

## PURPOSE

CPDF is an information system to support statistical analyses of Federal personnel management programs. It is not intended to be a Government-wide personnel accounting system.

## COMPOSITION

CPDF is composed of two primary data files:

The *Status File* documents the characteristics of employees at a specific point in time.

The *Dynamics File* documents personnel actions (e.g., appointments, promotions, separations, etc.) over a period of time.

Primary data files above are processed to create other files. For example:

*High Utility Extract (HUE) Files* – Subsets of the most often used data from the status and dynamics files.

*Longitudinal History File (LHF)* – Dynamics data sorted by social security number and effective date to create employment histories.

CPDF also contains a number of auxiliary files. For example:

*Name File* – Provides a link from social security number to name

*Personnel Office Identifier (POI) File* – Provides a link from POI code to information about that specific personnel office (i.e., mailing address, contact names, phone numbers, etc.).

## COVERAGE

CPDF coverage is limited to Federal civilian employees.

Executive Branch includes all agencies except the following:

Board of Governors of the Federal Reserve  
Central Intelligence Agency  
Defense Intelligence Agency  
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  
United States Postal Service  
White House Office

Other exclusions include:

Non-U.S. citizens in foreign countries  
Foreign Service employees at the Department of State (effective  
March 2006)  
Non-appropriated fund personnel  
Commissioned officers in the :  
Department of Commerce  
Department of Health and Human Services  
Department of Homeland Security  
Environmental Protection Agency

Legislative Branch coverage is limited to:  
Government Printing Office  
U.S. Tax Court  
Selected commissions

Judicial Branch is entirely excluded.

CPDF coverage has changed over time. Coverage in older files may differ slightly from coverage in more current files.

CPDF coverage can differ from that of other Office of Personnel Management (OPM) data sources.

## **SIGNIFICANT CHANGES**

Department of State

Beginning with their March 2006 status submission and April 2006 dynamics submission, the State Department stopped providing information on employees in the Foreign Service.

The Federal Bureau of Investigation (FBI)

Prior to FY2007, the FBI did not report any dynamics data and limited reporting of location information on status data to indicating whether the employee was inside or outside the DC area.

Beginning in FY2007, the FBI will report data to the CPDF like other agencies through its service provider. Under agreement with the FBI, their data is reported from CPDF in the same manner as before.

## **COLLECTION, EDITING, AND PRODUCTION OF CPDF STATUS AND DYNAMICS DATA**

With the exception of "generated" data elements, all status and dynamics data are submitted by agencies to OPM through their service providers. Generated data elements are created from one or more submitted data elements (e.g., Metropolitan Statistical Area is generated from Duty Location, a submitted data element).

Agency submissions are subjected to validity and relationship edits to ensure codes are valid and consistent with other related data elements (e.g., if pay plan is GS then grade must be 01-15). These edits can detect invalid data but not miscoded data (e.g., record shows grade of 11 but employee is actually grade 12).

Submissions that fail minimum acceptability requirements are rejected and must be resubmitted.

Values of individual data elements that fail the edits are replaced with asterisks to prevent invalid data from entering CPDF.

Agencies are kept informed of their edit failures and may submit corrections.

The Office of Personnel Management (OPM) may change data element values that are missing or invalid by matching to older files or making the values consistent with statistical assumptions. Alteration of agency submitted values are limited to situations where agency correction is not possible or feasible and failure to act would seriously undermine the usability of the data.

Submissions and their corrections are processed to produce quarterly (i.e., March, June, September and December) status and dynamics files.

Status files reflect employment at the end of a quarter but, for many agencies, may actually reflect employment at the end of the pay period just prior to the end of the quarter.

Dynamics files reflect all personnel actions occurring within a quarter but may be missing actions that appear in subsequent quarters because of late submission by the agencies.

Once a quarterly CPDF status or dynamics file is released for use it is no longer subject to correction.

## **ACCURACY**

CPDF accuracy is affected by:

Omissions (e.g., personnel action missing from dynamics file).

Duplications (e.g., employee with multiple records in status file).

CPDF has some safeguards against true duplication. What appears to be duplication may be valid as in the case of employees with multiple appointments?

Invalid data, which get re-coded to asterisks by the CPDF edits.

Miscoded data (e.g., record shows grade of 11 but employee is actually grade 12).

Accuracy varies from quarterly file to quarterly file, agency to agency, and data element to data element.

The Office of Personnel Management performs periodic surveys to examine CPDF accuracy by data element.

## **DATA ELEMENT INFORMATION**

Changes in organizations and personnel classifications over time require corresponding changes in the CPDF codes. These changes, which involve additions, deletions and/or re-definitions, can make tracking a consistent set of information over time difficult.

Some CPDF data are collected at the time of appointment and not routinely updated (e.g., education level may reflect a bachelor's degree at

the time of the employee's appointment but not the master's degree the employee subsequently earned.)

## **PAY**

All pay fields, except those for fee basis and piecework reflect annualized rates of pay. They do not reflect earnings which may include other forms of pay (e.g., overtime, shift differentials) or may be less than the annualized rate because of the employee's work schedule (i.e., less than full time non-seasonal) or individual circumstances (e.g., leave without pay).

Adjusted basic pay may be "capped" to reflect payable rather than scheduled rate of pay.

Basic pay and total pay are not "capped" and may exceed amount actually paid.

While most CPDF data elements have specific formatting requirements, some do not. This is particularly true for data elements in the auxiliary files which frequently reflect uncoded or agency defined values (e.g., although most names conform to a last name, first name format, there is no mandatory format).