



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, 1986

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reflect the procedures in place when the technical documentation was compiled and arranged and may include out of date addresses, telephone numbers, or other items of unrevised information related to the agency that created or transferred the documentation and electronic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

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.

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

Documentation for
Central Personnel Data File (CPDF):
Current Status Master File, 1986
Scrambled and Unscrambled Versions

Contains:

NARA Created Record Layout	3 pp.
Agency prepared Record Layouts for CPDF and Code Table File	6 pp.
NARA Sample Printout of Records from Suppressed File .	2 pp.
Automated Electronic Records Inspection and Control (AERIC) Utility validation reports	see separate folder

See Also Supplementary Documentation:

- Central Personnel Data File (CPDF): Standard Code Table, 1986; electronic file available.
- Federal Personnel Manual: Supplement 292-1, Personnel Data Standards (U.S. Civil Service Commission: August, 1976).
- Federal Personnel Manual: Supplement 292-1, Personnel Data Standards (U.S. Civil Service Commission: September 29, 1978).
- Federal Personnel Manual: Supplement 298-1, The Central Personnel Data File (Office of Personnel Management: January 1979).

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

NN3-478-97-001

RECORD LAYOUT

1. PAGE

OF

2. DATA SET TITLE
 Central Personnel Data File (CPDF):
 Current Status Master File, 19

3. ACCESSION NO.
 3-478- -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)	---	-		-				
	Reference Copy #3 SCD - Year	40-41	A		2				

RECORD LAYOUT				1. PAGE	
Central Personnel Data File (CPDF): Current Status Master File, 19				3. ACCESSION NO. 3-478- -00	
				4. RECORD LENGTH 155 9/14/90	
6. SYSTEM OR SERIES Central Personnel Data File (CPDF)				7. PREPARED BY N. McGovern	

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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				
HS	Equivalent - Grade	84-85	A		2				

Reference Copy #4-
HS PG 5

REPRODUCED AT THE NATIONAL ARCHIVES

RECORD LAYOUT

1. PAGE

OF

Central Personnel Data File (CPDF):
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3-478- 00

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Central Personnel Data File (CPDF)

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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.
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				
	Reference Copy #1	149-155	A		7				



United States

Service Center
4685 Log Cabin Drive

Office of
Personnel Management

In Reply Refer To:

Your Reference:

MEMORANDUM FOR ARCHIVAL SERVICES BRANCH

JANUARY 2, 1997

FROM: MARTHA GRIGSBY, COMPUTER PROGRAMMER/ANALYST
MACON APPLICATIONS PROGRAMMING BRANCH

SUBJECT: CPDF DATA

The tapes you are receiving contain the data listed below:

UNSCRAMBLED VERSION OF THE 1986 CPDF STATUS FILE

FILE NAME: MNPC.CPDS.NATLARC.SEP86U.CPRSM1

REEL NUMBER: 092637, 081107

RECORD LENGTH: 155

BLOCK SIZE: 32705

DENSITY: 6250 BPI

CREATED ON IBM: STANDARD LABELS

TOTAL RECORDS: 2,136,758

CARTRIDGE TAPES

SCRAMBLED VERSION OF THE 1986 CPDF STATUS FILE

FILE NAME: MNPC.CPDS.NATLARC.SEP86S.CPRSM1

REEL NUMBER: 085178, 080430

RECORD LENGTH: 155

BLOCK SIZE: 32705

DENSITY: 6250 BPI

CREATED ON IBM: STANDARD LABELS

TOTAL RECORDS: 2,136,758

CARTRIDGE TAPES

STANDARD CODE TABLES DATA FOR 1986

FILE NAME: MNPC.CPDS.NATLARC.SEP86A.STDCODE

REEL NUMBER: 081154

RECORD LENGTH: 161

BLOCK SIZE: 32683

DENSITY: 6250 BPI

CREATED ON IBM: STANDARD LABELS

TOTAL RECORDS: 51,859

CARTRIDGE TAPE

Attached are the record layouts for the CPDF Status files and the Standard Code Tables file. Also, a list of the valid IDs on the Standard code table file and a brief description of each.

Please copy and return the tapes to:

Office of Personnel Management
Washington Data Center
1900 E. Street NW
Room BH04 I/O Control
Washington, D.C. 20415

If you have any questions or need further information, please contact me on FTS 912-744-2204.

