

Appendix I: [Analytical Notes](#)

Appendix II: [Demographic Definitions](#)

Key definitions related to the following categories:

- Race/National Origin
- Occupation Category
- Supervisor Status
- Pay Plans

Appendix III: [Retirement Eligibility Requirements](#)

Eligibility requirements for the following types of retirements:

- Voluntary
- Disability
- Mandatory
- Early-Out
- In-Lieu-Of-Involuntary-Action

Appendix IV: [Central Personnel Data File Coverage](#)

Status file coverage for Executive, Legislative, and Judicial branches.

Appendix V: [Length of Eligibility Definition](#)

Appendix VI: [About the Central Personnel Data File \(CPDF\)](#)

Important information regarding the use of CPDF and its data:

- Purpose
- Composition
- Coverage
- Collection, Editing, and Production of CPDF Status and Dynamics Data
- Accuracy
- Data Element Information

A. The data source for all retirement statistics is the Office of Personnel Management's **Central Personnel Data File** (CPDF). CPDF **does not** contain all Federal employees. If you are not familiar with this file, please read the following information:

1. [Appendix IV](#)

CPDF Coverage

2. [Appendix VI](#)

About the CPDF (important information on the use of CPDF and its data)

B. There are four different ways to retire from Federal service:

1. **Mandatory**

Retirement taken because of a statute-driven maximum age.

2. **Disability**

Retirement made because of some kind of disability.

3. **Voluntary**

Minimum age/service combination as prescribed by law such that a person can retire at any point based on that age/service.

4. **Other Retirements**

Primarily "early-outs". Like voluntary retirements, these have minimum, but less stringent age/service requirements. Unlike voluntary retirements, these are granted only for a specific time period. When this period passes, so does the opportunity to retire.

C. We hope that these materials help with workforce planning.

Note:

We provide no statistics on potential retirement eligibility into the future. We believe that projections of likely retirements based on past attrition patterns are preferable and have devoted a section of this report to retirement projections and the methodology to make them. Projections indicate a gradual increase in retirements over the next five years. We limited these projections to five years to mitigate the risk of error.

D. There are many important issues to consider as you **interpret** these retirement statistics. We **strongly** suggest visiting the following:

1. [Appendix II](#)

Demographic Definitions (e.g. "minority" vs "non-minority", "white-collar" vs "blue-collar")

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D. There are many important issues to consider as you **interpret** these retirement statistics. We **strongly** suggest visiting the following:

2. [Appendix III](#)

Retirement Eligibility Requirements (e.g. voluntary, disability, mandatory, early-out)

3. [Appendix IV](#)

Central Personnel Data File (CPDF) Coverage

4. [Appendix V](#)

Length of Eligibility Definition

5. [Appendix VI](#)

About the CPDF (important information on the use of CPDF and its data)

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A. Race/National Origin

“Minority” is represented by Hispanics, Blacks, Native Americans, and Asians or Pacific Islanders. Persons belonging to each of these groups are identified as follows:

1. Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.

2. Black

A person having origins in any of the Black racial groups of Africa except persons of Mexican, Puerto Rican, Cuban, Central/South American, or other Spanish cultures or origins.

3. Native Americans

Persons who are American Indians or Alaskan natives.

4. Asians/Pacific Islanders

Persons of non-Hispanic origins in Puerto Rico and persons whose official duty stations are in Guam or Hawaii.

“Non-minority” is represented by only one group:

White

A person having origins in any of the origin peoples of Europe, North Africa or the Middle East, except persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

B. Occupation Category

White-Collar refers to retirees in one of the following occupation categories:

1. Professional

Requires knowledge in a field of science or learning characteristically acquired through education or training pertinent to the specialized field as distinguished from general education. The work of a professional occupation requires the exercise of discretion, judgment, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations, and to improve the data, materials, and methods.

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B. Occupation Category (Continued)**2. Administrative**

Involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge, principles, concepts, and practices applicable to one or more fields of administration or management. While these positions do not require specialized education majors, they do involve the types of skills (analytical, research, writing, judgment) typically gained through a college level general education or through progressively responsible experience.

3. Technical

Involves work that is non-routine in nature and is typically associated with, and in support of, a professional or administrative field. Such occupations involve extensive practical knowledge gained through on-the-job experience or specific training less than represented by college graduation. Work in these occupations may involve substantial elements of the professional or administrative field but require less competence in the field involved.

