



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

Family Investment Administration  
**INFORMATION MEMO**

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Obsoletes 09-43

Effective Date: **UPON RECEIPT**

Issuance Date:

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY / ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF  
HEALTH OFFICERS, LOCAL HEALTH DEPARTMENTS  
LOCAL HEALTH DEPARTMENTS, ELIGIBILITY STAFF**

**FROM: ROSEMARY MALONE, EXECUTIVE DIRECTOR** *Rosemary Malone*  
**DEBBIE RUPPERT, EXECUTIVE DIRECTOR, DHMH/OES** *Debbie Ruppert*

**RE: PUBLIC ASSISTANCE REPORTING INFORMATION SYSTEM (PARIS)  
GUIDE TO 993 (INTERSTATE), 994 (VETERANS ADMINISTRATION),  
AND 995 (FEDERAL) ALERTS**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA), FOOD  
SUPPLEMENT PROGRAM (FSP), AND MEDICAL  
ASSISTANCE (MA)**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

IM 09-43 PARIS Alert Guide for the Interstate, Veterans Administration and Federal alerts (alerts 993, 994, and 995) provided a guide for case managers to use when working the PARIS Alerts. This Information Memo replaces IM 09-43. The 994 - PARIS VA alerts are not currently generated via CARES but are distributed via an Excel file. This revised guide provides updated information on the 993 - Interstate Match and how to research the Excel file VA match information until the 994 - VA Match alerts are generated. This guide will be posted on the FIPNET web page.

**INQUIRIES:**

Please direct FSP policy questions to Rick McClendon at 410-767-7307 or [rick.mcclendon@maryland.gov](mailto:rick.mcclendon@maryland.gov), TCA policy questions to Marilyn Lorenzo at 410-767-7333 or [marilyn.lorenzo@maryland.gov](mailto:marilyn.lorenzo@maryland.gov) and MA/MCHP policy questions to DHMH Divisions of Eligibility Policy and MCHP at 410-767-1463 or 1-800-492-5231 (select option 2 and request extension 1463). Direct CARES questions to Kelly Brown at 410-238-3564 or [kelly.brown@maryland.gov](mailto:kelly.brown@maryland.gov).

Attachment

cc: DHR Executive Staff      FIA Management Staff      Constituent Services  
DHRM Executive Staff      DHMH Management Staff      DHR Help Desk



## **Public Assistance Reporting Information System**

### **Guide to CARES PARIS alerts:**

**993 – Interstate Match**

**994 – VA Match**

**995 – Federal Match**

October 2013

# PARIS Guide

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## 993 CARES Alert - PARIS Interstate Match

### **Second Tier Codes:**

When the second tier of the 993 alert is accessed, the top half displays current CARES information (i.e. name, date of birth, IRN, SSN, address, benefits received). The bottom half displays the information received from the Interstate Match. The information provided is State Name, Reporting State Phone Number, Fax Number, Client Locator Code, E-Mail Address, Optional Information, Customer Name, Address, Date of Birth, SSN, City, State, and Zip Code. In addition, the state may provide a case number and begin and end dates for the benefits the customer is/was receiving in their state.

The Case Manager, upon receipt of the alert, must review the information provided on the second tier and compare it to the information in the CARES record. If the information was already known, verified that the benefits are no longer active in another state, and documented in the CARES narration, disposition the alert using the PARIS disposition codes.

If the information is not known to CARES, request proof of closing from the customer and/or contact the reporting state to determine whether or not the case is still active. If there is an end date listed on the alert for the other state, the information must still be verified as this field is not standardized and may not contain the most current data. For example, some states enter the most complete certification period in the begin and end dates but do not capture the current certification period.

Remember to pursue any potential overpayments/IPVs.

The 993 alert displays the reporting state's contact information. If there is no contact information listed, check the Contact Lists, PARIS Contacts option on FIPNET. If a state contact is needed for a state that is not listed on FIPNET, please contact Joyce Westbrook at 410-238-1299 or [joyce.westbrook@maryland.gov](mailto:joyce.westbrook@maryland.gov) providing the state needed and the customer's CARES IRN. She will either provide contact information to you or contact the state to obtain the necessary information.



## 994 CARES Alert - PARIS VA Match

### **Second Tier Codes:**

Upon receipt of the Excel file, the local department, must review the information provided and compare it to the information in the CARES record. If the income is already known and documented in CARES, make sure the proper income type code VA is recorded on the UINC screen. If properly coded as VA, future matches will not be generated.

If the income is not known to CARES, contact the customer to obtain verification. The customer must provide the documentation from Veterans Affairs. Some customers have a VA claim for benefits, but are receiving zero payment for failure to file an Income Questionnaire, Failure to Furnish Requested Evidence, Failure to Report for Physical Examination or Whereabouts Unknown. By contacting Veterans Affairs, the customer may be able to resolve the situation and have their benefits reinstated. In addition, some VA recipients, spouses, and dependents may be eligible to receive medical coverage through CHAMPVA, TRICARE or Veteran's Health Care which may include aid and attendance to help pay for long term care, housebound allowance, and/or medical expenses.

If the customer is unable to verify VA benefits and/or to assist in the verification process, the case manager may call the VA Hotline at 1-800-827-1000. When prompted, do the following:

- Press (1) for Current Monthly Check Amount.
- Then press:
  - (1) for Veteran,
    - Step 1 – Enter VA File Number (SSN) and press #
  - Or (2) for Spouse, Widow or Widower,
    - Enter the Veteran's VA File Number (SSN) and press #
  - Or (3) for Parent of a Deceased Veteran,
    - Mother of Deceased Veteran, press 1
    - Enter the Veteran's VA File number (SSN) and press #
    - Father of Deceased Veteran, press 2.
    - Enter the Veteran's VA File number (SSN) and press#.

An optional verification process for the case manager would be to fax a request to the Veterans Administration at 410-230-4542. The verification request must include the veterans full name, date of birth, social security number, and a signed consent form.

Upon receipt of the verified VA income, insert the income amount in CARES and make sure the proper income type code VA is recorded on the UINC screen.

Remember to pursue any potential overpayments/IPVs.

