

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Personnel

Part 370 DM Addition to FPM

Chapter 298 Federal Workforce Information System

370 DM 298,1.1

Subchapter 1. Automatic Data Processing (ADP) in Personnel Administration.

1.1 Purpose. This subchapter is issued to provide statements of policy and guidelines for the planning of personnel administrative and management information systems which involve ADP techniques. This subchapter and its appendices are the authoritative guide for processing input into the Departmental Personnel Data File (DPDF), maintenance and update of the file, outputs produced from the file, and procedures for requesting data from the file.

1.2 Policy.

A. The Department, in 306 DM, has prescribed Departmentwide policies applicable for use of ADP techniques and equipment, for which overall responsibility has been reposed in the Office of Information Resources Management, Office of the Assistant Secretary - Policy, Budget and Administration. These policies foster the use of ADP techniques in all management activities whenever more effective operations and greater economy can be achieved. It is further consonant with Department policy that each major specialized segment of management integrate itself with the total ADP effort so as to promote: (1) uniformity in Department practices; (2) responsiveness to Government-wide policies and procedures; and (3) compatibility with other interdependent elements of management information systems.

B. To implement the policy set forth in 306 DM as it relates to automation activity in the area of personnel administration and management, all plans and studies for the development and modification of ADP systems containing information about employees or positions must follow the procedures stated in 306 DM so that review and approval by the Office of Personnel occurs prior to their initiation.

1.3 Objectives. The objectives of an automated personnel system are:

A. To provide in greater depth and quality, more meaningful and timely data on employees for management purposes through use of applicable data captured in all ADP applications;

B. To improve the accuracy in recording personnel data which are common to many forms or documents;

C. To reduce the amount of time and costs required to prepare and process routine personnel actions and reports; and,

D. To reduce duplication and to promote the overall efficiency of the Department's automation efforts by providing data for interfacing or integration with other systems, such as payroll and other financial systems.

6/27/83 FPM-315

Replaces 9/14/81 FPM-243

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1.4 Responsibilities.

A. Director of Personnel. The Director of Personnel through the Division of Program Coordination and Evaluation is responsible for:

- (1) Directing the development, coordination and implementation of policies, plans, programs and standards for the automated Departmentwide information system which is responsive to external and internal reporting requirements.
- (2) Reviewing and coordinating all automated personnel data systems in the Department as well as automated systems in other functions within the Department that impact on the personnel function, to insure adequate interface consideration, avoid duplication of effort, and minimize the number of requests for data from bureau personnel offices.
- (3) Representing and speaking for the Department at meetings and conferences on personnel and manpower information systems conducted at various levels of Government.
- (4) Coordinating throughout the Department developments in the application of ADP to personnel functions in cooperation with Office of Information Resources Management.
- (5) Designing and maintaining the DPDF.
- (6) Authorizing standard personnel data elements and codes for use in any automated system in the Department having information about employees and/or positions.
- (7) Planning for adjustments in needed employee skills and qualification requirements because of automation;
- (8) Evaluating the extent and time of impact of the advances in automation on personnel requirements;
- (9) Collecting data and reporting on the direct and indirect effects of automation on Departmental personnel requirements;
- (10) Coordinating the planning for retraining and placement efforts related to the displacement of employees by automation.

B. Heads of Bureaus. Heads of bureaus are responsible for:

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- (1) Reviewing, controlling and developing the use of personnel data items in his/her bureau through design of integrated systems subject to Departmental plans and approval;
- (2) Insuring the timeliness and accuracy of all data input into the DPDF;
- (3) Planning for adjustments in needed bureau employee skills and qualification requirements because of automation;
- (4) Evaluating the extent and time of impact of the advances in automation on bureau personnel requirements;
- (5) Collecting data and reporting to the Department on the direct and indirect effects of automation on bureau programs;
- (6) Planning, retraining, and placement efforts related to the displacement of employees by automation.

1.5 Methods for Accomplishing Responsibilities.

A. The Division of Program Coordination and Evaluation fulfills the responsibilities outlined in 370 DM 298, 1.4A above through the assistance and cooperation of the bureaus. This is accomplished in several ways, some of which are:

(1) A Departmental Personnel Data File Council, which is a standing work group consisting of representatives of each bureau, is used to assist in the development and use of the DPDF and to provide uniformity and continuity between the bureaus and the Department on all ADP personnel matters.

