



# *National Archives and Records Administration*

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8601 Adelphi Road  
College Park, Maryland 20740-6001

## **REFERENCE COPY OF TECHNICAL DOCUMENTATION FOR ACCESSIONED ELECTRONIC RECORDS (Copied: July 24, 2009)**

**Central Personnel Data File, Current Status Master File, 1975**

**Record Group 478      Records of the Office of Personnel Management**

The National Archives and Records Administration (NARA) has been accepting electronic records into its holdings since the early 1970s. Technical documentation has accompanied each transfer of electronic records. The documentation is necessary to understand the meaning of the digitized bits of information within the electronic records.

Over the decades, NARA has had different procedures for compiling technical documentation into an organized unit for researchers, and different expectations regarding the content and extent of any NARA-produced portions of the documentation. Consequently, the structure, organization and contents of the documentation reflect the procedures in place when the technical documentation was compiled and arranged and may include out of date addresses, telephone numbers, or other items of unrevised information related to the agency that created or transferred the documentation and electronic records to NARA, to the NARA unit that processed these materials, or to the physical media of the electronic records files.

In creating the reference copy of the documentation package, NARA staff have selected from the technical and/or supplementary documentation available for this series or file(s). We have annotated or highlighted the table of contents that follows to indicate which portions of the full documentation for this series or file are included in this reference copy of documentation. Any materials not included here are available upon request. Any user notes prepared after the table of contents was prepared appear before the table of contents. This documentation will differ in structure, organization and contents from technical documentation for other series or files of accessioned electronic records. The readability and visual quality are also variable.



Documentation for  
Central Personnel Data File (CPDF):  
Current Status Master File, 1975

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Records of the U.S. Civil Service Commission,  
Office of Personnel Management  
(Record Group 146)

Accession Number: 3-146-92-002

March 26, 1992

Reference Copy #1



T. Hull  
April 9, 1991  
3-146-92-002

CENTRAL PERSONNEL DATA FILE (CPDF):  
CURRENT STATUS MASTER FILE, 1975

Validation Statement

When the National Archives acquired custody of this file, the accessioning procedures called for a manual comparison of the documentation to a printout of a portion of the records in each data file. This manual comparison is referred to as a "preliminary assessment" or "validation." The number of records which were compared varied from data file to data file. However, as a general rule the comparison involved less than ten records and was limited to only the first records in each data file. This is a statement of the results of the preliminary assessment or validation.

Title: Central Personnel Data File (CPDF): Current Status Master File, 1975 Scrambled and Unscrambled Versions

Logical Record Length: 155

Total Number of Datasets: 2

No discrepancies between the documentation and a sample dump of the data were noted during hand validation.



March 26, 1992  
T. Hull  
3-146-92-002

CENTRAL PERSONNEL DATA FILE (CPDF):  
CURRENT STATUS MASTER FILE, 1975

Guide to Documentation

This guide to documentation for the Central Personnel Data File (CPDF) is intended to provide pertinent information regarding the use of this documentation package. Elements of this documentation were compiled from a number of sources including: a record layout provided by the U.S. Office of Personnel Management (Service Center, 4685 Log Cabin Drive, Macon, GA 31298) and the result of a concerted effort by the staff in the Center for Electronic Records, Archival Services Branch of the National Archives (NNXA). In addition, a machine readable file containing standard code tables for the 1973-1982 master files provided by the U.S. Office of Personnel Management is available for translating the codes in the CPDF. A printout of this file was generated by the Center for Electronic Records, Technical Services Branch (NNXR) for validation and reference purposes. See separate documentation box for a printout of this file.

In addition, copies of three additional documents, the Federal Personnel Manual: Supplement 292-1 Personnel Data Standards (August 1976 and September 29, 1978) and the Federal Personnel Manual: Supplement 298-1 The Central Personnel Data File (CPDF) (January 1979), are available to users of the dataset. These documents provide codebook information and a description of data entry, coding, error checking, and updating procedures for the dataset. While supplementary, heavy users of the CPDF may find the information contained in these volumes to be particularly useful for understanding the sources of information for the dataset and the organizational usages this dataset has been put to by OPM as well as other government agencies.

