

Status Record Specification, Version 4.4

ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
1	652	Social Security Number	The number assigned to an employee's social security account.	Employee ID	NUMBER(9)	Y / Dup	1	
2	74	Date of Birth	An employee's date of birth.	Employee ID	DATE	Y / Dup	1	Used in combination with SSN to uniquely identify an employee.
3	999	EHRI Employee ID	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	Employee ID	NUMBER(20)		4	This field is currently assigned and stored within EHRI and should be left blank by providers.
4	17	Agency/Subelement	The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.	Employee ID	VARCHAR(4)	Y / Dup	1	For valid values, reference Agency/Subelement in the Guide to Data Standards.
5	430	Name Family	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	Employee Name	VARCHAR(35)		1	
6	431	Name Given	Given/chosen/often first name by which a person is known or designated on all official transactions.	Employee Name	VARCHAR(35)		1	
7	432	Name Middle	Middle name, or initial, by which a person is known or designated on all official transactions.	Employee Name	VARCHAR(35)		1	
8	433	Name Suffix	Suffix to a full name on all official transactions.	Employee Name	VARCHAR(4)		1	
9	9	Agency Employee ID	The system ID provided by an agency system that uniquely identifies an individual employee's records.	Employee ID	VARCHAR(35)		3	
10	765	Veterans Status	The indicator of whether an employee is a veteran as defined by 38 U.S.C. 101 (i.e., a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable).	Employee Veteran Standing	VARCHAR(1)	Dup	1	For valid values, reference Veterans Status in the Guide to Data Standards.
11	29	Annuitant Indicator	The status of an annuitant appointed to a position in the Federal civilian service.	Employee	VARCHAR(1)	Dup	1	For valid values, reference Annuitant Indicator in the Guide to Data Standards.
12	84	U.S. Citizenship	The indicator of whether an employee is a U.S. citizen.	Employee	VARCHAR(1)	Dup	1	Y=Yes, N=No.

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13	82	Citizenship Country Code	Employee's country of citizenship.	Employee	VARCHAR(2)		3	For valid values, reference Citizenship Country Code in the Guide to Data Standards.
14	776	Sex	An employee's sex.	Employee	VARCHAR(1)	Dup	1	For valid values, reference Sex in the Guide to Data Standards.
15	556	Race or National Origin	An employee's race or national origin.	Employee	VARCHAR(1)	Dup	1	For valid values, reference Race or National Origin in the Guide to Data Standards. This data element is only populated for employees whose accession occurred prior to July 1, 2006. For employees whose accession occurs on or after January 1, 2006, ethnicity and race identification code should be populated.
16	110	Disability	The physical or mental impairment which substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others.	Employee	NUMBER(2)	Dup	1	For valid values, reference Disability in the Guide to Data Standards. Note that Disability Codes are applicable to and required for accessions occurring on or after September 26, 2010. Beginning September 26, 2010, new hires will complete the new SF 256. Agencies may, but are not required to, resurvey their current employees with the new SF 256. For accessions occurring prior to September 26, 2010, the Handicap data code may continue to be used.
17	602	Selective Service Registration Indicator	Indicates whether an employee has registered for the selective service or not.	Employee	VARCHAR(2)		3	Y=Yes, N=No, NA=Non Applicable

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18	114	Duty Station	The location of an employee's official worksite.	Work Address	VARCHAR(9)	Dup	1	For valid values, reference Duty Station in the Guide to Data Standards. Duty Station is reported for all employees. In processing, we replace the last three positions of the duty station code with zeros for all foreign countries, U.S. possessions, and U.S. administered areas.
19	759	Veterans Preference	An employee's category of entitlement to preference at time of appointment in the Federal service based on active military service that terminated honorably.	Employee Veteran Standing	NUMBER(1)	Dup	1	For valid values, reference Veterans Preference in the Guide to Data Standards.
20	641	Service Obligation Type Code 1	Reason for employee's service obligation.	Service Obligation Period	NUMBER(2)		2	For valid values, reference Service Obligation Type Code in the Guide to Data Standards.
21	639	Service Obligation End Date 1	End date on which employee's service obligation expires.	Service Obligation Period	DATE		2	
22	641	Service Obligation Type Code 2	Reason for employee's service obligation.	Service Obligation Period	NUMBER(2)		2	For valid values, reference Service Obligation Type Code in the Guide to Data Standards.
23	639	Service Obligation End Date 2	End date on which employee's service obligation expires.	Service Obligation Period	DATE		2	
24	641	Service Obligation Type Code 3	Reason for employee's service obligation.	Service Obligation Period	NUMBER(2)		2	For valid values, reference Service Obligation Type Code in the Guide to Data Standards.
25	639	Service Obligation End Date 3	End date on which employee's service obligation expires.	Service Obligation Period	DATE		2	
26	641	Service Obligation Type Code 4	Reason for employee's service obligation.	Service Obligation Period	NUMBER(2)		2	For valid values, reference Service Obligation Type Code in the Guide to Data Standards.