## 995 CARES Alert – PARIS Federal Match

### **Second Tier Codes:**

When the second tier of the 995 alert is accessed, the top half displays current CARES information (i.e. name, date of birth, IRN, SSN, address, benefits received). The bottom half displays the information received from the Federal Match. The demographic information provided is Name, Date of Birth, SSN, and Address. The benefit information provided is Benefit Type, Category Code, Agency, Pay Plan, Pay Status, Pay Grade, Pay Step, Gross Pay, Fed Taxable Wages, Pay End Date, and Retirement Pay Effective Date.

Upon receipt of the alert, the Case Manager must review the information provided on the second tier and compare it to the information in the CARES record. If the income from the alert is already known and documented in CARES, review the CARES coding to make sure it is correct. Code Federal pension income as 'FP' on the UINC screen to avoid an alert being generated in the future.

If the income is new information, contact the customer to obtain verification. Allow the customer a minimum of 10 days to return required verification that the Case Manager does not have access to through other means. Do not take any action on the case until the customer has been allowed adequate time to obtain and submit the verification. Allow 10 days adverse action time before reducing or closing the case.

In addition to income, certain recipients of federal income may be eligible for or already receive health benefits. Active duty service members, their spouses, and unmarried children and uniformed service retirees, their spouses, and unmarried children are eligible for TRICARE benefits. If a customer is receiving TRICARE benefits and active in medical assistance, the TPL (Third Party Liability) screen must be completed with the TRICARE information. Customers who are employed by or have retired from the Federal government (non-military) also may be eligible for health benefits under the Federal Health Benefits Employee Program. The customer must verify whether or not they receive health benefits and if so, this information must be entered on the TPL screen.

Remember to pursue any potential overpayments/IPVs.

If the customer is unable to verify civil service retirement, the case manager may contact the following Federal Office of Personal Management:

Ms. Laverne Washington,  
U.S. Office of Personnel Management  
Phone: 202-606-0246  
E-mail: Laverne.Washington@opm.gov

Please note that the Federal contact should only be contacted after reasonable and diligent efforts have been taken to verify the information.

INQUIRY	PARIS FEDERAL MATCH - PFMA	01	
NAME: MARSHA BRADY	DOB: 03/21/2000	IRN: 123456789	SSN: 123456789
DISTRICT OFFICE: 335			
ADDR: 123 ANY STREET	CITY: FT WASHINGTON	STATE: MD	ZIP: 20744
FS CASE: 123456789	AMT: 284	FS BEG DT:	FS END DT:
TCA CASE: 123456789	AMT:	TCA BEG DT:	TCA END DT:
MA CASE:	AMT:	MA BEG DT: 05/01/2006	MA END DT: 04/30/2007
-----			
NAME: MARSHA BRADY	DOB: 03/21/2000	SSN: 123456789	
ADDR: 123 ANY STREET	CITY: WOODBRIDGE	STATE: VA	ZIP: 22193
BFT TYPE: OPM CVL SVC RET	CATEGORY CODE:	AGENCY: 19	
PAY PLAN:	PAY STATUS:	PAY GRADE:	PAY STEP: 0
GROSS PAY: 299.00	FED TAXABLE WAGES: 0.00		
PAY END DT:	RETIREMENT PAY EFF-DT: 11/16/1996		

## FIELD DEFINITIONS

### AGENCY CODE

A - Army	AG - Army Guard
C - Coast Guard	AV - Army Reserve
F - Air Force	PV - Coast Guard Reserve
H - Public Health Service	FG - Air Force Guard
M - Marine Corps	FV - Air Force Reserve
N - Navy	MV - Marine Reserve
O - National Oceanic & Atmospheric Admin	NV - Navy Reserve
Z - Unknown or Not Applicable	

AF - Dept of Air Force  
AR - Dept of Army  
DD - Dept of Defense (except Air Force, Army, & Navy)  
NV - Dept of Navy  
1 - Dept of Army  
2 - Dept of Navy  
3 - Dept of Navy (Marines)  
4 - Dept of Air Force  
5 - Other Dept of Defense (except Air Force, Army, and Navy)

AA - Not a unique agency code: Other Commissions, Councils, Boards  
1P - United States Post Office  
05 - General Accounting Office  
10 - The Judiciary  
11 - Executive Office of the President  
12 - Department of Agriculture  
13 - Department of Commerce  
14 - Department of Interior  
15 - Department of Justice  
16 - Department of Labor  
17 - Department of Navy  
18 - United States Postal Service  
19 - Department of State  
20 - Department of Treasury  
21 - Department of Army  
24 - Office of Personnel Management  
26 - Federal Retirement Thrift Investment Board  
36 - Veterans Administration  
41 - Merit Systems Protection Board  
45 - Equal Employment Opportunity Commission  
47 - General Services Administration  
54 - Federal Labor Relations Authority  
56 - Joint Payroll Office

57 – Department of Air Force  
 60 – Railroad Retirement Board  
 68 – Environmental Protection Agency  
 69 – Department of Transportation  
 73 – Small Business Administration  
 75 – Department of Health and Human Services  
 84 – United States Soldiers' and Airmen's Home  
 86 – Department of Housing and Urban Development  
 88 – Social Security Administration  
 89 – Department of Energy  
 90 – Selective Service System  
 91 – Department of Education  
 95 – Not a unique Agency Code: Other Commissions, Councils, Boards  
 96 – Corps of Engineers, Civil  
 97 – Office of the Secretary of Defense

AF00	Air Force NAFI
AR00	Army NAFI
DD07	DLA NAFI
DD36	Army/Air Force Exchange Service (AAFES)
NV22	Navy NAFI (BUPERS)
NV23	Naval Supply Systems Command (NEXCOM)
NV27	Marine Corps NAFI

