



# *National Archives and Records Administration*

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College Park, Maryland 20740-6001

## **REFERENCE COPY OF TECHNICAL DOCUMENTATION FOR ACCESSIONED ELECTRONIC RECORDS**

**(Copied: November 21, 2006)**

### **Central Personnel Data File (CPDF), FY 1991: 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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**List of Documentation for the  
Central Personnel Data File (CPDF),  
Current Status Master File, FY1991:  
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	3
Automated Electronic Records Inspection and Control (AERIC) Utility validation reports	available upon request

See Also Supplementary Documentation:

- Central Personnel Data File (CPDF): Standard Code Table, FY1987; 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).

NN3-478-02-001  
Theodore J. Hull  
January 14, 2003

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

F I L E - A I D V8.7.1 MAR - 05 - 2002 15.50.06 \*CONTROL CARD LIST\*  
 INSTALLATION US OFFICE OF PERSONNEL MANAGEMENT 004337 RELEASE 10/19/00  
 PROGRAM AND ALL MATERIAL COPYRIGHT 1980,2000 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=TSOA01  
 \$\$\$D01 RLPRINT MEMBER=(STDCDNAT)  
 ABOVE FUNCTION ENDED ON NORMAL EOD

RC=0

05 MAR 2002 FILE-AID 8.7.1 PRINT FACILITY 15:50:06 PAGE 1

RECORD LAYOUT DATASET : MNAS-USER.COPYLIB  
MEMBER : SIDCDNAT

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

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

F I L E - A I D V8.7.1 MAR - 05 - 2002 15.50.22 \*CONTROL CARD LIST\*  
INSTALLATION US OFFICE OF PERSONNEL MANAGEMENT 004337 RELEASE 10/19/00  
PROGRAM AND ALL MATERIAL COPYRIGHT 1980,2000 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 PC,  
RECFM=FB,LRECL=80,BLKSIZE=3120,VOL=TS0A01  
\$\$\$DD01 RLPRINT MEMBER=(RLSTANAT)  
ABOVE FUNCTION ENDED ON NORMAL EOD

RC=0

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	3	2	2
5 SUBELEMENT	XX	4	5	4	2
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	13	16	4
5 DUTY-COUNTY	XXX	10	17	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-CLASS	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

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

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