# National Archives



Washington, DC 20408

March 26, 1992

T. Hull

3-146-92-002

## CENTRAL PERSONNEL DATA FILE (CPDF): CURRENT STATUS MASTER FILE, 1975

### Introduction<sup>1</sup>

The Central Personnel Data File (CPDF): Current Status Master File is an automated file system of individual records for most Federal civilian employees. The file, initiated in the calendar year 1972, expanded the employee and data element coverage of the Federal Personnel Statistics Program (FPSP) Sample File. The FPSP 10% sample, established in 1962, consisted of a continuous work history on each employee whose social security number ended in the digit 5. The sample data have been retained by OPM for historical studies and updated from CPDF submissions.

The Center for Electronic Records, National Archives and Records Administration, has in its custody two versions of the CPDF: Current Status Master File for each year of data that have been transferred. The two versions are 1) Unscrambled and 2) Scrambled. The unscrambled version contains the correct Social Security Number for each case represented in the file. In the scrambled file, the Social Security Number on each case has been scrambled to prevent the identification of persons represented in the CPDF. In the case of the unscrambled files, access to the information contained within is restricted for 72 years from the creation date and subject to OPM/GOVT-1 system notice. Therefore, the records for the 1975 CPDF Unscrambled version (the unaltered record copy) are restricted until 2047. All researchers requesting these records are urged to contact OPM's Assistant Director for Information for technical assistance in understanding and use of the data contained in the CPDF.

Also included with the CPDF collection is the CPDF: Standard Code Tables, 1973-1982 data file. This file contains the coding information for the variables contained within the CPDF: Current Status Master Files. For those utilizing the CPDF for analytical purposes, the Standard Code Tables File is essential to understand the meaning of the information in the Current Status Master Files. A printout of the Standard Code Tables has been prepared by the Technical Services Branch, Center for Electronic Records and included with the documentation package.

## 1) Scope of the CPDF System

The CPDF includes all Federal civilian employees of the executive branch except local nationals in foreign countries, nonappropriated fund employees, employees of the National Security Agency, Central Intelligence Agency, and commissioned officers serving in the Environmental Protection Agency and the Departments of Commerce and Health, Education, and Welfare. Also excluded are employees of the Federal Reserve Board, the White House Office, and the Tennessee Valley Authority. In the judicial branch only the Administrative Office of the U.S. Courts is covered in CPDF. In the legislative branch, the General Accounting Office, Government Printing Office, and the U.S. Tax Court are included.

The Current Status Master file is but one of a number of files contained within the CPDF system. Other files include: the FPSP 10% sample, a Transaction History File, and the Training Subsystem File. In addition, a Minority Group Designator (MGD) File was maintained separately from the basic files until January 1976 when it was merged with the basic CPDF files. The training data, collected on a quarterly basis for individual training exposures are maintained cumulatively in a separate file. These data are merged with other CPDF files to produce training statistics.

CPDF also serves as a 'tickler file' for other systems. Both the Executive Inventory System (for supergrade employees) and the Federal Automated Careers System (FACS) for mid-level employees in the personnel management and industrial relations occupations, receive notification of actions received in the CPDF which affect the populations covered by CPDF and that system (e.g. accessions and promotions to GS-16 through GS-18, changes to employees in personnel management occupations, etc.).

## 2) Inputs and Outputs

The CPDF system was created and is being maintained by continuous agency input derived from Notification of Personnel Action forms (SF 50, SF 50-A, and approved exceptions), list forms in lieu of Notification of Personnel Action forms, Payroll Change Slip forms (SF 1126 and approved exceptions), Minority Group Designation input, and quarterly training input. Input is either in hard copy form (which is then key punched for data entry) or in direct automated form (punched cards or magnetic tape); over 95% of agency input is in automated form.

A major objective of CPDF is to relieve participating agencies from periodic survey reports requirements. The CPDF provides the capability for utilizing the various data elements to produce status and dynamic outputs in a multitude of combinations. Major outputs from CPDF include the following:

- a) Semiannual Report on Minority Group Employment
- b) Annual Report on White-Collar Occupations
- c) Annual Report on Geographic Distribution of Employment
- d) Annual Report on Salary Distribution of Employment
- e) Annual Report on Blue-Collar Workers

Other routine uses of the CPDF can be found in the Office of Personnel Management systems notice covering this system which is published annually in the Federal Register in compliance with the Privacy Act of 1974.

