

CHAPTER 10

OPTION CODES

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CHAPTER 10

OPTION CODES

A. PURPOSE

The purpose of this Chapter is to explain the proper use of option codes, which are used in registration to more specifically define qualifications and in requisitioning to clarify job requirements.

B. PROCEDURAL REQUIREMENTS

Except for the six generic options (see B.6., below) and the NOA option code (see B.2. below), option codes may be used only with the specific occupational series under which they are listed in Appendix A.

1. The registration format will accommodate up to 10 option codes per skill line. Decisions as to which options, if any, may be used, are based solely on a registrant's qualifications. An option code should never be entered more than once for the same occupational series.

➔ 2. NOA, which equates to "No Option Applicable," may only be used when the registrant has experience in a particular series that does not correspond to an existing option code, and it may be used in combination with other option codes. NOA is never appropriate when all of the registrant's experience in a given series can be categorized with some other option code(s).

a. **Example 1.** A GS-501 employee currently specializes in civilian pay, and this work corresponds to option code CVY. She previously held a GS-501 position in the travel pay section, and this experience can be reflected with option code TPY. In between these two jobs, she performed GS-501 duties that do not correspond to any of the available option codes in Appendix A. Base on these three assignments, the employee can register with option codes CVY, TPY and NOA.

b. **Example 2.** A GS-501 co-worker of the employee in Example 1 currently specializes in civilian pay (CVY) and in a prior assignment worked exclusively with military pay (MPY). He has no other GS-501 experience. The employee can register with option codes CVY and MPY, but is not eligible to register with NOA.

3. The requisition format will accommodate up to 3 option codes. If a position legitimately requires more than 3 option codes, the HRO must use the 3 that are most essential to the position. NOA must be used when there are no applicable option codes in Appendix A, and it cannot be used in combination with any other option codes. ←

4. Normally, requisitions submitted with NOA will not match registrations unless the corresponding skill line includes NOA. The only exceptions are DAT (Data Transcription), OAA (Office Automation), STC (Stenography), FLP (Foreign Language Proficiency), or IST (Scientific & Technical Intelligence Production). When registered with these generic option codes, registrants will match positions in the same series that are requisitioned with NOA.

5. If registered with two or more options, registrants will match requisitions submitted with one or both of the options. If registered with three or more options, registrants will match requisitions submitted with one, two, or all three of the options.

6. An option code should not be used when it does nothing more than duplicate the series title (e.g., ELD (Electronics)) should not be used with the GS-855, Electronic Engineer, series).

7. DAT, OAA, STC and FLP may be used with any appropriate GS series, except as prohibited by B.5. above. IST may be used with multiple series, but positions requiring this option are normally limited to the GS-132 series and the GS-400, 800, 1300, and 1500 occupational groups. Unless identified in Appendix A of this Chapter, not counting the preceding generic option codes, the use of other option codes for GS-04 and below positions is inappropriate. TRA (Trainee) may be used with any pay plan except WT and with any appropriate series to identify registrants/positions in formal training programs as defined in Chapter 1, Section D. Registrants who are assigned to formal training program positions must register using the TRA option but may also register without the TRA option for the same or other appropriate series.

8. For registration and file maintenance, OAA and STC may be entered on the same skill line except as prohibited by B.5. above.

9. For registration and requisitioning purposes, either OAA or STC must be used with the GS-318 series.

➔ 10. **GS-800 Job Family**

a. **General Engineer, GS-801 positions.** The GS-801 series normally must have at least two option codes, but a single option may be appropriate when using TRA or one of the authorized commodity options. If more than three options codes are necessary, use the three that are most essential to the position as explained in B.3. above.

b. **Commodity Options.** Commodity options codes are unique to the GS-800 job family, and unlike other options codes, they describe the environment in which the work is performed rather than the occupation skills required to perform the work. These codes do not correspond with traditional engineering disciplines, nor would they necessarily be included in specific job titles or parentheticals. When used properly, a commodity option code indicates that the duties of the position cannot be performed successfully unless the incumbent has applied his or her engineering or engineering

technical skills in that particular work environment. Commodity options may be used in conjunction with other option codes. ←