OS00	Office of Government Ethics
AB00	American Battle Monuments Commission
AC00	Advisory Commission on Intergovernmental Relations
AF01	Air Force Management Engineering Agency
AF02	Air Force Inspection and Safety Center
AF03	Air Force Operational Test and Evaluation Center
AF04	Air Force Communications Agency
AF05	Air Force Intelligence Service
AF06	Air Force Audit Agency
AF07	Air Force Office of Special Investigations
AF08	Air Force Office of Security Police
AF09	Air Force Personnel Center
AF0B	US Air Force Academy
AF0D	US Air Forces, Europe
AF0I	Air Reserve Personnel Center
AF0J	Air Training Command
AF0K	Air University
AF0M	Headquarters, Air Force Reserve
AF0N	Immediate Office, Headquarters, USAF
AF0R	Pacific Air Forces
AF0U	Electronic Security Command
AF0Y	Air Force Communications Command

AF10	Air Force Center for Quality and Management Innovation
AF1C	Air Combat Command
AF1G	Air Force Logistics Management Agency
AF1L	Air Mobility Command
AF1M	Air Force Materiel Command
AF1Q	HQ AF Flight Standards Agency
AF1S	Space Command
AF1W	Air Force Engineering and Services Center
AF27	Air Force Agency for Modeling and Simulation
AF28	Air Force Communication and Information Center
AF29	Air Force National Security Emergency Preparedness
AF2A	Air Force Cost Center
AF2B	Air Force Doctrine Center
AF2C	Air Force Civilian Personnel Management Center
AF2D	Air Force Personnel Operations Agency
AF2E	Air Force Legal Services Center
AF2F	Air Force Medical Services Center
AF2G	Air Force Service Information and News Center
AF2H	Air Force Combat Operations Staff
AF2I	Air National Guard Support Center
AF2K	US Air Force Historical Research Center
AF2L	Air Force Technical Applications Center
AF2M	Air Force Review Boards Office
AF2N	Air Force Center for Studies and Analyses
AF2P	Air Force Center for International Programs
AF2Q	Air Weather Service
AF2R	Air Force Program Executive Office
AF2S	HQ NORAD
AF2T	Air Force Supply Center
AF2U	Air Force Morale, Welfare and Recreation Center
AF2V	Air Force Disposal Agency
AF2W	Air Force District of Washington
AF2X	Air Force Real Estate Agency
AF2Y	Air Force Pentagon Communications Agency
AF2Z	HQ Air Force Medical Operations Agency
AF34	Air National Guard Units (Mobilization) (Title 5)
AF3C	Air Force Elements, US Central Command
AF3D	Air Force Elements, US Special Operations Command
AF3G	Air Force Elements, Europe
AF3I	Reservist, Centrally Managed
AF3L	Center for Air Force History
AF3M	Air Force Elements, US Southern Command
AF3N	Air Force Elements, US Atlantic Command
AF3O	Air Force Elements, US Pacific Command
AF3Q	Air Force Elements, US Strategic Command
AF3R	Air Force Elements, US Readiness Command

AF3S	Headquarters, US Space Command and NORAD
AF3T	Air Force Elements, US Transportation Command
AF3V	Air Force Elements, Other than Europe
AF3W	Air Force Center for Environmental Excellence
AF3Y	Air Force Frequency Management Center
AF3Z	Joint Services Survival, Evasion, Resistance and Escape Agcy
AFNG	Air National Guard Units (Title 32)
AFZG	US Special Operations Command (ANG, Title 32)
AFZS	US Special Operations Command (Air Force)
AG01	Office of the Secretary of Agriculture
AG02	Agricultural Marketing Service
AG03	Agricultural Research Service
AG07	Rural Housing Service
AG08	Risk Management Agency
AG10	Foreign Agricultural Service
AG11	Forest Service
AG13	Office of Communications
AG14	Office of the General Counsel
AG15	Rural Utility Service
AG16	Natural Resources Conservation Service
AG18	Economic Research Service
AG20	National Agricultural Statistics Service
AG22	Cooperative State Research, Education, and Extension Service
AG23	Office of the Inspector General
AG30	Food and Nutrition Service
AG32	Rural Business-Cooperative Service
AG34	Animal and Plant Health Inspection Service
AG36	Grain Inspection, Packers and Stockyards Administration
AG37	Food Safety and Inspection Service
AG38	Office of the Chief Economist
AG42	Office of Budget and Program Analysis
AG90	Office of the Chief Financial Officer
AG92	Office of the Administrative Law Judge
AG94	Office of Civil Rights
AG96	Office of Human Resources Management
AG98	Office of Operations
AGAW	Alternative Agricultural Research & Commercialization Center
AGCA	Board of Contract Appeals
AGDB	Office of Small and Disadvantaged Business Utilization
AGDM	Management Support Staff
AGES	Office of the Executive Secretariat
AGFA	Farm Service Agency
AGIT	Office of the Chief Information Officer
AGNA	National Appeals Division
AGOA	Office of Administrative Support
AGOE	Office of Ethics

AGOU	Office of Outreach
AGPA	Policy, Analysis, and Coordination Center
AGPP	Office of Procurement and Property Management
AGSC	National Sheep Industry Improvement Center
AH01	National Endowment for the Arts
AH02	National Endowment for the Humanities
AH03	Institute of Museum and Library Services
AI00	US Institute of Peace
AM00	Agency for International Development
AN00	African Development Foundation
AP00	Appalachian Regional Commission
ARAE	Acquisition Executive Support Agency
ARAS	US Army Intelligence and Security Command
ARAU	US Army Audit Agency
ARCB	US Army Criminal Investigation Command
ARCD	US Army Corps of Engineers (civil program financing only).
ARCE	US Army Corps of Engineers (except civil program financing)
ARCS	Immediate Office of the Chief of Staff of the Army
ARCZ	US Army Information Systems Command
ARE0	59th Ordnance Brigade
ARE1	Immediate Office of the Commander-in-Chief of the US Army
ARE2	21st Theater Army Area Command
ARE3	US Army Southern European Task Force
ARE5	US Army V Corps
AREB	1st Personnel Command
ARED	US Military Community Activity, Heidelberg
AREN	Seventh Army Training Command
ARFC	US Army Forces Command
ARGB	Office of the Chief of the National Guard Bureau
ARHR	US Army Reserve Command
ARHS	US Army Health Services Command
ARJ1	US Army Element SHAPE
ARJA	Joint Activities
ARMA	US Military Academy
ARMC	US Army Medical Command
ARMD	Surgeon General
ARMP	US Total Army Personnel Command
ARMT	Military Traffic Management Command
ARMW	US Army Military District of Washington
ARNG	Army National Guard Units
ARP1	US Army Pacific
ARP8	Eighth US Army
ARPC	Military Entrance Processing Command
ARRC	US Army Recruiting Command
ARSA	Office of the Secretary of the Army
ARSB	Field Operating Offices of the Office of the Secretary Army

