

EHRI RD

Enterprise Human Resources Integration
Retirement Data Initiative

Guide to Retirement Data Validations

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Revision Sheet

Release Number	Date	Revision Description
0.01	01/25/2010	Draft version of the Guide to Retirement Data Validations (GRDV) for review and comment.
0.02	03/18/2010	<p>General</p> <ul style="list-style-type: none"> • Applicant fields have been removed from Individual Validation Section 6. • Individual, Relational, and Integration validations that are not applicable to the triggers addressed in the GRDV v0.02 (Transfer, Separation, FERS Election, and Reemployed Annuitant) have been removed <p>Incorporated comments received from SSCs</p> <ul style="list-style-type: none"> • Added clarifying text to sections 2.2.1, 2.2.2, and 2.3 • General text updates to sections 1.4, 1.7, 2.2, 2.4.1, and 3.1.1 <p>Updated validations</p> <ul style="list-style-type: none"> • 02001.0, 05002.0, 11001.0, 11002.0, 12004.0 • Added validation 15002.0 to Section 7
1.0	04/08/2010	<p>Version 1.0 of the GRDV submitted to OPM for approval.</p> <p>Incorporated comments received from SSCs</p> <ul style="list-style-type: none"> • Added Section 3.4.6: Severity Levels and Priority Levels <p>Updated validations</p> <ul style="list-style-type: none"> • Individual: 1, 20, 87, 88, 246, 292, and 339 • Relational & Integration: 02001.0, 02002.0, 02003.0, 02005.0, 02006.0, 04001.0, 06001.0, 06002.0, 06003.0, 06003.1, 06003.2, 07002.0, 08001.0, 09001.0, 09002.0, 11006.0, 12003.0, and 12004.0 • Added validation 381 • Removed validations 2, 5, 6, 9, 41, 42, 47, 49, 51, 63, 65, 67, 80, 81, 87, 88, 110, 241, 242, 250, 255, 257, 263, 264, 267, 278, 279, 280, 283, 290, 292, 300, 304, 310, 311, 332-339, 381, 09004.0 and 09005.0
2.0	02/2012	<p>Updated GRDV text to reflect changes in the Program's terminology</p> <ul style="list-style-type: none"> • Data Viewer updated to Retirement Data Quality Assurance User Interface (DQAUI) • Removed references to Online Cleansing Tool • RSM Data effort was updated to Enterprise Human Resources Integration Retirement Data (EHRI RD) Initiative • Removed references to the Reemployed Annuitant (RAR) Feed <p>Removed Section 3.1.1 – Common Data Concept Periods of Service</p> <p>Updated Section 3.2 – Severity Levels</p> <ul style="list-style-type: none"> • Revised examples of severity levels <p>Updated Section 3.5 - Cascading validations</p> <ul style="list-style-type: none"> • Removed examples of cascading logic • Revised concept <p>Updated Section 4 - Schema validations</p> <ul style="list-style-type: none"> • Added SSR data feed requirements <p>Updated Section 5 – Individual validations</p> <ul style="list-style-type: none"> • Added concept of checking for presence and valid values • Separated validations into “a” and “b” validations • Removed the following individual validations because these indicator values are checked for validity as part of schema-compliance: <ul style="list-style-type: none"> ○ 00034b, Direct Deposit Indicator ○ 00107b, Duty Status Indicator for Disability Purposes ○ 00108b, Special Technician Disability Indicator ○ 00110b, Indian Tribal Organization Assignment Indicator ○ 00250b, Additional Pay Status (APS) Indicator ○ 00264b, Retirement Designation of Beneficiary Indicator ○ 00267b, Government Claim Indicator ○ 00278b, Elected Retirement Contributions Indicator ○ 00279b, Elected Health Insurance Contributions Indicator

Release Number	Date	Revision Description
		<ul style="list-style-type: none"> ○ 00280b, Elected Life Insurance Contributions Indicator ○ 00285b, Military Service Deposit Election Indicator ○ 00290b, Military Service Deposit USERRA Indicator ○ 00304b, FEHB Temporary Employee Indicator ○ 00339b, Voluntary Separation Incentive Payment (VSIP) Indicator ○ 00381b, National Guard Military Service Indicator ○ 00382b, Terminal or Life Threatening Priority Indicator ○ 00383b, Child Support Court Order Indicator <p>Updated Section 6 – Relational validations</p> <ul style="list-style-type: none"> ● Added audience section to all validations ● Added GWT columns to all validations ● Extensive content revisions of all validations <ul style="list-style-type: none"> ○ Added validations <ul style="list-style-type: none"> ▪ 01001 ▪ 02009 ▪ 05001 ▪ 08005 ▪ 09011 ▪ 11006 ▪ 13006 ▪ 13007 ▪ 13008 ▪ 13009 ▪ 13010 <p>Removed Section 7 – Conclusion Removed Section 8 – Integration validations Added Appendix A – Relational validations Added Appendix B – Nature of Action Codes Referenced Added Appendix C – Repeated Validation Concepts</p>

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1 General Information

1.1 Objective

The Office of Personnel Management (OPM) is responsible for the administration of the two primary Federal Retirement Programs covering more than 2.9 million active employees and 2.4 million annuitants who are eligible for retirement benefits under the Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS). OPM initiated the Enterprise Human Resources Integration Retirement Data (EHRI RD) initiative as a strategic program to standardize and automate retirement data collection using modern technology to help ensure retirees and annuitants are paid accurately.

OPM's strategic priorities for this initiative are to modernize the retirement system to upgrade mission-critical legacy systems supporting the retirement process; migrate from a paper-based environment to an electronic system of retirement data management; and improve retirement processing and post-retirement processing efficiency.

1.2 Scope

A key component of the EHRI Retirement Data initiative is to provide an electronic exchange of standardized retirement data needed to process retirements for Federal employees in a timely and accurate manner. OPM has collaborated with internal Subject Matter Experts (SMEs), external Shared Service Centers (SSCs), and Agency representatives to identify the most appropriate data to support this standard. As a result, the Guide to Retirement Data Reporting (GRDR) version 4.0 was published on June 30, 2010. Version 4.0 is available on the OPM website at: www.opm.gov/feddata/grdr. [Version 5.0](#) is currently under review.

The GRDR defines OPM's newly developed standard for submitting retirement-relevant data. This data will be used primarily for centralized collection and review. However, over time this retirement data repository is intended to support three goals:

1. Become the authoritative source of retirement data used to feed OPM's retirement calculator
2. Provide a centralized location for Agencies to securely review retirement data for appropriate employees (permission-based)
3. Replace paper submissions of Individual Retirement Records (IRRs)

The Guide to Retirement Data Validations (GRDV) document serves as a companion document to the GRDR. The GRDV document describes the concept of and need for data validation, provides general information about how the validations are structured,

and then details the requirements of each specific validation against the reporting standard outlined in the GRDR.

As new validations are created, tested, and verified, new versions of the GRDV will be released. This version of the document contains individual and relational data validations for the Electronic Retirement Record (ERR) schema. As the document evolves, individual and relational data validations for Summary of Service Record (SSR) schema will be included, in addition to integration data validations for the two schemas.

Similar to the GRDR, this guide extends to all Title 5 employees as well as non-Title 5 organizations such as the United States Postal Service (USPS), the Intelligence Community, and Legislative and Judicial branch employees. OPM will work individually with those smaller organizations that do not use an external data provider as well as those groups using a commercial supplier.

For the purposes of this document “provider” or “data provider” can indicate any retirement data source – agency, SSC, or otherwise.

1.3 Data Validation

1.3.1 Validation in Current Retirement Processing

Currently, data validation in retirement processing is entirely manual. Agencies and SSCs submit retirement-related paper records to OPM at specific employee milestones, such as separation, transfer, retirement, and FERS election. While the supporting content is produced by the employee’s agency, the paper retirement record itself is created, approved, printed, and mailed by the agency’s SSC. The hard copy is filed with any previous documentation submitted for the employee at the OPM Retirement Operations Center in Boyers, PA.

Barring exceptions, this retirement record is not reviewed until the employee applies for retirement. The time elapsed between two triggering events such as transfer and retirement can be substantial. This delay in reviewing can lead to issues at retirement. Once an employee’s retirement package is submitted to OPM, an OPM Legal Administrative Specialist (LAS) reviews and validates each retirement record and other related supporting documentation as part of adjudicating the individual’s retirement case. Any issues with the historical records would not be identified until retirement.

Delays in identifying issues with records often causes delays in issue resolution. One of the challenges presented is a lack of context within the original agency due to personnel changes over time. For example, the original agency personnel may not be available and historical data may be lost. As research increases in complexity, so does the length of time spent on any resulting adjustments leading to delays to the individual’s final annuity calculation and disbursement.

1.3.2 Automating Retirement Data Validation

The GRDV explains the data validations used to verify the validity and quality of retirement-relevant data received from providers. Data validations are the initial method for evaluating retirement data submitted to OPM via the ERR. These data validations are intended to automate, to the extent possible, the manual review process currently applied to paper files submitted to OPM. Data validations will identify potential issues immediately upon data receipt, as opposed to the current process of waiting until retirement data is used for the adjudication of retirement benefits. These data validations will be applied whenever OPM receives a submission from a data provider. The results will be available as a report of data validation failures. Multiple reports can be produced to meet the differing needs of the data providers.

As the data validations identify potentially incorrect or invalid data, data validation errors are available for providers to review. The mechanics of how providers resolve data validation errors will vary, but in general, the process involves researching the issue, applying a correction or update, and then submitting the updated record to OPM. In cases where the initial data is correct, OPM will use that feedback to refine the appropriate data validations.

1.4 Reporting Requirements

The Office of Personnel Management's authority to prescribe Federal retirement data standards is based on:

United States Code: Chapters 83, 84, 87, 89, and 90.

Code of Federal Regulations: Parts 831, 837, 839, 841, 842, 843, 844, 845, 846, 847, 870, 875, 880, 890, 892, and 894.

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Table 1: Contact Information

1.6 Document Overview

The Guide to Retirement Data Validations is divided into the following sections:

[Retirement Data Validations Overview](#): Provides a high level summary of the overall data validations process.

[Retirement Data Validation Details](#): Provides a detailed view of the data processing feed, file formats, and other processing details.

[Schema Validations](#): Describes data elements required by the Retirement Data XML schema.

[Individual Validations](#): Describes individual validations applied to retirement data within the Retirement Data Repository.

[Relational Validations](#): An overview of the relational validations applied to retirement data within the Retirement Data Repository.

[Appendix A – Relational Validations](#): Details of the relational validations applied to retirement data.

[Appendix B – Nature of Action Codes Referenced](#): Lists the Nature of Action Codes tables referenced in Appendix A.

[Appendix C – Repeated Validation Concepts](#): Describes validation concepts repeated throughout Appendix A.

2 Retirement Data Validations Overview

2.1 Data Validations Defined

Data validations are the primary method for testing all retirement data submitted to OPM. Data validations are checks used to identify missing or invalid data and highlight potential issues. A data validation may verify the presence of a required data element, the validity of a data element that only allows preset values, or verify a particular business scenario. This analysis and any resulting corrections are critical components in turning retirement-relevant data into retirement-calculation ready data.

2.2 Creating the Data Validations

The data validations in this document were developed by consulting with OPM SMEs to target issues encountered by adjudicators. Eventually, these data validations will automate the review and inspection process adjudicators follow to identify issues or concerns that require *development*. Development means that manual intervention is needed to verify the accuracy and completeness of retirement data before using it to determine a retirement benefit. With this goal in mind, the more common and problematic issues were identified first during the validation creation process. As OPM receives more test submissions from providers and the SMEs review the test records, more data validations will be added and existing data validations may be refined.

2.3 Data Validation Usage

Validations will be applied at employee milestones where retirement-relevant data is submitted to OPM as dictated in the GRDR. By running the validations at these milestone events prior to an employee's actual retirement date there is the opportunity to identify and correct issues well in advance of retirement benefits adjudication. Invalid or questionable data can be reviewed and either corrected or verified for future use. Reducing the time spent addressing questions and issues with an employee's prior service will decrease the amount of time necessary to process their retirement application. See [Section 2.5](#) for additional benefits.

2.4 Data Validation Results

Data validation results are tracked by record and can be aggregated to support reports for various audiences, such as Agencies, SSCs, and OPM. With the data validation results, OPM aims to achieve three goals:

1. Identify potential problems with retirement-relevant data before retirement processing
2. Identify trends to recognize large-scale processing errors, training opportunities, or areas requiring attention during adjudication

3. Increase understanding of the business rules related to Federal retirement processing

2.5 Data Validation Benefits

Automating the data validation process benefits both providers and OPM. Key benefits include prompt identification of issues, data quality improvements, automated reporting and analysis capabilities, and increased standardization.

Validations will be applied whenever data is submitted to OPM, providing the capability for immediate feedback on the quality of the content. Understanding where issues exist should speed up their resolution because associated personnel are most likely still available to assist in their resolution.

The GRDV provides all organizations participating in the EHRI RD initiative access to data validations applied to retirement data submissions. This allows data providers the option of incorporating the validations within their own systems prior to sending data to OPM. Verifying data before transmission can improve data quality as well as assist data providers in identifying internal challenge areas.

OPM plans to create standard reports for providers to summarize the results of the data validations. Data providers will be able to understand problem areas and will receive immediate notification about which records were rejected by the Retirement Data Repository (RDR). As data submissions become more routine, OPM will be able to support trend analysis to identify where challenges are regularly occurring as well as the organizations with exemplary content.

3 Retirement Data Validation Details

The data validations in this document were developed with input from internal OPM SMEs and external resources. The validations are organized by type, severity level, and validation concept. Validations relate back to the ERR specifications referenced in the GRDR.

3.1 Types of Validations

There are four types of validations used within the EHRI RD initiative: schema, individual, relational, and integration validations.

3.1.1 Schema Validations

Schema validations check for the presence of required data elements at the time XML data is loaded into the RDR. If a record is missing one or more of the schema-required data elements it will be rejected, which means the entire Data Transfer Package (DTP) will not be loaded into the RDR. Data providers have the option of grouping many retirement records together into one DTP before sending it to OPM. It is expected that as electronic retirement processing improves over time and providers demonstrate their ability to provide certain data elements, the number of schema-required data elements will increase. A listing of schema-required data elements is provided in [Section 4](#). For additional details on the DTP and XML schema validation, refer to the GRDR.

3.1.2 Individual Validations

Individual validations validate a single data element. All individual validations either verify that a specific data element is provided as required by the GRDR or check that the data element provided is one of the accepted valid values, if specified in the GRDR. Presence and validity checks are defined under [Section 5.1 and Section 5.2](#). Additional details on individual validations are provided in [Section 5](#).

3.1.3 Relational Validations

The logic of relational validations is not limited to a single data element as is the case for an individual validation. However, relational validations only compare data elements within a single ERR. At the highest level, relational validations either implement business rule checks on multiple data elements, or reference other data elements to check the presence or validity of a given data element. Further details on relational validations are provided in [Section 6](#).

3.1.4 Integration Validations

Integration validations compare data elements and business rules across more than one ERR. Integration validations only check for issues across multiple periods of service, not within a single period of service. Integration validations are only applied when an individual has multiple periods of service to compare. Version 2.0 of the GRDV does not

contain any integration validations, but integration validations will be added in a subsequent version of the guidance.

3.2 Severity Levels

Each validation is assigned a severity level to help data providers prioritize issues identified in a data submission. OPM recommends that data providers address issues in order of severity: Critical, High, Medium, and then Low. The associated severity level will display with each validation in any reports produced to assess the quality of the data provided.

Severity levels are assigned to presence and validity checks based on the priority of the data element in the GRDR. (Refer to [Section 3.3](#) for more detail on presence and validity checks.) Since all individual validations are either a presence or validity check, this is the method for determining the severity of all individual validations. In general, an ERR priority level of 1, 2, and 3 in the GRDR corresponds with a severity level of 2–High, 3–Medium, and 4–Low, respectively. [Table 2](#) describes the validations associated with each severity level and exceptions to this format. Relational validations are assigned severity levels based on the business impact specific to retirement processing.

No.	Severity Level	Description
1	Critical	<ul style="list-style-type: none"> Validations checking for a valid value in a schema-required data element (priority 1 in the GRDR). Validations assessing a group of data elements to ensure that the expected business relationships, critical to OPMs ability to compute an annuity, exist.
2	High	<ul style="list-style-type: none"> Validations checking for the presence or valid value of a data element that is required on the ERR (priority 1 in the GRDR), but not enforced by the current schema. Validations checking the validity and presence of conditionally required elements (priority 2 in the GRDR) required under circumstances that can be verified using other data elements in the same ERR. <ul style="list-style-type: none"> Does <i>not</i> include conditionally required elements OPM requests <u>only</u> when the provider knows the value. Does <i>not</i> include conditionally required elements that cannot be validated for accuracy using other data elements in the same ERR. Validations assessing a group of data elements to ensure that the expected business relationships, significant to OPMs ability to compute an annuity, exist.
3	Medium	<ul style="list-style-type: none"> Validations checking conditionally required (priority 2 in the GRDR) data elements OPM requests <u>only</u> when the provider knows the value. Validations checking conditionally required data elements that cannot be validated for accuracy using other data elements in the same ERR. <ul style="list-style-type: none"> Does not include validations checking the validity and presence of conditionally required elements (priority 2 in the GRDR) required under circumstances that can be verified using other data elements in the same ERR. Validations assessing a group of data elements to ensure that the expected business relationships, that could impact OPMs ability to compute an annuity, exist.

No.	Severity Level	Description
4	Low	<ul style="list-style-type: none"> • A validation checking the validity of a data element that is optional (priority 3 in the GRDR). • Validations assessing a group of data elements to ensure that the expected business relationships exist. These validations identify inconsistencies that are not likely to be critical to OPMs ability to process the case or that might be explainable under certain circumstances.

Table 2: Severity Level Descriptions

3.3 Validation Numbering

Validations are organized using validation concepts that are similar to the data concepts found in the GRDR. The first two digits of the validation number indicate the validation concept and the next three digits are a unique identifying number. For individual validations the next three digits represent the data dictionary number in the GRDR of the associated data element. For all other series (01-15), the next three digits is a unique, sequential number. For example, 06001 indicates the validation concept “06” for FERS Election and “001” indicates that it is the first validation in the series. Each series and validation concept used in GRDV version 2.0 is defined below in [Table 3](#).

Series	Validation Concept
00000	Individual Validations
01000	Retroactive Adjustment
02000	Deduction
03000	Disability
04000	Earnings
05000	Employee
06000	FERS Election
07000	Insurance
08000	Leave Without Pay
09000	Military Service
10000	Position
11000	Pay
12000	Retirement Plan
13000	Service History
14000	Special Population
15000	Work Schedule

Table 3: Validation Series and Concept

When a validation number is appended with an “a” or a “b,” this indicates that the validation is checking for presence or validity, respectively. The “a” validation checks for presence of the data element that is required (individual validations) or conditionally required (relational validations). The “b” validation checks that the data element provided

is an accepted valid value (individual validations). In some cases, values are valid only within a given date range. Validations checking for presence and validity enforce the data standard defined in the GRDR and over time may be included in the schema definition.

3.4 Example Validations by Severity Level

This section has examples of individual and relational data validations with the different severity levels described in [Section 3.2](#). [Figure 1](#) below depicts an abbreviated ERR for a transfer. [Figure 2](#) depicts an abbreviated ERR for a retirement. Both sample ERRs are needed to demonstrate each individual and relational data validation of differing severity level described in [Section 3.2](#).

ERR for Transfer

Summary

Service Period: DoD – Transfer (1990-1995)

- 1 • SSN = 900-44-1234
- 3 • Date Deductions Began is not reported
- 6 • Gaining Agency Subelement Code = TD33

Service History Detail

Service Actions: 1990-1995

- Retirement Plan Code = K (FERS service)
- Service Action
 - Gen Adj NOA = 894; NOA eff date = 06/05/1992
 - Retirement Creditable Adjusted Basic Pay Rate = 34,500
- 8 • Service Action
 - Reg WRI NOA = 893; NOA eff date = 12/07/1993
 - Retirement Creditable Adjusted Basic Pay Rate = 45,850
- Service Action
 - LWOP NOA = 460; NOA eff date: 02/10/1994

Fiscal Record Detail

Fiscal Details: 1990-1995

- 5 • No LWOP fiscal details reported in 1994

Figure 1: ERR for Transfer

ERR for At Retirement

Summary

Service Period: FAA – At-Retirement (1995-2015)

- 7 • Previous SSN = 905-65-6565
- 9 • Citizenship Country Code = USB
- Statutory Provision for Retirement = 8425(a)
- 2 • Date of Birth = 10/23/1960

Service History Detail

Service Actions: 1995-2015

- Retirement Plan Code = K (FERS service)
- Service Action
 - Gen Adj NOA = 894; NOA eff date = 08/05/2007
 - Retirement Creditable Adjusted Basic Pay Rate = 55,743
- 10 • Service Action
 - Promotion NOA = 701; NOA eff date: 08/10/2008
 - Retirement Creditable Adjusted Basic Pay Rate = 73,500
- Service Action
 - Retirement NOA = 300; NOA eff date: 03/13/2015

Fiscal Record Detail

Fiscal Details: 1995-2015

- Military Deposit Paid for Absent – Uniformed Services in 2011
- 4 • Mil Svc Branch Type Code = 15

Figure 2: ERR for Retirement

[Table 4](#) below explains the validations in the context of the two separate ERRs in [Figure 1](#) and [Figure 2](#).

Ex #	Validation #	Title	DD Elements Used	Severity	Type	Error Message	Notes
Critical severity							
1	00003b	Social Security Number	<ul style="list-style-type: none"> ▪ Social Security Number 	1 - Critical	Individual	The value for Social Security Number (900-44-1234) is invalid.	Positions 1 through 3 of SSN must be greater than 000 and less than 900.
2	13004	Date of Birth Plus Minimum Age Requirement Is After Retirement Date	<ul style="list-style-type: none"> ▪ Date of Birth ▪ Nature of Action Code ▪ Nature of Action Effective Date ▪ Statutory Provision for Retirement 	1 - Critical	Relational	The amount of time between the employee's date of birth, 10/23/1960, and the effective date of the retirement service action, 300 (RETIREMENT--MANDATORY) on 03/13/2015, does not leave enough time for the employee to reach the minimum age requirement associated with the reported statutory provision for retirement 8425(a).	Validation 13004 generates an error message because the difference between the Retirement NOA effective date (03/13/2015) and the Date of Birth (10/23/1960), 54 years, is less than the Statutory Provision for Retirement's (8425(a)) minimum retirement age requirement of 56. 8425(a) has a minimum age of 56 with 20 years of service (Air Traffic Controller).
High severity							
3	00257a	Date Deductions Began	<ul style="list-style-type: none"> ▪ Date Deductions Began 	2 - High	Individual	The Date Deductions Began is required and was not provided.	The Date Deductions Began is required on the ERR. Because it is not reported, validation 00257a generates an error message.
4	00085b	Military Service Branch Type Code	<ul style="list-style-type: none"> ▪ Military Service Branch Type Code 	2 - High	Individual	The value for Military Service Branch Type Code (15) is invalid.	Absent-Uniformed Services (AUS) is reported in 2011 with corresponding Military Service Deposit Payment information. Validation 00085b determines that the Military Service Branch Type Code provided (15) is invalid. Military Service Branch Type Code is required when military service is reported. If Military Service Branch Type Code is provided, validation 00085b checks for valid values.
5	08002	Non-Pay or Non-Duty Status Action Reported in Service History Without Corresponding LWOP Details in the Fiscal Record	<ul style="list-style-type: none"> ▪ LWOP Hours Per Year ▪ LWOP Type Code ▪ Nature of Action Code ▪ Nature of Action Effective Date ▪ Total Retirement Creditable Basic Pay Rate 	2 - High	Relational	Leave Without Pay (action 460) is reported on 02/10/1994, but LWOP information is not reported in the Fiscal History of 1994. LWOP Type Code, LWOP Hours Per Year, and Total Retirement Creditable Basic Pay Rate should be reported in the Fiscal History.	Validation 08002 generates an error message because a Leave Without Pay (LWOP) service action is processed in 1994, but no corresponding LWOP details are reported in that summary year's fiscal details.
Medium severity							
6	00082b	Gaining Agency Subelement Code	<ul style="list-style-type: none"> ▪ Gaining Agency Subelement Code 	3 - Medium	Individual	The value for Gaining Agency Subelement Code (TD33) is invalid.	Valid values for AGENCY/SUBELEMENT are found in the GPDS (Title 5 Agencies). The valid code for the Federal Aviation Administration is TD03.
7	00014b	Previous Social Security Number	<ul style="list-style-type: none"> ▪ Previous Social Security Number 	3 - Medium	Individual	The value for Previous Social Security Number (905-65-6565) is invalid.	Positions 1 through 3 of Previous SSN must be greater than 000 and less than 900.

