CPDF Standard Code Table Record Format

Data Element	Type	Length	Position	
SCT Table ID	Char	2	1-2	
Data Code	Char	9	3-11	
Date Code in Use From 1	Num	6	12-17	yyyymm
Date Code in Use Until 1	Num	6	18-23	yyyymm
Date Code in Use From 2	Num	6	24-29	yyyymm
Date Code in Use Until 2	Num	6	30-35	yyyymm
Translation 1	Char	40	36-75	
Date Trans in Use From 1	Num	6	76-81	yyyymm
Date Trans in Use Until 1	Num	6	82-87	yyyymm
Translation 2	Char	40	88-127	
Date Trans in Use From 2	Num	6	128-133	yyyymm
Date Trans in Use Until 2	Num	6	134-139	yyyymm
Translation 3	Char	40	140-179	
Date Trans in Use From 3	Num	6	180-185	yyyymm
Date Trans in Use Until 3	Num	6	186-191	yyyymm
Translation 4	Char	40	192-231	
Date Trans in Use From 4	Num	6	232-237	yyyymm
Date Trans in Use Until 4	Num	6	238-243	yyyymm
Translation 5	Char	40	244-283	
Date Trans in Use From 5	Num	6	284-289	yyyymm
Date Trans in Use Until 5	Num	6	290-295	yyyymm
Translation 6	Char	40	296-335	
Date Trans in Use From 6	Num	6	336-341	yyyymm
Date Trans in Use Until 6	Num	6	342-347	yyyymm

Note 1: **Data Code** may contain from 1 to 9 significant characters, depending on which data element code set is searched. **SCT Table ID** identifies the corresponding data element type:

AG – Agency with Subelement (See Note 3)
AH – Agency without Subelement
BA – Leo Geographic Pay Area (01/1994 – 04/2004)
BD – Functional Class
BX – Pay Status
EM – Rating Of Record Pattern (10/1996 – present)
EV – Educational Level
FE – Legal Authority
GF – Occupational Category
JA – CBSA (Core Based Statistical Area) (01/2005 – present; generated for older files)
JY – Consolidated MSA (03/1991 – 12/2004)
KW – Special Pay Table ID (03/1991 – present)
LA – Pay Plan

LB – Veterans Status
LN – Instructional Program (see Note 2)
NP – FLSA Category
PC – Agency-dependent Bargaining Unit (see Note 5)
PD – Non-agency-dependent Bargaining Unit
PT – Pay Rate Determinant
RT – Current Appt. Authority
SU – Supervisory Status
UA – Nature of Action Code
VG – Step/Rate (see Note 6)
VK – Grade (see Note 7)
VM – Type of Appointment
VX – Duty Station (See Note 4)
WS – Work Schedule
XB – Occupation
XS – Sex
YZ – Pay Basis

Note 2: Most code sets (identified by SCT Table ID) use a Data Code validity date range to identify the time frame in which the code is/was valid for CPDF submissions. A value of "999999" in the Date Code in Use Until element indicates the code is currently valid. For a retrieved Data Code to be valid, the associated search date must be greater than or equal to an occurrence of Date Code in Use From and must be less than the corresponding occurrence of Date Code in Use Until.

Translations use similar validity dates to identify the time period a particular translation is valid. The most recent translation is in Translation 1, the previous translation is in Translation 2, etc.

The Date in use from/until values are zeros for these system-generated code sets that do not use Data Code validity date ranges: BA, BE, GF, JA, JY, LB, VM.

Instructional Program codes were converted from 4 to 6 characters in 1993 and have Date in Use From values beginning with 199310. The Instructional Program codes in historical Status and Dynamics files were all converted to the current 6-character structure.

Note 3: The "AG" group of codes includes both Agency and Subelement titles (i.e. Department of the Air Force, Air National Guard). Generally if the third and fourth position of the 4-character agency/subelement code are "00", the code refers to an independent agency (OM00 = Office of Personnel Management). If those positions are spaces, the code refers to the main title of an agency or department that has additional subelements.

EXCEPTION: In August, 2011, the Department of Energy began submitting Federal Energy Regulatory Commission (FERC) records with agency/subelement code DNFE and all other non-FERC records with code DN00.

NOTE: The code for the US Tax Court changed from LT00 to JL03 in August 2013 to reflect a reassessment that it is a Judicial Branch agency rather than a Legislative Branch agency.

Note 4: **Duty Station** codes are composed of State code (pos 1-2), City code (pos 3-6), and County code (pos 7-9). Translations for States, Countries, and Territories will have zeros in

positions 3-9 of the Duty Station code ("010000000" = Alabama, "RQ0000000" = Puerto Rico). Translations for Counties will have zeros in positions 3-6 ("010000019" = Cherokee County, Alabama, "480000113" is Dallas County, Texas). Translations for Cities in the U.S. will have non-zero values in all three components of the Duty Station code ("011730089" is Huntsville, Alabama).

Note 5:   **Agency-dependent Bargaining Unit** codes use two components to identify translations. The first four positions of Data Code may contain an agency/subelement code, an agency code, or "****" indicating the code applies government-wide. Positions 5-8 contain the Bargaining Unit codes identifying the organization representing a particular group of employees; this is the value that will be contained in individual employee records. The following are example valid SCT Bargaining Unit Data Codes and translations:

```
****6666   BARGAINING UNIT STATUS IS IN TRANSITION
****7777   ELIGIBLE BUT NOT IN A BARGAINING UNIT
****8888   INELIGIBLE FOR INCLUSION IN A BARG UNIT
AF  0040   AFGE/1092
AF  0045   NFFE/2121
AFNG1110   AFGE/3936
AMAG0010   AFGE/1534
AMAG0020   AFSA
```

Note 6:   **Step/Rate** codes use three components to identify translations for employees with Pay Plan AL and Grade 03 only. The first two positions of Data Code contain "AL", the next two contain "03", and positions 5-6 contain the Step value as used in individual Status or Dynamics records. The following are valid Step/Rate Data Codes and translations:

```
****00      NOT APPLICABLE
AL03A       RATE A
AL03B       RATE B
AL03C       RATE C
AL03D       RATE D
AL03E       RATE E
AL03F       RATE F
```

Note 7:   **Grade** codes use two components to identify translations for employees with non-numeric grades in Pay Plans AL, AF, FA, FE, FP, GG, and TP. The first two positions of Data Code contain the pay plan code and positions 3-4 contain the Grade value as used in individual Status or Dynamics records. The following are example valid Grade Data Codes and translations:

```
**00        NOT APPLICABLE
AFAA        GRADE AA
AFBB        GRADE BB
GGSL        SENIOR LEVEL
TPAA        SUBSTITUTE TEACHERS – ELEM & SECONDARY
TPBA        JROTC – ELEMENTARY AND SECONDARY
```