

**GUIDE TO  
DATA UPDATES  
PERFORMANCE PAYOUT SYSTEM (PPS)  
For System Administrators**

**Department of Commerce Alternative Personnel System**



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# GUIDE TO DATA UPDATES PERFORMANCE PAYOUT SYSTEM (PPS) For System Administrators

**1. PURPOSE.** System Administrators (Administrators) of the Performance Payout System (PPS) perform many functions, such as assigning employee profiles, providing usernames and passwords to their Operating Unit (OU) pay pool managers and/or rating officials, defining minimum and maximum organization codes for their OU, and profiling employee data. The purpose of this reference guide is solely to assist PPS Administrators in reviewing, validating, and updating “employee profiles” in the PPS prior to the annual performance payout process.

**2. PPS APPLICATION.** The PPS application contains personnel data, downloaded from the National Finance Center (NFC) Payroll/Personnel System, and provides the functionality to prepare, record, document, report, and effect annual employee performance ratings, pay increases, and performance bonus payouts.

Within the PPS application, there is a “Help” feature that describes system functions – based on the role assigned to the PPS employee (i.e., Administrator, Pay Pool Manager, Rating Official, etc.). Users of this manual should utilize the PPS “Help” feature to navigate the system in their Administrator role.

**3. PPS BIWEEKLY DOWNLOAD PERIOD.** Although the exact date and pay period may vary by fiscal year (FY), the PPS biweekly download period typically begins in the middle of July. During this time, current and subsequent NFC data is downloaded into PPS for the designated pay periods, pre-determined by the Office of Human Resources (OHRM) in consultation with the Office of Financial Management (OFM), Commerce Business Systems (CBS), and Office of Financial Management Systems (OFMS). Historically, the final NFC data download to PPS occurs in Pay Period 19; however, the pay period may fluctuate each FY.

The purpose of the PPS biweekly download period is to provide Administrators the opportunity to review the data of employees assigned to their OU and make changes to “Employee Type” codes within the PPS “Profile Employee” screen, ensuring that the system is ready prior to rating officials and/or pay pool managers entering performance ratings, scores, performance increases, and bonuses.

Once the PPS biweekly download period ends, there are no subsequent downloads of NFC data. Therefore, it is imperative that Administrators work with their Servicing Human Resources Office (SHRO), or the Enterprise Services Organization (ESO) to update/correct employee NFC data prior to the final NFC data download.

#### **4. ROLES and RESPONSIBILITIES.**

**a. PPS Administrators.** Administrators review, validate, and update OU employee profiles in PPS based on an employee's eligibility for performance ratings as authorized through the Commerce Alternative Personnel System (CAPS) plan ([62 FR 67434](#)) and the [CAPS Operating Procedures Manual](#); run reports from PPS and receive biweekly personnel action reports during the PPS biweekly download period (from the SHRO or ESO), and determine whether the action affects the default "Employee Type" code within PPS; make changes to the "Employee Type" code as necessary to ensure employees are coded properly in the PPS; report NFC employee profile data requiring updates/corrections to their SHRO/ESO for processing prior to the end of the PPS biweekly download period; report PPS user accounts requiring deletion (to the OFMS), and protect and maintain employee data.

**b. SHRO/ESO.** The SHRO/ESO serves as consultants to PPS Administrators and advise on the rules and procedures governing an employee's eligibility for performance ratings, scores, performance increases, and bonuses under CAPS; generate biweekly personnel action reports covering the pay periods of the PPS biweekly download period, and provide to PPS Administrators; resolve employee data discrepancies by updating or processing personnel actions to make appropriate changes to NFC data; ensure applicable documentation is maintained in accordance with CAPS procedures to support "Special Employee" code values assigned to employees (i.e., Code 12); authorize changes within PPS by OFMS personnel when adjustments must be made to PPS data outside of the PPS biweekly download period; take corrective action to resolve any personnel action errors generated by the final transmission of performance ratings, scores, performance increases, and bonuses to the NFC; and ensure actions are accurately reflected in the NFC database.