Ex #	Validation #	Title	DD Elements Used	Severity	Type	Error Message	Notes
8	11003	Retirement Creditable Adjusted Basic Pay Rate Increases by 30% or More Between Service Actions <i>Without</i> a Possible Explanation	<ul style="list-style-type: none"> ▪ Nature of Action Code ▪ Nature of Action Effective Date ▪ Retirement Creditable Adjusted Basic Pay Rate 	3 - Medium	Relational	Retirement Creditable Adjusted Basic Pay Rate 34,500 recorded on 06/05/1992 increased by 30% or more to 45,850 on 12/07/1993. This increase cannot be explained by change in duty station or a promotion.	Validation 11003 generates an error message because pay increased 30% or more from 1992 to 1993. There is no change in Duty Station or Promotion NOA code to explain this increase.
Low severity							
9	00020b	Citizenship Country Code	<ul style="list-style-type: none"> ▪ Citizenship Country Code 	4 - Low	Individual	The value for Citizenship Country Code (USB) is invalid.	For valid values, reference Appendix A in the Guide to Human Resources Reporting (GHRR).
10	11004	Retirement Creditable Adjusted Basic Pay Rate Increases by 30% or More Between Service Actions <i>With</i> a Possible Explanation	<ul style="list-style-type: none"> ▪ Nature of Action Code ▪ Nature of Action Effective Date ▪ Retirement Creditable Adjusted Basic Pay Rate 	4 - Low	Relational	<p>Retirement Creditable Adjusted Basic Pay Rate 55,743 recorded on 08/05/2007 increased by 30% or more to 73,500 on 08/10/2008. This may be explained by the following:</p> <p>The individual was promoted. Refer to action 701 (Promotion) on 08/10/2008.</p>	Validation 11004 generates an error message, but a promotion NOA code is found that may explain the increase in Adjusted Basic Pay Rate.

Table 4: Example Validations

3.5 Cascading Validations

As data validations are implemented in the RDR, OPM plans to prevent a cascading or domino effect of data validation errors. Relational data validations are intended to highlight areas in the submitted retirement data that seem erroneous or suspicious, but OPM recognizes that this type of validation relies on the accuracy of the individual data elements used in order for it to be meaningful. In theory, OPM does not want an invalid data element to cause errors in other data validations that rely on it. However, in practice, due to the intricate structure of the retirement data, it is unlikely that all potential occurrences of the cascading error effect will be prevented. OPM understands the need to reduce the amount of errors generated related to the same issue and intends to limit the effect of cascading errors, to the extent possible.

4 Schema Validations

Schema validations are the most basic of all the validation types, and occur prior to any other validation types. Before loading data into the RDR, the structure of the schema is confirmed. The record must provide the expected data types and layout, and it must include the schema required data elements. A valid Record Type must be provided as well. If schema compliance fails, then the data is not loaded into the RDR.

For the two different Retirement Data XML schemas, there are different required data elements:

1. The first schema is the Electronic Retirement Record (ERR). The ERR data elements should be provided whenever an employee separates, transfers to another Agency, transfers Payroll Providers, makes a FERS election, retires, dies while in service, or applies for a disability retirement, as applicable and based on guidance from the GRDR.
2. The second schema is the Summary of Service Record (SSR). The SSR serves a different purpose than the ERR which is why OPM developed distinct reporting requirements and XML schema definition for this feed. The Summary of Service Record is essentially the Agency sections of the Application for Immediate Retirement (SF 2801 / SF 3107).

There are currently 21 and 14 data elements designated as schema required on the Electronic Retirement Record (ERR) and Summary of Service Record (SSR) schemas, respectively. An X in the columns in [Table 5](#) below indicates that an element is required for each schema.

DD #	Data Element Name	ERR	SSR
1	Record Type Code	X	
2	Record Identifier (ID)	X	X
3	Social Security Number	X	X
5	Name Family	X	X
6	Name Given	X	X
9	Date of Birth	X	X
39	Agency Subelement Code	X	X
47	Payroll Office Number	X	
48	Human Resource (HR) Data Provider Code	X	X
49	Nature of Action Effective Date	X	
50	Nature of Action Code	X	
65	Summary Year	X	
243	Total Retirement Creditable Basic Pay Rate	X	
249	Retirement Creditable Earnings	X	
255	Cumulative Salary Deduction Amount	X	
262	Retirement Plan Code	X	X
332	Certified Date	X	X
333	Certified By	X	X
334	Certifier Title	X	X
364	Agency Code		X
365	Service Start Date		X
366	Service End Date		X
404	Submitting Agency Subelement Code	X	
405	Submitting Personnel Office Identifier	X	

Table 5: Schema Required Data Elements

5 Individual Validations

Individual validations will be applied against specific data elements whenever retirement data is submitted to OPM. Individual validations are presented below in [Table 6](#) in tabular format using column headers as described in the table below. The listed validations apply to the ERR schema only. Individual validations for the SSR schema will be included in future versions of the GRDV.

Column	Description
DD #	Data dictionary number of the data element found in the GRDR.
Validation #	Validation number used to identify the individual validations. A letter “a” or “b” will be appended to the end of the number to signify if the validation is a) checking for presence or b) checking for valid values as dictated by the GRDR.
Severity	Each validation, regardless of type, is assigned a severity level to assist in prioritizing the resolution of issues that are identified within the data. The severity levels may vary for Individual validations due to the differing requirements of each data feed. In general, Data elements with Priority 1, 2, and 3 are assigned a severity of 2-High, 3-Medium, and 4-Low, respectively. Severity levels will display with the validations within the Data Quality Assurance User Interface as well as with any reports produced for data providers. Severity values: 1-Critical, 2-High, 3-Medium, and 4-Low.
Data Element Name	Name of the specific data element being evaluated. Corresponds with the GRDR.
Feed Trigger (Priority)	The event that triggers the retirement feed being sent to OPM. A Priority listed in the column indicates that the retirement data element is needed in the retirement feed for the trigger event. Priority values: 1 (Required), 2 (Conditionally Required), and 3 (Optional)
Valid Values	Provides a list of the valid values or a reference to where the valid values can be found.

Table 6: Individual Validation Layout

All individual validations can be categorized as either a presence check or a validity check as defined in [Section 3.3](#).

5.1 Individual Validations Checking for Presence

Data elements in [Table 7](#) below are required for one or more triggers of the ERR and ensure that the required data element is included in the record. For example, validation 00026a verifies the presence of data element 26, which is State Code. If a value is provided for State Code, even if the value is invalid, it will pass the “a” validation because it only checks for presence. Currently, these presence individual validations will not warn or fail a record when a data element is populated and it is not required for the particular trigger.

Since the data elements listed in [Table 7](#) are required on one or more triggers (priority 1), their Severity will be 2-High. ERR schema required data elements are not included in this table because their presence is checked when the ERR is evaluated for schema compliance, which occurs prior to running the data validations. All schema required elements must be provided in the data feed before individual validations are run.

When a data element is not required for all ERR triggers, the presence individual validation must reference the Record Type Code (DD #1) to ensure presence is only checked for the appropriate triggers. Because the presence and validity of Record Type Code is enforced by the schema, it will not impact the individual presence validations that reference it. The exception is when a valid value is used incorrectly; for example, the ERR is for a separation, but the transfer (“02”) Record Type Code is provided.

DD #	Validation #	Severity	Data Element Name	Error Message	Feed Priority					
					Transfer	Separation	FERS Election	Preliminary Disability	At-Retirement	Death-in-Service
22	00022a	2 – High	Address Line 1	Address Line 1 is required and was not provided.					1	
25	00025a	2 – High	City	City is required and was not provided.					1	
26	00026a	2 – High	State Code	State Code is required and was not provided.					1	
28	00028a	2 – High	Country Code	Country Code is required and was not provided.					1	
34	00034a	2 – High	Direct Deposit Indicator	Direct Deposit Indicator is required and was not provided.					1	
40	00040a	2 – High	Annuitant Code	Annuitant Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
41	00041a	2 – High	Position Title Description	Position Title Description is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
42	00042a	2 – High	Position Number	Position Number is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
43	00043a	2 – High	Occupational Series Type Code	Occupational Series Type Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
44	00044a	2 – High	Position Occupied Code	Position Occupied Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
45	00045a	2 – High	Special Population Code	Special Population Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1

DD #	Validation #	Severity	Data Element Name	Error Message	Feed Priority					
46	00046a	2 – High	Personnel Office Identifier	Personnel Office Identifier is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
54	00054a	2 – High	Pay Plan Code	Pay Plan Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
55	00055a	2 – High	Grade, Level, Class, Rank, or Pay Band Code	Grade, Level, Class, Rank, or Pay Band Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
56	00056a	2 – High	Step or Rate Type Code	Step or Rate Type Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
57	00057a	2 – High	Pay Basis Type Code	Pay Basis Type Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
58	00058a	2 – High	Duty Station Code	Duty Station Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
64	00064a	2 – High	Work Schedule Code	Work Schedule Code is required and was not provided. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	1	1	1	1	1	1
80	00080a	2 – High	Last Day in Pay Status	Last Day in Pay Status is required and was not provided.		1			1	1
81	00081a	2 – High	Retirement Service Computation Date	Retirement Service Computation Date is required and was not provided.	1	1	1	1	1	1
106	00106a	2 – High	Disability Retirement Application Date	Disability Retirement Application Date is required and was not provided.				1		
107	00107a	2 – High	Duty Status Indicator for Disability Purposes	Duty Status Indicator for Disability Purposes is required and was not provided.				1		
108	00108a	2 – High	Special Technician Disability Indicator	Special Technician Disability Indicator is required and was not provided.				1		
109	00109a	2 – High	Statutory Provision for Retirement	Statutory Provision for Retirement is required and was not provided.					1	
241	00241a	2 – High	Fiscal Detail Start Date	Fiscal Detail Start Date is required and was not provided. Refer to Summary Year [Summary Year].	1	1	1	1	1	1

DD #	Validation #	Severity	Data Element Name	Error Message	Feed Priority					
242	00242a	2 – High	Fiscal Detail End Date	Fiscal Detail End Date is required and was not provided. Refer to Summary Year [<i>Summary Year</i>].	1	1	1	1	1	1
250	00250a	2 – High	Additional Pay Status (APS) Indicator	Additional Pay Status (APS) Indicator is required and was not provided. Refer to Summary Year [<i>Summary Year</i>].	1	1	1	1	1	1
253	00253a	2 – High	Defined Hours in the Work Year	Defined Hours in the Work Year is required and was not provided. Refer to Summary Year [<i>Summary Year</i>].	1	1	1	1	1	1
257	00257a	2 – High	Date Deductions Began	Date Deductions Began is required and was not provided.	1	1	1	1	1	1
263	00263a	2 – High	Effective Date of FERS Election	Effective Date of FERS Election is required and was not provided.			1			
265	00265a	2 – High	FERCCA Code	FERCCA Code is required and was not provided.	1	1	1	1	1	1
267	00267a	2 – High	Government Claim Indicator	Government Claim Indicator is required and was not provided.		1			1	1
286	00286a	2 – High	Military Service Deposit Payment Status	Military Service Deposit Payment Status is required and was not provided.	1	1	1	1	1	1
299	00299a	2 – High	Federal Employees Health Benefits (FEHB) Plan Code	Federal Employees Health Benefits (FEHB) Plan Code is required and was not provided.	1	1	1	1	1	1
300	00300a	2 – High	FEHB Effective Date	FEHB Effective Date is required and was not provided.	1	1	1	1	1	1
304	00304a	2 – High	FEHB Temporary Employee Indicator	FEHB Temporary Employee Indicator is required and was not provided.	1	1	1	1	1	1
312	00312a	2 – High	Federal Employees' Group Life Insurance (FEGLI) Code	Federal Employees' Group Life Insurance (FEGLI) Code is required and was not provided. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	1	1	1	1	1	1
335	00335a	2 – High	Human Resource Contact Name	Human Resource Contact Name is required and was not provided.	1	1	1	1	1	1
336	00336a	2 – High	Human Resource Contact Telephone Number	Human Resource Contact Telephone Number is required and was not provided.	1	1	1	1	1	1
337	00337a	2 – High	Human Resource Contact Fax Number	Human Resource Contact Fax Number is required and was not provided.	1	1	1	1	1	1
339	00339a	2 – High	Voluntary Separation Incentive Payment (VSIP) Indicator	Voluntary Separation Incentive Payment (VSIP) Indicator is required and was not provided.		1			1	

DD #	Validation #	Severity	Data Element Name	Error Message	Feed Priority					
382	00382a	2 – High	Terminal or Life Threatening Priority Indicator	Terminal or Life Threatening Priority Indicator is required and was not provided.				1	1	
383	00383a	2 – High	Child Support Court Order Indicator	Child Support Court Order Indicator is required and was not provided.				1	1	
400	00400a	2 – High	Payroll Contact Name	Payroll Contact Name is required and was not provided.	1	1	1	1	1	1
401	00401a	2 – High	Payroll Contact Telephone Number	Payroll Contact Telephone Number is required and was not provided.	1	1	1	1	1	1
402	00402a	2 – High	Payroll Contact Fax Number	Payroll Contact Fax Number is required and was not provided.	1	1	1	1	1	1

Table 7: Individual Validations - Presence

5.2 Individual Validations Checking for Validity

Data elements in [Table 8](#) below are required or conditionally required for one or more triggers on the ERR. The "b" validation checks for valid values when the data element is provided. For example, validation 00026b checks that when data element 26 (State Code) is provided, it equals one of the valid values described in the GRDR. Priorities are assigned as defined in [Section 3.2](#).

Certain data elements have values that are considered valid based on a date range. For example, Nature of Action Code and Agency Subelement Code have start and end dates that further define when a value is valid. Most of these data elements are grouped under Service Action, so the Nature of Action Effective Date is used to determine whether the value provided is a valid code based on the date. The exception is FEHB Plan Code, which references the FEHB Effective Date for determining validity. Similar to the Record Type Code being used in the presence check, Nature of Action Effective Date and FEHB Effective Date are used in some validity checks.

DD #	Validation #	Severity	Data Element Name	Error Message	Valid Values
3	00003b	1 – Critical	Social Security Number	The value for Social Security Number ([<i>Data Element Value</i>]) is invalid.	Positions 1 through 3 of SSN must be greater than 000 and less than 900.
14	00014b	3 – Medium	Previous Social Security Number	The value for Previous Social Security Number ([<i>Data Element Value</i>]) is invalid.	Positions 1 through 3 of SSN must be greater than 000 and less than 900.
20	00020b	4 – Low	Citizenship Country Code	The value for Citizenship Country Code ([<i>Data Element Value</i>]) is invalid.	For valid values, reference Appendix A in the Guide to Human Resources Reporting (GHRR).
26	00026b	2 – High	State Code	The value for State Code ([<i>Data Element Value</i>]) is invalid.	State Code in Appendix A of GHRR
28	00028b	2 – High	Country Code	The value for Country Code ([<i>Data Element Value</i>]) is invalid.	Citizenship Country Code in Appendix A of GHRR
38	00038b	2 – High	Account Type Code	The value for Account Type Code ([<i>Data Element Value</i>]) is invalid.	Account Type Code in GRDR
39	00039b	1 – Critical	Agency Subelement Code*	The value for Agency Subelement Code ([<i>Data Element Value</i>]) is invalid. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	AGENCY/SUBELEMENT in GPDS (Title 5 Agencies)
40	00040b	2 – High	Annuitant Code*	The value for Annuitant Code ([<i>Data Element Value</i>]) is invalid. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	ANNUITANT INDICATOR in GPDS
43	00043b	2 – High	Occupational Series Type Code*	The value for Occupational Series Type Code ([<i>Data Element Value</i>]) is invalid. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	OCCUPATION in GPDS
44	00044b	2 – High	Position Occupied Code*	The value for Position Occupied Code ([<i>Data Element Value</i>]) is invalid. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	POSITION OCCUPIED in GPDS
45	00045b	2 – High	Special Population Code	The value for Special Population Code ([<i>Data Element Value</i>]) is invalid. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	Special Population Code in GRDR

DD #	Validation #	Severity	Data Element Name	Error Message	Valid Values
46	00046b	1 – Critical	Personnel Office Identifier*	The value for Personnel Office Identifier ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	PERSONNEL OFFICE IDENTIFIER in GPDS
48	00048b	1 – Critical	Human Resource (HR) Data Provider Code	The value for Human Resource (HR) Data Provider Code ([Data Element Value]) is invalid.	Human Resource (HR) Data Provider Code in GRDR
50	00050b	1 – Critical	Nature of Action Code*	The value for Nature of Action Code ([Data Element Value]) on [Nature of Action Effective Date] is invalid.	NATURE OF ACTION (1) in GPDS
52	00052b	2 – High	Legal Authority Code 1*	The value for Legal Authority Code 1 ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	LEGAL AUTHORITY (1) in GPDS. Note that permitted values also include Agency-created legal authority codes that begin with the numeric characters 6, 7, 8, or 9.
53	00053b	3 – Medium	Legal Authority Code 2*	The value for Legal Authority Code 2 ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	LEGAL AUTHORITY (1) in GPDS. Note that permitted values also include Agency-created legal authority codes that begin with the numeric characters 6, 7, 8, or 9.
54	00054b	2 – High	Pay Plan Code*	The value for Pay Plan Code ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	PAY PLAN in GPDS
55	00055b	2 – High	Grade, Level, Class, Rank, or Pay Band Code*	The value for Grade, Level, Class, Rank, or Pay Band Code ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	GRADE, LEVEL, CLASS, RANK, OR PAY BAND in GPDS
56	00056b	2 – High	Step or Rate Type Code*	The value for Step or Rate Type Code ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	STEP OR RATE in GPDS
57	00057b	2 – High	Pay Basis Type Code*	The value for Pay Basis Type Code ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	PAY BASIS in GPDS
58	00058b	2 – High	Duty Station Code*	The value for Duty Station Code ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	Duty Station file on http://www.opm.gov/feddata/guidance.asp

DD #	Validation #	Severity	Data Element Name	Error Message	Valid Values
64	00064b	2 – High	Work Schedule Code*	The value for Work Schedule Code ([<i>Data Element Value</i>]) is invalid. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	WORK SCHEDULE in GPDS
65	00065b	1 – Critical	Summary Year	The value for Summary Year ([<i>Data Element Value</i>]) is invalid.	1900-2100
66	00066b	2 – High	Intermittent Work Unit Code	The value for Intermittent Work Unit Code ([<i>Data Element Value</i>]) is invalid. Refer to Summary Year [<i>Summary Year</i>].	Intermittent Work Unit Code in GRDR
82	00082b	3 – Medium	Gaining Agency Subelement Code	The value for Gaining Agency Subelement Code ([<i>Data Element Value</i>]) is invalid.	AGENCY/SUBELEMENT in GPDS (Title 5 Agencies)
85	00085b	2 – High	Military Service Branch Type Code	The value for Military Service Branch Type Code ([<i>Data Element Value</i>]) is invalid. Refer to the period of military service that starts on [<i>Military Service Active Duty Start Date</i>].	Military Service Branch Type Code in GRDR
91	00091b	2 – High	Military Service Character of Service Code	The value for Military Service Character of Service Code ([<i>Data Element Value</i>]) is invalid. Refer to the period of military service that starts on [<i>Military Service Active Duty Start Date</i>].	Military Service Character of Service Code in GRDR
92	00092b	2 – High	National Guard Military Service Provision Code	The value for National Guard Military Service Provision Code ([<i>Data Element Value</i>]) is invalid. Refer to the period of military service that starts on [<i>Military Service Active Duty Start Date</i>].	National Guard Military Service Provision Code in GRDR
109	00109b	2 – High	Statutory Provision for Retirement	The value for Statutory Provision for Retirement ([<i>Data Element Value</i>]) is invalid.	Statutory Provision for Retirement in GRDR
115	00115b	2 – High	Retroactive Adjustment Reason Code	The value for Retroactive Adjustment Reason Code ([<i>Data Element Value</i>]) is invalid.	Retroactive Adjustment Reason Code in GRDR
246	00246b	2 – High	Additional Retirement Creditable Basic Pay Rate Code	The value for Additional Retirement Creditable Basic Pay Rate Code ([<i>Data Element Value</i>]) is invalid.	Additional Retirement Creditable Basic Pay Rate Code in GRDR
262	00262b	1 – Critical	Retirement Plan Code*	The value for Retirement Plan Code ([<i>Data Element Value</i>]) is invalid. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	RETIREMENT PLAN in GPDS

DD #	Validation #	Severity	Data Element Name	Error Message	Valid Values
265	00265b	2 – High	FERCCA Code	The value for FERCCA Code ([<i>Data Element Value</i>]) is invalid.	FERCCA Code in GRDR
266	00266b	3 – Medium	Manual Submission Reason Code	The value for Manual Submission Reason Code ([<i>Data Element Value</i>]) is invalid.	Manual Submission Reason Code in GRDR
268	00268b	2 – High	LWOP Type Code	The value for LWOP Type Code ([<i>Data Element Value</i>]) is invalid. Refer to Summary Year [<i>Summary Year</i>].	LWOP Type Code in GRDR
286	00286b	2 – High	Military Service Deposit Payment Status	The value for Military Service Deposit Payment Status ([<i>Data Element Value</i>]) is invalid. Refer to the period of military service that starts on [<i>Military Service Active Duty Start Date</i>].	Military Service Deposit Payment Status in GRDR
294	00294b	2 – High	Military Service Deposit Retirement Plan	The value for Military Service Deposit Retirement Plan ([<i>Data Element Value</i>]) is invalid. Refer to the period of military service that starts on [<i>Military Service Active Duty Start Date</i>].	Military Service Deposit Retirement Plan in GRDR
299	00299b	2 – High	Federal Employees Health Benefits (FEHB) Plan Code*	The value for Federal Employees Health Benefits (FEHB) Plan Code ([<i>Data Element Value</i>]) is invalid.	HEALTH PLAN in GPDS
302	00302b	2 – High	FEHB Event Code	The value for FEHB Event Code ([<i>Data Element Value</i>]) is invalid.	FEHB Event Codes that begin with a 1 or 5
312	00312b	2 – High	Federal Employees' Group Life Insurance (FEGLI) Code*	The value for Federal Employees' Group Life Insurance (FEGLI) Code ([<i>Data Element Value</i>]) is invalid. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE in GPDS
313	00313b	2 – High	FEGLI Event Code	The value for FEGLI Event Code ([<i>Data Element Value</i>]) is invalid. Refer to NOA Code [<i>Nature of Action Code</i>] on [<i>Nature of Action Effective Date</i>].	FEGLI Event Code in GRDR
397	00397b	3 – Medium	Military Service Deposit Survivor Payment Code	The value for Military Service Deposit Survivor Payment Code ([<i>Military Service Deposit Survivor Payment Code</i>]) is invalid.	Military Service Deposit Survivor Payment Code in GRDR

DD #	Validation #	Severity	Data Element Name	Error Message	Valid Values
404	00404b	1 – Critical	Submitting Agency Subelement Code*	The value for Submitting Agency Subelement Code ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	AGENCY/SUBELEMENT in GPDS (Title 5 Agencies)
405	00405b	1 – Critical	Submitting Personnel Office Identifier*	The value for Submitting Personnel Office Identifier ([Data Element Value]) is invalid. Refer to NOA Code [Nature of Action Code] on [Nature of Action Effective Date].	For valid values, reference PERSONNEL OFFICE IDENTIFIER in the GPDS

** Data validations marked with an asterisk verify not only that a valid value is provided but also that the value was valid at the point in time during which it was used. All but one of these elements uses the Nature of Action Effective Date to verify the validity. The exception is FEHB Plan Code which uses the FEHB Effective date to verify validity of the Plan Code.*

Table 8: Individual Validations – Validity

6 Relational Validations

The logic of relational validations is not limited to a single data element, although it is limited to a single record. At the highest level, relational validations either implement checks on multiple data elements, or reference other data elements to check the presence or validity of a given data element.

