

THE U.S. OFFICE OF PERSONNEL MANAGEMENT
DATA RELEASE POLICY
November 2018

The U.S. Office of Personnel Management (OPM) endeavors to make a wide range of workforce information and reports readily available to the public. This document outlines OPM policy governing the release of information concerning Federal civilian employees. The policy is consistent with 5 C.F.R. part 293, OPM's regulation concerning Personnel Records. OPM continues to comply with the Freedom of Information Act and the Privacy Act when releasing information.

Data at the individual record level with employee name:

Pursuant to 5 C.F.R. § 293.311, certain information collected in the Statistical Data Mart (SDM), formerly the Central Personnel Data File (CPDF), or Enterprise Human Resources Integration (EHRI) database concerning Federal employees and former employees will be released to the public at the individual record level with respect to most employees. The categories of information which may generally be released are: name, job title, grade level, position description, duty station, and salary. Although the referenced information regarding most present and former Federal employees is available to the public, certain information will be withheld under Exemption 6, as constituting a clearly unwarranted invasion of privacy.

Pursuant to this policy, the Federal Bureau of Investigation, the Drug Enforcement Administration, the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Alcohol and Tobacco Tax and Trade Bureau, the United States Mint, United States Secret Service, and all U.S. Attorneys' Offices are collectively referred to as security/sensitive agencies. Responses to requests for record level data of employees in security/sensitive agencies will have identities and organizational components codes redacted.¹ Duty stations for employees of those agencies working in the Washington Core Based Statistical Area (CBSA) will be recoded as "Washington, D.C." Duty stations for employees of those agencies working outside of the Washington CBSA will be redacted. For employees of these agencies working in sensitive occupations, identities, duty stations and organizational component codes will be redacted. For any employee whose duty station is redacted, the related location data elements (CBSA, Combined Statistical Area, adjusted basic pay, and locality pay area) will also be redacted. Within the Department of Homeland Security is an organizational component, "HS OS04 Under Secretary for Intelligence and Analysis & Chief Intelligence Officer," for which OPM releases employee record level data in the same manner as a security/sensitive agency.

The United States Department of Defense (DoD) has implemented a security based policy for release of individual level data on DoD employees. A request to OPM for information concerning DoD employees that requests data at the individual record level will be forwarded to DoD for an appropriate response in accordance with DoD's policy.

¹ As of September 2008, all names of employees in sensitive/security agencies, except U.S. Attorneys' Offices, are withheld by HR service provider, not by OPM.

The Internal Revenue Service (IRS) has adopted a Registered Pseudonym Program. In light of that program, OPM will refer requests for names of IRS employees to the IRS for a direct response. Requests for other information concerning IRS employees will be processed by OPM.

OPM does not release information about whether positions are coded for cybersecurity category/specialty area.

Whenever an employee's name is released, information collected concerning the following data elements will be withheld: social security number; date of birth; disability status; race and national origin, ethnicity and race indicator (ERI), and the OPM ERI bridge (a code used to translate previous race and national origin reporting to the new format of race and ethnicity); gender; United States citizenship status; annuitant status; Federal Employees Health Benefits Program data; Federal Employees Group Life Insurance data; Federal Employees Retirement System coverage; frozen Civil Service Retirement System service; retirement plan; veterans' preference; year degree attained; performance rating level; current appointment authority; legal authority; dynamics category (broad categories of accessions, separations, and terminations); and previous retirement coverage.

The preceding data elements may also be withheld from release in de-identified (record level with name removed) datasets in order to mitigate the risk of re-identification.

Nature of Action codes describing adverse actions are not released (Nature of Action codes 330, 385, 450, 452, 713, 888, and 897). Releasable award actions are limited to Nature of Action codes 841-844, 849, 878, 887, and 889 only. Performance rating-based awards (Nature of Action codes 840, 871, 879, 885, and 886) are not included. OPM withholds the foregoing Nature of Action codes under Exemption 6 of FOIA as a clearly unwarranted invasion of personal privacy.

Release of names, duty stations, CBSA codes, CSA codes, locality pay areas, adjusted basic pay, and/or organizational components will be withheld when employees are in the following occupations, deemed sensitive:

- 0007 – Correctional Officer
- 0082 – United States Marshal
- 0083 – Police
- 0084 – Nuclear Materials Courier
- 0132 – Intelligence
- 0134 – Intelligence Clerk/Aide
- 0401 – General National Resources and Biological Science (United States Department of Homeland Security only)
- 0436 – Plant Protection and Quarantine (although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 0512 – Internal Revenue Agent
- 0840 – Nuclear Engineering
- 0930 – Hearings and Appeals
- 1169 – Internal Revenue Officer

- 1171 – Appraising (Property Appraisal and Liquidation Specialist – Internal Revenue Service only)
- 1801 – General Inspection, Investigation, Enforcement and Compliance
- 1802 – Compliance Inspection and Support
- 1805 – Investigative Analysis
- 1810 – General Investigating
- 1811 – Criminal Investigating
- 1812 – Game Law Enforcement (cancelled March 2009 and employees reclassified to 1801 and 1811 – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1816 – Immigration Inspection (cancelled March 2009 and employees reclassified to 1895 – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1854 – Alcohol, Tobacco, and Firearms Inspection (cancelled March 2009 and employees reclassified to other appropriate but undesignated series – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1881 – Customs and Border Protection Interdiction
- 1884 – Customs Patrol Officer (cancelled March 2009 and employees reclassified to 1801 – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1890 – Customs Inspection (cancelled March 2009 and employees reclassified to 1895 – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1895 – Customs and Border Protection
- 1896 – Border Patrol Enforcement

In an effort to provide transparency regarding monetary compensation for employees in security/sensitive agencies or sensitive occupations, OPM will provide base pay and a separate total compensation field. The total compensation field will be the sum of adjusted basic pay and all award data elements, including those not otherwise releasable. Due to this change, OPM will no longer provide a separate awards data field for these employees. In addition, OPM may withhold salary, bonus or other related information for any employee (whether or not in a security/sensitive agency or occupation) whose performance rating(s) may be reverse engineered from release of such records.

Summary level data

Pursuant to the statutes, Executive Orders, and regulations that govern OPM's authorities and responsibilities, OPM periodically issues reports concerning the Federal workforce. OPM will release summary level data unless it appears that the presentation of that data will permit the identification of individual employees.

OPM makes a version of a tool called FedScope available to the public. The public version of that tool currently permits the user to "drill down" through the data only to the level of statewide information. References to Metropolitan Statistical Areas were removed as of March 2004.

Although OPM will release summary level data for all agencies, data for sensitive occupations will not be released for any level below statewide.