



# *National Archives and Records Administration*

8601 Adelphi Road  
College Park, Maryland 20740-6001

**REFERENCE COPY OF TECHNICAL DOCUMENTATION FOR  
ACCESSIONED ELECTRONIC RECORDS  
(Copied: November 21, 2006)**

**Central Personnel Data File (CPDF), FY 1989:  
Scrambled Version and Standard Code Table Files  
RG 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.

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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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**List of Documentation for the  
Central Personnel Data File (CPDF),  
Current Status Master File, FY1989:  
Unscrambled, Scrambled and Standard Code Table Files**

Records of the Office of Personnel Management  
Record Group 478

<u>Agency Documentation Contents:</u>	<u># Pages</u>
Agency prepared Record Layouts for CPDF and Code Table File	5
Standard Code Ids on the Standard Code Table File	1
<u>Total</u>	6
 <u>NARA Prepared Documentation:</u>	
Sample Printouts of Records from Suppressed File and Standard Code Table Automated Electronic Records Inspection and Control (AERIC) Utility validation reports	3  available upon request

See Also Supplementary Documentation:

- Central Personnel Data File (CPDF): Standard Code Table, FY1989; 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).

NN3-478-01-002  
Theodore J. Hull  
March 12, 2001

NARA's web site is <http://www.nara.gov>

F I L E - A I D V8.0-2 08 - MAR - 2001 08.22.37 \*CONTROL CARD LIST\*  
 INSTALLATION US OFFICE OF PERSONNEL MANAGEMENT 004337 RELEASE 10/20/97  
 PROGRAM AND ALL MATERIAL COPYRIGHT 1980,1996 BY COMPUWARE CORPORATION  
 1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80

DD01 DSN=MNAS.USER.COPYLIB OPENED AS PO,  
 RECFM=FB,LRECL=80,BLKSIZE=3120,VOL=TS0A01  
 \$\$\$DD01 RLPRINT MEMBER=(STDCDNAT)  
 ABOVE FUNCTION ENDED ON NORMAL EOD

RC=0

08 MAR 2001 FILE-AID 8.0.2 PRINT FACILITY 08:22:37 PAGE 1

RECORD LAYOUT REPORT

RECORD LAYOUT DATASET : MNAS.USER.COPYLIB  
MEMBER : STDCDNAT

STD-CODE-REC	FIELD LEVEL/NAME	PICTURE	FLD	START	END	LENGTH
3	STD-CODE-TABLE-ID	XX	1	1	161	161
3	DATE-CODE	X(9)	2	3	2	2
3	DATE-CODE-SHORT-TRANSLATION	X(40)	3	12	11	9
3	DATE-LONG-SHORT-TRANSLATION	X(110)	4	52	51	40
					161	110

\*\*\* END OF LAYOUT REPORT \*\*\*

F I L E - A I D V8.0.2 08 - MAR - 2001 08.23.06 \*CONTROL CARD LIST\*  
INSTALLATION US OFFICE OF PERSONNEL MANAGEMENT 004337 RELEASE 10/20/97  
PROGRAM AND ALL MATERIAL COPYRIGHT 1980, 1996 BY COMPUTWARE CORPORATION  
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80

DD01 DSN=MVAS.USER.COPYLIB OPENED AS PO,  
RECFM=FB,LRECL=80,BLKSIZE=3120,VOL=TSOA01  
\$\$\$\$01 RLPRINT MEMBER=(RLSTANAT)  
ABOVE FUNCTION ENDED ON NORMAL EOD