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27	639	Service Obligation End Date 4	End date on which employee's service obligation expires.	Service Obligation Period	DATE		2	
28	311	Instructional Program	An employee's major field of study.	Education Achievement	NUMBER(6)	Dup	1	For valid values, reference Instructional Program in the Guide to Data Standards.
29	117	Education Level	The extent of an employee's educational attainment from an accredited institution.	Education Achievement	NUMBER(2)	Dup	1	For valid values, reference Education Level in the Guide to Data Standards. Education Level must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees
30	101	Year Degree or Certificate Attained	The calendar year during which the employee received the degree or certificate shown for Education Level .	Education Achievement	NUMBER(4)	Dup	1	Instructional Program and Year Degree or Certificate Attained must be reported for all employees whose reported education level is: Bachelor's degree or higher; OR Associate's degree if the employee was hired on or after October 1, 1993; OR Completed terminal occupational program if the employee was hired on or after October 1, 1993.
31	298	Grade, Level, Class, Rank, or Pay Band	An indicator of hierarchical relationships among positions covered by the same pay plan or system.	Employee Position Assignment	VARCHAR(2)	Dup	1	For valid values, reference Grade, Level, Class, Rank, or Pay Band in the Guide to Data Standards.
32	670	Step or Rate Type	An indicator of a specific salary within a grade, level, class, rate, or pay band.	Employee Position Assignment	VARCHAR(2)	Dup	1	For valid values, reference Step or Rate Type in the Guide to Data Standards.
33	480	Organizational Component	The lowest administrative subdivision of an agency to which an employee is assigned.	Employee Position Assignment	VARCHAR(18)	Dup	1	See Organizational Component in the Guide to Data Standards.

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34	745	Appointment Type Code	The type of appointment under which an employee is serving.	Employee Position Assignment	VARCHAR(4)		4	This field should be empty starting with Version 3.4 of the Guide to Human Resources Reporting. Values passed in this field will be ignored. EHRI will derive the Appointment Type Code.
35	295	Functional Classification	An employee's primary work function as a scientist or engineer.	Employee Position Assignment	NUMBER(2)	Dup	1	For valid values, reference Functional Classification in the Guide to Data Standards.
36	465	Occupation	An employee's occupational series.	Employee Position Assignment	VARCHAR(4)	Dup	1	For valid values, reference Occupation in the Guide to Data Standards.
37	676	Supervisory Status	The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.	Employee Position Assignment	NUMBER(1)	Dup	1	For valid values, reference Supervisory Status in the Guide to Data Standards.
38	516	Personnel Office Identifier	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.	Employee Position Assignment	NUMBER(4)	Dup	1	For valid values, reference Personnel Office Identifier in the Guide to Data Standards.
39	767	Work Schedule	The time basis on which an employee is scheduled to work.	Employee Position Assignment	VARCHAR(1)	Dup	1	For valid values, reference Work Schedule in the Guide to Data Standards.
40	1030	Part Time Hours Per Bi-weekly Pay Period	The number of hours a part-time employee is scheduled to work during a biweekly pay period. This is used to compare the actual hours that the employee actually worked in the period.	Employee Position Assignment	DECIMAL(9,2)		1	

