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THE GUIDE TO PERSONNEL DATA STANDARDS

PERSONNEL OFFICE IDENTIFIER

Definition: The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.

Responsible Organization: Office of Personnel Management, Division for Strategic Human Resources Policy.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: None.

Format: 4N

Note:

The personnel office names and codes can be found in the Personnel Office Identifier (POI) Listing (produced by the Center for Workforce Information and Systems Requirements, Office of Personnel Management). The Listing contains the agency/subelement code, the personnel office code, the name and mailing address of the personnel office, and the name, title, and telephone number of the personnel office contact.