1. Most of this information was compiled from Federal Personnel Manual System: Supplement 298-1 (Office of Personnel Management: Washington D.C., January 1979, pp. 1-3)

RECORD LAYOUT

1. PAGE 1 OF 3

Central Personnel Data File (CPDF):  
 Current Status Master File, 1975

3. ACCESSION NO.  
 3-478-92-002

4. RECORD LENGTH  
 155 9/14/90

5. DATE PREPARED

6. SYSTEM OR SERIES

Central Personnel Data File (CPDF)

7. PREPARED BY

N. McGovern

8. DEFINITION

LINE NO.	DATA ELEMENT	FIELD LOCATION	CLASS A/N	SIGN (if numeric)	SIZE	TYPE OF DATA STANDARD	REFERENCE		NOTE
							IDENT. AND PAGE	LINE NO.	
a.	b.	c.	d.	e.	f.	g.	h.	i.	j.
AG	Agency - Subelement	---	-		-				
	Agency	1-2	A		2				
	Subelement	3-4	A		2				
	Birthdate (DOB)	---	-		-				
	DOB - Year	5-6	N		2				
	DOB - Month	7-8	N		2				
VX	Duty - Station	---	-		-				
	Duty - State	9-10	A		2				
	Duty - City	11-14	A		4				
	Duty - County	15-17	A		3				
	MSA (FIPS?)	18-21	A		3				
XB	Occupation	22-25	A		4				
	Patco (?)	26	A		1				
YZ	Pay - Basis	27-28	A		2				
YG	Pay - Grade	29-30	A		2				
	Pay-GRD-R Redefines Pay Grade /		N						
LA	Pay Plan	31-32	A		2				
R1	Race - National Origin	33	A		1				
	Salary	34-39	N		6				
	Salary-Num Redefines Salary /		N						
	Service - Comp - Date (SCD)	---	-		-				
	Reference Copy #7 SCD - Year	40-41	N		2				



## RECORD LAYOUT

1. PAGE 2 OF 3

Central Personnel Data File (CPDF):  
Current Status Master File, 19753. ACCESSION NO.  
3-478-92-0024. RECORD LENGTH  
155 9/14/90

5. DATE PREPARED

6. SYSTEM OR SERIES

Central Personnel Data File (CPDF)

7. PREPARED BY

N. McGovern

## 8. DEFINITION

LINE NO.	DATA ELEMENT	FIELD LOCATION	CLASS A/N	SIGN (If numeric)	SIZE	TYPE OF DATA STANDARD	REFERENCE		NOTE
							IDENT. AND PAGE	LINE NO.	
a.	b.	c.	d.	e.	f.	g.	h.	i.	j.
	SCD - Month	42-43	N		2				
XS	Sex	44	A		1				
SU	Supervisory - Status	45	A		1				
QA	Tenure	46	A		1				
	Type - Appointment	47-48	A		2				
FB	Veterans - Pref	49	A		1				
WS	Work - Schedule	50	A		1				
LM	Academic - Discipline	51-54	A		4				
FH	Annuitant - Status	55	A		1				
	As - Of - Date (AOD)	---	-		-				
	AOD - Year	56-57	N		2				
	AOD - Month	58-59	N		2				
PC	Bargaining Unit	60-63	A		4				
	Creditable Military Service	64-67	A		4				
FE	Curr - Appt - Auth - 1	68-70	A		3				
FE	Curr - Appt - Auth 2	71-73	A		3				
EV	Education - Level	74-75	A		2				
CZ	FEGLI	76	A		1				
NP	FLSA	77	A		1				
	Frozen - CSRS - Service	78-81	A		4				
BD	Functional - Class	82-83	A		2				
	Functional - Equivalent - Grade	84-85	A		2				

## RECORD LAYOUT

1. PAGE 3 OF 3

Central Personnel Data File (CPDF): Current Status Master File, 1975		3. ACCESSION NO. 3-478-92-002	4. RECORD LENGTH 155 9/14/90	5. DATE PREPARED
6. SYSTEM OR SERIES Central Personnel Data File (CPDF)			7. PREPARED BY N. McGovern	

