

Human Resources
Technology Council

**Official Personnel Folder
Data Dictionary**

***U.S. Office of
Personnel Management***

December 1998

Executive Summary

The Data Dictionary published here represents a major first step in moving towards a governmentwide human resources information system. It was developed by a workgroup of agency representatives who realized the need to prepare for significant changes in the collection and processing of HR data. The members of the workgroup volunteered many hours in overcoming the complexities of documents and processes that had built up over fifty years. The HRTC believes that the results provide a template for future collaborative efforts as well as important lessons-learned.

This data dictionary covers data elements used in long-term Official Personnel Folder (OPF) documents. It is designed to: promote the standardization of OPF data elements throughout the Federal Government; be a first step in the development of an electronic OPF; and serve as a resource for interagency transmission of human resource information.

The Digital OPF Data Dictionary also serves a valuable function as a reference source describing the complexity of the human resources information documented in the Official Personnel Folder. Data standardization is a significant issue, and this Dictionary serves as a useful starting point in the creation of Governmentwide standards.

This Dictionary is derived from documents in the Official Personnel Folder. The OPF is a file containing records that cover an individual's employment history. As the OPF is common to all agencies and integral to all agency personnel operations, the entire human resources community shares a strong interest in finding more efficient and effective ways to manage the data that comprise the Folder.

The Dictionary's introductory material includes the criteria adopted by the workgroup to identify data elements as well as explanations of the headings used in the dictionary listings. The criteria are especially important for understanding the potential and limitations for future applications.

Below are the agencies participating in the workgroup, which was led by The Department of the Treasury:

- Department of the Treasury
- U.S. Customs Service
- Internal Revenue Service
- Department of Defense
- Department of the Air Force

Department of the Navy
Department of the Army
National Guard Bureau
Department of Agriculture
National Finance Center
Department of the Interior
Bureau of Reclamation
Department of Commerce
Patent and Trademark Office
Department of Veterans Affairs
Office of Personnel Management
Federal Communications Commission
Department of Education

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Official Personnel Folder Data Dictionary

Introduction

This document is a data dictionary covering data elements used in long-term Official Personnel Folder (OPF) documents. The Data Dictionary is designed to: promote the standardization of OPF data elements throughout the Federal Government; be a first step in the development of an electronic OPF; and serve as a resource for interagency transmission of human resource information.

The Digital OPF Data Dictionary serves a valuable function as a reference source describing the complexity of the human resources information documented in the Official Personnel Folder. Data standardization is a significant issue and this Dictionary serves as a useful starting point in the creation of Governmentwide standards.

Background

This Dictionary is derived from documents in the Official Personnel Folder. The Official Personnel Folder is a file containing records that cover an individual's employment history. It covers Executive Branch civilian service under title 5, United States Code. The long-term records included in the file are chosen to protect the legal and financial rights of the Government and the employee.

The Official Personnel Folder is common to all agencies and an integral part of all agency operations; therefore, the entire human resources community shares an interest in finding more efficient and effective ways to manage the documentation requirements that combine to create the Folder. An interagency workgroup was established to look at ways to apply current technologies to Official Personnel Folder maintenance. The Digital OPF Data Dictionary developed by this workgroup is designed to facilitate interagency sharing of information through data standardization. The data element definitions and representations in this Dictionary are a step toward broader interagency electronic transmission of human resources information.

Criteria for Developing Data Elements

The Digital OPF Data Dictionary includes data elements for documents identified in The Guide to Personnel Recordkeeping. The documents are those identified for long-term retention, and those that are filed with the Official Personnel Folder (OPF) when it is transferred from agency to agency, such as performance appraisals and the Standard Form 1150, Record of Leave Data. The documents used were the current versions of the form, for example, the Optional Form 612 and

the resume instead of the Standard Form 171. Therefore, data contained on the earlier versions of the forms but not on the current version was not captured. Only information for the portions of the forms filed in the OPF were included; for example, only a portion of the Standard Form 2822, "Request for Insurance" is filed in the OPF and the remainder is maintained by the Office of Federal Employees' Group Life Insurance. The data element field sizes and formats were derived from a number of existing data dictionaries, including the Central Personnel Data File's standards expressed in The Guide to Personnel Data Standards, the Data Element Electronic Dictionary System, the National Finance Center, and the Air Force System, as well as from analyzing the forms.