Similar to individual validations, some relational validation numbers may be appended with an “a” to indicate that the validation is checking for the presence of a data element as specified in the GRDR. Typically, these are conditionally required elements. When the presence of a data element is required based on the presence or value of other data elements in the record, a relational validation can be written. For example, an Account Type Code is required when the Direct Deposit Indicator is “Yes”. Currently, no relational validations are appended with a “b” to indicate a relational validity check. However, if valid values are dependent on the context in which the data element is submitted, a validation verifying that a valid value is provided would be relational. As noted under individual validations, valid values associated with a valid date range are still considered individual validations.

Relational validations that do not check for presence or validity as defined by the GRDR compare data elements according to retirement business rules to identify possible conflicts. Such conflicts will likely impact OPM’s ability to adjudicate a claim without additional information or corrections. Given that relational validations are not as straightforward as individual validations, additional detail is provided for relational validations. One example is the Business Rationale, which provides a brief explanation of the business rule underlying the validation and identifies the overall concept the validation is attempting to verify. Each relational validation requirement field is defined in the Relational Validations Requirements Template in [Appendix A – Relational Validations](#).

Relational validations are listed by Series below in [Table 9](#).

Validation #	Severity	Relational Validation Title
01000 Series – Retroactive Adjustment		
01001	3 – Medium	All Retroactive Adjustment Details Not Provided When There is a Positive Retroactive Adjustment
02000 Series - Deduction		
02001	3 – Medium	Deduction Amount Decreases by 30% or More
02003	3 – Medium	Deduction Amount Increases by 30% or More
02005	3 – Medium	Date Deductions Began Does Not Equal Effective Date of First Covered Service Action
02006	3 – Medium	Deductions Occur Before the Date Deductions Began
02007	3 – Medium	Deductions Not Reported (\$0 Is Acceptable) for Each Year After the Date Deductions Began During Covered Service
02008	1 - Critical	Cumulative Salary Deduction Amount Does Not Equal Previous Cumulative Amount Plus Deductions

Validation #	Severity	Relational Validation Title
02009	3 – Medium	Salary Deduction Details Not Provided for Covered Service
04000 Series - Earnings		
04001	2 – High	No Retirement Creditable Earnings in Year of Last Day in Pay Status
05000 Series – Employee		
05001	3 – Medium	Direct Deposit Details Not Provided When the Direct Deposit Indicator is “Y”
06000 Series – FERS Election		
06001	2 – High	Effective Date of FERS Election Provided with No History of FERS Retirement Plan
06002	2 – High	An Employee Without a Valid FERS Election Opportunity Made a FERS Election
06003	2 – High	Election to FERS Coverage Occurs More Than One Calendar Year After the Appointment or Conversion Action
08000 Series – Leave Without Pay		
08001	2 – High	Last Day in Pay Status Occurs Before Employee is Placed in a Non-Pay or Non-Duty Status
08002	2 – High	Non-Pay or Non-Duty Status Action Reported in Service History Without Corresponding LWOP Details in the Fiscal Record
08003	2 – High	A Separation Action Is Reported Before the Last Day in Pay Status
08004	4 – Low	Return to Duty Action is Not Preceded by a Non-Pay or Non-Duty Status Action
08005	3 – Medium	LWOP-OWCP Detail Not Provided
08006	2 – High	No Corresponding LWOP Rate Provided for LWOP Hours, or No Corresponding LWOP Hours Provided for LWOP Rate
09000 Series – Military Service		
09001	3 – Medium	Employee Has Overlapping Periods of Military Service
09002a	3 – Medium	Partially Paid Military Service Deposit is Missing Remaining Balance, Last Payment Date, or Both
09003	3 – Medium	Non-Zero Balance or Missing Payment in Full Date for a Military Service Deposit Reported as Paid in Full
09004a	3 – Medium	National Guard Military Service Provision Code Not Provided When the National Guard Military Service Indicator is “Y”
09005	2 – High	Return to Duty Action with Legal Authority Q3K Not Preceded by an Absent-Uniformed Services Action or OWCP
09006	3 – Medium	Absent-Uniformed Services Action Is Not Followed by a Return to Duty Action With a Q3K Legal Authority (USERRA Implications)
09007	2 – High	Absent Uniformed Services (AUS) and a Subsequent Return to Duty is Reported Without an Accompanying Military Service Period
09008	2 – High	Absent Uniformed Service (AUS) Without a Subsequent Return to Duty is Reported Without an Accompanying Military Service Period
09009	2 – High	Missing Military Service Details When Both Military Service Active Duty Start and End Dates are Provided
09010	2 – High	Missing Military Service Details When Military Service Active Duty Start Date is Provided With No End Date
09011	3 – Medium	Military Service Deposit Details Not Provided
11000 Series - Pay		
11001	3 – Medium	Retirement Creditable Adjusted Basic Pay Rate Decreases by 30% or More Between Service Actions Without a Possible Explanation
11002	4 – Low	Retirement Creditable Adjusted Basic Pay Rate Decreases by 30% or More Between Service Actions With a Possible Explanation

Validation #	Severity	Relational Validation Title
11003	3 – Medium	Retirement Creditable Adjusted Basic Pay Rate Increases by 30% or More Between Service Actions Without a Possible Explanation
11004	4 – Low	Retirement Creditable Adjusted Basic Pay Rate Increases by 30% or More Between Service Actions With a Possible Explanation
11005	2 – High	Pay Increase Nature of Action Code Does Not Lead to a Greater Base Pay
11006	3 – Medium	Retirement Creditable Earnings for Social Security Not Provided for a CSRS Offset Employee
11007	2 – High	Retirement Creditable Earnings for Social Security Should Not be Greater than Retirement Creditable Earnings
12000 Series – Retirement Plan		
12001	2 – High	FERS Service Prior to January 1, 1987
12002	3 – Medium	No Change in Retirement Plan Code for a Retirement Plan Change Nature of Action Code
12003	1 – Critical	FERS Military Service Deposit Reported for Employee Covered Under CSRS or CSRS Offset
12004	3 – Medium	Retirement Plan Code Changed from CSRS to CSRS Offset
13000 Series – Service History		
13001	3 – Medium	Conversion Nature of Action Code Occurs Without a Prior Appointment Nature of Action Code
13002	2 – High	Sick Leave Balance Not Reported
13003	2 – High	Frozen Sick Leave Balance Not Reported for a FERS Election
13004	1 – Critical	Retirement Service Computation Date Plus Minimum Service Requirement Is After Retirement Date, and/or Date of Birth Plus Minimum Age Requirement Is After Retirement Date
13006	3 – Medium	Nature of Action Description Not Provided for Agency-specific Nature of Action Code
13007	3 – Medium	Firefighter Annualized Basic Pay Rate Indicator Not Provided
13008	3 – Medium	Legal Authority Code 1 Not Provided
13009	3 – Medium	Basic Employee Death Benefit Total Hours Worked in Last 52 Weeks Not Provided
13010	2 – High	Incorrect FERS or CSRS Statutory Provision for Retirement Code
15000 Series – Work Schedule		
15001	2 – High	For Summary Year(s) in Which an Intermittent Work Schedule Was Reported, Intermittent Work was not Provided
15002	2 – High	Intermittent Work Amount Provided (Fiscal History) for Employee Not in an Intermittent Work Schedule (Service History)
15003	2 – High	Part-Time Tour of Duty Not Reported for Part-Time Employee
15004	2 – High	Part-Time Hours Not Provided for Summary Year(s) in Which a Part-Time Work Schedule Was Reported
15005	2 – High	Part-Time Hours Recorded When the Employee Was Not in a Part-Time Work Schedule
15006	2 – High	Complete Intermittent Work Details Not Provided

Table 9: List of Relational Validations

The detailed requirements for each relational validation are provided in [Appendix A – Relational Validations](#).

Appendix A – Relational Validations

Appendix A– 1: Relational Validations Requirements Template

Each Relational validation is described in tabular format with detail organized in the following rows:

Row	Description
Validation #	Number to identify validations.
Title	This is a short description for the validation that describes the general business logic.
<i>Business Rationale</i>	<i>Brief explanation of the business rule underlying the validation. Identifies the overall concept the validation is attempting to verify.</i>
Data Elements Used	List of the data elements used in the validation. Corresponds with the elements described in the Guide to Retirement Data Reporting (GRDR).
Audience	The type of user that the data validation is intended for. Values: External (Data Providers), Internal (OPM)
Error Message	The error message provided to end users when a record triggers the validation. This message will be provided in the Data Quality Assurance User Interface within specific records as well as data provider reports. Notes the specific [<i>Data Elements</i>] that are triggering the validation in brackets.
Severity	Each validation, regardless of type, is assigned a severity level to assist in prioritizing the resolution of issues that are identified within the data. Severity levels will display with the validations within the data quality assurance user interface as well as with any reports produced for data providers. Values: 1-Critical, 2-High, 3-Medium, 4-Low
Given	The Given, When, and Then rows summarize the validation's logic. The Given includes the preconditions for when the validation will be used (the start state). If a condition requires additional details, it is noted with a sequential number inside parentheses - <i>i.e.</i> (1) - and additional information is provided under the same number in the GTW Details row below.
When	Describes what scenario triggers the "Then" consequence in the subsequent row. Additional detail is noted in the same way as the Given and continues the sequential numbering.
Then	Dictates that the system will generate an error message if the conditions listed in the When row are met.
GWT Details	Provides additional detail to the conditions described in the Given, When, or Then rows.
Notes	<i>Captures decisions, future changes, or additional validations as discussed through review with the Retirement Subject Matter Experts. Provides clarification, as needed.</i>

Appendix A– 2: Relational Validations Requirements

01000 Series – Retroactive Adjustment

Validation #	01001 – Retroactive Adjustment
Title	All Retroactive Adjustment Details Not Provided When There is a Positive Retroactive Adjustment
<i>Business Rationale</i>	<i>All Retroactive Adjustment details need to be provided when there is a positive retroactive adjustment.</i>
Data Elements Used	Summary Year Retroactive Pay Year Retroactive Retirement Earnings Retroactive Retirement Deduction Amount Retroactive Retirement Deduction Percentage Retroactive Adjustment Reason Code
Audience	External (Data Providers) Internal (OPM)
Error Message	There is missing detail for a retroactive adjustment reported in Summary Year [Summary Year]: Retroactive Pay Year = [Retroactive Pay Year], Retroactive Retirement Earnings = [Retroactive Retirement Earnings], Retroactive Deduction Amount = [Retroactive Deduction Amount], Retroactive Deduction Percentage = [Retroactive Deduction Percentage], Retroactive Adjustment Reason Code = [Retroactive Adjustment Reason Code].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with (1) any of the Retroactive Adjustment detail fields provided .
When	The Retroactive Retirement Earnings are greater than 0 and (2) any of the Retroactive Adjustment detail fields are null .
Then	The system generates an error message.
GWT Details	<p>(1) Retroactive Adjustment detail fields provided</p> <ul style="list-style-type: none"> • Check to see if any of the following data elements are provided: <ul style="list-style-type: none"> ○ Retroactive Pay Year ○ Retroactive Retirement Earnings ○ Retroactive Retirement Deduction Amount ○ Retroactive Deduction Percentage ○ Retroactive Adjustment Reason Code <p>(2) Retroactive Adjustment detail fields are null</p> <ul style="list-style-type: none"> • Check to see if any of the following data elements are null: <ul style="list-style-type: none"> ○ Retroactive Pay Year ○ Retroactive Retirement Earnings ○ Retroactive Retirement Deduction Amount ○ Retroactive Deduction Percentage ○ Retroactive Adjustment Reason Code
Notes	<i>For negative retroactive adjustments, Retroactive Retirement Deduction Percentage and Retroactive Retirement Deduction Amount do not need to be populated.</i>

02000 Series – Deduction

Validation #	02001
Title	Deduction Amount Decreases by 30% or More
<i>Business Rationale</i>	<i>Typically, as a federal employee progresses through their career, earnings should increase and correspondingly deductions should increase. If there is a sudden decrease in deductions the deductions may have been reported incorrectly.</i>
Data Elements Used	Fiscal Detail End Date Nature Of Action Code Nature Of Action Effective Date Pay Year Salary Deduction Amount Deduction Percentage Retirement Plan Code Fiscal Detail Start Date Summary Year
Audience	External (Data Providers) Internal (OPM)
Error Message	Retirement deductions decreased by 30% or more for a single retirement system in years [<i>Summary Year1</i>] and [<i>Summary Year2</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with at least (1) two complete consecutive covered service years with the (2) same retirement plan throughout both years.
When	The salary deductions decreased (3) in the second year by 30% or more.
Then	The system generates an error message.
GWT Details	<p>(1) Two Complete Consecutive Covered Service Years</p> <ul style="list-style-type: none"> The first year and last year of covered service are not included as they are assumed to not be full years. If the Start Date of Pay Year is null or the End Date of Pay Year is null, employee is performing covered service as of the start of the calendar year for the first year being compared (Summary Year) and at the end of the calendar year for the second year being compared. Service Type = Covered <p>(2) Same Retirement Plan</p> <ul style="list-style-type: none"> Ensure that the retirement plan (Retirement Plan Code) for each service action in the two years being compared is for the same plan. For example, all service actions have a CSRS plan code [0, 1, 6, R, T], CSRS Offset plan code [C, E, Q], or FERS plan code [K, L, M, N, O]. Note that the retirement plan can change within plans but not between plans as long as it is within the range of values for CSRS, CSRS Offset, or FERS. <p>(3) Salary Deductions Decrease by 30% or More</p> <ul style="list-style-type: none"> The sum of salary deductions (Pay Year Salary Deduction Amount) for the second year being compared is less than the sum of salary

Validation #	02001
	deductions for the first year by 30% or more.
<i>Notes</i>	<i>This validation checks for a 30% or more decrease in deductions. The decrease may not be an error; therefore this validation is simply an alert to check the decrease in deductions.</i>

Validation #	02003
Title	Deduction Amount Increases by 30% or More
<i>Business Rationale</i>	<i>Typically, as a federal employee progresses through their career, earnings should increase and correspondingly deductions should increase. If there is a sudden increase in deductions the deductions may have been reported incorrectly.</i>
Data Elements Used	Fiscal Detail End Date Pay Year Salary Deduction Amount Deduction Percentage Retirement Plan Code Fiscal Detail Start Date Summary Year
Audience	External (Data Providers) Internal (OPM)
Error Message	Retirement deductions increased by 30% or more for a single retirement system in years [<i>Summary Year1</i>] and [<i>Summary Year2</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with at least (1) two complete consecutive covered service years with the (2) same retirement plan throughout both years
When	The salary deductions increase (3) in the second year by 30% or more.
Then	The system generates an error message.
GWT Details	<p>(1) Two Complete Consecutive Covered Service Years</p> <ul style="list-style-type: none"> The first year and last year of covered service are not included as they are assumed to not be full years. If the Start Date of Pay Year is null or the End Date of Pay Year is null, employee is performing covered service as of the start of the calendar year for the first year being compared (Summary Year) and at the end of the calendar year for the second year being compared. Service Type = Covered <p>(2) Same Retirement Plan</p> <ul style="list-style-type: none"> Ensure that the retirement plans (Retirement Plan Code) for each service action in the two years being compared are for the same plan. For example, all service actions have a CSRS plan code [0, 1, 6, R, T], CSRS Offset plan code [C, E, Q], or FERS plan code [K, L, M, N, O]. Note that the retirement plan can change within plans but not between plans as long as it is within the range of values for CSRS, CSRS Offset, or FERS. <p>(3) Salary Deductions Increase by 30% or More</p> <ul style="list-style-type: none"> The sum of salary deductions (Pay Year Salary Deduction Amount) for the second year being compared is more than the sum of salary deductions for the first year by 30% or more.
Notes	<i>This validation checks for a 30% or more increase in deductions. The increase may not be an error; therefore this validation is simply an alert to check the increase in deductions.</i>

Validation #	02005
Title	Date Deductions Began Does Not Equal Effective Date of First Covered Service Action
<i>Business Rationale</i>	<i>A federal employee cannot make retirement deductions until he or she is in a retirement covered position. If the Date Deductions Began does not equal the nature of action effective date for the first service action indicating the employee is in a retirement covered position, there may be additional service or the Date Deductions Began may have been reported incorrectly.</i>
Data Elements Used	Date Deductions Began Nature of Action Code Nature of Action Effective Date Retirement Plan Code
Audience	External (Data Providers) Internal (OPM)
Error Message	Deductions began on [<i>Date Deductions Began</i>], which does not correspond with the date the employee was first in a retirement covered position. Refer to the first retirement covered position in service action [<i>Nature Of Action Code</i>] (<i>[Nature Of Action Code Description]</i>) on [<i>Nature of Action Effective Date</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) for a retirement record with at least one Service Action and a (1) CSRS, CSRS Offset, or FERS retirement plan . The record has a date reported as the Date Deductions Began, and the (2) first Nature of Action (NOA) Code is an appointment, conversion, or mass transfer .
When	Date Deductions Began does not equal the Effective Date of the first Nature of Action having the (1) CSRS, CSRS Offset, or FERS retirement plan .
Then	The system generates an error message.
GWT Details	<p>(1) Retirement Plan Code</p> <ul style="list-style-type: none"> • CSRS: 0, 1, 6, R, T • CSRS Offset: C, E, Q • FERS: K, L, M, N, O <p>(2) The First NOA Code is an Appointment, Conversion, or Mass Transfer</p> <ul style="list-style-type: none"> • Appointment NOA Codes – any NOA code that begins with a one (1XX), except for the following: <ul style="list-style-type: none"> ○ 198 – INTERIM APPOINTMENT IN NONDUTY STATUS • Conversion NOA Codes – any NOA code that begins with a five (5XX), except the following: <ul style="list-style-type: none"> ○ 556 – SEPARATION FROM GS POSITION AND EXCEPTED APPOINTMENT NOT-TO-EXCEED (DATE) ○ 557 – SEP FR GS POS & EXC APPT GS POST ○ 558 – SEP FR FS & EXC APPT NTE GS POST ○ 559 – SEP FR FSS CORP & LTD APPT FS ST • Mass Transfer NOA Code: <ul style="list-style-type: none"> ○ 132 – MASS TRANSFER
Notes	<i>None.</i>

Validation #	02006
Title	Deductions Occur Before the Date Deductions Began
<i>Business Rationale</i>	<i>The Date Deductions Began should coincide with the date a federal employee started making deductions to a CSRS, CSRS Offset, or FERS retirement plan at their Agency for a particular payroll provider. Deductions reported one or more years before the Date Deductions Began may indicate additional covered service or the Date Deductions Began may have been reported incorrectly.</i>
Data Elements Used	Date Deductions Began Fiscal Detail End Date Pay Year Salary Deduction Amount Retirement Plan Code Fiscal Detail Start Date Summary Year
Audience	External (Data Providers) Internal (OPM)
Error Message	Retirement deductions are reported before [<i>Date Deductions Began</i>], the Date Deductions Began. Deductions were reported in the following year(s): [<i>Summary Year</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a date in the Date Deductions Began; at least one service action in the Retirement Record with a (1) CSRS, CSRS Offset, or FERS retirement plan ; and (2) an appointment, conversion, or mass transfer as the first Nature of Action (NOA) Code.
When	The Pay Year Salary Deduction Amount is not null; and the Pay Year Salary Deduction Amount is greater than 0 for a (3) Summary Year before the Date Deductions Began.
Then	The system generates an error message.
GWT Details	<p>(1) Retirement Plan Code</p> <ul style="list-style-type: none"> • CSRS: 0, 1, 6, R, T • CSRS Offset: C, E, Q • FERS: K, L, M, N, O <p>(2) The first Nature of Action Code is an Appointment, Conversion, or Mass Transfer</p> <ul style="list-style-type: none"> • Appointment NOA Codes – any NOA code that begins with a one (1XX), except for the following: <ul style="list-style-type: none"> ○ 198 – INTERIM APPOINTMENT IN NONDUTY STATUS • Conversion NOA Codes – any NOA code that begins with a five (5XX), except the following: <ul style="list-style-type: none"> ○ 556 – SEPARATION FROM GS POSITION AND EXCEPTED APPOINTMENT NOT-TO-EXCEED (DATE) ○ 557 – SEP FR GS POS & EXC APPT GS POST ○ 558 – SEP FR FS & EXC APPT NTE GS POST ○ 559 – SEP FR FSS CORP & LTD APPT FS ST • Mass Transfer NOA Code: <ul style="list-style-type: none"> ○ 132 – MASS TRANSFER <p>(3) Summary Year is Before the Date Deductions Began</p>

Validation #	02006
	<ul style="list-style-type: none">• If the Fiscal Detail End Date is not null and it is before the Date Deductions Began.<ul style="list-style-type: none">○ For example, Summary Year = 2008 Fiscal Detail End Date = 12/20/2008 Date Deductions Began = 12/28/2008• If the Fiscal Detail End Date is null and the last day of the calendar year is before the Date Deductions Began.<ul style="list-style-type: none">○ For example, Summary Year = 2008 Last Day of Calendar Year = 12/31/2008 Date Deductions Began = 01/04/2009
<i>Notes</i>	<i>Error message should include all Summary Years for which there are deductions prior to the Date Deductions began, separated by a comma.</i>

Validation #	02007
Title	Deductions Not Reported (\$0 Is Acceptable) for Each Year After the Date Deductions Began During Covered Service
<i>Business Rationale</i>	<i>The Date Deductions Began should coincide with the date a federal employee started making deductions to a CSRS, CSRS Offset, or FERS retirement plan at their Agency for a particular payroll provider. Deductions not reported for one or more years after the Date Deductions Began may indicate a reporting issue with covered service or an incorrect Date Deductions Began.</i>
Data Elements Used	Date Deductions Began Fiscal Detail End Date Pay Year Salary Deduction Amount Retirement Plan Code Fiscal Detail Start Date Summary Year
Audience	External (Data Providers) Internal (OPM)
Error Message	Retirement deductions are not reported after [<i>Date Deductions Began</i>], the Date Deductions Began. Deductions were not reported in [<i>Summary Year</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a date reported for the Date Deductions Began; at least one service action in the retirement record with a (1) CSRS, CSRS Offset, or FERS retirement plan ; and (2) an appointment, conversion, or mass transfer as the first Nature of Action (NOA) Code .
When	The Pay Year Salary Deduction Amount is null or less than 0 for a Summary Year (3) equal to the year of the Date Deductions Began or (4) after the year of the Date Deductions Began .
Then	The system generates an error message.
GWT Details	<p>(1) Retirement Plan Code</p> <ul style="list-style-type: none"> • CSRS: 0, 1, 6, R, T • CSRS Offset: C, E, Q • FERS: K, L, M, N, O <p>(2) The first Nature of Action Code is an Appointment, Conversion, or Mass Transfer</p> <ul style="list-style-type: none"> • Appointment NOA Codes – any NOA code that begins with a one (1XX), except for the following: <ul style="list-style-type: none"> ○ 198 – INTERIM APPOINTMENT IN NONDUTY STATUS • Conversion NOA Codes – any NOA code that begins with a five (5XX), except the following: <ul style="list-style-type: none"> ○ 556 – SEPARATION FROM GS POSITION AND EXCEPTED APPOINTMENT NOT-TO-EXCEED (DATE) ○ 557 – SEP FR GS POS & EXC APPT GS POST ○ 558 – SEP FR FS & EXC APPT NTE GS POST ○ 559 – SEP FR FSS CORP & LTD APPT FS ST • Mass Transfer NOA Code: <ul style="list-style-type: none"> ○ 132 – MASS TRANSFER <p>(3) Summary Year Equal to the Year of the Date Deductions Began</p>

Validation #	02007
	<ul style="list-style-type: none"> • If the Fiscal Detail Start Date is not null, the Fiscal Detail End Date is not null, and the Date Deductions Began is after or on the Fiscal Detail Start Date and before or on the Fiscal Detail End Date. <ul style="list-style-type: none"> ○ For example, Summary Year = 2008 Fiscal Detail Start Date = 01/06/2008 Fiscal Detail End Date = 12/20/2008 Date Deductions Began = 12/15/2008 • If the Fiscal Detail Start Date is null or the Fiscal Detail End Date is null, and the Date Deductions Began is after or on the first day of the calendar year and before or on the last day of the calendar year. <ul style="list-style-type: none"> ○ For example, Summary Year = 2008 First Day of Calendar Year = 01/01/2008 Last Day of Calendar Year = 12/31/2008 Date Deductions Began = 12/15/2008 <p>(4) Summary Year is After the Year Date Deductions Began</p> <ul style="list-style-type: none"> • If the Fiscal Detail Start Date is not null and it is after the Date Deductions Began. <ul style="list-style-type: none"> ○ For example, Summary Year = 2009 Fiscal Detail Start Date = 12/21/2008 Date Deductions Began = 12/15/2008 • If the Fiscal Detail Start Date is null, and the first day of the calendar year is after the Date Deductions Began. <ul style="list-style-type: none"> ○ For example, Summary Year = 2009 First Day of Calendar Year = 01/01/2009 Date Deduction Began = 12/15/2008
<i>Notes</i>	<i>Error message should include all Summary Years for which there are no deductions reported after the Date Deductions began, separated by a comma.</i>

