6 Transfer Methodology

6.1   Transfer Methodology Revision Sheet

Chapter Release No.	Date	Transfer Methodology Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office
1.1	02/18/2005	Added section 6.3 to specify the ASCII character set in which the data files should be formatted for submission to EHRI.
1.2	07/27/2005	Removed reference to specific transport protocol used for file submission to OPM. This information is now located in a separate document.
1.3	08/11/2006	Removed the requirement from section 5.3 that specified ASCII for the file format and replaced it with Connect:Direct details. Changed training from bi-weekly submissions to monthly submissions.
2.0	06/08/2007	Changed this to Chapter "6" instead of "5" because of new Military Service Deposit interface type. Added instructions for finding the Connect:Direct forms to Section 6.2. Added parameters about timing of files after period end to each subsection in Section 6.3. Added section for Military Service Deposit interface file format to Section 6.4.

6.2   Transport Mechanism

Providers will utilize OPM's standard for secure electronic file transfer as the primary mechanism for transmitting data files to the EHRI server. All data submitted to EHRI must be submitted via this secure transport mechanism. EHRI will not accept data via tape or any other physical medium. For more information on the transport mechanism, please contact the OPM Interfaces & Data Elements point of contact (POC). Refer to Appendix D for EHRI operational point of contact information.

NOTE: The forms required to initiate access to the OPM Connect:Direct server are found in Section E: Transmission Requirements of The Guide to Central Personnel Data File Reporting Requirements on the OPM website (http://www.opm.gov/feddata/guidance.asp). Completion of these forms is required before transmissions to EHRI can occur.

6.3   File Format Specification

Files transferred to EHRI can be 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 text translation. Connect:Direct will automatically translate the file into a format that can be interpreted by EHRI.

6.4   Transmission Frequency

6.4.1   For HR Interface Processing

Providers will be responsible for scheduling data transmissions to EHRI. Status files should be transmitted on a monthly basis. Dynamics files should be transmitted on a bi-weekly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period. If the data is not delivered by the expected date of transmission, the provider point of contact (POC) will be notified by EHRI. Please refer to Appendix DError! Reference source not found. for EHRI operational point of contact information.

6.4.2   For Payroll Interface Processing

Providers will be responsible for scheduling data transmissions to EHRI. Payroll files should be transmitted on a bi-weekly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period. If the data is not delivered by the expected date of transmission, the provider point of contact (POC) will be notified by EHRI. Please refer to Appendix D for EHRI operational point of contact information.

6.4.3   For Training Interface Processing

Providers will be responsible for scheduling data transmissions to EHRI. Training files should be transmitted on a monthly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period. If the data is not delivered by the expected date of transmission, the provider point of contact (POC) will be notified by EHRI. Please refer to Appendix D for EHRI operational point of contact information.

6.4.4   For Military Service Deposit Interface Processing

Providers will be responsible for scheduling data transmissions to EHRI. Military Service Deposit files should be transmitted on a bi-weekly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period. If the data is not delivered by the expected date of transmission, the provider point of contact (POC) will be notified by EHRI. Please refer to Appendix D for EHRI operational point of contact information.