



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

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

Central Personnel Data File, Current Status Master File, 1985

Record Group 478

Records of the Office of Personnel Management

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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.



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8601 Adelphi Road
College Park, Maryland 20740-6001

Date: June 21, 2007
To: File
From: NWME (Hull)
Subject: User Note for CPDF Scrambled File

The National Archives and Records Administration has in its custody two versions of the Central Personnel Data File: 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/GOVT1 system notice. 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.

RECORD LAYOUT

1. PAGE

OF

2. DATA ELEMENT TITLE
 Central Personnel Data File (CPDF):
 Current Status Master File, 1985

3. ACCESSION NO.
 3-478-96-00

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	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				

Reference Copy #2

RECORD LAYOUT

1. PAGE

OF

Central Personnel Data File (CPDF):
Current Status Master File, 1985

3. ACCESSION NO.
3-478-96-00

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155 9/14/90

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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	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				

RECORD LAYOUT				1. PAGE OF	
Central Personnel Data File (CPDF): Current Status Master File, 1985		3. ACCESSION NO. 3-478-76-00		4. RECORD LENGTH 155 9/14/90	
8. 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				
	File #	149-155	A		7				

Reference Copy #1

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* RECORD LAYOUT FOR RELEASED STATUS RECORD *
* 155 CHARACTERS 05/26/89 *
* 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 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).

The following are the Standard Code IDs on the Standard Code file and brief descriptions.

<u>TABLE ID</u>	<u>DATA ELEMENT SHORT NAME</u>
AG	AGENCY/SUBELEMENT
BD	FUNCTION CLASSIFICATION
BX	PAY STATUS
CU	POSITION OCCUPIED
CZ	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE
EL	RATING OF RECORD
EV	EDUCATION LEVEL
FB	VETERANS PREFERENCE
FE	LEGAL AUTHORITY
FH	ANNUITANT INDICATOR
HL	GS EQUIVALENT GRADE
LA	PAY PLAN
LB	VIETNAM ERA VETERAN
LM	ACADEMIC DISCIPLINE
NP	FLSA CATEGORY
NS	U.S. CITIZENSHIP
PB	RETIREMENT PLAN
PC	BARGAINING UNIT
PT	PAYRATE DETERMINANT
QA	TENURE
R1	RACE OR NATIONAL ORIGIN
SU	SUPERVISORY STATUS
UA	NATURE OF ACTION
VG	STEP OR RATE
VK	PAY GRADE/LEVEL
VX	DUTY STATION
WF	HANDICAP
WS	WORK SCHEDULE
XB	OCCUPATION
XS	SEX
YP	RECORD TYPE
YZ	PAY BASIS
ZB	PMIP/PEER GROUP INDICATOR

RECORD LAYOUT FOR THE STANDARD CODES FILE

01	STD-CODE-REC.	
03	STD-CODE-TABLES ID	PIC X(2).
03	DATA-CODE	PIC X(9).
03	DATA-CODE-SHORT-TRANSLATION	PIC X(40).
03	DATA-CODE-LONG-TRANSLATION	PIC X(110).