The data elements were developed for the OPF as it currently exists, and do not include programming information, such as linking fields or editing the values placed in the fields. Date fields were all formatted as month, day, year. If a form specified just the month and year, it was considered a programming issue. Agencies will have to take programming into consideration for data elements such as "Organizational_Data." Since there is a wide variety of organizational structures, "Organizational_Data" was designed as a large field so that agencies could have the flexibility to determine the information reflected on the OPF forms by programming only a portion of the data element to display.

The data elements were designed assuming a relational database. If there were a finite number of occurrences of a data element on one form, a separate data element was developed for each occurrence. However, if there were an undetermined number of occurrences, a relational database would accommodate the occurrences. If one data element, such as "Employee_Signature," appeared on a form more than once, but could have different values, separate data elements were developed.

Data Element Review

A numbering system was developed to track non-standard documents filed in the Official Personnel Folder. All documents without an official form number were given a "DG" number. Several samples of such documents from different agencies were examined, and data elements were added to accommodate the different agency samples. For ease in identification of the data elements, an identification (ID) number was assigned to each data element. Since standard templates were assumed in the data element identification process, separate data elements were developed for individual check boxes found on the forms. Other data elements were developed to allow agency flexibility. The data element for the employing agency, "Agency," was used generically to accommodate different organizational structures; therefore, it was used if the form specified the personnel office. The exception was when the form specifically required both the personnel and payroll office. The data element "Memo_Txt" is memo information describing the function of the agency forms or memoranda and may include imbedded data elements. "Agency_Remarks_1" and "Agency_Remarks_2" are text fields for agency remarks, generally used on standard forms, and do not contain imbedded data elements.

Data Element Name

The naming convention was developed to group related data elements together, while indicating the essential nature of the data element. As a result, the first word of the data element name designates the category of data that the data element name identifies: date fields begin with “Date,” employee fields begin with “Employee,” retirement fields begin with “Retirement.”

Data Element Short Name

The Official Personnel Folder (OPF) short name is an abbreviated form of the data element name, using standard abbreviations. If a standard abbreviation was developed, it was used consistently, even if shortening the data element name was not necessary. If a standard abbreviation is in common usage by personnel offices, it was adopted as an OPF standard abbreviation.

Data Element Description

The data element description defines the data element and distinguishes it from other data elements. All check boxes, codes and text fields are identified in the description. If “cleartext” is referenced in the description, the data element is a text field to explain a code; for example, “Duty_Station” is the cleartext for the “Duty_Station_Code” data element. If the data element requires specific values or codes, the values or the location of the values are referenced in the data element description. When possible, the data descriptions from The Guide to Personnel Data Standards were used.

Data Element Format and Length

The Official Personnel Folder data element format specifies the quantitative values or text values of the fields. The format characters are preceded by a number to indicate the data element length. The formats used are:

- A = Alphabetic character
- N = Numeric character
- X = Alphanumeric character
- D = Day character in a date
- M = Month character in a date
- Y = Year character in a date
- H = Hours accumulated, with fractional hours following a decimal point.

Examples of uses of the format include:

- 2A indicates a two character alphabetic field
- 9N indicates a nine character numeric field
- MMDDYYYY indicates a date field for a 2 character month field, 2 character day field, 4 character year field
- HHHH indicates a 4 character accumulator field for hours
- 20X indicates a 20 character alphanumeric field for telephone numbers, allowing for international codes and extensions

Data Elements by Data Element Name

This section is a listing of the data elements identified by the workgroup organized alphabetically by data element name. The listing includes the data element number, data element name, data element description, data element shortname, and the format.

