the data element.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

390 (OCCUPATION)

390.10.1 If pay plan is Gx, LG, or ST,
 Then occupation must be less than 2500 or be asterisks.

 Default: Insert asterisks in occupation and functional classification.

390.16.1 If pay plan is Wx, Xx, or Kx,
 Then occupation must be greater than 2499 or be asterisks.

 Default: Insert asterisks in occupation and functional classification.

390.31.1 If occupation is 0605,
 Then first two positions of agency/subelement must be VA.

 Default: Insert asterisks in occupation and functional classification.

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
 RELATIONSHIP EDITS**

410 (PAY BASIS)

| 410.02.3 | If pay rate determinant is other than A, B, E, F, U, or V, And pay plan is: | Then pay basis must be as shown or asterisks |
|---|---|--|
| | AL | PA |
| | CA | PA |
| | ES | PA |
| | EX | PA |
| | GG | PA |
| | GH | PA |
| | GM | PA |
| | GS | PA |
| | KA | PA, PH |
| | SL | PA |
| | Xx | PH |
| | ZZ | WC |
| Default: Insert asterisks in pay basis and basic pay. | | |

410.07.3 If pay basis is BW, PA, PD, PH, or WC,
 And pay plan is other than AD,
 And occupation is other than 0602 or 0680,
 Then basic pay must be within the range for the pay basis shown in Table 56 or be
 asterisks.

Default: Insert asterisks in pay basis and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

420 (GRADE = GRADE, LEVEL, CLASS, RANK, OR PAY BAND)

420.02.3 If pay plan is CG, WL, or XG,
 Then grade must be 01 through 15 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.04.3 If pay plan is WS or XH,
 Then grade must be 01 through 19 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.13.3 If pay plan is GM,
 Then grade must be 13 through 15 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.16.3 If pay plan is GS,
 Then grade must be 01 through 15 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.17.3 If pay plan is NH or NJ,
 Then grade must be 01 through 04 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.18.3 If pay plan is NK,
 Then grade must be 01 through 03 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

- 420.20.3 If pay plan is EV,
 Then grade must be 01, 02, 03, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.28.3 Note: Edit 420.28.3 must be performed before edits 650.02.2 and 650.04.1.
- If pay plan is VP,
 Then grade must be 11 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.31.3 If pay plan is WG or XF,
 Then grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.34.3 If pay plan is EX,
 Then grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.44.3 If pay plan is FO,
 Then grade must be 01 through 08 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.45.3 If pay plan is FP,
 Then grade must be 01 through 09 or AA through EE or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

- 420.47.3 If pay plan is FE,
 Then grade must be CA, CM, MC, OC, 01 through 03, or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.50.3 If pay plan is AF,
 Then grade must be AA, BB, CC, DD, EE, or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.51.3 If pay plan is FM,
 Then grade must be 13 through 15 or be asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.52.3 If pay plan is FG,
 Then grade must be 01 through 15 or be asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.53.3 If pay plan is FC,
 Then grade must be 02 through 14 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.55.3 If pay plan is AL or CA,
 Then grade must be 01 through 03 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

- 420.65.3 If pay plan is GG,
 Then grade must be 01 through 15, SL, spaces or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis and basic pay.
- 420.70.3 If pay plan is GH,
 Then grade must be 13 through 15, spaces or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis and basic pay.
- 420.79.3 If pay plan is AA,
 Then grade must be 01 through 06 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.80.3 If pay plan is GL,
 Then grade must be 03 through 10 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
 (Update 56, 1/1/09)

**STATUS FILE
 RELATIONSHIP EDITS**

440 (PAY PLAN)

| 440.02.3 | If pay plan is | Then agency/subelement must be |
|----------|----------------------------|--------------------------------------|
| | AF | AG10, AM, CM55, IB, PU |
| | AG | FD |
| | AJ | NU |
| | AT | TD03 |
| | CB | FD |
| | CE | IN06 |
| | CF, CG, CH, CI, CJ, CL, CM | FD |
| | CT | CT |
| | CU | CU |
| | CX | FD |
| | CY | IN06 |
| | DA | NV |
| | DB, DE | AF, AR, DD, NV |
| | DG | NV |
| | DJ, DK | AF, AR, DD, NV |
| | DN | BF |

(edit continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|------------------------|--------------------------------------|
| | DP | NV |
| | DQ | AF, AR, DD, NV |
| | DR | AF |
| | DS, DT | NV |
| | DV, DZ | AF, AR, DD, NV |
| | EJ | DN, HS |
| | EK | DN |
| | EM | FD |
| | EN | DN |
| | EO | FD |
| | EV | TD03 |
| | EZ | SE |
| | FA | AM |
| | FB | TD03 |
| | FD | AF, AR, DD, NV |
| | FE | AG10, AG34, AM, CM55, HS, IB, PU |
| | FF, FG, FJ, FL, FM, FN | TD03 |

(edit continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
 (Update 56, 1/1/09)

**STATUS FILE
 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|---|--------------------------------------|
| | FO | AG10, AG34, AM, CM55, HS, IB, PU |
| | FP | AG10, AG34, AM, CM55, HS, IB, PU |
| | FS, FT, FV, FW, FX | TD03 |
| | GE, GI | LP |
| | GN | HE38 |
| | HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT | HS |
| | HU | IN |
| | HV, HW, HX, HY, HZ | HS |
| | IE | AF, AR, DD, NV |
| | IJ | DJ |
| | IP | AF, AR, DD, NV |
| | IR | TR93 |
| | KA, KB, KE | LP |
| | KG | TRAI |
| | KI, KJ | LP |
| | KL | TRAI |
| | KM, KN, KO, KP | LP |
| | KS | TRAI |
| | KT, KU, KV, KW, KX, KY | LP |
| | LE | HSAD |
| | LG | FD |

(edit continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|----------------------|--------------------------------------|
| | MA | AG |
| | MC | MI |
| | MS, MX | HU |
| | NB | TRAJ |
| | NC, ND, NG | NV |
| | NH, NJ, NK | AF, AR, DD, NV |
| | NO, NP, NR, NT | NV |
| | NX, NY | KS |
| | NZ | SM03 |
| | OE, OF | HUFH |
| | PD | DJ15, HSAD, HSBD, TR40 |
| | PG, PJ, PQ, PU, PZ | LP |
| | RA | AG |
| | RE, RP | TR93 |
| | RS | HE |
| | SK | SE |
| | SN | NU |
| | SO | SE |
| | SP | IN |
| | SS | CU |
| | SV, SW | HSBC |

(edit continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|----------------------|--------------------------------------|
| | TF | FY |
| | TG | TR35 |
| | TM | FY |
| | TP | DD16 |
| | TR | TRAD, TRAI |
| | TS | FY |
| | VC, VE | VA |
| | VG, VH | FK, FL |
| | VM, VN, VP | VA |
| | WA | AR |
| | WE | TR |
| | WJ, WK, WO, WY | AR |
| | XA, XB, XC | IN |
| | XE | IN07 |
| | XF, XG, XH | AR |
| | XI, XJ, XK | TRAI |

(edit continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|---|--------------------------------------|
| | YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ | AF, AR, DD, NV |
| | ZA, ZP, ZS, ZT | CM |
| | Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay. | |

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

440.45.3 If either current appointment authority is UAM,
Then pay plan may not be GS.

Default: Insert GG in pay plan.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

450 (PAY RATE DETERMINANT)

450.02.3 If pay rate determinant is 4,
 Then pay plan may not begin with W or X.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.05.3 If pay plan is GH or GM,
 Then pay rate determinant may not be A, B, E, F, U, or V.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.43.3 If pay rate determinant is Z,
 Then pay plan must not be FO or FP,
 And agency must be AM, GY, or ST,
 And the first two positions of duty station must be CA or MX.

Default: Insert asterisks in pay rate determinant and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

470 (RATING OF RECORD (LEVEL))

NOTE: If Z appears in rating of record (level) on input, it will have been moved to rating of record (pattern) and replaced by a space. That is the only circumstance under which rating of record (level) would contain a space at the performance of these edits.

470.03.3 If rating of record (pattern) is A,
 Then rating of record (level) must be 1, 3, or X.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.04.3 If rating of record (pattern) is B,
 Then rating of record (level) must be 1, 3, 5, or X.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.05.3 If rating of record (pattern) is C,
 Then rating of record (level) must be 1, 3, 4, or X.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.06.3 If rating of record (pattern) is D,
 Then rating of record (level) must be 1, 2, 3, or X.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.07.3 If rating of record (pattern) is E,
 Then rating of record (level) must be 1, 3, 4, 5, or X.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

470.08.3 If rating of record (pattern) is F,
 Then rating of record (level) must be 1, 2, 3, 5, or X.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.09.3 If rating of record (pattern) is G,
 Then rating of record (level) must be 1, 2, 3, 4, or X.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.10.3 If rating of record (pattern) is H,
 Then rating of record (level) must be 1, 2, 3, 4, 5, or X.

 Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

471 (RATING OF RECORD (PATTERN))

471.02.3 If rating of record (level) is 1 through 5,
Then neither rating of record (pattern) nor rating of record (period) may be
spaces.

Default: Insert asterisks in rating of record (pattern), rating of record (level), and
rating of record (period).

471.03.3 If pay plan is ES,
Then rating of record (pattern) must not be A, B, C, E or Z.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

471.06.1 If rating of record (level) is space,
Then rating of record (pattern) must be Z.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

472 (RATING OF RECORD (PERIOD))

472.02.1 If rating of record (period) is not spaces or asterisks,
Then it must be equal to or less than the as of date.

Default: Insert asterisks in rating of record (period).

472.03.3 If rating of record (level) is X,
Then rating of record (period) must be spaces.

Default: Insert spaces in rating of record (period). Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

472.04.1 If rating of record (period) is not spaces or asterisks,
Then it must not be more than 5 years earlier than the as of date.

Default: Retain data as submitted. Failing the edit does not cause the record or data element to be counted as an error, but agency should verify that the rating of record (period) reflects the date of the employee's most current rating of record (level).

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**STATUS FILE
RELATIONSHIP EDITS**

500 (POSITION OCCUPIED)

500.02.3 If pay plan is ED, EE, EF, EG, EH, EI, Fx (other than FC), MA, SV, SW, VE,
VM, VN, or VP,
Then position occupied must be 2 or asterisk.

Default: Insert 2 in position occupied.

500.04.3 If pay plan is ES,
Then position occupied must be 3, 4, or asterisk.

Default: Insert asterisk in position occupied.

500.07.1 If position occupied is 3 or 4,
Then pay plan must be ES or asterisks.

Default: Insert asterisk in position occupied.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

600 (RACE OR NATIONAL ORIGIN)

600.02.3 If race or national origin is Y,
Then the first two positions of duty station must be RQ or asterisks.

Default: Insert asterisk in race or national origin.

600.04.3 If race or national origin is F, G, H, J through N, P, or Q,
Then the first two positions of duty station must be 15 or asterisks.

Default: Insert asterisk in race or national origin.

600.07.3 If the first two positions of duty station are RQ,
Then race or national origin must be D, Y, space, or asterisk.

Default: Insert asterisk in race or national origin.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

610 (RETAINED GRADE)

610.02.1 If retained pay plan is WL,
Then retained grade must be 01 through 15.

Default: Insert asterisks in retained grade and retained step.

610.04.1 If retained pay plan is WS,
Then retained grade must be 01 through 19.

Default: Insert asterisks in retained grade and retained step.

610.10.1 If retained pay plan is GS,
Then retained grade must be 01 through 15.

Default: Insert asterisks in retained grade, retained step, pay basis, and basic pay.

610.13.1 If retained pay plan is WG,
Then retained grade must be 01 through 15.

Default: Insert asterisks in retained grade and retained step.

610.19.1 If pay rate determinant is A, B, E, F, U, or V,
Then retained grade may not be spaces.

Default: Insert asterisks in retained grade, retained pay plan, retained step, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

610.30.1 If retained pay plan is GG,
Then retained grade must be 01 through 15 or asterisks.

Default: Insert asterisks in retained grade, retained step, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

620 (RETAINED PAY PLAN)

620.02.1 If pay rate determinant is A, B, E, F, U, or V,
Then retained pay plan may not be GH or GM.

Default: Insert asterisks in retained grade, retained pay plan, retained step, pay basis, and basic pay.

620.04.1 If retained grade is other than spaces or asterisks,
Then retained pay plan and retained step may not be spaces.

Default: Insert asterisks in retained grade, retained pay plan, retained step, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

630 (RETAINED STEP)

630.02.1 If pay rate determinant is A, B, E, or F,
 And neither current appointment authority is UAM,
 And retained pay plan is GS or GG,
 And retained grade is 01 through 15,
 Then retained step must be 01 through 10 or asterisks.

Default: Insert asterisks in retained step, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

640 (RETIREMENT PLAN)

640.11.1 If retirement plan is K, L, M, or N,
 Then FERS coverage must be A, E, or asterisk.

 Default: Insert asterisk in FERS coverage.

640.14.1 If FERS coverage is A or E,
 Then retirement plan must be K, L, M, N, P, or asterisk.

 Default: Insert spaces in FERS coverage. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

650 (BASIC PAY)

650.04.1 Note: Edit 420.28.3 must be performed before edits 650.02.2 and 650.04.1.

If pay plan is GS or VP,
And pay rate determinant is 0 or 7,
Then basic pay must match the entry for grade and step or rate on Table 1 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.07.1 If pay plan is GG or GS,
And pay rate determinant is A or B,
And retained pay plan is GG or GS,
And retained grade is equal to or higher than grade,
And retained step is 01 through 10,
Then basic pay must match the entry for retained grade and retained step on Table 1 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.13.1 If pay plan is GS,
And pay rate determinant is 2, 3, 4, J, K, or R,
Then basic pay must equal or exceed the minimum basic pay for the appropriate grade on Table 2 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

650.16.1 If pay rate determinant is U or V,
 And retained pay plan is GG or GS,
 Then basic pay must equal or exceed the minimum basic pay for the retained
 grade on Table 2 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.19.3 If pay plan is GM,
 And pay rate determinant is 0 or 7,
 Then basic pay must fall within the range for grade on Table 3 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.21.1 If pay plan is GL,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for the grade and step on Table 57 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.25.1 If pay plan is GH or GM,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must equal or exceed the minimum basic pay for the grade on
 Table 2 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.31.1 If pay plan is EX,
 And pay rate determinant is 0,
 Then basic pay must equal the entry for the grade on Table 5 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

650.37.3 If pay plan is ES or FE,
 And pay rate determinant is 0,
 Then basic pay must be within the range on Table 55 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.38.1 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 0 or 7,
 Then basic pay must equal the entry for the grade and step on Table 1 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.39.1 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 5 or 6,
 Then basic pay must equal or exceed the entry for the grade and step on Table 1
 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

Note: The basic pay check in this edit is temporary to allow agencies time to
modify special rate documentation in their HR systems. Eventually, the edit will
be changed to require basic pay to equal the Table 1 entry.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

650.42.1 If pay plan is GG,
 And grade is 01 through 15,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must equal or exceed the entry for the grade on Table 2 or be
 asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.45.1 If pay plan is GH,
 And pay rate determinant is 0 or 7,
 Then basic pay must be within the range for the grade on Table 3 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.47.1 If pay plan is FC,
 And pay rate determinant is 0,
 Then basic pay must be within the range for the grade on Table 8 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.48.1 If pay plan is GG,
 And grade is SL,
 And pay rate determinant is 0,
 Then basic pay must be within the range on Table 21 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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**STATUS FILE
RELATIONSHIP EDITS**

650.53.1 If pay plan is AF, FO, or FP,
And pay rate determinant is 0,
Then basic pay must fall within the range for the grade on Table 10 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.66.3 If pay plan is VN,
And pay rate determinant is 0,
And occupation is 0601 or 0603,
Then basic pay must be within the range for the grade on Table 14 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.81.1 If pay plan is other than GG or GS,
And retained pay plan is GG or GS,
And retained step is 01 through 10,
And pay rate determinant is A or B,
Then basic pay must equal the entry for the retained grade and retained step on Table 1 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.82.1 If pay plan is other than GG or GS,
And retained pay plan is GG or GS,
And retained step is 01 through 10,
And pay rate determinant is E or F,
Then basic pay must equal or exceed the entry for the retained grade and retained step on Table 1 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

Note: The basic pay check in this edit is temporary to allow agencies time to modify special rate documentation in their HR systems. Eventually, the edit will be changed to require basic pay to equal the Table 1 entry.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**STATUS FILE
RELATIONSHIP EDITS**

650.83.1 If pay plan is GS,
 And pay rate determinant is 5 or 6,
 Then basic pay must equal or exceed the entry for grade and step or rate on Table
 1 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

Note: The basic pay check in this edit is temporary to allow agencies time to modify special rate documentation in their HR systems. Eventually, the edit will be changed to require basic pay to equal the Table 1 entry.