(2) Periodically a Departmental Automated Personnel Systems meeting is held to bring together personnel and ADP specialists from the bureau automated systems in the field, bureau headquarters representatives and Departmental representatives, to participate in the planning and development in personnel automation, assist in problem-solving and ensure that the personnel systems function is kept up-to-date with developments in personnel programs in general.

B. Heads of bureaus carry out the responsibilities outlined in 370 DM 298, 1.4B by ensuring full cooperation and coordination through their representatives in meeting Departmental requirements on a timely and accurate basis and by ensuring that they are expertly represented at all ADP personnel work groups and meetings.

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1.6 Office of Personnel Management (OPM). The Office of Personnel Management's requirements for automatic data processing in personnel administration are contained in FPM Letters and Bulletins published in the 292 and 298 Chapter series. These instructions are mandatory unless covered by OPM blanket exceptions for ADP as outlined in OPM instructions or special exception is granted. Should an exception to any OPM requirement be necessary, the request will be prepared for the signature of the Director of Personnel and will be in the format prescribed by OPM instructions.

1.7 Departmental Personnel Data File (DPDF).

A. Description. The DPDF is an automated personnel management information record of data on all employees in the Department. The system is one basic file which is a quarterly "picture" of the workforce consisting of a record of certain demographic information, for each employee currently on the rolls.

B. Policy.

(1) The DPDF is a Departmental level system designed, maintained, and operated for the Department by the Office of Personnel. Any use of the system or information from the system must have the approval of the Division of Program Coordination and Evaluation. (See 370 DM 294 for general policy on availability of official personnel information.)

(2) Reports produced from the system are furnished to the bureaus upon request. However, only reports containing general statistical information may be furnished between bureaus. Any report reflecting individual employee information will not be exchanged between bureaus directly from the file, but will be provided on an as needed basis by the Office of Personnel.

(3) All bureaus must comply with instructions issued for the DPDF unless special exception has been granted. All requests for exception must be approved by the Director of Personnel sufficiently in advance of the requirement to facilitate any adjustments in the file.

(4) Records and listings generated from the DPDF and subject to the Privacy Act shall be maintained in accordance with 43 C.F.R. 2.51. No employee of the Department may disclose records subject to the Privacy Act unless disclosure is permitted under 43 C.F.R. 2.56 or is to the individual to whom the record pertains.

C. Objectives. The objectives of the DPDF management information system are:

(1) To provide Departmental and bureau managers with personnel data about their workforce to facilitate trend analysis and to assist them in the evaluation of their programs and manpower needs.

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- (2) To eliminate manual reporting and duplication of effort.
- (3) To provide immediate availability of information.

1.8 DPDF Instruction Appendices. Instructions for the input, maintenance and output for the DPDF are issued as three Appendices to this chapter to facilitate future additions, changes and deletions. The Appendices are:

A. Appendix 1 - Flowchart and Overview Report. Appendix 1 contains a general systems flowchart and an example of the DPDF Overview Report together with a format and instructions on how to request additional products.

B. Appendix 2 - Data Element Listings. This Appendix contains a tape format listing of the DPDF data elements and an alphabetical listing of all DPDF data elements.

C. Appendix 3 - Transmittal Instructions. The submission of data to the DPDF is a regularly scheduled recurring requirement. This Appendix prescribes how the information must be submitted, where to submit and when the data must be received by the file and its subsystem.

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Subchapter 2. The 113 Summary Data Reporting System.

2.1 Generation of SF 113-A and SF 113-G Reports.

A. General Provisions. The Office of PAY/PERS Systems Management, Bureau of Reclamation will provide the Office of Personnel (PPM) with bureau and Departmental level SF 113-A and SF 113-G reports for submission to the Office of Personnel Management (OPM). Reports should be received in PPM no later than the 12th day of the month following the close of the reporting period. (This reporting requirement has been assigned Report Control Symbol 0250-OPM-MO.)