**c. OFMS.** Maintains the PPS and resolves issues relating to system functionality; prepares and batches OU performance ratings, scores, performance pay increases, and bonuses for transmission to the NFC.

**d. OHRM.** Transmits OFMS prepared performance files to the NFC; provides policy guidance to OFMS and SHRO/ESO personnel regarding CAPS policy and procedures.

## 5. EMPLOYEE PROFILING PROCESS.

a. **Reports.** Administrators review biweekly personnel reports for actions that may affect an employee's eligibility for a performance, rating, score, performance increase, and update the "Employee Type" code as necessary. Below are examples of reports that should be executed during the PPS biweekly download period:

- Listing of OU employees including career path, occupational series, title, band, interval, salary, organizational code, and duty station;
- Listing of separated employees;
- Listing of employees hired on or after June 4;
- Listing of supervisory employees including their "Supervisory Code" and "Special Employee Code";
- Listing of employees who received pay changes from June 4 to September 30 (i.e., permanent promotions, reassignment with a pay adjustment, etc.);
- Listing of employees on temporary promotions and the promotion not-to-exceed date;
- Listing of Pathways Interns including their "Tenure" code;
- Listing of Employee on Temporary Appointments greater than 120 days;
- Listing of employees on LWOP including those absent for: Uniform Service, on-the-job injury or illness, on an assignment with a State or local government or an institution of higher learning; and
- Listing of employees on details.

The above list is not all inclusive, as other information will be needed to ensure the correct "Employee Type" is assigned, such as whether any OU employees are on a Performance Improvement Plan (PIP) or will be rated "Unsatisfactory." Administrators must contact their SHRO to inquire as to whether any OU employees meet this criteria, and must not update the "Employee Type" code in PPS with the values of 3 or 4 unless specifically authorized by the SHRO.

b. **Search for Employee Profiles.** To begin profiling an employee, select "Employee Profile" from the Main Menu in PPS. The search screen will appear below.

- ☑ Enter the parameters to search for an OU employee, such as “Last Name,” and select “Find Employee.”
- ☑ You may also leave all the fields blank and click “Find Employee” and it will return all employees in the OU pool as displayed below.

Select	LAST NAME	FIRST NAME	PROFILE	LOCKED	REPORTS TO
<a href="#">Edit</a>	Brown	Bob	Employee	No	Davis, John (Pool Manager)
<a href="#">Edit</a>	Brown	Bob	Employee	No	Smith, John (Pool Manager)
<a href="#">Edit</a>	Brown	Bob	Employee	No	Johnson, Nancy (Operating Unit)
<a href="#">Edit</a>	Brown	Bob	Employee	No	Wilson, Zoe (Pool Manager)
<a href="#">Edit</a>	Brown	Bob	Employee	No	Smith, Joe (Pool Manager)
<a href="#">Edit</a>	Brown	Bob	Employee	No	Smith, Joe (Pool Manager)
<a href="#">Edit</a>	Brown	Bob	Employee	No	Rodriguez, Nancy (Pool Manager)
<a href="#">Edit</a>	Brown	Bob	Employee	No	Rodriguez, Britney (Pool Manager)
<a href="#">Edit</a>	Brown	Bob	Employee	No	Miller, Bob (Rating Official)
<a href="#">Edit</a>	Brown	Bob	Employee	No	Smith, John (Pool Manager)



Select the employee's record you would like to edit, the "Profile Employee" screen is displayed below.