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41	663	Special Basic Pay Supplement	Amount of special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a secondary supplement. The special basic pay supplement applies in lieu of any applicable standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS special rate supplement or equivalent supplement. Express amount using same pay basis as used for basic pay rate.	Employee Pay Rate	DECIMAL(9,2)		1	
42	961	Total Salary Rate	Sum of all fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes standby duty premium pay, administratively uncontrollable overtime pay, law enforcement availability pay, and regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same pay basis as used for basic pay rate. Total Salary Rate is not limited to retirement-creditable basic pay.	Employee Pay Rate	DECIMAL(9,2)		1	

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43	52	Basic Pay	The employee's rate of basic pay. Exclude supplements, adjustments, allowances, differentials, incentives, or other similar additional payments.	Employee Pay Rate	DECIMAL(9,2)	Dup	1	Previously named "Basic Pay Amount." Basic pay must be reported at a rate consistent with pay basis. Amounts should be right justified with leading zeros. Report the nearest whole dollar amount when the pay basis is annual, school year, monthly, or biweekly. Report all zeros when the pay basis is without compensation. For all other pay bases, report the amount in dollars and cents with no decimal. For employees on grade retention, show the basic pay and pay basis in terms of the system under which the employee is being paid, i.e., the retained pay plan.
44	6	Adjusted Basic Pay	The sum of an employee's rate of basic pay and any basic pay supplement (standard OR special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Employee Pay Rate	DECIMAL(9,2)		1	

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45	392	Standard Basic Pay Supplement	Amount of standard basic pay supplement that is designed to be the sole or primary basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS locality pay, title 38 market pay, or similar supplements. Excludes GS special rate supplement and similar secondary supplements. Express amount using same pay basis as used for basic pay rate.	Employee Pay Rate	DECIMAL(9,2)	Dup	1	
46	678	Supervisor Differential	The annual total dollar amount paid, over and above Basic Pay , to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.	Employee Pay Rate	DECIMAL(9,2)	Dup	1	Supervisory Differential must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.
47	1007	Retention Allowance Amount	Annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.	Employee Pay Rate	DECIMAL(9,2)	Dup	4	Effective May 1, 2006 this element is no longer in effect. Analysis of this data will take place against the payroll data.
48	506	Pay Status/USERRA Status	An employee's pay status in the Federal civilian workforce. Also, an employee's status under the Uniformed Services Employment and Reemployment Rights Act (USERRA).	Employee Pay Standing	VARCHAR(1)	Dup	1	For valid values, reference Pay Status/USERRA Status in the Guide to Data Standards. Pay Status must be reported for all employees. Employees on an intermittent work schedule are always reported in pay status.

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49	526	Position Title Description	Official classification title description of the position of the employee.	Employee Position Assignment	VARCHAR(60)		1	
50	521	Position Occupied	An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service.	Employee Position Assignment	NUMBER(1)	Dup	1	For valid values, reference Position Occupied in the Guide to Data Standards.
51	497	Pay Basis	The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee.	Employee Pay Standing	VARCHAR(2)	Dup	1	For valid values, reference Pay Basis in the Guide to Data Standards.
52	502	Pay Plan	A particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.	Employee Pay Standing	VARCHAR(2)	Dup	1	For valid values, reference Pay Plan in the Guide to Data Standards.
53	504	Pay Rate Determinant	A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.	Employee Pay Standing	VARCHAR(1)	Dup	1	For valid values, reference Pay Rate Determinant in the Guide to Data Standards.
54	653	Special Pay Table Identifier	The identification of a special pay table.	Employee Pay Standing	VARCHAR(4)	Dup	1	See Special Pay Table Identifier in the Guide to Data Standards. Special Pay Table Identifier must be reported for all GS and GM special rate employees. For all other employees, leave this data element blank.
55	4	Active Uniformed Service Indicator	Indicates whether the employee has performed active military service in the armed forces or other uniformed services of the United States.	Employee	VARCHAR(2)		3	Y=Yes, N=No, NA=Non Applicable
56	286	FLSA Category	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.	Employee Position Assignment	VARCHAR(1)	Dup	1	For valid values, reference FLSA Category in the Guide to Data Standards.
57	50	Bargaining Unit	An employee's bargaining unit status.	Employee Position Assignment	VARCHAR(4)	Dup	1	For valid values, reference Bargaining Unit in the Guide to Data Standards.