RC=0

08 MAR 2001

FILE-AID 8.0.2 PRINT FACILITY  
RECORD LAYOUT REPORT

08:23:06 PAGE

1

RECORD LAYOUT DATASET : MNAS.USER.COPYLIB  
MEMBER : RLSTANAT

FIELD LEVEL/NAME	PICTURE	FLD	START	END	LENGTH
3 RELEASED-STATUS	GROUP	1	1	220	220
3 AGENCY-SUBELEMENT	XX	2	1	4	4
5 AGENCY	XX	3	1	2	2
5 SUBELEMENT	XX	4	3	4	4
3 DATE-OF-BIRTH	GROUP	5	5	10	6
5 DATE-OF-BIRTH-YEAR	9(4)	5	5	8	4
5 DATE-OF-BIRTH-MONTH	99	6	9	10	2
3 DUTY-STATION	GROUP	7	11	19	9
5 DUTY-STATE	XX	8	11	12	2
5 DUTY-CITY	X(4)	9	11	16	4
5 DUTY-COUNTY	XXX	10	13	19	3
3 MSA	X(4)	11	20	23	4
3 OCCUPATION	X(4)	12	24	27	4
3 OCCUPATIONAL-CATEGORY	X(4)	13	28	28	1
3 PAY-BASIS	X	14	29	30	2
3 GRADE	XX	15	31	32	2
3 PAY-PLAN	XX	16	33	34	2
3 RACE-NATIONAL-ORIGIN	X	17	35	35	1
3 BASIC-PAY	X(6)	18	36	41	6
3 SERVICE-COMP-DATE	GROUP	19	42	47	6
5 SERVICE-COMP-YEAR	9(4)	20	42	45	4
5 SERVICE-COMP-MONTH	99	21	46	47	2
3 SEX	X	22	48	48	1
3 SUPERVISORY-STATUS	X	23	49	49	1
3 TENURE	X	24	50	50	1
3 TYPE-APPOINTMENT	XX	25	51	52	2
3 VETERANS-PREF	X	26	53	53	1
3 WORK-SCHEDULE	X	27	54	54	1
3 INSTRUCTIONAL-PROGRAM	X(6)	28	55	60	6
3 ANNUITANT-INDICATOR	X	29	61	61	1
3 AS-OF-DATE	GROUP	30	62	67	6
5 AS-OF-YEAR	9(4)	31	62	65	4
5 AS-OF-MONTH	99	32	66	67	2
3 FILLER	XX	33	68	69	2
3 BARGAINING-UNIT	X(4)	34	70	73	4
3 CREDITABLE-MIL-SVC	X(4)	35	74	77	4
3 CURR-APPT-AUTH-1	XXX	36	78	80	3
3 CURR-APPT-AUTH-2	XXX	37	81	83	3
3 EDUCATION-LEVEL	XX	38	84	85	2
3 FILLER	X	39	86	86	1
3 FLSA	X	40	87	87	1
3 FROZEN-SERVICE	X(4)	41	88	91	4
3 FUNCTIONAL-CLASS	XX	42	92	93	2
3 GS-RELATED-GRADE	XX	43	94	95	2
3 HANDICAP	XX	44	96	97	2
3 FEGLI	XX	45	98	99	2
3 HEALTH-PLAN	XXX	46	100	102	3
3 ORG-COMPONENT	X(18)	47	103	120	18
3 PAY-RATE-DET	X	48	121	121	1
3 PAY-STATUS	X	49	122	122	1
3 RATING-OF-RECORD-LEVEL	X	50	123	123	1

08 MAR 2001

FILE-AID 8.0.2 PRINT FACILITY  
RECORD LAYOUT REPORT

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RECORD LAYOUT DATASET : MNAS.USER.COPYLIB  
MEMBER : RLSTANAT

FIELD NAME	FLD	START	END	LENGTH
PERSONNEL-OFFICE-ID	51	124	127	4
POSITION-OCCUPIED	52	128	130	1
RETAINED-GRADE	53	129	132	2
RETAINED-PAY-PLAN	54	131	134	2
RETAINED-STEP	55	133	135	2
RETIREMENT-PLAN	56	135	144	1
SOCIAL-SECURITY-NUMBER	57	136	146	9
STEP-RATE	58	145	147	2
US-CITIZENSHIP	59	147	148	1
VETERAN-STATUS	60	148	152	1
YR-DEGREE-CERT-ATTAINED	61	149	158	4
ADJUSTED-BASIC-PAY	62	153	159	6
TOTAL-PAY	63	159	164	6
PERS-COVERAGE	64	165	166	1
OPM-REGIONAL-OFFICE	65	166	168	1
OPM-AREA-OFFICE	66	167	173	2
LOCALITY-ADJUSTMENT	67	169	175	5
LOCALITY-PAY-AREA	68	174	180	2
STAFFING-DIFFERENTIAL	69	176	185	5
SUPERVISORY-DIFFERENTIAL	70	181	190	5
RETENTION-ALLOWANCE	71	186	195	5
COLA	72	191	199	5
SPECIAL-PAY-TABLE-ID	73	196	201	4
CONSOLIDATED-MSA	74	200	202	2
SENIOR-PAY-LEVELS-IND	75	202	203	1
LEO-GEO-PAY-AREA	76	203	204	1
RATING-OF-RECORD-PATTERN	77	204	205	1
RATING-OF-RECORD-PERIOD	78	205	210	6
FILLER	79	211	220	10

\*\*\* END OF LAYOUT REPORT \*\*\*

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