ARSC	US Army Space and Strategic Defense Command
ARSE	Field Operating Agencies of the Army Staff Resourced - OA-22
ARSF	Field Operating Agencies of the Army Staff
ARSJ	Joint Svcs & Activities Supported by Office, Secretary Army
ARSP	US Special Operations Command
ARSS	Staff Support Agencies of the Chief of Staff, Army
ARSU	US Army Southern Command
ARTC	US Army Training and Doctrine Command
ARX2	Headquarters, AMC
ARX3	Headquarters, Staff Support Activities, AMC
ARX4	Training Activities, AMC
ARX5	US Army Materiel Command, All Others
ARX6	US Army Missile Command
ARX7	US Army Tank-Automotive and Armament Command
ARX8	US Army Communications Electronics Command
ARX9	US Army Simulation, Training and Instrumentation Command
ARXA	US Army Chemical and Biological Defense Command
ARXB	US Army Aviation and Troop Command
ARXC	US Army Soldiers System Command
ARXD	US Army Research Laboratory Command
ARXK	Materiel Acquisition Activities
ARXL	Materiel Acquisition Project Managers
ARXM	US Army Test and Evaluation Command
ARXP	US Army Security Assistance Command
ARXQ	US Army Industrial Operations Command
ARXT	US Army Test, Measurement, and Diagnostic Equipment Activity
ARXX	Materiel Readiness Activities
AU00	Federal Labor Relations Authority
AW00	Arctic Research Commission
BD00	Merit Systems Protection Board
BF00	Defense Nuclear Facilities Safety Board
BG00	Pension Benefit Guaranty Corporation
BH00	Commission for the Preservation of America's Heritage Abroad
BJ00	Illinois and Michigan Canal National Heritage Corridor Cmsn
BK00	James Madison Memorial Fellowship Foundation
BO00	Office of Management and Budget
BT00	Architectural and Transportation Barriers Compliance Board
BW00	Nuclear Waste Technical Review Commission
BZ00	Christopher Columbus Fellowship Foundation
CC00	Commission on Civil Rights
CE00	Council of Economic Advisors
CF00	Commission of Fine Arts
CG00	National Education Goals Panel
CI00	Central Intelligence Agency
CM33	Technology Administration
CM51	Office of the Secretary

CM52	Economic Development Administration
CM53	Bureau of Economic Analysis
CM54	National Oceanic and Atmospheric Administration
CM55	International Trade Administration
CM56	Patent and Trademark Office
CM57	National Institute of Standards and Technology
CM59	Minority Business Development Agency
CM61	National Telecommunications and Information Administration
CM62	National Technical Information Service
CM63	Bureau of Census
CM64	Office of the Inspector General
CM65	Economic Affairs Units
CM67	Bureau of Export Administration
CT00	Commodity Futures Trading Commission
CU00	National Credit Union Administration
CX00	National Commission on Libraries and Information Science
DC00	Office of Policy Development
DD01	Immediate Office of the Secretary of Defense
DD02	Organization of the Joint Chiefs of Staff
DD04	Defense Information Systems Agency
DD05	Defense Intelligence Agency
DD06	Defense Security Assistance Agency
DD07	Defense Logistics Agency
DD08	US Court of Appeals for the Armed Forces
DD09	American Forces Information Service
DD10	Defense Contract Audit Agency
DD11	National Imagery and Mapping Agency
DD12	Defense Security Service
DD13	Defense Advanced Research Projects Agency
DD15	Uniformed Services University of the Health Sciences
DD16	Department of Defense Education Activity
DD17	Ofc of Civilian Health Medical Program of Uniformed Svc
DD18	Defense Medical Programs Activity
DD21	Washington Headquarters Services
DD23	Office of Economics Adjustment
DD25	Defense Legal Services
DD26	Office of Inspector General
DD27	Ballistic Missile Defense Organization
DD28	National Security Agency/Central Security Service
DD34	Defense Commissary Agency
DD35	Defense Finance and Accounting Service
DD36	Army/Air Force Exchange Service
DD48	Defense Human Resources Activity
DD50	USD(A&T) Defense Support Activity
DD58	Defense POW/MIA Office
DD59	Consolidated Metropolitan Technical Personnel Center.

DD60	TRICARE Management Activity
DD61	Defense Threat Reduction Agency
DD62	Defense Career Management and Support Agency.
DJ01	Offices, Boards and Divisions
DJ02	Federal Bureau of Investigation
DJ03	Bureau of Prisons/Federal Prison System
DJ04	Immigration and Naturalization Service
DJ06	Drug Enforcement Administration
DJ07	Office of Justice Programs
DJ08	US Marshals Service
DJ09	Executive Office for US Attorneys & Office of US Attorneys
DJ10	Office of the Inspector General
DJ11	US Trustee System
DJ12	Executive Office for Immigration Review
DJ14	Community Relations Service
DLAA	Office of the Secretary of Labor
DLAM	Office of the Assistant Secretary for Adm and Mgmt
DLBL	Bureau of International Labor Affairs
DLCA	Office of Congressional and Intergovernmental Affairs
DLCF	Office of the Chief Financial Officer
DLED	Presidential Task Force on Empl of Adults /w Disabilities
DLEH	President's Committee on Empl of People w/ Disabilities
DLES	Employment Standards Administration
DLET	Employment and Training Administration
DLIG	Office of the Inspector General
DLLS	Bureau of Labor Statistics
DLMS	Mine Safety and Health Administration
DLNY	National Occupational Information Coordinating Committee
DLPA	Office of Public Affairs
DLPE	Office of the Assistant Secretary for Policy
DLPW	Pension and Welfare Benefits Administration
DLSH	Occupational Safety and Health Administration
DLSL	Office of the Solicitor
DLVE	Veterans Employment and Training Services
DLWB	Women's Bureau
DN00	Department of Energy
EB00	Export-Import Bank of the United States
EC00	Office of Administration
EDEA	Immediate Office of the Secretary of Education
EDEB	Office of the Deputy Secretary of Education
EDEC	Office for Civil Rights
EDEE	Office of the Under Secretary
EDEF	Office of Inspector General
EDEG	Office of the General Counsel
EDEH	Office of Special Education and Rehabilitative Services
EDEI	Office of the Chief Information Officer