650.89.1 If pay plan is GG or GS,
 And pay rate determinant is E or F,
 And retained pay plan is GG or GS,
 And retained step is 01 through 10,
 And retained grade is equal to or higher than grade,
 Then basic pay must equal or exceed the entry for retained grade and retained step
 on Table 1 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

Note: The basic pay check in this edit is temporary to allow agencies time to modify special rate documentation in their HR systems. Eventually, the edit will be changed to require basic pay to equal the Table 1 entry.

650.95.3 If pay plan is AA,
 And pay rate determinant is 0,
 Then basic pay must match the entry for the grade on Table 53 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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**STATUS FILE
RELATIONSHIP EDITS**

650.96.1 If pay plan is AL,
 And pay rate determinant is not C,
 Then basic pay must match the entry for the grade and step or rate on Table 22 or
 be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.97.1 If pay plan is CA,
 And pay rate determinant is not C,
 Then basic pay must match the entry on Table 23 for the grade or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.98.1 If pay plan is ST or SL,
 And pay rate determinant is not C,
 Then basic pay must fall within the range on Table 21 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

652 (LOCALITY ADJUSTMENT)

Note:

Due to reporting requirement changes, the Locality Adjustment field may contain (depending on the pay rate determinant) a locality adjustment or a special rate supplement.

Table 25 shows locality pay percentages currently authorized for each locality pay area. We divide the locality adjustment amount by the basic pay amount to calculate the percentage used in these edits. We generate the locality pay area code from the duty station. The locality pay area codes are defined in The Guide to Personnel Data Standards, available on the Internet at <http://www.opm.gov/feddata/guidance.asp>.

652.10.1 If pay plan is FO, FP, GG, GH, GL, GM, or GS,
 And pay rate determinant is 0 or 7,
 And locality pay area is other than ZZ or asterisks,
 Then the amount of the locality adjustment, as a percentage of basic pay, must match the percentage for the locality pay area on Table 25, be asterisks or basic pay plus locality adjustment must equal the EX-04 rate on Table 5.

Default: Insert asterisks in locality adjustment.

652.15.1 If pay plan is GG, GH, GM, or GS,
 And pay rate determinant is 5, 6, E, or F,
 And special pay table identifier is other than 0491,
 Then the special rate supplement must be greater than zero.

Default: Accept data as submitted. Failing the edit does not cause the record or data element to be counted as an error.

Note: The default action in this edit is temporary to allow agencies time to modify special rate documentation in their HR systems. Eventually, the edit will be changed to insert asterisks in locality adjustment.

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**STATUS FILE
RELATIONSHIP EDITS**

652.20.3 If agency is other than HS,
 And locality pay area is ZZ,
 And pay rate determinant is other than 5, 6, E, or F,
 And pay plan is GM or GS,
 Then locality adjustment must be zeros, spaces, or asterisks.

Default: Insert spaces in locality adjustment. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

652.30.3 If pay plan is ES, EX, FE, or ZZ,
 And pay rate determinant is other than A, B, E, F, or S,
 Then locality adjustment must be zeros, spaces, or asterisks.

Default: Insert spaces in locality adjustment. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

652.45.1 If retained pay plan is GG or GS,
 And pay rate determinant is A or B,
 And locality pay area is other than ZZ,
 Then the locality adjustment amount may not be spaces.

Default: Insert asterisks in locality adjustment.

652.60.1 If pay plan is AA, AL, CA, SL, or ST,
 And locality pay area is other than ZZ or asterisks,
 And pay rate determinant is 0,
 Then the locality adjustment amount must not be spaces or an amount, as a percentage of basic pay, greater than the percentage for the locality pay area on Table 25.

Default: Insert asterisks in locality adjustment.

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**STATUS FILE
RELATIONSHIP EDITS**

655 (RETENTION ALLOWANCE)

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**STATUS FILE
RELATIONSHIP EDITS**

660 (SERVICE COMPUTATION DATE (LEAVE))

660.02.3 Service computation date (leave) must be at least 13 years greater than date of birth or be asterisks.

Default: Insert asterisks in service computation date(leave).

Note: Limit established at 13 years to accommodate special DOD program for dependents of service people stationed overseas.

660.03.1 Service computation date (leave) must be equal to or less than the as of date or be asterisks.

Default: Insert asterisks in service computation date(leave).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

695 (SPECIAL PAY TABLE IDENTIFIER)

695.05.1 If pay rate determinant is not 5, 6, E, or F,
Then special pay table identifier must be blanks or asterisks.

Default: Insert spaces in special pay table identifier. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

695.10.1 If pay plan is GM or GS,
And pay rate determinant is 5, 6, E, or F,
Then special pay table identifier must not be blanks.

Default: Insert asterisks in special pay table identifier.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

700 (STEP OR RATE)

700.04.3 If pay plan is GG, GS, or VP,
 And neither current appointment authority is UAM,
 And grade is 01 through 15,
 And pay rate determinant is 0, 5, 6, or 7,
 Then step or rate must be 01 through 10 or asterisks.

Default: Insert asterisks in step or rate.

700.31.3 If pay plan is FO,
 Then step or rate must be 01 through 14 or asterisks.

Default: Insert asterisks in step or rate.

700.34.3 If pay plan is FP,
 And grade is 01 through 09,
 Then step or rate must be 01 through 14 or asterisks.

Default: Insert asterisks in step or rate.

700.60.3 If pay plan is AL,
 And grade is 03,
 Then step or rate must be A through F or asterisks.

Default: Insert asterisks in step or rate.

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**STATUS FILE
RELATIONSHIP EDITS**

700.65.3 If pay plan is GG,
 And grade is 01 through 15,
 And pay rate determinant is 0, 5, 6, or 7,
 And either current appointment authority is UAM,
 Then step or rate must be 01 through 12 or asterisks.

Default: Insert asterisks in step or rate.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

710 (SUPERVISORY STATUS)

710.07.3 If pay plan is BS, JR, JT, KS, NS, WA, WN, WQ, WS, XC, XN, or XS,
Then supervisory status must be 2 or asterisk.

Default: Insert 2 in supervisory status.

710.10.3 If pay plan is FA,
Then supervisory status must be 2 or asterisk.

Default: Insert 2 in supervisory status.

710.13.3 If pay plan is ES, EX, or FE,
Then supervisory status must be 2, 8, or asterisk.

Default: Insert asterisk in supervisory status.

710.16.3 If pay plan is GM,
Then supervisory status must be 2, 4, 5, 7 or asterisk.

Default: Insert asterisk in supervisory status.

710.19.3 If pay plan is BL, JL, JQ, KL, NL, WL, WO, WR, XB, or XL,
Then supervisory status must be 6 or asterisk.

Default: Insert 6 in supervisory status.

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**STATUS FILE
RELATIONSHIP EDITS**

710.22.3 If pay plan is BB, ED, EE, EF, EG, EH, EI, JG, JP, KG, NA, WD, WG, WK, WT, WU, WY, XA, XD, or XP,
Then supervisory status must be 4, 8, or asterisk.

Default: Insert asterisk in supervisory status.

710.25.3 If pay plan is BP, WB, WE, or WM,
Then supervisory status must be 2, 6, 8, or asterisk.

Default: Insert asterisk in supervisory status.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

720 (TENURE)

720.02.3 If pay plan is ES,
Then tenure must be 0.

Default: Insert 0 in tenure.

720.04.3 If pay plan is VM, VN, or VP,
Then tenure must be 1 or asterisk.

Default: Insert 1 in tenure.

720.08.3 If either current appointment authority is Y7M, Y8M, Y9K, or Y9M,
Then tenure must be 0, 3, spaces, or asterisks.

Default: Insert asterisks in tenure.

720.35.3 If either current appointment authority is ZKM (Presidential appointment),
And pay plan is AD or EX,
Then tenure must be 0.

Default: Insert 0 in tenure.

720.40.3 If either current appointment authority is ZNM (Presidential appointment with
advice and consent of Senate),
And pay plan is AD or EX,
Then tenure must be 0.

Default: Insert 0 in tenure.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

740 (U.S. CITIZENSHIP)

740.02.1 If U.S. citizenship is not 1,
 Then the first two positions of duty station must be numeric, xQ, or asterisks.

 Default: Reject transaction.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

760 (VETERANS STATUS (ACTIVE MILITARY SERVICE))

760.05.3 If veterans status (active military service) is X,
Then veterans preference must not be 2, 3, 4, or 6.

Default: Insert asterisks in veterans status (active military service).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**STATUS FILE
RELATIONSHIP EDITS**

780 (YEAR DEGREE OR CERTIFICATE ATTAINED)

780.03.1 Year degree or certificate attained must be less than or equal to the as of date year, or be spaces or asterisks.

Default: Insert asterisks in year degree or certificate attained.

780.04.3 If instructional program is other than spaces or asterisks,
And education level is other than 14, 16, 18, 20, or 22,
Then year degree or certificate attained must not be spaces.

Default: Insert asterisks in year degree or certificate attained.

780.05.1 If year degree or certificate attained is other than spaces or asterisks,
And date of birth is other than asterisks,
Then year degree or certificate attained must be at least 17 years greater than year of birth.

Default: Insert asterisks in year degree or certificate attained.

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

Note that the DEFAULT specifies the action to be taken for invalid data. The abbreviation **GPDS** refers to The Guide to Personnel Data Standards, which is available at Internet address <http://www.opm.gov/feddata/guidance.asp>.

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|---------------------------------------|-------------------|---|
| 005.00.3 | Instructional Program | GPDS or spaces | Asterisk instructional program. |
| 010.00.3 | Agency/Subelement (first 2 positions) | GPDS | Reject transaction. |
| 010.01.3 | Agency/Subelement (last 2 positions) | GPDS | Asterisk last two positions of agency/subelement. |
| 050.00.2 | Award Amount | Numeric or spaces | Asterisk award amount. |
| 080.00.3 | Creditable Military Service | Numeric or spaces | Asterisk creditable military service. |
| 090.00.2 | Previous Retirement Coverage | GPDS or spaces | Asterisk previous retirement coverage. |
| 100.00.2 | Current Appointment Authority (1) | GPDS or spaces | Asterisk current appointment authority (1). |

(continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|---|--|---|
| 100.01.3 | Current Appointment Authority (2) | GPDS or spaces | Asterisk current appointment authority (2). |
| 110.00.2 | Date of Birth ² | Numeric (with century 19-20 and month 01-12) | Asterisk date of birth. |
| 120.00.2 | Duty Station ¹ | GPDS or spaces | Asterisk duty station. ³ |
| 130.00.3 | Education Level | GPDS or spaces | Asterisk education level. |
| 140.00.2 | Effective Date of Personnel Action ⁹ | Numeric (with century 19-20, month 01-12, and day 01-31) | Reject transaction. |
| 165.00.3 | Ethnicity and Race Identification ¹⁰ | GPDS or spaces | Asterisk ethnicity and race identification. |
| 190.00.3 | Frozen Service | Numeric or spaces | Asterisk frozen service. |
| 220.00.3 | Handicap | GPDS or spaces | Asterisk handicap. |

(continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|--|-------------------------------------|---|
| 250.00.2 | Legal Authority (1) | GPDS or spaces | Asterisk legal authority (1). |
| 250.01.2 | Legal Authority (2) | GPDS, spaces, 6xx, 7xx, 8xx, or 9xx | Asterisk legal authority (2). |
| 370.00.2 | Nature of Action ⁸ | GPDS | Reject transaction. |
| 390.00.2 | Occupation ¹¹ | GPDS or spaces | Asterisk occupation. |
| 400.00.2 | Organizational Component ² | Must not be spaces | Asterisk organizational component. |
| 410.00.3 | Pay Basis | GPDS or space | Asterisk pay basis and basic pay. |
| 440.00.3 | Pay Plan ¹³ | GPDS or spaces | Asterisk pay plan, grade, step or rate, pay basis, and basic pay. |
| 450.00.3 | Pay Rate Determinant | GPDS or spaces | Asterisk pay rate determinant, pay basis, basic pay. |
| 460.00.2 | Personnel Office Identifier ² | GPDS | Asterisk personnel office identifier. |
| 470.00.2 | Rating of Record (Level) ¹⁵ | GPDS or space | Asterisk rating of record (level), rating of record (pattern), and rating of record (period). |
| 471.00.3 | Rating of Record (Pattern) | GPDS or space | Asterisk rating of record (pattern), rating of record (level), and rating of record (period). |

(continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|--------------------------------|--|---|
| 472.00.3 | Rating of Record (Period) | Numeric (with century 19-20 and month 01-12) or spaces | Asterisk rating of record (period). |
| 500.00.2 | Position Occupied | GPDS or spaces | Asterisk position occupied. |
| 520.00.2 | Prior Occupation ¹² | GPDS or spaces | Asterisk prior occupation. |
| 530.00.2 | Prior Pay Basis | GPDS or space | Asterisk prior pay basis, prior basic pay. |
| 550.00.2 | Prior Pay Plan ¹⁴ | GPDS or spaces | Asterisk prior pay plan, prior grade, prior step or rate, prior pay basis, prior basic pay. |
| 560.00.2 | Prior Pay Rate Determinant | GPDS or spaces | Asterisk prior pay rate determinant, prior pay basis, prior basic pay. |
| 570.00.2 | Prior Basic Pay | Numeric or spaces | Asterisk prior pay basis, prior basic pay. ⁶ |
| 590.00.2 | Prior Work Schedule | GPDS or spaces | Asterisk prior work schedule. |
| 600.00.3 | Race or National Origin | GPDS or space | Asterisk race or national origin. |
| 640.00.3 | Retirement Plan | GPDS or spaces | Asterisk retirement plan. |

(continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|----------------------------------|--|--|
| 650.00.2 | Basic Pay | Numeric or spaces | Asterisk pay basis and basic pay. ⁵ |
| 652.00.3 | Locality Adjustment | Numeric or spaces | Asterisk locality adjustment. |
| 653.00.2 | Prior Locality Adjustment | Numeric or spaces | Asterisk prior locality adjustment. |
| 654.00.2 | Prior Duty Station ¹ | GPDS or spaces | Asterisk prior duty station. ⁴ |
| 655.00.3 | Retention Allowance | Numeric or spaces | Asterisk retention allowance. |
| 657.00.3 | Supervisory Differential | Numeric or spaces | Asterisk supervisory differential. |
| 660.00.2 | Service Computation Date (Leave) | Numeric (with century 19-20 and month 01-12) or spaces | Asterisk service computation date (leave). |
| 670.00.3 | Sex | GPDS or spaces | Asterisk sex. |

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
 INDIVIDUAL FIELD EDITS**

(continued)

| EDIT | DATA ELEMENT | VALID DATA | DEFAULT |
|----------|---|--|---|
| 680.00.3 | Social Security Number ⁷ | Numeric | Reject transaction. |
| 710.00.3 | Supervisory Status | GPDS or spaces | Asterisk supervisory status. |
| 720.00.3 | Tenure | GPDS or spaces | Asterisk tenure. |
| 750.00.3 | Veterans Preference | GPDS or spaces | Asterisk veterans preference. |
| 760.00.2 | Veterans Status (Active Military Service) | GPDS or spaces | Asterisk veterans status (active military service). |
| 770.00.3 | Work Schedule | GPDS or spaces | Asterisk work schedule. |
| 780.00.3 | Year Degree or Certificate Attained | Numeric (with century 19-20) or spaces | Asterisk year degree or certificate attained. |

Notes:

- ¹ If the first two positions of the duty station are alphabetic, zeros are inserted in the last three positions regardless of submitted values.
- ² May be spaces for nature of action codes 001 (cancellation) and 817 (student loan repayment).
- ³ Core based statistical area (CBSA), combined statistical area (CSA), and locality pay area (three data elements generated by OPM from duty station and not submitted by agencies) also have asterisks inserted.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
INDIVIDUAL FIELD EDITS**

Notes (continued):

4 Prior locality pay area, a data element generated by OPM from prior duty station and not submitted by agencies, also has asterisks inserted. Asterisks are also inserted in prior locality adjustment.

5 Asterisks are also inserted in nonblank entries for locality adjustment, retention allowance, and supervisory differential.

6 Asterisks are also inserted in nonblank entries for prior locality adjustment.

7 If the first position of SSN is 8 or 9, then positions 2 through 5 of SSN must match an entry in the CPDF personnel office identifier file or be asterisks.

