**National Finance Center**
**Front-End System Interface (FESI)**
**PMSO-Individual-Record Doc Type (2056)**

| Data Element Name | Data Element Format | Start Position | End Position | Element Description | Optional Mandated O/M | Values | Customer Data Element Name |
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| IN-CD-RECORD-ID (IP) | A4 | 1 | 4 | Identifies the beginning of the individual position data in the file. | M | 2056 | |
| DEPARTMENT-CODE | A2 | 5 | 6 | Identifies the department of the U.S. Government. | M | For a list of valid values, see the OPM Guide to Personnel Data Standards. | |
| AGENCY-CODE (IP) | A2 | 7 | 8 | The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center. | M | For a list of valid codes, see TMGT Table 005, Agency Organizational Structure. This field should contain the agency code assigned by the NFC. | |
| PERSONNEL-OFFICE-IDENTIFIER (IP) | A4 | 9 | 12 | An identifying code assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and maintain personnel data. | M | Four position numeric field. | |
| MASTER-RECORD-NUMBER (IP) | A6 | 13 | 18 | A number assigned by the agency to identify positions within the same series, pay plan, etc. Each individual position is linked to a master record. | M | Six position alpha-numeric field.<br><br>This field is user defined. | |
| GRADE (IP) | A2 | 19 | 20 | Identifies the grade level of the individual position record. | M | Two position numeric field. Precede single digit grades with zero. When completing this field, also complete the Pay Plan, Step, and Salary fields. | |
| POSITION-NUMBER | A8 | 21 | 28 | Agency assigned number that identifies the position occupied by an employee. | M | Eight position alpha-numeric field. This field is user defined. | |
| FAIR-LABOR-STANDARDS-CODE | A1 | 29 | 29 | Indicates whether a position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). | M | One position alphanumeric field.<br>Valid values : | |

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| | | | | | | E = Exempt FLSA<br>N = Nonexempt FLSA | |
| FIN-DIS-REQ-CODE | A1 | 30 | 30 | Indicates whether the position requires its incumbent to file a Conflict of Interest or a Financial Disclosure Statement. | M | One position numeric field.<br>Valid values :<br>0 = No Conflict of Interest or Financial Disclosure Statement Required<br>3 = SF-278, Financial Disclosure Report, Required<br>4 = SF – 450, Executive Branch Personnel Confidential Financial Disclosure Report, Required<br>5 = MSPB-849 Required (MSPB and OSC)<br>6 = GPO-U.S. 069233 (LOC)<br>7 = SI-1085 (SM Only) | |
| POSITION-SCHEDULE | A1 | 31 | 31 | Identifies the appropriate schedule of the excepted service position. | O | One position alphanumeric field.<br>Valid values :<br>A = Schedule A<br>B = Schedule B<br>C = Schedule C<br>0 = Positions in the Excepted Service but not Schedule A, B or C<br>**If not applicable, send space.** | |
| POSITION-SENSITIVITY-CODE | A2 | 32 | 33 | Indicates whether or not the position occupied by the employee has been designated as sensitive and if so, whether it has been further designated as non-critical or critical. | M | Two position numeric field.<br>Valid Values :<br>1st Digit<br>1 = Non-Sensitive/Low Risk<br>2 = Non-Critical Sensitive<br>3 = Critical Sensitive<br>4 = Special Sensitive<br>5 = Moderate Risk<br>6 = High Risk<br>2nd Digit<br>C = Computer – ADP<br>N = Non-Computer ADP | |

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| | | | | | | If the occupational series of the master record is 22**, the 2nd position of this field must be C (computer-ADP). | |
| PROC-INTEGRITY-ACT-FLAG | A1 | 34 | 34 | Indicates whether or not the position covered by the master record will require the incumbent to be trained/certified in accordance with the requirements of the Procurement Integrity Act. | M | One position alphanumeric field.<br>Valid values are:<br>N = No<br>Y = Yes | |
| LEO-IND | A1 | 35 | 35 | Identifies those individual positions classified as Law Enforcement under the Federal Employee Pay Comparability Act of 1990 (FEPCA). | M | One position alphanumeric field.<br>Valid values are:<br>N = No, This position is not classified as a Law Enforcement Officer<br>Y = LEO Position – pay under 7K FLSA<br>A = LEO Position – pay under 7A FLSA<br>Complete for all law enforcement positions to ensure correct pay entitlements. Any change to the LEO indicator requires the processing of a personnel action to document the change in the Payroll/Personnel System database. | |
| PAY-TABLE-CODE | A6 | 36 | 41 | The code assigned by OPM which identifies special rate authorizations for General Schedule employees as authorized under 5 U.S.C. 5305. | O | For a list of valid values, see TMGT Table 029, Pay Table Rates.<br>Six position alphanumeric field. Complete for those employees with pay rate determinant code 5,6,E, F, or M. If the pay table code is less than 6 characters, leave remaining positions blank.<br>**If not applicable, send spaces.** | |