EDEJ	Office of Legislation and Congressional Affairs
EDEK	Office of Intergovernmental and Interagency Affairs
EDEL	Office of the Chief Financial Officer
EDEM	Office of Management
EDEN	Office of Student Financial Assistance Programs
EDEP	Office of Postsecondary Education
EDER	Office of Educational Research and Improvement
EDES	Office of Elementary and Secondary Education
EDET	Office of Bilingual Education and Minority Languages Affairs
EDEV	Office of Vocational and Adult Education
EDEX	National Institute for Literacy
EDEY	Advisory Councils and Committees
EDEZ	National Assessment Governing Board
EE00	Equal Employment Opportunity Commission
EM00	Federal Emergency Management Agency
EO00	Morris K. Udall Schlrshp & Excllnc in Nat Envrnmntl Plcy Fndtn
EP00	Environmental Protection Agency
EQ00	Council on Environmental Ql/Ofc of Environmental Quality
ES00	Commission on Executive, Legislative, and Judicial Salaries
EW00	Trade and Development Agency
EX00	Executive Residence at the White House
FC00	Federal Communications Commission
FD00	Federal Deposit Insurance Corporation
FI00	Federal Financial Institutions Examination Council
FJ00	Chemical Safety and Hazard Investigation Board
FK00	Farm Credit System Insurance Corporation
FL00	Farm Credit Administration
FM00	Federal Mediation and Conciliation Service
FQ00	Crts Svc and Offndr Sprvsn Agcy/District of Columbia
FR00	Federal Reserve System--Board of Governors
FT00	Federal Trade Commission
FW00	Office of Special Counsel
FY00	Federal Housing Finance Board
GB00	Overseas Private Investment Corporation
GE00	Barry Goldwater Schlrshp and Excellence in Edctn Fndtn
GI00	Presidential Advisory Cmsn on Holocaust Assets in the US
GJ00	Presidio Trust
GS01	Immediate Office of the Administrator
GS03	Public Buildings Service
GS04	Office of Civil Rights
GS10	Office of Enterprise Development
GS11	Office of the Chief Financial Officer
GS12	Office of General Counsel
GS13	GSA Board of Contract Appeals
GS14	Office of the Chief People Officer
GS15	Office of Inspector General

GS19	Office of Communications
GS20	Office of Congressional and Intergovernmental Affairs
GS21	Office of Smart Card Initiatives
GS22	Offices of the Regional Administrators
GS24	Federal Supply Service
GS26	Office of Policy, Planning, and Evaluation
GS27	Federal Technology Service
GS28	Office of the Chief Information Officer
GS29	Office of Childcare
GW00	International Boundary and Water Cmsn: US and Mexico
GX00	International Boundary Commission: United States and Canada
GY00	International Joint Commission: United States and Canada
HB00	Committee for Prchs from Ppl Who Are Blnd or Svrly Dsbld
HD00	US Holocaust Memorial Council
HE10	Office of the Secretary of Health and Human Services
HE11	Program Support Center
HE12	Administration on Aging
HE31	Office of the Assistant Secretary of Health
HE32	Substance Abuse and Mental Health Services Administration
HE33	Agency for Health Care Policy and Research
HE34	Health Resources and Services Administration
HE35	Agency for Toxic Substances and Disease Registry
HE36	Food and Drug Administration
HE37	Indian Health Service
HE38	National Institutes of Health
HE39	Centers for Disease Control and Prevention
HE70	Health Care Financing Administration
HE90	Administration for Children and Families
HP00	Advisory Council on Historic Preservation
HSBC	Dept Homeland Security, Boarder, Boarder & Transportation Security, Trans Security Admin
HSCB	Dept Homeland Security, Emerg Prep & Response, Fed Emerg Management
HT00	Harry S. Truman Scholarship Foundation
HU01	Region 1 – Secretary’s Representative for New England
HU02	Region 2-Secretary’s Representative for New York/New Jersey
HU03	Region 3 – Secretary’s Representative for Mid-Atlantic
HU04	Region 4-Secretary’s Representative for Southeast/Caribbean
HU05	Region 5 – Secretary’s Representative for Midwest
HU06	Region 6 – Secretary’s Representative for Southwest
HU07	Region 7 – Secretary’s Representative for Great Plains
HU08	Region 8 – Secretary’s Representative for Rocky Mountains
HU09	Region 9 – Secretary’s Representative for Pacific/Hawaii
HU10	Region 10 – Secretary’s Representative for Northwest/Alaska
HUAA	Office of the Secretary of Housing and Urban Development
HUBB	Assistant Secretary for Administration

HUCC	Office of General Counsel
HUDD	Assistant Secretary for Community Planning and Development
HUEE	Assistant Secretary for Fair Housing and Equal Opportunity
HUFF	Office of the Chief Financial Officer
HUGG	Office of Inspector General
HUII	Office of Departmental Organization and Coordination
HUJJ	AS for Congressional and Intergovernmental Relations
HULL	Office of Lead Based Paint Abatement and Poisoning Prevention
HUMM	Assistant Secretary for Housing-Federal Housing Commissioner
HUOO	Office of Federal Housing Enterprise Oversight
HUPP	Assistant Secretary for Public and Indian Housing
HUQQ	Section 8 Financial Management Center
HURR	Assistant Secretary for Policy Development and Research
HUTT	Government National Mortgage Association
HUUU	Office of Departmental Equal Employment Opportunity
HUVV	Departmental Enforcement Center
HUWW	Assistant Secretary for Public Affairs
HUXX	Departmental Real Estate Assessment Center
HUY Y	Office of Multifamily Housing Assistance Restructuring
IB00	US Information Agency
IF00	Inter-American Foundation
IN01	Office of the Secretary of the Interior
IN05	Bureau of Land Management
IN06	Indian Affairs
IN07	Bureau of Reclamation
IN08	Geological Survey
IN10	National Park Service
IN13	Geological Survey--Biological Resources Division
IN15	US Fish and Wildlife Service
IN21	Office of the Solicitor
IN22	Office of Surfacing Mining, Reclamation and Enforcement
IN23	Minerals Management Service
IN24	Office of the Inspector General
JL01	Administrative Office of the US Courts
JL03	Supreme Court of the United States
KS00	Corporation for National and Community Service
LA00	Architect of the Capitol
LB00	Botanic Garden
LC00	Library of Congress
LD00	Congressional Budget Office
LF00	Federal Election Commission
LG00	General Accounting Office
LL01	Senate
LL02	House of Representatives
LP00	Government Printing Office
LQ00	John C Stennis Center for Public Svc Training & Development

