

5 Military Service Deposit Interface Processing

5.1 Military Service Deposit Revision Sheet

Chapter Release No.	Date	Military Service Deposit Revision Description
1.0	06/08/2007	Initial version released to OPM EHRI Program Office

5.2 Military Service Deposit Interface Processing

The goal for Military Service Deposit (MSD) Interface Processing is to securely acquire military service deposit data for all Federal Civilian employees. This section contains an overview of the data acquisition strategy and interface processing.

5.3 Reporting Requirement

Providers should only submit data for all employees serviced during the pay period. This includes employees in pay and non-pay status. Covered groups are consistent with agency HR data submissions, which includes all Federal civilian employees of the Executive Branch excluding employees in the following agencies:

- Central Intelligence Agency
- Defense Intelligence Agency
- Federal Reserve System - Board of Governors
- National Geospatial-Intelligence Agency
- National Security Agency
- Office of the Director of National Intelligence
- Office of the Vice President
- Postal Rate Commission
- Tennessee Valley Authority
- U.S. Postal Service
- White House Office

Submissions should also exclude: (1) non-U. S. citizens in foreign countries, (2) nonappropriated fund personnel, (3) commissioned officers in the Department of Commerce, Department of Health and Human Services, Department of Homeland Security, and the Environmental Protection Agency, (4) employees of the Judicial Branch, and (5) as of March 2006, foreign service personnel in the Department of State, except for a separate file of selected data elements reported for actuarial purposes. Legislative Branch coverage is limited to the Government Printing Office, the U.S. Tax Court, and several small commissions.

Military Service Deposit submissions should include only those employees who have paid a military service deposit in full, are employees who have transferred to another agency, retired, terminated, or had death in service when an outstanding balance remains. Bi-weekly deductions should not be reported to EHRI until the deposit has been paid in full.

5.4 Data Acquisition Strategy

As the e-Payroll consolidation continues, the number of providers will change. Depending on the source of pay related data, one provider may submit data for many agencies. The data submission method varies by provider, however all providers will be required to submit their data to EHRI via Connect:Direct or Connect:Direct Secure + Option.

The payroll providers will electronically transmit payroll data to the EHRI production server using Connect:Direct or Connect:Direct Secure + Option. The data files must be formatted as specified in this chapter and transmitted according to the specifications listed in Chapter 6. Providers will be responsible for scheduling data transmissions to EHRI and providing a technical point of contact. Please refer to Appendix D for EHRI operational point of contact information.

5.5 Data Interface Processing

The interface process loads military service deposit data files into the EHRI data warehouse staging tables. As data is moved to the staging tables, no edits or audits are performed. The load process captures relevant metadata for reporting and debugging purposes.

5.6 Payroll File Naming Convention and Format

5.6.1 Naming Convention

The file name will conform to the following naming convention.

MYYYMMDD0AAAAN_V_R

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

Name Segment	Description
M	Constant value of "M" indicating the Military Service Deposit data file type.
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
0	0 is a numeric zero, unless your submission contains only a portion of the total records. If that is the case, OPM will tell you what number to use.
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On 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 this Guide. This will allow the data warehouse load program to identify the correct file layout during transmission and loading of the file. NOTE: Files transmitted using the layouts in this update to the Guide should use "_4_0" as the version suffix.

5.6.2 File Content

The providers are responsible for creating the military service deposit files. Each file must comply with the following rules:

- Files transferred to EHRI can be made in the format appropriate to the provider's operating environment. For example, providers who are operating in a mainframe environment can submit EBCDIC files to EHRI and allow Connect:Direct to make the necessary codepage translation. Connect:Direct will automatically translate the file into a format that can be interpreted by EHRI.
- Each line of the file must contain one record.
- Each record will contain all of the fields listed in Appendix A, ordered by data element number, with each field separated by the vertical bar character ('|').
- Even if there is no value supplied for a field, the delimiter must still appear in the file.
- Values must be supplied for all mandatory and critical elements.
- No delimiter is required before the first field or after the last field in the record.

5.6.3 Email Notification of File Transmission

Providers shall notify OPM of data submissions by sending an email to 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.

5.7 Military Service Deposit File Specifications

5.7.1 Data Element Format Types

This table describes datatypes appearing in the record specification table found in Section 5.8.