11. **Special Procedures for 301 and 303 Series.** In order to register for positions in the 301 series with the NOA (no option applicable) option code, registrants must have previously held a position in the 301 series. The same restriction applies to 303 positions at grades GS-5 and above. Registrants who have never held a 301 or 303 position may register for either series if they are otherwise eligible and well qualified for one or more of the corresponding option codes (i.e., other than NOA) listed in this Chapter. For example, an employee whose experience has been entirely in the 560, Budget Analyst series, could register for 301 positions with the BUD (Budget) option code.

12. To better understand the relationship between options codes and their respective series, refer to applicable classification and qualifications standards. Recommendations to alter, add, or delete the option codes contained in Appendix A may be referred for consideration through DoD Component channels to PPSB.

CHAPTER 10

APPENDIX A

OPTION CODES

Series	Series Title	Option Code	Option Title
	Any Appropriate Series	NOA	No Option Applicable
	Any Appropriate GS Series	DAT	Data Transcription
	(see Chapter 10, Section B.6.)	OAA	Office Automation
		STC	Stenography
		TRA	Trainee
		FLP+	Foreign Language Proficiency
		IST	Scientific & Technical Intelligence Production
	Any Appropriate WG Series	TRA	Trainee
018	Safety & Occupational Health	ORB	Ordnance
		MDC	Medical
080	Security Administration	FOC	Foreign Ownership, Control & Influence
		INA	Industrial
		INB	Automation
		IND	Disclosure
		INF	Information Security/ Classification Management
		INO	Operations Security
		INS	Information Systems
		INT	Technical
		PEB	Personnel
		PHB	Physical
081	Fire Protection and Prevention (GS-05 and above only)	AIG	Airfield
		EMT	Emergency Medical Technician
		FIC	Fire Inspection
		HAZ	Hazardous Materials
		PAR	Paramedic

081	(cont'd)	STE	Structural
086	Security Assistant (GS-05 and above only)	SPF	Support Police Force
101	Social Service	ADC	Alcohol & Drug Control Officer
		EAP	Employee Assistance Program Coordinator
		EFM	Exceptional Family Member Program
		FAP	Family Advocacy Program
		FSP	Family Support Services
180	Psychology	CLI	Clinical
		PIO	Industrial/Organizational Psychology
		RES	Research
185	Social Worker	ADV	Family Advocacy
		SAB	Substance Abuse
188	Recreation Specialist	ARB	Arts
		CIN	Institutional
		COD	Community Activities
		SEB	Service Club Activities
		SPB	Sports
		YOA	Youth Activities
201 & 203	Human Resources Management/Assistance (GS-05 and above only)	HRO	Human Resources Officer/Director, Assistant Human Resources Officer/Director (GS-201 REQUISITIONS ONLY, cannot be used with any other option code)
		BEN	Employee Benefits
		CLA	Classification
		CMP	Compensation (GS-201 ONLY)
		EMC	Employee Relations
		HRD	Human Resources Development
		INS	Information Systems

201 & 203	(con't)	LBR	Labor Relations
		MIL	Military
		MOB	Mobilization (GS-201 ONLY)
		NAF	Non-Appropriated Funds (GS-201 ONLY)
		OCA	Occupational Analysis (GS-201 ONLY)
		PFM	Performance Management
		STF	Staffing
		SWA	Salary & Wage Administration (GS-201 ONLY)
		WFS	Workforce Shaping (GS-201 ONLY)
301 & 303	Misc Admin and Program Management, Misc Clerk and Assistant (GS-05 and above only)	AIM	Aircraft Maintenance and Operations
		ANA	Analysis and Planning
		BUD	Budget
		CAT	Community Activities
		CLB	Club Management
		CBD	Combat Development
		CDC	Child Development Clerk (GS-303 ONLY)
		COF	Configuration
		COR	Communications
		DPC	Drug Program Coordinator
		DRR	Disaster Response & Recovery (GS-301 Only)
		EMS	Emergency Management Specialist
		FAC	Facilities
		FIB	Financial Management
		FOA	Food Service
		FOI	Freedom of Information Act/ Public Affairs (GS-301 ONLY)
		FOP	Flight Operations
		FOR	Force Structure
		FLP+	Foreign Language Proficient
		FMS	Foreign Military Sales