OR

If the first position of SSN is other than 8 or 9, then positions 1 through 3 of SSN must be greater than 000 and less than 800.

Default: Reject transaction.

8 If nature of action (1) is 001 or 002, then nature of action (2) may not be 001, 002, or spaces.

OR

If nature of action (1) is other than 001 or 002, then nature of action (2) must be spaces.

Default: Reject transaction.

9 If month is 01, 03, 05, 07, 08, 10, or 12, then day must be 01-31. If month is 04, 06, 09, or 11, then day must be 01-30. If month is 02, then day must be 01-29. Default: Reject transaction.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
INDIVIDUAL FIELD EDITS**

Notes (continued):

¹⁰ If any of the ethnicity and race identification positions is other than space,
Then each of the ethnicity and race identification positions must be 0 or 1,
And at least one of the ethnicity and race identification positions must be 1.

Default: Insert asterisk in each of the ethnicity and race identification positions.

¹¹ If occupation is 0334, then 2210 is moved to occupation.

¹² If prior occupation is 0334, then 2210 is moved to prior occupation.

¹³ If pay plan is GL,
And grade is equal to or greater than 11,
Then pay plan must be GS.

Default: Move GS to pay plan. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit GS for the data element.

¹⁴ If prior pay plan is GL,
And prior grade is equal to or greater than 11,
Then prior pay plan must be GS.

Default: Move GS to prior pay plan. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit GS for the data element.

¹⁵ If nature of action is 001 (Cancellation) or 817 (Student loan Repayment),
Or rating of record (pattern) is Z,
Then rating of record (level) may be space,
Otherwise rating of record (level) must match a valid code in the GPDS.

Note: If Effective Date is prior to October 2009, Agencies will receive a warning message if they report code Z in rating of record (level). If rating of record (level) is Z, rating of record (level) is moved to rating of record (pattern) and space is moved to rating of record (level). After October 2009, Agencies will receive an error message if they report code Z in rating of record (level).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
RELATIONSHIP EDITS**

005 (INSTRUCTIONAL PROGRAM)

005.02.3 If education level is greater than 12,
Then instructional program must not equal spaces.

Default: Insert asterisks in instructional program.

005.13.3 If education level is not equal to 06, 10, or a number equal to or greater than 13,
Then instructional program and year degree or certificate attained must be spaces
or asterisks.

Default: Insert spaces in instructional program and year degree or certificate
attained. Failing the edit does not cause the record or data elements to be counted
as errors, but agency should submit spaces for the data elements.

005.15.2 If nature of action is 1xx,
And effective date is after 19930930,
And tenure is 1 or 2,
And education level is 06 or 10,
Then instructional program and year degree or certificate attained must not be
spaces.

Default: Insert asterisks in instructional program and year degree or certificate
attained.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
RELATIONSHIP EDITS**

005.20.2 If nature of action is 1xx,
 And effective date is after 19930930,
 And pay plan is ES,
 And education level is 06 or 10,
 Then instructional program and year degree or certificate attained must not be
 spaces.

Default: Insert asterisks in instructional program and year degree or certificate
attained.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
RELATIONSHIP EDITS**

050 (AWARD AMOUNT)

050.02.2 If nature of action is 815-817, 825-826, 840-849, 878, 879, 885-887, or 889,
Then award amount must be greater than zero or asterisks, and must not be
spaces.

Default: Insert asterisks in award amount.

050.06.2 If nature of action is 819,
Then award amount must be zeros or asterisks or an amount not more than 25
percent of (basic pay plus locality adjustment) rounded to the nearest dollar.

Default: Insert asterisks in award amount.

050.10.2 If nature of action is 818,
Then award amount must be either zeros or an amount not less than 000010 (i.e.,
10%) and not more than 000025 (i.e., 25%) or asterisks.

Default: Insert asterisks in award amount.

050.15.2 If nature of action is 818,
Then pay plan may not be one of the following: Bx, ES, Wx, or Xx.

Default: Insert asterisks in award amount.

050.40.2 If nature of action is 825,
Then award amount must be no more than 25000.

Default: Insert asterisks in award amount.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

100 (CURRENT APPOINTMENT AUTHORITY)

100.02.3 If either current appointment authority is ZVB,
Then agency/subelement must be TD03.

Default: Insert asterisks in current appointment authority.

100.05.2 If either current appointment authority is YBM, YGM, Y1M, Y2M, or Y3M,
And pay plan is GS,
Then occupation must be xx99 (where "xx" represent the first two positions of a
valid occupation code), spaces, or asterisks.

Default: Insert asterisks in current appointment authority.

100.06.3 If either current appointment authority is ZVC,
Then agency/subelement must be HSBC.

Default: Insert asterisks in current appointment authority.

100.07.3 If either current appointment authority is Y1K, Y2K, Y3K, Y4K, or Y5K,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

100.08.3 If either current appointment authority is Z4J thru Z4N, Z4P, Z4S, Z4T, or Z4V
thru Z4Y,
Then agency must be NN.

Default: Insert asterisks in current appointment authority.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 100.09.3 If either current appointment authority is UDM,
Then agency must be TR.

Default: Insert asterisks in current appointment authority.
- 100.10.3 If either current appointment authority is BPM, H2L, J8M, UFM, V8K, VEM,
VPE, Wxx, Xxx, Yxx, ZVB, or ZVC,
Then position occupied must be 2 or asterisk.

Default: Insert asterisks in current appointment authority.
- 100.12.3 If either current appointment authority is ZRL,
Then agency/subelement must be DJ02.

Default: Insert asterisks in current appointment authority.
- 100.13.3 If pay plan is ES,
Then the first current appointment authority must be NRM, NSM, NTM, NVM,
NWM, NXM, P2M, P3M, P5M, P7M, VAG, VBJ, VCJ, V2M, V4L, V4M, V4P,
V6M, Z4V, Z4W, or asterisks.

Default: Insert asterisks in current appointment authority.
- 100.14.3 If pay plan is ES,
Then the second current appointment authority must be AUM, AWM, BWM,
HAM, ZLM, spaces, or asterisks.

Default: Insert asterisks in the second current appointment authority.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

100.16.3 If either current appointment authority is WUM,
Then handicap must be 04, 06 through 94, or asterisks.

Default: Insert asterisks in current appointment authority.

100.17.3 If either current appointment authority is Z2W,
Then agency must be AF, AR, DD, or NV.

Default: Insert asterisks in current appointment authority.

100.19.3 If either current appointment authority is:

ABS, ACM, AYM, A2M, A7M, BBM, BEA, BGL, BKM, BLM, BMA, BMC,
BNE, BNK, BNW, BRM, BSE, BSS, BSW, BTM, BWA, BWE, HDM, HGM,
HJM, HLM, HNM, HRM, H3M, KLM, KQM, KTM, KVM, KXM, K1M, K4M,
K7M, K9M, LBM, LEM, LHM, LJM, LKM, LKP, LLM, LPM, LSM, LWM,
LYM, LZM, L1K, L1M, L3M, MCM, MEM, MGM, MJM, MLL, MLM, MMM,
MXM, M6M, M8M, NAM, NCM, NEM, NFM, NJM, NMM, NUM, Q3M,
VHM, VJM, V8L, V8N, ZBA, ZGM, ZGY, ZJK, ZJM, ZMM, ZQM, ZTM, ZTU,
Z2W, Z5B, Z5C, Z5D, Z5E, Z5H

Then position occupied must be 1 or asterisk.

Default: Insert asterisks in current appointment authority.

100.22.3 If either current appointment authority begins with M or N (other than NUM),
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 100.25.3 If either current appointment authority begins with K (other than KLM),
Then tenure must be 1, 2, or asterisk.

Default: Insert asterisks in current appointment authority.
- 100.28.3 If either current appointment authority is YBM, YCM, YGM, Y1M, Y2M, or
Y3M,
And pay plan is other than Yx,
Then tenure must be 2 or asterisk.

Default: Insert asterisks in current appointment authority.
- 100.31.3 If either current appointment authority is WXM,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisks in current appointment authority.
- 100.35.3 If either current appointment authority is V8V,
Then agency/subelement must be VA and position occupied must be 2.

Default: Insert asterisks in current appointment authority.
- 100.36.3 If pay plan is GS,
And grade is 01 through 10,
Then neither current appointment authority may be ZKM or ZNM.

Default: Insert asterisks in current appointment authority.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 100.37.3 If either current appointment authority is NEM, LBM, or LZM,
Then veterans preference may not be 1 or 5.

Default: Insert asterisks in current appointment authority.
- 100.38.3 If either current appointment authority is UAM or Z2U,
Then agency must be AF, AR, DD, or NV.

Default: Insert asterisks in current appointment authority.
- 100.56.2 If either current appointment authority is NRM, NSM, NTM, NVM, NWM,
NXM, VAG, VBJ, VCJ, V4L, V2M, V4M, V6M, V4P, Z4V, or Z4W.
Then pay plan must be ES, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.
- 100.58.3 If current appointment authority (1) is ZZZ,
Then service computation date must be less than January 1982 or be asterisks,
And position occupied must be 1 or asterisk.

Default: Insert asterisks in current appointment authority.
- 100.61.2 If nature of action is 1xx (other than 132) or 5xx,
Then current appointment authority (1) must match legal authority (1) and current
appointment authority (2) (if present) must match legal authority (2).

Default: Insert asterisks in current appointment authority where current
appointment authority does not match legal authority.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

100.64.3 If either current appointment authority is WEM,
Then occupation must be 0904, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.

100.70.3 If either current appointment authority is WDM,
Then occupation must be 0905, 1222, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.

100.73.3 If either current appointment authority is ACM, AYM, or KQM,
And agency/subelement is not RR00,
Then occupation must be other than 0904 or 0905.

Default: Insert asterisks in current appointment authority.

100.76.3 If either current appointment authority is H2L or VEM,
Then pay plan must be ED, EF, EH, spaces, or asterisks.

Default: Insert asterisks in current appointment authority.

100.98.3 If current appointment authority (1) is ZZZ,
Then current appointment authority (2) must be ZZZ, spaces, or asterisks.

Default: Insert spaces in current appointment authority (1). Failing the edit does not cause the record or data element to be counted as an error, but agency should either: (a) submit spaces for current appointment authority (1) or (b) move the value of current appointment authority (2) to current appointment authority (1).

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**DYNAMICS FILE
RELATIONSHIP EDITS**

100.99.3 If current appointment authority (2) is *ZZZ*,
Then current appointment authority (1) must be *ZZZ* or asterisks.

Default: Insert spaces in current appointment authority (2). Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

110 (DATE OF BIRTH)

110.02.2 If nature of action is 300,
Then effective date of personnel action year must be 50 or more years later than
birth date year.

Default: Insert asterisks in date of birth.

110.05.2 Date of birth must be at least 13 years less than the effective date of personnel
action, or be asterisks.

Default: Insert asterisks in date of birth.

Note: Minimum established at 13 to accommodate special Department of
Defense program for dependents of service people stationed overseas.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

120 (DUTY STATION)

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**DYNAMICS FILE
RELATIONSHIP EDITS**

130 (EDUCATION LEVEL)

- 130.02.3 If tenure is 1 or 2,
 Then education level must not be spaces.

 Default: Insert asterisks in education level.
- 130.04.3 If pay plan is ES,
 Then education level must not be spaces.

 Default: Insert asterisks in education level.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

140 (EFFECTIVE DATE OF PERSONNEL ACTION)

140.08.2 The effective date of the personnel action must not be more than 6 months in advance of the production date or more than 2 years older than the production date.

Default: Reject transaction.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

165 (ETHNICITY AND RACE IDENTIFICATION)

165.05.2 If nature of action is other than 817,
 And each of the ethnicity and race identification positions is space,
 Then race or national origin must be other than space.

Default: Insert asterisk in race or national origin.

165.07.2 If nature of action is other than 817,
 And race or national origin is space,
 Then each of the ethnicity and race identification positions must be other than
 space.

Default: Insert asterisk in each of the ethnicity and race identification positions.

165.09.2 If nature of action is 1xx,
 And effective date of personnel action is on or after July 1, 2006,
 Then each of the ethnicity and race identification positions must be other than
 space.

Default: Insert asterisk in each of the ethnicity and race identification positions.

165.11.2 If nature of action is 1xx,
 And effective date of personnel action is on or after July 1, 2006,
 Then race or national origin must be space.

Default: Retain data as submitted. Failing the edit does not cause the record or
data element to be counted as an error. Note that, for accessions occurring on or
after July 1, 2006, ethnicity and race identification must be used.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

220 (HANDICAP)

220.02.2 If either legal authority is WUM,
 Then handicap must be 04, 06 through 94, or asterisks.

Default: Insert asterisks in handicap.

220.05.2 If nature of action is 1xx,
 Then handicap must not be 04.

Default: Insert asterisks in handicap.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

250-350 (LEGAL AUTHORITY)

250.02.2 If either legal authority is ZVB,
 Then agency/subelement must be TD03.

 Default: Insert asterisks in legal authority.

250.03.2 If either legal authority is UAM or Z2U,
 Then agency must be AF, AR, DD, or NV.

 Default: Insert asterisks in legal authority.

250.04.2 If either legal authority is BAE,
 Then agency must be other than AF, AR, DD, or NV.

 Default: Insert asterisks in legal authority.

250.05.2 If either legal authority is Z2W,
 Then agency must be AF, AR, DD, or NV.

 Default: Insert asterisks in legal authority.

250.07.2 If either legal authority is ZVC,
 Then agency/subelement must be HSBC.

 Default: Insert asterisks in legal authority.

250.08.2 If either legal authority is M6M or M8M,
 Then nature of action must be 115, 190, 515, 590, or 760.

 Default: Insert asterisks in legal authority.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 250.09.2 If either legal authority is UDM,
 Then agency must be TR.

 Default: Insert asterisks in legal authority.
- 250.13.2 If either legal authority is UFM,
 Then pay plan must be FA, FE, FO, FP, GG, spaces, or asterisks.

 Default: Insert asterisks in legal authority.
- 250.16.2 If either legal authority is V8K or V8N,
 Then agency/subelement must be AFNG, AFZG, or ARNG.

 Default: Insert asterisks in legal authority.
- 250.17.2 If either legal authority is Z6H,
 Then agency must be AF, AR, DD, or NV.

 Default: Insert asterisks in legal authority.
- 250.18.2 If either legal authority is Z6J,
 Then agency must be AF, AR, DD, or NV.

 Default: Insert asterisks in legal authority.
- 250.19.2 If nature of action is other than 350, 355, 817, 840-849, 886, 887, or 889,
 Then at least one of the legal authorities must not be spaces.

 Default: Insert asterisks in legal authority.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 250.20.2 If nature of action is 356,
 And either legal authority is VDK,
 Then pay plan must be ES or asterisks.
- Default: Insert asterisks in legal authority.
- 250.25.2 If either legal authority is WXM,
 Then nature of action must be 171 or 571.
- Default: Insert asterisks in legal authority.
- 250.30.2 If either legal authority is ZSP,
 Then agency/subelement must be CM57.
- Default: Insert asterisks in legal authority.
- 250.35.2 If either legal authority is BDN or BYM,
 Then agency/subelement must be AG03 or AG11.
- Default: Insert asterisks in legal authority.
- 250.38.2 If either legal authority is V8V,
 Then agency/subelement must be VA.
- Default: Insert asterisks in legal authority.
- 250.39.2 If either legal authority is V7R,
 Then agency/subelement must be TR93.
- Default: Insert asterisks in legal authority.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

250.40.2 If either legal authority is Z4A thru Z4H, Z4J thru Z4N, Z4P, Z4S, Z4T, or Z4V thru Z4Y,
Then agency must be NN.