B. Input.

(1) Bureau-level data will be submitted by the DIPS system to the Office of Personnel, Division of Program Coordination and Evaluation, PPM on magnetic tape meeting the following specifications:

Nine Track
1600 BPI
Unlabeled
Unblocked
Odd Parity
EBCDIC Code

(2) All tapes should be received by PPM no later than 8 working days after close of the reporting period.

C. Processing, Distribution and Report Certification.

(1) Tapes received from DIPS will be processed by the PAY/PERS system to generate reports in accordance with formats prescribed by OPM. Edits to be performed on the data are contained in Appendix 4 to this chapter.

(2) Report levels will be as follows:

- (a) Departmentwide
- (b) Bureau Summary including Office of Youth Programs (OYP) Personnel
- (c) OYP personnel within each bureau
- (d) Bureau Summary Excluding OYP Personnel

Additional report levels may be requested and will be prescribed by PPM when necessary.

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(3) After generation by the Office of PAY/PERS the reports will be delivered to the Division of Program Coordination and Evaluation, PPM. PPM will submit certified copies of the Departmentwide SF 113-A and SF 113-G reports to OPM along with bureau-level copies of the SF 113-A. Copies of bureau level reports will also be distributed to the bureaus for certification.

(4) Within 4 working days of receipt by the bureau, reports will be certified by a responsible official of the bureau and returned to PPM. PPM will note any adjustments made and notify OPM of required changes in reports submitted.

