



National Archives and Records Administration

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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

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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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<u>Agency Documentation Contents:</u>	
Agency prepared Record Layouts for CPDF, SSN, and Code Table Files	4
Standard Code Ids on the Standard Code Table File	1
<u>Total</u>	<u>8</u>

<u>NARA Processing Materials:</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 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>



National Archives and Records Administration

8601 Adelphi Road
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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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8601 Adelphi Road
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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 than 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's web site is <http://www.nara.gov>

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

02/05/2007

RECORD LAYOUT FOR
CPDF RELEASED STATUS FILE

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	
03	POSITION-OCCUPIED	1	128 - 128	

REPRODUCED AT THE NATIONAL ARCHIVE

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RECORD LAYOUT FOR
CPDF RELEASED STATUS FILE

Page 2.

LN	DATA NAME	LENGTH	POSITION	COMMENT
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	CSA	3	166 - 168	
03	LOCALITY-ADJUSTMENT	5	169 - 173	
03	LOCALITY-PAY-AREA	2	174 - 175	
03	CBSA	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	110	52 - 161	

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RECORD LAYOUT FOR
CPDF NAME FILE FOR NATIONAL ARCHIVE

LN	DATA NAME	LENGTH	POSITION	COMMENT
01	NAME-RECORD			
05	SOCIAL-SECURITY-NUMBER	9	1 - 9	
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
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