

**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
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 Office of Personnel Management (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 (NFC).	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 OPM 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	Agency-assigned number that identifies positions within the same series, pay plan, etc. Each individual position is linked to a master record.	M	Six-position alphanumeric field. 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 alphanumeric field. This field is user defined.	
FAIR-LABOR-STANDARDS-CODE	A1	29	29	Indicates whether a position is exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA).	M	One-position alphanumeric field. Valid values are: E = Exempt FLSA	

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						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. Valid values are: 0 = No Conflict of Interest or Financial Disclosure Statement Required 3 = SF 278, Financial Disclosure Report, Required 4 = SF 450, Executive Branch Personnel Confidential Financial Disclosure Report, Required 5 = MSPB-849 Required (MSPB and OSC) 6 = GPO-U.S. 069233 (LOC) 7 = SI-1085 (SM Only)	
POSITION-SCHEDULE	A1	31	31	Identifies the appropriate schedule of the excepted service position.	O	One-position alphanumeric field. Valid values are: A = Schedule A B = Schedule B C = Schedule C 0 = Positions in the Excepted Service but not Schedule A, B or C 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. Valid Values are: <u>1st Digit</u> 1 = Non-Sensitive/Low Risk 2 = Non-Critical Sensitive/Moderate 3 = Critical Sensitive/High Risk	

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						4 = Special Sensitive/High Risk 5 = Moderate Risk 6 = High Risk <u>2nd Digit</u> 7 = NSC/High Risk C = Computer – ADP N = Non-Computer ADP If the occupational series of the master record is 22**, the 2 nd position of this field must be C (computer-ADP).	
PROC-INTEGRITY-ACT-FLAG	A1	34	34	Indicates whether 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. Valid values are: N = No 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. Valid values are: N = No, This position is not classified as a law enforcement officer (LEO). Y = LEO Position – pay under 7K FLSA A = LEO Position – pay under 7A FLSA 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	

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						in the Payroll/Personnel System database.	
PAY-TABLE-CODE	A6	36	41	The OPM-assigned code 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. 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. If not applicable, send spaces.	
COMPETITIVE-LV-CD	A4	42	45	Identifies positions so alike as to be interchangeable during a reduction-in-force.	M	Four-position alphanumeric field. 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. A value is determined by the Agency. 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. For a list of valid values, see TMGT Table 076, Working Position Title. 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. If not applicable, send zeroes.	

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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. 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 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 For a list of valid values, see TMGT, Table 005, Agency Organizational Structure. This field should contain the Agency code assigned by NFC.	
ORG-STRUCTURE-CODE-2 ND -LEV	A2	90	91	Agency-assigned code established for the second level of the organizational structure.	M	Two-position numeric field For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-3 RD -LEV	A2	92	93	Agency-assigned code established for the third level of the organizational structure.	M	Two-position numeric field. For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-4 TH -LEV	A4	94	97	Agency-assigned code established for the fourth level of the organizational structure.	M	Four-position numeric field For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-5 TH -LEV	A2	98	99	Agency-assigned code established for the fifth level of the organizational structure,	M	Two-position numeric field. For a list of valid values, see	

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						TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-6 TH -LEV	A2	100	101	Agency-assigned code established for the sixth level of the organizational structure.	M	Two-position numeric field. For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-7 TH -LEV	A2	102	103	Agency-assigned code established for the seventh level of the organizational structure.	M	Two-position numeric field. For a list of valid values, see TMGT, Table 005, Agency Organization Structure.	
ORG-STRUCTURE-CODE-8 TH -LEV	A2	104	105	Agency-assigned code established for the eight level of the organizational structure.	M	Two-position numeric field. For a list of valid values, see TMGT, Table 005, Agency Organization structure.	
VACANCY-REVIEW-CODE	A1	106	106	A code indicating management/personnel classification process prior to refilling a vacant position.	M	One-position alphanumeric field. Valid values are: 0 (zero) = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different Title and/ or Series E = New Position/New Full-Time Equivalent (FTE) Grade changes take priority over series and title changes. 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. If not applicable, send zeroes.	

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DUTY-STATION-STATE-CODE	A2	109	110	The State or country where the position is located.	M	Two-position alphanumeric field. For a list of valid values, see the GSA Worldwide Geographic Location Code Guide. 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 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 For a list of valid values, see GSA Worldwide Geographic Location Code Guide. 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	CNYMMDD format. 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 Valid values are: Last 4 digits of OLMR Number = Represented by Bargaining Unit 7777 = Eligible but not in a Bargaining Unit 8888 = Ineligible for inclusion in a Bargaining Unit The Office of Labor Management Relations (OLMR) number is established	

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						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 alphanumeric field. Valid values are: Y = Permanent Position 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 alphanumeric field. Valid values are: 1 = Review When Vacant 2 = Impact of the Person 3 = Supervisory Position Supported by SGEG 4 = Supervisory Position by the Program Duties 5 = RGEG 6 = Policy Analysis Grade Evaluation Guide 7 = Equipment Development Guide (Part III) 8 = Agency Use 9 = Agency Use A = Administrative (For DOC Use Only) C = Core (For DOC Use Only) F = Focal Point (For DOC Use Only) N = Neither A nor C (For DOC Use Only) If not applicable, send a space.	