LT00	US Tax Court
MA00	Marine Mammal Commission
MC00	Federal Maritime Commission
NF00	National Science Foundation
NK00	National Council on Disability
NL00	National Labor Relations Board
NM00	National Mediation Board
NN10	Headquarters, NASA
NN21	Ames Research Center
NN22	Lewis Research Center
NN23	Langley Research Center
NN24	Dryden Flight Research Center
NN51	Goddard Space Flight Center
NN62	George C. Marshall Space Flight Center
NN64	John C. Stennis Space Center
NN72	Lyndon B. Johnson Space Center
NN73	Space Station Program Office
NN76	John F. Kennedy Space Center
NP00	National Capital Planning Commission
NQ00	National Archives and Records Administration
NS00	National Security Council
NU00	Nuclear Regulatory Commission
NV08	Immediate Office of the Secretary of the Navy
NV09	Navy Staff Offices
NV10	Navy Field Offices
NV11	Immediate Office of the Chief of Naval Operations
NV14	Office of Naval Research
NV15	Naval Intelligence Command
NV18	Naval Medical Command
NV19	Naval Air Systems Command
NV22	Bureau of Naval Personnel
NV23	Naval Supply Systems Command
NV24	Naval Sea Systems Command
NV25	Naval Facilities Engineering Command
NV27	US Marine Corps
NV30	Special Projects Office
NV33	Military Sealift Command
NV39	Naval Space and Warfare Systems Command
NV52	Ofc Naval Operations, Cmdr, Navy Installations
NV60	US Atlantic Fleet, Commander in Chief
NV61	US Naval Forces, Europe
NV62	Naval Education and Training Command
NV63	Naval Computer and Telecommunications Command
NV65	Naval Oceanography Command
NV69	Naval Security Group Command
NV70	US Pacific Fleet, Commander in Chief

NV72	Naval Reserve Force
NV74	Naval Special Warfare Command
NVZS	US Special Operations Command (Navy)
OM00	Office of Personnel Management
OV00	Office of the Vice President
PC00	Panama Canal Commission
PI00	Public International Organization
PJ00	Postal Rate Commission
PO00	US Postal Service
PU00	Peace Corps
QQ00	Office of National Drug Control Policy
RE00	Office of Navajo and Hopi Indian Relocation
RF00	Federal Retirement Thrift Investment Board
RH01	Naval Home
RH02	US Soldier's and Airmen's Home
RR00	Railroad Retirement Board
RS00	Federal Mine Safety and Health Review Commission
SB00	Small Business Administration
SE00	Securities and Exchange Commission
SK00	Consumer Product Safety Commission
SM01	National Gallery of Art
SM02	Woodrow Wilson International Center for Scholars
SM03	Smithsonian Institution
SM04	John F. Kennedy Center for the Performing Arts
SS00	Selective Service System
ST00	Department of State
SZ00	Social Security Administration
TB00	National Transportation Safety Board
TC00	US International Trade Commission
TD01	Office of the Secretary of Transportation
TD02	US Coast Guard
TD03	Federal Aviation Administration
TD04	Federal Highway Administration
TD05	Federal Railroad Administration
TD06	Saint Lawrence Seaway Development Corporation
TD09	Federal Transit Administration
TD10	National Highway Traffic Safety Administration
TD11	Research and Special Programs Administration
TD12	Office of Inspector General
TD13	Maritime Administration
TD15	Surface Transportation Board
TD16	Bureau of Transportation Statistics
TN00	Office of the US Trade Representative
TR35	Office of Thrift Supervision
TR40	Bureau of Alcohol, Tobacco and Firearms
TR91	Departmental Offices

TR93	Internal Revenue Service
TR95	Office of Inspector General
TRAA	Financial Management Service
TRAB	Bureau of the Public Debt
TRAC	US Secret Service
TRAD	US Mint
TRAF	US Customs Service
TRAH	Federal Law Enforcement Training Center
TRAI	Bureau of Engraving and Printing
TRAJ	Office of the Comptroller of the Currency
TRTG	Office of the Inspector General for Tax Administration
TS00	Office of Science and Technology Policy
TV00	Tennessee Valley Authority
UJ00	Japan-United States Friendship Commission
UT00	Utah Reclamation Mitigation and Conservation Commission
VAAA	Office of the Secretary
VAAC	Board of Contract Appeals
VAAD	Board of Veterans Appeals
VAAE	General Counsel
VAAF	Inspector General
VAAH	Office of Small and Disadvantaged Business Utilization
VABA	Immediate Ofc of the Assistant Scrtry for Hmn Rsrcs and Adm
VABB	Deputy Assistant Secretary for Security and Law Enforcement
VABC	Deputy Assistant Secretary for Human Resources Management
VABD	Deputy Assistant Secretary for Equal Employment Opportunity
VABE	Deputy Assistant Secretary for Administration
VABF	Deputy Assistant Secretary for Ofc of Resolution Mgmt
VADA	Immediate Office of the Assistant Secretary for Management
VADC	Deputy Assistant Secretary for Budget
VADD	Deputy Assistant Secretary for Financial Management
VADG	Deputy Assistant Secretary for Acquisition and Materiel Mgmt
VAEA	Immediate Ofc of the Assistant Secretary for Info and Tech
VAEB	Deputy Assistant Secretary for Information and Technology
VAHA	Imdt Ofc of the Assistant Secretary for Policy and Planning
VAHB	Deputy Assistant Secretary for Policy
VAHC	Deputy Assistant Secretary for Planning
VAHD	National Center for Veteran Analysis and Statistics
VAJA	Imdt Ofc of the Astrt Scrtry for Public and Intrgovl Affrs
VAJB	Deputy Assistant Secretary for Intergovernmental Affairs
VAJC	Deputy Assistant Secretary for Public Affairs
VAKA	Immediate Ofc of the Assistant Secretary for Cngs Affairs
VAKB	Deputy Assistant Secretary for Congressional Affairs
VALA	Veterans Benefits Administration
VAPA	National Cemetery System
VATA	Veterans Health Administration
WH01	White House Office