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------------|---|-------------------------------|---------------|
| 7 | Absence_Continuous_No | "No" check box; indicator that the employee had a continuous absence of at least 3 weeks on account of sickness or injury during the past year | Absence_Cont_N | 1X |
| 530 | Absence_Continuous_Yes | "Yes" check box; indicator that the employee had a continuous absence of at least 3 weeks on account of sickness or injury during the past year | Absence_Cont_Y | 1X |
| 797 | Accounting_Code | Code which indicates the budget appropriation and accounting information from which the employee is paid or to which the employee is indebted | Acct_Cd | 18X |
| 1062 | Action_Type_Career_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a career appointment | Act_Type_Career_App | 1X |
| 1063 | Action_Type_Career_Conditional_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a career conditional appointment | Act_Type_CCA | 1X |
| 1064 | Action_Type_Conversion | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a conversion to a career or career conditional appointment | Act_Type_Conversion | 1X |
| 1067 | Action_Type_Detail | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a detail | Act_Type_Detail | 1X |
| 1066 | Action_Type_Excepted_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was an excepted appointment | Act_Type_Excepted | 1X |
| 1068 | Action_Type_Other | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was other than a position change, reinstatement, temporary appt., career or career conditional appt., conversion, special or excepted appt., or a detail | Act_Type_Other | 1X |
| 347 | Action_Type_Other_Txt | Text field for the agency specification for the type of action which caused the request for approval of a noncompetitive action | Act_Type_Txt | 25X |
| 1059 | Action_Type_Position_Change | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a position change | Act_Type_Pos_Change | 1X |
| 1060 | Action_Type_Reinstatement | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a reinstatement | Act_Type_Reinstatement | 1X |
| 1065 | Action_Type_Special_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a special tenure appointment | Act_Type_Spec | 1X |
| 1061 | Action_Type_Temp_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a temporary or term appointment based on reinstatement eligibility | Act_Type_Temp_App | 1X |
| 569 | Action_Type_Transfer | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a transfer | Act_Type_Transfer | 1X |
| 998 | Address_Agency_Current_City | Current agency city address for the employee; for generic usage by agencies, it may consist of a personnel or payroll office or processing function, depending on the agency internal structure | Add_Ag_Cur_City | 35X |
| 619 | Address_Agency_Current_State | Current agency state address for the employee; for generic usage by agencies, it may consist of a personnel or payroll office or processing function, depending on the agency internal structure | Add_Ag_Cur_St | 2X |
| 5 | Address_Agency_Current_Street | Current agency street address for the employee; for generic usage by agencies, it may consist of a personnel or payroll office or processing function, depending on the agency internal structure | Add_Ag_Cur_Str | 35X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------|---|-------------------------------|---------------|
| 625 | Address_Agency_Current_Zip | Current agency zip code address for the employee; for generic usage by agencies, it may consist of a personnel or payroll office or processing function, depending on the agency internal structure | Add_Ag_Cur_Zip | 9X |
| 29 | Address_Contact | Office address for the agency point of contact for various issues, such as RIF, international assignments, etc. | Add_Contact | 81X |