301& 303	(con't)	FSP	Family Support Services
		FSP	Family Support
		FUL	Fuels/Energy
		HCA	Health Care
		HOA	Housing
		INS	Information Systems Management
		ITN	International Affairs
		LOA	Logistics
		MED	Medical
		MLP	Military Planning/Training
		MOA	Mortuary Affairs
		MOB	Mobilization
		MPS	Missile Propulsion Systems
		MWR	Morale, Welfare, and Recreation Programs (GS-301 ONLY)
		OMM	Open Mess Manager
		ORB	Ordnance
		PER	Personnel/Manpower Admin.
		PRC	Procurement
		PRO	Protocol
		PUA	Publications
		REC	Reports/Forms/Files
		REK	Recreation Services
		RMA	Resource Management
		ROA	Range Operations
		SUB	Supply
		SVC	Contract Services
		TRB	Training-Education
		YOA	Youth Activities
318	Secretary	OAA	Office Automation
		STC	Stenography
340	Program Management	ACQ	Systems Acquisition
		FMS	Foreign Military Sales
		MWR	Morale, Welfare, & Recreation Programs
		PHR	Personnel
343	Management and Program Analyst	ACQ	Systems Acquisition

343	(con't)	COZ	Cost Analyst
		FMS	Foreign Military Sales
		HCA	Health Care
		IMG	Information Management Specialist
		MAL	Manpower
		MBR	Manpower/Budget (Resource) Management
		MOB	Mobilization
		PHR	Personnel
		REC	Reports/Forms/Files
		ORB	Ordnance
		ORG	Organization and Mission
		STI	Statistical Analysis
		STP	Strategic Planning
		TEV	Test & Evaluation
		WCF	Working Capital Fund
344	Management Clerical and Assistance (GS-05 and above only)	MAL	Manpower
		REC	Reports/Forms/Files
		WOC	Work Measurement
		SPR	Systems Programmer
		MBR	Manpower/Budget (Resources) Management
346	Logistics Management (GS-12 and above only)	ACQ	Systems Acquisition
		ALS	Automation of Logistics Systems
		AIB	Aircraft
		FAC	Facilities
		FMS	Foreign Military Sales
		AUD	Automotive
		CEL	Communications-Electronics
		ILS	Integrated Logistics
		MEL	Medical Logistics
		MIB	Missile
		MNT	Maintenance
		MOB	Mobilization
		NUA	Nuclear
		ORB	Ordnance
		SHB	Ships

391	Telecommunications Specialist	ANT	Antenna
		DWT	Data Networks
		MSG	Message
		RDO	Radios
		TCN	Tech Control
		TEL	Telephones/Voice
		VVD	Voice/Video/Data
392	General Communications (GS-05 and above only)	EQD	Equipment Operation
401	General Biological Science	ENV	Environmental
		REG	Regulatory
		RMO	Range Land Management
		RSH	Research
		WLD	Wildlife
408	Ecology	REG	Regulatory
501	Financial Administration & Programs	COQ	Cost Analyst
		CPY	Contractor Payments
		CVY	Civilian Pay
		FSY	Financial System
		MPY	Military Pay
		NAF	Non-Appropriated Funds
		TPY	Travel Pay
503	Financial Clerk & Technician (GS-05 and above only)	DIS	Disbursing
		MDA	Medical
510	Accounting	ADT	Auditing
		COQ	Cost
		INE	Internal
		OPB	Operating
		SYA	Systems
		WCF	Working Capital Funds
511	Auditor	COK	Contract
		FIN	Financial
		INE	Internal
560	Budget Analyst	WCF	Working Capital Funds
		WSP	Acquisition of Weapons/ Support Systems