Validation #	02008
Title	Cumulative Salary Deduction Amount Does Not Equal Previous Cumulative Amount Plus Deductions
<i>Business Rationale</i>	<i>Currently on an IRR, the accumulative total salary deductions are calculated alongside the salary deductions for each calendar year. Similar data is captured by the retirement data feeds through the Cumulative Salary Deduction Amount and the Pay Year Salary Deduction Amount. For each year after the first year, the Cumulative Salary Deduction Amount for a given year should equal the Cumulative Salary Deduction Amount for the previous year plus the Pay Year Salary Deduction Amount(s) for the given year.</i>
Data Elements Used	Cumulative Salary Deduction Amount Pay Year Salary Deduction Amount Summary Year
Audience	External (Data Providers) Internal (OPM)
Error Message	The Cumulative Salary Deduction Amount [<i>Cumulative Salary Deduction Amount2</i>] for [<i>Summary Year2</i>] is not equal to sum of the Cumulative Salary Deduction Amount [<i>Cumulative Salary Deduction Amount 1</i>] for [<i>Summary Year1</i>] and the sum of the Pay Year Salary Deduction Amount(s).
Severity	1 – Critical
Given	A valid Data Transfer Package (DTP) with more than one year of Fiscal History.
When	The Cumulative Salary Deduction Amount for a given Summary Year does not equal the sum of the Pay Year Salary Deduction Amount(s) for the same Summary Year and the Cumulative Salary Deduction Amount for the previous Summary Year.
Then	The system generates an error message.
GWT Details	<i>No additional detail required.</i>
Notes	<i>Depending on the test data received from providers, this validation may be revised in the future to also check records with only a single fiscal year. For the first year, the Cumulative Salary Deduction Amount should equal the Pay Year Salary Deduction Amount, unless previous “cards” are included in the cumulative deduction amount.</i>

Validation #	02009
Title	Salary Deduction Details Not Provided for Covered Service
<i>Business Rationale</i>	<i>Salary Deduction details are required when part or all of the year being reported had covered service.</i>
Data Elements Used	Summary Year Pay Year Salary Deduction Amount Cumulative Salary Deduction Amount Deduction Percentage
Audience	External (Data Providers) Internal (OPM)
Error Message	There is missing detail for salary deductions for Summary Year [<i>Summary Year</i>]: Pay Year Salary Deduction Amount = [<i>Pay Year Salary Deduction Amount</i>], Cumulative Salary Deduction Amount = [<i>Cumulative Salary Deduction Amount</i>], Deduction Percentage = [<i>Deduction Percentage</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with (1) covered service part or all of the year reported.
When	Any of the (2) salary deduction detail fields are null.
Then	The system generates an error message.
GWT Details	<p>(1) Covered service part or all of the year reported</p> <ul style="list-style-type: none"> • Service reported in the year contains some covered service and is not composed entirely of non-deduction service • Service Type = Covered <p>(2) Salary deduction detail fields</p> <ul style="list-style-type: none"> • Check if any of the following fields are null: <ul style="list-style-type: none"> ○ Pay Year Salary Deduction Amount ○ Cumulative Salary Deduction Amount ○ Deduction Percentage
<i>Notes</i>	<i>None.</i>

04000 Series – Earnings

Validation #	04001
Title	No Retirement Creditable Earnings in Year of Last Day in Pay Status
<i>Business Rationale</i>	<i>When a federal employee separates, retires, applies for a disability retirement, or dies in service, their agency must report the Last Day in Pay Status to OPM. There are number of business rules that rely on this date, most important it is used for determining the start of annuity payments. If the Retirement Creditable Earnings are missing or 0 for the year of the Last Day in Pay Status, it may indicate the Last Day in Pay Status is incorrect.</i>
Data Elements Used	Fiscal Detail End Date Last Day in Pay Status Record Type Code Retirement Creditable Earnings Fiscal Detail Start Date Summary Year
Audience	External (Data Providers) Internal (OPM)
Error Message	There are no earnings reported in [Summary Year], but the Last Day in Pay Status occurred that same year on [Last Day in Pay Status].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a valid date in the Last Day in Pay Status and (1) covered service in the year of the Last Day in Pay Status.
When	The record type is for a (2) separation, retirement, death-in-service, or preliminary disability retirement and the Retirement Creditable Earnings is null, 0, or less than 0 for the (3) Summary Year of the Last Day in Pay Status .
Then	The system generates an error message.
GWT Details	<p>(1) Covered Service</p> <ul style="list-style-type: none"> • Fiscal details can be provided for covered serviced and non-deduction service. This validation only checks for Retirement Creditable Earnings if the year of the Last Day in Pay Status is covered. • Service Type = Covered <p>(2) Separation, Retirement, Death-In-Service, or Preliminary Disability Retirement</p> <ul style="list-style-type: none"> • Record Type Code <ul style="list-style-type: none"> ○ 01 = Separation ○ 03 = At Retirement ○ 04 = Death in Service ○ 06 = Preliminary Disability Retirement <p>(3) Summary Year of the Last Day in Pay Status</p> <ul style="list-style-type: none"> • If the Fiscal Detail Start Date is not null and the Fiscal Detail End Date is not null, the Summary Year equals the Pay Year of the Last Day in Pay Status

Validation #	04001
	<ul style="list-style-type: none"> ○ For example, Fiscal Detail Start Date = 12/21/2008 Fiscal Detail End Date = 12/19/2009 Last Day in Pay Status = 12/28/2008 Then Summary Year = 2009 ● If the Fiscal Detail Start Date is null or the Fiscal Detail End Date is null, the Summary Year equals the Calendar Year of the Last Day in Pay Status <ul style="list-style-type: none"> ○ For example, Last Day in Pay Status = 12/28/2008 Then Summary Year = 2008
<i>Notes</i>	<i>None.</i>

05000 Series – Employee

Validation #	05001
Title	Direct Deposit Details Not Provided When the Direct Deposit Indicator is “Y.”
<i>Business Rationale</i>	<i>When an employee indicates that annuity payments should be sent via direct deposit, details of the direct deposit account must be provided.</i>
Data Elements Used	Direct Deposit Indicator Financial Institution Name Routing Number Account Number Account Type Code
Audience	External (Data Providers) Internal (OPM)
Error Message	There is missing detail for the direct deposit account: Financial Institution Name = [<i>Financial Institution Name</i>], Routing Number = [<i>Routing Number</i>], Account Number = [<i>Account Number</i>], Account Type Code = [<i>Account Type Code</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) for a (1) retirement with the (2) Direct Deposit Indicator set to “Y”.
When	(2) Any of the Direct Deposit detail fields are null.
Then	The system generates an error message.
GWT Details	<p>(1) Retirement</p> <ul style="list-style-type: none"> • Record Type Code <ul style="list-style-type: none"> ○ 03 = At Retirement <p>(2) Direct Deposit Indicator</p> <ul style="list-style-type: none"> • Direct Deposit Indicator = Y <p>(3) Direct Deposit detail fields</p> <ul style="list-style-type: none"> • Check that the following data elements are provided: <ul style="list-style-type: none"> ○ Financial Institution Name ○ Routing Number ○ Account Number ○ Account Type Code
<i>Notes</i>	<i>None.</i>

06000 Series – FERS Election

Validation #	06001
Title	Effective Date of FERS Election Provided with No History of FERS Retirement Plan
<i>Business Rationale</i>	<i>There are a number of scenarios that afford federal employees the opportunity to elect FERS coverage. If the Effective Date of FERS Election is provided, but there is no record of FERS coverage in Service History then the retirement plan may be incorrect or the Effective Date of FERS Election was incorrectly provided.</i>
Data Elements Used	Effective Date of FERS Election Retirement Plan Code
Audience	External (Data Providers) Internal (OPM)
Error Message	An Effective Date of FERS Election (<i>[Effective Date of FERS Election]</i>) was reported without history of FERS coverage.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a valid Effective Date of FERS Election value.
When	The Retirement Plan Code does not equal a (1) FERS retirement plan .
Then	The system generates an error message.
GWT Details	(1) FERS Retirement Plan <ul style="list-style-type: none"> • Do not trigger when there is at least one service action record with a FERS retirement plan. <ul style="list-style-type: none"> ○ Retirement Plan Code = K, L, M, N, or O.
Notes	<i>None.</i>

Validation #	06002
Title	An Employee Without a Valid FERS Election Opportunity Made a FERS Election
<i>Business Rationale</i>	<i>There are a number of scenarios that afford federal employees the opportunity to elect FERS coverage. If the Effective Date of FERS Election is provided, but the employee does not seem to have had an election opportunity based on their Service History, then the FERS election may be invalid resulting in a possible FERCCA error.</i>
Data Elements Used	Effective Date of FERS Election Nature of Action Code Nature of Action Effective Date Nature of Action Not to Exceed Date Retirement Plan Code Special Population Code Work Schedule Code
Audience	External (Data Providers) Internal (OPM)
Error Message	The employee elected FERS coverage on [<i>Effective Date of FERS Election</i>] without an acceptable election opportunity.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a valid Effective Date of FERS Election.
When	There is not an (1) appointment , (2) conversion , (3) change to a Senior Official position , or (4) FERS Open Season that would allow the employee to elect FERS coverage.
Then	The system generates an error message.
GWT Details	<p>(1) Appointment Action</p> <ul style="list-style-type: none"> • Any NOA code that begins with a one (1XX) with the following exceptions: <ul style="list-style-type: none"> ○ 192, 193, 194, 195, 196, 197 – ACCESSION - U.S. POSTAL SERVICE ○ 198 – INTERIM APPOINTMENT IN NONDUTY STATUS, where Legal Authority Code = R9N ○ 199 – INTERIM APPOINTMENT, where Legal Authority Code = R9N ○ If the Work Schedule Code is Intermittent (I, J) for the appointment, then it is not a valid election opportunity. <ul style="list-style-type: none"> ▪ <i>Exception:</i> apply the edit to a career (100) or career conditional (101) appointment even if the work schedule is intermittent ○ If the not-to-exceed date is one year or less, then it is not a valid election opportunity. Refer to Appendix B – 7: Appointment Not-to-Exceed (NTE) Nature of Action Codes. <p>(2) Conversion Action</p> <ul style="list-style-type: none"> • Any NOA Code that begins with a five (5XX) with the following exceptions: <ul style="list-style-type: none"> ○ If the Work Schedule Code is Intermittent (I, J) for the conversion, then it is not a valid election opportunity. <ul style="list-style-type: none"> ▪ <i>Exception:</i> apply the edit to career and career

Validation # 06002

conditional conversion appointments even if the work schedule is intermittent

- If the conversion is extended by one year or less, then it is not a valid election opportunity. Refer to [Appendix B – 8: Conversion Not-to-Exceed \(NTE\) Nature of Action Codes](#).

(3) Change to a Senior Official Position

- In most cases, a federal employee only gets one opportunity to elect FERS during a continuous period of service. However, if an employee becomes a senior official with a corresponding change in retirement plan from CSRS [0, 1, 6] to CSRS Offset [C, E, Q], the individual gets another election opportunity.
 - The FERS election is considered valid if the Special Population Code for the Service Action with the change in Retirement plan is 29 (Senior Official).

(4) FERS Open Season

- The first FERS open season was from 07/01/1987 to 12/31/1987; however, agencies had the authority to accept belated elections for up to six months after the close of the open season. Therefore, an Effective Date of FERS Election between **07/01/1987 and 07/10/1988** is acceptable and will not trigger this validation.
 - Note that the end date of 07/10/1988 is used to account for elections made at the end of the pay period that would not go into effect until the start of the subsequent pay period.
- The second FERS open season was from 07/01/1998 to 12/31/1998; however, agencies had the authority to accept belated elections. OPM regulations did not limit the timeframe for accepting belated elections, but for this validation we assume the typical six-month extension period. Therefore, an Effective Date of FERS Election between **07/01/1998 and 07/11/1999** is acceptable and will not trigger this validation.
 - Note that the end date of 07/11/1999 is used to account for elections made at the end of the pay period that would not go into effect until the start of the subsequent pay period.

Notes

None.

Validation #	06003
Title	Election to FERS Coverage Occurs More Than One Calendar Year After the Appointment or Conversion Action
<i>Business Rationale</i>	<i>There are a number of scenarios that afford federal employees the opportunity to elect FERS coverage. The normal election period is six months after an employee is hired or converted from an excluded appointment plus a possible six month extension granted by OPM. If the Effective Date of FERS Election is provided, but the election occurs more than one calendar year from the appointment or conversion action, the election is considered outside of the normal time limit for making the election.</i>
Data Elements Used	Effective Date of FERS Election Nature of Action Code Nature of Action Effective Date Nature of Action Not to Exceed Date Record Type Code Retirement Plan Code Special Population Code Work Schedule Code
Audience	External (Data Providers) Internal (OPM)
Error Message	The Effective Date of FERS Election ([<i>Effective Date of FERS Election</i>]) is outside the time limit for election following the earliest election opportunity on [<i>earliest election opportunity NOA Effective Date</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) for a (1) FERS Election .
When	The Effective Date of FERS Election is (2) more than one calendar year plus one pay period after the (3) appointment, conversion, or change to Senior Official position ; and the Effective Date of FERS Election is not during a (4) prior FERS open season .
Then	The system generates an error message.
GWT Details	<p>(1) FERS Election</p> <ul style="list-style-type: none"> • Record Type Code <ul style="list-style-type: none"> ○ 05 = FERS Election <p>(2) More Than One Calendar Year Plus One Pay Period</p> <ul style="list-style-type: none"> • 381 days <p>(3) Appointment, Conversion Action, or Change to Senior Official Position</p> <ul style="list-style-type: none"> • Refer to 06002 for full list of Appointment and Conversion actions that provide an opportunity to elect FERS coverage and details on how to determine whether an employee may have a second election opportunity because of changing from a career appointment to a Senior Official appointment. • If there is an eligible appointment or conversion nature of action code, use the earliest Nature of Action Effective Date available. • If there is an eligible appointment or conversion nature of action code and a change to a Senior Official position after this appointment or conversion action, then check two dates:

Validation #	06003	<ul style="list-style-type: none"> ○ Check to see if the Effective Date of FERS Election is more than 381 days from the earliest eligible appointment or conversion action but earlier than the change to a Senior Official effective date. ○ Check to see if the Effective Date of FERS Election is 381 days after the change to a Senior Official effective date. <p>(4) Prior FERS Open Season</p> <ul style="list-style-type: none"> ● The first FERS open season was from 07/01/1987 to 12/31/1987; however, agencies had the authority to accept belated elections for up to six months after the close of the open season. Therefore, an Effective Date of FERS Election between 07/01/1987 and 07/10/1988 is acceptable and will not trigger this validation. <ul style="list-style-type: none"> ○ <i>Note:</i> The end date of 07/10/1988 is used to account for elections made at the end of the pay period that would not go into effect until the start of the subsequent pay period. ● The second FERS open season was from 07/01/1998 to 12/31/1998; however, agencies had the authority to accept belated elections. OPM regulations did not limit the timeframe for accepting belated elections, but for this validation we assume the typical six-month extension period. Therefore, an Effective Date of FERS Election between 07/01/1998 and 07/11/1999 is acceptable and will not trigger this validation. <ul style="list-style-type: none"> ○ <i>Note:</i> The end date of 07/11/1999 is used to account for elections made at the end of the pay period that would not go into effect until the start of the subsequent pay period.
<i>Notes</i>	<i>None.</i>	

08000 Series – Leave Without Pay

Validation #	08001
Title	Last Day in Pay Status Occurs Before Employee is Placed in a Non-Pay or Non-Duty Status
<i>Business Rationale</i>	<i>When a federal employee separates, retires, applies for a disability retirement, or dies in service, their agency must report the Last Day in Pay Status to OPM. There are number of business rules that rely on this date, most important it is used for determining the start of annuity payments. It is important for this date to be accurate, so the application flags the record for review when the Last Day in Pay Status is before the start date of an action that places the employee in a non-pay status.</i>
Data Elements Used	Last Day in Pay Status Nature of Action Code Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	The Last Day in Pay Status on [<i>Last Day in Pay Status</i>] occurs before [<i>Nature of Action Effective Date</i>], the effective date of action [<i>Nature Of Action Code</i>] (<i>Nature Of Action Code Description</i>) that placed the employee in a leave without pay or non-pay status.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) for a (1) separation, retirement, death-in-service, or preliminary disability retirement that has a Last Day in Pay Status value and at least one (2) Non-Pay or Non-Duty Status Nature of Action Code .
When	The Last Day in Pay Status is before the Non-Pay or Non-Duty Status Nature of Action Code.
Then	The system generates an error message.
GWT Details	<p>(1) Separation, Retirement, Death-In-Service, or Preliminary Disability Retirement</p> <ul style="list-style-type: none"> • Record Type Code <ul style="list-style-type: none"> ○ 01 = Separation ○ 03 = At Retirement ○ 04 = Death in Service ○ 06 = Preliminary Disability Retirement <p>(2) Non-Pay or Non-Duty Status Nature of Action Codes</p> <ul style="list-style-type: none"> • Refer to Appendix B – 1: Non-Pay and Non-Duty Status Nature of Action Codes. <ul style="list-style-type: none"> ○ Use the list in the Appendix, but exclude the check for NOA Code 473, which is currently for Absent-Uniformed Services.
Notes	<i>This validation does not include the NOA codes for Absent-US (AUS), formerly LWOP-US, because employees receive up to 15 calendar days for paid civilian leave.</i>

Validation #	08002
Title	Non-Pay or Non-Duty Status Action Reported in Service History Without Corresponding LWOP Details in the Fiscal Record
<i>Business Rationale</i>	<i>When determining creditable service for computation purposes, OPM counts time in a non-pay or non-duty status (for example, leave without pay, suspension, furlough, and absence without leave) that does not exceed six months total in a calendar year. Whenever a Federal employee is in a non-pay or non-duty status, the Leave Without Details should be provided for the applicable Summary Year.</i>
Data Elements Used	LWOP Hours Per Year LWOP Type Code Nature of Action Code Nature of Action Effective Date Total Retirement Creditable Basic Pay Rate Fiscal Detail Start Date Fiscal Detail End Date
Audience	External (Data Providers) Internal (OPM)
Error Message	Non-pay or non-duty status (action [<i>Nature Of Action Code</i>]) is reported on [<i>Nature of Action Effective Date</i>], but LWOP information is not reported in the Fiscal History of [<i>Summary Year</i>]. LWOP Type Code, LWOP Hours Per Year, and Total Retirement Creditable Basic Pay Rate should be reported in the Fiscal History.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a (1) Non-Pay or Non-Duty Status Nature of Action Code reported in the Service History
When	Any of the (2) LWOP Detail fields are null for (3) the Summary Year(s) the employee was in a non-pay or non-duty status
Then	The system generates an error message.
GWT Details	<p>(1) Non-Pay or Non-Duty Status Nature of Action Codes</p> <ul style="list-style-type: none"> • Refer to Appendix B – 1: Non-Pay and Non-Duty Status Nature of Action Codes. <ul style="list-style-type: none"> ○ Use the list in the Appendix, but exclude the check for NOA Code 473, which is currently for Absent-Uniformed Services. <p>(2) LWOP Detail</p> <ul style="list-style-type: none"> • LWOP Type Code • LWOP Hours Per Year • Total Retirement Creditable Basic Pay Rate <p>(3) Summary Year(s)</p> <ul style="list-style-type: none"> • To determine the appropriate summary year(s) for which LWOP details should be provided, consider the period beginning on the NOA Effective Date for the LWOP NOA Code and ending on the NOA Effective Date for the subsequent Return to Duty NOA Code. LWOP details should be provided for each summary year during which the employee was in a leave without pay status. <ul style="list-style-type: none"> ○ Refer to Appendix B – 3: Return to Duty Status Nature of Action Codes.

Validation #	08002
	<ul style="list-style-type: none">○ If there is no Return to Duty NOA Code following the LWOP NOA Code, check all Summary Years equal to and after the Year of the LWOP NOA Effective Date.○ If provided, determine the Summary Year based on the Fiscal Detail Start Date and Fiscal Detail End Date. Else use the calendar year of the NOA Effective Date.● If there are multiple LWOP details, ensure that there is at least one set of complete LWOP details (LWOP Type Code, LWOP Hours per Year, Total Retirement Creditable Basic Pay Rate).
<i>Notes</i>	<i>This validation is a consolidation of GRDV 1.0 validations 08002.0, 08002.1, and 08002.2.</i>

Validation #	08003
Title	A Separation Action Is Reported Before the Last Day in Pay Status
<i>Business Rationale</i>	<i>When a federal employee separates, retires, applies for a disability retirement, or dies in service, their agency must report the Last Day in Pay Status to OPM. There are number of business rules that rely on this date, most important it is used for determining the start of annuity payments. If a separation action is reported before the Last Day in Pay Status, this may indicate the separation action or Last Day in Pay Status were reported incorrectly.</i>
Data Elements Used	Last Day in Pay Status Nature of Action Code Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	A Separation action is recorded on [<i>Nature of Action Effective Date</i>], prior to the Last Day in Pay Status date on [<i>Last Day in Pay Status</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) for a (1) separation, retirement, death-in-service, or preliminary disability retirement that has a Last Day in Pay Status value, and a (2) Separation Nature of Action (NOA) Code reported in Service History.
When	The Last Day in Pay Status is after the Separation Nature of Action Effective Date.
Then	The system generates an error message.
GWT Details	<p>(1) Separation, Retirement, Death-In-Service, or Preliminary Disability Retirement</p> <ul style="list-style-type: none"> • Record Type Code <ul style="list-style-type: none"> ○ 01 = Separation ○ 03 = At Retirement ○ 04 = Death in Service ○ 06 = Preliminary Disability Retirement <p>(2) Separation Nature of Action Code</p> <ul style="list-style-type: none"> • Refer to Appendix B – 9: Separation Nature of Action Codes. • If there are multiple Separation actions, use action with the latest Nature of Action Effective Date.
Notes	None.

Validation #	08004
Title	Return to Duty Action is Not Preceded by a Non-Pay or Non-Duty Status Action
<i>Business Rationale</i>	<i>Federal employees placed in temporary non-pay or non-duty status will return to service with a return to duty action. To ensure that a period of non-pay or non-duty status is reported correctly, the application checks that a return to duty action is preceded by a non-pay or non-duty status action.</i>
Data Elements	Nature of Action Code

Validation #	08004
Used	Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	A Return To Duty Status action ([<i>Nature Of Action Code</i>] – ([<i>Nature Of Action Code Description</i>])) is reported on [<i>Nature of Action Effective Date</i>] without a preceding Non-pay or Non-duty Status action.
Severity	4 – Low
Given	A valid Data Transfer Package (DTP) and a (1) Return To Duty Status Nature of Action Code is reported in the Service History.
When	A (2) Non-Pay or Non-Duty Status Nature of Action Code is not reported before the Return to Duty NOA Code.
Then	The system generates an error message.
GWT Details	<p>(1) Return To Duty Status Nature of Action Code</p> <ul style="list-style-type: none"> Refer to Appendix B – 3: Return to Duty Status Nature of Action Codes. <p>(2) Non-Pay or Non-Duty Status Nature of Action Code</p> <ul style="list-style-type: none"> Refer to Appendix B – 1: Non-Pay and Non-Duty Status Nature of Action Codes.
Notes	None.