**Profile Employee**

FIRST NAME:  LAST NAME:  PROFILE:

POOL DESCRIPTION:  LOCKED:  REPORTS TO:

NFC ORG CODE:  SYS ORG CODE:  MIN ORG CODE:  MAX ORG CODE:

Employee Type:  Rating:  OU POOL MIN ORG CODE:  OU POOL MAX ORG CODE:

Display: <input type="text" value="Yes"/>	Rate: <input type="text" value="Yes"/>	Contribute: <input type="text" value="Yes"/>	Increase: <input type="text" value="Yes"/>
Bonus: <input type="text" value="Yes"/>	RIF: <input type="text" value="Yes"/>	ACB: <input type="text" value="No"/>	Score: <input type="text" value="Yes"/>
Salary: \$116,124	Pay Band Max: \$136,771	Int Max: \$126,163	Path: ZP
Series: 1550	Band: 04	Int: 02	Duty Station: Prince George's Co. MD
Pay Table: DCB999C01	% Range: 8	% Allot: 3.75	Supv: 8
Spec Emp: 00	Pool Contr: \$4,732		

pleadmin  
Min Org: 5400000000000000 Max Org: 54999999999999999999  
Session Expires in 30 minutes  
Password Expires in 56 days

c. **NFC Employee Profile Data.** The following information in PPS is reflective of NFC data downloaded to PPS. Administrators are unable to edit NFC data; therefore, any items affecting an Administrator's ability to assign the correct "Employee Type" code should be reported to their SHRO/ESO for resolution prior to the closing of the initial PPS biweekly download period.



Salary



Path



Series



Band



Int



Duty Station



Pay Table



Supv



Spec Emp

**d. Updating Employee Type Codes.** The PPS is programmed to follow CAPS’ rules and procedures regarding an employee’s eligibility for performance ratings, scores, performance pay increases, and performance bonuses. It is imperative that Administrators assign the correct code for each employee in their OU, as the codes instruct PPS whether to allow the employee to receive a rating, score, performance increase, performance bonus, Reduction-in-Force (RIF) credit, annual comparability increase (ACI), or to contribute to the pay pool.

“Employee Type” codes are changed by selecting the appropriate value from the drop-down menu, and selecting “Update” on the PPS screen.

The screenshot displays the 'Profile Employee' form within the 'PERFORMANCE PAYOUT SYSTEM (PPS)'. The form is organized into several sections:

- Basic Information:** FIRST NAME: Bob; LAST NAME: Brown; PROFILE: Employee (dropdown); LOCKED: No (dropdown); REPORTS TO: Miller, Bob - Rating Official (dropdown).
- Organizational Codes:** NFC ORG CODE: 544011000400000000; SYS ORG CODE: 544010000104000000; MIN ORG CODE: (empty); MAX ORG CODE: (empty); OU POOL MIN ORG CODE: 0; OU POOL MAX ORG CODE: 0.
- Employee Details:** Employee Type: 1 - DEFAULT ELIGIBLE (dropdown); Rating: Eligible (dropdown).
- Checkboxes and Values:**
  - Display: Yes (dropdown)
  - Bonus: Yes (dropdown)
  - Salary: \$116,124
  - Series: 1550
  - Pay Table: DCB999C01
  - Spec Emp: 00
  - Rate: Yes (dropdown)
  - RIF: Yes (dropdown)
  - Pay Band Max: \$136,771
  - Band: 04
  - Pool Contr: \$4,732
  - Contribute: Yes (dropdown)
  - Int: No (dropdown)
  - Int Max: \$126,163
  - Int: 02
  - % Allot: 3.75
  - Increase: Yes (dropdown)
  - Score: Yes (dropdown)
  - Path: ZP
  - Duty Station: Prince George's Co. MD
  - Supv: 8
- Actions:** Update, Undo, Return to Search Page, Return to Search Results.
- Footer:** pleadmin; Min Org: 540000000000000000; Max Org: 549999999999999999; Session Expires in 30 minutes; Password Expires in 56 days.

Appendix A contains a Table of Employee Type Codes.

**e. Ratable Employees.** Every employee who is ratable as of September 30 must receive an annual performance rating. An employee is ratable if:

- The employee occupies a covered position on the last day of the performance cycle; and
- The employee has worked at least 120 days in one or more CAPS-covered positions during the performance appraisal cycle.