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LANGUAGE-REQUIRED	A4	132	135	The foreign language code required for the position.	O	Two-position alphanumeric field. For a list of valid codes, see the Federal Personnel Manual. If not applicable, send spaces.	
DATE-POSITION-NTE	A8	136	143	The not-to-exceed date for positions that are temporary.	O	CNYYMMDD format. Complete this field if N is entered in the Position Status Budget field. 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. Valid values are: 0 = Not Applicable 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. Valid value is: Y = Yes If not applicable, send space. 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. 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. Valid values are: A = Active – system generated on add actions I = Inactive Blank = Defaults to code A 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.	

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MAINT-REV-CLASS-CD	A2	163	164	A code that identifies the classification action taken on the individual position.	O	Two-position alphanumeric field. Valid values are: <u>1st Digit</u> Normal – 1 = Desk Audit 2 = Supvry Audit 3 = Paper Review 4 = PME/Activity Review Maintenance – 5 = Desk Audit 6 = Supvry Audit 7 = Paper Review 8 = Panel Review <u>2nd Digit</u> 1 = No Action Required 2 = Minor PD Changes 3 = New PD Changes 4 = Title Change 5 = Series Change 6 = Position Upgraded 7 = Position Downgraded 8 = New Position 9 = Other 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. For new Agency conversion, this field must be zeros.	
DATE-ABOLISHED	A8	173	180	Date on which an individual position is abolished.	O	CNYYMMDD format. For new Agency conversion, this field must be zeroes.	

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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. Assigned by 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. 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 alphanumeric field. 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. Valid values are: Y = Incumbent Only A = Applicant and Incumbent N = Not Applicable U = Undesignated C = Commercial motor vehicle operator's license V = Volunteer F = FAA regulated	
FUNCTION-CODE	A1	202	202	Indicates the task to be performed.	M	One-position alphanumeric field. Valid values are: A = Add C = Change D = Delete I = Inactivate R = Reactivate 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.	

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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. Valid values are: N = No Y = Yes 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. Assigned and used internally by PMSO program for report sequence. If not applicable, send a space.	
INCUMBERED-SSN	A9	212	220	Social Security number (SSN) 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. If not applicable, enter spaces.	
CYBERSECURITY-CODE	A2	230	231	Identifies the incumbents or positions primary cybersecurity function.	M	Two-position numeric field. If not applicable, enter zeroes (00). Valid values are: The Cybersecurity codes and definitions are from the National Cybersecurity Workforce Framework and can be found in OPM's The Guide to Data Standards Part A: Human Resources.	

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TELEWORK-IND	A1	232	232	Indicates the Agency's determination of whether a position is eligible for telework.	O	One-position alphanumeric field. Valid values are: Y - Eligible to participate in telework N - Not eligible to participant in telework. If not applicable, enter spaces.	
REV CYBERSECURITY-IND	A9	233	241	Identifies the incumbent or position's cybersecurity function.	M	Nine-position numeric field. If not applicable, enter zeros.	
SECURITY CLEARANCE CODE	A1	242	242	Reports level of security clearance.	M	One-position numeric field. Valid values are: 1 - Confidential, Executive Order 13526 2 - Secret, Executive Order 13526 3 - Top Secret, Executive Order 1352 4 - Sensitive, Compartmented Information Intelligence Community Directive 704 5- Q. Atomic Energy Act of 1954 7- L. Atomic Energy Act of 1954 8 - Other	
REMOTE TELEWORK AGREEMENT	A2	243	244	Indicates the type of telework agreement.	M	Two-position alpha field. Valid values are: NN - Non-Teleworker RW - Remote Work Agreement TF - Frequent Routine Telework Agreement	

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						TP - Periodic Routine Telework Agreement TS - Situational Telework Agreement MW - Mobile Work Agreement	
PROGRAM & PROJECT MANAGEMENT JOB IDENTIFIER	A1	245	245	Indicates the type of project management information that the employee has on file with the employing Agency.	M	One-position numeric field. Valid values are: 1 - Program Management 2 - Project Management 3 - Program and Project Management 4 - Not applicable	
FILLER	A255	246	500		M	SPACES	