Validation #	08005
Title	LWOP-OWCP Detail Not Provided
<i>Business Rationale</i>	<i>The total hours the employee was entitled to basic pay in the 52 week work year immediately preceding the end of the last pay period in which the employee was in a pay status is necessary to know if an employee goes on LWOP-OWCP while in part-time flex or intermittent status.</i>
Data Elements Used	Summary Year Work Schedule Code Nature of Action Code Nature of Action Effective Date LWOP Type Code LWOP-OWCP Total Hours Worked in Last 52 Weeks Fiscal Detail Start Date Fiscal Detail End Date
Audience	External (Data Providers) Internal (OPM)
Error Message	For Summary Year [<i>Summary Year</i>] LWOP-OWCP Total Hours Worked in Last 52 Weeks was not provided and is required for a period of LWOP-OWCP while an employee is in part-time flex or intermittent status.
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with (1) a Non-Pay or Non-Duty Status Nature of Action Code reported in the Service History while the employee is in (2) a part-time flex or intermittent status .
When	LWOP-OWCP Total Hours Worked in Last 52 Weeks is not reported in the Fiscal History for (3) the summary year(s) the employee worked part or all of that year in a part-time flex or intermittent work schedule and had a (4) period of LWOP-OWCP .
Then	The system generates an error message.
GWT Details	<p>(1) Non-Pay or Non-Duty Status Nature of Action Codes</p> <ul style="list-style-type: none"> • Refer to Appendix B-1: Non-Pay and Non-Duty Status Nature of Action Codes <p>(2) Part-time flex or intermittent status</p> <ul style="list-style-type: none"> • Work Schedule code = I, J, G, Q, T, PF <p>(3) Summary Year(s)</p> <ul style="list-style-type: none"> • To determine the appropriate summary year(s) for which LWOP-OWCP Total Hours Worked in Last 52 Weeks should be provided, consider the period beginning on the NOA Effective Date for the LWOP NOA Code and ending on the NOA Effective Date for the subsequent Return to Duty NOA Code. LWOP-OWCP Total Hours Worked in Last 52 Weeks should be provided for each summary year during which the employee went on LWOP-OWCP while in a part-time flex or intermittent work schedule. <ul style="list-style-type: none"> ○ Refer to Appendix B – 3: Return to Duty Status Nature of Action Codes. ○ If there is no Return to Duty NOA Code following the LWOP NOA Code, check all Summary Years equal to and after the

Validation #	08005
	<p>Year of the LWOP NOA Effective Date.</p> <ul style="list-style-type: none"> ○ If provided, determine the Summary Year based on the Fiscal Detail Start Date and Fiscal Detail End Date. Else use the calendar year of the NOA Effective Date. <p>(4) Period of LWOP-OWCP</p> <ul style="list-style-type: none"> ● LWOP Type Code = 01
<i>Notes</i>	<i>None.</i>

Validation #	08006
Title	No Corresponding LWOP Rate Provided for LWOP Hours, or No Corresponding LWOP Hours Provided for LWOP Rate
<i>Business Rationale</i>	<i>The number of LWOP hours for each LWOP rate reported is needed to calculate an employee's Total Retirement Creditable Basic Pay Rate.</i>
Data Elements Used	LWOP Hours per Year Total Retirement Creditable Basic Pay Rate
Audience	External (Data Providers) Internal (OPM)
Error Message	The LWOP Hours per Year are not provided for all instances of Total Retirement Creditable Basic Pay Rate, or the Total Retirement Creditable Basic Pay Rate is not provided for all instances of LWOP Hours per Year.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) where either LWOP Hours per Year , or the Total Retirement Creditable Basic Pay Rate within LWOP details is provided.
When	The (1) LWOP Hours per Year are provided and a corresponding (2) Total Retirement Creditable Basic Pay Rate is not provided, or the (2) Total Retirement Creditable Basic Pay Rate is provided, and a corresponding number of (1) LWOP Hours per Year are not provided.
Then	The system generates an error message.
GWT Details	<p>(1) LWOP Hours per Year</p> <ul style="list-style-type: none"> • Must be provided if Total Retirement Creditable Basic Pay Rate is provided. • Must be provided for every instance of Total Retirement Creditable Basic Pay Rate. <p>(2) Total Retirement Creditable Basic Pay Rate</p> <ul style="list-style-type: none"> • Must be provided if LWOP Hours per Year is provided. • Must be provided for every instance of LWOP Hours per Year.
Notes	<i>None.</i>

09000 Series – Military Service

Validation #	09001
Title	Employee Has Overlapping Periods of Military Service
<i>Business Rationale</i>	<i>A federal employee should not have two periods of Military Service that overlap each other. If this is the case, then the military service periods may have been reported incorrectly.</i>
Data Elements Used	Military Service Active Duty End Date Military Service Active Duty Start Date
Audience	External (Data Providers) Internal (OPM)
Error Message	Overlapping periods of Active Duty Military Service exist in this record. One of the following periods of Military Service Active Duty may have been reported incorrectly: [Military Service Active Duty Start Date 1] – [Military Service Active Duty End Date 1], [Military Service Active Duty Start Date 2] – [Military Service Active Duty End Date 2]
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with multiple periods of Active Duty Military Service.
When	The date range from one period of Military Service Active Duty (Military Service Active Duty Start Date to Military Service Active Duty End Date) overlaps with another period of Military Service Active Duty.
Then	The system generates an error message.
GWT Details	<i>No additional detail required.</i>
Notes	<i>None.</i>

Validation #	09002
Title	Partially Paid Military Service Deposit is Missing Remaining Balance, Last Payment Date, or Both
<i>Business Rationale</i>	<i>The Military Service Deposit Remaining Balance and Military Service Deposit Last Payment Date are both required when the Military Service Deposit Payment Status is partially paid.</i>
Data Elements Used	Military Service Active Duty End Date Military Service Active Duty Start Date Military Service Deposit Last Payment Date Military Service Deposit Payment Status Military Service Deposit Remaining Balance
Audience	External (Data Providers) Internal (OPM)
Error Message	The [<i>Military Service Deposit Payment Status Description</i>] Military Service Deposit was reported with insufficient detail. Both the Remaining Balance ([<i>Military Service Deposit Remaining Balance</i>]) and the Last Payment Date ([<i>Military Service Deposit Last Payment Date</i>]) should be provided for a Partially Paid Military Service Deposit.
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a (1) period of Active Duty Military Service and the (2) Military Service Deposit Payment Status is partially paid.
When	The Military Service Deposit Remaining Balance is null or 0, or the Military Service Deposit Last Payment Date is null.
Then	The system generates an error message.
GWT Details	(1) Period of Active Duty Military Service <ul style="list-style-type: none"> • Military Service Active Duty Start Date and Military Service Active Duty End Date are provided. (2) Military Service Deposit Payment Status <ul style="list-style-type: none"> • For the period of active duty military service reported, the corresponding Military Service Deposit Payment Status = 02 (Partially Paid).
Notes	<i>None.</i>

Validation #	09003
Title	Non-Zero Balance or Missing Payment in Full Date for a Military Service Deposit Reported as Paid in Full
<i>Business Rationale</i>	<i>When a military service deposit is paid in full, as indicated by the Military Service Deposit Payment Status, the Military Service Deposit Remaining Balance should be zero (0) or NULL and the Military Service Deposit Payment in Full Date should be provided.</i>
Data Elements Used	Military Service Active Duty End Date Military Service Active Duty Start Date Military Service Deposit Payment in Full Date Military Service Deposit Payment Status Military Service Deposit Remaining Balance
Audience	External (Data Providers) Internal (OPM)
Error Message	The Military Service Deposit Payment Status is [<i>Military Service Deposit Payment Status Description</i>], but the remaining balance ([<i>Military Service Deposit Remaining Balance</i>]) is not zero or NULL, or a payment in full date ([<i>Military Service Deposit Payment in Full Date</i>]) is not provided.
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a (1) period of active duty military service and the corresponding (2) military service deposit is paid in full .
When	Military Service Deposit Remaining Balance does not equal 0 or null, or Military Service Deposit Payment in Full Date is null.
Then	The system generates an error message.
GWT Details	(1) Period of Active Duty Military <ul style="list-style-type: none"> • Military Service Active Duty Start Date and Military Service Active Duty End Date are provided. (2) Military Service Deposit is Paid in Full <ul style="list-style-type: none"> • Military Service Deposit Payment Status equals 01 (Paid in Full).
Notes	<i>None.</i>

Validation #	09004
Title	National Guard Military Service Provision Code Not Provided When the National Guard Military Service Indicator is “Y.”
<i>Business Rationale</i>	<i>If National Guard Military Service is present, the Service Provision Code must be provided to determine whether the service is creditable.</i>
Data Elements Used	Military Service Active Duty End Date Military Service Active Duty Start Date National Guard Military Service Indicator National Guard Military Service Provision Code
Audience	External (Data Providers) Internal (OPM)
Error Message	The National Guard Military Service Indicator is [<i>National Guard Military Service Indicator</i>], but the National Guard Military Service Provision Code is [<i>National Guard Military Service Provision Code</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a (1) period of Active Duty Military Service and the (2) National Guard Military Service Indicator is set to “Y”.
When	National Guard Military Service Provision Code is null.
Then	The system generates an error message.
GWT Details	(1) Period of Active Duty Military <ul style="list-style-type: none"> • Military Service Active Duty Start Date. (2) National Guard Military Service Indicator <ul style="list-style-type: none"> • National Guard Military Service Indicator equals Y.
Notes	<i>There is a separate validation related to LWOP AUS.</i>

Validation #	09005
Title	Return to Duty Action with Legal Authority Q3K Not Preceded by an Absent-Uniformed Services Action or OWCP
<i>Business Rationale</i>	<p>To accurately document absence from a civilian position to perform service in the uniformed services and know whether an employee has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), certain nature of action codes and legal authority codes are expected. A Return to Duty action with Q3K as the legal authority code may indicate an employee is returning from an absence due to uniformed services and USERRA applies. If this Return to Duty action is not preceded by an Absent-Uniformed Services (473) action, then the period of leave may not be fully documented.</p> <p>Leave due to OWCP is documented with the LWOP NOA Code (460) with Q3K as the legal authority. The subsequent Return to Duty from OWCP also has Q3K as the legal authority. Therefore, a Return to Duty action with Q3K as the legal authority may also be preceded by an OWCP Leave action.</p>
Data Elements Used	Legal Authority Code Nature of Action Code Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	The Return to Duty action ([<i>Nature Of Action Code</i>]) reported with Legal Authority Code [<i>Legal Authority Code</i>] on [<i>Nature of Action Effective Date</i>] may indicate the employee returned from uniformed services duty or was on OWCP; however, there is no corresponding Absent-Uniformed Services action to indicate when the employee started uniformed services duty or LWOP action with Q3K to indicate the employee started OWCP.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a (1) Return To Duty Status Nature of Action Code that has a (2) Legal Authority Code of Q3K.
When	An (3) Absent-Uniformed Services NOA Code or (4) OWCP Leave without Pay NOA Code is not reported before the Return to Duty NOA Code.
Then	The system generates an error message.
GWT Details	<p>(1) Return to Duty Status Nature of Action Code</p> <ul style="list-style-type: none"> Refer to Appendix B – 3: Return to Duty Status Nature of Action Codes. <p>(2) Legal Authority Code</p> <ul style="list-style-type: none"> One Legal Authority Code equals Q3K. <p>(3) Absent-Uniformed Services NOA Code</p> <ul style="list-style-type: none"> Refer to Appendix B – 4: Absent-Uniformed Services Nature of Action Codes. If an AUS NOA Code is found, ensure that there are no other non-pay or non-duty status NOA Codes between the AUS NOA Code and the Return to Duty NOA Code.

Validation #	09005
	<ul style="list-style-type: none"> ○ Refer to Appendix B – 1: Non-Pay and Non-Duty Status Nature of Action Codes. ● The following example should fail this data validation because a non-pay NOA Code is between the AUS NOA Code and RTD NOA Code <ul style="list-style-type: none"> ○ 03/02/2011: ABSENT - UNIFORMED SERVICES ○ 04/13/2011: LEAVE WITHOUT PAY NOT-TO-EXCEED (05/10/2011) <p>05/11/2011: RETURN TO DUTY</p> <p>(4) OWCP Leave Without Pay NOA code</p> <ul style="list-style-type: none"> ● Refer to Appendix B – 2: Leave without Pay Nature of Action Codes. ● Legal Authority Code equals Q3K.
<i>Notes</i>	<i>None.</i>

Validation #	09006
Title	Absent-Uniformed Services Action Is Not Followed by a Return to Duty Action With a Q3K Legal Authority (USERRA Implications)
<i>Business Rationale</i>	<i>To accurately document absence from a civilian position to perform service in the uniformed services and know whether an employee has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), certain nature of action codes and legal authority codes are expected. An Absent-Uniformed Services (473) action indicates an employee is leaving their civilian position for uniformed services duty. If this action is not followed by a Return to Duty action with Q3K as the legal authority code, then the period of leave may not be fully documented and it is unclear whether USERRA applies.</i>
Data Elements Used	Legal Authority Code Nature of Action Code Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	The Absent-Uniformed Services Code ([<i>Nature of Action Code</i>]) on [<i>Nature of Action Effective Date</i>] indicates the employee began uniformed services duty; however, there is no corresponding Return to Duty action with Legal Authority Code Q3K to indicate that the employee returned from uniformed services duty under USERRA. As the service is currently documented, USERRA provisions do not appear to apply to the period of military service that was performed during the AUS period.
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with an (1) Absent-Uniformed Services Nature of Action Code reported in the Service History.
When	A (2) Return To Duty Status NOA Code with a (3) Legal Authority Code of Q3K is not reported after the Absent-Uniformed Services action.
Then	The system generates an error message.
GWT Details	<p>(1) Absent-Uniformed Services (AUS) NOA Code</p> <ul style="list-style-type: none"> • Refer to Appendix B – 4: Absent-Uniformed Services Nature of Action Codes. <p>(2) Return to Duty Status NOA Code</p> <ul style="list-style-type: none"> • Refer to Appendix B – 3: Return to Duty Status Nature of Action Codes. <ul style="list-style-type: none"> ○ If an RTD NOA Code is found, ensure that there are no other non-pay or non-duty status NOA Codes between the AUS NOA Code and the Return to Duty NOA Code. ○ The following example should fail this data validation because a non-pay NOA Code is between the AUS NOA Code and RTD NOA Code: <ul style="list-style-type: none"> ▪ 03/02/2011: ABSENT - UNIFORMED SERVICES ▪ 04/13/2011: LEAVE WITHOUT PAY NOT-TO-EXCEED (05/10/2011) ▪ 05/11/2011: RETURN TO DUTY <p>(3) Legal Authority Code</p> <ul style="list-style-type: none"> • One Legal Authority Code equals Q3K.

Validation #	09006
<i>Notes</i>	<i>None.</i>

Validation #	09007
Title	Absent-Uniformed Services (AUS) and a Subsequent Return to Duty is Reported Without an Accompanying Military Service Period
<i>Business Rationale</i>	<i>The presence of an Absent-Uniformed Services and subsequent Return to Duty actions indicate an employee performed military service, interrupting their civilian service. An associated period of military service must be provided.</i>
Data Elements Used	Military Service Active Duty End Date Military Service Active Duty Start Date Nature of Action Code Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	An Absent-Uniformed Services action ([<i>Nature of Action Code AUS</i>]) and subsequent Return to Duty action ([<i>Nature of Action Code RTD</i>]) are reported in Service History without an associated military service record.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with an (1) Absent-Uniformed Services Nature of Action Code and (2) subsequent return to duty action reported in the Service History.
When	(3) Associated Military Service Active Duty details are not provided or cannot be determined.
Then	The system generates an error message.
GWT Details	<p>(1) Absent-Uniformed Services Nature of Action Code</p> <ul style="list-style-type: none"> • Refer to Appendix B – 4: Absent-Uniformed Services Nature of Action Codes. <p>(2) Return to Duty Nature of Action Code</p> <ul style="list-style-type: none"> • The NOA Effective Date of the RTD NOA Code must be after the NOA Effective Date of the AUS NOA Code. If there are multiple periods of absence due to Uniformed Services, pair the AUS/RTD NOA codes in chronological order. • Refer to Appendix B – 3: Return to Duty Status Nature of Action Codes. <p>(3) Associated Military Service Active Duty</p> <ul style="list-style-type: none"> • To determine if the associated Military Service Active Duty detail exists, check for Military Service Active Duty Start and End Dates that are between the AUS and RTD NOA Effective Dates. <ul style="list-style-type: none"> ○ Military Service Active Duty Start Date >= AUS NOA Effective Date ○ Military Service Active Duty End Date <= RTD NOA Effective Date
Notes	<i>None.</i>

Validation #	09008
Title	Absent-Uniformed Services (AUS) – Without a Subsequent Return to Duty – is Reported Without an Accompanying Military Service Period
<i>Business Rationale</i>	<i>The presence of an Absent-Uniformed Services action indicates an employee performed military service, interrupting their civilian service. An associated period of military service must be provided.</i>
Data Elements Used	Military Service Active Duty Start Date Nature of Action Code Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	An Absent-Uniformed Services action [AUS Nature of Action Code] is reported in Service History without an associated military service record.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with an (1) Absent-Uniformed Services Nature of Action Code reported in the Service History without a (2) subsequent return to duty action .
When	(3) Associated Military Service Active Duty details are not provided or cannot be determined.
Then	The system generates an error message.
GWT Details	<p>(1) Absent-Uniformed Services Nature of Action Code</p> <ul style="list-style-type: none"> • Refer to Appendix B – 4: Absent-Uniformed Services Nature of Action Codes. <p>(2) Return to Duty Nature of Action Code</p> <ul style="list-style-type: none"> • There is no RTD NOA Code with a NOA Effective Date after the NOA Effective Date of the AUS NOA Code. • Refer to Appendix B – 3: Return to Duty Status Nature of Action Codes. <p>(3) Associated Military Service Active Duty</p> <ul style="list-style-type: none"> • To determine if the associated Military Service Active Duty detail exists, check for Military Service Active Duty Start on or after the AUS NOA Effective Dates. <ul style="list-style-type: none"> ○ Military Service Active Duty Start Date >= AUS NOA Effective Date
<i>Notes</i>	<i>None.</i>

Validation #	09009
Title	Missing Military Service Details When Both Military Service Active Duty Start and End Dates are Provided
<i>Business Rationale</i>	<i>Details of military service need to be reported for service credit purposes.</i>
Data Elements Used	Military Service Active Duty End Date Military Service Active Duty Start Date Military Service Branch Type Code Military Service Character of Service Code Military Service Deposit Payment Status National Guard Military Service Indicator
Audience	External (Data Providers) Internal (OPM)
Error Message	There is missing detail for a period of military service beginning on [<i>Military Service Active Duty Start Date</i>]: Military Service Branch Type Code = [<i>Military Service Branch Type Code</i>], Military Service Character of Service Code = [<i>Military Service Character of Service Code</i>], Military Service Deposit Payment Status = [<i>Military Service Deposit Payment Status</i>], and National Guard Military Service Indicator = [<i>National Guard Military Service Indicator</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a (1) period of Military Service Active Duty with both Start and End Dates provided.
When	Any of the associated (2) Military Service Active Duty detail fields are null.
Then	The system generates an error message.
GWT Details	<p>(1) Period of Military Service Active Duty with both start and end dates provided</p> <ul style="list-style-type: none"> • Military Service Active Duty Start Date and Military Service Active Duty End Date are provided. <p>(2) Military Service Active Duty detail fields</p> <ul style="list-style-type: none"> • Check that the following data elements are provided: <ul style="list-style-type: none"> ○ Military Service Branch Type Code ○ Military Service Character of Service ○ Military Service Deposit Payment Status ○ National Guard Military Service Indicator
Notes	None.

Validation #	09010
Title	Missing Military Service Details When Military Service Active Duty Start Date is Provided With No End Date
<i>Business Rationale</i>	<i>Details of the military service need to be reported for service credit purposes.</i>
Data Elements Used	Military Service Active Duty Start Date Military Service Branch Type Code National Guard Military Service Indicator
Audience	External (Data Providers) Internal (OPM)
Error Message	There is missing detail for military service beginning on [<i>Military Service Active Duty Start Date</i>]: Military Service Branch Type Code = [<i>Military Service Branch Type Code</i>], and National Guard Military Service Indicator = [<i>National Guard Military Service Indicator</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with (1) Military Service Active Duty that does not have an end date.
When	Any of the associated (2) Military Service Active Duty detail fields are null.
Then	The system generates an error message.
GWT Details	<p>(1) Military Service Active Duty that does not have and end date</p> <ul style="list-style-type: none"> • Military Service Active Duty Start Date is provided • Military Service Active Duty End Date is not provided <p>(2) Military Service Active Duty detail fields</p> <ul style="list-style-type: none"> • Check that the following data elements are provided: <ul style="list-style-type: none"> ○ Military Service Branch Type Code ○ National Guard Military Service Indicator
Notes	<i>None.</i>

Validation #	09011
Title	Military Service Deposit Details Not Provided
<i>Business Rationale</i>	<i>Military Service Deposit Principal Amount, Military Service Deposit Total Amount, Military Service Deposit Interest Accrual Date, Military Service Deposit USERRA Indicator and Military Service Deposit Retirement Plan are required when the military service deposit is paid (partially or in full) while at the current Agency.</i>
Data Elements Used	Military Service Active Duty Start Date Military Service Active Duty End Date Military Service Deposit Payment Status Military Service Deposit Principal Amount Military Service Deposit Total Amount Military Service Deposit Interest Accrual Date Military Service Deposit USERRA Indicator Military Service Deposit Retirement Plan
Audience	External (Data Providers) Internal (OPM)
Error Message	There is missing Military Service Deposit Details for the associated period of military service beginning on [<i>Military Service Active Duty Start Date</i>]: Military Service Deposit Principal Amount = [<i>Military Service Deposit Principal Amount</i>], Military Service Deposit Total Amount = [<i>Military Service Deposit Total Amount</i>], Military Service Deposit Interest Accrual Date = [<i>Military Service Deposit Interest Accrual Date</i>], Military Service Deposit USERRA Indicator = [<i>Military Service Deposit USERRA Indicator</i>], Military Service Deposit Retirement Plan = [<i>Military Service Deposit Retirement Plan</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a (1) period of Active Duty Military Service and the (2) Military Service Deposit Payment Status is partially paid or paid in full.
When	Any of the associated (3) Military Service Deposit detail fields are null.
Then	The system generates an error message.
GWT Details	(1) Period of Active Duty Military Service <ul style="list-style-type: none"> • Military Service Active Duty Start Date and Military Activity Duty End Date are provided. (2) Military Service Deposit Payment Status is partially paid or paid in full <ul style="list-style-type: none"> • 01 = Paid in Full • 02 = Partially Paid (2) Military Service Deposit detail fields are null <ul style="list-style-type: none"> • Check if any of the following fields are null: <ul style="list-style-type: none"> ○ Military Service Deposit Principal Amount ○ Military Service Deposit Total Amount ○ Military Service Deposit Interest Accrual Date ○ Military Service Deposit USERRA Indicator ○ Military Service Deposit Retirement Plan
<i>Notes</i>	<i>None.</i>

11000 Series – Pay

Validation #	11001
Title	Retirement Creditable Adjusted Basic Pay Rate Decreases by 30% or More Between Service Actions Without a Possible Explanation
<i>Business Rationale</i>	<i>A significant decrease in Retirement Creditable Adjusted Basic Pay Rate can usually be explained by a change in duty station, a demotion, or the expiration of a temporary promotion. If Retirement Creditable Adjusted Basic Pay Rate decreases by 30% or more between two service actions and the reduction cannot be explained by the conditions listed above, then the application should flag both Retirement Creditable Adjusted Basic Pay Rates for review. Changes within the 5 years prior to the final NOA effective date of the record are most critical as these rates are more likely to be included in the average salary computation for a retirement based on a separation reflected on the record.</i>
Data Elements Used	Nature of Action Code Nature of Action Effective Date Retirement Creditable Adjusted Basic Pay Rate
Audience	External (Data Providers) Internal (OPM)
Error Message	Retirement Creditable Adjusted Basic Pay Rate [<i>Retirement Creditable Adjusted Basic Pay Rate1</i>] recorded on [<i>Nature of Action Effective Date1</i>] decreased by 30% or more to [<i>Retirement Creditable Adjusted Basic Pay Rate2</i>] on [<i>Nature of Action Effective Date2</i>]. This decrease cannot be explained by change in duty station, a demotion, or the expiration of a temporary promotion.
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with at least two service actions.
When	(1) Retirement Creditable Adjusted Basic Pay Rate decreases by 30% or more between two consecutive service actions (2) within five years of the latest Nature of Action Effective Date in the record. And the change in Retirement Creditable Adjusted Basic Pay Rate cannot be explained by one of the following: <ul style="list-style-type: none"> (3) Duty Station Change (4) Demotion including an Expiration of Temporary Promotion
Then	The system generates an error message.
GWT Details	(1) Retirement Creditable Adjusted Basic Pay Rate decreases by 30% or More <ul style="list-style-type: none"> • The Retirement Creditable Adjusted Basic Pay Rate for the second service action is at least 30% less than the Retirement Creditable Adjusted Basic Pay Rate for the first service action. (2) Within Five Years of the Latest Nature of Action Effective Date <ul style="list-style-type: none"> • The second Nature of Action Effective Date occurs after the date 5 years prior to the last Nature of Action Effective Date in the record. • Refer to Appendix C – 1: Actions within 5 Years of the Last NOA Effective Date.

