National Finance Center
Front-End System Interface (FESI)
Performance Appraisal Doc Type (075)

Data Element Name	Data Element Format	Start Position	End Position	Element Description	Optional Mandated O/M	Values	Customer Data Element Name
DOCUMENT-TYPE	A3	1	3	Indicates the type of document being processed.	M	Three position numeric field. For this document the value is 075	
AGCY-CODE	A2	4	5	The first level of the organizations structure codes used to identify the agency as defined by the National Finance Center.	M	For a list of valid values, see TMGT, Table 023, Agency/Bureau.	
SUBMITTING-OFFICE-NUMBER	A4	6	9	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	For a list of valid values, see TMGT, Table 001, Personnel Office Identifier Name and Address.	
BATCH-NO-PERSONNEL	A4	10	13	Number assigned by a personnel office to identify different batches of documents transmitted to the National Finance Center.	M	66XX – The document remains in suspense until corrective action is taken. 67XX – The document remains in suspense for one pass and coded for deletion unless some type of positive action is taken. Comments – Use 66 or 67 in the first two positions to identify the FESI documents.	
SSNO	A9	14	22	A unique nine digit number assigned by the Social Security Administration.	M	Employee SSNO	
FILLER	A1	23	23	Unused field	M	SPACES	
PAY-PERIOD-NUMBER	A2	24	25	The number corresponding to the pay period for which this document is being processed.	M	01 through 27	
FILLER	A30	26	55	Unused field	M	SPACES	
USER-ID	A7	56	62	The user identification of the person entering the data.	M	Seven position alpha field.	
DEPARTMENT –CODE	A2	63	64	Identifies the department of the U.S. government.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards.	

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FILLER	A42	65	106	Unused field.	M	SPACES	
FESI-IDENTIFIER-NUMBER	A15	107	121	Identifies transactions in user's system.	O		
UEID	A20	122	141	A unique employee ID (for future OPM use).			
FESI-DOC-EFF-CN	A2	142	143	The effective century of the document.	M	Two position numeric field.	
FESI-DOC-EFF-YR	A2	144	145	The effective year of the document	M	Two position numeric field.	
FILLER	A5	146	150	Unused field.	M	SPACES	
PERF-EVAL-INDICATOR	A1	151	151	Indications whether the performance appraisal is for an SES employee or other type employee.	M	2 = Other Pay Plan 3 = SES Employee	
PAY-PLAN	A2	152	153	Identifies the scheduled rate(s) of pay which the employee is to receive, according to his/her grade and step.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards.	
DATE-APPRAISAL-FROM-MO	A2	154	155	The month the appraisal period begins.	M	Two position numeric field.	
DATE-APPRAISAL-FROM-DA	A2	156	157	The data the appraisal period begins.	M	Two position numeric field.	
DATE-APPRAISAL-FROM-CN	A2	158	159	The century the appraisal period begins.	M	Two position numeric field.	
DATE-0APPRAISAL-FROM-YR	A2	160	161	The year the appraisal period begins.	M	Two position numeric field.	
DATE-APPRAISAL-TO-MO	A2	162	163	The month the appraisal period ends.	M	Two position numeric field.	
DATE-APPRAISAL-TO-DA	A2	164	165	The date the appraisal period ends.	M	Two position numeric field.	
DATE-APPRAISAL-TO-CN	A2	166	167	The century the appraisal period ends.	M	Two position numeric field.	
DATE-APPRAISAL-TO-YR	A2	168	169	The year the appraisal period ends.	M	Two position numeric field.	
FILLER	A1	170	170	Unused field.	M	SPACES	
PATTERN	A1	171	171	The specific (pattern) summary levels which can be assigned to a rating of record under an appraisal program.	M	A = Summary levels 1 and 3. B = Summary levels 1,3, and 5. C = Summary levels 1,3, and 4. D = Summary levels 1,2, and 3. E = Summary levels 1,3,4, and 5. F = Summary levels 1,2,3, and 5.	

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						G = Summary levels 1,2,3, and 4. H = Summary levels 1,2,3,4, and 5.	
LEVEL	A1	172	172	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period.	M	5 = Level 5. Outstanding or equivalent. 4 = Level 4. Level between Outstanding and Fully Successful. 3 = Level 3. Fully Successful or equivalent. 2 = Level 2. Level between Fully Successful and Unacceptable. 1 = Level 1. Unacceptable X = Not Rated. Code applies to General Schedule (GS/GM), Prevailing Rate, and other employees subject to the provisions of 5 CFR 430 who have not yet received a rating of record under the agency performance appraisal system. Z = Exclusion. Code applies to those employees excluded from the performance appraisal requirements in 5 CFR 430 by law or by OPM.	
SUMMARY-RATING-SCORE	A3	173	175	The total points in the employee's summary rating.	O	Only used for the Department of Commerce. All other departments leave blank.	
FILLER	A3275	176	3450	Unused field.	M	SPACES	

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