4. Clerical

Involves structured work in support of office, business, field, or fiscal operations; duties are performed in accordance with established policies, experience, or working knowledge related to the tasks to be performed.

5. Other White-Collar

Includes those miscellaneous occupations that do not fall into the above professional, administrative, technical, or clerical categories.

Blue-Collar occupations comprise the trades, crafts, and manual labor (unskilled, semi-skilled, or skilled), including foreman and supervisory positions entailing trade, craft, or laboring experience and knowledge as the paramount requirement.

C. Supervisor Status**1. Supervisors**

Requires the exercise of supervisory responsibilities that, at least, meet the minimum requirements for the application of the "Supervisory Grade Evaluation Guide" (SGEG) or similar standards of supervisory responsibilities. The position of manager must have the full range of managerial functions as delineated in the introductory section of the SGEG. All managerial positions as defined in the SGEG are supervisory in nature, but not all supervisory positions are managerial.

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C. Supervisor Status (Continued)

2. Non-Supervisors

These positions are non-supervisory and non-managerial in nature. However, positions may meet the definition of supervisor under 5 U.S.C. 7103(a)(10) but may not meet the minimum requirements for the application of the SGEG. Positions are also included which meet the minimum requirements for application of the “Work Leader Evaluation Guide” (WLEG) or meet similar requirements for leader responsibilities.

D. Pay Plans

General Schedule and Equivalent

Many pay plans that are used to compensate white-collar employees lack the General Schedule’s 15-grade structure, but – for reporting purposes only, have grades made equivalent to GS grades based on evaluations of duties and responsibilities. This equivalency is established for most Foreign Service, and VA physicians and dentists pay plans, and has been extended to GS-type graded positions in the Excepted Service. This particular demographic counts personnel compensated under the General Schedule as well.

A. **Voluntary**

1. Under both the Civil Service Retirement System (CSRS) **and** the Federal Employees Retirement System (FERS), Federal personnel can retire if they:

- (a) Are 55-59 years of age (CSRS) **or** have attained minimum retirement age (55-57, depending on year of birth) (FERS) **and**
- (b) Have 30 or more years of creditable service.

Or

- (a) Are 60-61 years of age **and**
- (b) Have 20 or more years of creditable service.

Or

- (a) Are 62 years of age or older **and**
- (b) Have 5 or more years of creditable service.

2. Under the Federal Employees Retirement System law only, Federal personnel can retire if they:

- (a) Have attained minimum retirement age (55-57, depending on year of birth) **and**
- (b) Have 10 or more years of creditable service.

3. Hazardous duty employees (law enforcers, firefighters) can retire voluntarily at age 50 with 20 years of creditable FERS or CSRS service. This is often referred to as 6(c) retirement.

B. **Disability**

Employees who have completed 5 years of creditable service under CSRS or 18 months of creditable FERS service and who the Office of Personnel Management finds to have become disabled can retire based on that disability.

Note: For this retirement, there is no minimum age requirement.

C. **Mandatory**

Under retirement law, air traffic controllers must retire at age 55 unless exempted by the Secretary of Transportation. These exempted employees must ultimately retire at age 62. Additionally, retirement law stipulates that hazardous duty employees must retire at

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age 55 or once they have completed 20 years of creditable service if over that age. Again, an agency may exempt these employees from that provision if the public interest so requires until the age of 60, when they must retire.

D. **Early-Out**

If the Office of Personnel Management determines that an agency is undergoing:

- (a) Major reduction-in-force (RIF)
- (b) Major reorganization, **or**
- (c) Transfer of function

Then, agency employees can retire under the “Early-Out” authority. Under this authority, employees can retire under either Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) if they:

- (a) Are 50-54 years of age **and**
- (b) Have at least 20 years of creditable service.

Or

- (a) Are 55-59 years of age **and**
- (b) Have between 20 and 29 years of creditable service.

Or

- (a) 49 years of age or less **and**
- (b) Have at least 25 years of creditable service under CSRS or FERS.

E. **In-Lieu-Of-Involuntary-Action (ILIA)**

The in-lieu-of-adverse-action retirements can be granted to employees involuntarily separated. To be eligible, employees must be at least 50 years old and have at least 20 years of service credited under CSRS or FERS.