Format	Meaning	Examples
VARCHAR(n)	A series of up to n alphanumeric and special characters, not including the vertical bar character (' ').	123-45-6789 125 Main St., S.W. Y OM00
NUMBER(n)	A series of n numeric characters. Negative values can be sent in this field, and are submitted using a negative symbol ("-") immediately preceding the number being sent, with no leading or trailing spaces. For example, a negative days total is sent as -10. NOTE: any null (empty) values passed into a number field will be translated by the interface into a "0" (zero).	0 180 -10
DECIMAL(n, m)	A series of n numeric characters with up to m characters to the right of the decimal point. The decimal point should appear in the element value if required. A decimal point is neither required nor implied, i.e., 400 represents 400, not 4.00. Negative values can be sent in this field, and are submitted using a negative symbol ("-") immediately preceding the number being sent, with no leading or trailing spaces. For example, a negative one hundred dollar amount is sent as -100 or -100.00. NOTE: any null (empty) values passed into a number field will be translated by the interface into a "0" (zero).	For a format of Decimal(9,2): 0 1500 1234567.89 1234.0 0.75 -100 -5.00
DATE	A date consisting of a 4 character year, a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes.	1960-01-01 (= January 1, 1960) 2004-12-31 (= December 31, 2004)

5.7.2 Reporting Requirements

This table describes columns appearing in the record specification table found in Section 2.8.

Column	Description	Valid Values
ICD Seq #	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.	
EHRI Ref #	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.	
Data Concept	Name of grouping for specific data elements in the record specification.	
Name	Standard data element name.	
Record Identifier	Indicates how EHRI will handle incoming records during the data load process.	Y Field must be present on the record or it will be rejected. Dup Field will be used to determine if this record is a duplicate. <blank> Will not reject or be used in duplicate check.
Priority	Indicates the criticality of fields being submitted to EHRI. All data elements are requested (with the exception of priority "4" fields) if they are available and applicable to the employee record. Note the priority scheme changed in version 4.0 of the GHRR to provide more clarity on what EHRI is expecting from providers.	1 Mandatory for Compliance 2 High Priority 3 Low Priority 4 Priority TBD (Not required for submission at this time.)
CPDF	Indicates that the field is part of Office of Personnel Management's CPDF data collection requirements.	Y Field collected in CPDF. <blank> Not a field collected in CPDF.
Retirement	Indicates that the field will be transmitted to the Retirement Systems Modernization (RSM) program.	Y Field transmitted to RSM. <blank> Not a field transmitted to RSM.
Datatype	Data format and length.	See Section 2.7.1 for details.
Definition	Standard data element definition.	
Notes	Additional details including valid value information.	

5.7.3 Explanation of Record Actions

There are three types of record actions in the specification: Add, Correct, and Delete. The majority of records will be sent as Add type (Record Action = "A"). This will satisfy the normal reporting requirements for each pay period.

The Correct and Delete record actions are only to be used to fix an error in the data transmission process. For example, if a record was sent in the interface and it was determined at a later point that the deposit never occurred, a Delete record would be sent containing only the key fields of the record. A correction record would be sent to fix a field value that was sent in error. Only the corrected field and the key fields need to be sent in this case. To replace a field that was submitted with a null (empty) value, OR to correct one of the key fields in the file (for example, an SSN), a Delete record should be submitted for the original record and a new, complete Add record should be submitted in its place.

5.7.4 Social Security Number Changes

Social Security Number changes will be processed through human resource data processing. The military service deposit data will always provide the latest SSN and date of birth on file for an employee, which will be matched against the EHRI database employee table. If there is a match, the military service deposit data will be loaded. If there is no match, the record will be rejected for manual review. In the case of an SSN change, the HR system will have to process and send the change to EHRI before the corrected SSN can come through the payroll system. If the SSN was correct in the HR system but entered incorrectly in the military service deposit system, the military service deposit record will be rejected for manual review and can be resubmitted with the corrected SSN.

5.8 Record Specification

ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
1	997	Data Record	Record Action	Y / Dup	1		Y	VARCHAR(1)	Indicates action to take with this data record.	A=add, D=delete, C=correct; see description of record actions in the "Explanation of Record Actions" section of this chapter.
2	652	Employee ID	Social Security Number	Y / Dup	1	Y	Y	VARCHAR(35)	Person's social security number.	
3	74	Employee ID	Birth Date	Y / Dup	1	Y	Y	DATE	Date on which the person is born.	Used in combination with SSN to uniquely identify an employee.
4	999	Employee ID	EHRI Employee ID		4			NUMBER(20)	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.	This field is currently assigned and stored within EHRI and should be left blank by providers.
5	17	Employee ID	Agency Subelement Code	Y / Dup	1	Y	Y	VARCHAR(4)	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.	See The Guide to Personnel Data Standards.
6		Post 1956 Military Service	Post 1956 Military Service Deposit Effective Date	Y / Dup	1		Y	DATE	Date the military service deposit transaction occurred (i.e., has paid in full or is separating, transferring, or retiring.)	
7		Post 1956 Military Service	Post 1956 Military Service Begin Date	Y / Dup	1		Y	DATE	Begin date for period of military time an employee is making a deposit to buy back.	
8		Post 1956 Military Service	Post 1956 Military Service End Date		1		Y	DATE	End date for period of military time an employee is making a deposit to buy back.	
9		Post 1956 Military Service	Post 1956 Military Deposit Due		1		Y	DECIMAL(9,2)	Total amount due without interest for buy back of service period. Amount will not change.	
10		Post 1956 Military Service	Post 1956 Military Deposit Due Plus Interest		1		Y	DECIMAL(9,2)	Total amount due with interest for buy back of service period. Amount may change.	

