

1 General Information

1.1 General Information Revision Sheet

Chapter Release No.	Date	General Information Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office
1.1	08/11/2006	Removed reference to specific date in section 1.3.
2.0	06/08/2007	Updated text based on additional interface specification (Military Service Deposit.)
4.1	03/1/2012	Updated text to remove references to Retirement System Modernization effort; changed references to appendices; removed reference to Military Service Deposit Interface; Added privacy section; Added EHRI contact information.

1.2 Purpose

Federal agencies should rely on this guide to prepare and submit human resources (HR), payroll and training data files to the Office of Personnel Management (OPM) Enterprise Human Resources Integration (EHRI) data warehouse.

This document provides quick read information on the file structure for the data files and clear instructions for transferring those files to OPM. Essentially, this guide is an Interface Control Document (ICD). It is an agency’s source for the HR (status and dynamics), payroll, and training data requirements and for determining how to correct data exceptions (i.e., errors) in those files.

The other purpose for this guide is to record how OPM responded to new policy demands for employee data. A “Revision Sheet,” found at the beginning of each chapter, will record how OPM responded to a change in policy. It will be used to log revisions to a chapter, and it will have an “effective date” plus a “description” of the revision. Having a revision sheet is significant because it manages our institutional knowledge of data requirements over time.

1.3 Background

The Office of Personnel Management (OPM) Enterprise Human Resources Integration (EHRI) Program's Data Warehouse is the Government's premier source for integrated Federal workforce information. The system currently collects, integrates, and publishes data for 2.0 million Executive Branch employees on a bi-weekly basis, supporting agency and government-wide analytics. In addition, the system provides Federal workforce data to other Government systems and processes dependent upon the integrated data. The OPM Data Warehouse architecture provides a flexible, scalable, and secure environment for current and future Government requirements, and expansion is planned through the addition of new federal employee populations, new data elements, improved data integration and data quality processes, and by enabling new system interfaces that utilize industry best-practice architectures.

1.4 Contact Information

Role	Name	Telephone	Email
EHRI, Acting Director	Victor Karcher	(724) 794-2005ext 3209	victor.karcher@opm.gov
EHRI, Data Lead	Gary Worley	(202) 606-8166	gary.worley@opm.gov
Records Management, Chief	Tanya Bennett	(202) 606-4054	tanya.bennett@opm.gov
Lead Workforce Information Specialist	Larry Wells	(202) 606-1162	larry.wells@opm.gov

1.5 Privacy

The Office of Personnel Management (OPM) carefully protects EHRI data to safeguard employees' privacy. EHRI is part of an OPM/Government-wide system of records (OPM/GOVT-1, General Personnel Records) under the Privacy Act of 1974, as amended. The Act requires that agencies publish Federal Register notices describing these systems of records, their uses, and the ways people can access the records. The Privacy Act notice is available at <http://www.opm.gov/feddata/html/privacy.asp>.