| 135 | Address_Country | Country of the address; can be either the residence or mailing address or agency address; optional field which is only entered on the OPF form if the country is not the United States | Add_Cntry | 20X |
| 477 | Address_State/Local_City | City address of state or local government office, including the vital records office | Add_St_Local_City | 35X |
| 478 | Address_State/Local_State | State address of state or local government office, including the vital records office | Add_St_Local_St | 2X |
| 480 | Address_State/Local_Street | Street address of state or local government office, including the vital records office | Add_St_Local_Str | 35X |
| 481 | Address_State/Local_Zip | Zip code address of state or local government office, including the vital records office | Add_St_Local_Zip | 9X |
| 16 | Agency | The name of the employing agency; could be cleartext for the agency code | Ag | 80X |
| 454 | Agency_1_Txt | Text field for agency data field1 | Ag_1_Txt | 10X |
| 936 | Agency_2_Txt | Text field for agency data field2 | Ag_2_Txt | 10X |
| 1075 | Agency_3_Txt | Text field for agency data field3 | Ag_3_Txt | 10X |
| 1076 | Agency_4_Txt | Text field for agency data field4 | Ag_4_Txt | 10X |
| 1077 | Agency_5_Txt | Text field for agency data field5 | Ag_5_Txt | 30X |
| 629 | Agency_Code | The OPM agency code for the agency in which the employee is employed | Ag_Cd | 2A2X |
| 173 | Agency_Code_Prior | The OPM agency code for the agency in which the employee was employed | Ag_Cd_Prior | 2A2X |
| 22 | Agency_Detailed_From | Agency employee is detailed from | Ag_Detailed_From | 80X |
| 23 | Agency_Detailed_To | Agency employee is detailed to | Ag_Detailed_To | 80X |
| 33 | Agency_Leave_Prior | Name of agency where employed when earned credit for leave | Ag_Lv_Pr | 80X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------|---|-------------------------------|---------------|
| 1106 | Agency_Number | Sequential control number for SF 2811 | Ag_No | 10X |
| 32 | Agency_Prior | Name of agency where employee had former civilian service (possible multiple occurrences) | Ag_Pr | 80X |
| 8 | Agency_Prior_Location | The agency address or the location (city/state) where the employee was previously employed (possible multiple occurrences) | Ag_Pr_Loc_1 | 81X |
| 931 | Agency_Remarks_Txt | Text field for agency comments, including facts of case, reason for denial, description of attachments, conditions for change or benefits, explanations of leave or donated leave info, creditable service or agency text (possible multiple occurrences) | Ag_Remarks_Txt | 255X |
| 935 | Agency_Remarks_Txt_2 | Text field for agency comments, including information on military service, disability retirement approval, verified service history, or other agency text not covered by existing OPF data elements (possible multiple occurrences) | Ag_Remarks_Txt_2 | 255X |
| 34 | Agency_RIF_Prior | Name of agency where employed when earned additional service credit for RIF which is not creditable for leave | Ag_RIF_Pr | 80X |
| 455 | Agency_Use_Code | Agency use coding | Ag_Use_Cd | 3X |
| 350 | Agency_Use_Code_Txt | Clear text for the agency use code | Ag_Use_Cd_Txt | 5X |
| 937 | Annuitant_Indicator | Clear text for the annuitant indicator code indicating the status of an annuitant appointed to a position in the Federal civilian service | Ann_Ind | 25X |
| 630 | Annuitant_Indicator_Code | Code indicating the status of an annuitant appointed to a position in the Federal civilian service - Use CDPF Annuitant Indicator coding | Ann_Ind_Cd | 1X |
| 912 | Appointment_Conditions_Txt | Text field for conditions placed on appointment | App_Conditions_Txt | 255X |
| 441 | Appointment_Type | Check box indicator that the employee is on appointment other than a career competitive appointment | App_Type | 1X |
| 959 | Appointment_Type_Txt | Clear text for the CDPF type of appointment code for service (possible multiple occurrences) | App_Type_Txt | 52X |
| 129 | Assumed_Retained_Grade | Grade that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Assume_Retain_Grd | 2X |