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58	38	Appropriation Code	Appropriation code associated with a position.	Employee Position Assignment	VARCHAR(35)		3	Valid values are agency specific.
59	85	Computer Position	The indicator of whether an employee has access to and can modify or alter information residing in a database or program.	Employee Position Assignment	VARCHAR(1) in GDS (2) in GHRR		3	Y=Yes, N=No, NA=Non Applicable.
60	403	Military Character of Service Code	Military classification of service.	Military Service	VARCHAR(4)		3	01=Honorable, 02=General (under honorable conditions), 03=Under other than honorable conditions, 04=Entry level separation
61	411	Military Service Serial Number	Serial number assigned by the military to identify a service member.	Military Service	VARCHAR(35)		3	
62	413	Military Service Start Date	Start date of service in a non-war campaign or expedition for periods after 4/28/52.	Military Service	DATE		3	
63	412	Military Service End Date	End date of service in a non-war campaign or expedition for periods after 4/28/52.	Military Service	DATE		3	
64	401	Military Branch Type Code	Code for the military service branch in which a person has been employed.	Military Service	VARCHAR(4)		3	01=Army, 02=Navy, 03=Marine Corps, 04=Air Force, 05=Coast Guard
65	407	Military Discharge Type Code	Type of employee's discharge from military service.	Military Service	VARCHAR(4)		3	01=Separation, 02=Voluntary Separation, 03=Involuntary Separation, 04=Discharge, 05=Retirement, 06=Disability Separation, 07=Disability Retirement
66	1017	Creditable Military Service Years	Number of year(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	Employee Retirement Standing	NUMBER(4)	Dup	1	Creditable military service must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986, or later has been processed. Use zeros when the reporting requirement applies but the employee has no creditable military service. Use blanks when the reporting requirement does NOT apply.

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67	95	Creditable Military Service Months	Number of month(s) of military service in addition to the Creditable Military Service Years that are creditable for Annual Leave (AL) accrual purposes.	Employee Retirement Standing	NUMBER(4)	Dup	1	Valid values include 00 through 11; increment Creditable Military Service Years field as needed.
68	1018	Creditable Military Service Days	Number of days of military service in addition to the Creditable Military Service Years and Months that are creditable for Annual Leave (AL) accrual purposes.	Employee Retirement Standing	NUMBER(4)		3	Valid values include 00 through 30; increment Creditable Military Service Months field as needed.
69	559	Rating of Record (Level)	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 for the definition of rating of record and 5 CFR 430.303 for the definition of annual summary rating and to 5 CFR 430.208 and 5 CFR 430.304 for definitions of summary levels.	Performance Appraisal	VARCHAR(1)	Dup	1	For valid values, reference Rating of Record (Level) in the Guide to Data Standards. Report the summary level for the employee's last rating of record unless the employee: (1) Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X." (2) Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).

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70	561	Rating of Record (Pattern)	The specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are those defined in 5 CFR 430.208(d) and Z for employees not covered by an appraisal program.	Performance Appraisal	VARCHAR(1)	Dup	1	For valid values, reference Rating of Record (Pattern) in the Guide to Data Standards. Rating of Record (Pattern). Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".
71	565	Rating of Record Period Start Date	Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Performance Appraisal	DATE		2	Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
72	563	Rating of Record Period End Date	Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303.	Performance Appraisal	DATE	Dup	1	Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.
73	682	Tenure	For purposes of reduction in force, the retention group in which an employee is placed based on the employee's type of appointment.	Employee Tenure	NUMBER(1)	Dup	1	For valid values, reference TENURE in the Guide to Data Standards.
74	79	Career Tenure Authority Code	Code for the appointment authority for the period of service that allowed the employee to gain career tenure.	Employee Tenure	VARCHAR(3)		2	

