

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



# Guide to Organizational Component Translation Reporting

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*a New Day for Federal Service*

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# **GUIDE TO ORGANIZATIONAL COMPONENT TRANSLATION REPORTING**

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## **General**

The Organizational Component Translation Reporting is ONLY required if the provider/agency has not added the organizational component code to the eOPF SF-50 OR the agency is not fully converted to eOPF. The Office of Personnel Management will notify providers/agencies when an agency is fully converted to eOPF, and no longer need to send a separate file.

### **A. Due Dates**

The Organizational Component Translation file should be submitted monthly, as of the ending date of a calendar month. Files should be submitted to EHRI no later than five (5) working days after the end of the required reporting period. The file should only contain the active organizational component codes used in the Status records for the same reporting period. The organizational component codes submitted must be limited to the employees included on the Status records, and not contain any organizational components not currently in use.

### **B. Translation Format.**

The record format is shown below.

Organizational Component Translation Record Format	
Record Position	Data
1-2	Agency (first two positions)
3-4	OPM Assigned Agency Subelement
5-22	Organizational Component
23	Blank
24-83	Organizational Title
84-143	Organizational Title 2
144-203	Organizational Title 3
204-263	Organizational Title 4
264-323	Organizational Title 5
324-383	Organizational Title 6
384-443	Organizational Title 7

The file should:

- 1) Contain the valid Agency/Subelement codes specified in the Guide to Data Standards (<https://ehr.nbc.gov/datastandards/list>).
- 2) Be in hierarchical (major to minor) sequence based on record positions 1-22.

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- 3) Contain the codes and full organizational titles for each entry in the organizational component structure which was part of the monthly agency Status file.
  - (a) The organizational component should be left-justified, with unused positions left blank.
  - (b) While all hierarchy levels for an organizational component must be included, to avoid sending unused or inactive organizational components, there should be at least one active employee (whether in pay or non-pay status) in that organizational hierarchy reflected in the Status file submission for that month.
  - (c) There should be no duplicate codes or translations.

### **C. Quality Control**

The Office of Personnel Management checks that the Organizational Component Translation file has a title for every organizational component code on the Status file for the same month. The Office of Personnel Management also checks for Organizational Component Translation codes that are not used on any Status records. Finally, the Office of Personnel Management checks that the Status file populations for organization components identified by the Organizational Component Translation file are reasonable. The Office of Personnel Management standards are:

- 1) A title for 95 percent or more of the organizational component codes on the Status file and
- 2) Status files organizational components for which the Organizational Component Translation has a title for 97 percent or more of the agency's population.

The Office of Personnel Management will contact, for corrective action, agencies that do not meet Organizational Component Translation quality standards. Agencies should correct inaccurate and missing data with the next scheduled Status file or Organizational Component Translation file submission, as applicable.

## Transmission Requirements

All submissions to OPM must be made electronically via Connect:Direct

### A. Email Notification of File

Providers shall notify OPM of data submissions by submitting an email to [ehri\\_files@opm.gov](mailto:ehri_files@opm.gov). The email notification is required for a file to be processed, and must contain the name of the file and the record count of the file being transmitted. The email should indicate if the transmission is a resubmission, which is also denoted by the file name. The email should also include a “signature” consisting of the submitter’s name, agency, and telephone number. A “negative” report email should be transmitted to the above email address in the event there are no records to be reported for the period.

### B. File Naming Convention.

Each Organizational Component Translation data file name will conform to the following naming convention:

OYYYYMMDD0AAAAN\_V\_R

Each portion of the file name is explained in the following table.

Name Segment	Description
O	Constant value of “O” indicating an Organizational Component Translation file.
YYYY	For file as of date, indicates century (20) and year (01-99).
MM	For file as of date, indicates month (01 to 12).
DD	For file as of date, indicates the day (01 to 31).
0	0 is a numeric zero, unless your submission contains only part of an agency’s records. If that is the case, OPM will tell what number to use.
AAAA	Indicates the agency or agency/subelement code for the submitting agency.
N	Resubmission indicator. One the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for the file specification. This will allow the data warehouse load program to identify the new file layout during transmission and load of the file. <b>NOTE: The version and release numbers for this Guide is 1.1.</b>

For example:

- The filename for the Department of the Navy's original Organizational Component file as of March 2013 is: O201303310NV000\_1\_1

### **C. Transmittal**

Each submission must be sent separately; do not place more than one file in a single submission. Each submission must be sent to same location as the Status and Dynamic files.

### **Technical Compliance**

Technical compliance is a collaborative process between the data provider and OPM to ensure that the Organizational Component Translation Report submitted to OPM matches the specifications in this guidance, and is usable for OPM government-wide reporting purposes. The technical compliance process provides OPM with insight into the data available to the providers. OPM may request data providers to submit a schedule on when they plan to meet any applicable technical milestone.

#### **A. Test Data Submissions**

During the Technical Compliance phase, data providers are expected to send OPM several iterations of representative data as they work their way through the technical compliance process. OPM will provide feedback to the provider after each test data submission. OPM will work closely with providers during this step to ensure the provider is aware of the technical requirements of sending test data to OPM, including changes to Connect:Direct.

**Note: Beginning in March 2014, OPM will no longer accept the previous record format.**

#### **B. Assess Production Readiness**

Following the completion of all required test data submissions, OPM will review findings of test data submissions, the status of open issues, and the providers' plan for resolving those issues. If a provider is not approved to begin sending production data, OPM will provide specific feedback on what the provider needs to do to become compliant.

#### **C. Maintaining Technical Compliance**

Once a data provider is technically compliant and is sending production data into the EHRI data warehouse, OPM continuously monitors the quality of the data submissions. OPM reserves the right to revoke a provider's technical compliance should the quality of the submitted data at any be deemed less than acceptable.



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