| 130 | Assumed_Retained_Pay_Plan | Pay plan that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Assume_Retain_PP | 2A |
| 131 | Assumed_Retained_Step | Step that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Assume_Retain_Step | 2X |
| 940 | Authority | Clear text for authority code1 for first nature of action | Auth | 55X |
| 1078 | Authority_2 | Clear text for authority code2 for first nature of action | Auth_2 | 55X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|--|-------------------------------|---------------|
| 1079 | Authority_3 | Clear text for authority code1 for second nature of action | Auth_3 | 55X |
| 1080 | Authority_4 | Clear text for authority code2 for second nature of action | Auth_4 | 55X |
| 798 | Authority_Code | First legal authority code for the first nature of action; the authority code is the law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee | Auth_Cd | AXA |
| 799 | Authority_Code_2 | Second legal authority code for the first nature of action; the authority code is the law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee | Auth_Cd_2 | AXA |
| 800 | Authority_Code_3 | First legal authority code for the second nature of action; the authority code is the law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee | Auth_Cd_3 | AXA |
| 801 | Authority_Code_4 | Second legal authority code for the second nature of action; the authority code is the law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee | Auth_Cd_4 | AXA |
| 470 | Authorizing_Agency_Address | Address of agency authorizing/certifying/approving/concurring the form | Auth_Ag_Add | 81X |
| 463 | Authorizing_Officer_Fax_Number | Fax number of the authorizing/certifying/approving officer | Auth_Off_Fax_No | 20X |
| 56 | Authorizing_Officer_Initials | Initials of authorizing/approving/certifying/concurring officer | Auth_Off_Initials | 3A |
| 54 | Authorizing_Officer_Name | Name of official authorizing/certifying/approving/concurring the action | Auth_Off_Name | 55X |
| 571 | Authorizing_Officer_Name_2 | Name of second official authorizing/certifying/approving/concurring the action | Auth_Off_Name_2 | 55X |
| 108 | Authorizing_Officer_Phone_Number | Telephone number of agency official certifying/approving/authorizing the action | Auth_Off_Phone_No | 20X |
| 52 | Authorizing_Officer_Signature | Signature of approving/authorizing/certifying/concurring official | Auth_Off_Sig | 55X |
| 59 | Authorizing_Officer_Signature_2 | Signature of agency authorizing/certifying/approving official - may or may not be the same as the Authorizing_Officer_Signature | Auth_Off_Sig_2 | 55X |
| 55 | Authorizing_Officer_Title | Title of official authorizing/certifying/approving/concurring the action, such as an interagency detail agreement | Auth_Off_Title | 54X |
| 12 | Authorizing_Officer_Title_2 | Title of the second official authorizing/certifying/approving/concurring the action | Auth_Off_Title_2 | 54X |
| 1046 | AWOP_Type | Clear text for type of absence without pay of more than 6 months (possible multiple occurrences) | AWOP_Type | 15X |
| 802 | Bargaining_Unit_Code | Code which indicates whether the employee is eligible for coverage by a bargaining unit and if covered, the specific bargaining unit | BUS | 4N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------------|---|-------------------------------|---------------|
| 641 | Beneficiary_Address | Full address of beneficiary, can include FEGLI and FERS or any program for which there is a beneficiary designation which is filed in the OPF (possible multiple occurrences) | Beny_Add | 81X |
| 170 | Beneficiary_Name | Name of beneficiary (possible multiple occurrences) | Beny_Name | 55X |
| 932 | Beneficiary_Relationship_Txt | Text field for the relationship of the beneficiary to the insured (or assignee) (possible multiple occurrences) | Beny_Rel | 15X |