02/14/R3

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Appendix 1

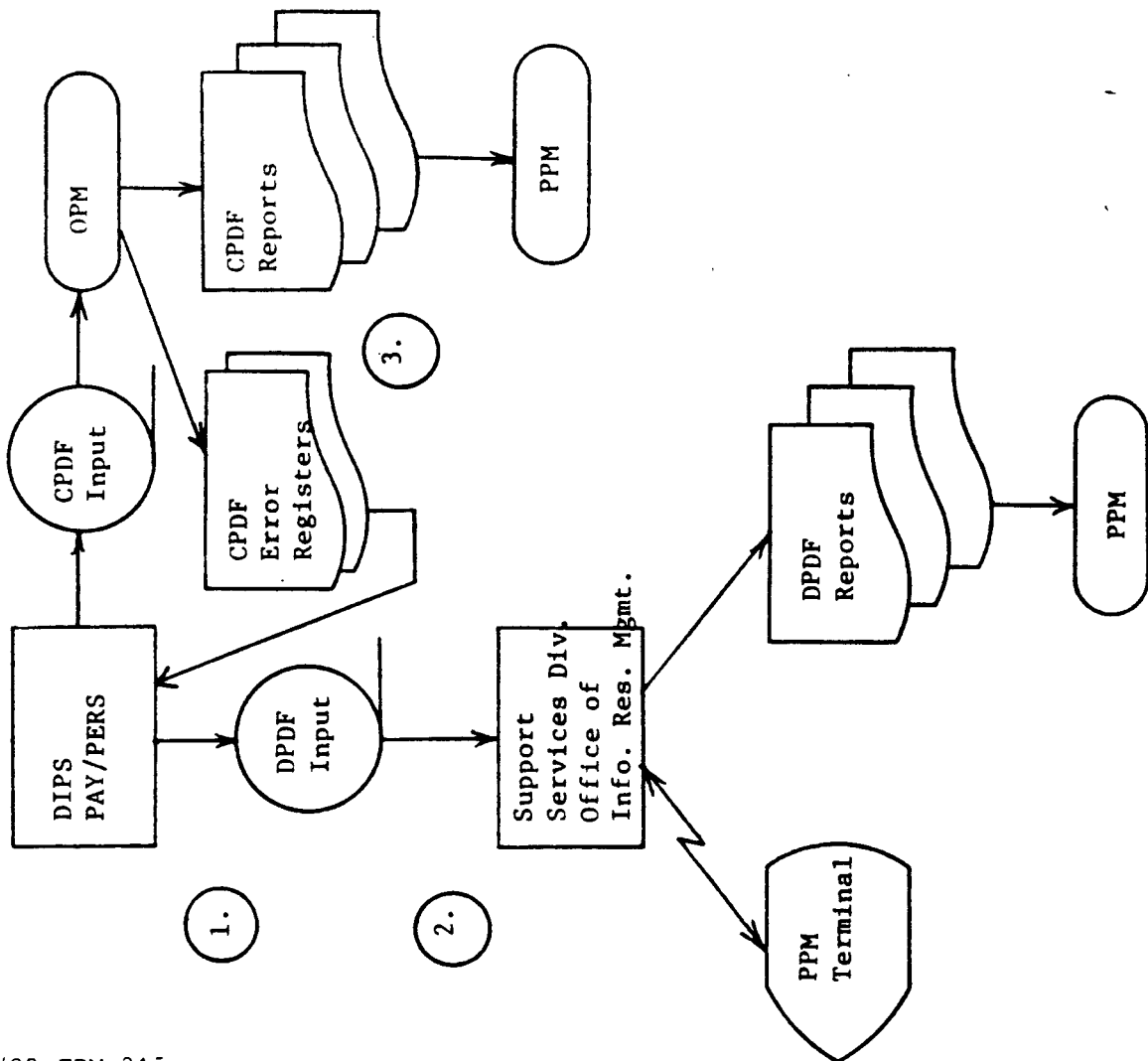
DEPARTMENT OF THE INTERIOR
OVERVIEW PFOF
FIMAI TOTALS

77891

TOTAL RECORDS

SEX	50554	ANNUITANT	387	FECIT	10203	PAY PLAN	261	PAY RATE (FT)	75211
MALE	27334	1 CS	106	A	8963	AD	194	0 NOT APPL	
FEMALE	3	2 MIL OFR	2780	B	18643	CE	2019	1 RFT 2 YP	9
OTHER CODE		3 MIL ENL	0	C	8100	CY		2 SAV TMOEF	17
		4 1 G 2	2	D	6524	ED		3 RET SPEC	18
		5 1 G 3	74516	E	5224	EE	10	4 SAV OTHER	26
VET_PREF		9 NA	0	F	2036	EF		5 SPE SUPER	1
	52287	OTHER COFF		G	1706	FC		6 SPECIAL	1579
1 NONE	22790	RETIREMENT		H	1438	FD		7 SUPER QUAL	14
2 5 PT	833			I	2278	FE		8 GS SUPERV	12
3 10 DISA	1337			J	1440	FI	250	9 RET GR RIF	316
4 10 COMP	399			K	1716	FJ	12	A RET GR REC	158
5 10 OTHR	239			L	2218	FK	1700	B RET GR REC	15
6 10 30X	6			M	647	FL	4868	C RET GR REC	0
OTHER CODE				N	199	FM	55506	D RET GR TRM	19
TENURE				O	697	GN	571	E RET GR R/S	11
0 NONE	9306			P	1257	GO	541	F RET GR REC	0
1 CARTER	53367			Q	194	GP	1897	G RFT GR REC	103
2 CAR COND	12160			R	333	HQ		H RET GR T/S	0
3 INDEF	2891			S	425	SR	1	J RET PAY EX	147
OTHER CODE	167			T	489	ST	10	K RFT PAY OT	2
STAT OF POSITION				U	498	WP		L RET PAY OT	0
P PERM	57527			V	2013	WR		M RET PAY SE	0
T TEMP	20363			W		WD		R RET PAY SE	0
OTHER CODE	1			X		WE		S CON SE PAY	1
HANDICAP CODE				Y		WG	8058	U RFT GR PAY	60
01 NOT ID	13788			Z		WH	331	V RET GR PAY	149
C4 NONE	60261			RACE & N.O.		WM	101	OTHER CODE	23
13-96	3721			A AM IN AL	13988	WN		PFRF LEVEL (GM)	
WORK SCHEDULE				R ASIAN P/I	770	WO		A	221
F FULL	59604			C PLACK	4273	WP		D	3
P PART	6390			D HISPANIC	2648	WQ		G	4599
1 INT	5403			E WHITE	56019	WR		K	0
C F-T SEAS	6294			Y N/H PP	10	WS	42	L	0
C P-T SEAS	5			M F ASIAN IND	0	WT	872	M	0
J INT SEAS	4			A G CHINESE	16	WX	6	N	0
OTHER CODE	1			M G GUAMIAN	0	XY	231	X	45
POS OCCUPIED				I K HAWAIIAN	44	YZ	30	OTHER CODE	
1 COMP	50478			I L JAPANESE	65	AA	171	DEPT/FLO EMPLOYMENT	
2 EXCEPT	19167			P KOPIAN	3	AB	48	1 DEPT	5994
3 SES GEN	160			O N SAMOAN	1	AC		2 FFIELD	71892
4 SES CAR	86			N P VIETNAM	2	AD		OTHER	0
OTHER CODE	0			L O ALL OTHER	41	AE			
				OTHER CODES		AF			
				GFO AREA		AG			
				US	77539	AH			
				WASH	5719	AI			
				TEMP	265	AJ			
				FOR	67	AK			
				OTHER COFF	0	AL			