601	General Health Sciences	CGT	Cytogenetic Technologist
		CYT	Cytotechnologist
		EXP	Exercise Specialist
		HPM	Health Promotion Manager
		NEC	Necropsy
602	Medical Officer	ADM	Administration
		ANE	Anesthesiology
		DER	Dermatology
		EME	Emergency Medicine
		FAM	Family Practice
		GPR	General Practice
		GER	Geriatrics
		IMN	Internal Medicine
		NUR	Neurology
		OBG	OB/GYN
		OCH	Occupational Health
		OPH	Ophthalmology
		OTH	Orthopedics
		PAT	Pathology
		PDS	Pediatrics
		PSY	Psychiatry
		PUH	Public Health
		RAD	Radiology
		SRG	Surgery
		URO	Urology
610	Nursing (GS-08 and above only)	ADM	Administration
		AMB	Ambulatory
		ANE	Nurse Anesthetist
		CLI	Clinical Nurse
		CHN	Community Health Nurse
		CNC	Nurse Consultant
		CNM	Nurse Midwife
		CNS	Nurse Specialist
		CRI	Critical Care
		DIB	Diabetes
		EDU	Nurse Educator
		EMR	Emergency Room
		LND	Labor & Delivery
		MSG	Medical-Surgical
		NEO	Neonatal
		NFA	First Assistant

610	(con't)	NIC	Neonatal Intensive Care
		OBG	OB/GYN
		OCH	Occupational Health
		ONC	Oncology
		OPR	Operating Room
		NPR	Nurse Practitioner
		PDS	Pediatrics
		PSY	Psychiatric Nurse
		RES	Research
		SCB	Cardiac
640	Health Aid & Technician (GS-05 and above only)	DER	Dermatology
		EMT	Emergency Medical Tech
		HTI	Industrial Hygiene
		HTA	Audiology
		HTC	Cardiovascular
		HTM	Mental Health
		HTO	Optometry
		HTP	Physical Therapy
		NUT	Nutrition
		OTL	Otolaryngology
		PAR	Paramedic
		URO	Urology
644	Medical Technologist	MTC	Chemistry
		MTH	Hematology
		MTM	Microbiology
647	Diagnostic Radiological Technologist (GS-05 and above only)	CTI	Comp. Tomography Imaging
		MAM	Mammography
671	Health Systems Specialist	CTR	Contract Administration
		HCA	Health Care
		RSK	Risk Management/Patient Safety/Compliance
680	Dentist	PRS	Prosthodontist
		PED	Periodontics
800	The following Professional Engineering and Engineering Technician Series: 801, 802, 806, 810, 818, 819, 830, 840, 850, 854, 855, 856, 861, 871, 893, 896	AAB	Navigation Systems

800	(con't)	ACA	Acoustics
		ACQ	Systems Acquisition
		ACS	Aircraft Systems
		AEC	Aerospace
		ARA	Architecture
		AUD	Automotive
		CAL	Calibration
		CCC	Command, Control, Communications & Computers
		CHA	Chemical
		CHD*	Computer Hardware
		CIB	Civil
		CTL	Coastal
		COH	Construction
		COJ	Cost Estimating
		COR	Communications
		COS	Contracts
		CST*	Computer Software
		CWO	Civil Works Oper and Maint
		CWP	Civil Works Planning
		DEB	Design
		DEV	Development
		ELA	Electrical
		ELD	Electronics
		ELF	Electronic Warfare
		ENV	Environmental
		FAC	Facilities
		GEO	Geotechnical
		HVC	Heating, Ventilation & Air Conditioning
		HYD	Hydraulic
		HYP	Hydropower
		HZW	Hazardous Waste
		INA	Industrial
		INC*	Instrumentation
		LAB	Laser
		MAH	Materials
		MAS	Machinery Systems
		MEA	Mechanical
		MIB*	Missile
		NAV	Naval
		NUA	Nuclear
		ORB*	Ordnance