| 850 | Beneficiary_Share | Percent (convert fractions to percent) to be paid to beneficiary (possible multiple occurrences) | Beny_Share | 3.2N |
| 353 | Benefit_No_Election | Check box indicator that the employee does not wish to retain any Federal benefits, including retirement coverage, FEHB, FEGLI and TSP | Ben_N_Election | 1X |
| 509 | Benefits_No_Contribution | Check box indicator that the employee does not want to contribute to Federal benefits, including retirement, health insurance, life insurance, and Thrift Savings Plan | Ben_N_Contribute | 1X |
| 1000 | Career/Career-cond_App_No | "No" check box; indicator that employee is currently serving under a Career/Career Conditional appointment (yes blk/no blk) | CCA_N | 1X |
| 555 | Career/Career-cond_App_Yes | "Yes" check box; indicator that employee is currently serving under a Career/Career Conditional appointment (yes blk/no blk) | CCA_Y | 1X |
| 452 | Career_Competitive | Check box indicator that the employee is on a career competitive appointment | Career_Comp | 1X |
| 324 | CHAMPUS | Check box indicator that the employee, employee spouse or any other eligible family member is enrolled in CHAMPUS | CHAMPUS | 1X |
| 816 | Citizenship_Code | Code indicating whether an employee is a U.S. citizen (1 = USA, 8 = Other) | Citizenship_Cd | 1N |
| 2 | Citizenship_Country | Country of which the applicant (i.e., the employee) is a citizen | Citizenship_Country | 20X |
| 51 | Citizenship_Requirement | Check box indicator that employee meets citizenship requirements | Citizenship_Reqm | 1X |
| 40 | Citizenship_USA_No | "No" check box; indicator of USA citizenship | Citizenship_USA_N | 1X |
| 573 | Citizenship_USA_Yes | "Yes" check box; indicator of USA citizenship | Citizenship_USA_Y | 1X |
| 1101 | Claim_Number | Claim number for retirement or compensation; for example for a CSA, CSI or OWCP claim | Claim_No | 10X |
| 632 | College/University_Address | City, state and zip code address of employee's college or university (possible multiple occurrences) | Col_Univ_Add | 46 |
| 983 | College/University_Course_Number_Txt | Text field for the college/university, professional association certification, etc., number assigned to a training course (possible multiple occurrences) | Col_Univ_Course_No | 8X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------------|--|-------------------------------|---------------|
| 984 | College/University_Course_Title_Txt | Text field for the college/university, professional association certification, etc., title of the training course taken (possible multiple occurrences) | Col_Univ_Course_Txt | 32X |
| 985 | College/University_Credentials_Txt | Text field for the college/university, professional association certification, etc., credentials issues (possible multiple occurrences) | Col_Univ_Credential | 14X |
| 988 | College/University_Credits_Txt | Text field for the college/university, professional association certification, etc., credits earned by completing course (possible multiple occurrences) | Col_Univ_Credits | 14X |
| 986 | College/University_Dept_Name_Txt | Text field for the college/university, professional association certification, etc., department giving the training course (possible multiple occurrences) | Col_Univ_Dept_Name | 30X |
| 176 | College/University_Name | Name of the employee's college or university (possible multiple occurrences) | Col_Univ_Name | 80X |
| 987 | College/University_Term_Txt | Text field for the college/university, professional association certification, etc., semester or quarter and year course credit earned (possible multiple occurrences) | Col_Univ_Term_Txt | 3X |
| 614 | Competitive_Level_Code | A code to identify positions so alike as to be interchangeable during a Reduction in Force | Comp_Level_Cd | 4X |
| 667 | Conflicting_Reasons_No | "No" check box; indicator of whether supervisor notes additional or conflicting reasons for the employee's resignation/retirement | Conflicting_N | 1X |