Default: Insert asterisks in legal authority.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

Note: In the following edits, legal authorities are checked. Asterisks are inserted in legal authority if it is not asterisks, spaces, or as shown. Asterisks are also inserted in current appointment authority if the edit is failed for an appointment (natures of action 1xx, exclusive of nature of action 132) or a conversion to appointment (natures of action 5xx).

| Edit | If nature of action is | Then legal authority must be |
|----------|------------------------|--|
| 255.02.2 | 100 | ABK, ABL, ABM, ACA, ACM, ALM, AQM, AYM, A2M, BAB, BAC, BAD, BAE, BBM, BDN, BKM, BLM, BNK, BNM, BNN, BNR, BNY, BNZ, BWA, BWM, BYM, BYO, HAM, K1M, K4M, K7M, K8M, K9M, LEM, LHM, LJM, LKM, LKP, LYP, L3M, PWM, P3M, P5M, P7M, QAK, QBK, QCK, UDM, VGL, VJM, V1P, V8L, V8N, ZBA, ZGM, ZJK, ZJM, ZJR, ZLM, ZQM, ZRM, ZSK, ZSP, ZTU, Z2U, Z2W, Z5B, Z5C |
| 255.04.2 | 101 | ABK, ABL, ABM, ACA, ACM, ALM, AQM, AYM, A2M, BAB, BAC, BAD, BAE, BBM, BDN, BKM, BLM, BNK, BNM, BNN, BNR, BNY, BNZ, BWA, BWM, BYM, BYO, HAM, K1M, K4M, K7M, K8M, K9M, LEM, LHM, LJM, LKM, LKP, LYP, L3M, PWM, P3M, P5M, P7M, QAK, QBK, QCK, UDM, VGL, V1P, V8L, V8N, ZBA, ZGM, ZJK, ZJM, ZJR, ZLM, ZQM, ZRM, ZSK, ZSP, ZTU, Z2U, Z2W, Z4N, Z4P |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|---|
| 265.02.2 | 107 | ABL, ABM, ABR, ABS, ALM, AQM, BWA, BWM, HAM, HDM, HGM, HJM, HLM, NUM, QBK, V1P, V8N, ZLM, ZRM, ZSK, Z2U |
| 265.04.2 | 108 | ABK, ABL, ABM, ABR, ABS, ALM, AYM, BAB, BAC, BAD, BAE, BDN, BNZ, BWA, BWM, BYO, HAM, MEM, MGM, MJM, MLK, MLM, MMM, NUM, QAK, UDM, VGL, VJM, V1P, V8L, V8N, ZJK, ZJM, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, Z2U, Z2W, Z4J, Z4K, Z5B, Z5C, Z5F, Z5H, Z5J |
| 265.10.2 | 115 | ABK, ABL, ABM, ABR, ABS, ALM, AYM, BAB, BAC, BAD, BAE, BDN, BWA, BWM, BYO, HAM, KLM, MXM, M6M, M8M, NAM, NCM, NEM, NJM, NUM, QAK, SZX, UDM, VGL, VJM, V1P, V8L, V8N, WTA, WTB, WUM, ZJK, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, ZTU, Z2U, Z2W, Z5B, Z5C, Z5F, Z5G, Z5H |
| 270.04.2 | 120 | ABM, ALM, AQM, AYM, BWM, HAM, HNM, HRM, QAK, QBK, QCK, V1P, ZLM, ZRM, ZSK, Z5C |
| 270.07.2 | 122 | ABM, ALM, BWM, HAM, HNM, HRM, H3M, QAK, V1P, ZLM, ZRM, ZSK |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|--|
| 270.10.2 | 124 | ABM, ALM, AQM, A7M, BWM, HAM, LBM, NFM, NJM, NMM, QAK, QBK, QCK, V1P, ZLM, ZRM, ZSK |
| 275.02.2 | 130 | ABR, ABS, ABT, J8M, KTM, KVM, KXM, SZT, UDM, VGL, V1P, V8N, ZSK, ZSP, Z2U, Z4X, Z4Y |
| 275.04.2 | 132 | V1P, V6M, ZLM, Z4X, Z4Y |
| 280.02.2 | 140 | ABL, ABM, ABR, ABS, BWM, HAM, KQM, NUM, SZW, UDM, VGL, V1P, V8N, ZLM, ZSK, ZSP, Z2U |
| 280.04.2 | 141 | ABL, ABM, ABR, ABS, BWM, HAM, KQM, NUM, UDM, VGL, V1P, V8N, ZLM, ZSK, ZSP, Z2U |
| 280.07.2 | 142 | HAM, P2M, P3M, P5M, P7M, UFM, V2M, ZJR, ZLM, ZSK, ZVB, ZVC |
| 280.10.2 | 143 | HAM, UFM, VBJ, VCJ, ZLM, ZSK, ZVB, ZVC |
| 280.13.2 | 145 | HAM, UFM, V6M, ZLM, ZSK, ZVB, ZVC |
| 280.16.2 | 146 | AWM, HAM, UFM, V4L, ZJR, ZLM, ZSK, ZVB, ZVC |

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**DYNAMICS FILE
RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|------------------------|--|
| 280.19.2 | 147 | AWM, HAM, UFM, VAG, ZLM, ZSK, ZVB, ZVC |
| 280.22.2 | 148 | AWM, HAM, UFM, V4M, ZLM, ZSK, ZVB, ZVC, Z4V, Z4W |
| 280.25.2 | 149 | AWM, HAM, UFM, V4P, ZLM, ZSK, ZVB, ZVC |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|---|
| 290.02.2 | 170 | ABK, ABL, ABM, ABR, ALM, AQM, BPM, BWM, HAM, H2L, J8M, PWM, P3M, P5M, P7M, QAK, QBK, QCK, UAM, UDM, UFM, VGL, V1P, V8K, V8V, Wxx, Xxx, Yxx (except YKB), ZJR, ZKM, ZLM, ZNM, ZRM, ZSK, ZSP, ZVB, ZVC, Z2M, Z2U, Z6J |
| 290.04.2 | 171 | ABK, ABL, ABM, ABR, ALM, BPM, BWM, HAM, H2L, J8M, P3M, QAK, UAM, UDM, UFM, VGL, VPE, V1P, V8K, V8V, Wxx, Xxx, Yxx (except YKB), ZKM, ZLM, ZNM, ZSK, ZSP, ZVB, ZVC, ZWM, Z2M, Z6J |
| 290.20.2 | 190 | ABK, ABL, ABM, ABR, ABS, ACM, AWM, AYM, BPM, BWA, BWM, HAM, H2L, J8M, KLM, MXM, M6M, M8M, NAM, NCM, NEM, NJM, NUM, SZX, UAM, UFM, VGL, VJM, VPE, V1P, V4M, V4P, V8K, V8L, V8N, V8V, Wxx, Xxx, Yxx, ZJK, ZKM, ZLM, ZNM, ZQM, ZRM, ZSK, ZSP, ZTM, Z2U, Z4V, Z4W |
| 290.30.2 | 198 | R9R, V1P, ZVB, ZVC |
| 290.35.2 | 199 | R9N, V1P, ZVB, ZVC |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|---|
| 295.02.2 | 280 | CUL, ZVB, ZVC |
| 295.04.2 | 292 | ALM, AQM, CGM, DAM, NYM, PSM, Q3K, R9N, UAM, UFM, V8V, ZJR, ZJT, ZJU, ZJV, ZJW, ZVB, ZVC |
| 295.10.2 | 293 | R9R, ZVB, ZVC |
| 300.02.2 | 300 | SWM, UFM, USM, V8V |
| 300.04.2 | 301 | SUM, UFM, USM, V8V |
| 300.07.2 | 302 | SQM, SRM, UFM, USM, V8V |
| 300.10.2 | 303 | AZM, USM, V3P, V8V, ZLM |
| 300.13.2 | 304 | SQM, USM, V8V |
| 300.16.2 | 312 | RPM, RPR, RQM, RRM, RSM, RTM, RTR, RUM, RWM, RXM, R6M, R7M, R8M, R9M, V8V, ZVB, ZVC, Z2U |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|--|
| 300.19.2 | 317 | RPM, RQM, RRM, RSM, RUM, R6M, UFM, V8V, ZVB, ZVC |
| 305.02.2 | 330 | HAM, LTM, LUM, QGM, QHM, RYM, UAM, UFM, VAA, VAJ, VHJ, VJJ, VWP, VWR, V2J, V4J, V5J, V6J, V7J, V8J, V8K, V8V, V9A, V9B, ZEM, ZLM, ZVB, ZVC, Z2U, Z2W |
| 307.02.2 | 351 | RPM |
| 310.02.2 | 352 | DBM, DFM, DKM, HAM, PDM, PZM, VCR, VCS, VCT, VCW, VDJ, V8V, ZPM, ZVB, ZVC, Z2U |
| 310.05.2 | 353 | Q3K, UFM, V8V, ZJR, ZJS, ZJT, ZJU, ZJV, ZJW, ZVB, ZVC |
| 310.11.2 | 356 | HAM, PNM, PNR, UAM, UFM, VDK, VGL, V8K, V8V, ZVB, ZVC, Z2W, Z5N |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|---|
| 310.14.2 | 357 | A3M, C7M, HAM, LTM, LUM, MUM, R9Q, UAM, UFM, USM, UTM, UXM, UYM, VAA, VCM, V8K, V8N, V8V, ZLJ, ZLK, ZLL, ZLM, ZVB, ZVC, Z2U |
| 315.02.2 | 385 | HAM, L2M, L4M, L5M, L6M, L8M, LXM, UFM, VGL, VUM, VYM, V2M, V8V, ZSP, ZVB, ZVC, Z2U |
| 320.02.2 | 430 | CUL, ZVB, ZVC |
| 320.05.2 | 450 | UAM, UFM, USP, USR, VAA, VAB, VAC, VAD, VAE, VAV, V4J, V8V, VWJ, ZEM, ZVB, ZVC |
| 320.08.2 | 452 | UAM, UFM, USM, VAJ, VHJ, V8V, ZVB, ZVC |
| 320.11.2 | 460 | DAK, DAM, L9K, NYM, Q3K, UFM, V8V, ZJR, ZJT, ZVB, ZVC |
| 320.17.2 | 471 | L9K, PNM, UFM, USM, VAJ, VDR, V8V, ZVB, ZVC |
| 320.20.2 | 472 | L9K, PNM, UFM, USM, VAJ, VDR, V8V, ZVB, ZVC |

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 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|--|
| 320.23.2 | 473 | Q3K, V8V, ZJU, ZJV, ZJW, ZVB, ZVC |
| 320.26.2 | 480 | UFM, VGL, V3M, ZSP, ZVB, ZVC, Z2W |
| 325.02.2 | 500 | ABK, ABL, ABM, ACA, ACM, AYM, A2M, BAB, BAC, BAD, BAE, BBM, BDN, BLM, BNK, BNM, BNN, BNR, BNY, BWA, BWM, BYM, BYO, HAM, K1M, K7M, K8M, K9M, LBM, LEM, LHM, LJM, LKM, LKP, LLM, LPM, LSM, LWM, LYM, LYP, LZM, L1M, L2K, L3M, PNR, P5M, UDM, VGL, VJM, V1P, V8N, ZBA, ZGM, ZGY, ZHK, ZJK, ZJM, ZLM, ZMM, ZQM, ZRM, ZSK, ZSP, ZTR, ZTU, ZTZ, Z2U, Z2W, Z4L, Z4M, Z4N, Z4P, Z4S, Z4T, Z4X, Z4Y, Z5B, Z5C, Z5D, Z5E |
| 325.05.2 | 501 | ABK, ABL, ABM, ACA, ACM, AYM, A2M, BAB, BAC, BAD, BAE, BBM, BDN, BLM, BNK, BNM, BNN, BNR, BNY, BWA, BWM, BYM, BYO, HAM, K1M, K7M, K8M, K9M, LBM, LEM, LHM, LJM, LKM, LKP, LLM, LPM, LSM, LYM, LYP, LZM, L1M, L2K, L3M, PNR, P5M, UDM, VGL, V1P, V8M, V8N, ZBA, ZGM, ZHK, ZJK, ZJM, ZLM, ZQM, ZRM, ZSK, ZSP, ZTU, ZTZ, Z2U, Z2W, Z4L, Z4M, Z4N, Z4P, Z4S, Z4T, Z4X, Z4Y |
| 325.17.2 | 507 | ABL, ABM, ABR, ABS, BWA, BWM, HAM, HDM, HGM, HJM, HLM, NUM, PNR, V1P, V8N, ZLM, ZRM, ZSK, Z2U, Z4X, Z4Y |

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 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|---|
| 325.20.2 | 508 | ABK, ABL, ABM, ABR, ABS, AYM, BAB, BAC, BAD, BAE, BWA, BDN, BWM, BYO, HAM, MEM, MGM, MJM, MLK, MLM, MMM, NMM, NUM, PNR, UDM, VGL, VJM, V1P, V8N, ZJK, ZJM, ZLM, ZQM, ZRM, ZSK, ZSP, ZTZ, Z2U, Z2W, Z4J, Z4K, Z4X, Z4Y, Z5B, Z5C, Z5F, Z5H, Z5J |
| 325.26.2 | 515 | ABL, ABM, ABR, ABS, AYM, BAB, BAC, BAD, BDN, BAE, BWA, BWM, BYO, HAM, KLM, MXM, M6M, M8M, NAM, NCM, NEM, NMM, NUM, PNR, SZX, UDM, VGL, VJM, V1P, V8L, V8N, WTA, WTB, WUM, ZJK, ZLM, ZQM, ZRM, ZSK, ZSP, ZTM, ZTU, Z2U, Z2W, Z4X, Z4Y, Z5B, Z5C, Z5F, Z5G, Z5H |
| 325.32.2 | 520 | ABM, AYM, BWM, HAM, HNM, HRM, PNR, V1P, ZLM, ZRM, ZSK, Z4X, Z4Y, Z5C |
| 325.35.2 | 522 | ABM, BWM, HAM, HNM, HRM, H3M, PNR, V1P, ZLM, ZRM, ZSK, Z4X, Z4Y, Z5C |
| 325.38.2 | 524 | ABM, A7M, BWM, HAM, LBM, NFM, NMM, PNR, V1P, ZLM, ZRM, ZSK, Z4X, Z4Y |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|---|
| 325.44.2 | 540 | ABL, ABM, ABR, ABS, BWM, HAM, KQM, NUM, PNR, QGM, QHM, UDM, USM, U2M, VAJ, VCS, VCT, VCW, VDJ, VFJ, VGJ, VGL, VHJ, V1P, V8N, ZLM, ZSK, ZSP, Z2U, Z4X, Z4Y |
| 325.47.2 | 541 | ABL, ABM, ABR, ABS, BWM, HAM, KQM, NUM, PNR, QGM, QHM, UDM, USM, U2M, VAJ, VCS, VCT, VCW, VDJ, VFJ, VGJ, VGL, VHJ, V1P, V8N, ZLM, ZSK, ZSP, Z2U, Z4X, Z4Y |
| 325.50.2 | 542 | BWM, HAM, NRM, NTM, NXM, PNR, P3M, P5M, UFM, V2M, ZLM, ZSK, ZVB, ZVC |
| 325.53.2 | 543 | BWM, HAM, PNR, UFM, VBJ, VCJ, ZLM, ZSK, ZVB, ZVC |
| 325.57.2 | 546 | AUM, AWM, BWM, HAM, NSM, NWM, PNR, UFM, V4L, ZLM, ZSK, ZVB, ZVC |
| 325.60.2 | 548 | AWM, BWM, HAM, NVM, PNR, UFM, V4M, ZLM, ZSK, ZVB, ZVC, Z4V, Z4W |
| 325.63.2 | 549 | AWM, BWM, HAM, PNR, UFM, V4P, ZLM, ZSK, ZVB, ZVC |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|--|
| 325.81.2 | 570 | ABK, ABL, ABM, ABR, BPM, BWM, HAM, H2L, J8M, PNR, P5M, QGM, QHM, UAM, UDM, UFM, USM, U2M, VAJ, VCS, VCT, VCW, VDJ, VFJ, VGJ, VGL, VHJ, V1P, V8K, V8V, Wxx, Xxx, Yxx (except YKB), ZKM, ZLM, ZNM, ZRM, ZSK, ZSP, ZTZ, ZVB, ZVC, Z2M, Z2U, Z4X, Z4Y, Z6J |
| 325.84.2 | 571 | ABK, ABL, ABM, ABR, BPM, BWM, HAM, H2L, J8M, PNR, UAM, UDM, UFM, VGL, V1P, V8K, V8V, Wxx, Xxx, Yxx, ZKM, ZLM, ZNM, ZWM, ZSK, ZSP, ZVB, ZVC, Z2M, Z4X, Z4Y, Z6J |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|---------------------------|---|
| 325.90.2 | 590 | ABK, ABL, ABM, ABR, ABS, ACM, AWM, AYM, BPM, BWA, BWM, CRK, CRL, CRN, C1K, C1L, C1N, C2K, C2L, C2N, C3K, C3L, C3N, C4K, C4L, C4N, HAM, H2L, J8M, KLM, MXM, M6M, M8M, NAM, NCM, NEM, NUM, NVM, PNR, UAM, UFM, VGL, VJM, V1P, V4M, V4P, V8K, V8L, V8N, V8V, Wxx, Xxx, Yxx, ZJK, ZKM, ZLM, ZNM, ZQM, ZRM, ZSK, ZSP, ZTM, Z2U, Z4V, Z4W, Z4X, Z4Y |
| 328.02.2 | 803 | CGM, ZLM, ZSE, ZSL, ZSM |
| 328.10.2 | 810 | UDM, UFM, VPG, VPH, VXK, V8K, V7R, V8N, V8V, Z2U, ZLM, ZTZ, ZVB, ZVC, Z4G, Z4H |
| 329.05.2 | 815 | UAM, UDM, UFM, VPF, VPO, VPT, V7R, V8K, V8N, V8V, ZLM, ZVB, ZVC, Z4A, Z4B |
| 329.07.2 | 816 | UAM, UDM, UFM, VPF, VPO, VPW, V7R, V8K, V8N, V8V, ZLM, ZTY, ZVB, ZVC, Z4E, Z4F |
| 329.09.2 | 818 | RMM, UFM, V8K, V8N, V8V, ZLM, ZVB, ZVC |
| 329.17.2 | 826 | Z4C, Z4D |
| 329.18.2 | 827 | VPA, VPB, VPC, VPN, VPR, VPS, VPX, VPY, Z4G, Z4H |

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**DYNAMICS FILE
RELATIONSHIP EDITS**

| Edit | If nature of action is | Then legal authority must be |
|----------|------------------------|--|
| 329.50.2 | 867 | Q9K, ZVB, ZVC |
| 329.55.2 | 868 | Q9M, ZVB, ZVC |
| 329.58.2 | 871 | UAM |
| 330.11.2 | 878 | UBM, UFM, V7G, V8G, V9N, V9P, ZVB, ZVC |
| 330.12.2 | 879 | UBM, UFM, VWK, ZLM, ZVB, ZVC |

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**DYNAMICS FILE
RELATIONSHIP EDITS**

370 (NATURE OF ACTION)

370.02.2 If nature of action is other than 001 or 817,
Then the following data elements may not be spaces:

current appointment authority (1)
date of birth
duty station
employee name¹
handicap
organizational component
personnel office identifier
position occupied
retirement plan
service computation date
sex
supervisory status
tenure
veterans preference
veterans status²

Default: Insert asterisk(s) in missing data elements(s). When duty station is spaces, insert asterisks in both duty station and locality adjustment.