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| COMPETITIVE-LV-CD | A4 | 42 | 45 | Identifies positions so alike as to be interchangeable during a reduction-in-force. | M | Four position alphanumeric field.<br><br>In accordance to (5CFR351.403), the Competitive Level is a required data element for all Title 5 positions. There are no edits pertaining to the contents of the field. The value is determined by the agency.<br>**If not applicable, send zeroes.** | |
| WORKING-TITLE-CODE | A4 | 46 | 49 | Identifies the administrative or organizational title of a position. | O | Four position numeric field.<br>For a list of valid values, see TMGT Table 076, Working Position Title. Also, a list of valid working title codes can be found in the NFC Payroll/Personnel Processing Manual Title 1, Chapter 3.<br>If TMGT, Table 076 does not contain a code covering a specific working title, show 9999 and add the working title to the working title field.<br>**If not applicable, send zeroes.** | |
| POSITION-WORKING-TITLE | A38 | 50 | 87 | Describes the organizational or working title of the employee's position as determined from the official or classification title. | O | Two position alphanumeric Thirty-eight position alphanumeric field. A list of valid working title codes can be found in the NFC Payroll/Personnel Processing Manual Title 1 Chap 3.<br>If the working title code is listed in TMGT Table 076, Working Position Title, the working title is system generated. If the working title code is 9999, add the working title to this field | |

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| | | | | | | Do not complete this field if an appropriate working title code is entered in the Working Title Code field. | |
| ORG-STRUCTURE-CODE-AGENCY | A2 | 88 | 89 | The first level of the organizational structure codes. | M | Two position alphanumeric<br>For a list of valid values, see TMGT, Table 005, Agency Organizational Structure.<br>This field should contain the agency code assigned by the NFC. | |
| ORG-STRUCTURE-CODE-2ND-LEV | A2 | 90 | 91 | The agency assigned code established for the second level of the organizational structure. | M | Two position numeric field<br>For a list of valid values, see TMGT, Table 005, Agency Organization Structure. | |
| ORG-STRUCTURE-CODE-3RD-LEV | A2 | 92 | 93 | The agency assigned code established for the third level of the organizational structure. | M | Two position numeric field.<br>For a list of valid values, see TMGT, Table 005, Agency Organization Structure. | |
| ORG-STRUCTURE-CODE-4TH-LEV | A4 | 94 | 97 | The agency assigned code established for the fourth level of the organizational structure. | M | Four position numeric field<br>For a list of valid values, see TMGT, Table 005, Agency Organization Structure. | |
| ORG-STRUCTURE-CODE-5TH-LEV | A2 | 98 | 99 | The agency assigned code established for the fifth level of the organizational structure, | M | Two position numeric field.<br>For a list of valid values, see TMGT, Table 005, Agency Organization Structure. | |
| ORG-STRUCTURE-CODE-6TH-LEV | A2 | 100 | 101 | The agency assigned code established for the sixth level of the organizational structure. | M | Two position numeric field.<br>For a list of valid values, see TMGT, Table 005, Agency Organization Structure. | |
| ORG-STRUCTURE-CODE-7TH-LEV | A2 | 102 | 103 | The agency assigned code established for the seventh level of the organizational structure. | M | Two position numeric field.<br>For a list of valid values, see TMGT, Table 005, Agency Organization Structure. | |
| ORG-STRUCTURE-CODE-8TH-LEV | A2 | 104 | 105 | The agency assigned code established for the eight level of the organizational structure. | M | Two position numeric field.<br>For a list of valid values, see TMGT, Table 005, Agency | |