GENERAL FLOWCHART FOR CPDF/DPDF DATA



Request for DPDF Data Product

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Appendix 1

Date of Request: _____

New Product (Format Attached)

Number of Copies _____

Medium* _____

Level**
of Report _____

Distribution
of Report(s): _____

SAMPLE

Request Submitted by: _____ Telephone No. _____

* M - Microfiche

R - Reduced

H - Machine Copy

** B - Bureau Level

D - Department wide

O - By Output Distribution Code

HOW TO REQUEST DATA FROM THE DPDF

1. Policy.

Each bureau or office may receive reports or products generated from the DPDF which contain data pertaining to its own workforce as well as Departmentwide summary data.

2. Request Memorandum.

All requests for information, products or changes in requests for products should be addressed to the Office of Personnel, Division of Program Coordination and Evaluation. The sample request format contained in this appendix may be used for this purpose. A memorandum also must accompany the request and include:

- A. A general purpose statement
- B. Sample Report Format
- C. Frequency of Report
- D. Report Specifications

TAPE FORMAT LISTING DPDF DATA ELEMENTS370 DM 298
Appendix 2

<u>Field</u>	<u>Position</u>	<u>Data Element</u>	<u>Size Mode</u>
1	1,2	Subelement Code	2N
2	3-6	Submitting Office Number	4N
3	7-12	Date of Birth	6N (YYMMDD)
4	13	Citizenship	1N
5	14-22	Social Security Number	9N
6	23-48	Employee Name	26A/N
7	49-54	Date of Last Promotion	6N (YYMMDD)
8	55,56	Educational Level	2N
9	57-60	Academic Discipline	4N
10	61-62	Year of Degree	2N
11	63	Veterans Preference	1N
12	64	Race and National Origin	1A
13	65-66	Handicap Code	2N
14	67	Tenure Group	1N
15	68	Retirement	1N
16	69	FEGLI	1A
17	70	Performance Level Indicator	1A
18	71-75	Merit Pool Number	5A/N
19	76	Work Schedule	1A
20	77	Pay Rate Determinant	1A/N
21	78-79	State	2A
22	80	Annuitant Status	1N
23	81-82	Reserved	2
24	83-91	Location Code	9A/N
25	92	Sex	1A
26	93-98	Service Computation Date	6N (YYMMDD)
27	99-100	Pay Plan	2A

28	101-104	Occupational Code	4N
29	105-106	Grade or Level	2N
30	107-108	Step	2N
31	109-110	Functional Code	2N
32	111	FLSA	1A
33	112-141	Position Classification Title	30A/N
34	142-181	Organization Position Title	40A/N
35	182	Position Tenure	1A
36	183	Supervisory or Managerial Pos.	1N
37	184	Position Occupied	1N
38	185	Position Schedule C	1A
39	186	Departmental Employment	1N
40	187	Vietnam Era Veteran	1A
41	188-191	Bargaining Unit Status	4N
42	192-194	Reserved	3
43	195-199	Salary (Actual)	5N
44	200-201	Pay Basis	2A
45	202-213	City Name	12A
46	214	PATCO Grouping	1A
47	215-223	Output Distribution	9A/N
48	224-229	Date of Performance Evaluation	6N (YYMMDD)
49	230-235	Sick Leave Used Year to Date	6N (9999V99)
50	236-239	Standard Metropolitan Stat. Area	4A/N
51	240	Reserved	1