Notes:

¹ Employee name may be spaces if agency/subelement is DJ15, HSAD, or TR40.

(continued)

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**DYNAMICS FILE
RELATIONSHIP EDITS**

Notes (continued)

² Veterans status may be space if:

Agency/subelement is AFNG, AFZG, or ARNG.

OR

Agency/subelement is CM63 and legal authority (1) or current appointment authority (1) is XZM.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

370.04.2 Note: Edit 370.04.2 must be performed before edit 370.25.2.

If nature of action is 1xx, 2xx, 5xx, 6xx, 7xx, or 8xx (except 817) (where "xx" represent the last two positions of a valid nature of action),
Then the following data elements may not be spaces:

basic pay
grade
occupation
pay basis
pay plan
pay rate determinant
step or rate
work schedule

Default:

- (1) If basic pay or pay basis is spaces,
Asterisk pay basis and basic pay.
- (2) If grade is spaces,
Asterisk grade, step or rate, pay basis, and basic pay.
- (3) If occupation is spaces,
Asterisk occupation.
- (4) If pay plan is spaces,
Asterisk pay plan, grade, step or rate, pay basis, and basic pay.
- (5) If pay rate determinant is spaces,
Asterisk pay rate determinant, pay basis and basic pay.
- (6) If step or rate is spaces,
Asterisk step or rate.
- (7) If work schedule is spaces,
Asterisk work schedule.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

370.07.2 Note: Edit 370.07.2 must be performed before edit 370.30.2.
If nature of action is 3xx, 4xx, 5xx, 6xx, 7xx, or 8xx (except 815-817, 825, 826, 827, 840-849, 878-879, 885-887, 889),

Then the following data elements may not be spaces:

- prior basic pay
- prior duty station
- prior grade
- prior occupation
- prior pay basis
- prior pay plan
- prior pay rate determinant
- prior step or rate
- prior work schedule

Default:

- (1) If prior basic pay or prior pay basis is spaces
Asterisk prior pay basis and prior basic pay.
- (2) If prior duty station is spaces,
Asterisk prior duty station and prior locality adjustment.
- (3) If prior grade is spaces,
Asterisk prior grade, prior step or rate, prior pay basis, and prior basic pay.
- (4) If prior occupation is spaces,
Asterisk prior occupation.
- (5) If prior pay plan is spaces,
Asterisk prior pay plan, prior grade, prior step or rate, prior pay basis, and prior basic pay.
- (6) If prior pay rate determinant is spaces,
Asterisk prior pay rate determinant, prior pay basis and prior basic pay.
- (7) If prior step or rate is spaces,
Asterisk prior step or rate.
- (8) If prior work schedule is spaces,
Asterisk prior work schedule.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

370.25.2 Note: Edit 370.04.2 must be performed before edit 370.25.2.

If pay plan is spaces,
Then the following data elements must be spaces or asterisks:

- basic pay
- grade
- locality adjustment
- pay basis
- pay rate determinant
- step or rate

Default: Insert spaces in all data elements that are not spaces or asterisks. Failing the edit does not cause the record or data elements to be counted as errors, but agency should submit spaces for the data elements.

370.30.2 Note: Edit 370.07.2 must be performed before edit 370.30.2.

If prior pay plan is spaces,
Then the following data elements must be spaces or asterisks:

- prior basic pay
- prior grade
- prior locality adjustment
- prior pay basis
- prior pay rate determinant
- prior step or rate

Default: Insert spaces in all data elements that are not spaces or asterisks. Failing the edit does not cause the record or data elements to be counted as errors, but agency should submit spaces for the data elements.

370.35.2 If nature of action is 600 through 610,
Then agency/subelement must be TD03.

Default: Reject transaction.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

370.36.2 If nature of action is 871,
Then agency must be AF, AR, DD, or NV.

Default: Reject transaction.

370.37.2 If nature of action is 611, 612, or 613,
Then agency must be AF, AR, DD, or NV.

Default: Reject transaction.

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

410 (PAY BASIS)

| 410.02.3 | If pay rate determinant is other than A, B, E, F, U, or V, And pay plan is: | Then pay basis must be as shown or asterisks |
|---|---|--|
| | AL | PA |
| | CA | PA |
| | ES | PA |
| | EX | PA |
| | GG | PA |
| | GH | PA |
| | GM | PA |
| | GS | PA |
| | KA | PA, PH |
| | SL | PA |
| | Xx | PH |
| | ZZ | WC |
| Default: Insert asterisks in pay basis and basic pay. | | |

410.07.3 If pay basis is BW, PA, PD, PH, or WC,
 And pay plan is other than AD,
 And occupation is other than 0602 or 0680,
 Then basic pay must be within the range for the pay basis shown in Table 56 or be
 asterisks.

Default: Insert asterisks in pay basis and basic pay.

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RELATIONSHIP EDITS**

420 (GRADE = GRADE, LEVEL, CLASS, RANK, OR PAY BAND)

420.02.3 If pay plan is CG, WL, or XG,
 Then grade must be 01 through 15 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.04.3 If pay plan is WS or XH,
 Then grade must be 01 through 19 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.13.3 If pay plan is GM,
 Then grade must be 13 through 15 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.16.3 If pay plan is GS,
 Then grade must be 01 through 15 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.17.3 If pay plan is NH or NJ,
 Then grade must be 01 through 04 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

420.18.3 If pay plan is NK,
 Then grade must be 01 through 03 or asterisks.

 Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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RELATIONSHIP EDITS**

- 420.20.3 If pay plan is EV,
 Then grade must be 01, 02, 03, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.28.3 Note: Edit 420.28.3 must be performed before edits 650.02.2 and 650.04.1.
- If pay plan is VP,
 Then grade must be 11 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.31.3 If pay plan is WG or XF,
 Then grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.34.3 If pay plan is EX,
 Then grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.44.3 If pay plan is FO,
 Then grade must be 01 through 08 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.45.3 If pay plan is FP,
 Then grade must be 01 through 09, AA through EE, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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RELATIONSHIP EDITS**

- 420.47.3 If pay plan is FE,
 Then grade must be CA, CM, MC, OC, 01 through 03, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.50.3 If pay plan is AF,
 Then grade must be AA, BB, CC, DD, EE, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.51.3 If pay plan is FM,
 Then grade must be 13 through 15 or be asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.52.3 If pay plan is FG,
 Then grade must be 01 through 15 or be asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.53.3 If pay plan is FC,
 Then grade must be 02 through 14 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.55.3 If pay plan is AL or CA,
 Then grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 420.59.2 If either legal authority is J8M,
 And pay plan is GG or GS,
 And nature of action is 170 or 570,
 Then grade must be 01 through 11 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.65.3 If pay plan is GG,
 Then grade must be 01 through 15, SL, spaces, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.70.3 If pay plan is GH,
 Then grade must be 13 through 15, spaces, or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.79.3 If pay plan is AA,
 Then grade must be 01 through 06 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.
- 420.80.3 If pay plan is GL,
 Then grade must be 03 through 10 or asterisks.
- Default: Insert asterisks in grade, step or rate, pay basis, and basic pay.

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

440 (PAY PLAN)

| 440.02.3 | If pay plan is | Then agency/subelement must be |
|----------|----------------------------|--------------------------------------|
| | AF | AG10, AM, CM55, IB, PU |
| | AG | FD |
| | AJ | NU |
| | AT | TD03 |
| | CB | FD |
| | CE | IN06 |
| | CF, CG, CH, CI, CJ, CL, CM | FD |
| | CT | CT |
| | CU | CU |
| | CX | FD |
| | CY | IN06 |
| | DA | NV |
| | DB, DE | AF, AR, DD, NV |
| | DG | NV |
| | DJ, DK | AF, AR, DD, NV |
| | DN | BF |

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 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|------------------------|--------------------------------------|
| | DP | NV |
| | DQ | AF, AR, DD, NV |
| | DR | AF |
| | DS, DT | NV |
| | DV, DZ | AF, AR, DD, NV |
| | EJ | DN, HS |
| | EK | DN |
| | EM | FD |
| | EN | DN |
| | EO | FD |
| | EV | TD03 |
| | EZ | SE |
| | FA | AM |
| | FB | TD03 |
| | FD | AF, AR, DD, NV |
| | FE | AG10, AG34, AM, CM55, HS, IB, PU |
| | FF, FG, FJ, FL, FM, FN | TD03 |

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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|---|--------------------------------------|
| | FO | AG10, AG34, AM, CM55, HS, IB, PU |
| | FP | AG10, AG34, AM, CM55, HS, IB, PU |
| | FS, FT, FV, FW, FX | TD03 |
| | GE, GI | LP |
| | GN | HE38 |
| | HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT | HS |
| | HU | IN |
| | HV, HW, HX, HY, HZ | HS |
| | IE | AF, AR, DD, NV |
| | IJ | DJ |
| | IP | AF, AR, DD, NV |
| | IR | TR93 |
| | KA, KB, KE | LP |
| | KG | TRAI |
| | KI, KJ | LP |
| | KL | TRAI |
| | KM, KN, KO, KP | LP |
| | KS | TRAI |
| | KT, KU, KV, KW, KX, KY | LP |
| | LE | HSAD |
| | LG | FD |

(edit continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
 (Update 56, 1/1/09)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|----------------------|--------------------------------------|
| | MA | AG |
| | MC | MI |
| | MS, MX | HU |
| | NB | TRAJ |
| | NC, ND, NG | NV |
| | NH, NJ, NK | AF, AR, DD, NV |
| | NO, NP, NR, NT | NV |
| | NX, NY | KS |
| | NZ | SM03 |
| | OE, OF | HUFH |
| | PD | DJ15, HSAD, HSBD, TR40 |
| | PG, PJ, PQ, PU, PZ | LP |
| | RA | AG |
| | RE, RP | TR93 |
| | RS | HE |
| | SK | SE |
| | SN | NU |
| | SO | SE |
| | SP | IN |
| | SS | CU |
| | SV, SW | HSBC |

(edit continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|----------------------|--------------------------------------|
| | TF | FY |
| | TG | TR35 |
| | TM | FY |
| | TP | DD16 |
| | TR | TRAD, TRAI |
| | TS | FY |
| | VC, VE | VA |
| | VG, VH | FK, FL |
| | VM, VN, VP | VA |
| | WA | AR |
| | WE | TR |
| | WJ, WK, WO, WY | AR |
| | XA, XB, XC | IN |
| | XE | IN07 |
| | XF, XG, XH | AR |
| | XI, XJ, XK | TRAI |

(edit continued)

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
 (Update 56, 1/1/09)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

| 440.02.3 (continued) | If pay plan is | Then agency/subelement must be |
|-------------------------|---|--------------------------------------|
| | YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ | AF, AR, DD, NV |
| | ZA, ZP, ZS, ZT | CM |
| | Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay. | |

440.22.2 If nature of action is 142, 143, 145 through 149, 542, 543, 546, 548, or 549,
 Then pay plan must be ES, FB, FE, FJ, FX, or asterisks.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

440.30.2 If nature of action is 1xx (other than 132),
 And agency is other than AF, AR, DD, or NV,
 Then pay plan may not be GM.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

440.35.2 If nature of action is 5xx or 721,
 And supervisory status is 8,
 Then pay plan may not be GM.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

440.40.2 If nature of action is 702, 703, 713, or 740,
Then pay plan may not be GM.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

440.45.3 If either current appointment authority is UAM,
Then pay plan may not be GS.

Default: Insert GG in pay plan.

440.46.2 If nature of action is 871,
Then pay plan must be GG.

Default: Insert asterisks in pay plan, grade, step or rate, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

450 (PAY RATE DETERMINANT)

450.02.3 If pay rate determinant is 4,
 Then pay plan may not begin with W or X.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.03.2 If pay rate determinant is 4,
 And pay plan is GM or GS,
 Then prior pay rate determinant must be 4, asterisk, or blank,
 Or nature of action must be 5xx, 702, 703, 740, or 741,
 And prior pay rate determinant must be 5, 6, E, F, J, K, or asterisk.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.05.3 If pay plan is GH or GM,
 Then pay rate determinant may not be A, B, E, F, U, or V.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.22.2 If nature of action is 740 or 741,
 Then pay rate determinant or prior pay rate determinant must be A, B, E, F, U, V,
 or asterisk.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

450.25.2 If nature of action is 702 or 721,
 Then pay rate determinant may not be A, B, E, F, U or V.

Default: Insert asterisks in pay rate determinant, pay basis, and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 450.43.3 If pay rate determinant is Z,
 Then pay plan must not be FO or FP,
 And agency must be AM, GY, or ST,
 And the first two positions of duty station must be CA or MX.
- Default: Insert asterisks in pay rate determinant and basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

470 (RATING OF RECORD (LEVEL))

NOTE: If Z appears in rating of record (level) on input, it will have been moved to rating of record (pattern) and replaced by a space. That is the only circumstance under which rating of record (level) would contain a space at the performance of these edits.

470.02.2 If nature of action is other than 001 or 817,
AND rating of record (pattern) is A thru H,
Then rating of record (level) may not be space.

Default: Insert asterisks in rating of record (level), rating of record (pattern), and rating of record (period).

470.03.3 If rating of record (pattern) is A,
Then rating of record (level) must be 1, 3, or X.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.04.3 If rating of record (pattern) is B,
Then rating of record (level) must be 1, 3, 5, or X.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.05.3 If rating of record (pattern) is C,
Then rating of record (level) must be 1, 3, 4, or X.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

470.06.3 If rating of record (pattern) is D,
Then rating of record (level) must be 1, 2, 3, or X.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 470.07.3 If rating of record (pattern) is E,
 Then rating of record (level) must be 1, 3, 4, 5, or X.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).
- 470.08.3 If rating of record (pattern) is F,
 Then rating of record (level) must be 1, 2, 3, 5, or X.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).
- 470.09.3 If rating of record (pattern) is G,
 Then rating of record (level) must be 1, 2, 3, 4, or X.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).
- 470.10.3 If rating of record (pattern) is H,
 Then rating of record (level) must be 1, 2, 3, 4, 5, or X.
- Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

471 (RATING OF RECORD (PATTERN))

471.02.3 If rating of record (level) is 1 through 5,
Then neither rating of record (pattern) nor rating of record (period) may be
spaces.

Default: Insert asterisks in rating of record (pattern), rating of record (level), and
rating of record (period).

471.03.3 If pay plan is ES,
Then rating of record (pattern) must not be A, B, C, E or Z.

Default: Insert asterisks in rating of record (level) and rating of record (pattern).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

472 (RATING OF RECORD (PERIOD))

472.02.2 If rating of record (period) is not spaces or asterisks,
Then it must be equal to or less than the effective date of personnel action.