WH03	Office of the President
ZD00	US Court of Veterans Appeals
ZG00	Office of Compliance
ZI00	National Gambling Impact Study Commission
ZK00	Commission on the Advancement of Federal Law Enforcement
ZL00	Medicare Payment Advisory Commission
ZM00	Commission on Maintaining US Nuclear Weapons Expertise
ZO00	Commission on Security and Cooperation in Europe

### **PAY PLAN CODE**

AD	Administratively determined rates
AS	Non-Appropriated Fund, administrative support
AF	American Family Members
AJ	Admin Judges, Nuclear Regulatory Commission
AL	Administrative Law Judges
AN	Germany/Longshoreman
BB	Non supervisory negotiated pay employees
BL	Leader negotiated pay employees
BP	Printing and Lithographic negotiated pay employees
BS	Supervisory negotiated pay employee
CA	Board of contract appeals
CC	Non-Appropriated Fund, Childcare
CE	Contract education
CG	Corporate graded Federal Deposit Insurance Corp.
CP	Compensation Pgm Ofc of Comptroller of Currency
CS	Skill Based Pay demonstration employees, DLA
CU	Credit Union employees
CY	Contract education Bureau of Indian Affairs
CZ	Canal Zone General Schedule type positions
DA	Demonstration administrative
DB	Demonstration Engineers and Scientists
DC	Greece/Graded
DE	Demonstration engineers and scientists technicians
DG	Demonstration gen Director Laboratory Pgms (Navy)
DH	Demonstration hourly Air Force logistics command
DJ	Demonstration Administrative
DK	Demonstration general support
DN	Defense Nuclear Facilities Safety Board
DP	Demonstration professional
DR	Demonstration Air Force Scientist & Engineer
DS	Demonstration specialist
DT	Demonstration technician
DW	Demonstration salaried Air Force and DLA
DX	Demonstration Supervisory Air Force and DLA
EA	Admin schedule (excluded) Tennessee Valley Authority
EB	Clerical schedule (excluded) Tennessee Valley Authority

EC Engineering and Computing schedule (excluded) TVA  
 ED Expert  
 EE Expert (other)  
 EF Consultant (OPM)  
 EF Expert (other)  
 EG Consultant (other)  
 EH Advisory committee member  
 EI Advisory committee member (other)  
 EM Executive schedule Office of Comptroller currency  
 EO FDIC executive pay  
 EP Defense Intelligence Senior Executive Service  
 ES Senior Executive Service  
 ET General Accounting Office Senior Executive Service  
 EX Executive pay  
 FA Foreign Service Chiefs of mission  
 FC Foreign compensation Agency for International Development  
 FD Foreign defense  
 FE Senior Foreign Service  
 FO Foreign Service Officers  
 FP Foreign Service personnel  
 FZ Consular Agent Department of State  
 GD Skill based pay demonstration project managers (DLA)  
 GG Grades similar to General Schedule  
 GH GG employees converted to performance and mgmt recognition  
 GM Performance Management and Recognition System  
 GS General Schedule  
 GW Employees who are classified under and paid at GS rates  
 IE Senior Intelligence Executive Service Program  
 IP Senior Intelligence Professional Program  
 JG Graded tradesmen and craftsmen United States Courts  
 JL Leaders of tradesmen and craftsmen United States Courts  
 JP Non supervisory lithographers and printers US Courts  
 JQ Lead lithographers and printers United States Courts  
 JR Supervisory lithographers and printers United States Courts  
 JT Supervisors for tradesmen and craftsmen United States Courts  
 KA Kleas Act Government Printing Office  
 KG Non-Craft non supervisory Bureau of Engraving and Printing  
 KL Non-Craft leader Bureau of Engraving and Printing  
 KS Non-Craft supervisory Bureau of Engraving and Printing  
 LE United States Secret Service uniformed division Treasury  
 LG Liquidation graded FDIC  
 MA Milk Marketing Department of Agriculture  
 MC Cadet  
 ME Enlisted  
 MO Officer  
 MW Warrant officer

NA Non-appropriated funds, crafts and trades worker  
 NC NRL administrative support  
 ND Demonstration Scientific & Engineering  
 NF Non-Appropriated Fund, pay band  
 NG Demonstration General Support  
 NH Business management & technical mngt prof  
 NJ Technical management support  
 NK Administration support  
 NL Non-Appropriated Funds, crafts and trades leader  
 NO NRL Administrative specialist/professional  
 NP NRL Science and engineering professional  
 NR NRL Science and engineering technical  
 NS Non-appropriated funds, crafts and trades supervisory  
 NT Demonstration administrative and technical  
 PS Non-Appropriated Fund, patron service  
 OC Office of the Comptroller of the Currency  
 PA Attorneys and law clerks General Accounting Office  
 PE Evaluator and evaluator related General Accounting Office  
 PG Printing Office grades  
 RS Senior Biomedical Service  
 SA Administrative schedule Tennessee Valley Authority  
 SB Clerical schedule (excluded) Tennessee Valley Authority  
 SC Engineering and Computing schedule TVA  
 SD Scientific and Programming schedule TVA  
 SE Aide and Technician schedule Tennessee Valley Authority  
 SF Custodial schedule Tennessee Valley Authority  
 SG Public Safety schedule Tennessee Valley Authority  
 SH Physicians schedule Tennessee Valley Authority  
 SJ Scientific and Programming schedule (excluded) TVA  
 SL Senior Level Positions  
 SM Management Schedule Tennessee Valley Authority  
 SN Senior Level System Nuclear Regulatory Commission  
 SP Park Police Department of the Interior  
 SR Statutory rates not elsewhere specified  
 SS Senior Staff positions  
 ST Scientific and professional  
 SZ Canal Area Special category type positions  
 TA Construction schedule  
 TB Operating and Maintenance (power facilities) TVA  
 TC Chemical Operators Tennessee Valley Authority  
 TD Plant Operators schedule Tennessee Valley Authority  
 TE Operating and Maintenance (nonpower facilities) TVA  
 TM Federal Housing Finance board Executive level  
 TP Teaching positions  
 TR Police Forces US Mint and Bureau of Engraving and Printing  
 TS Step System Federal Housing Finance board