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A. **Status File Coverage**

1. **Executive Branch** – includes all agencies **except** the following:

- Board of Governors of the Federal Reserve
- Central Intelligence Agency
- Defense Intelligence Agency
- National Imagery and Mapping Agency
- National Security Agencies
- Office of the Vice President
- Postal Rate Commission
- Tennessee Valley Authority
- United States Postal Service
- White House

Note: District of Columbia Government is not covered.

2. **Legislative Branch** – includes:

- Government Printing Office
- United States Tax Courts

Note: CPDF covers some smaller Legislative Branch agencies and commissions that are not listed.

3. **Judicial Branch** – entirely **excluded**.

Definitions and Sources

Appendix V

Length of Eligibility Definition

- A. Under the Civil Service Retirement System law, employees become eligible to retire when they meet specific age and length of service (LoS) requirements (e.g. age 55+, LoS 30+). Based on these specific requirements, length of eligibility (LoE) can be determined.

The “LoE” is the length of service performed between the time a person first becomes eligible to retire and when that person actually does retire.

Central Personnel Data File (CPDF) Coverage

A. **Purpose**

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

B. **Composition**

1. CPDF is composed of two primary data files:

(a) **Status File**

Documents the characteristics of employees at a specific point in time.

(b) **Dynamics File**

Documents personnel actions (e.g., appointments, promotions, separations, etc.) over a period of time.

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

(a) **High Utility Extract (HUE) Files**

Subsets of the most often used data from the status and dynamics files.

(b) **Longitudinal History File (LHF)**

Dynamics data sorted by social security number and effective date to create employment histories.

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

(a) **Name File**

Provides a link from social security number to name.

(b) **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.)

C. **Coverage**

1. CPDF coverage is limited to Federal civilian employees.

2. **Executive Branch** includes all agencies **except** the following:

- Board of Governors of the Federal Reserve
- Central Intelligence Agency

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- Defense Intelligence Agency

C. Coverage

2. **Executive Branch** includes all agencies **except** the following:

- National Imagery and Mapping Agency
- National Security Agencies
- Office of the Vice President
- Postal Rate Commission
- Tennessee Valley Authority
- United States Postal Service
- White House

(a) Other **exclusions** include:

- Public Health Services' Commissioned Officer Corps
- Nonappropriated fund employees and foreign nationals overseas

(b) Federal Bureau of Investigations (FBI) coverage is **limited**:

- FBI does not provide dynamics data.
- FBI provides status data but does not report duty location for employees outside the District of Columbia.

3. **Legislative Branch** coverage is limited to:

- Government Printing Office
- U.S. Tax Court, **and**
- Selected commissions.

4. **Judicial Branch** is entirely excluded.

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

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

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Central Personnel Data File (CPDF) Coverage

D. [Collection, Editing, and Production of CPDF Status and Dynamics Data](#)

1. With the exception of "generated" data elements, all status and dynamics data are submitted by the agencies from their own separate personnel systems. 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).
2. 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.
3. Submissions and their corrections are processed to produce **quarterly** (i.e., March, June, September and December) **status** and **dynamics** files.
 - (a) **Status files**

Reflects 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.
 - (b) **Dynamics files**

Reflects all personnel actions occurring within a quarter but may be missing actions that appear in subsequent quarters because of late submission by the agencies.
4. Once a quarterly CPDF status or dynamics file is released for use it is no longer subject to correction.

D. [Accuracy](#)

1. CPDF accuracy is affected by:
 - (a) Omissions (e.g., personnel action missing from dynamics file).
 - (b) Duplications (e.g., employee with multiple records in status file).

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Central Personnel Data File (CPDF) Coverage

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

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

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

E. **Accuracy**

2. Accuracy varies from quarterly file to quarterly file, agency to agency, and data element to data element.
3. The Office of Personnel Management (OPM) performs periodic surveys to examine CPDF accuracy by data element.

F. **Data Element Information**

1. 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.

2. 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.)

3. **Pay**

(a) 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).

(b) Adjusted basic pay

May be "capped" to reflect payable rather than scheduled rate of pay.

(c) Basic pay and total pay

Not "capped" and may exceed amount actually paid.

4. 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).

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