Default: Insert asterisks in rating of record (period).

472.03.3 If rating of record (level) is X,
Then rating of record (period) must be spaces.

Default: Insert spaces in rating of record (period). Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

472.04.2 If rating of record (period) is not spaces or asterisks,
Then it must not be more than 5 years earlier than the effective date of personnel action.

Default: Retain data as submitted. Failing the edit does not cause the record or data element to be counted as an error, but agency should verify that the rating of record (period) reflects the date of the employee's most current rating of record (level).

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

500 (POSITION OCCUPIED)

500.02.3 If pay plan is ED, EE, EF, EG, EH, EI, Fx (other than FC), MA, SV, SW, VE,
VM, VN, or VP,
Then position occupied must be 2 or asterisk.

Default: Insert 2 in position occupied.

500.04.3 If pay plan is ES,
Then position occupied must be 3, 4, or asterisk.

Default: Insert asterisk in position occupied.

500.07.2 If nature of action is other than 3xx or 4xx,
And position occupied is 3 or 4,
Then pay plan must be ES or asterisks.

Default: Insert asterisk in position occupied.

500.13.2 If nature of action is 100, 101, 107, 108, 115, 120, 122, 124, 140, 141, 500, 501,
507, 508, 515, 520, 522, 524, 540, or 541,
Then position occupied must be 1 or asterisk.

Default: Insert 1 in position occupied.

500.16.2 If nature of action is 170, 171, 550, 551, 553, 554, 555, 570, or 571,
Then position occupied must be 2 or asterisk.

Default: Insert 2 in position occupied.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

520 (PRIOR OCCUPATION)

520.04.2 If prior pay plan is Gx, LG, or ST,
Then prior occupation must be less than 2500 or be asterisks.

Default: Insert asterisks in prior occupation.

520.07.2 If prior pay plan is Kx, Wx, or Xx,
Then prior occupation must be greater than 2499 or be asterisks.

Default: Insert asterisks in prior occupation.

520.13.2 If prior occupation is 0605,
Then the first two positions of agency/subelement must be VA.

Default: Insert asterisks in prior occupation.

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
 (Update 56, 1/1/09)

**DYNAMICS FILE
 RELATIONSHIP EDITS**

530 (PRIOR PAY BASIS)

| | | |
|----------|---|---|
| 530.02.2 | If prior pay rate determinant is other than A, B, E, F, U, or V, And prior pay plan is: | Then prior pay basis must be as shown or asterisks |
| | AL | PA |
| | CA | PA |
| | ES | PA |
| | EX | PA |
| | GG | PA |
| | GH | PA |
| | GM | PA |
| | GS | PA |
| | KA | PA, PH |
| | SL | PA |
| | Xx | PH |
| | ZZ | WC |
| | Default: Insert asterisks in prior pay basis and prior basic pay. | |

530.07.2 If prior pay basis is BW, PA, PD, PH, or WC,
 And prior pay plan is other than AD,
 Then prior basic pay must be within the range for the pay basis shown in
 Table 56.

Default: Insert asterisks in prior pay basis and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
RELATIONSHIP EDITS**

540 (PRIOR GRADE = PRIOR GRADE, LEVEL, CLASS, RANK, OR PAY BAND)

540.02.2 If pay plan equals GM or GS,
 And prior pay plan equals GM or GS,
 And grade does not equal prior grade,
 And neither grade nor prior grade are spaces or asterisks,
 Then nature of action must be 5xx, 702, 703, 713, 740, or 741.

Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

540.04.2 If nature of action is 769,
 Then prior grade must equal current grade or be asterisks.

Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

540.07.2 If prior pay plan is CG, WL, or XG,
 Then prior grade must be 01 through 15 or asterisks.

Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

540.10.2 If prior pay plan is WS or XH,
 Then prior grade must be 01 through 19 or asterisks.

Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.18.2 If prior pay plan is AL or CA,
Then prior grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.19.2 If prior pay plan is GM,
Then prior grade must be 13 through 15 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.20.2 If prior pay plan is GS,
Then prior grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.25.2 If prior pay plan is VN,
Then prior grade must be 01 through 06, 08, 09, 11 through 15, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.28.2 If prior pay plan is VP,
Then prior grade must be 11 through 15 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.31.2 If prior pay plan is WG or XF,
Then prior grade must be 01 through 15 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.34.2 If prior pay plan is EX,
Then prior grade must be 01 through 05 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.35.2 If prior pay plan is NH or NJ,
Then prior grade must be 01 through 04 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.43.2 If prior pay plan is FO,
Then prior grade must be 01 through 08 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.45.2 If prior pay plan is FP,
Then prior grade must be 01 through 09, AA through EE, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

- 540.46.2 If prior pay plan is FE,
Then prior grade must be CA, CM, MC, OC, 01 through 03, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.55.2 If prior pay plan is GG,
Then prior grade must be 01 through 15, SL, spaces, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.56.2 If prior pay plan is NC,
Then prior grade must be 01 through 03 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.60.2 If prior pay plan is GH,
Then prior grade must be 13 through 15, spaces, or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.
- 540.64.2 If prior pay plan is AA,
Then prior grade must be 01 through 06 or asterisks.
- Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
RELATIONSHIP EDITS**

540.65.2 If prior pay plan is GL,
 Then prior grade must be 03 through 10 or asterisks.

Default: Insert asterisks in prior grade, prior step or rate, prior pay basis, and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

550 (PRIOR PAY PLAN)

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

560 (PRIOR PAY RATE DETERMINANT)

560.02.2 If nature of action is 741,
 Then prior pay rate determinant must be A, B, E, F, U, V, or asterisk.

Default: Insert asterisks in prior pay basis, prior basic pay, and prior pay rate determinant.

560.04.2 If the nature of action is 703,
 And prior pay rate determinant is A, B, E, F, U, or V,
 And pay plan is other than Yx,
 Then pay rate determinant must be A, B, E, F, U, V, or asterisk.

Default: Insert asterisks in prior pay basis, prior basic pay, and prior pay rate determinant.

560.07.2 If prior pay rate determinant is 4,
 Then prior pay plan may not begin with W or X.

Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.

560.13.2 If prior pay plan is FA, ST, or EX,
 Then prior pay rate determinant must be C, S, 0, or asterisk.

Default: Insert asterisks in prior pay rate determinant, prior pay basis, and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

560.43.2 If prior pay rate determinant is Z,
Then prior pay plan must not be FO or FP,
And agency must be AM, GY, or ST,
And the first two positions of prior duty station must be CA or MX.

Default: Insert asterisks in prior pay rate determinant and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

570 (PRIOR BASIC PAY)

Note: If the prior basic pay does not match the Basic Pay Table for the effective date of the action, the data will then be matched against the previous Basic Pay Table.

570.02.2 If prior pay plan is GS or VP,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must match the entry for prior grade, and prior step or rate
 on Table 1 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

570.07.2 If prior pay plan is GM,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must fall within the appropriate range for prior grade on
 Table 3 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

570.10.2 If prior pay plan is GH, GM, or GS,
 And prior pay rate determinant is 2, 3, 4, J, K, or R,
 Then prior basic pay must equal or exceed the minimum basic pay for prior grade
 on Table 2 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

570.13.2 If prior pay plan is EX,
 And prior pay rate determinant is 0,
 Then prior basic pay must match the entry for prior grade on Table 5 or be
 asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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**DYNAMICS FILE
RELATIONSHIP EDITS**

- 570.17.2 If prior pay plan is ES or FE,
 And prior pay rate determinant is not C,
 Then prior basic pay must be within the range on Table 55 or be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
-
- 570.21.2 If prior pay plan is GL,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must match the entry for the prior grade and prior step on
 Table 57 or be asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.
-
- 570.28.2 If nature of action is 7xx or 8xx (other than 702, 703, 713, 721, 740, 741,
 815-817, 825, 827, 840-849, 855, 866-868, 871, 878-879, 890-894, 896, or 897),
 And both basic pay and prior basic pay are present,
 Then prior basic pay must equal basic pay.
- Default: Insert asterisks in prior pay basis and prior basic pay.
-
- 570.43.2 If prior pay plan is AF, FO, or FP,
 And prior pay rate determinant is not C,
 Then prior basic pay must fall within the range for prior grade on Table 10 or be
 asterisks.
- Default: Insert asterisks in prior pay basis and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

570.50.2 If prior pay plan is GS,
 And prior pay rate determinant is 5 or 6,
 Then prior basic pay must equal or exceed the entry for prior grade and prior step
 or rate on Table 1 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

Note: The prior basic pay check in this edit is temporary to allow agencies time to modify special rate documentation in their HR systems. Eventually, the edit will be changed to require prior basic pay to equal the Table 1 entry.

570.60.2 If prior pay plan is AL,
 And prior pay rate determinant is not C,
 Then prior basic pay must match the entry for the prior grade and prior step or
 rate on Table 22 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

570.65.2 If prior pay plan is CA,
 And prior pay rate determinant is not C,
 Then prior basic pay must match the entry on Table 23 for the prior grade or be
 asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

570.70.2 If prior pay plan is SL or ST,
 And prior pay rate determinant is not C,
 Then prior basic pay must be within the range in Table 21 or be asterisks.

Default: Insert asterisks in prior pay basis and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

570.80.2 If prior pay plan is GG,
 And prior grade is 01 through 15,
 And prior step is 01 through 10,
 And prior pay rate determinant is 0 or 7,
 Then prior basic pay must match the entry for prior grade and prior step or rate on
 Table 1 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.82.2 If prior pay plan is GG,
 And prior grade is SL,
 And prior pay rate determinant is 0,
 Then prior basic pay must be within the range on Table 21 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.84.2 If prior pay plan is GG,
 And prior grade is 01 through 15,
 And prior pay rate determinant is 2, 3, 4, J, K, or R,
 Then prior basic pay must be equal to or exceed the minimum for prior grade on
 Table 2 or be asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

570.87.2 If prior pay plan is AA,
 And prior pay rate determinant is 0,
 Then prior basic pay must match the entry for the grade on Table 53 or be
 asterisks.

 Default: Insert asterisks in prior pay basis and prior basic pay.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

580 (PRIOR STEP OR RATE)

580.02.2 If nature of action is 7xx or 8xx (other than 702, 703, 713, 721, 740, 741, 815-817, 825, 827, 840-849, 855, 866-868, 871, 878-879, 890-894, or 899),
And both step or rate and prior step or rate are present,
Then prior step or rate must equal step or rate.

Default: Insert asterisks in prior step or rate.

580.04.2 If pay plan is GS,
And nature of action is 892 or 893,
And pay rate determinant is 0, 5, 6, or 7,
Then prior step or rate must be less than step or rate or be asterisks.

Default: Insert asterisks in prior step or rate.

580.07.2 If prior pay plan is CE or CY,
Then prior step or rate must be 00 through 21 or asterisks.

Default: Insert asterisks in prior step or rate.

580.22.2 If prior pay plan is GG, GS, or VP,
And prior grade is 01 through 15,
And neither current appointment authority is UAM,
And prior pay rate determinant is 0, 5, 6, or 7,
Then prior step or rate must be 01 through 10 or asterisks.

Default: Insert asterisks in prior step or rate.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

580.27.2 If prior pay plan is VN,
 Then prior step must be 00 through 28 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.31.2 If prior pay plan is FO,
 Then prior step or rate must be 01 through 14 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.32.2 If prior pay plan is FP,
 And prior grade is 01 through 09,
 Then prior step or rate must be 01 through 14 or asterisks.

 Default: Insert asterisks in prior step or rate.

580.52.2 If prior pay plan is AL,
 And prior grade is 03,
 Then prior step or rate must be A through F, or asterisks.

 Default: Insert asterisks in prior step or rate.

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

**DYNAMICS FILE
RELATIONSHIP EDITS**

590 (PRIOR WORK SCHEDULE)

590.02.2 If nature of action is 781,
 And work schedule and prior work schedule are not asterisks,
 Then prior work schedule may not equal work schedule.

Default: Insert asterisk in prior work schedule.

590.04.2 If nature of action is 430,
 Then prior work schedule must be G, J, Q, T, or asterisk.

Default: Insert asterisk in prior work schedule.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

600 (RACE OR NATIONAL ORIGIN)

600.02.3 If race or national origin is Y,
Then the first 2 positions of duty station must be RQ or asterisks.

Default: Insert asterisk in race or national origin.

600.04.3 If race or national origin is F, G, H, J, K, L, M, N, P, or Q,
Then the first 2 positions of duty station must be 15 or asterisks.

Default: Insert asterisk in race or national origin.

600.07.3 If the first 2 positions of duty station are RQ,
Then race or national origin must be D, Y, space, or asterisk.

Default: Insert asterisk in race or national origin.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

650 (BASIC PAY)

Note: If a basic pay match error occurs AND the year and month of the effective date of the action are equal to the Basic Pay Table effective date, the data will then be matched against the previous Basic Pay Table.

650.02.2 Note: Edit 420.28.3 must be performed before edits 650.02.2 and 650.04.1.

If pay plan is GS or VP,
And pay rate determinant is 0 or 7,
Then basic pay must match the entry for grade and step or rate on Table 1 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.10.2 If pay plan is GS,
And pay rate determinant is 2, 3, 4, J, K, or R,
Then basic pay must equal or exceed the minimum basic pay for the grade on Table 2 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

650.19.3 If pay plan is GM,
 And pay rate determinant is 0 or 7,
 Then basic pay must fall within the range for grade on Table 3 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.21.2 If pay plan is GL,
 And pay rate determinant is 0 or 7,
 Then basic pay must match the entry for the grade and step on Table 57 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.
(Printer version identical to Status; programmed differently because of date check
 in Dynamics)

650.25.2 If pay plan is GH, GM, or GS,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must equal or exceed the minimum basic pay for the grade on
 Table 2 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.34.2 If pay plan is EX,
 And pay rate determinant is 0,
 Then basic pay must equal the entry for the grade on Table 5 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.37.3 If pay plan is ES or FE,
 And pay rate determinant is 0,
 Then basic pay must be within the range on Table 55 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

650.38.2 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 0 or 7,
 Then basic pay must equal the entry for the grade and step on Table 1 or be
 asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.39.2 If pay plan is GG,
 And grade is 01 through 15,
 And step is 01 through 10,
 And pay rate determinant is 5 or 6,
 Then basic pay must equal or exceed the entry for the grade and step on Table 1
 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

Note: The basic pay check in this edit is temporary to allow agencies time to modify special rate documentation in their HR systems. Eventually, the edit will be changed to require basic pay to equal the Table 1 entry.

650.42.2 If pay plan is GG,
 And grade is 01 through 15,
 And pay rate determinant is 2, 3, 4, J, K, or R,
 Then basic pay must be equal to or exceed the entry for the grade on Table 2 or be
 asterisks.

Default: Insert asterisks in pay basis and basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

650.48.2 If pay plan is GG,
 And grade is SL,
 And pay rate determinant is 0,
 Then basic pay must be within the range shown on Table 21 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.66.3 If pay plan is VN,
 And pay rate determinant is 0,
 And occupation is 0601 or 0603,
 Then basic pay must be within the range for the grade on Table 14 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

650.83.2 If pay plan is GS,
 And pay rate determinant is 5 or 6,
 Then basic pay must equal or exceed the entry for grade and step or rate on Table
 1 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

Note: The basic pay check in this edit is temporary to allow agencies time to modify special rate documentation in their HR systems. Eventually, the edit will be changed to require basic pay to equal the Table 1 entry.

650.95.3 If pay plan is AA,
 And pay rate determinant is 0,
 Then basic pay must match the entry for the grade on Table 53 or be asterisks.

Default: Insert asterisks in pay basis and basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

650.96.2 If pay plan is AL,
 And pay rate determinant is not C,
 Then basic pay must match the entry for the grade and step or rate on Table 22 or
 be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.97.2 If pay plan is CA,
 And pay rate determinant is not C,
 Then basic pay must match the entry on Table 23 for the grade or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

650.98.2 If pay plan is SL or ST,
 And pay rate determinant is not C,
 Then basic pay must fall within the range on Table 21 or be asterisks.

 Default: Insert asterisks in pay basis and basic pay.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

652 (LOCALITY ADJUSTMENT)

Note:

Due to reporting requirement changes, the Locality Adjustment field may contain (depending on the pay rate determinant) a locality adjustment or a special rate supplement.

Table 25 shows locality pay percentages currently authorized for each locality pay area. Prior authorized percentages are retained in CPDF internal tables. Locality pay amounts are edited against the locality pay percentages authorized as of the effective date of the action. We divide the locality adjustment amount by the basic pay amount to calculate the percentage used in these edits. We generate the locality pay area code from the duty station. The locality pay area codes are defined in The Guide to Personnel Data Standards, available on the Internet at <http://www.opm.gov/feddata/guidance.asp>.

