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THE GUIDE TO PERSONNEL DATA STANDARDS

OVERVIEW

1. General

Personnel data standards revisions occur throughout the year to reflect changes in human resource programs. We issue these revisions as changes in the Unincorporated Changes section of this manual's Appendix. Readers should always check the Unincorporated Changes section of the Appendix for any revisions that have occurred since the last Update.

We issue complete revisions of this manual as Updates. When we issue an Update, we incorporate all the changes effective as of the date of the Update. This date is shown at the top of each page. We list all the revisions in the Incorporated Changes section in this manual's Appendix. Thus, any change in the body of the manual from one Update to the next is listed in the Incorporated Changes section.

2. Authority

The Office of Personnel Management's authority to prescribe Federal civilian personnel data standards is based on:

- Title 5, Section 2951 of the U.S. Code (5 U.S.C. 2951).
- Title 5, Part 9.2 of the Code of Federal Regulations (5 CFR 9.2).

3. Objectives

The objectives of the data standards program are to facilitate use of Federal civilian personnel data and to avoid unnecessary duplication and incompatibility in the collection, processing, and dissemination of such data.

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4. Scope

The program covers data standards needed to satisfy Federal civilian personnel reporting requirements by Federal legislation, Executive order, Federal regulation, and the Office of Personnel Management program policy. The program also covers data standards requested by the Federal civilian personnel community for which there is no central reporting requirement.

5. Responsibilities

- a. Office of Personnel Management responsibilities. The Office of Personnel Management is responsible for managing the Federal civilian personnel data standards program and for overseeing the development, implementation, and maintenance of Federal civilian personnel data standards.
- b. Agency responsibilities. The agencies are responsible for assisting the Office of Personnel Management in the development, implementation, and maintenance of Federal civilian personnel data standards and for using the data standards, as appropriate, on official personnel documents and Central Personnel Data File submissions.

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6. Definitions
 - a. Data element. An entity consisting of a name, definition, data items, and data item representations. For example, the data element named FLSA CATEGORY (see Figure 1 at the end of this section) is defined as the status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended. It has two data items that are named Exempt Employee and Nonexempt Employee and are represented by the codes E and N, respectively.
 - b. Data item. The name of a data element code or value. For example, the data element named FLSA CATEGORY (see Figure 1 at the end of this section) has two data items, which are named Exempt Employee and Nonexempt Employee.
 - c. Data item representation. The code or value that represents a data item. Thus, for the data element named FLSA CATEGORY (see Figure 1 at the end of this section), the codes E and N represent the data items named Exempt Employee and Nonexempt Employee, respectively.
 - d. Personnel data standard. A data element, data items, and data item representations prescribed by the Office of Personnel Management pursuant to 5 U.S.C. 2951 and 5 CFR 9.2 for use in data interchange.

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7. Development, Implementation, and Maintenance

- a. **Development.** Data element standards are developed to satisfy information needs. Such development may be initiated by the Office of Personnel Management or requested by an agency by writing to: Deputy Associate Director, Center for Workforce Information and Systems Requirements, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-6000. A requirements analysis is performed to determine how best to satisfy the information needs, whether the information benefits justify the data collection and processing costs, and whether new or revised data element standards are required.

Draft standards are developed in cooperation with the primary user of the information. The draft standards are then concurrently reviewed by the Office of Personnel Management program offices. Any modifications to the draft standards are coordinated with the primary user to ensure that the modified draft standards satisfy user information needs.

- b. **Implementation.** Implementation of data element standards to satisfy Office of Personnel Management reporting requirements is done in consultation with the agencies to minimize implementation costs.
- c. **Maintenance.** To assure proper maintenance, each data element standard specifies the organization that is responsible for authorizing revisions to the data element and ensuring that the data element is kept current.

The Center for Workforce Information and Systems Requirements coordinates maintenance activities on behalf of the responsible organizations. To request information about a data element standard or to notify the Center of changes needed to keep a code set current (such as AGENCY/SUBELEMENT or DUTY STATION codes), contact the Center at email address CPDF@opm.gov.

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8. Data Element Presentation

Figure 1 (at the end of this section) illustrates the data element presentation. The numbers in parentheses identify the parts of the presentation, which are described below.

- (1) FLSA CATEGORY. The data element name.
- (2) Definition. Shows the data element definition.
- (3) Responsible Organization. Shows the organization responsible for authorizing revisions to the data element and ensuring that the data element is kept current.
- (4) Applicability. Shows whether the data element is mandatory or voluntary:
 - (a) Mandatory (Central Personnel Data File). The data element is required for submission to the Central Personnel Data File. (See the Office of Personnel Management Operating Manual: The Guide to Central Personnel Data File Reporting Requirements.)
 - (b) Mandatory (Personnel Actions). The data element must be used on Standard Form 52 (Request for Personnel Action) and/or Standard Form 50 (Notification of Personnel Action). (See the Office of Personnel Management Operating Manual: The Guide to Processing Personnel Actions.)
 - (c) Voluntary. The data element is available for voluntary use.
- (5) Cross-Reference. Shows related data elements.

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- (6) Format. Shows the format of the data item representation. The format characters are shown below. Note that a format character may be preceded by a number to indicate the number of times the character occurs.

Character	Meaning
A	Indicates an alphabetic character.
N	Indicates a numeric character.
X	Indicates an alphanumeric character.
D	For a date, indicates day.
M	For a date, indicates month.
Y	For a date, indicates year.

For example, AA indicates a two-character alphabetic representation; 9N indicates a nine-character numeric representation; YYYYMMDD indicates an eight-character representation in year-month-day order.

- (7) Code. Shows the data item codes.
- (8) Name/Explanation. Shows the data item names and/or explanations.

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Figure 1
Data Element Presentation

- (1) FLSA CATEGORY
- (2) Definition: The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended.
- (3) Responsible Organization: Office of Personnel Management, Division for Strategic Human Resources Policy.
- (4) Applicability: Mandatory (Central Personnel Data File, Personnel Actions).
- (5) Cross-Reference: None.
- (6) Format: A
- (7) Code
- (8) Name/Explanation

E	Exempt employee. An employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
N	Nonexempt employee. An employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.