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ICD Seq #	EHRI Ref #	Data Concept	Name	Record Identifier	Priority	CPDF	Retirement	Datatype	Definition	Notes
11		Post 1956 Military Service	Post 1956 Military Interest As Of Date		1		Y	DATE	Date used in calculation of total amount with interest. Date may change.	
12		Post 1956 Military Service	Post 1956 Military Remaining Balance		1		Y	DECIMAL(9,2)	Amount remaining that the employee must pay for the service period. Will be zero if period is fully paid.	
13		Post 1956 Military Service	Post 1956 Military Contributions Paid		1		Y	DECIMAL(9,2)	Total amount of contributions paid for the service period. In case of an agency transfer should reflect contributions paid at current and prior agency.	
14		Post 1956 Military Service	Post 1956 Military Deposit Retirement Plan		1		Y	VARCHAR(4)	Retirement program code used to determine the payment amount needed for the service period.	CSRS or FERS
15		Post 1956 Military Service	Active Duty Time Years		1		Y	NUMBER(4)	Number of year(s) of military service that are creditable for Annual Leave (AL) accrual purposes.	
16		Post 1956 Military Service	Active Duty Time Months		1		Y	NUMBER(4)	Number of month(s) of military service in addition to the Creditable Military Service Years that are creditable for Annual Leave (AL) accrual purposes.	Valid values include 00 through 11; increment Active Duty Time Years field as needed.
17		Post 1956 Military Service	Active Duty Time Days		1		Y	NUMBER(4)	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.	Valid values include 00 through 30; increment Active Duty Time Months field as needed.
18	401	Post 1956 Military Service	Service Branch Type Code		1		Y	VARCHAR(4)	The number of days within the service period that should be excluded from the begin and end service dates.	01=Army, 02=Navy, 03=Marine Corps, 04=Air Force, 05=Coast Guard, 06=Public Health Service, 07=Coast and Geodetic Survey, 08=ESSA

5.9 Edit Rules for Individual Fields

5.9.1 Record Identifying Fields

Field Name	Edit Rule	Action taken if edit rule fails
Record Action	Check if code value is valid	Reject record
Social Security Number	None	N/A
Birth Date	Check if valid date	Reject record
Agency/Subelement Code	Check if code value is valid	Reject record
Post 1956 Military Service Deposit Effective Date	Check if valid date	Reject record
Post 1956 Military Service Begin Date	Check if valid date	Reject record

5.9.2 Non-Record Identifying Fields

Data Type	Edit Rule	Action taken if edit rule fails
VARCHAR(n) – Codes Only	Check if code value is valid	Report error; If code is null, store “No Data Reported”; If code is invalid, store “Invalid Data”
NUMBER(n)	Check if value is numeric	Report error; If value is null or not a number, store zero
DECIMAL(n, m)	Check if value is numeric	Report error; If value is null or not a number, store zero
DATE	Check if valid date	Report error; If date is null, store “No Data Reported”; If date is invalid, store “Invalid Data”

5.10 Relational Edits

Field Names	Edit Rule	Action taken if edit rule fails
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Post 1956 Military Service Deposit Effective Date, Post 1956 Military Service Begin Date	If record action is “Add”, the employee must not have an existing record with the same Post 1956 Military Service Begin Date	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Post 1956 Military Service Deposit Effective Date, Post 1956 Military Service Begin Date	If record action is “Correct”, the employee must have an existing record with the supplied Post 1956 Military Service Begin Date	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Post 1956 Military Service Deposit Effective Date, Post 1956 Military Service Begin Date	If record action is “Delete”, the employee must have an existing record with the supplied Post 1956 Military Service Begin Date	Reject record

Additional edit rules will be added on to this section at a future date after more analysis has been completed on the Military Service Deposit data elements.