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| | | | | | | Organization structure. | |
| VACANCY-REVIEW-CODE | A1 | 106 | 106 | A code indicating management/personnel classification process prior to refilling a vacant position. | M | One position alpha-numeric field.<br>Valid values:<br>0 (zero) = Position Action No Vacancy<br>A = No Change<br>B = Lower Grade<br>C = Higher Grade<br>D = Different Title and/ or Series<br>E = New Position/New Full-Time Equivalent (FTE)<br>Grade changes take priority over series and title changes.<br>**For new agency conversions, enter '0'.** | |
| POSITION-TARGET-GRADE | A2 | 107 | 108 | The full performance level of a position. | O | Two position numeric field. Precede single digit grade levels with a zero.<br>**If not applicable, send zeroes.** | |
| DUTY-STATION-STATE-CODE | A2 | 109 | 110 | The state or country where the position is located. | M | Two position alphanumeric field.<br>For a list of valid values, see the GSA Worldwide Geographic Location Code Guide.<br>If the duty station is located outside the 50 states, enter the 2-digit alpha country code. | |
| DUTY-STATION-CITY-CODE | A4 | 111 | 114 | The city code where the position is located. | M | Four position numeric field<br>For a list of valid values, see GSA Worldwide Geographic Location Code Guide. | |
| DUTY-STATION-CNTY-CODE | A3 | 115 | 117 | The county code where the position is located. | M | Three position numeric field<br>For a list of valid values, see GSA Worldwide Geographic Location Code Guide. | |

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| | | | | | | If the duty station is located in other than a U.S. state, enter three zeros (000) in this field. | |
| DATE-POS-LAST-AUD-REV | A8 | 118 | 125 | The date an individual position was most recently audited or reviewed. | M | CNYYMMDD format.<br>**If not applicable, send zeroes.** | |
| BARGAINING-UNIT-STATUS | A4 | 126 | 129 | Indicates whether an employee is eligible for coverage by a bargaining unit, and if covered, the specific bargaining unit. | M | Four position numeric field<br>Valid values :<br>Last 4 digits of OLMR Number = Represented by Bargaining Unit<br>7777 = Eligible but not in a Bargaining Unit<br>8888 = Ineligible for inclusion in a Bargaining Unit<br>The Office of Labor Management Relations (OLMR) number is established by OPM and contained in the publication, Union Representation in the Federal Government. | |
| POSITION-STATUS-BUDGET | A1 | 130 | 130 | Indicates, for budgetary purposes, whether the individual position is permanent. | M | One position alpha-numeric field.<br>Valid values:<br>Y = Permanent Position<br>N = Other Than Permanent Position | |
| GRADE-BASIS-INDICATOR | A1 | 131 | 131 | The applicable grade basis indicators for specific information regarding the classification of a position. | O | One position alpha-numeric field.<br>Valid values :<br>1 = Review When Vacant<br>2 = Impact of the Person<br>3 = Supervisory Position Supported by SGEG<br>4 = Supervisory Position by the Program Duties<br>5 = RGEG<br>6 = Policy Analysis Grade Evaluation Guide | |

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| | | | | | | 7 = Equipment Development Guide (Part III)<br>8 = Agency Use<br>9 = Agency Use<br>A = Administrative (For DOC Use Only)<br>C = Core (For DOC Use Only)<br>F = Focal Point (For DOC Use Only)<br>N = Neither A nor C (For DOC Use Only)<br>**If not applicable, send a space.** | |
| LANGUAGE-REQUIRED | A4 | 132 | 135 | The foreign language code required for the position. | O | Two position alpha-numeric field.<br>For a list of valid codes, see the Federal Personnel Manual.<br>**If not applicable, send spaces.** | |
| DATE-POSITION-NTE | A8 | 136 | 143 | The not-to-exceed date for positions that are temporary. | O | CNYYMMDD format.<br>Complete this field if N is entered in the Position Status Budget field.<br>**If not applicable, send zeros.** | |
| PRES-APPOINTMENT-IND | A1 | 144 | 144 | Positions, which can be filled only by Presidential appointment with approval of the Senate. | M | One position numeric field.<br>Valid values :<br>0 = Not Applicable<br>1 = PAS Positions | |
| PROJECTED-DUTIES-IND | A1 | 145 | 145 | Indicates whether the position is classified on the basis of projected duties. | M | One position alphanumeric field.<br>Valid value:<br>Y = Yes<br>**If not applicable, send space.**<br>**For new agency conversions, send space.** | |
| DATE-REQUEST-RECEIVED | A8 | 146 | 153 | The date personnel received the request for action on the position. | O | CNYYMMDD format.<br>**If not applicable, send zeroes.** | |
| POS-ACTIVE-INACTIVE | A1 | 154 | 154 | Indicates whether the individual position is active or inactive. | M | One position alphanumeric field.<br>Valid values : | |

