



National Archives and Records Administration

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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, 1977

Record Group 478 Records of the Office of Personnel Management

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Documentation for
Central Personnel Data File (CPDF):
Current Status Master File, 1977

Contains:	Number of Pages
1. Validation Statement	3
2. Guide to Documentation	1
3. Introduction	3
4. NARA Prepared Record Layout	3
5. Agency Prepared Record Layout	2
6. Sample Printout of Records	3

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

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National Archives



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T. Hull
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CENTRAL PERSONNEL DATA FILE (CPDF): CURRENT STATUS MASTER FILE, 1977

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 (NSXA). 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 (NSXT) 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 data file and the organizational usages this data file has been put to by OPM as well as other government agencies.



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March 17, 1993
3-146-93-001

CENTRAL PERSONNEL DATA FILE (CPDF):
CURRENT STATUS MASTER FILE, 1977

Introduction¹

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. Therefore, the records for the 1977 CPDF Unscrambled version (the unaltered record copy) are restricted until 2049. 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 (see similar files for TVA - Employee Information System). 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
Central Personnel Data File (CPDF): Current Status Master File, 1977			OF
3. ACCESSION NO.	4. RECORD LENGTH	5. DATE PREPARED	
3-146-93-001	155 9/14/90		
8. SYSTEM OR SERIES		7. PREPARED BY	
Central Personnel Data File (CPDF)		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	N		4				
	PATCO	26	A		1				
YZ	Pay - Basis	27-28	A		2				
YG	Pay - Grade	29-30	N		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 #6 SCD - Year	40-41	A		2				

RECORD LAYOUT			1. PAGE
Central Personnel Data File (CPDF): Current Status Master File, 1977			OF
2. DATA TITLE	3. ACCESSION NO.	4. RECORD LENGTH	5. DATE PREPARED
	3-146-93-001	155 9/14/90	

8. SYSTEM OR SERIES	7. PREPARED BY
Central Personnel Data File (CPDF)	N. McGovern

8. DEFINITION									
LINE NO.	DATA ELEMENT	FIELD LOCATION	CLASS A/N	SIGN (// 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	A		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				
HL	GS - Equivalent - Grade	84-85	A		2				

Reference Copy #7

REPRODUCED AT THE NATIONAL ARCHIVE

RECORD LAYOUT				1. PAGE OF	
2. DATA SET TITLE Central Personnel Data File (CPDF): Current Status Master File, 1977		3. ACCESSION NO. 3-146-93-001	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				
	Biller	149-155	A		7				

Reference Copy #8

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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-AFFOINMENT 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 ORG-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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Reference Copy #0

02	RETAINED-STEP	PIC X(2).
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).

03-MAR-93

AERIC RECORD LAYOUT REPORT

Format Name: CPDF

Column	Data Type	Start	Width	Domain	Fixed Length? Mandatory? Nana? Min/Max
AGENCY	CHAR	1	2		N N Y
SUBELEMENT	CHAR	3	2		N N Y
BIRTH_DATE_YEAR	CHAR	5	2		N N Y
BIRTH_DATE_MONTH	CHAR	7	2		N N Y
DUTY_STATION_STATE	CHAR	9	2		N N Y
DUTY_STATION_CITY	CHAR	11	4		N N Y
DUTY_STATION_COUNTY	CHAR	15	3		N N Y
MSA	CHAR	18	4		N N Y
OCCUPATION	CHAR	22	4		N N Y
PATCO	CHAR	26	1		N N Y
PAY_BASIS	CHAR	27	2		N N Y
PAY_GRADE	CHAR	29	2		N N Y
PAY_PLAN	CHAR	31	2		N N Y
RACE	CHAR	33	1		N N Y
SALARY	CHAR	34	6		N N Y
SCD_YEAR	CHAR	40	2		N N Y
SCD_MONTH	CHAR	42	2		N N Y
SEX	CHAR	44	1		N N Y
SUPERVISORY_STATUS	CHAR	45	1		N N Y
TENURE	CHAR	46	1		N N Y
TYPE_APPOINTMENT	CHAR	47	2		N N Y
VETERANS_PREFERENCE	CHAR	49	1		N N Y
WORK_SCHEDULE	CHAR	50	1		N N Y
ACADEMIC_DISCIPLINE	CHAR	51	4		N N Y
ANNUITANT_STATUS	CHAR	55	1		N N Y
AOD_YEAR	CHAR	56	2		N N Y
AOD_MONTH	CHAR	58	2		N N Y
BARGAINING_UNIT	CHAR	60	4		N N Y
CREDITABLE_MILSERV	CHAR	64	4		N N Y
CURR_APPT_AUTH1	CHAR	68	3		N N Y
CURR_APPT_AUTH2	CHAR	71	3		N N Y
EDUCATION_LEVEL	CHAR	74	2		N N Y
FEGLI	CHAR	76	1		N N Y
FLSA	CHAR	77	1		N N Y
FROZEN_CSRS_SERVICE	CHAR	78	4		N N Y
FUNCTIONAL_CLASS	CHAR	82	2		N N Y
GS_EQUIVALENT_GRADE	CHAR	84	2		N N Y
HANDICAP	CHAR	86	2		N N Y
HEALTH_PLAN	CHAR	88	3		N N Y
ORG_COMPONENT	CHAR	91	18		N N Y
PAY_RATE_DET	CHAR	109	1		N N Y
PAY_STATUS	CHAR	110	1		N N Y
PERFORMANCE_LEVEL	CHAR	111	1		N N Y
PERSONNEL_OFFICE_ID	CHAR	112	4		N N Y
POSITION_OCCUPIED	CHAR	116	1		N N Y
PERSONNEL_GRADE	CHAR	117	2		N N Y

03-MAR-93

AERIC RECORD LAYOUT REPORT

Format Name: CPDF

Column	Data Type	Start	Width	Domain	Fixed Length?	Mandatory?	Nara?	Min/Max
RETAINED_PAY_PLAN	CHAR	119	2		N	N	Y	
RETAINED_STEP	CHAR	121	2		N	N	Y	
RETIREMENT_PLAN	CHAR	123	1		N	N	Y	
SSN	CHAR	124	9		N	N	Y	
STEP_RATE	CHAR	133	2		N	N	Y	
CITIZENSHIP_US	CHAR	135	1		N	N	Y	
VIETNAM_VETERAN	CHAR	136	1		N	N	Y	
YEAR_DEGREE	CHAR	137	2		N	N	Y	
PAYABLE_SALARY	CHAR	139	6		N	N	Y	
FERS_COVERAGE	CHAR	145	1		N	N	Y	
OPM_REGION	CHAR	146	1		N	N	Y	
AREA_OFFICE	CHAR	147	2		N	N	Y	
FILLER	CHAR	149	7		N	N	Y	