ALPHABETICAL LISTING OF DPDF DATA ELEMENTS370 DM 298
Appendix 2

<u>Data Element</u>	<u>Tape Location</u>	<u>Size/ Mode</u>
Academic Discipline	57-60	4N or 8
Annuitant Indicator	80	1N
Bargaining Unit Status	188-191	4N
Citizenship.	13	1N
City Name*	202-213	12A
Date of Birth	7-12	6N (YYMMDD)
Date of Last Promotion*	49-54	6N (YYMMDD or 8)
Date of Performance Evaluation*	224-229	6N (YYMMDD or 8)
Departmental Employment*	186	1N
Educational Level	55-56	2N
Employee Name*	23-48	26A/N
FEGLI	69	1A
FLSA	111	1A
Functional Code	109-110	2N or 8
Grade or Level	105-106	2N
Handicap Code	65-66	2N
Location Code	83-91	9A/N
Merit Pay Pool	71-75	5A/N or 8
Occupational Series	101-104	4N
Organization Position Title*	142-181	40A/N or 8
Output Distribution*	215-223	9A/N
PATCO Grouping	214	1A
Pay Basis	200-201	2A
Pay Plan	99-100	2A
Pay Rate Determinant	77	1A/N
Performance Level Indicator	70	1A or 8

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Position Classification Title*	112-141	30A/N
Position Occupied	184	1N
Position Schedule C*	185	1A or B
Position Tenure*	182	1A
Race and National Origin	64	1A
Retirement	68	1N
Salary (Actual)	195-199	5N
Service Computation Date	93-98	6N (YYMMDD)
Sex	92	1A
Sick Leave Used Year-to-Date*	230-235	6N (9999V99)
Social Security Number	14-22	9N
Standard Metropolitan Statistical Area*	236-239	4A/N
State*	78-79	2A
Step	107-108	2N
Subelement Code	1-2	2N
Submitting Office Number	3-6	4N
Supervisory or Managerial Position Indicator	183	1N
Tenure Group	67	1N
Veterans Preference	63	1N
Vietnam Era Veteran	187	1A
Work Schedule	76	1A
Year of Degree	61-62	2N or B

*Data standards are contained in 370 DM Supplement 292. All other data standards can be found in FPM Supplement 292-1.

Instructions for Transmitting Tapes
for the Basic DPDF in Washington, D.C.

1. When Basic DPDF Data Must Be Submitted: The submission of data to the DPDF is a regularly scheduled recurring requirement. Magnetic tape containing data for each employee on the rolls on the "as of" date must be submitted as follows:

<u>DATA AS OF</u>	<u>MUST BE RECEIVED NOT LATER THAN</u>
March 31	April 30
June 30	July 30
September 30	October 30
December 31	January 30

2. Where to Submit Data: All tapes should be sent to:

Department of the Interior
Office of Personnel (PPM)
Division of Program Coordination and Evaluation
18th & C Streets NW
Washington, D.C. 20240