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| | | | | | | A = Active – system generated on add actions<br>I = Inactive<br>Blank = Defaults to code A<br>**For new agency conversions, send A=Active.** | |
| DATE-POS-ESTABLISHED | A8 | 155 | 162 | The date on which the individual position was established. | M | CNYYMMDD format. | |
| MAINT-REV-CLASS-CD | A2 | 163 | 164 | A code that identifies the classification action taken on the individual position. | O | Two position alpha-numeric field.<br>Valid values :<br>1st Digit<br>Normal – 1 = Desk Audit<br>2 = Supvry Audit<br>3 = Paper Review<br>4 = PME/Activity Review<br>Maintenance – 5 = Desk Audit<br>6 = Supvry Audit<br>7 = Paper Review<br>8 = Panel Review<br>2nd Digit<br>1 = No Action Required<br>2 = Minor PD Changes<br>3 = New PD Changes<br>4 = Title Change<br>5 = Series Change<br>6 = Position Upgraded<br>7 = Position Downgraded<br>8 = New Position<br>9 = Other<br>**For new agency conversion, valid values are spaces.** | |
| DATE-POS-INACT-REACT | A8 | 165 | 172 | Date on which an individual position was inactivated or reactivated. | O | CNYYMMDD format.<br>**For new agency conversion, this field must be zeros.** | |

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| DATE-ABOLISHED | A8 | 173 | 180 | Date on which an individual position is abolished. | O | CNYYMMDD format.<br>**For new agency conversion, this field must be zeroes.** | |
| ACCOUNTING-STATION-CODE | A4 | 181 | 184 | Identifies the accounting office to which the employee's salary and related expenses are to be reported for the maintenance of accounting and budgetary records and reports. | M | Four position numeric field.<br><br>Assigned by the NFC. | |
| INTER-OCC-SERIES-CD | A4 | 185 | 188 | A specific occupational series of an interdisciplinary individual position, when the master record has been coded as an interdisciplinary position. | O | Four position numeric field.<br><br>**If not applicable, send spaces.** | |
| AGENCY-USE | A12 | 189 | 200 | A free form field for agency use. A multipurpose field used to enter agency specific data. | O | Twelve position alpha-numeric field.<br>**If not applicable, send spaces.** | |
| DRUG-TS | A1 | 201 | 201 | Indicates whether a position requires the incumbent and/or applicant to be drug tested. | M | One position alphanumeric field.<br>Valid values :<br>Y = Incumbent Only<br>A = Applicant and Incumbent<br>N = Not Applicable<br>U = Undesignated<br>C = Commercial motor vehicle operator's license | |
| FUNCTION-CODE | A1 | 202 | 202 | Indicates the task to be performed. | M | One position alphanumeric field.<br>Valid values :<br>A = Add<br>C = Change<br>D = Delete<br>I = Inactivate<br>R = Reactivate<br>**For new agency conversions, send A= Add.** | |
| USER-ID | A7 | 203 | 209 | The user-id of a person accessing a particular application. | M | Seven position alphanumeric field. | |
| COPR-ST | A1 | 210 | 210 | Identifies eligibility of the employee to be covered and paid by the provision of the Customs Officer Pay Reform Act. | O | One position alphanumeric field.<br>Valid values : | |

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| | | | | | | N = No<br>Y = Yes<br>**Field used by Treasury only. For new agency conversion, enter spaces.** | |
| SORT | A1 | 211 | 211 | A code to force the correct sequence within a sort | O | One position alphanumeric field.<br>Assigned and used internally by PMSO program for report sequence.<br>**If not applicable, send a space.** | |
| INCUMBERED-SSN | A9 | 212 | 220 | Social security number of incumbent | M | Nine position numeric field. | |
| POS-OBLIGATED-SSN | A9 | 221 | 229 | When the Individual Position is one to which an employee will return after a temporary promotion expires or one to which an employee is temporarily detailed to, this field contains the ssn of the employee to whom the position is obligated. | O | Nine position numeric field.<br><br>**If not applicable, enter spaces.** | |
| FILLER | A271 | 230 | 500 | | M | SPACES | |