| 948 | Conflicting_Reasons_Txt | If conflicting reason is yes, agency text to explain | Conflicting_Reasons | 255X |
| 947 | Conflicting_Reasons_Yes | "Yes" check box; indicator of whether supervisor notes additional or conflicting reasons for the employee's resignation/retirement | Conflicting_Y | 1X |
| 149 | Contact_Name | Name of agency contact point (can be multiple occurrences) | Contact_Name | 55X |
| 214 | Contact_Permission_No | "No" check box; indicator for the applicant's assent to contact current supervisor | Contact_N | 1X |
| 239 | Contact_Permission_Yes | "Yes" check box; indicator for the applicant's assent to contact current supervisor | Contact_Y | 1X |
| 106 | Contact_Phone_Number | Telephone number for office contact point for the employee | Contact_Phone_No | 20X |
| 90 | Contact_Title | Position title for the agency contact | Contact_Title | 54X |
| 121 | Court_Order_Not_On_File | Check box indicator that OPM does not have on file a qualifying court order awarding CSRS benefits to the employee's former spouse | Court_Order_N_Filed | 1X |
| 551 | Court_Order_On_File | Check box indicator that OPM has on file a qualifying court order awarding CSRS benefits to the employee's former spouse | Court_Order_Filed | 1X |
| 280 | Court_Order_Search | Check box indicator requesting that OPM search for a court order | Court_Order_Search | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------|--|-------------------------------|---------------|
| 284 | Creditable_Service_Over_15 | Check box indicator that employee has over 15 years of creditable service as of date of separation | Credit_Svc_Over_15 | 1X |
| 285 | Creditable_Service_Under_15 | Check box indicator that employee has less than 15 years of creditable service as of date of separation; if yes, must specify Total Leave Service | Credit_Svc_Under_15 | 1X |
| 1050 | Current_Job_Type_Txt | Text field for the type of job currently held | Cur_Job_Type_Txt | 54X |
| 228 | Date_12Mo_Accrual | Month, day, year began accrual period for home leave in which AWOP was accumulated (data field - Current 12 Months Accrual Hours) | Dt_12Mo_Accrual | MMDDYYYY |
| 727 | Date_45_Days | Last Date Subject to 5 U.S.C. 5304(b) (Date subject to 45 day leave ceiling) | Dt_45_Days | MMDDYYYY |
| 456 | Date_6C_Begin_Approved | Beginning date of approved 6C service for law enforcement/firefighter (possible multiple occurrences) | Dt_6C_Begin_Appr | MMDDYYYY |
| 459 | Date_6C_Begin_Denied | Beginning date of denied 6C service for law enforcement/firefighter (possible multiple occurrences) | Dt_6C_Begin_Denied | MMDDYYYY |
| 458 | Date_6C_End_Approved | Ending date of approved 6C service for law enforcement/firefighter (possible multiple occurrences) | Dt_6C_End_Appr | MMDDYYYY |
| 460 | Date_6C_End_Denied | Ending date of denied 6C service for law enforcement/firefighter (possible multiple occurrences) | Dt_6C_End_Denied | MMDDYYYY |
| 224 | Date_AL_Above_From | From date of annual leave above ceiling corresponding to the Annual Leave Above Ceiling From Hours | Dt_AL_Above_From | MMDDYYYY |
| 225 | Date_AL_Above_Thru | To date of annual leave above ceiling corresponding to the Annual Leave Above Ceiling To Hours | Dt_AL_Above_Thru | MMDDYYYY |
| 226 | Date_AL_Within_From | From date of annual leave within ceiling corresponding to the Annual Leave Within Ceiling From Hours | Dt_AL_Within_From | MMDDYYYY |
| 227 | Date_AL_Within_Thru | To date of annual leave within ceiling corresponding to the Annual Leave Within Ceiling From Hours | Dt_AL_Within_Thru | MMDDYYYY |
| 221 | Date_Appointment | Date employee appointed or converted to a position in the Federal civilian service | Dt_App | MMDDYYYY |
| 215 | Date_Appraisal_Begin | Beginning date of the performance appraisal rating period | Dt_Appraisal_Begin | MMDDYYYY |
| 216 | Date_Appraisal_End | Ending date of the performance appraisal rating period | Dt_Appraisal_End | MMDDYYYY |
