



Guidance for the Principal Place of Performance (PPPER)

The Principal Place of Performance (PPPER) data field is 7 characters in length and should be entered using the following guidance.

NOTE: The FIPS Codes can be obtained using the blue button beside the data entry field. You can search using city name, state, or zip code. Select one of the search results to populate the PPPER data field and then modify it as needed according to the instructions below.

1) If the PPPER is in a **specific city** use the following format:

POSITIONS	Number of Characters	Data Element
1-2	2	State FIPS Code
3-7	5	City/Town FIPS Code

2) If the PPPER is in a **specific county** use the following format:

POSITIONS	Number of Characters	Data Element
1-2	2	State FIPS Code
3-4	2	Fill in with 2 asterisks (**)
5-7	3	County FIPS Code

3) If the PPPER is **statewide** use the following format:

POSITIONS	Number of Characters	Data Element
1-2	2	State FIPS Code
3-7	5	Fill in with 5 asterisks (*****)

4) If the PPPER is **multi-state** use the following format:

POSITIONS	Number of Characters	Data Element
1-2	2	Fill in with 2 zeros (00)
3-7	5	Fill in with 5 asterisks (*****)

5) If the PPPER is in a **foreign country** use the following format:

POSITIONS	Number of Characters	Data Element
1-2	2	Fill in with 2 zeros (00)
3-7	5	Fill in with the characters FORGN