National Archives and Records Administration

REFERENCE COPY OF TECHNICAL DOCUMENTATION FOR ACCESSIONED ELECTRONIC RECORDS
(Copied: June 30, 2009)

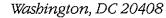**Central Personnel Data File, Current Status Master File, 1982**

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reflect the procedures in place when the technical documentation was compiled and arranged and may include out of date addresses, telephone numbers, or other items of unrevised information related to the agency that created or transferred the documentation and electronic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.

National Archives

Washington, DC 20408

Documentation for

Central Personnel Data File (CPDF):

Current Status Master File, 1982

Contains: Number of
                                                     Pages
1. Validation Statement 1
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 2

See also:

Automated Electronic Records Inspection and Control
(AERIC) utility reports for further information on
automated validation procedures.

Records of the Office of Personnel Management
           (Record Group 478)

       Accession Number: 3-478-93-002

                              January 6, 1994

National Archives and Records Administration

National Archives

T. Hull
January 6, 1994
3-478-93-002

CENTRAL PERSONNEL DATA FILE (CPDF):
CURRENT STATUS MASTER FILE, 1982

Validation Statement

When the National Archives acquired custody of this file, the accessioning procedures called for a automated comparison of the documentation to a sample of the records in each data file. This comparison is referred to as a "preliminary assessment" or "validation" and was accomplished by the Automated Electronic Records Inspection and Control (AERIC) Utility. Reports generated by this procedure are foldered separately in the documentation. This is a statement of the results of the preliminary assessment or validation.

Title: Central Personnel Data File (CPDF): Current Status Master File, 1982 Scrambled and Unscrambled Versions

Logical Record Length: 155

Total Number of Data Files: 2

Some discrepancies between the documentation and the data were noted during automated validation. They are noted in the AERIC validation folders and identified in the "Summary Results of Domain Validation."
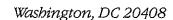
Reference Copy #2

T. Hull
January 4, 1994
3-478-93-002

CENTRAL PERSONNEL DATA FILE (CPDF):
CURRENT STATUS MASTER FILE, 1982

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 data file. 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.

Reference Copy #3

T. Hull
January 6, 1994
3-478-93-002

CENTRAL PERSONNEL DATA FILE (CPDF):
CURRENT STATUS MASTER FILE, 1982

Introduction[1]

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 1982 CPDF Unscrambled version (the unaltered record copy) are restricted until 2054. 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 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.

Reference Copy #4

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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 (later Health and Human Services) 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 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:

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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 OF

2. TITLE Central Personnel Data File (CPDF): Current Status Master File, 1982	3. ACCESSION NO. 3-478-93-002	4. RECORD LENGTH 155	5. DATE PREPARED 9/14/90

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

8. DEFINITION

LINE NO. a.	DATA ELEMENT b.	FIELD LOCATION c.	CLASS A/N d.	SIGN (If numeric) e.	SIZE f.	TYPE OF DATA STANDARD g.	REFERENCE IDENT. AND PAGE h.	LINE NO. i.	NOTE 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)	---	-		-				
	SCD - Year	40-41	A		2				

NA FORM 14012 (12-85)

			1. PAGE OF

2. DATA SET TITLE Central Personnel Data File (CPDF): Current Status Master File, 1992	3. ACCESSION NO. 3-478-93-002	4. RECORD LENGTH 155	5. DATE PREPARED 9/14/90

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

8. DEFINITION

LINE NO. a.	DATA ELEMENT b.	FIELD LOCATION c.	CLASS A/N d.	SIGN (If numeric) e.	SIZE f.	TYPE OF DATA STANDARD g.	REFERENCE IDENT. AND PAGE h.	LINE NO. i.	NOTE 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				
HU	GS - Equivalent - Grade	84-85	A		2				

NA FORM 14012 (12-85)

RECORD LAYOUT			1. PAGE OF

2. DATA SET TITLE Central Personnel Data File (CPDF): Current Status Master File, 1982	3. ACCESSION NO. 3-478-93-002	4. RECORD LENGTH 155	5. DATE PREPARED 9/14/90

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8. DEFINITION

LINE NO.	DATA ELEMENT	FIELD LOCATION	CLASS A/N	SIGN (If numeric)	SIZE	TYPE OF DATA STANDARD	REFERENCE IDENT. AND PAGE	REFERENCE LINE NO.	NOTE
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				
	Filler	149-155	A		7				

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*****************************************************************************
*                                                                          *
*            RECORD LAYOUT FOR RELEASED STATUS RECORD                      *
*                 155 CHARACTERS   05/26/88                                *
*                  MNAS.USER.COPYLIB(RLSTATUS)                             *
*****************************************************************************
 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   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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      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).
*    ************************************************************************
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