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75	184	Federal Employees' Group Life Insurance	An employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) Program.	FEGLI Election	VARCHAR(2)	Dup	1	For valid values, reference Federal Employees' Group Life Insurance in the Guide to Data Standards.
76	212	Federal Employees' Group Life Insurance FEGLI Life Change Code	Code for the event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	FEGLI Election Life Change Event	VARCHAR(3)		3	For valid values, reference Federal Employees' Group Life Insurance FEGLI Life Change Code in the Guide to Data Standards.
77	165	Federal Employees' Group Life Insurance FEGLI Life Event Date	Date on which the employee had a life event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage.	FEGLI Election Life Change Event	DATE		3	
78	162	Federal Employees' Group Life Insurance FEGLI Election Effective Date	Date on which the Federal Employees' Group Life Insurance (FEGLI) coverage is effective.	FEGLI Election	DATE		3	
79	257	Health Plan	The health benefits plan (carrier and enrollment category) in which an employee is currently enrolled.	FEHB Election	VARCHAR(10)	Dup	1	For valid values, reference Health Plan in The Guide to Personnel Data Standards. Health Plan must be reported for all employees on submissions for the months of March and September. It need not, but may be, included on other submissions. If submitted, the data will be processed through the normal edits.
80	252	Federal Employees Health Benefits (FEHB) Event Code	Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee.	FEHB Election Life Change Event	VARCHAR(4)		3	See Federal Employees Health Benefits (FEHB) Event Code in the Guide to Data Standards. Health Plan must be reported for all employees on submissions for the months of March and September. It need not, but may be, included on other submissions. If submitted, the data will be processed through the normal edits.

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81	688	Thrift Savings Plan TSP Eligibility Date	Date on which the FERS employee is eligible for matching contributions and the additional 1% from the agency in the Thrift Savings Plan (TSP).	Thrift Savings Plan Election	DATE		3	
82	685	Thrift Savings Plan TSP Effective Date	Date that the changes to Thrift Savings Plan (TSP) enrollment become effective.	Thrift Savings Plan Election	DATE		3	
83	687	Thrift Savings Plan TSP Election Contribution Percent	Percentage of pay that the employee elects to have deducted per pay period for the Thrift Savings Plan (TSP).	Thrift Savings Plan Election	DECIMAL(6,2)		3	
84	1021	Thrift Savings Plan TSP Election Contribution Amount	Dollar amount per pay period that the employee elects to have deducted for the Thrift Savings Plan (TSP).	Thrift Savings Plan Election	DECIMAL(9,2)		3	
85	265	FERS Coverage	The indicator of how an employee came to be covered under the Federal Employees' Retirement System (FERS).	FERS Election	VARCHAR(1)	Dup	1	For valid values, reference FERS Coverage in the Guide to Data Standards. Federal Employees' Retirement System (FERS) coverage must be reported ONLY for those employees who are covered by the retirement plan codes K, L, M, or N. For all other employees, FERS coverage should be left blank.
86	270	Federal Employees Retirement System FERS Election Date	Date on which an employee who is not automatically covered by FERS chooses to elect FERS coverage. This data element only applies to employees who are not automatically covered by FERS but is eligible to elect FERS under certain circumstances. This data element is related to the FERS Election Indicator data element.	FERS Election	DATE		3	

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87	276	Federal Employees Retirement System FERS Election Indicator	Indicates employee's election or non-election of Federal Employees' Retirement System (FERS) coverage. This data element only applies to employees who are not automatically covered by FERS but is eligible to elect FERS coverage under certain circumstances.	FERS Election	VARCHAR(2)		3	Y=Yes, N=No, NA=Non Applicable
88	581	Retained Grade	The grade an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.103(b).	Retained Position	VARCHAR(2)	Dup	1	Must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
89	582	Retained Pay Plan	The pay plan an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision described in 5 CFR 536.103(b).	Retained Position	VARCHAR(2)	Dup	1	Must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
90	583	Retained Step	The pay rate step an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.301(b).	Retained Position	VARCHAR(2)	Dup	1	Must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.
91	63	Benefits Continuation Federal Employees Group Life Insurance FEGLI Indicator	Indicates if an employee elects or declines continued maintenance of life insurance coverage during non-Federal or Intergovernmental Personnel Act (IPA) service.	Benefits Continuation FEGLI Election	VARCHAR(2)		4	For valid values, reference Benefits Continuation Federal Employees Group Life Insurance FEGLI Indicator in the Guide to Data Standards.