## 8. DEFINITION

LINE NO.	DATA ELEMENT	FIELD LOCATION	CLASS A/N	SIGN (If numeric)	SIZE	TYPE OF DATA STANDARD	REFERENCE		NOTE
							IDENT. AND PAGE	LINE NO.	
a.	b.	c.	d.	e.	f.	g.	h.	i.	j.
WF	Handicap	86-87	A		2				
	Health Plan	88-90	A		3				
	Org - Component	91-108	A		18				
PT	Pay - Rate - Det	109	A		1				
BX	Pay - Status	110	A		1				
EL?	Performance - Level	111	A		1				
	Personnel Office ID	112-115	A		4				
CU	Position - Occupied	116	A		1				
VG?	Retained - Grade	117-118	A		2				
LA?	Retained - Pay - Plan	119-120	A		2				
VG?	Retained - Step	121-122	A		2				
PB	Retirement Plan	123	A		1				
	Social Security Number	124-132	A		9				
VG	Step - Rate	133-134	A		2				
NS	US Citizenship	135	A		1				
LB	Vietnam - Era - Veteran	136	A		1				
	Year - Degree	137-138	A		2				
	Payable - Salary	139-144	A		6				
	FERS - Coverage	145	A		1				
	OPM - Region	146	A		1				
	Area - Office	147-148	A		2				
	Roller	149-155	A		7				

Reference Copy #

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*****
* RECORD LAYOUT FOR RELEASED STATUS RECORD
* 155 CHARACTERS 05/26/88
* MNAS.USER.COPYLIB(RLSTATUS)
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01 CSTATUS1.
  02 AGENCY-SUBELEMENT.
    03 AGENCY PIC X(2).
    03 SUBELEMENT PIC X(2).
  02 BIRTH-DATE.
    03 DOB-YY PIC 9(2).
    03 DOB-MM PIC 9(2).
  02 DUTY-STATION.
    03 DUTY-STATE PIC X(2).
    03 DUTY-CITY PIC X(4).
    03 DUTY-COUNTY PIC X(3).
  02 MSA PIC X(4).
  02 OCCUPATION PIC X(4).
  02 PATCO PIC X(1).
  02 PAY-BASIS PIC X(2).
  02 PAY-GRADE PIC X(2).
  02 PAY-GRD-R REDEFINES -PAY-GRADE PIC 9(2).
  02 PAY-PLAN PIC X(2).
  02 RACE-NATIONAL-ORIGIN PIC X(1).
  02 SALARY PIC X(6).
  02 SALARY-NUM REDEFINES -SALARY PIC S9(6).
  02 SERVICE-COMP-DATE.
    03 SCD-YY PIC 9(2).
    03 SCD-MM PIC 9(2).
  02 SEX PIC X(1).
  02 SUPERVISORY-STATUS PIC X(1).
  02 TENURE PIC X(1).
  02 TYPE-APPOINTMENT PIC X(2).
  02 VETERANS-PREF PIC X(1).
  02 WORK-SCHEDULE PIC X(1).
  02 ACADEMIC-DISCIPLINE PIC X(4).
  02 ANNUITANT-STATUS PIC X(1).
  02 AS-OF-DATE.
    03 AOD-YY PIC 9(2).
    03 AOD-MM PIC 9(2).
  02 BARGAINING-UNIT PIC X(4).
  02 CREDITABLE-MIL-SVC PIC X(4).
  02 CURR-APPT-AUTH-1 PIC X(3).
  02 CURR-APPT-AUTH-2 PIC X(3).
  02 EDUCATION-LEVEL PIC X(2).
  02 FEGLI PIC X(1).
  02 FLSA PIC X(1).
  02 FROZEN-CSRS-SVC PIC X(4).
  02 FUNCTIONAL-CLASS PIC X(2).
  02 GS-EQUIVALENT-GRADE PIC X(2).
  02 HANDICAP PIC X(2).
  02 HEALTH-PLAN PIC X(3).
  02 DRG-COMPONENT PIC X(18).
  02 PAY-RATE-DET PIC X(1).
  02 PAY-STATUS PIC X(1).
  02 PERFORMANCE-LEVEL PIC X(1).
  02 PERSONNEL-OFFICE-ID PIC X(4).
  02 POSITION-OCCUPIED PIC X(1).
  02 RETAINED-GRADE PIC X(2).
  02 RETAINED-PAY-PLAN PIC X(2).

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02	RETAINED-S	PIC X(1).
02	RETIREMENT-PLAN	PIC X(1).
02	SOCIAL-SECURITY-NUMBER	PIC X(9).
02	STEP-RATE	PIC X(2).
02	US-CITIZENSHIP	PIC X(1).
02	VIETNAM-ERA-VETERAN	PIC X(1).
02	YEAR-DEGREE	PIC X(2).
02	PAYABLE-SALARY	PIC X(6).
02	FERS-COVERAGE	PIC X(1).
02	OPM-REGION	PIC X(1).
02	AREA-OFFICE	PIC X(2).
02	FILLER	PIC X(7).

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