



National Archives and Records Administration

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

**Central Personnel Data File (CPDF), FY 1992:
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.

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reflect the procedures in place when the technical documentation was compiled and arranged and may include out of date addresses, telephone numbers, or other items of unrevised information related to the agency that created or transferred the documentation and electronic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



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Supplemental User Note 1

Central Personnel Data File (CPDF), FY 1992, Scrambled Version
NN3-478-03-002

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

The 1992 Central Personnel Data File, Scrambled Version, contains some non-standard (binary) characters in the field "Step-Rate" (columns 145-146) in one of the records. Since the file is preserved in EBCDIC, when it is converted to an ASCII character set using NARA's Archival Preservation System (APS) some of the non-standard characters may be replaced with null placeholder characters. It does not appear that this will cause any major problems in trying to read the data. Although, depending on the software used, there is the possibility that when the data is loaded the software will not read the "null" placeholder and thus shortening the record length by the number of "null" placeholders in the record containing the non-standard characters.

Lynn Goodsell, Archivist
Electronic and Special Media Records Services Division (NWME)
July 24, 2009



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**List of Documentation for the
Central Personnel Data File (CPDF),
Current Status Master File, FY1992:
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	3
Standard Code Ids on the Standard Code Table File	1
<u>Total</u>	4
 <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, 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).

NN3-478-03-002
Theodore J. Hull
January 29, 2004

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

04/18/2003

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Office Personnel Management
Record Layout for
CPDF RELEASED STATUS FILE

Page 1

LN	DATA NAME	LENGTH	POSITION	COMMENT
01	RELEASED-STATUS			
03	AGENCY-SUBELEMENT			
05	AGENCY	2	1 - 2	
05	SUBELEMENT	2	3 - 4	
03	DATE-OF-BIRTH			
05	DATE-OF-BIRTH-YEAR	4	5 - 8	
05	DATE-OF-BIRTH-MONTH	2	9 - 10	
03	DUTY-STATION			
05	DUTY-STATE	2	11 - 12	
05	DUTY-CITY	4	13 - 16	
05	DUTY-COUNTY	3	17 - 19	
03	MSA	4	20 - 23	
03	OCCUPATION	4	24 - 27	
03	OCCUPATIONAL-CATEGORY	1	28 - 28	
03	PAY-BASIS	2	29 - 30	
03	GRADE	2	31 - 32	
03	PAY-PLAN	2	33 - 34	
03	RACE-NATIONAL-ORIGIN	1	35 - 35	
03	BASIC-PAY	6	36 - 41	
03	SERVICE-COMP-DATE			
05	SERVICE-COMP-YEAR	4	42 - 45	
05	SERVICE-COMP-MONTH	2	46 - 47	
03	SEX	1	48 - 48	
03	SUPERVISORY-STATUS	1	49 - 49	
03	TENURE	1	50 - 50	
03	TYPE-APPOINTMENT	2	51 - 52	
03	VETERANS-PREF	1	53 - 53	
03	WORK-SCHEDULE	1	54 - 54	
03	INSTRUCTIONAL-PROGRAM	6	55 - 60	
03	ANNUITANT-INDICATOR	1	61 - 61	
03	AS-OF-DATE			
05	AS-OF-YEAR	4	62 - 65	
05	AS-OF-MONTH	2	66 - 67	
03	FILLER	2	68 - 69	
03	BARGAINING-UNIT	4	70 - 73	
03	CREDITABLE-MIL-SVC	4	74 - 77	
03	CURR-APPT-AUTH-1	3	78 - 80	
03	CURR-APPT-AUTH-2	3	81 - 83	
03	EDUCATION-LEVEL	2	84 - 85	
03	FILLER	1	86 - 86	
03	FLSA	1	87 - 87	
03	FROZEN-SERVICE	4	88 - 91	
03	FUNCTIONAL-CLASS	2	92 - 93	
03	GS-RELATED-GRADE	2	94 - 95	
03	HANDICAP	2	96 - 97	
03	FEGLI	2	98 - 99	
03	HEALTH-PLAN	3	100 - 102	
03	ORG-COMPONENT	18	103 - 120	
03	PAY-RATE-DET	1	121 - 121	
03	PAY-STATUS	1	122 - 122	
03	RATING-OF-RECORD-LEVEL	1	123 - 123	
03	PERSONNEL-OFFICE-ID	4	124 - 127	

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Record Layout for

Page 2

LN	DATA NAME	LENGTH	POSITION	COMMENT
03	POSITION-OCCUPIED	1	128 - 128	
03	RETAINED-GRADE	2	129 - 130	
03	RETAINED-PAY-PLAN	2	131 - 132	
03	RETAINED-STEP	2	133 - 134	
03	RETIREMENT-PLAN	1	135 - 135	
03	SOCIAL-SECURITY-NUMBER	9	136 - 144	
03	STEP-RATE	2	145 - 146	
03	US-CITIZENSHIP	1	147 - 147	
03	VETERAN-STATUS	1	148 - 148	
03	YR-DEGREE-CERT-ATTAINED	4	149 - 152	
03	ADJUSTED-BASIC-PAY	6	153 - 158	
03	TOTAL-PAY	6	159 - 164	
03	FERS-COVERAGE	1	165 - 165	
03	OPM-REGIONAL-OFFICE	1	166 - 166	
03	OPM-AREA-OFFICE	2	167 - 168	
03	LOCALITY-ADJUSTMENT	5	169 - 173	
03	LOCALITY-PAY-AREA	2	174 - 175	
03	STAFFING-DIFFERENTIAL	5	176 - 180	
03	SUPERVISORY-DIFFERENTIAL	5	181 - 185	
03	RETENTION-ALLOWANCE	5	186 - 190	
03	COLA	5	191 - 195	
03	SPECIAL-PAY-TABLE-ID	4	196 - 199	
03	CONSOLIDATED-MSA	2	200 - 201	
03	SENIOR-PAY-LEVELS-IND	1	202 - 202	
03	LEO-GEO-PAY-AREA	1	203 - 203	
03	RATING-OF-RECORD-PATTERN	1	204 - 204	
03	RATING-OF-RECORD-PERIOD	6	205 - 210	
03	FILLER	10	211 - 220	

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Office Personnel Management
Record Layout for
CPDF Standard Code Table

Page 1

LN	D A T A N A M E	LENGTH	POSITION	COMMENT
01	STD-CODE-REC			
03	STD-CODE-TABLE-ID	2	1 - 2	
03	DATA-CODE	9	3 - 11	
03	DATA-CODE-SHORT-TRANSLATION	40	12 - 51	
03	DATA-LONG-SHORT-TRANSLATION	121	52 - 172	

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 (LEVEL)
EK	RATING OF RECORD (PERIOD)
EM	RATING OF RECORD (PATTERN)
EV	EDUCATION LEVEL
FB	VETERANS PREFERENCE
FC	FERS COVERAGE
FE	LEGAL AUTHORITY
FH	ANNUITANT INDICATOR
GY	HEALTH PLAN
KW	SPECIAL PAY TABLE IDENTIFIER
LA	PAY PLAN
LB	VIETNAM ERA VETERAN
LM	ACADEMIC DISCIPLINE
LN	INSTRUCTIONAL PROGRAM
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
VX	DUTY STATION
WF	HANDICAP
WS	WORK SCHEDULE
XB	OCCUPATION
XS	SEX
YZ	PAY BASIS