800	(con't)	PET	Petroleum
		PUL	Propulsion
		RDR	Radar
		REG	Regulatory
		RES	Research
		SCM	Satellite Communications
		SHB*	Ships
		SIM	Simulation
		STE	Structural
		TCS	Tactical Communications Software
		TEV	Test and Evaluation
		TRS	Training Systems
		UTA	Utilities
		WAB*	Water Resources Development
1083	Technical Writing and Editing	AIB	Aircraft
		DAC	Data Automation
		ELD	Electronics
		LOA	Logistics
		ORB	Ordnance
1101	General Business and Industry	ACQ	Systems Acquisition
		CIR	Contract Industrial Relations
		CLB	Club Management
		MKT	Marketing Programs
		MTP	Military Programs
		OMM	Open Mess Manager
		PTM	Production Management
		QAS	Quality Assurance
		REK	Recreation Services
		RPM	Real Property Management
		WCF	Working Capital Fund
1102	Contract and Procurement	ACQ	Systems Acquisition
		COL	Contract Administrator
		CON	Contract Negotiator
		COO	Contract Specialist
		COP	Contract Termination Spec.
		PRD	Price Analyst
		PRG	Procurement Administrator
		PRH	Procurement Analyst (Staff)
		PRI	Proc. Analyst (Small Business)

1150 & 1152	Industrial Specialist, Production Control	AIB	Aircraft
		AUT	Automotive (GS-1152 ONLY)
		COH	Construct (GS-1152 ONLY)
		ELA	Electrical
		ELD	Electronics
		MAI	Materials Handling
		MEA	Mechanical
		MIB	Missile
		ORB	Ordnance
		PUL	Propulsion Systems (GS-1150 ONLY)
		SHB	Ships
1301	General Physical Science	ACA	Acoustics
1310	Physics	ACA	Acoustics
		EOP	Electro-Optics
		IOA	Ion-implantation
		LAB	Laser
		NUA	Nuclear
		OPE	Optical
		SOF	Solid State Electronics
		SYC	Systems Analysis
		THE	Thermal Physics
1320	Chemist	RES	Research
1360	Oceanography	ACA	Acoustics
1410	Librarian	ENG	Engineering
		LAW	Legal
		MED	Medical
		PHS	Physical Science
1550	Computer Science	COR	Communications
		DEB	Design
		NET	Network
		STY	Security
1601	Facilities and Equipment	ELI	Electrical Inspection
1603	Equip, Facilities, Services Assistant (GS-05 and above only)	CEM	Cemetery

1603	(cont'd)	FAC	Facility
		PTG	Printing
		LAU	Laundry
		FOA	Food
		EFS	Equip, Facilities, Services
1670	Equipment Specialist	AIB	Aircraft
		AIF	Aircraft Propulsion Equipment
		AIH	Airframe
		AUD	Automotive
		COR	Communications
		ELA	Electrical
		ELD	Electronics
		MAB	Machinery
		MAC	Machine Tools
		MAG	Marine
		MAI	Materials Handling
		MIE	Missile Electronics
		NUA	Nuclear
		ORB	Ordnance
		SHB	Ships
17XX	General Education and Training (GS-1701, 1702, 1710, 1750) (GS-05 and above only)	CDS	Child Development
		EDS	Education Services
		FLP+	Foreign Language Proficient
		GUC	Guidance Counselor
		TDD	Training Design and Development
		TEA	Training Program Effectiveness Analysis
		TEM	Tests and Measurements
		YOA	Youth Activities
1712	Instruction	AIB	Aircraft
		ATC	Air Traffic Control
		AUD	Automotive
		CBE	Combat Engineer
		CSI	Computer Science
		ELR	Electrical & Refrigeration
		ELD	Electronics
		FAE	Field Artillery
		FCS	Fire Control Systems