Validation #	11001
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	<p>(3) Duty Station Change</p> <ul style="list-style-type: none">• The second Nature of Action indicates a duty station change (NOA 792).
	<p>(4) Demotion including an Expiration of Temporary Promotion</p> <ul style="list-style-type: none">• The second Nature of Action is a demotion action, including the expiration of a temporary promotion.• Refer to Appendix B – 5: Demotion Nature of Action Codes.
<i>Notes</i>	<i>None.</i>

Validation #	11002
Title	Retirement Creditable Adjusted Basic Pay Rate Decreases by 30% or More Between Service Actions With a Possible Explanation
<i>Business Rationale</i>	<i>A significant decrease in Retirement Creditable Adjusted Basic Pay Rate can usually be explained by a change in duty station, a demotion, or the expiration of a temporary promotion. If Retirement Creditable Adjusted Basic Pay Rate decreases by 30% or more between two service actions and the reduction can be explained by the conditions listed above, then the application should flag both Retirement Creditable Adjusted Basic Pay Rates for review. Changes within the 5 years prior to the final NOA effective date of the record are most critical as these rates are more likely to be included in the average salary computation for a retirement based on a separation reflected on the record.</i>
Data Elements Used	Nature of Action Code Nature of Action Effective Date Retirement Creditable Adjusted Basic Pay Rate
Audience	External (Data Providers) Internal (OPM)
Error Message	Retirement Creditable Adjusted Basic Pay Rate [<i>Retirement Creditable Adjusted Basic Pay Rate1</i>] recorded on [<i>Nature of Action Effective Date1</i>] decreased by 30% or more to [<i>Retirement Creditable Adjusted Basic Pay Rate2</i>] on [<i>Nature of Action Effective Date2</i>].
Severity	4 – Low
Given	A valid Data Transfer Package (DTP) with at least two service actions.
When	(1) Retirement Creditable Adjusted Basic Pay Rate decreases by 30% or more between two consecutive service actions (2) within five years of the latest Nature of Action Effective Date in the record. And the change in Retirement Creditable Adjusted Basic Pay Rate can be explained by one of the following: (3) Duty Station Change (4) Demotion including an Expiration of Temporary Promotion
Then	The system generates an error message.
GWT Details	(1) Retirement Creditable Adjusted Basic Pay Rate decreases by 30% or More <ul style="list-style-type: none"> • The Retirement Creditable Adjusted Basic Pay Rate for the second service action is at least 30% less than the Retirement Creditable Adjusted Basic Pay Rate for the first service action. (2) Within Five Years of the Latest Nature of Action Effective Date <ul style="list-style-type: none"> • The second Nature of Action Effective Date occurs after the date 5 years prior to the last Nature of Action Effective Date in the record. • Refer to Appendix C – 1: Actions within 5 Years of the Last NOA Effective Date. (3) Duty Station Change <ul style="list-style-type: none"> • The second Nature of Action indicates a duty station change (NOA 792). (4) Demotion including an Expiration of Temporary Promotion <ul style="list-style-type: none"> • The second Nature of Action is a demotion action, including the

Validation #	11002
	expiration of a temporary promotion. <ul style="list-style-type: none">• Refer to Appendix B – 5: Demotion Nature of Action Codes.
<i>Notes</i>	<i>None.</i>

Validation #	11003
Title	Retirement Creditable Adjusted Basic Pay Rate Increases by 30% or More Between Service Actions Without a Possible Explanation
<i>Business Rationale</i>	<i>A significant increase in Retirement Creditable Adjusted Basic Pay Rate can usually be explained by a change in duty station or a promotion. If Retirement Creditable Adjusted Basic Pay Rate increases by 30% or more between two service actions, and the increase cannot be explained by the conditions listed above, then the application should flag Retirement Creditable Adjusted Basic Pay Rate for review. Changes within the 5 years prior to the final NOA effective date of the record are most critical, as these rates are more likely to be included in the average salary computation for a retirement based on a separation reflected on the record.</i>
Data Elements Used	Nature of Action Code Nature of Action Effective Date Retirement Creditable Adjusted Basic Pay Rate
Audience	External (Data Providers) Internal (OPM)
Error Message	Retirement Creditable Adjusted Basic Pay Rate [<i>Retirement Creditable Adjusted Basic Pay Rate1</i>] recorded on [<i>Nature of Action Effective Date1</i>] increased by 30% or more to [<i>Retirement Creditable Adjusted Basic Pay Rate2</i>] on [<i>Nature of Action Effective Date2</i>]. This increase cannot be explained by change in duty station or a promotion.
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with at least two service actions.
When	1) Retirement Creditable Adjusted Basic Pay Rate increases by 30% or more between two consecutive service actions (2) within five years of the latest Nature of Action Effective Date in the record. And the change in Retirement Creditable Adjusted Basic Pay Rate cannot be explained by one of the following: (3) Duty Station Change (4) Promotion
Then	The system generates an error message.
GWT Details	(1) Retirement Creditable Adjusted Basic Pay Rate increases by 30% or More <ul style="list-style-type: none"> • The Retirement Creditable Adjusted Basic Pay Rate for the second service action is 30% or more than the Retirement Creditable Adjusted Basic Pay Rate for the first service action. (2) Within Five Years of the Last Nature of Action Effective Date <ul style="list-style-type: none"> • The second Nature of Action Effective Date occurs after the date 5 years prior to the last Nature of Action Effective Date in the record. • Refer to Appendix C – 1: Actions within 5 Years of the Last NOA Effective Date. (3) Duty Station Change <ul style="list-style-type: none"> • The second Nature of Action indicates a duty station change (NOA 792). (4) Promotion

Validation #	11003
	<ul style="list-style-type: none">• The second Nature of Action is a promotion action.• Refer to Appendix B – 6: Promotion Nature of Action Codes.
<i>Notes</i>	<i>None.</i>

Validation #	11004
Title	Retirement Creditable Adjusted Basic Pay Rate Increases by 30% or More Between Service Actions With a Possible Explanation
<i>Business Rationale</i>	<i>A significant increase in Retirement Creditable Adjusted Basic Pay Rate can usually be explained by a change in duty station or a promotion. If Retirement Creditable Adjusted Basic Pay Rate increases by 30% or more between two service actions, and the increase can be explained by the conditions listed above, then the application should flag Retirement Creditable Adjusted Basic Pay Rate for review. Changes within the 5 years prior to the final NOA effective date of the record are most critical, as these rates are more likely to be included in the average salary computation for a retirement based on a separation reflected on the record.</i>
Data Elements Used	Nature of Action Code Nature of Action Effective Date Retirement Creditable Adjusted Basic Pay Rate
Audience	External (Data Providers) Internal (OPM)
Error Message	Retirement Creditable Adjusted Basic Pay Rate [<i>Retirement Creditable Adjusted Basic Pay Rate 1</i>] recorded on [<i>Nature of Action Effective Date 1</i>] increased by 30% or more to [<i>Retirement Creditable Adjusted Basic Pay Rate 2</i>] on [<i>Nature of Action Effective Date 2</i>].
Severity	4 – Low
Given	A valid Data Transfer Package (DTP) with at least two service actions.
When	1) Retirement Creditable Adjusted Basic Pay Rate increases by 30% or more between two consecutive service actions (2) within five years of the latest Nature of Action Effective Date in the record. And the change in Retirement Creditable Adjusted Basic Pay Rate can be explained by one of the following: (3) Duty Station Change (4) Promotion
Then	The system generates an error message.
GWT Details	(1) Retirement Creditable Adjusted Basic Pay Rate increases by 30% or More <ul style="list-style-type: none"> • The Retirement Creditable Adjusted Basic Pay Rate for the second service action is 30% or more than the Retirement Creditable Adjusted Basic Pay Rate for the first service action. (2) Within Five Years of the Last Nature of Action Effective Date <ul style="list-style-type: none"> • The second Nature of Action Effective Date occurs after the date 5 years prior to the last Nature of Action Effective Date in the record. • Refer to Appendix C – 1: Actions within 5 Years of the Last NOA Effective Date. (3) Duty Station Change <ul style="list-style-type: none"> • The second Nature of Action indicates a duty station change (NOA 792). (4) Promotion <ul style="list-style-type: none"> • The second Nature of Action is a promotion action.

Validation #	11004
	<ul style="list-style-type: none">Refer to Appendix B – 6: Promotion Nature of Action Codes.
<i>Notes</i>	<i>None.</i>

Validation #	11005
Title	Pay Increase Nature of Action Code Does Not Lead to a Greater Base Pay
<i>Business Rationale</i>	<i>Typically, a pay increase nature of action code results in an increase in an employee's basic pay rate. If the basic pay rate stays the same, the service action or basic pay rate may have been reported incorrectly.</i>
Data Elements Used	Nature of Action Code Nature of Action Effective Date Retirement Creditable Adjusted Basic Pay Rate
Audience	External (Data Providers) Internal (OPM)
Error Message	A Pay Increase Nature of Action [<i>Nature Of Action Code</i>] was reported on [<i>Nature of Action Effective Date</i>] but the base pay of [<i>Retirement Creditable Adjusted Basic Pay Rate</i> 1] did not increase.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a (1) pay increase nature of action code .
When	The Retirement Creditable Adjusted Basic Pay Rate associated with the pay increase NOA code is less than or equal to the Retirement Creditable Adjusted Basic Pay Rate of the (2) immediately preceding service action (3) with a prior NOA Effective Date (4) within the same ERR , and the two service actions are (5) within five years of the latest Nature of Action Effective Date in the record.
Then	The system generates an error message.
GWT Details	<p>(1) Pay Increase Nature of Action Code</p> <ul style="list-style-type: none"> Refer to Appendix B – 6: Promotion Nature of Action Codes. <p>(2) Immediately Preceding Service Action</p> <ul style="list-style-type: none"> If the immediately service action is for a promotion not-to-exceed (NTE) or an extension to a promotion NTE, then an increase in basic pay is not expected <ul style="list-style-type: none"> 703 - PROMOTION NOT-TO-EXCEED (DATE) 769 - EXTENSION OF PROMOTION NOT-TO-EXCEED (DATE) <p>(3) With a Prior Increase Nature of Action Effective Date</p> <ul style="list-style-type: none"> The Nature of Action Effective Date of the preceding service action must be before the Pay Increase Nature of Action Effective Date. This condition accounts for the scenario where multiple actions are processed on the same day. <p>(4) Within the Same ERR</p> <ul style="list-style-type: none"> The two basic pay rates must be within the same ERR, <i>i.e.</i> cannot compare across IRRs. <p>(5) Within Five Years of the Last Nature of Action Effective Date</p> <ul style="list-style-type: none"> The second Nature of Action Effective Date occurs after the date 5 years prior to the last Nature of Action Effective Date in the record. Refer to Appendix C – 1: Actions within 5 Years of the Last NOA Effective Date.

Validation #	11005
<i>Notes</i>	<i>None.</i>

Validation #	11006
Title	Retirement Creditable Earnings for Social Security Not Provided for a CSRS Offset Employee
<i>Business Rationale</i>	<i>Retirement Creditable Earnings for Social Security must be provided for CSRS Offset employees.</i>
Data Elements Used	Summary Year Retirement Plan Code Retirement Creditable Earnings for Social Security Nature of Action Code Nature of Action Effective Date Deduction Percentage Fiscal Detail Start Date Fiscal Detail End Date
Audience	External (Data Providers) Internal (OPM)
Error Message	For Summary Year [<i>Summary Year</i>] Retirement Creditable Earnings for Social Security is required for CSRS Offset employees and was not provided.
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a (1) CSRS Offset Retirement Plan Code service action.
When	Retirement Creditable Earnings for Social Security is null for the (2) Summary Year(s) the employee had CSRS Offset and (3) Deductions are reported (greater than \$0) at both 7% and 0.8%.
Then	The system generates an error message.
GWT Details	<p>(1) CSRS Offset Retirement Plan Code</p> <ul style="list-style-type: none"> • Retirement Plan Code <ul style="list-style-type: none"> ○ CSRS Offset: C, E, Q • (2) Summary Year(s) <p>To determine the appropriate summary year(s) for which Retirement Creditable Earnings for Social Security should be provided, consider the period beginning on the NOA Effective Date for the CSRS Offset Retirement Plan Code NOA Code and ending on the NOA Effective Date for the NOA Code when the Retirement Plan Code is no longer CSRS Offset. Retirement Creditable Earnings for Social Security should be provided for each summary year during which the employee had CSRS Offset.</p> • If provided, determine the Summary Year based on the Fiscal Detail Start Date and Fiscal Record End Date. Else use the calendar year of the NOA Effective Date. <p>(3) Deductions</p> <ul style="list-style-type: none"> • There are two Deduction Percentages (7% and 0.8%) reported (greater than \$0) for the Summary Year

Validation #	11006
<i>Notes</i>	<i>None.</i>

Validation #	11007
Title	Retirement Creditable Earnings for Social Security Should Not be Greater than Retirement Creditable Earnings
<i>Business Rationale</i>	<i>Retirement Creditable Earnings for Social Security should be equal to, or less than, Retirement Creditable Earnings. If Retirement Creditable Earnings for Social Security exceed Retirement Creditable earnings, one of the two elements may have been reported incorrectly.</i>
Data Elements Used	Retirement Creditable Earnings for Social Security Retirement Creditable Earnings
Audience	External (Data Providers) Internal (OPM)
Error Message	The Retirement Creditable Earnings for Social Security [<i>Retirement Creditable Earnings for Social Security</i>] are greater than the Retirement Creditable Earnings [<i>Retirement Creditable Earnings</i>]. The Retirement Creditable Earnings for Social Security must be equal to, or less than, Retirement Creditable Earnings.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) where both the Retirement Creditable Earnings for Social Security and the Retirement Creditable Earnings are provided.
When	The (1) Retirement Creditable Earnings for Social Security exceed the (2) Retirement Creditable Earnings .
Then	The system generates an error message.
GWT Details	(1) Retirement Creditable Earnings for Social Security <ul style="list-style-type: none"> • Dollar amount must be equal to, or less than, the dollar amount provided for Retirement Creditable Earnings. (2) Retirement Creditable Earnings <ul style="list-style-type: none"> • Dollar amount must be equal to, or greater than, the dollar amount provided for Retirement Creditable Earnings for Social Security.
Notes	<i>This field is required for CSRS Offset employees; however, the system will generate an error message for any record meeting the criteria of this validation, regardless of Retirement Plan Code. For CSRS Offset employees, the retirement creditable earnings are subject to social security taxes (OASDI).</i>

12000 Series – Retirement Plan

Validation #	12001
Title	FERS Service Prior to January 1, 1987
<i>Business Rationale</i>	<i>The FERS retirement program was introduced on January 1, 1987. Therefore, retirement records should not have service under the FERS retirement plan before 1/1/1987.</i>
Data Elements Used	Nature of Action Effective Date Retirement Plan Code
Audience	External (Data Providers) Internal (OPM)
Error Message	FERS service reported prior to existence of FERS retirement program. Refer to Retirement Plan Code [<i>Retirement Plan Code</i>] reported on [<i>Nature of Action Effective Date</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) And a Service Action with a (1) FERS Retirement Plan Code .
When	The Nature of Action Effective Date for the same action is prior to 1/1/1987.
Then	The system generates an error message.
GWT Details	(1) FERS Retirement Plan Code <ul style="list-style-type: none"> • Retirement Plan Code = K, L, M, N, or O.
Notes	<i>None.</i>

Validation #	12002
Title	No Change in Retirement Plan Code for a Retirement Plan Change Nature of Action Code
<i>Business Rationale</i>	<i>The application should flag Retirement Plan Code if a Nature of Action Code indicates a change in retirement plan, but there is not a corresponding change in Retirement Plan Code. A change in retirement plan NOA with an effective date of 1/1/1987 will not be flagged since that was the first day of FERS and automatic enrollments occurred.</i>
Data Elements Used	Nature of Action Code Nature of Action Effective Date Retirement Plan Code
Audience	External (Data Providers) Internal (OPM)
Error Message	A change in retirement plan is reported in service action [<i>Nature Of Action Code 2</i>] (<i>[Nature Of Action Code2 Description]</i>) on [<i>Nature of Action Effective Date 2</i>], but the Retirement Plan Code [<i>Retirement Plan Code</i>] was also reported for the prior service action on [<i>Nature of Action Effective Date 1</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a (1) retirement plan change Nature of Action Code that is not the first action in the record and has a (2) Nature of Action effective date not equal to 1/1/1987.
When	There is (3) no corresponding change in retirement plan.
Then	The system generates an error message.
GWT Details	<p>(1) Retirement Plan Change Nature of Action Code</p> <ul style="list-style-type: none"> Refer to Appendix B – 10: Retirement Plan Change Nature of Action Codes. <p>(2) Nature of Action Effective Date Not Equal to 1/1/1987</p> <ul style="list-style-type: none"> NOA Effective Date does not equal 1/1/1987. <p>(3) No Corresponding Change in Retirement Plan</p> <ul style="list-style-type: none"> Retirement Plan Code is the same as the Retirement Plan Code in the prior service action.
Notes	<i>None.</i>

Validation #	12003
Title	FERS Military Service Deposit Reported for Employee Covered Under CSRS or CSRS Offset
<i>Business Rationale</i>	<i>If Civilian service is reported under CSRS or CSRS Offset, any Military Service Deposit recorded on the same retirement record should also be under CSRS or CSRS Offset. If the Military Service Deposit is reported as a FERS deposit, this may indicate an issue with the reported Service History or military service.</i>
Data Elements Used	Military Service Deposit Retirement Plan Retirement Plan Code
Audience	External (Data Providers) Internal (OPM)
Error Message	A military service deposit is reported under [<i>Military Service Deposit Retirement Plan</i>], but the employee's Retirement Plan Code is [<i>Retirement Plan Code</i>].
Severity	1 – Critical
Given	A valid Data Transfer Package (DTP) with a Service Action having a (1) CSRS or (2) CSRS Offset Retirement Plan Code and a Military Service Deposit Retirement Plan reported.
When	The (3) Military Service Deposit Retirement Plan for the Military Service Deposit is FERS.
Then	The system generates an error message.
GWT Details	<p>(1) CSRS Retirement Plan Codes</p> <ul style="list-style-type: none"> • CSRS: 0, 1, 6, R, T <p>(2) CSRS Offset Retirement Plan Codes</p> <ul style="list-style-type: none"> • CSRS Offset: C, E, Q <p>(3) Military Service Deposit Retirement Plan</p> <ul style="list-style-type: none"> • Military Service Deposit Retirement Plan = F (FERS)
Notes	<i>None.</i>

Validation #	12004
Title	Retirement Plan Code Changed from CSRS to CSRS Offset
<i>Business Rationale</i>	<i>Employees reporting service under CSRS would only have subsequent service under CSRS Offset if they were rehired after 5 or more years of CSRS service and a break in service occurred lasting more than one year. In this case, the CSRS Offset service should be reported in a separate retirement record with one exception. A change from CSRS to CSRS Offset is allowed if it occurs in conjunction with a change to a Senior Official position.</i>
Data Elements Used	Retirement Plan Code Special Population Code Nature of Action Code Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	An unexpected Retirement Plan Code change is reported: CSRS [Retirement Plan Code1] to CSRS Offset [Retirement Plan Code2].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a (1) CSRS Retirement Plan Code service action.
When	Any subsequent service action reports a (2) CSRS Offset Retirement Plan Code and is not a (3) change to a Senior Official position .
Then	The system generates an error message.
GWT Details	(1) CSRS Retirement Plan Codes <ul style="list-style-type: none"> • CSRS: 0, 1, 6 (2) CSRS Offset Retirement Plan Codes <ul style="list-style-type: none"> • CSRS Offset: C, E, Q (3) Change to a Senior Official position <ul style="list-style-type: none"> • Special Population Code = 29 (Senior Official)
Notes	None.

13000 Series – Service History

Validation #	13001
Title	Conversion Nature of Action Code Occurs Without a Prior Appointment Nature of Action Code
<i>Business Rationale</i>	<i>Federal employees typically begin a period of service at an Agency with an appointment action. If there is a conversion action, but no prior appointment action, the reported period of service may be incomplete.</i>
Data Elements Used	Nature of Action Code Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	A conversion action is reported without a prior appointment action. Refer to action [<i>Nature Of Action Code</i>] (<i>[Nature Of Action Code Description]</i>) on [<i>Nature of Action Effective Date</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) and a (1) Conversion Nature of Action Code is reported in the Service History.
When	There is no (2) appointment Nature of Action Code reported (3) prior to the conversion action.
Then	The system generates an error message.
GWT Details	<p>(1) Conversion Nature of Action Code</p> <ul style="list-style-type: none"> Conversion NOA Codes – any NOA code that begins with a five (5XX). <p>(2) Appointment Nature of Action Code</p> <ul style="list-style-type: none"> Appointment NOA Codes – any NOA code that begins with a one (1XX). <p>(3) Prior to the Conversion Action</p> <ul style="list-style-type: none"> Check for an appointment action with a Nature of Action Effective Date before the Nature of Action Effective Date of the conversion action.
Notes	<i>None.</i>

Validation #	13002
Title	Sick Leave Balance Not Reported
<i>Business Rationale</i>	<i>For a non-FERS Election, Sick Leave Balance must be reported either as an amount of hours or, in the case of employees with an Uncommon Tour of Duty, as an expiration date.</i>
Data Elements Used	Record Type Code Sick Leave Balance Hours Sick Leave Expiration Date For An Uncommon Tour Of Duty
Audience	External (Data Providers) Internal (OPM)
Error Message	The Sick Leave Balance must be reported on a(n) [<i>Record Type Code Description</i>] record, but the Sick Leave Balance Hours is [<i>Sick Leave Balance Hours</i>] and the Sick Leave Expiration Date For An Uncommon Tour Of Duty is [<i>Sick Leave Expiration Date For An Uncommon Tour Of Duty</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) for a (1) separation, transfer, retirement, or death-in-service.
When	The (2) Sick Leave Balance is not provided.
Then	The system generates an error message.
GWT Details	<p>(1) Separation, Transfer, Retirement, or Death-in-Service</p> <ul style="list-style-type: none"> • Record Type Code <ul style="list-style-type: none"> ○ 01 = Separation ○ 02 = Transfer ○ 03 = At Retirement ○ 04 = Death in Service <p>(2) Sick Leave Balance</p> <ul style="list-style-type: none"> • A value in one of the following Sick Leave Balance fields must be provided <ul style="list-style-type: none"> ○ Sick Leave Balance Hours – a value of 0 is considered acceptable. ○ Sick Leave Expiration Date for an Uncommon Tour of Duty.
Notes	<i>For FERS Election (record type code = 05), Frozen Sick Leave must be reported (see Validation 13003). For non-FERS Election, “regular” Sick Leave must be reported.</i>

Validation #	13003
Title	Frozen Sick Leave Balance Not Reported for a FERS Election
<i>Business Rationale</i>	<i>For a FERS Election, Frozen Sick Leave Balance must be reported either as an amount of hours or, in the case of employees with an Uncommon Tour of Duty, as an expiration date.</i>
Data Elements Used	Frozen Sick Leave Balance Hours Frozen Sick Leave Expiration Date For An Uncommon Tour Of Duty Record Type Code
Audience	External (Data Providers) Internal (OPM)
Error Message	The Frozen Sick Leave Balance must be reported for a [<i>Record Type Code Description</i>], but the Frozen Sick Leave Balance Hours is [<i>Frozen Sick Leave Balance Hours</i>] and the Frozen Sick Leave Expiration Date For An Uncommon Tour Of Duty is [<i>Frozen Sick Leave Expiration Date For An Uncommon Tour Of Duty</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) for a (1) FERS Election .
When	The (2) Frozen Sick Leave Balance is not provided.
Then	The system generates an error message.
GWT Details	<p>(1) FERS Election</p> <ul style="list-style-type: none"> • Record Type Code <ul style="list-style-type: none"> ○ 05 = FERS Election <p>(2) Frozen Sick Leave Balance</p> <ul style="list-style-type: none"> • A value in one of the following Frozen Sick Leave Balance fields must be provided. <ul style="list-style-type: none"> ○ Frozen Sick Leave Balance Hours – a value of 0 is considered acceptable. ○ Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty.
Notes	<i>For FERS Election, Frozen Sick Leave must be reported. For non-FERS Election, “regular” Sick Leave must be reported.</i>

Validation #	13004
Title	Retirement Service Computation Date Plus Minimum Service Requirement Is After Retirement Date, and/or Date of Birth Plus Minimum Age Requirement Is After Retirement Date
<i>Business Rationale</i>	<i>In order to retire under most statutory provisions for retirement, the employee must meet minimum age and service requirements. If the retirement service computation date and date of birth are not at least this many years prior to the retirement date, then there is likely an error in the retirement service computation date, the statutory provision for retirement, or the retirement nature of action effective date reported.</i>
Data Elements Used	Date of Birth Nature of Action Code Nature of Action Effective Date Retirement Service Computation Date Statutory Provision for Retirement
Audience	External (Data Providers) Internal (OPM)
Error Message	The amount of time between the retirement service computation date, [<i>Retirement Service Computation Date</i>] or the date of birth [<i>Date of Birth</i>], and the effective date of the retirement service action, [<i>Nature Of Action Code</i>] (<i>[Nature Of Action Code Description]</i>) on [<i>Nature of Action Effective Date</i>], does not leave enough time for the employee to complete the minimum service requirement or reach the minimum age requirement associated with the reported statutory provision for retirement [<i>Statutory Provision for Retirement</i>].
Severity	1 – Critical
Given	A valid Data Transfer Package (DTP) (1) received at retirement for an individual retiring under a (2) Statutory Provision for Retirement for which a Date of Birth and a Retirement Service Computation Date were reported.
When	The number of years between the Retirement Service Computation Date and the Nature of Action Effective Date of the retirement is less than the (3) lowest minimum service requirement associated with the reported Statutory Provision for Retirement OR the number of years between the Date of Birth and the Nature Of Action Effective Date of the retirement is less than the (3) lowest minimum age requirement associated with the reported Statutory Provision for Retirement AND the employee is (4) not eligible for normal immediate retirement .
Then	The system generates an error message.
GWT Details	(1) Received at retirement <ul style="list-style-type: none"> • Record Type Code = 03 • The last Nature of Action Code is a Retirement • Refer to Appendix B – 11: Retirement Nature of Action Codes. (2) Statutory Provision for Retirement <ul style="list-style-type: none"> • Must be a provision in the table of GWT Detail (3); • Date of Birth and a Retirement Service Computation Date were reported.