652.10.2 If pay plan is FO, FP, GG, GH, GL, GM, or GS,
 And pay rate determinant is 0 or 7,
 And locality pay area is other than ZZ or asterisks,
 Then the amount of the locality adjustment, as a percentage of basic pay, must
 match the percentage for the locality pay area on Table 25, be asterisks or basic
 pay plus locality adjustment must equal the EX-04 rate on Table 5.

Default: Insert asterisks in locality adjustment.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

652.15.2 If pay plan is GG, GH, GM, or GS,
 And pay rate determinant is 5 or 6,
 Then the special rate supplement must be greater than zero.

Default: Accept data as submitted. Failing the edit does not cause the record or data element to be counted as an error.

Note: The default action in this edit is temporary to allow agencies time to modify special rate documentation in their HR systems. Eventually, the edit will be changed to insert asterisks in locality adjustment. This edit is not applicable to a special rate employee using special pay table identifier 0491 (LEO – Law Enforcement Officer), who works in an area other than the contiguous United States. Since a special pay table identifier is not reported for CPDF Dynamics actions, to bypass the edit, the employee’s pay plan should be converted to GL, with a pay rate determinant code of 0.

652.20.3 If agency is other than HS,
 And locality pay area is ZZ,
 And pay rate determinant is other than 5, 6, E, or F,
 And pay plan is GM or GS,
 Then locality adjustment must be zeros, spaces, or asterisks.

Default: Insert spaces in locality adjustment. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

652.30.3 If pay plan is ES, EX, FE, or ZZ,
 And pay rate determinant is other than A, B, E, F, or S,
 Then locality adjustment must be zeros, spaces, or asterisks.

Default: Insert spaces in locality adjustment. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

652.60.2 If pay plan is AA, AL, CA, SL, or ST,
 And locality pay area is other than ZZ or asterisks,
 Then the locality adjustment amount must not be spaces or an amount, as a
 percentage of basic pay, greater than the percentage for the locality pay area on
 Table 25.

Default: Insert asterisks in locality adjustment.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

653 (PRIOR LOCALITY ADJUSTMENT)

Note:

Due to reporting requirement changes, the Prior Locality Adjustment field may contain (depending on the prior pay rate determinant) a prior locality adjustment or a prior special rate supplement.

Table 25 shows locality pay percentages currently authorized for each locality pay area. Prior authorized percentages are retained in CPDF internal tables. Prior locality pay amounts are edited against the locality pay percentages authorized as of the effective date of the action. We divide the prior locality adjustment amount by the prior basic pay amount to calculate the percentage used in these edits. We generate the prior locality pay area code from the prior duty station. The locality pay area codes are defined in The Guide to Personnel Data Standards, available on the Internet at <http://www.opm.gov/feddata/guidance.asp>.

653.08.2 If prior pay plan is AA, AL, CA, SL, or ST,
 And prior locality pay area is other than ZZ or asterisks,
 Then prior locality adjustment must not be spaces or an amount, as a percentage
 of prior basic pay, greater than the percentage on Table 25 for the prior locality
 pay area.

 Default: Insert asterisks in prior locality adjustment.

653.15.2 If prior pay plan is FO, FP, GG, GH, GL, GM, or GS,
 And prior pay rate determinant is 0 or 7,
 And prior locality pay area is other than ZZ or asterisks,
 Then the amount of the prior locality adjustment, as a percentage of prior basic
 pay, must match the percentage for the prior locality pay area on Table 25, be
 asterisks or prior basic pay plus prior locality adjustment must equal the EX-04
 rate on Table 5.

 Default: Insert asterisks in prior locality adjustment.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

653.16.2 If prior pay plan is GG, GH, GM, or GS,
 And prior pay rate determinant is 5 or 6,
 Then the prior special rate supplement must be greater than zero.

Default: Accept data as submitted. Failing the edit does not cause the record or data element to be counted as an error.

Note: The default action in this edit is temporary to allow agencies time to modify special rate documentation in their HR systems. Eventually, the edit will insert asterisks in prior locality adjustment. This edit is not applicable to a special rate employee using special pay table identifier 0491 (LEO – Law Enforcement Officer), who works in an area other than the contiguous United States. Since a special pay table identifier is not reported for CPDF Dynamics actions, to bypass the edit, the employee’s prior pay plan should be converted to GL, with a prior pay rate determinant code of 0.

653.30.2 If agency is other than HS,
 And prior locality pay area is ZZ,
 And prior pay rate determinant is other than 5, 6, E, or F,
 And prior pay plan is GM or GS,
 Then prior locality adjustment must be zeros, spaces, or asterisks.

Default: Insert spaces in prior locality adjustment. Failing the edit does not cause the record or data element to be counted as an error, but agency should submit spaces for the data element.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

655 (RETENTION ALLOWANCE)

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**DYNAMICS FILE
RELATIONSHIP EDITS**

657 (SUPERVISORY DIFFERENTIAL)

657.20.2 If nature of action is 810,
 And either legal authority is VPH,
 Then supervisory differential may not be blanks.

Default: Insert asterisks in supervisory differential.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

660 (SERVICE COMPUTATION DATE (LEAVE))

660.02.3 Service computation date (leave) must be at least 13 years greater than date of birth or be asterisks.

Default: Insert asterisks in service computation date (leave).

Note: Limit established at 13 to accommodate special DOD program for dependents of service people stationed overseas.

660.07.2 Service computation date (leave) must be equal to or less than the effective date or be asterisks.

Default: Insert asterisks in service computation date (leave).

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**DYNAMICS FILE
RELATIONSHIP EDITS**

700 (STEP OR RATE)

700.04.3 If pay plan is GG, GS, or VP,
 And neither current appointment authority is UAM,
 And grade is 01 through 15,
 And pay rate determinant is 0, 5, 6, or 7,
 Then step or rate must be 01 through 10 or asterisks.

 Default: Insert asterisks in step or rate.

700.31.3 If pay plan is FO,
 Then step or rate must be 01 through 14 or asterisks.

 Default: Insert asterisks in step or rate.

700.34.3 If pay plan is FP,
 And grade is 01 through 09,
 Then step or rate must be 01 through 14 or asterisks.

 Default: Insert asterisks in step or rate.

700.60.3 If pay plan is AL,
 And grade is 03,
 Then step or rate must be A through F or asterisks.

 Default: Insert asterisks in step or rate.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

700.65.3 If pay plan is GG,
 And grade is 01 through 15,
 And pay rate determinant is 0, 5, 6, or 7,
 And either current appointment authority is UAM,
 Then step or rate must be 01 through 12 or asterisks.

Default: Insert asterisks in step or rate.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

710 (SUPERVISORY STATUS)

710.07.3 If pay plan is BS, JR, JT, KS, NS, WA, WN, WQ, WS, XC, XN, or XS,
Then supervisory status must be 2 or asterisk.

Default: Insert 2 in supervisory status.

710.10.3 If pay plan is FA,
Then supervisory status must be 2 or asterisk.

Default: Insert 2 in supervisory status.

710.13.3 If pay plan is ES, EX, or FE,
Then supervisory status must be 2, 8, or asterisk.

Default: Insert asterisk in supervisory status.

710.16.3 If pay plan is GM,
Then supervisory status must be 2, 4, 5, 7 or asterisk.

Default: Insert asterisk in supervisory status.

710.19.3 If pay plan is BL, JL, JQ, KL, NL, WL, WO, WR, XB, or XL,
Then supervisory status must be 6 or asterisk.

Default: Insert 6 in supervisory status.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

710.22.3 If pay plan is BB, ED, EE, EF, EG, EH, EI, JG, JP, KG, NA, WD, WG, WK, WT,
WU, WY, XA, XD, or XP,
Then supervisory status must be 4, 8, or asterisk.

Default: Insert asterisk in supervisory status.

710.25.3 If pay plan is BP, WB, WE, or WM,
Then supervisory status must be 2, 6, 8, or asterisk.

Default: Insert asterisk in supervisory status.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

720 (TENURE)

720.02.3 If pay plan is ES,
 Then tenure must be 0.

Default: Insert 0 in tenure.

720.04.3 If pay plan is VM, VN, or VP,
 Then tenure must be 1 or asterisk.

Default: Insert 1 in tenure.

720.08.3 If either current appointment authority is Y7M, Y8M, Y9K, or Y9M,
 Then tenure must be 0, 3, space, or asterisk.

Default: Insert asterisk in tenure.

720.13.2 If nature of action is 100, 130, 140, 500, or 540,
 Then tenure must be 1, 2, or asterisk.

Default: Insert asterisk in tenure.

720.16.2 If nature of action is 101, 141, 501, or 541,
 Then tenure must be 2 or asterisk.

Default: Insert 2 in tenure.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

720.19.2 If nature of action is 107, 108, 115, 120, 122, 124, 190, 507, 508, 515, 520, 522,
524, or 590,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisk in tenure.

720.22.2 If either legal authority is YBM, YCM, YGM, Y1M, Y2M, or Y3M,
And pay plan is other than Yx,
Then tenure must be 2 or asterisk.

Default: Insert 2 in tenure.

720.25.2 If nature of action is 170 or 570,
And neither legal authority is ZKM or ZNM,
And pay plan is other than Yx,
Then tenure must not be 0.

Default: Insert asterisk in tenure.

720.28.2 If the nature of action is 760,
Then tenure must be 0, 3, or asterisk.

Default: Insert asterisk in tenure.

720.31.2 If the nature of action is 765,
Then tenure must be 3 or asterisk.

Default: Insert 3 in tenure.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

720.35.3 If either current appointment authority is ZKM (Presidential appointment),
 And pay plan is AD or EX,
 Then tenure must be 0,

 Default: Insert 0 in tenure.

720.40.3 If either current appointment authority is ZNM (Presidential appointment with
 advice and consent of Senate),
 And pay plan is AD or EX,
 Then tenure must be 0.

 Default: Insert 0 in tenure.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

750 (VETERANS PREFERENCE)

750.02.2 If either legal authority is LBM, LZM, NEM, or MMM,
Then veterans preference must be 2, 3, 4, 6, or asterisk.

Default: Insert asterisk in veterans preference.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

760 (VETERANS STATUS (ACTIVE MILITARY SERVICE))

760.05.3 If veterans status (active military service) is X,
Then veterans preference must not be 2, 3, 4, or 6.

Default: Insert asterisk in veterans status (active military service).

760.10.2 If nature of action is 1xx (other than 132),
Then veterans status (active military service) may not be N.

Default: Insert asterisk in veterans status (active military service).

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**DYNAMICS FILE
RELATIONSHIP EDITS**

770 (WORK SCHEDULE)

770.02.2 If nature of action is 280,
 Then work schedule must be G, Q, J, T, or asterisks.

Default: Insert asterisk in work schedule.

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**DYNAMICS FILE
RELATIONSHIP EDITS**

780 (YEAR DEGREE OR CERTIFICATE ATTAINED)

780.03.2 Year degree or certificate attained must be less than or equal to the effective date of personnel action year, or be spaces or asterisks.

Default: Insert asterisks in year degree or certificate attained.

780.04.3 If instructional program is other than spaces or asterisks,
And education level is other than 14, 16, 18, 20, or 22,
Then year degree or certificate attained must not be spaces.

Default: Insert asterisks in year degree or certificate attained.

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BASIC PAY TABLES

| TABLE | TITLE |
|---------------------------|--|
| <u>1</u> | FG, GG, GS, and VP Grade/Step/Basic Pay |
| <u>2</u> | Retained Pay: GG, GH, GM, and GS Grade/Basic Pay |
| <u>3</u> | FM, GH, and GM Grade /Basic Pay |
| <u>5</u> | EX Grade/Level/Basic Pay |
| <u>8</u> | FC Grade/Step/Basic Pay |
| <u>10</u> | AF, FO, and FP Grade/Step/Basic Pay |
| <u>14</u> | VN Grade/Basic Pay (Occupations 0601 and 0603) |
| <u>15</u> | VN Grade/Basic Pay (Occupations 0605 and 0610) |
| | |

(continued)

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BASIC PAY TABLES

(continued)

| TABLE | TITLE |
|---------------------------|---|
| <u>21</u> | FT, GG (Grade SL), SL, and ST Basic Pay |
| <u>22</u> | AL Grade/Step/Basic Pay |
| <u>23</u> | CA Grade/Basic Pay |
| <u>25</u> | Locality Pay Area (LPA) Percentages |
| <u>26</u> | NY Grade/Basic Pay |
| <u>27</u> | NX Grade/Basic Pay |
| <u>36</u> | IJ Step/Basic Pay |
| <u>53</u> | AA Grade/Basic Pay |
| <u>55</u> | ES and FE Basic Pay |
| <u>56</u> | Pay Basis/Basic Pay |

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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BASIC PAY TABLES

| Table 1 | | | | | | | | | | |
|---|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| FG, GG, GS, and VP Grade/Step/Basic Pay as of January 2009 | | | | | | | | | | |
| Step | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| GS-1 | 17540 | 18126 | 18709 | 19290 | 19873 | 20216 | 20792 | 21373 | 21396 | 21944 |
| GS-2 | 19721 | 20190 | 20842 | 21396 | 21635 | 22271 | 22907 | 23543 | 24179 | 24815 |
| GS-3 | 21517 | 22234 | 22951 | 23668 | 24385 | 25102 | 25819 | 26536 | 27253 | 27970 |
| GS-4 | 24156 | 24961 | 25766 | 26571 | 27376 | 28181 | 28986 | 29791 | 30596 | 31401 |
| GS-5 | 27026 | 27927 | 28828 | 29729 | 30630 | 31531 | 32432 | 33333 | 34234 | 35135 |
| GS-6 | 30125 | 31129 | 32133 | 33137 | 34141 | 35145 | 36149 | 37153 | 38157 | 39161 |
| GS-7 | 33477 | 34593 | 35709 | 36825 | 37941 | 39057 | 40173 | 41289 | 42405 | 43521 |
| GS-8 | 37075 | 38311 | 39547 | 40783 | 42019 | 43255 | 44491 | 45727 | 46963 | 48199 |
| GS-9 | 40949 | 42314 | 43679 | 45044 | 46409 | 47774 | 49139 | 50504 | 51869 | 53234 |
| GS-10 | 45095 | 46598 | 48101 | 49604 | 51107 | 52610 | 54113 | 55616 | 57119 | 58622 |
| GS-11 | 49544 | 51195 | 52846 | 54497 | 56148 | 57799 | 59450 | 61101 | 62752 | 64403 |
| GS-12 | 59383 | 61362 | 63341 | 65320 | 67299 | 69278 | 71257 | 73236 | 75215 | 77194 |
| GS-13 | 70615 | 72969 | 75323 | 77677 | 80031 | 82385 | 84739 | 87093 | 89447 | 91801 |
| GS-14 | 83445 | 86227 | 89009 | 91791 | 94573 | 97355 | 100137 | 102919 | 105701 | 108483 |
| GS-15 | 98156 | 101428 | 104700 | 107972 | 111244 | 114516 | 117788 | 121060 | 124332 | 127604 |

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BASIC PAY TABLES

| Table 2 | |
|--|-------------------|
| Retained Pay GG, GH, GM, and GS Grade/Basic Pay as of January 2009 | |
| Grade | Minimum Basic Pay |
| 1 | 21945 |
| 2 | 24816 |
| 3 | 27971 |
| 4 | 31402 |
| 5 | 35136 |
| 6 | 39162 |
| 7 | 43522 |
| 8 | 48200 |
| 9 | 53235 |
| 10 | 58623 |
| 11 | 64404 |
| 12 | 77195 |
| 13 | 91802 |
| 14 | 108484 |
| 15 | 127605 |

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BASIC PAY TABLES

| Table 3 | |
|--|-----------------|
| FM, GH, and GM Grade/Basic Pay as of January 2009 | |
| Grade | Basic Pay Range |
| 13 | 70615-91801 |
| 14 | 83445-108483 |
| 15 | 98156-127604 |

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BASIC PAY TABLES

| Table 5 | |
|--|-----------|
| EX Grade/Level/Basic Pay as of January 2009 | |
| Grade/Level | Basic Pay |
| 01 | 196700 |
| 02 | 177000 |
| 03 | 162900 |
| 04 | 153200 |
| 05 | 143500 |