**f. Unratable Employees.** An employee is unratable if one of the following applies:

- The employee did not work at least 120 days in one or more covered positions during the performance appraisal cycle, except for those exempt employees in special circumstances described in the CAPS Operating Procedures Manual.
  - The employee has been placed on a PIP because the rating official has determined that the employee's performance fails to meet the minimum level of acceptable performance in one or more critical elements.
- *Unratable employees will not receive an annual performance appraisal rating or be considered for a performance pay increase or additional RIF credit until completion of the next rating cycle, provided all the requirements for being ratable are met.*

**g. Performance Pay Increases.** An employee may meet the eligibility requirements to be rated; however, may not meet the eligibility requirements for a performance pay increase. This includes the following employees:

- Employees who have been permanently promoted, or reassigned with a pay adjustment within the last 120 days of the rating cycle (between June 4 and September 30);
- Employees whose salaries are at the maximum rate of the pay band or supervisory pay band ceilings;
- Employees on retained pay;
- Pathways Program Interns with Tenure Code of 0 or 3<sup>1</sup>; and
- Temporary Faculty appointees.

**h. Performance Bonus.** Employees who are ratable are eligible for performance bonuses except the following:

- Temporary Faculty appointees
- *EXCEPTION: Employees who are unratable at the end of the annual performance cycle, but have a CAPS or Department of Commerce rating of at least Fully Successful or equivalent that was effective within 13 months before the rating cycle's conclusion are eligible for a performance bonus.*

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<sup>1</sup> Pathways Interns serving on appointments with specific time limitations of more than 1 year, or under appointments limited to 1 year or less and have completed 1 year of current continuous service, are placed in tenure group 3. Tenure group 3 Pathways Interns are not eligible for performance pay increases; however, they are eligible for rating-based cash awards, if they meet the eligibility requirements to receive a performance rating.

Pathways Interns serving on appointments limited to 1 year or less, and who have not completed 1 year of current continuous service are placed in tenure group 0. Tenure group 0 Pathways Interns are not eligible for performance pay increases; however, they are eligible for rating-based cash awards, if they meet the eligibility requirements to receive a performance rating.

Pathways Interns, Recent Graduates, and Presidential Management Fellows, serving on appointments for an initial period expected to last more than 1 year (without a not-to-exceed date) are placed in tenure group 2. Tenure group 2 employees are eligible to receive performance pay increases and/or rating-based cash awards if they meet the requirements to receive a performance rating.

**i. NFC Data Effects on PPS.** When items are not updated/corrected in NFC prior to the end of the PPS biweekly download period, it can affect a rating official’s and/or pay pool manager’s ability to rate, score, and allow for employee performance increases and bonuses, and can also affect the maximum spending limits of individual pay pools. Although not all inclusive, below is a list of common items that have impacted PPS in prior years.

Issue	Impact
Employee career path does not align with the occupational series	Pay Pool Maximum Spending Limits
Supervisory Employee not having a “Supervisory” Code of (2) and “Special Employee” Code of (12)	Affects the employee’s ability to move into intervals 4 and 5 of their pay band and receive Supervisory Performance Pay

*Appendix B contains a listing of approved CAPS occupational series by Career Path.*

**6. CHANGES IN PPS DATA OUTSIDE OF THE BIWEEKLY DOWNLOAD PERIOD.**

**a. Reasons.** In rare circumstances, when NFC data has not been updated/corrected during the PPS biweekly download period, changes may need to be made in the PPS to allow the rating official/pay pool manager to complete the performance appraisal and payout process. Only OFMS personnel may make PPS employee data field updates. Changes made by OFMS personnel will require concurrence from the Administrator’s supervisor and approval by the SHRO’s Principal Human Resources Manager (PHRM) prior to the OFMS making any changes to the system.

In addition, changes made to data in the PPS by OFMS personnel will not update data in the NFC; so the appropriate NFC update/correction action must be processed by the SHRO/ESO prior to the final submission of the performance rating and payout batch files to the NFC. Administrators should work in conjunction with their SHRO/ESO to request changes to employee data outside of the biweekly download period, as both parties will be involved with coordinating data element changes in both the PPS and NFC.