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92	60	Benefits Continuation Employees Group Life Insurance FEGLI Election Date	Date on which the employee elected or declined continuing benefits during non-Federal service.	Benefits Continuation FEGLI Election	DATE		4	
93	61	Benefits Continuation Employees Group Life Insurance FEGLI Election Notification Date	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	Benefits Continuation FEGLI Election	DATE		4	
94	64	Benefits Continuation Federal Employee Health Benefits FEHB Indicator	Indicates if an employee elects or declines continued maintenance of benefits during non-Federal service.	Benefits Continuation FEHB Election	VARCHAR(2)		4	For valid values, reference Benefits Continuation Federal Employee Health Benefits FEHB Indicator in the Guide to Data Standards.
95	60	Benefits Continuation Federal Employee Health Benefits FEHB Election Date	Date on which the employee elected or declined continuing benefits during non-Federal service.	Benefits Continuation FEHB Election	DATE		4	
96	61	Benefits Continuation Federal Employee Health Benefits FEHB Election Notification Date	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	Benefits Continuation FEHB Election	DATE		4	
97	65	Benefits Continuation Retirement Indicator	Indicates if an employee elects or declines continued maintenance of retirement coverage during non-Federal service.	Benefits Continuation Retirement Election	VARCHAR(2)		4	For valid values, reference Benefits Continuation Retirement Indicator in the Guide to Data Standards.
98	60	Benefits Continuation Retirement Election Date	Date on which the employee elected or declined continuing benefits during non-Federal service.	Benefits Continuation Retirement Election	DATE		4	