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(3) Lowest minimum age and service requirements

CSRS Retirement Provisions:

Type	Minimum Age	Minimum Service	Provision 5 U.S.C. §...
Mandatory Separation	56	20 yrs ATC	8335(a)
	57	20 yrs LEO/FF/NMC/CBPO	8335(b)
	57	20 yrs CP/LEO/CPBO	8335(c)
	57	20 yrs SCP/LEO/CBPO	8335(d)
Immediate Retirement	55	30 yrs	8336(a)
	60	20 yrs	8336(b)
	62	5 yrs	8336(f)
	50	20 yrs LEO/FF/NMC/CBPO	8336(c)(1)
Immediate Retirement	Any	25 yrs ATC	8336(e)
	50	20 yrs ATC	
	62	5 yrs	8336(g)
	60	10 yrs Member	
	55 (and before 60)	30 yrs	
	Any	25 yrs	
	50	20 yrs	
	50	Serving in 9 Congresses	
	Any	25 yrs	8336(h)(1)
	50	20 yrs	
	Any	25 yrs	8336(h)(2)
	50	20 yrs	
	Any	25 yrs	8336(h)(3)
	50	20 yrs	

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Immediate Retirement	Any	25	8336(j)
	50	20	
	2 Year Period Before Meeting the years of service and age requirements for voluntary separations		
	62	5 yrs	8336(k)
	60	10 yrs as bankruptcy judge, U.S. magistrate judge, or Court of Federal Claims judge	
	62	5	8336(l)
	Any	Upon completing the term of service for which he was appointed as a judge of such court	
	50	20 yrs Member of Capitol Police/LEO/FF/CBPO	
	50	20 yrs Member of Supreme Court Police/LEO/FF/CBPO	8336(n)
Immediate Retirement Involuntary Separation	Any	25 yrs	8336(d)(1)
	50	20 yrs	
Immediate Retirement Early Voluntary (VERA)	Any	25 yrs	8336(d)(2)
	50	20 yrs	
Disability Retirement	Any	5 yrs	8337(a)
	Any	5 yrs	8337(h)
Deferred Retirement	62	5 yrs	8338(a)
	62	5 yrs	8338(b)
	60	10 yrs Member Service	
	50	20 yrs service	
Deferred	62	5 yrs	8338(c)

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Retirement	Any	Upon completing the term of service for which he was appointed as a judge of such court	
Supplemental or Redetermined Annuity	Any	Supplemental: One year actual, full-time (or one year full-time equivalent), continuous service	8344
	See age requirements for immediate or disability retirements described elsewhere in this table.	Redetermined: Five years actual, full-time (or five years full-time equivalent), continuous service	

FERS Retirement Provisions:

Type	Minimum Age	Minimum Service	Provision 5 U.S.C. §...
Immediate Retirement	MRA	10 yrs	8412(g)
	MRA	30 yrs	8412(a)
	60	20 yrs	8412(b)
	62	5 yrs	8412(c)
	Any	25 yrs	8412(f)
	50	20 yrs	
	Any	25 yrs LEO/FF/NMC/CBPO/ CP/SCP	8412(d)
	50	20 yrs LEO/FF/NMC/CBPO/ CP/SCP	
	Any	25 yrs ATC	8412(e)
	50	20 yrs ATC	
Deferred Retirement	62	5 yrs	8413(a)
	MRA	10 yrs	8413(b)
Early	Any	25 yrs	8414(a)(1)

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Retirement	50	20 yrs	
	Any	25 yrs	8414(a)(2)
	50	20 yrs	
	Any	25 yrs	8414(a)(3)
	50	20 yrs	
	50	25 yrs	8414(c)(1)
	Any	25 yrs MRT Dual Status	8414(c)(2)
	50	20 yrs MRT Dual Status	
Early Retirement – Involuntary Separation	Any	25 yrs	8414(b)(1)(A)
	50	20 yrs	
Early Retirement – Voluntary (VERA)	Any	25 yrs	8414(b)(1)(B)
	50	20 yrs	
Mandatory Retirement	55 and 10 months	20 yrs ATC service	8425(a)
	56 and 10 months	20 yrs LEO/FF/NMC/CBPO/SCP/CP	8425(b)
	56 and 10 months	20 yrs CP/LEO/FF/NMC/CPBO/SCP	8425(c)
	56 and 10 months	20 yrs SCP/LEO/FF/NMC/CBPO/CP	8425(d)
Disability Retirement	Any	18 mos civilian service	8451(a)
	Any	18 mos Member service	8451(b)
	Any	18 mos civilian service	8456
Supplemental or Redetermined Annuity	Any	Supplemental: One year actual, full-time (or one year full-time equivalent), continuous service	8468

- This validation assumes that the total of an employee’s service was spent in the special retirement population for the specified Statutory Provision for Retirement. For example, if 20 years of service as an ATC is required for retirement under 8335(a), and the individual has

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20 years of total service, the validation assumes that all of that employee's service was spent as an ATC.

- Employees who will be eligible for mandatory separation under CSRS and FERS receive a notice 60 days prior to their birthday to inform them of their eligibility for mandatory separation. Employees are eligible for mandatory separation after receiving this notice. A 60-day (2-month) time period has been subtracted from the Lowest Associated Minimum Age for FERS and CSRS mandatory separation provisions for retirement to account for this period of retirement eligibility.
- For the following provisions, the Minimum Retirement Age must be computed: 8412(a), 8412(g), 8413(b)
- MRA is equal to
 - If the individual was born before January 1, 1948, then the individual must be at least 55 years old.
 - If the individual was born after December 31, 1947 and before January 1, 1953, then the individual must be at least as old as the sum of (a) the product of (i) the number of months in the period beginning with January 1948 and ending with December of the year the individual was born, and (ii) 1/6; and (b) 55 years of age.
 - If the individual was born after December 31, 1952 and before January 1, 1965, then the individual must be at least 56 years old.
 - If the individual was born after December 31, 1964 and before January 1, 1970, then the individual must be at least as old as the sum of (a) the product of (i) the number of months in the period beginning with January 1965 and ending with December of the year the individual was born, and (ii) 1/6; and (b) 56 years of age.
- If the individual was born after December 31, 1969, then the individual must be at least 57 years old.

(4) Not eligible for normal immediate retirement

- Employee has not achieved minimum age and service combinations required for normal immediate retirement: 55 years of age with 30 years of service (or MRA with 30 years of service), 60 years of age with 20 years of service, or 62 years of age with 5 years of service.

Notes

In the future, detail could be added to this validation to catch more potential errors. For example, the validation could account for the type of service / position if applicable to the statutory provision for retirement. If it is possible to compute the total service at some point, the actual years of service could be compared to the provision, as well.

Validation #	13006
Title	Nature of Action Description Not Provided for Agency-specific Nature of Action Code
<i>Business Rationale</i>	<i>Nature of Action Description is needed for Agency-specific Action Codes so that OPM can understand what Nature of Action occurred.</i>
Data Elements Used	Nature of Action Code Nature of Action Description Nature of Action Effective Date
Audience	External (Data Providers) Internal (OPM)
Error Message	For the Nature of Action Code [<i>Nature of Action Code</i>] the Nature of Action Description is required and was not provided for the action reported on [<i>Nature of Action Effective Date</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with (1) an Agency-specific Nature of Action Code.
When	Nature of Action Description is null.
Then	The system generates an error message.
GWT Details	(1) Agency-specific Nature of Action Code <ul style="list-style-type: none"> • Nature of Action Codes that begin with nine (9XX)
<i>Notes</i>	<i>None.</i>

Validation #	13007
Title	Firefighter Annualized Basic Pay Rate Indicator Not Provided
<i>Business Rationale</i>	<i>Firefighter Annualized Basic Pay Rate Indicator is required for firefighters to indicate whether the Total Retirement Creditable Basic Pay Rate reported for the firefighter is annualized.</i>
Data Elements Used	Nature of Action Effective Date Special Population Code Firefighter Annualized Basic Pay Rate Indicator
Audience	External (Data Providers) Internal (OPM)
Error Message	Firefighter Annualized Basic Pay Rate Indicator is required for firefighters and was not provided for the action reported on [<i>Nature of Action Effective Date</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a service action (1) for a firefighter.
When	Firefighter Annualized Basic Pay Rate Indicator is null.
Then	The system generates an error message.
GWT Details	(1) Firefighter <ul style="list-style-type: none"> Special Population Code = 02, 02A, 02S
<i>Notes</i>	<i>None.</i>

Validation #	13008
Title	Legal Authority Code 1 Not Provided
<i>Business Rationale</i>	<i>Legal Authority Code 1 is required for all Nature of Action Codes except death, termination-expiration of appointment, and some bonuses/awards/incentives.</i>
Data Elements Used	Nature of Action Code Nature of Action Effective Date Legal Authority Code 1
Audience	External (Data Providers) Internal (OPM)
Error Message	Legal Authority Code 1 is required and was not provided for Nature of Action Code [<i>Nature of Action Code</i>] reported on [<i>Nature of Action Effective Date</i>].
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) with a service action.
When	Legal Authority Code 1 is null and is (1) required for the service action.
Then	The system generates an error message.
GWT Details	<p>(1) Required for the service action</p> <ul style="list-style-type: none"> • Legal Authority Code is required for all Nature of Action Codes <i>except:</i> <ul style="list-style-type: none"> ○ 350 – Death ○ 355 – Termination – Expiration of Appointment ○ 841 – Group Award – Ch 45 ○ 889 – Group Award – Other ○ 843 – Group Suggestion/ Invention Award ○ 847 – Group Time Off Award ○ 844 – Foreign Language Award ○ 845 – Travel Savings Incentive ○ 848 – Referral Bonus ○ 817 – Student Loan Repayment ○ 840 – Individual Cash Award Rating Based ○ 849 – Individual Cash Award Not Rating Based ○ 886 – Lump Sum Performance Payment Rating Based – Not in Lieu of Payment Adjustment ○ 887 – Lump Sum Performance Payment Not Rating Based ○ 842 – Individual Suggestion / Invention Award ○ 846 – Individual Time Off ○ Any NOA Code that begins with a nine (9XX)
Notes	<i>None.</i>

Validation #	13009
Title	Basic Employee Death Benefit Total Hours Worked in Last 52 Weeks Not Provided
<i>Business Rationale</i>	<i>Basic Employee Death Benefit Total Hours Worked in Last 52 Weeks is required for FERS deceased employee cases where the deceased employee died in a part-time or intermittent status. It is used to compute the basic employee death benefit for a surviving spouse or a former spouse where a court order awards this benefit.</i>
Data Elements Used	Record Type Code Work Schedule Code Nature of Action Code Basic Employee Death Benefit Total Hours Worked in Last 52 Weeks
Audience	External (Data Providers) Internal (OPM)
Error Message	Basic Employee Death Benefit Total Hours Worked in Last 52 Weeks is required and was not provided.
Severity	3 – Medium
Given	A valid Data Transfer Package (DTP) for a (1) Death in Service with a (2) part-time or intermittent work schedule reported at (3) death in the Service History and a (4) FERS Retirement Plan.
When	Basic Employee Death Benefit Total Hours Worked in Last 52 Weeks is null.
Then	The system generates an error message.
GWT Details	<p>(1) Death in Service</p> <ul style="list-style-type: none"> • Record Type Code = 04 <p>(2) Part-time or Intermittent Work Schedule Code</p> <ul style="list-style-type: none"> • Work Schedule Code = I, J, Q, T, P, Q, S, T, PF, or PR <p>(3) Death</p> <ul style="list-style-type: none"> • Nature of Action Code = 350 <p>(4) FERS Retirement Plan</p> <ul style="list-style-type: none"> • Retirement Plan Code = K, L, M, N, O
Notes	<i>None.</i>

Validation #	13010
Title	Incorrect FERS or CSRS Statutory Provision for Retirement Code
<i>Business Rationale</i>	<i>Statutory provisions for retirement explain the minimum age and service requirements met by the employee. There are statutory provisions for CSRS and FERS retirement plans. Comparing the statutory provision to the retirement plan can identify potential errors with the Statutory Provision for Retirement or Retirement Plan Code.</i>
Data Elements Used	Record Type Code Statutory Provision for Retirement Code Retirement Plan Code Nature of Action Code
Audience	External (Data Providers) Internal (OPM)
Error Message	The Statutory Provision for Retirement Code [<i>Statutory Provision for Retirement Code</i>] is invalid based on the reported Retirement Plan Code [<i>Retirement Plan Code</i>]. Statutory Provision for Retirement Codes under FERS should be formatted as 84XX, and Statutory Provision for Retirement Codes under CSRS should be formatted as 83XX.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) for a (1) Retirement .
When	The (2) Statutory Provision for Retirement Code is invalid based on the (3) Retirement Plan Code .
Then	The system generates an error message.
GWT Details	<p>(1) Retirement</p> <ul style="list-style-type: none"> • Record Type Code = 03 • The last Nature of Action Code is a Retirement • Refer to Appendix B – 11: Retirement Nature of Action Codes. <p>(2) Statutory Provision for Retirement Code</p> <ul style="list-style-type: none"> • Statutory Provision for Retirement Codes under FERS should be formatted as 84XX. • Statutory Provision for Retirement Codes under CSRS should be formatted as 83XX. <p>(3) Retirement Plan Code</p> <ul style="list-style-type: none"> • CSRS plan code = 0, 1, 6, R, T • CSRS Offset plan code = C, E, Q • FERS plan code = K, L, M, N, O
Notes	None.

15000 Series – Work Schedule

Validation #	15001
Title	For Summary Year(s) in Which an Intermittent Work Schedule Was Reported, Intermittent Work was not Provided.
<i>Business Rationale</i>	<i>Federal employees with an intermittent work schedule only get credit for days they actually work. For OPM to properly credit service, it is important that intermittent work be reported, even if the employee did not work, for each year the employee was in an intermittent work schedule.</i>
Data Elements Used	Fiscal Detail End Date Nature of Action Effective Date Fiscal Detail Start Date Summary Year Total Retirement Creditable Basic Pay Rate Work Schedule Code
Audience	External (Data Providers) Internal (OPM)
Error Message	An intermittent work schedule is recorded, but Intermittent Work is missing from the Fiscal History for Summary Year [<i>Summary Year</i>], with the Total Retirement Creditable Basic Pay Rate [<i>Total Retirement Creditable Basic Pay Rate</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with an (1) Intermittent work schedule reported in the Service History.
When	(2) Intermittent work is not reported in the Fiscal History for (3) the summary year(s) and pay rate(s) the employee worked part or all of that year in an intermittent work schedule.
Then	The system generates an error message.
GWT Details	<p>(1) Intermittent Work Schedule</p> <ul style="list-style-type: none"> • Work Schedule Code = I or J. <p>(2) Intermittent Work</p> <ul style="list-style-type: none"> • There is no indication in the Fiscal History that Intermittent Work details are provided <p>(3) Summary Year(s) and Pay Rate(s)</p> <ul style="list-style-type: none"> • To determine the appropriate summary year(s) the intermittent work details should be provided for, check the NOA Effective Date for service actions where the Work Schedule Code equals I or J. <ul style="list-style-type: none"> ○ If provided, determine the Summary Year based on the Fiscal Detail Start Date and Fiscal Detail End Date. ○ Else use the calendar year of the NOA Effective Date. • <i>Note:</i> If there are no service actions in a summary year, check the Work Schedule Code of the immediately preceding NOA Code to see if the employee had an intermittent work schedule. If so, then Intermittent Work Details are required. <ul style="list-style-type: none"> ○ For example, there is a service action on 11/03/2010 and

Validation #	15001	<p>the employee is in an intermittent work schedule. There are no service actions in 2011 and 2012. Then on 06/01/2013, the work schedule changes to full-time. This validation should check for Intermittent Work Details for Summary Years 2010, 2011, 2012, and 2013.</p> <ul style="list-style-type: none"> • For the summary year(s), the Total Retirement Creditable Basic Pay Rate must also be checked to make sure that for each pay rate in the summary year(s), corresponding intermittent details are provided.
<i>Notes</i>	<i>Error message will repeat for each applicable summary year and pay rate.</i>	

Validation #	15002
Title	Intermittent Work Amount Provided (Fiscal History) for Employee Not in an Intermittent Work Schedule (Service History)
<i>Business Rationale</i>	<i>An employee in a work schedule other than Intermittent should not have the data element Intermittent Work Amount provided in the Fiscal History for that Summary Year.</i>
Data Elements Used	Fiscal Detail End Date Intermittent Work Amount Intermittent Work Unit Code Nature of Action Effective Date Fiscal Detail Start Date Summary Year Work Schedule Code
Audience	External (Data Providers) Internal (OPM)
Error Message	An Intermittent Work Amount ([<i>Intermittent Work Amount</i>] [<i>Intermittent Work Unit Code</i>]) is provided in the [<i>Summary Year</i>] Fiscal History, but an Intermittent Work Schedule is not found in the Service History for [<i>Summary Year</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a (1) Summary Year that has Intermittent Work Amount present and is greater than 0.
When	None of the service actions that correspond to that Summary Year have an (2) Intermittent work schedule code OR if there are no (3) service actions in that Summary Year AND the (4) immediately preceding action does not have an intermittent work schedule code.
Then	The system generates an error message.
GWT Details	<p>(1) Summary Year With Intermittent Work Amount Present and Greater Than 0</p> <ul style="list-style-type: none"> • Intermittent Work Amount > 0 <p>(2) Intermittent Work Schedule Code</p> <ul style="list-style-type: none"> • Work Schedule Code = I or J <p>(3) Service Actions in that Summary Year</p> <ul style="list-style-type: none"> • The Fiscal Detail Start Date and Fiscal Detail End Date will be referenced for the Summary Year with the intermittent work information. Service Actions with Nature of Action Effective Dates within the Fiscal Detail Start Date and Fiscal Detail End Date will be looked at to determine if there is an Intermittent Work Schedule Code. • If the Fiscal Detail Start Date and Fiscal Detail End Date are not provided, Service Actions with Nature of Action Effective Dates in the Summary Year will be looked at to determine if there is an Intermittent Work Schedule Code. <p>(4) Immediately Preceding Action</p> <ul style="list-style-type: none"> • Find the immediately preceding service action and check to see if the employee was in an intermittent work schedule (I or J).

Validation #	15002
<i>Notes</i>	<i>None.</i>

Validation #	15003
Title	Part-Time Tour of Duty Not Reported for Part-Time Employee
<i>Business Rationale</i>	<i>Federal retirement benefits are impacted by a part-time work schedule. The computation of an annuity that includes credit for service performed under a part-time work schedule requires an additional step to account for the part-time service. Essentially, the annuity is first computed as though the employee performed only full-time service during her career. That “full-time” annuity is then prorated to reflect the amount of time the employee actually worked (or was actually scheduled to work) during her career as a percentage of full-time service. The part-time tour of duty is critical to the proration of the “full-time” annuity, and therefore, is critical to the retirement record.</i>
Data Elements Used	Hypothetical Full-time Regular Tour of Duty for Part-time Employees Part-time Hours per Pay Period Work Schedule Code
Audience	External (Data Providers) Internal (OPM)
Error Message	The work schedule recorded is [Work Schedule Code] ([Work Schedule Code Description]), but [Hypothetical Full-time Regular Tour of Duty for Part-time Employees] hours were reported for the part-time tour of duty.
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a (1) part-time work schedule reported in the Service History.
When	The (2) Part-time tour of duty is not reported.
Then	The system generates an error message.
GWT Details	<p>(1) Part-time Work Schedule</p> <ul style="list-style-type: none"> • Work Schedule Code = P, Q, S, T, or PR. <p>(2) Part-time tour of duty is not reported</p> <ul style="list-style-type: none"> • One or both of the following is not reported: <ul style="list-style-type: none"> ○ Part-time Hours per Pay Period ○ Hypothetical Full-time Regular Tour of Duty for Part-time Employees • <i>Note:</i> The part-time tour of duty must be provided for each service action where the work schedule code equals a part-time value.
Notes	None.

Validation #	15004
Title	Part-Time Hours Not Provided for Summary Year(s) in Which a Part-Time Work Schedule Was Reported
<i>Business Rationale</i>	<i>Federal retirement benefits are impacted by a part-time work schedule. The computation of an annuity that includes credit for service performed under a part-time work schedule requires an additional step to account for the part-time service. Essentially, the annuity is first computed as though the employee performed only full-time service during her career. That “full-time” annuity is then prorated to reflect the amount of time the employee actually worked (or was actually scheduled to work) during her career as a percentage of full-time service. The amount of time the part-time employee actually worked is critical to the proration of the “full-time” annuity, and therefore, is critical to the retirement record.</i>
Data Elements Used	Nature of Action Effective Date Part-time Hours Worked Summary Year USPS Part-time Flex Hours Worked USPS Part-time Regular Hours Worked Work Schedule Code Fiscal Detail Start Date Fiscal Detail End Date
Audience	External (Data Providers) Internal (OPM)
Error Message	Part-time hours are expected for Summary Year [<i>Summary Year</i>] since a part-time work schedule, [<i>Work Schedule Code</i>], is reported on [<i>Nature of Action Effective Date</i>].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a (1) Part-time work schedule reported in the Service History.
When	The (2) Part-time Hours are not reported in the Fiscal History for (3) the summary year(s) the employee worked part or all of that year in a part-time work schedule.
Then	The system generates an error message.
GWT Details	<p>(1) Part-time Work Schedule</p> <ul style="list-style-type: none"> • Work Schedule Code = P, Q, S, T, PR, or PF. <p>(2) Part-time Hours</p> <ul style="list-style-type: none"> • If work schedule = P, Q, S, or T <ul style="list-style-type: none"> ○ Part-time Hours Worked is missing • If work schedule = PR <ul style="list-style-type: none"> ○ USPS Part-time Regular Hours Worked is missing • If work schedule = PF <ul style="list-style-type: none"> ○ USPS Part-time Flex Hours Worked is missing • <i>Note:</i> USPS Agency Subelement Code = PO00. <p>(3) Summary Year(s)</p> <ul style="list-style-type: none"> • To determine the appropriate summary year(s) the part-time hours should be provided for, check the NOA Effective Date for service actions where the Work Schedule Code equals P, Q, S, T, PR, or PF.