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BASIC PAY TABLES

| Table 8 | | |
|---|------------|-----------------|
| FC Grade/Step/Basic Pay as of January 2009 | | |
| Grade | Step Range | Basic Pay Range |
| 02 | 01-10 | 27026-35135 |
| 03 | 01-10 | 30125-39161 |
| 04 | 01-10 | 33477-43521 |
| 05 | 01-10 | 37075-48199 |
| 06 | 01-10 | 40949-53234 |
| 07 | 01-10 | 45095-59622 |
| 08 | 01-10 | 49544-64403 |
| 09 | 01-10 | 59383-77194 |
| 10 | 01-10 | 70615-91801 |
| 11 | 01-10 | 83445-108483 |
| 12 | 01-10 | 98156-127604 |

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BASIC PAY TABLES

| Table 10 | | |
|---|------------|-----------------|
| AF, FO, and FP Grade/Step/Basic Pay as of January 2009 | | |
| Grade | Step Range | Basic Pay Range |
| 01 | 01-14 | 98156-127604 |
| 02 | 01-14 | 79535-116800 |
| 03 | 01-14 | 64447-94643 |
| 04 | 01-14 | 52221-76688 |
| 05 | 01-14 | 42314-62140 |
| 06 | 01-14 | 37828-55552 |
| 07 | 01-14 | 33817-49661 |
| 08 | 01-14 | 30231-44395 |
| 09 | 01-14 | 27026-39689 |

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(Update 56, 1/1/09)

BASIC PAY TABLES

| Table 14 | |
|--|-----------------|
| VN Grade/Basic Pay (Occupations 0601 and 0603) as of January 2009 | |
| Grade | Basic Pay Range |
| 06 | 30125-39161 |
| 08 | 37075-48199 |
| 09 | 40949-53234 |
| 11 | 49544-64403 |
| 12 | 59383-77194 |
| 13 | 70615-91801 |
| 14 | 83445-108483 |
| 15 | 98156-127604 |

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(Update 56, 1/1/09)

BASIC PAY TABLES

| Table 15 | |
|--|-----------------|
| VN Grade/Basic Pay (Occupations 0605 and 0610) as of January 2009 | |
| Grade | Basic Pay Range |
| 01 | 29452-143500 |
| 02 | 39103-143500 |
| 03 | 42622-143500 |
| 04 | 46457-143500 |
| 05 | 53423-143500 |

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BASIC PAY TABLES

| |
|--|
| Table 21 |
| FT, GG(Grade SL), SL, and ST Basic Pay as of January 2009 |
| Basic Pay Range |
| 117787-153200 |

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(Update 56, 1/1/09)

BASIC PAY TABLES

| Table 22 | | |
|---|------|-----------|
| AL Grade/Step/Basic Pay as of January 2009 | | |
| Grade | Step | Basic Pay |
| 01 | | |
| 02 | | |
| 03 | A | 102400 |
| 03 | B | 110100 |
| 03 | C | 118100 |
| 03 | D | 125900 |
| 03 | E | 133900 |
| 03 | F | 141600 |

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BASIC PAY TABLES

| Table 23 | |
|--|-----------|
| CA Grade/Basic Pay as of January 2009 | |
| Grade | Basic Pay |
| 01 | 153200 |
| 02 | 148604 |
| 03 | 144008 |

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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BASIC PAY TABLES

| Table 25 | | |
|---|------------|--------------|
| Locality Pay Area (LPA) Percentages as of January 2009 | | |
| LPA Area | LPA Pct | LPA Name |
| AT | 18.55 | Atlanta |
| BO | 23.98 | Boston |
| BU | 16.39 | Buffalo |
| CH | 24.47 | Chicago |
| CI | 18.28 | Cincinnati |
| CL | 18.16 | Cleveland |
| CO | 16.62 | Columbus |
| DA | 19.95 | Dallas |
| DG | 15.90 | Dayton |
| DN | 22.03 | Denver |
| DT | 23.56 | Detroit |
| HA | 25.08 | Hartford |
| HO | 28.28 | Houston |
| HU | 15.46 | Huntsville |
| IN | 14.23 | Indianapolis |
| LA | 26.51 | Los Angeles |
| MI | 20.21 | Miami |
| ML | 17.65 | Milwaukee |
| MN | 20.36 | Minneapolis |

(continued)

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BASIC PAY TABLES

| Table 25 (continued) | | |
|---|------------|--------------------------------------|
| Locality Pay Area (LPA) Percentages as of January 2009 | | |
| LPA Area | LPA Pct | LPA Name |
| NY | 27.96 | New York |
| PH | 21.25 | Philadelphia |
| PI | 16.08 | Phoenix |
| PO | 15.86 | Pittsburgh, PA |
| PX | 19.71 | Portland |
| RA | 17.38 | Raleigh |
| RI | 16.10 | Richmond |
| SA | 21.53 | Sacramento |
| SD | 23.44 | San Diego |
| SJ | 34.35 | San Jose |
| ST | 21.06 | Seattle |
| WA | 23.10 | Washington, DC |
| ZX | 13.86 | Rest of the Contiguous United States |

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BASIC PAY TABLES

| Table 26 | |
|--|-----------------|
| NY Grade/Basic Pay as of January 2009 | |
| Grade | Basic Pay Range |
| 01 | 17546-44391 |
| 02 | 33477-59794 |
| 03 | 49544-93903 |
| 04 | 83445-127604 |

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BASIC PAY TABLES

| Table 27 | |
|--|-----------------|
| NX Grade/Basic Pay as of January 2009 | |
| Grade | Basic Pay Range |
| 01 | 83445-127604 |
| 02 | 127604-153200 |

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BASIC PAY TABLES

| Table 36 | |
|---|-----------|
| IJ Step/Basic Pay as of January 2009 | |
| Step | Basic Pay |
| 01 | 107349 |
| 02 | 122686 |
| 03 | 138021 |
| 04 | 141088 |

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BASIC PAY TABLES

| Table 53 | |
|--|-----------|
| AA Grade/Basic Pay as of January 2009 | |
| Grade | Basic Pay |
| 01 | 102400 |
| 02 | 110100 |
| 03 | 118100 |
| 04 | 125900 |
| 05 | 133900 |
| 06 | 141600 |

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BASIC PAY TABLES

| |
|---|
| Table 55 |
| ES and FE Basic Pay as of January 2009 |
| Basic Pay Range |
| 117787-177000 |

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 THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
 (Update 56, 1/1/09)

BASIC PAY TABLES

| Table 56 | |
|---|------------------|
| Pay Basis/Basic Pay as of January 2009 | |
| Pay Basis | Basic Pay Range* |
| BW (biweekly) | 000468-007057.69 |
| PA (per annum) | 0009172-00275000 |
| PD (per diem) | 00046.8-001000 |
| PH (per hour) | 0005.85-0087.93 |
| WC (without compensation) | 0000.00-0000.00 |

* In accordance with the Guide to Personnel Data Standards, basic pay is a 6-character numeric value, with the amount rounded to the nearest dollar for an annual, school year, monthly, or biweekly pay basis. For any other pay basis, the amount is in dollars and cents with no decimal point. (However, the understood decimal point is explicitly shown above.) The amount is right justified with leading zeros.

THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
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APPENDIX

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| 1. Incorporated Changes (Changes to the Guide since the last Update.) | E-1 |
| 2. Unincorporated Changes (Changes for the next Update to the Guide.) | F-1 |

E-1
THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

INCORPORATED CHANGES

| <u>CHG NO.</u> | <u>EDIT</u> | <u>DATE</u> (yyyymmdd) | <u>EXPLANATION</u> |
|---------------------------|--------------------|----------------------------------|--|
| 56/- | (general) | | Update the cover and page headers to show Update 56 (dated January 1, 2009). |
| 56/- | (general) | | Update the Basic Pay Tables to reflect 2009 data |

(continued)

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

INCORPORATED CHANGES

| CHG | | | |
|-------------------------|--------------------|----------------------------------|----------------------------------|
| <u>NO.</u> | <u>EDIT</u> | <u>DATE</u> (yyyymmdd) | <u>EXPLANATION</u> |
| <u>New Edits</u> | | | |
| 56/- | 180.09.1 | 20070907 | Add new edit for FLSA Category |
| 56/- | 650.21.1 | 20070813 | Add new edit for Basic Pay |
| 56/- | 650.21.2 | 20070813 | Add new edit for Basic Pay |
| 56/- | 570.21.2 | 20070813 | Add new edit for Prior Basic Pay |

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

INCORPORATED CHANGES

| CHG NO. | <u>EDIT</u> | <u>DATE</u> (yyyymmdd) | <u>EXPLANATION</u> |
|------------------------------|--------------------|----------------------------------|--|
| <u>Modified Edits</u> | | | |
| 56/- | 295.04.2 | 20081010 | Add legal authority code UAM for NOA 292 |
| 56/- | 328.10.2 | | Adds legal authority code Z2U for NOA 810 |
| 56/- | 329.18.2 | 20080415 | Adds legal authority codes VPA, VPB, VPC for NOA 827 |
| 56/- | 420.02.3 | 20080417 | Remove pay plan MG |
| 56/- | 440.02.3 | 20080417 | Add pay plan OE Remove pay plan MG |
| 56/- | 540.07.2 | 20080417 | Remove pay plan MG |
| 56/- | 570.28.2 | 20070215 | modify prior basic pay |
| 56/- | 580.02.2 | 20070215 | modify prior step or rate |
| 56/- | 652.10.1 | 20070813 | Add pay plan code GL to list modify the edit to reflect how the CPDF edit works |
| 56/- | 652.10.2 | 20070813 | Add pay plan code GL to list modify the edit to reflect how the CPDF edit works |
| 56/- | 652.30.3 | | Remove "And Pay Plan is GM or GS" |
| 56/- | 652.45.1 | | Remove pay rate determinant codes E, F |
| 56/- | 653.15.2 | 20070813 | Add pay plan code GL to list modify the edit to reflect how the CPDF edit works |

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

INCORPORATED CHANGES

| CHG | | | |
|-------------------|--------------------|--------------------|---------------------------|
| <u>NO.</u> | <u>EDIT</u> | <u>DATE</u> | <u>EXPLANATION</u> |
| | | (yyyymmdd) | |

Deleted Edits

| | | | |
|------|----------|----------|--|
| 56/- | 180.02.1 | 20070924 | |
| 56/- | 180.04.1 | 20070924 | |
| 56/- | 180.07.1 | 20070924 | |
| 56/- | 390.47.1 | 20070813 | |
| 56/- | 610.16.1 | 20070813 | |
| 56/- | 630.07.1 | 20070813 | |
| 56/- | 650.72.1 | 20070606 | |
| 56/- | Table 16 | 20070606 | |

| | | | |
|------|----------|----------|--|
| 56/- | 370.20.2 | 20070813 | |
| 56/- | 440.10.2 | 20070813 | |
| 56/- | 440.12.2 | 20070813 | |
| 56/- | 520.02.2 | 20070813 | |
| 56/- | 540.03.2 | 20070813 | |
| 56/- | 540.05.2 | 20070813 | |
| 56/- | 540.06.2 | 20070813 | |
| 56/- | 540.13.2 | 20070813 | |
| 56/- | 540.16.2 | 20070813 | |
| 56/- | 540.17.2 | 20070813 | |
| 56/- | 540.29.2 | 20070813 | |
| 56/- | 540.32.2 | 20070813 | |
| 56/- | 540.33.2 | 20070813 | |
| 56/- | 540.36.2 | 20070813 | |
| 56/- | 540.39.2 | 20070813 | |
| 56/- | 540.40.2 | 20070813 | |
| 56/- | 540.49.2 | 20070813 | |
| 56/- | 540.52.2 | 20070813 | |
| 56/- | 540.57.2 | 20070813 | |
| 56/- | 540.58.2 | 20070813 | |
| 56/- | 540.61.2 | 20070813 | |
| 56/- | 540.63.2 | 20070813 | |
| 56/- | 550.02.2 | 20070813 | |
| 56/- | 560.06.2 | 20070813 | |
| 56/- | 560.28.2 | 20070813 | |

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

INCORPORATED CHANGES

| CHG | | | |
|-------------------|--------------------|----------------------------------|---------------------------|
| <u>NO.</u> | <u>EDIT</u> | <u>DATE</u> (yyyymmdd) | <u>EXPLANATION</u> |
| 56/- | 560.40.2 | 20070813 | |
| 56/- | 570.23.2 | 20070813 | |
| 56/- | 570.25.2 | 20070813 | |
| 56/- | 570.27.2 | 20070813 | |
| 56/- | 570.31.2 | 20070813 | |
| 56/- | 570.32.2 | 20070813 | |
| 56/- | 570.37.2 | 20070813 | |
| 56/- | 570.83.2 | 20070813 | |
| 56/- | 570.86.2 | 20070813 | |
| 56/- | 580.03.2 | 20070813 | |
| 56/- | 580.10.2 | 20070813 | |
| 56/- | 580.26.2 | 20070813 | |
| 56/- | 580.29.2 | 20070813 | |
| 56/- | 580.33.2 | 20070813 | |
| 56/- | 580.34.2 | 20070813 | |
| 56/- | 580.37.2 | 20070813 | |
| 56/- | 580.40.2 | 20070813 | |
| 56/- | 580.43.2 | 20070813 | |
| 56/- | 580.46.2 | 20070813 | |
| 56/- | 580.49.2 | 20070813 | |
| 56/- | 580.55.2 | 20070813 | |
| 56/- | 580.57.2 | 20070813 | |
| 56/- | 650.45.2 | 20070813 | |
| 56/- | 650.47.2 | 20070813 | |
| 56/- | 650.53.2 | 20070813 | |
| 56/- | 650.72.2 | 20070813 | |
| 56/- | 655.15.2 | 20070517 | |
| 56/- | 660.10.2 | 20070717 | |
| 56/- | 720.34.2 | 20070813 | |
| 56/- | 120.04.3 | 20070813 | |
| 56/- | 420.05.3 | 20070813 | |
| 56/- | 420.07.3 | 20070813 | |
| 56/- | 420.10.3 | 20070813 | |
| 56/- | 420.11.3 | 20070813 | |
| 56/- | 420.19.3 | 20070813 | |
| 56/- | 420.23.3 | 20070813 | |
| 56/- | 420.25.3 | 20070813 | |

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

INCORPORATED CHANGES

| CHG | | | |
|-------------------|--------------------|--------------------|---------------------------|
| <u>NO.</u> | <u>EDIT</u> | <u>DATE</u> | <u>EXPLANATION</u> |
| | | (yyyymmdd) | |
| 56/- | 420.40.3 | 20070813 | |
| 56/- | 420.41.3 | 20070813 | |
| 56/- | 420.42.3 | 20070813 | |
| 56/- | 420.60.3 | 20070813 | |
| 56/- | 420.73.3 | 20070813 | |
| 56/- | 420.74.3 | 20070813 | |
| 56/- | 420.75.3 | 20070813 | |
| 56/- | 420.76.3 | 20070813 | |
| 56/- | 420.78.3 | 20070813 | |
| 56/- | 450.10.3 | 20070813 | |
| 56/- | 450.19.3 | 20070813 | |
| 56/- | 450.40.3 | 20070813 | |
| 56/- | 450.42.3 | 20070813 | |
| 56/- | 600.10.3 | 20071024 | |
| 56/- | 650.05.3 | 20070813 | |
| 56/- | 650.06.3 | 20070813 | |
| 56/- | 650.26.3 | 20070813 | |
| 56/- | 650.28.3 | 20070813 | |
| 56/- | 650.30.3 | 20070813 | |
| 56/- | 650.67.3 | 20070813 | |
| 56/- | 650.99.3 | 20070813 | |
| 56/- | 655.10.3 | 20070517 | |
| 56/- | 700.02.3 | 20070813 | |
| 56/- | 700.12.3 | 20070813 | |
| 56/- | 700.14.3 | 20070813 | |
| 56/- | 700.16.3 | 20070813 | |
| 56/- | 700.19.3 | 20070813 | |
| 56/- | 700.35.3 | 20070813 | |
| 56/- | 700.37.3 | 20070813 | |
| 56/- | 700.40.3 | 20070813 | |
| 56/- | 700.43.3 | 20070813 | |
| 56/- | 700.47.3 | 20070813 | |
| 56/- | 700.50.3 | 20070813 | |
| 56/- | 700.55.3 | 20070813 | |
| 56/- | 700.62.3 | 20070813 | |
| 56/- | 700.67.3 | 20070813 | |
| 56/- | 700.69.3 | 20070813 | |

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THE GUIDE TO CENTRAL PERSONNEL DATA FILE EDITS
(Update 56, 1/1/09)

UNINCORPORATED CHANGES

| <u>CHG</u> | | | |
|-------------------|--------------------|--------------------|---------------------------|
| <u>NO.</u> | <u>EDIT</u> | <u>DATE</u> | <u>EXPLANATION</u> |

(yyyymmdd)

Not applicable.