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99	61	Benefits Continuation Retirement Election Notification Date	Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee.	Benefits Continuation Retirement Election	DATE		4	
100	67	Benefits Continuation Termination Insufficient Pay Election Date	Date on which the employee elected to continue or terminate Federal Employees Health Benefits (FEHB) during a period of non- or insufficient pay.	FEHB Benefits Continuation Insufficient Pay	DATE		4	
101	70	Benefits Continuation Termination Insufficient Pay Notification Date	Date on which the employee was notified of his/her right to continue or terminate benefits during a period of non- or insufficient pay.	FEHB Benefits Continuation Insufficient Pay	DATE		4	
102	72	Benefits Continuation Termination Insufficient Pay Payment Type Code	Indicates how an employee will pay for the continued benefits during the time of insufficient or non-pay.	FEHB Benefits Continuation Insufficient Pay	NUMBER(2)		4	For valid values, reference Benefits Continuation Termination Insufficient Pay Payment Type Code in the Guide to Data Standards.
103	604	Service Computation Date (Retirement)	An employee's service computation date for retirement purposes.	Retirement Service Computation Date	DATE		1	
104	604	Service Computation Date (Reduction in Force)	An employee's service computation date for reduction-in-force purposes.	RIF Service Computation Date	DATE		1	
105	604	SES Service Computation Date	Senior Executive Service (SES) Service computation date (SCD) of an employee.	SES Service Computation Date	DATE		3	
106	604	Special Retirement Service Computation Date	Special Retirement Service computation date (SCD) of an employee.	Special Retirement Service Computation Date	DATE		3	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
107	604	Service Computation Date (Leave)	An employee's service computation date for leave accrual purposes.	Leave Service Computation Date	DATE	Dup	1	
108	604	Thrift Savings Plan Service Computation Date	Thrift Savings Plan (TSP) Service computation date (SCD) of an employee.	Thrift Savings Plan Service Computation Date	DATE		2	
109	319	Intergovernmental Personnel Act IPA Entitlements Benefits Notification Text	Text of notification of the employee's entitlements/benefits to which the employee has consented for an Intergovernmental Personnel Act assignment (IPA).	Intergovernmental Personnel Act	VARCHAR(255)		3	
110	592	Retirement Plan	The civilian retirement system(s) to which deductions from an employee's pay are credited.	Employee Retirement Standing	VARCHAR(1)	Dup	1	For valid values, reference Retirement Plan in The Guide to Personnel Data Standards.
111	112	Disability Retirement Notification Date	Date on which the Office of Personnel Management (OPM) notified the agency of disability retirement approval/denial.	Employee Retirement Standing	DATE		3	
112	1019	Frozen Service Years	The total years and months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (Retirement Plan codes K, L, M, and N), or, in the case of a CSRS Offset employee (Retirement Plan codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Employee Retirement Standing	NUMBER(4)	Dup	1	Frozen Service must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E AND the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
113	293	Frozen Service Months	The total years and months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (Retirement Plan codes K, L, M, and N), or, in the case of a CSRS Offset employee (Retirement Plan codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Employee Retirement Standing	NUMBER(4)	Dup	1	Valid values include 00 through 11; increment Frozen Service Years field as needed.
114	1020	Frozen Service Days	The total days of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (Retirement Plan codes K, L, M, and N), or, in the case of a CSRS Offset employee (Retirement Plan codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.	Employee Retirement Standing	NUMBER(4)		3	Valid values include 00 through 30; increment Frozen Service Months field as needed.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
115	956	Current Appointment Authority (1)	The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action.	Employee Position Assignment	VARCHAR(3)	Dup	1	For valid values, reference Current Appointment Authority (1) in the Guide to Personnel Data Standards. Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees.
116	957	Current Appointment Authority (2)	The law, executive order, rule, regulation, or other basis that, in addition to Current Appointment Authority (1) , authorizes an employee's most recent conversion or accession action.	Employee Position Assignment	VARCHAR(3)	Dup	1	For valid values, reference Current Appointment Authority (2) in the Guide to Personnel Data Standards. Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ."
117	532	Work Address Line 1	The first line of an employee's work address.	Work Address	VARCHAR(35)		3	
118	533	Work Address Line 2	The second line of an employee's work address.	Work Address	VARCHAR(35)		3	
119	534	Work Address Line 3	The third line of an employee's work address.	Work Address	VARCHAR(35)		3	
120	535	Work Address Line 4	The fourth line of an employee's work address.	Work Address	VARCHAR(35)		3	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
121	415	Work City	The city of an employee's work address.	Work Address	VARCHAR(35)		3	
122	414	Work Geographic Locator Code	Geographic Locator Code for an employee's work address.	Work Address	VARCHAR(9)		3	GSA Geographic Locator Codes
123	668	Work State Code	State Codes for the States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States as defined by the United States Postal Service for an employee's work address.	Work Address	VARCHAR(2)		3	For addresses in the United States, the District of Columbia, Outlying Areas of the United States, the Freely Associated States, Trust Territory and Military States, specify only the State Code and leave the Country Code blank. For international addresses, you must use the Country Code and designate the Region, province, or other first administrative district or division of that country in the Region Text. Leave the State Code blank.
124	538	Work Postal Code	Postal code for the employee's work address to include foreign addresses.	Work Address	VARCHAR(35)		3	
125	575	Work Region	Region, province, or other first administrative district or division of a country other than the U.S. for the employee's work address.	Work Address	VARCHAR(35)		3	
126	1004	Work Country Code	International Country Codes as defined by the United States Postal Service for an employee's work address.	Work Address	VARCHAR(2)		3	For valid values, reference Citizenship Country Code in the Guide to Data Standards.
127	127	Employee Work Email	Employee's work email address assigned by the employee's agency	Employee Work Email	VARCHAR(60)		1	
128	679	Work Phone Number	Employee's work phone number.	Work Phone	VARCHAR(35)		3	
129	679	Home Phone Number	Employee's home phone number.	Home Phone	VARCHAR(35)		3	
130	679	Cell Phone Number	Employee's cell phone number.	Cell Phone	VARCHAR(35)		3	
131	430	Emergency Contact Family Name 1	Non-chosen/inherited/married name of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
132	431	Emergency Contact Given Name 1	Given/chosen/often first name of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
133	432	Emergency Contact Middle Name 1	Middle name or initial of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
134	433	Emergency Contact Name Suffix 1	The suffix to a full name of an employee's emergency contact.	Emergency Contact	VARCHAR(4)		3	
135	800	Emergency Contact Information Update Date 1	Date the employee's emergency contact information was updated by the employee.	Emergency Contact	DATE		3	
136	679	Emergency Contact Phone Number 1	Phone number of an employee's emergency contact.	Emergency Contact Phone Number	VARCHAR(35)		3	
137	430	Emergency Contact Family Name 2	Non-chosen/inherited/married name of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
138	431	Emergency Contact Given Name 2	Given/chosen/often first name of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
139	432	Emergency Contact Middle Name 2	Middle name or initial of employee's emergency contact.	Emergency Contact	VARCHAR(35)		3	
140	433	Emergency Contact Name Suffix 2	The suffix to a full name of an employee's emergency contact.	Emergency Contact	VARCHAR(4)		3	
141	800	Emergency Contact Information Update Date 2	Date the employee's emergency contact information was updated by the employee.	Emergency Contact	DATE		3	
142	679	Emergency Contact Phone Number 2	Phone number of an employee's emergency contact.	Emergency Contact Phone Number	VARCHAR(35)		3	
143	335	Language Identification 1	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
144	337	Language Proficiency Type Code 1	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
145	338	Language Proficiency Level Code 1	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
146	335	Language Identification 2	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
147	337	Language Proficiency Type Code 2	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
148	338	Language Proficiency Level Code 2	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
149	335	Language Identification 3	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
150	337	Language Proficiency Type Code 3	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
151	338	Language Proficiency Level Code 3	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
152	335	Language Identification 4	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
153	337	Language Proficiency Type Code 4	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
154	338	Language Proficiency Level Code 4	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
155	335	Language Identification 5	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
156	337	Language Proficiency Type Code 5	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
157	338	Language Proficiency Level Code 5	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
158	335	Language Identification 6	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
159	337	Language Proficiency Type Code 6	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
160	338	Language Proficiency Level Code 6	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
161	335	Language Identification 7	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
162	337	Language Proficiency Type Code 7	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
163	338	Language Proficiency Level Code 7	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.
164	335	Language Identification 8	The language in which the individual has some speaking, listening, reading or writing proficiency.	Language Proficiency	VARCHAR(3)		3	For valid values, reference Language Identification in the Guide to Data Standards.
165	337	Language Proficiency Type Code 8	Code describing the type of proficiency for a given determination of employee language proficiency.	Language Proficiency	VARCHAR(4)		3	01=Speaking, 02=Listening, 03=Reading, 04=Writing
166	338	Language Proficiency Level Code 8	Code representing the assessed proficiency level of the employee in understanding a given language.	Language Proficiency	VARCHAR(4)		3	See Language, Reading, and Writing Proficiency in the Guide to Data Standards.