Validation #	15004
	<ul style="list-style-type: none"> ○ If provided, determine the Summary Year based on the Fiscal Detail Start Date and Fiscal Detail End Date ○ Else use the calendar year of the NOA Effective Date. ● <i>Note:</i> If there are no service actions in a summary year, check the Work Schedule Code of the immediately preceding NOA Code to see if the employee had a part-time work schedule. If so, then Part-time Hours are required.
<i>Notes</i>	<p><i>Error message will repeat for each applicable summary year.</i></p> <p><i>The reverse of this validation (Part-time Hours Worked is reported without a Part-time work schedule) is covered under relational validation 15005.</i></p>

Validation #	15005
Title	Part-Time Hours Recorded When the Employee Was Not in a Part-Time Work Schedule
<i>Business Rationale</i>	<i>An employee in a work schedule other than Part-time should not have the data element Part-time Hours Worked provided in the Fiscal History for that Summary Year.</i>
Data Elements Used	Fiscal Detail End Date Nature of Action Effective Date Part-time Hours Worked Fiscal Detail Start Date Summary Year USPS Part-time Flex Hours Worked USPS Part-time Regular Hours Worked Work Schedule Code
Audience	External (Data Providers) Internal (OPM)
Error Message	Part-time Hours are reported in [Summary Year], but a part-time work schedule was not found in the Service History for [Summary Year].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with a (1) Summary Year that has Part-time Hours Worked present and is greater than 0.
When	None of the service actions that correspond to that Summary Year have a (2) Part-time work schedule code OR if there are no (3) service actions in that Summary Year And the (4) immediately preceding action does not have a part-time work schedule code.
Then	The system generates an error message.
GWT Details	(1) Summary Year that has Part-time Hours Worked present and is greater than 0 <ul style="list-style-type: none"> • Part-time Hours Worked > 0 (2) Part-time work schedule code <ul style="list-style-type: none"> • Work Schedule Code = P, Q, S, T, PR, or PF. (3) Service Actions in that Summary Year <ul style="list-style-type: none"> • The Fiscal Detail Start Date and Fiscal Detail End Date will be referenced for the Summary Year with the intermittent work information. Service Actions with Nature of Action Effective Dates within the Fiscal Detail Start Date and Fiscal Detail End Date will be looked at to determine if there is an Intermittent Work Schedule Code. • If the Fiscal Detail Start Date and Fiscal Detail End Date are not provided, Service Actions with Nature of Action Effective Dates in the Summary Year will be looked at to determine if there is an Intermittent Work Schedule Code. (4) Immediately Preceding Action <ul style="list-style-type: none"> • Find the immediately preceding service action and check to see if the employee was in a Part-time work schedule (P, Q, S, T, PR, and PF).

Validation #	15005
<i>Notes</i>	<i>None.</i>

Validation #	15006
Title	Complete Intermittent Work Details Not Provided
<i>Business Rationale</i>	<i>Federal employees with an intermittent work schedule only get credit for days they actually work. For OPM to properly credit service, it is important that complete intermittent work details be provided.</i>
Data Elements Used	Intermittent Work Amount Intermittent Work Unit Code Total Retirement Creditable Basic Pay Rate
Audience	External (Data Providers) Internal (OPM)
Error Message	Intermittent Work Details are missing from the Fiscal History for Summary Year [Summary Year]. The following detail was recorded: Intermittent Work Unit Code = [Intermittent Work Unit Code], Intermittent Work Amount = [Intermittent Work Amount], and Total Retirement Creditable Basic Pay Rate = [Total Retirement Creditable Basic Pay Rate].
Severity	2 – High
Given	A valid Data Transfer Package (DTP) with any (1) Intermittent work details reported in the Fiscal History.
When	The (2) complete intermittent work details are not reported in the Fiscal History.
Then	The system generates an error message.
GWT Details	<p>(1) Intermittent Work Details</p> <ul style="list-style-type: none"> • Any of the intermittent work details data elements are provided <ul style="list-style-type: none"> ○ Intermittent Work Amount ○ Intermittent Work Unit Code ○ Total Retirement Creditable Basic Pay Rate <p>(2) Complete intermittent work details</p> <ul style="list-style-type: none"> • All of the intermittent work detail data elements must be provided <ul style="list-style-type: none"> ○ Intermittent Work Amount ○ Intermittent Work Unit Code ○ Total Retirement Creditable Basic Pay Rate • <i>Note:</i> If Intermittent Work Amount is 0, then Intermittent Work Unit Code and Total Retirement Creditable Basic Pay Rate still must be provided.
Notes	<i>Error message will repeat for each applicable summary year and pay rate.</i>

Appendix B – Nature of Action Codes Referenced

Appendix B contains Nature of Action Codes with Start Dates and End Dates which indicate the period of time the Nature of Action Codes are valid.

Appendix B – 1: Non-Pay and Non-Duty Status Nature of Action Codes

NOA Code	Description	Start Date	End Date
360	SUSPENSION NOT-TO-EXCEED (DATE) MSPB, 30 DAYS OR MORE	19790101	19811231
365	SUSPENSION	19720601	19811231
371	FURLOUGH	19720601	19811231
430	PLACEMENT IN NONPAY STATUS	19820101	21001231
450	SUSPENSION NOT-TO-EXCEED (DATE)	19820101	21001231
452	SUSPENSION—INDEFINITE	19820601	21001231
460	LEAVE WITHOUT PAY NOT-TO-EXCEED (DATE)	19720601	21001231
461	LEAVE WITHOUT PAY EXT 80 HOURS UP TO 30 DAYS	19750501	19811231
462	LEAVE WITH PAY NOT-TO-EXCEED (DATE)	19760701	19981231
465	LEAVE WITHOUT PAY NOT-TO-EXCEED (DATE)	19790401	19811231
466	EXTENSION OF LEAVE WITHOUT PAY DATE	19790401	19811231
470	FURLOUGH	19720601	19811231
471	FURLOUGH	19820201	21001231
472	FURLOUGH NOT-TO-EXCEED (DATE)	19720601	21001231
473	FURLOUGH--MILITARY	19820101	19900630
473	LEAVE WITHOUT PAY - MILITARY	19900701	19950831
473	LWOP-US	19950901	20100331
473	ABSENT - UNIFORMED SERVICES	20100401	21001231
480	SABBATICAL NOT-TO-EXCEED (DATE)	19790701	21001231
772	EXTENSION OF FURLOUGH NOT-TO-EXCEED (DATE)	19820101	21001231
773	EXTENSION OF LEAVE WITHOUT PAY NOT-TO-EXCEED (DATE)	19820101	21001231
830	SUSPENSION	19720601	19781231
831	SUSPENSION NOT-TO-EXCEED (DATE)-AGENCY REQUEST, 1-18 DAYS	19790101	19811231
832	SUSPENSION NOT-TO-EXCEED (DATE)-AGENCY REQUEST, 15-30 DAYS	19790101	19811231
833	SUSPENSION NOT-TO-EXCEED (DATE)-MSPB, 30 DAYS OR LESS	19790101	19811231

NOA Code	Description	Start Date	End Date
835	PLC EMPLOYEE IN NONPAY STATUS	19720601	19811231
840	FURLOUGH	19720601	19811231

Appendix B – 2: Leave without Pay Nature of Action Codes

NOA Code	Description	Start Date	End Date
460	LEAVE WITHOUT PAY NOT-TO-EXCEED (DATE)	19820101	21001231
461	LEAVE WITHOUT PAY EXT 80 HOURS UP TO 30 DAYS	19750501	19811231
462	LEAVE WITH PAY NOT-TO-EXCEED (DATE)	19760701	19981231
465	LEAVE WITHOUT PAY NOT-TO-EXCEED (DATE)	19790401	19811231
466	EXTENSION OF LEAVE WITHOUT PAY DATE	19790401	19811231
773	EXTENSION OF LEAVE WITHOUT PAY NOT-TO-EXCEED (DATE)	19820101	21001231

Appendix B – 3: Return to Duty Status Nature of Action Codes

NOA Code	Description	Start Date	End Date
181	RETURN TO DUTY - MILITARY	19720601	19811231
280	PLACEMENT IN PAY STATUS	19720601	21001231
292	RETURN TO DUTY	19720601	21001231
293	RETURN TO PAY STATUS	19920101	21001231
293	RETURN TO DUTY - LWOP EXT OVER 80 HR TO 30 DAYS	19750601	19811231
294	RETURN TO DUTY - PENDING ACTION ON REOPENING APPEAL	19750801	19800131
295	RETURN TO DUTY	19790401	19811231
852	RETURN TO DUTY	19720601	19811231

Appendix B – 4: Absent-Uniformed Services Nature of Action Codes

NOA Code	Description	Start Date	End Date
473	FURLOUGH--MILITARY	19820101	19900630
473	LEAVE WITHOUT PAY - MILITARY	19900701	19950831
473	LWOP-US	19950901	20100331
473	ABSENT - UNIFORMED SERVICES	20100401	21001231

Appendix B – 5: Demotion Nature of Action Codes

NOA Code	Description	Start Date	End Date
715	CHANGE TO LOWER GRADE	19720601	19811231
714	CHANGE TO LOWER GRADE-DIRECTED BY MSPB	19790101	19811231
713	CHANGE TO LOWER GRADE	19720601	20060331
713	CHANGE TO LOWER GRADE, LEVEL OR BAND	20060401	21001231
712	CHANGE TO LOWER GRADE	19720601	19811231
711	CHANGE TO LOWER GRADE-UNACCEPTABLE PERFORMANCE	19790101	19811231
710	CHANGE TO LOWER GRADE-FAILURE TO COMPLETE PROBATIONARY PERIOD FOR SUP. POS.	19790101	19811231
862	EXPIRATION OF GRADE RETENTION	19790201	19811231
863	TERMINATION OF GRADE RETENTION	19790201	19811231
864	TERMINATION OF GRADE RETENTION	19790201	19811231
865	TERMINATION OF PAY RETENTION	19790201	19811231
866	TERMINATION OF GRADE RETENTION	19820101	21001231
868	TERMINATION OF INTERIM WITHIN GRADE INCREASE	19920101	21001231
889	PAY REDUCTION	19790101	19800131
897	ADM PAY DEC	19720601	19811231
897	WITHIN-RANGE REDUCTION	20070101	21001231

Appendix B – 6: Promotion Nature of Action Codes

NOA Code	Description	Start Date	End Date
701	PROMOTION	19790801	19811231
702	PROMOTION	19720601	21001231
703	PROMOTION NOT-TO-EXCEED (DATE)	19820101	21001231
769	EXTENSION OF PROMOTION NOT-TO-EXCEED (DATE)	19720601	21001231
899	STEP ADJUSTMENT	19720601	21001231
896	ADM PAY INC	19720601	19811231
896	GROUP-BASED PAY INCREASE	20070101	21001231
895	LOCALITY ADJUSTMENT	19920101	19940228

NOA Code	Description	Start Date	End Date
895	LOCALITY PAYMENT	19940301	20070228
895	PAY ADJUSTMENT - LEGISLATIVE	19720601	19750731
894	GENERAL MARKET OR STRUCTURAL PAY ADJUSTMENT	20070101	21001231
894	PAY ADJUSTMENT	19720601	20061231
893	WITHIN-RANGE INCREASE PROVIDED ON REGULAR CYCLE	20060401	21001231
893	WITHIN GRADE INCREASE	19720601	20060331
892	PERFORMANCE-BASED PAY INCREASE PROVIDED ON IRREGULAR BASIS	20060401	21001231
892	QUALITY INCREASE	19720601	20060331
891	PERFORMANCE-BASED PAY INCREASE PROVIDED ON REGULAR CYCLE	20060401	21001231
891	GM WITHIN GRADE INCREASE	19931101	20060331
891	PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM MERIT INCREASE	19801001	19931031
867	INTERIM WITHIN GRADE INCREASE	19920101	21001231
819	AVAILABILITY PAY	19940901	21001231
818	ADMINISTRATIVELY UNCONTROLLABLE OVERTIME	19910301	21001231
806	MERIT INCREASE	19801001	19811231
805	CHANGE TO MERIT PAY SYSTEM	19801001	19811231

Appendix B – 7: Appointment Not-to-Exceed (NTE) Nature of Action Codes

NOA Code	Description	Start Date	End Date
171	EXCEPTED APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	21001231
154	CANAL AREA TERM APPOINTMENT NOT-TO-EXCEED (DATE)	19820101	20010930
153	CANAL AREA APPOINTMENT NOT-TO-EXCEED (DATE)	19820101	20010930
149	SENIOR EXECUTIVE SERVICE LIMITED EMERGENCY APPOINTMENT NOT-TO-EXCEED (DATE)	19790701	21001231
148	SENIOR EXECUTIVE SERVICE LIMITED TERM APPOINTMENT NOT-TO-EXCEED (DATE)	19790701	21001231
122	OVERSEAS LIMITED APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	21001231

NOA Code	Description	Start Date	End Date
121	O/S LTS APPOINTMENT NOT-TO-EXCEED	19720601	19811231
119	TEMPORARY APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19811231
118	TEMPORARY APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19811231
117	SUMMER APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19970930
115	APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	21001231
113	TEMPORARY APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19811231
110	TEMPORARY APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19811231
108	TERM APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	21001231

Appendix B – 8: Conversion Not-to-Exceed (NTE) Nature of Action Codes

NOA Code	Description	Start Date	End Date
523	CONVERSION TO TEMPORARY APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19811231
522	CONVERSION TO OVERSEAS LIMITED APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	21001231
519	CONVERSION TO TEMPORARY APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19811231
518	CONVERSION TO TEMPORARY APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19811231
517	CONVERSION TO SUMMER APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19970930
515	CONVERSION TO APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	21001231
508	CONVERSION TO TERM APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	21001231
578	EXCEPTED APPOINTMENT EXCLUDED FROM CZMS NOT-TO-EXCEED (DATE)	19740201	19811231
571	CONVERSION TO EXCEPTED APPOINTMENT NOT-TO-EXCEED (DATE)	19820101	21001231
556	SEPARATION FROM GS POSITION AND EXCEPTED APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19820930
554	CONVERSION TO CANAL AREA TERM APPOINTMENT NOT-TO-EXCEED (DATE)	19820101	20010930

NOA Code	Description	Start Date	End Date
553	CONVERSION TO CANAL AREA APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	20010930
549	CONVERSION TO SENIOR EXECUTIVE SERVICE LIMITED EMERGENCY APPOINTMENT NOT-TO-EXCEED (DATE)	19790701	21001231
548	CONVERSION TO SENIOR EXECUTIVE SERVICE LIMITED TERM APPOINTMENT NOT-TO-EXCEED (DATE)	19790701	21001231
534	CONVERSION TO OVERSEAS LIMITED TERM APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19811231
531	CONVERSION TO OVERSEAS LIMITED APPOINTMENT NOT-TO-EXCEED	19720601	19811231
614	CONVERSION TO TEMPORARY APPOINTMENT-ONE MONTH	19720601	19811231
651	CONVERSION TO EXCEPTED APPOINTMENT NOT-TO-EXCEED (DATE)	19720601	19811231

Appendix B – 9: Separation Nature of Action Codes

NOA Code	Description	Start Date	End Date
300	RETIREMENT--MANDATORY	19720601	21001231
301	RETIREMENT--DISABILITY	19720601	21001231
302	RETIREMENT--VOLUNTARY	19720601	21001231
303	RETIREMENT--SPECIAL OPTION	19720601	21001231
304	RETIREMENT--IN LIEU OF INVOLUNTARY ACTION	19790701	21001231
305	RETIREMENT - VOL (MAJOR REORGANIZATION)	19790701	19811231
306	RETIREMENT - VOL (TRANSFER FUNCTION)	19790701	19811231
307	RETIREMENT - VOLUNTARY (SPECIAL AUTHORITY)	19791201	19811231
309	RESIGNATION	19790101	19811231
310	RESIGNATION	19720601	19811231
311	RESIGNATION - APPOINTMENT IN (AGENCY)	19720601	19811231
312	RESIGNATION--IN LIEU OF INVOLUNTARY ACTION	19820101	21001231
313	RESIGNATION - MILITARY	19720601	19811231
314	RESIGNATION	19720601	19811231
315	RESIGNATION	19720601	19811231
316	RESIGNATION	19720601	19811231

NOA Code	Description	Start Date	End Date
317	RESIGNATION	19720601	21001231
319	SEPARATION-APPOINTMENT IN AMER INS TAIWAN	19790401	19811231
320	SEPARATION	19720601	19811231
321	SEPARATION	19720601	19811231
322	SEPARATION - APPOINTMENT IN (AGENCY)	19790701	19811231
323	SEPARATION	19720601	19811231
324	SEPARATION	19720601	19811231
325	SEPARATION	19720601	19811231
326	SEPARATION	19720601	19811231
327	REMOVAL	19720601	19811231
328	REMOVAL DURING TRIAL/PROBATION PERIOD	19720601	19811231
329	REMOVAL DURING PROBATION	19720601	19790630
330	REMOVAL	19720601	21001231
331	SEPARATION	19720601	19811231
332	SEPARATION	19720601	19811231
333	SEPARATION	19720601	19811231
335	SEPARATION	19720601	19811231
336	TERMINATION - DURING TRIAL/PROBATION PERIOD	19790701	19811231
337	REMOVAL - DURING TRIAL/PROBATION PERIOD	19790701	19811231
338	REMOVAL - DURING TRIAL/PROBATION PERIOD	19790701	19811231
340	REDUCTION IN FORCE	19720601	19811231
344	TERMINATION-UNACCEPTABLE PERFORMANCE	19790101	19811231
345	TERMINATION - UNACCEPTABLE PERFORMANCE	19720601	19811231
346	TERMINATION	19720601	19811231
347	REMOVAL	19790101	19811231
348	REMOVAL	19790101	19811231
349	REMOVAL	19790101	19811231
350	DEATH	19720601	21001231
351	TERMINATION--SPONSOR RELOCATING	19870201	21001231
351	TERMINATION	19720601	19811231

NOA Code	Description	Start Date	End Date
352	TERMINATION--APPOINTMENT IN (AGENCY)	19720601	21001231
353	SEPARATION-US	19950901	21001231
353	SEPARATION-MIL	19941001	19950831
353	TERMINATION--MILITARY	19790701	19940930
354	TERMINATION--DISABILITY	19790701	19950331
355	TERMINATION--EXPIRATION OF APPOINTMENT	19720601	21001231
356	SEPARATION-RIF	19941001	21001231
356	TERMINATION--INVOLUNTARY	19820101	19940930
357	TERMINATION	19790101	21001231
358	REMOVAL	19790101	19811231
359	TERMINATION	19790101	19811231
360	SUSPENSION NOT-TO-EXCEED (DATE) MSPB, 30 DAYS OR MORE	19790101	19811231
365	SUSPENSION	19720601	19811231
371	FURLOUGH	19720601	19811231
380	REMOVAL	19790101	19811231
381	TERMINATION-UNACCEPTABLE PERFORMANCE	19790101	19811231
382	REMOVAL	19790101	19811231
383	REMOVAL	19790101	19811231
384	REMOVAL	19790701	19811231
385	TERMINATION DURING PROB/TRIAL PERIOD	19941001	21001231
385	DISCHARGE DURING PROBATION/TRIAL PERIOD	19810801	19940930
386	DISCHARGE	19810801	19950331
390	SEPARATION-APPT IN (NAME OF ENTITY)	19950301	21001231

Appendix B – 10: Retirement Plan Change Nature of Action Codes

NOA Code	Description	Start Date	End Date
803	CHANGE IN RETIREMENT PLAN	19860901	21001231
821	CHANGE IN RETIREMENT CODE	19810201	19811231

Appendix B – 11: Retirement Nature of Action Codes

NOA Code	Description	Start Date	End Date
300	RETIREMENT--MANDATORY	19720601	21001231
301	RETIREMENT--DISABILITY	19720601	21001231
302	RETIREMENT--VOLUNTARY	19720601	21001231
303	RETIREMENT--SPECIAL OPTION	19720601	21001231
304	RETIREMENT--IN LIEU OF INVOLUNTARY ACTION	19790701	21001231
305	RETIREMENT - VOL (MAJOR REORGANIZATION)	19790701	19811231
306	RETIREMENT - VOL (TRANSFER FUNCTION)	19790701	19811231
307	RETIREMENT - VOLUNTARY (SPECIAL AUTHORITY)	19791201	19811231

Appendix C – Repeated Validation Concepts

Appendix C – 1: Actions within 5 Years of the Last NOA Effective Date

Validations that reference this appendix are looking at the periods between each set of consecutive actions that begin with either (a) a NOA effective date that occurs after the date 5 years prior to the last NOA effective date in the record, or (b) is the latest NOA effective date prior to the 5 year period. In Figure 3 below, the 5 NOAs (A, B, C, D, and E) make up 4 potential periods beginning on the effective date of the NOA 1 and ending on the effective date of NOA 2. Of those 4 periods, only 3 (B to C, C to D, D to E) would be checked by validations referencing this appendix.

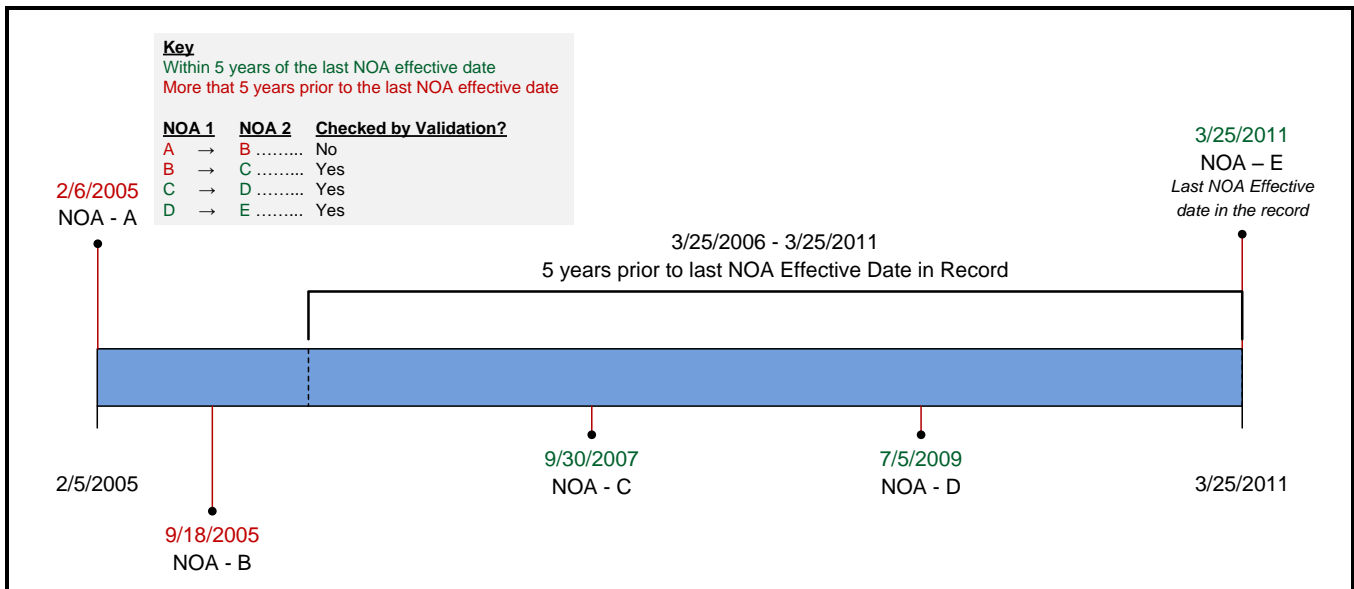


Figure 3: Actions within 5 Years of the Last NOA Effective Date

This is done to reduce the number of errors and target the most critical years that are more likely to be used in the average salary computation for a retirement based on a separation reflected on the record.