3. Tape Specifications:

9 Track
Odd Parity
Fixed Block
Record Length = 240
30 Records/Block
1600 BPI
Non Labeled

4. Tape Identification: Submit each tape with the following information:

DPDF Tape for Quarter Ending _____

Telephone Contact _____

Reel Number _____

Edits SF 113A

1. The sum of columns B, C, D, and E should always equal the figure for column A.
2. Each of the lines 2 through 15 should be less than or equal to line 1 in each column.
3. The total of the figures of lines 3, 6, and 8 should always equal the figure on line 1 in each column.
4. Line 4 should be less than or equal to line 2 in each column.
5. Line 4 should be less than or equal to line 3 in each column.
6. Line 5 should be less than or equal to line 3 in each column.
7. Line 5 should be less than or equal to the sum of lines 10 and 12 in each column.
8. Line 5 minus line 30 should be less than or equal to the difference of line 1 minus line 29 in each column.
9. Line 7 should be less than or equal to line 6 in each column.
10. The sum of lines 5 and 7 should be less than or equal to the sum of lines 10 and 12 in each column.
11. If line 1 minus line 3 is equal to zero, then line 3 minus line 5 should equal to line 1 minus the sum of lines 10 and 12 in each column.
12. If line 1 minus line 3 is greater than zero, then line 3 minus line 5 should be less than or equal to line 1 minus the sum of lines 10 and 12 in each column.
13. If line 1 minus line 3 is greater than zero, then line 6 minus line 7 should be less than or equal to line 1 minus the sum of lines 10 and 12 in each column.
14. Lines 9 and 11 should add to line 1 in each column.
15. Line 10 should be less than or equal to line 9 in each column.

16. Line 12 should be less than or equal to line 11 in each column.
17. The total of figures on lines 14 and 15 should always equal the figure on line 1 in each column.
18. Each of the lines 19 through 24 should be less than or equal to line 1 in each column.
19. Each of the lines 20 through 24 should be less than or equal to line 19 in each column.
20. Line 23 should be less than or equal to line 21 in each column.
21. Each of the lines 26 through 28 should be less than or equal to line 25 in each column.
22. Line 22 should be less than or equal to line 9 in each column.
23. Line 23 should be less than or equal to line 22 in each column.
24. Line 19 minus line 22 should be less than or equal to line 11 in each column.
25. Line 24 should be less than or equal to line 14 in each column.
26. Line 29 should be less than or equal to line 1 in each column.
27. Line 30 should be less than or equal to line 29 in each column.
28. Line 30 should be less than or equal to line 5 in each column.
29. Line 30 should be less than or equal to line 3 in each column.
30. Line 31 should be less than or equal to the sum of lines 17 and 18 in each column.
31. Payroll figures should be rounded to the nearest thousands of dollars.

Edits SF 113G

1. Each line a in columns 2, 3, and 4 should equal the sum of lines b and c, i.e., $7a = 7b + 7c$.
2. Line 1a in columns 1, 2, 3 and 4 should equal the sum of lines 2a + 3a.
3. Line 1b in columns 1, 2, 3 and 4 should equal the sum of lines 2b + 3b.
4. Line 1c in columns 1, 2, 3 and 4 should equal the sum of lines 2c + 3c.
5. Line 3a should be less than line 2a.
6. Line 2a should be less than line 1a.
7. Line 3a should equal the sum of lines 4a, 5a, 6a, and 7a in each column.
8. Line 3b should equal the sum of lines 4b, 5b, 6b and 7b in each column.
9. Line 3c should equal the sum of lines 4c, 5c, 6c, and 7c in each column.

Those fields found in error will be asterisked to the left of the data on both the SF 113A and SF 113G reports.

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Chapter 298

Central Personnel Data File

370 DM Supplement 298- 1.1

Subchapter 1. CPDF File Quality

1.1 The Office of Personnel (PPM) will be responsible for insuring the quality of the Department's portion of the Central Personnel Data File (CPDF). To meet that responsibility the Division of Program Coordination and Evaluation, PPM will:

A. Insure current CPDF edits are made available to each payroll/personnel system in the Department.

B. Compare the monthly CPDF Overview report to the SF 113-A, Monthly Report of Federal Civilian Employment and notify the bureaus when variance exceeds acceptable limits (currently 3 percent).

C. Compare Departmental Personnel Data File (DPDF) Overview reports to the CPDF Overview reports and take corrective action when the variance exceeds 3 percent.

D. Analyze Transaction Feedback Reports received from the CPDF system and advise bureaus of problem areas indicated in the report.

E. Assist bureaus in processing error correction and reconciliation listings received from CPDF and resubmission of entire files when deemed appropriate.

1.2 Bureaus are responsible for:

A. Insuring data reported to CPDF is accurate and reliable.

B. Processing error registers and reconciliation listings within 10 working days of receipt.

C. Monitoring CPDF and SF 113-A data for consistency and taking corrective action when data appears faulty.

D. Notifying PPM whenever resubmission of an entire file is contemplated.

E. Submitting all requests for reconciliation listings through PPM for coordination with other bureau and Departmental requests.