

MASTER RECORD/INDIVIDUAL POSITION DATA

B. KEY DATA

1. FUNCTION (1)	2. DEPT CD/AGCY-BUR-CD (4)	3. SON (4)	4. MR NO. (6)	5. GRADE (2)	6. IP NO (8)
A/CD/I/R					

B. MASTER RECORDS

1. PAY PLAN (2)	2. OCC SER (4)	3. OCC FUNC CD (2)	4. OFF TLE-PF/CD/SF <small>PFX TITLE CD SFX</small>			5. OFF TITLE (38) (32 W/ PF OR SF) (26 W/ PF AND SF)						
6. HQ/FLD CD (1) <small>1=HQ 2=FLD</small>		7. SUPV CD (1) <small>1=SUPV GSSG 5=MGT CSRA 3=MGR GSSG 6=LDR LGEG 4=SUPV CSRA 8=ALL OTHERS</small>		8. CLASS STD CD (1) <small>X=NEW STD BLANK=N/A</small>		9. INTERDIS CD (1) <small>N=NO Y=INTERDIS</small>			10. DT CLASS (6) <small>MO DAY YEAR</small>			
11. EARLY RET. CD. (1) <small>1=PRIMARY 3=FOREIGN SVC 2=SECONDARY BLANK</small>		12. INACT/ACT (1) <small>A=ACTIVE I=INACTIVE</small>		13. DT ABOL (6) <small>MO DAY YEAR</small>			14. DT INACT/REACT (6) <small>MO DAY YEAR</small>			15. AGENCY USE (10)		
16. INTERDIS.SERIES (40)												
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	
17. INTERDIS-PF/CD/SF (5) (32 W/ PF OR SF) (26 W/ PF AND SF)												
(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	

C. INDIVIDUAL POSITION

1. FLSA (1) <small>E=EXEMPT N=NONEXEMP T</small>		PAY TBL (6)		2. FIN DS (1) <small>0=NONE 3=SF-278 4=SF-450</small>		PROC INTG (1) <small>Y=YES N=NO</small>		3. POS SCHED (1) <small>A=SCH A 0=EXCEPTED B=SCH B BUT NOT A,B,C C=SCH C</small>			4. POS. SENS. (1) <small>1=LOW RISK C=ADP 2=NONCRIT/SENS N=NON-ADP 3=CRIT/SENS 4=SPECIAL SENS 5=MOD RISK 6=HIGH RISK</small>			4A. DRUG TS (1)	
6. WK TITLE CD (4)		7. WK TITLE CD(38)										5. COMP LVL (4)			
8. ORG. STR. CD (18) <small>(1st) (2nd) (3rd) (4th) (5th) (6th) (7th) (8th)</small>								9. VAC. REV. CD (1) <small>0=POSN ACTION NO VACANCY A=NO CHANGE B=LOWER GRADE C=HIGHER GRADE D=DIFFERENT TITLE AND/OR SERIES E=NEW POSN/NEW FTE</small>							
10. TARGET GRADE (2))		11. LANG REQ (2)		12. PROJ DUTY IND. (1) <small>BLANK= N/A</small>		13. DUTY STATION (9) <small>ST (2) CITY (4) CNTY (3)</small>		14. BUS CD (4)		15. DT LST AUDIT (6) <small>MO DAY YEAR</small>		16. PAS IND/LEO (1) <small>BLANK=N/A 1=PAS A=LEO</small>		17. DATE-EST (6) <small>MO DAY YEAR</small>	
18. GRADE BASIS IND (1) <small>1=REV WHEN VACANT GUIDE 2=IMPACT OF PERSON</small>				4=SUP/PROGRAM		7=EQUIP DEV		19. DT REQUEST REC'D (6) <small>MO DAY YEAR</small>			20. NTE. DATE (6) <small>MO DAY YEAR</small>			21. POS ST BUD (1) <small>Y=PERM N=OTHER</small>	
22. MAINT. REV./CLASS. ACT. CD. (2) (1st DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS))															
ACTIVITY <small>1= AUDIT (COUNTED TOWARDS MAINTENANCE REVIEW) 2= OTHER ACTIVITY</small>						RESULTS <small>1= NO ACTION REQUIRED 2= MINOR PD CHANGE 3= NEW PD REQUIRED</small>			4= TITLE CHANGE			7= POSN DOWNGRADE			
									5= SERIES CHANGE			8= NEW POSN			
									6= POSN UPGRADE			9= OTHER			
23. DATE EMP ASGN (6) <small>MO DAY YEAR</small>		24. DATE ABOL (6) <small>MO DAY YEAR</small>		25. INACT/ACT (1) <small>A=ACTIVE I=INACTIVE</small>		26. DATE INACT/REACT (6) <small>MO DAY YEAR</small>			27. ACCTG STAT (4)		28. INTASGN SER (4)		29. AGENCY USE (8)		
30. PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE								31. DATE							
32. REMARKS															