Attachments

LN	D A T A N A M E	LENGTH	POSITION	COMMENT
01	STATUS1			
02	AGENCY-SUBELEMENT	2	1 - 2	
03	AGENCY	2	3 - 4	
02	SUBELEMENT	2	5 - 6	
03	BIRTH-DATE	2	7 - 8	
02	DOB-YY	2	9 - 10	
03	DOB-MM	2	11 - 14	
02	DUTY-STATION	3	15 - 17	
03	DUTY-STATE	4	18 - 21	
03	DUTY-CITY	4	22 - 25	
03	DUTY-COUNTY	4	26 - 28	
02	MSA	1	29 - 30	
02	OCCUPATION	2	31 - 32	
02	PATCO	2	33 - 35	
02	PAY-BASIS	2	36 - 38	
02	PAY-GRADE	2	39 - 41	
02	PAY-GRD-R	1	42 - 43	
02	PAY-PLAN	1	44 - 44	
02	RACE-NATIONAL-ORIGIN	6	45 - 50	
02	SALARY	2	51 - 52	REDEFINITION
02	SALARY-NUM	2	53 - 54	
02	SERVICE-COMP-DATE	2	55 - 55	REDEFINITION
03	SCD-YY	2	56 - 57	
03	SCD-MM	2	58 - 59	
02	SEX	1	60 - 60	
02	SUPERVISORY-STATUS	1	61 - 61	
02	TENURE	1	62 - 62	
02	TYPE-APPOINTMENT	2	63 - 64	
02	VETERANS-PREF	1	65 - 65	
02	WORK-SCHEDULE	1	66 - 66	
02	ACADEMIC-DISCIPLINE	4	67 - 70	
02	ANNUITANT-STATUS	1	71 - 71	
02	AS-OF-DATE	1	72 - 72	
03	ADD-YY	2	73 - 74	
03	ADD-MM	2	75 - 76	
02	BARGAINING-UNIT	4	77 - 80	
02	CREDITABLE-MIL-SVC	4	81 - 84	
02	CURR-APPT-AUTH-1	3	85 - 87	
02	CURR-APPT-AUTH-2	3	88 - 90	
02	EDUCATION-LEVEL	2	91 - 91	
02	FEGLI	1	92 - 92	
02	FLSA	1	93 - 93	
02	FROZEN-CSRS-SVC	4	94 - 97	
02	FUNCTIONAL-CLASS	2	98 - 99	
02	GS-EQUIVALENT-GRADE	2	100 - 101	
02	HANDICAP	2	102 - 103	
02	HEALTH-PLAN	3	104 - 106	
02	ORG-COMPONENT	18	107 - 124	
02	PAY-RATE-DET	1	125 - 125	
02	PAY-STATUS	1	126 - 126	
02	PERFORMANCE-LEVEL	1	127 - 127	
02	PERSONNEL-OFFICE-ID	4	128 - 131	

LN	D A T A N A M E	LENGTH	POSITION	COMMENT
02	POSITION-OCCUPIED	1	116 - 116	
02	RETAINED-GRADE	2	117 - 118	
02	RETAINED-PAY-PLAN	2	119 - 120	
02	RETAINED-STEP	2	121 - 122	
02	RETIREMENT-PLAN	1	123 - 123	
02	SOCIAL-SECURITY-NUMBER	9	124 - 132	
02	STEP-RATE	2	133 - 134	
02	US-CITIZENSHIP	1	135 - 135	
02	VETERAN-STATUS	1	136 - 136	
02	YEAR-DEGREE	2	137 - 138	
02	PAYABLE-SALARY	6	139 - 144	
02	FERS-COVERAGE	1	145 - 145	
02	OPM-REGION	1	146 - 146	
02	AREA-OFFICE	2	147 - 148	
02	FILLER	7	149 - 155	

01/02/97 MACON APPLICATIONS PROGRAMMING BRANCH PAGE 1
RECORD LAYOUT FOR
CPDF STANDARD CODE FILE

LN	D A T A N A M E	LENGTH	POSITION	COMMENT
01	STD-CODE-REC	0		
05	STD-CODE-TABLES	9	1 - 9	
05	DATA-CODE	40	10 - 49	
05	DATA-CODE-SHORT-TRANSLATION		50 - 170	
05	DATA-CODE-LONG-TRANSLATION	121		

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

TABLE ID	DATA ELEMENT SHORT NAME
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	PAY RATE DETERMINANT
QA	TENURE
RI	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