**b. Request and Approval Process.** Administrators should discuss the need for the required data update/change in the PPS and NFC with their SHRO/ESO. Upon concurrence from their SHRO/ESO that data must be updated/corrected, Administrators must submit a written request (email sufficient) to their supervisor, justifying the need for the change in PPS data outside the biweekly download period. The request to their supervisor should have the following information:

- ☑ The Data field(s) in the PPS that require updates;
- ☑ Explanation for why the data field(s) must be changed outside of the PPS biweekly download period; and
- ☑ Statement that the SHRO/ESO has been consulted on the need for the data change and concurs with the request.

Once the Supervisor has reviewed and authorized the change in writing (email sufficient), the Administrator should forward the authorized request to the SHRO/ESO for review. The SHRO/ESO will forward the request to the PHRM for approval, along with the anticipated date that the SHRO/ESO staff will make appropriate updates/corrections to the NFC database.

The PHRM, or designated official, will forward the approved request (email sufficient) to the OFMS. Upon receipt, the OFMS will make the change to the data in PPS and notify the PHRM and the Administrator that changes have been made; or OFMS will contact the Administrator to further discuss the change request.

## Appendix A Table of Employee Type Codes

Employee Type	Display	Rate	Contribute	Increase	Bonus	RIF	ACI	Score	Rating	Circumstances for Appropriate Use
1 Eligible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	E	Employee meets all criteria to be rated, and is eligible for performance pay increase, bonus, RIF, and ACI.
2A Non-Ratable	Yes	No	No	No	No	No	Yes	No	N	Employee does not meet the criteria to be rated (i.e., has not worked 120 days or more in a CAPS covered position during the appraisal cycle, except for those exempt employees in special circumstances as defined in the CAPS Operating Procedures Manual under Section II.E or is on a PIP.
3 PIP	Yes	No	Yes	No	No	No	No	No	P	Approval must be received by SHRO to assign this code.
4 Unsatisfactory	Yes	No	Yes	No	No	No	No	No	U	Approval must be received by SHRO to assign this code.
BA Temporary Appt LT 120	Yes	No	No	No	No	No	Yes	No	N	Employee is on a temporary appointment limited to less than 120 days.
BB Rate≤13 months	Yes	No	No	No	Yes	No	Yes	No	N	Employee is unratable at the end of the annual performance cycle, but has a CAPS or Department of Commerce rating of at least Fully Successful or equivalent that was effective within 13 months prior to the rating cycle's conclusion.
C Temporary Appt. GE 120 days	Yes	Yes	No	No	Yes	No	Yes	Yes	E	Employee does not occupy a "Permanent position"; therefore is ineligible for performance pay increase. "Permanent position" means a position filled by an employee whose appointment is not designated as temporary and does not have a definite time limitation of 1 year or less. "Permanent position" includes a position to which an employee is promoted on a temporary or term basis for at least 1 year. The term does not include a position filled by an employee whose appointment is limited to 1 year or less and subsequently extended so that the total time of the appointment exceeds 1 year.

Employee Type	Display	Rate	Contribute	Increase	Bonus	RIF	ACI	Score	Rating	Circumstances for Appropriate Use
D Student/Faculty (Temp)	Yes	Yes	No	No	No	No	Yes	Yes	E	Employee is appointed under a Temporary Faculty appointment.
E Temporary change in PayBand LE/GT 120 days	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	E	Employee is on a temporary promotion. Refer to the CAPS Operating Procedures Manual under Section II.E. with regard to how a performance pay increase is calculated for an employee on a temporary promotion.
FA LT 120 day duty status	Yes	No	No	No	No	No	Yes	No	N	Employee has less than 120 days in duty status, except for those exempt employees in special circumstances as defined in the CAPS Operating Procedures Manual under Section II.E.
H At Pay/Supv Band Ceilings	Yes	Yes	No	No	Yes	Yes	Yes	Yes	E	Employee's rate of pay is at the maximum ceiling rate of their pay band.
I Retained Pay	Yes	Yes	No	No	Yes	Yes	Yes	Yes	E	Employee is on retained pay.
JA Pay changes from 6/4 to 9/30	Yes	Yes	No	No	Yes	Yes	Yes	Yes	E	Employee has received an increase of pay within the last 120 days of the rating cycle (i.e., permanent promotion, reassignment with pay adjustment).
L New Appointee hired on/after 6/4	No	No	No	No	No	No	Yes	No	N	Employee was hired on or after June 4; therefore, they have not worked 120 days in a CAPS covered position to be eligible for a performance rating.
NA Separation on/after 6/4 excluding 9/30	No	No	No	No	No	No	No	No	N	Employee has separated; however, data record still active in NFC and displayed in PPS.
0 Separation on or After 9/30	Yes	Yes	Yes	Yes	Yes	No	No	Yes	E	Employee separates on or after September 30 and meets all criteria to be rated and considered for performance pay increase and bonus.
R (SES/EX)	No	No	No	No	No	No	No	No	N	Reserved