VC Canteen Service Department of Veterans Affairs  
 VG Clerical and Administrative support Farm Credit  
 VH Professional, Administrative, and Managerial Farm Credit  
 VM Medical and Dental Department of Veterans Affairs  
 VN Nurses Department of Veterans Affairs  
 VP Clinical Podiatrists & Optometrists Dept of Veterans Affairs  
 WA Navigation Lock and Dam Operation and maintenance supervisor  
 WB Wage positions under FWS not otherwise designated  
 WD Production facilitating non-supervisory Federal Wage System  
 WE Currency manufacturing Department of the Treasury  
 WF Motion Picture Production  
 WG Non-supervisory pay schedule Federal Wage System  
 WJ Hopper Dredge Schedule, Supervisory Federal Wage System  
 WK Hopper Dredge Schedule non-supervisory  
 WL Federal Wage schedule leader  
 WM Maritime pay schedules  
 WN Production facilitating supervisory Federal Wage System  
 WO Navigational Lock and Dam Operation and maintenance position  
 WQ Aircraft, Electronic, and Optical Equipment repair supervisor  
 WR Aircraft, Electronic and Optical Equipment repair leader  
 WS Supervisory Pay Schedules Federal Wage System  
 WT Apprentices and Shop trainees Federal Wage System  
 WU Aircraft, Electronic and Optical Equipment repair non-super  
 WW Wage type excepted Stay-In-School Federal Wage System  
 WY USACE:L/D O&M nsup FWS  
 WZ Canal Area Wage System type positions  
 XA Spcl Overlap Area Rate Schd non supervisory Dept of Interior  
 XB Special Overlap Area Rate Schd leader Dept of the Interior  
 XC Spcl Overlap Area Rate Schd supervisory Dept of Interior  
 XD Non spvr production facilitating spcl schd printing empl  
 XF Floating Plant Schedule, non-supervisory FWS  
 XG Floating Plant Schedule leader FWS  
 XH Floating Plant Schedule, Supervisory FWS  
 XL Leader special schedule printing employee  
 XN Supervisory production facilitating spcl schd printing empl  
 XP Non supervisory special schedule printing employee  
 XS Supervisory special schedule printing employees  
 YV Temporary summer aid employment  
 YW Student aid employment Stay-In-School  
 ZA Administrative Natl Institute of Standards and Technology  
 ZP Scientific and Engineering Professional National NIST  
 ZS Administrative Support NIST  
 ZT Scientific and Engineering Technician NIST  
 ZZ Not applicable

## **PAY STATUS**

OPM:

- N Placed in non pay status
- P Placed in pay status in the Federal Civilian Workforce

**ACTIVE DUTY:**

- 1 – Member paid with active duty funds
- 2 – Member paid with reserve funds
- 3 – Suspended pay account
- 4 – Dropped from rolls (deserter)
- 5 – Dropped from rolls (other)
- 6 – Separated from active duty

**MILITARY RETIRED:**

- 1 – Receiving pay
- 2 – Eligible but not receiving
- 3 – Eligible but not receiving, direct remittance for standard base pay (SBP)
- 4 – Pay terminated
- 5 – Pay suspended

**CATEGORY CODE**

- I – Inactive National Guard
- P – Individual Ready Reserve Members in a training program
- R – Individual Ready Reserve - Trained Members
- S – Selected Reserve - Trained in Units
- T – Selected Reserve - Trained Individuals (non-unit)
- U – Selected Reserve - Training Pipeline
- V – Retired Reserve
- Y – Standby (Active and Inactive)
  - 1 – Selected Reserve (not including AGR or MILTECH)
  - 2 – Active/Guard Reserve (AGR)
  - 3 – Military Technicians (MILTECH)
  - 4 – Individual Ready Reserve(IRR) / Inactive National Guard(ING)
  - 5 – Standby Reserve (Active and Inactive)
  - 6 – Retired Reserve

**Time periods for the GROSS PAY in the PARIS Federal Match:**

- DOD Civilian Pay – Current Pay Period
- OPM Civilian Pay – Annual Total Pay
- Civil Service Retired Pay – Monthly Gross Amount
- Military Active Duty Pay – Year to Date for Federal Taxable Wages plus the  
Current Monthly Amounts for the Basic Allowances for  
Subsistence/Quarters/Housing.

- Military Reserve Pay – Current Month
- Military Retired – Gross Monthly Amount
- Non Appropriated Fund – Annualized Salary

## **GRADES**

Grade is defined as an indicator of hierarchical relationships among positions covered by the same pay plan or system. The majority of the grades are identified as a number, but there are some that are alphas. Here is a list of the values associated with grade.

DOD Civilian File: 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11,12, 13, 14, 15

OPM Civilian: AA, BB, CC, DD, EE, FF, GG, HH, II, JH, JJ, LH, 17, 18, 20, 29, 44, and include the values listed for the DOD Civilian File

NAF: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10; 00 is unknown grade.

Active Duty:

Unknown grade = ME00, MO00, MW00

Enlisted Personnel = ME01, ME02, ME03, ME04, ME05, ME06, ME07, ME08, ME09

Commissioned Officers = MO01, MO02, MO03, MO04, MO05, MO06, MO07, MO08, MO09, MO10, MO11

Warrant Officers = MW01, MW02, MW03, MW04, MW05

Reserve: See Active Duty (less the "M")