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ICD Seq #	EHRI Ref #	Name	Description	Data Concept	Data Type	Record Identifier	Priority	Notes
167	1071	Ethnicity and Race Identification	An employee's ethnicity and race identification.	Employee	NUMBER(6)		1	For valid values, reference Ethnicity and Race Identification in the Guide to Data Standards. Only populated for employees starting on or after January 1, 2006 or existing employees who have been resurveyed.
168		Federal Employees Health Benefits FEHB Election Effective Date	Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective.	FEHB Election	DATE		3	
169	37	Appointment Not to Exceed NTE Date	End date of the employee's temporary not-to-exceed appointment.	Employee Position Assignment	DATE		2	
170	1076	Eligibility to Participate in Telework Indicator	Indicates the agency's determination of whether or not an employee is eligible to participate in telework.	Telework	VARCHAR(1)		1	For valid values, reference Eligibility to Participate in Telework Indicator in the Guide to Data Standards.
								For the full description of Eligibility to Participate in Telework Indicator, reference the Guide to Data Standards.
171		Cybersecurity Category/Specialty Area	A position's or incumbent's substantial work role involving information technology, cybersecurity, or cyber-related work.	Employee Occupation	NUMBER(9)		1	For valid values, reference Cybersecurity Category/ Specialty area in the Guide to Data Standards.
172		Position Sensitivity and Risk	The designation of the risk and sensitivity associated with a position.	Employee Suitability	NUMBER_F		1	For valid values, reference Position Sensitivity and Risk in the Guide to Data Standards.
173		Security Clearance Level	The degree of potential access to information and materials.	Employee Suitability	NUMBER_F		1	For valid values, reference Security Clearance Level in the Guide to Data Standards.