**Appendix B**  
**Approved CAPS Occupational Series by Career Path**

Occupational Series	Description	Career Path
0018	Safety and Occupational Health Management	ZA
0028	Environmental Protection Specialist	ZA
0029	Environmental Protection Assistant	ZS
0080	Security Administration	ZA
0083	Police	ZS
0085	Security Guard	ZS
0086	Security Clerical and Assistance	ZS
0089	Emergency Management	ZP
0101	Social Science	ZP
0110	Economist	ZP
0119	Economics Assistant	ZS
0130	Foreign Affairs	ZA
0131	International Relations	ZA
0132	Intelligence	ZA
0150	Geography	ZP
0170	History	ZP
0184	Sociology	ZP
0190	Anthropology	ZP
0199	Social Science Student Trainee	ZP
0201	Human Resources Management	ZA
0203	Human Resources Assistance	ZS
0260	Equal Employment Opportunity	ZA
0299	Human Resources Management Student Trainee	ZA
0301	Miscellaneous Administration and Program	ZA
0303	Miscellaneous Clerk and Assistant	ZS
0305	Mail and File	ZS
0306	Government Information	ZA
0309	Correspondence Clerk	ZS
0318	Secretary	ZS
0322	Clerk-Typist	ZS
0326	Office Automation Clerical and Assistance	ZS
0332	Computer Operator	ZT
0335	Computer Clerk and Assistant	ZS
0340	Program Management	ZA
0341	Administrative Officer	ZA
0342	Support Services Administration	ZA
0343	Management and Program Analysis	ZA
0344	Management and Program Clerical and Assistance	ZS
0346	Logistic Management	ZA
0350	Equipment Operator	ZS
0351	Printing Clerical	ZS

0356	Data Transcriber	ZS
0361	Equal Opportunity Assistance	ZS
0391	Telecommunications	ZA
0392	General Telecommunications	ZT
0399	Administration and Office Support Student Trainee	ZA
0401	Natural Resources Management and Biological Sciences	ZP
0403	Microbiology	ZP
0404	Biological Science Technician	ZT
0408	Ecology	ZP
0410	Zoology	ZP
0413	Physiology	ZP
0415	Toxicology	ZP
0440	Genetics	ZP
0480	Fish and Wildlife Administration	ZP
0482	Fish Biology	ZP
0486	Wildlife Biology	ZP
0499	Biological Science Student Trainee	ZP
0501	Financial Administration and Program	ZA
0503	Financial Clerical and Assistance Program	ZS
0505	Financial Management	ZA
0510	Accounting	ZA
0511	Auditing	ZA
0525	Accounting Technician	ZS
0544	Civilian Pay	ZS
0560	Budget Analysis	ZA
0561	Budget Clerical and Technician	ZS
0599	Financial Management Student Trainee	ZA
0610	Nursing	ZA
0690	Industrial Hygiene	ZP
0696	Consumer Safety	ZP
0701	Veterinary Health Science	ZP
0801	General Engineering	ZP
0802	Engineering Technician	ZT
0808	Architecture	ZP
0810	Civil Engineering	ZP
0817	Survey Technical	ZT
0819	Environmental Engineering	ZP
0828	Construction Analyst	ZA
0830	Mechanical Engineering	ZP
0850	Electrical Engineering	ZP
0854	Computer Engineering	ZP
0855	Electronics Engineering	ZP
0856	Electronics Technical	ZT
0861	Aerospace Engineering	ZP
0871	Naval Architecture	ZP

