

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, 1997

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.

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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, FY1997:

Unscrambled, Scrambled, Social Security Number-Name Table, and Standard Code Table Files

Records of the Office of Personnel Management Record Group 478

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See Also Supplementary Documentation:

- Central Personnel Data File (CPDF): Standard Code Table and Social Security Number-Name cross-reference file, FY1997; electronic files 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).

NN3-478-08-001 Theodore J. Hull June 3, 2008

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



8601 Adelphi Road College Park, Maryland 20740-6001

Date:

June 3, 2008

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.



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> June 4, 2008 T. Hull 3-478-08-001

CENTRAL PERSONNEL DATA FILE (CPDF): CURRENT STATUS MASTER FILE, FY1997

User Note

The agency transferred with the FY1997 CPDF Current Status Master Files, a file consisting of the Name and Social Security Number (SSN) for Federal employees with records in the CPDF. Note that the record count for the Name-SSN Crossreference file does not match the record count of the CPDF files. The Name-SSN Crossreference file has 6,120 fewer records that the CPDF files and therefore that number of records in the CPDF will have unidentifiable names. In addition, the name field in the Name-SSN Crossreference file is blank in 28,224 records.

The Standard Code table contains codes for undefined tables JQ and VK. It also does not contain codes for EK Rating of Record (Period) and LM Academic Discipline.

A primary key verification was run against the SSN field in both the Scrambled and Unscrambled files. In both cases, duplicate records exist.

NARA prepared list of FY1997 CPDF Files

Accession Number	XMIS	LDR	Short Title	File Size - Bytes	Datafile Types
3-478-08-001	99186	1	CPDF_FY97_CODE	9045918	Documentation
3-478-08-001	99187	1	CPDF_FY97_SSN.	61437156	Documentation
3-478-08-001	99188	1867852	CPDF_FY97_SCR	412795292	Public Use File
3-478-08-001	99189	1867852	CPDF_FY97_UNSCR	412795292	Data

RECORD LAYOUT FOR CPDF RELEASED STATUS FILE

DATE NAME LENGTH POSITION COMMENT	Management of		CPDF RI	ELEASED STATUS	FILE	
01 RELEASED-STATUS 03 AGENCY 2 1 - 2 05 SUBELEMENT 2 3 - 4 05 SUBLEMENT 2 3 - 4 05 DATE-OF-BIRTH STATE 05 DATE-OF-BIRTH-YEAR 4 5 - 8 05 DATE-OF-BIRTH-MONTH 2 9 - 10 03 DUTY-STATION 5 11 - 12 05 DUTY-STATE 2 11 - 12 05 DUTY-COUNTY 3 17 - 19 05 DUTY-COUNTY 3 17 - 19 05 DUTY-COUNTY 3 17 - 19 03 MSA 4 20 - 23 03 OCCUPATION 4 24 - 27 03 OCCUPATION 5 2 29 - 30 03 GRADE 2 31 - 32 03 GRADE 2 31 - 32 03 PAY-BASIS 2 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 SEX 1 4 8 - 47 03 SEX 4 4 2 - 45 05 SERVICE-COMP-MONTH 2 46 - 47 03 SEX 1 48 - 48 03 SUBERVISORY-STATUS 1 49 - 49 03 TENURE 1 50 - 50 03 TENURE 1 50 - 50 03 VETERANS-PREF 1 53 - 53 03 OCCUPATIONAL-PROGRAM 6 55 - 60 03 ANNUTANT-INDICATOR 1 61 - 61 03 AS-OF-DATE 5 66 - 67 03 PILLER 2 68 - 69 03 AS-OF-MONTH 2 66 - 67 03 AS-OF-MONTH 2 66 - 67 03 AS-OF-MONTH 2 66 - 67 03 PILLER 2 68 - 69 03 AS-OF-MONTH 2 66 - 67 03 PILLER 1 61 - 61 03 AS-OF-DATE 6 68 - 69 03 AS-OF-MONTH 2 66 - 67 03 PILLER 1 68 - 69 03 BASAINING-UNIT 4 70 - 73 03 CREDITABLE-MIL-SVC 4 74 - 77 03 CURR-APPT-AUTH-1 3 78 - 80 03 CURR-APPT-AUTH-1 3 78 - 80 03 CURR-APPT-AUTH-1 3 78 - 80 03 GRADE 6 89 03 FILLER 1 86 - 86 03 FILLER 1 87 - 97 03 CURR-APPT-AUTH-1 3 78 - 80 03 GRADE 6 99 03 HANDICAP 2 96 - 97 03 FOGLEN-SERVICE 4 88 - 91 03 HANDICAP 2 96 - 97 03 FOGLEN-SERVICE 4 88 - 91 03 HANDICAP 2 96 - 97 03 FOGLEN-SERVICE 4 88 - 91 03 HANDICAP 2 96 - 97		LN	DATA NAME	LENGTH	POSITION	COMMENT
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	03	RETAINED-grade	2	129 - 1	30
	03	RETAINED-PAY-PLAN	2	131 - 1	32
	03	RETAINED-STEP	2	133 - 1	34
	03	RETIREMENT-PLAN	1	135 - 1	35
	03	SOCIAL-SECURITY-NUMBER	9	136 - 1	4.4
	03	STEP-RATE	2	145 - 1	46
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	03	ADJUSTED-BASIC-PAY	6	153 - 1	58
	03	TOTAL-PAY	6	159 - 1	64
	03	FERS-COVERAGE	1	165 - 1	65
	03	CSA	3	166 - 1	68
	03	LOCALITY-ADJUSTMENT	5	169 - 1	73
	03	LOCALITY-PAY-AREA	2	174 - 1	75
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	03	SUPERVISORY-DIFFERENTIAL	5	181 - 1	85
	03	RETENTION-ALLOWANCE	5	186 - 1	90
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	03	CONSOLIDATED-MSA	2	200 - 2	01
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Office Personnel Management Record Layout for CPDF Standard Code Table

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03	STD-CODE-TABLE-ID	. 2	1 - 2	
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03	DATA-CODE-SHORT-TRANSLATION	40	12 - 51	
03	DATA-LONG-SHORT-TRANSLATION	110	52 - 161	

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RECORD LAYOUT FOR

CPDF NAME FILE FOR NATIONAL ARCHIVE

	CEDI MANIE TILE FOR	TALL T CLASS TO		
LN	DATA NAME	LENGTH	POSITION	COMMENT
01	NAME-RECORD			
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05	EMPLOYEE-NAME	23	10 - 32	

The Standard Code IDs on the Standard Code file and brief descriptions of each ID.

TABLE ID	DATA ELEMENT SHORT NAME
AG	AGENCY/SUBELEMENT
BD	FUNCTION CLASSIFICATION
ВX	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