1712	(con't)	FLE	Flight Simulator
		FLP+	Foreign Language Proficient
		HEB	Health Services
		HME	Heavy Mobile Equipment Mechanics
		LOA	Logistics
		MAG	Marine
		MIP	Military Police/Security Forces
		MIT	Military Training Administration
		NBC	Nuclear, Biological, Radiological, Chemical
		NWI	Nuclear Weapons
		ORB	Ordnance
		PGE	Power Generating Equipment (Field)
		SEC	Security
		TGI	Target Interdiction
		WPN	Weapons
18xx	Investigation	ACQ	Acquisition Systems
		CCI	Computer Crime
		ICI	Counterintelligence
		PLH	Polygraph Examiner
1910	Quality Assurance	AEC	Aerospace
		AIB	Aircraft
		AMA	Ammunition
		AUD	Automotive
		CHA	Chemical
		CLG	Clothing
		COH	Construction
		CST	Computer Software
		ELA	Electrical
		ELD	Electronics
		MAH	Materials
		MEA	Mechanical
		NUA	Nuclear
		PRE	Process
		SHA	Shipbuilding
		SUA	Subsistence
2001	Supply Specialist	ORB	Ordnance

2003	Supply Program Management	FMS	Foreign Military Sales
		ORB	Ordnance
2005	Supply Clerical & Technician (GS-05 and above only)	AMO	Ammunition
		MED	Medical
2010	Inventory Management Specialist	ORB	Ordnance
2150	Transportation Operations	AFM	Airfield Manager
		MCO	Marine Cargo Operations
		MFP	Maritime Force Protection/Anti-terrorism
		MTO	Marine Transportation Operations
		PSE	Physical Security
		SHB	Ships
2152	Air Traffic Control	STA	Station
		TOW	Terminal
		TWR	Radar Approach Control
2181	Aircraft Operations	FID	Fixed Wing
		FLB	Flight Instructor
		FLD	Flight Test Pilot
		HEA	Helicopter
		PIA	Pilot
2210	Information Technology Management	ASW	Application Software
		CSP	Customer Support
		DMT	Data Management
		EAR	Enterprise Architecture
		INX	Internet
		NET	Network Services
		OSY	Operating Systems
		STY	Security
		SYA	Systems Administrator
		SYC	Systems Analysis
4749	Maintenance Mechanic/Worker (except for TRA, the use of only one option code is not allowed)	CRP	Carpentry
		COH	Construction
		HVC	Heating, Ventilation, AC

4749	(con't)	ELA	Electrical
		ELD	Electronics
		MSN	Masonry
		PNT	Painting
		PLM	Plumbing
		SHM	Sheet Metal Fabrication
		UTA	Utilities

Defense Civilian Intelligence Personnel System (DCIPS) Option Codes			
Series	Series Title	Option Code	Option Title
	Any Appropriate Series	ING	Intelligence
		IST	Scientific and Technician Intelligence Production
		FLP+	Foreign Language Proficient
080	Security Administration	INB	Automation
		IND	Disclosure
		INI	Industrial
		IIN	Information
		INO	Operations Security
		IPE	Personnel
		IPH	Physical
		INT	Technical
132	Intelligence Specialist	COA	Collection Analysis
		COM	Communications Security
		FME	Foreign Military Exploitation
		IPR	Intelligence Production
		IOP	Intelligence Operations
		ICD	Intelligence Combat Developments
		ITH	Intelligence and Threat Support
		ICI	Counterintelligence (CI)
		IAC	Acoustics Intelligence (ACINT)
		ICO	Communications Intelligence (COMINT)
		IEL	Electronic Intelligence (ELINT)
		IHU	Human Intelligence (HUMINT)
		IMI	Imagery Intelligence (IMINT)
		IMS	Measurement and Signature Intelligence (MASINT)

132	(cont'd)	IRA	Radar Intelligence (RADINT)
		ISI	Signals Intelligence (SIGINT)
		POL	Political/Military
		SCT	Scientific and Technology
		TEC	Technology Transfer

* Commodity Options

+ For registration purposes, enter language proficiency in the “Employee Information/Special Qualifications” Data Element of the registration format. (NOTE: The gaining activity determines qualifications for language proficiency after referral.)