0896	Industrial Engineering	ZP
0899	Engineering and Architectural Student Trainee	ZP
0905	General Attorney (Authorized use by FirstNet only)	ZA
0930	Hearing and Appeals	ZA
0963	Legal Instruments Examiner	ZS
1001	General Arts and Information	ZA
1008	Interior Design	ZA
1015	Museum Curator	ZA
1016	Museum Specialist and Technician	ZA
1020	Illustrating	ZA
1035	Public Affairs	ZA
1060	Photography	ZA
1071	Audiovisual Production	ZA
1082	Writing and Editing	ZA
1083	Technical Writing and Editing	ZA
1084	Visual Information	ZA
1087	Editorial Assistance	ZS
1099	Information and Arts Student Trainee	ZA
1101	General Business and Industry (two-grade interval positions)	ZA
1101	General Business and Industry (one-grade interval positions)	ZS
1102	Contracting	ZA
1104	Property Disposal	ZA
1105	Purchasing	ZS
1106	Procurement Clerical and Technician	ZS
1109	Grants Management	ZA
1140	Trade Specialist	ZA
1152	Production Control	ZA
1165	Loan Specialist	ZA
1170	Realty	ZA
1176	Building Management	ZA
1199	Business and Industry Student Trainee	ZA
1301	General Physical Science	ZP
1310	Physics	ZP
1311	Physical Science Technician	ZT
1313	Geophysics	ZP
1315	Hydrology	ZP
1320	Chemistry	ZP
1330	Astronomy and Space Science	ZP
1340	Meteorology	ZP
1341	Meteorological Technician	ZT
1350	Geology	ZP
1360	Oceanography	ZP
1361	Navigational Information	ZA
1370	Cartography	ZP
1371	Cartographic Technician	ZT



1372	Geodesy	ZP
1374	Geodetic Technician	ZT
1382	Food Technology	ZP
1399	Physical Science Student Trainee	ZP
1410	Librarian	ZA
1411	Library Technician	ZS
1412	Technical Information	ZA
1421	Archives Technician	ZS
1499	Library and Archives Student Trainee	ZA
1515	Operations Research	ZP
1520	Mathematics	ZP
1529	Mathematical Statistics	ZP
1530	Statistics	ZP
1531	Statistical Assistant	ZT
1550	Computer Science	ZP
1601	Equipment, Facilities, and Services	ZA
1603	Equipment, Facilities, and Services Assistance	ZS
1640	Facility Operations Services	ZA
1654	Printing Services	ZA
1670	Equipment Services	ZA
1699	Equipment, Facilities, and Services Student Trainee	ZA
1701	General Education and Training	ZA
1710	Education and Vocational Training	ZA
1712	Training Instruction	ZA
1750	Instructional Systems	ZA
1801	General Inspection, Investigation, Enforcement and Compliance	ZA
1802	Compliance Inspection and Support	ZS
1805	Investigative Analysis	ZA
1811	Criminal Investigation	ZA
1862	Consumer Safety Inspection	ZT
1899	Investigation Student Trainee	ZA
2001	General Supply	ZA
2003	Supply Program Management	ZA
2005	Supply Clerical and Technician	ZS
2010	Inventory Management	ZA
2030	Distribution Facilities and Storage	ZA
2099	Supply Student Trainee	ZA
2101	Transportation Specialist	ZA
2102	Transportation Clerk and Assistant	ZS
2130	Traffic Management	ZA
2199	Transportation Student Trainee	ZA
2210	Information Technology Management	ZP
2299	Information Technology Management Student Trainee	ZP