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THE GUIDE TO PERSONNEL DATA STANDARDS

CALENDAR DATE

- Definition:** The year, month, and day of the Gregorian calendar.
- Responsible Organization:** Office of Personnel Management, Division for Strategic Human Resources Policy.
- Applicability:** Mandatory (Central Personnel Data File, Personnel Actions)
- Cross-Reference:** Code set is used by [AS OF DATE](#), [DATE OF BIRTH](#), [EFFECTIVE DATE OF PERSONNEL ACTION](#), [EFFECTIVE DATE OF PERSONNEL ACTION BEING CORRECTED](#), [RATING OF RECORD \(PERIOD\)](#), [SERVICE COMPUTATION DATE \(LEAVE\)](#), and [YEAR DEGREE OR CERTIFICATE ATTAINED](#).
- Format:** YYYYMMDD (Central Personnel Data File)
MMDDYY or MMDDYYYY (Personnel Actions)

Following are the code specifications:

- (a) YYYY indicates the year.
- (b) MM indicates the month of the year:

| CODE | MONTH | CODE | MONTH |
|------|----------|------|-----------|
| 01 | January | 07 | July |
| 02 | February | 08 | August |
| 03 | March | 09 | September |
| 04 | April | 10 | October |
| 05 | May | 11 | November |
| 06 | June | 12 | December |

- (c) DD indicates the day of the month (i.e., 01 to 31).