| 500 | Date_Approved | Date activity approved, e.g. leave bank recipient or second level approving/authorizing/certifying date on the document | Dt_Appr | MMDDYYYY |
| 201 | Date_Assumed_Begin | From date (MMDDYYYY) for grade/step that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Dt_Assumed_Begin | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------|--|-------------------------------|---------------|
| 202 | Date_Assumed_End | To date (MMDDYYYY) for grade/step that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Dt_Assumed_End | MMDDYYYY |
| 490 | Date_Authorized | Date document authorized/approved/certified/concurred by authorizing official | Dt_Auth | MMDDYYYY |
| 492 | Date_Authorized_2 | Signature date of agency official authorizing/certifying/approving/concurring by second authorizing official | Dt_Auth_2 | MMDDYYYY |
| 483 | Date_Authorized_OPM/CSC | Date OPM/CSC official signed | Dt_Auth_OPM | MMDDYYYY |
| 504 | Date_Authorized_Payroll | Date authorized/approved/certified by payroll official | Dt_Auth_Pay | MMDDYYYY |
| 505 | Date_Authorized_Personnel | Date authorized/approved/certified by personnel official | Dt_Auth_Per | MMDDYYYY |
| 498 | Date_Authorized_State/Local | Date of signature of state/local government authorizing/certifying/approving officer | Dt_Auth_St_Local | MMDDYYYY |
| 213 | Date_Begin | Beginning date for work experience (possible multiple occurrences) | Dt_Begin | MMDDYYYY |
| 205 | Date_Begin_Pre83 | Date employment began (prior to 01/01/83) | Dt_Begin_Pre83 | MMDDYYYY |
| 468 | Date_Birth | Date of birth of the employee | DOB | MMDDYYYY |
| 134 | Date_Birth_2 | Other birth date(s) used by employee | DOB_2 | MMDDYYYY |
| 513 | Date_Birth_Other | Date of birth of any eligible person other than the employee (possible multiple occurrences) | DOB_Other | MMDDYYYY |
| 883 | Date_Commission_Expires | Date notary public commission or commission of administering officer expires | Dt_Comm_Expires | MMDDYYYY |
| 708 | Date_Computation | Date of computation; for example, of military service deposit (possible multiple occurrences) | Dt_Computation | MMDDYYYY |
| 217 | Date_Course_Begin | Beginning date of training course | Dt_Course_Begin | MMDDYYYY |
| 207 | Date_Course_Completed | Date course completed during military service (possible multiple occurrences) | Dt_Course_Completed | MMDDYYYY |
| 10 | Date_Creditable_RIF_Begin | Beginning date for service creditable for RIF that is not creditable for leave purposes | Dt_Credit_RIF_Begin | MMDDYYYY |
| 11 | Date_Creditable_RIF_End | Ending date for service creditable for RIF that is not creditable for leave purposes | Dt_Credit_RIF_End | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------|--|-------------------------------|---------------|
| 100 | Date_Death_Employee | Date of death of the employee | Dt_Death_Emp | MMDDYYYY |
| 693 | Date_Death_Vet | Date of death of the deceased veteran | Dt_Death_Vet | MMDDYYYY |
| 692 | Date_Degree | Date of degree | Dt_Degree | MMDDYYYY |
| 695 | Date_Diploma | Date of employee's high school diploma | Dt_Diploma | MMDDYYYY |
| 487 | Date_Disclosure | Date of disclosure | Dt_Disclosure | MMDDYYYY |
| 711 | Date_Due | Date by which election must be filed; for example, for military service deposit election or for election to retain NAFI coverage | Dt_Due | MMDDYYYY |
| 429 | Date_Earning_Begin | Beginning date of basic earning amount shown (possible multiple occurrences) | Dt_Earning_Begin | MMDDYYYY |
| 430 | Date_Earning_End | Ending date of basic earning amount shown (possible multiple occurrences) | Dt_Earning_End | MMDDYYYY |
| 212 | Date_Effective | Effective date of the action taking place on the document | Dt_Effective | MMDDYYYY |
| 889 | Date_Effective_Proposed | Proposed effective date | Dt_Eff_Proposed | MMDDYYYY |
| 210 | Date_End | Ending date for work experience on application | Dt_End | MMDDYYYY |
| 206 | Date_End_Pre83 | Date employment ended (no later than 12/31/82) | Dt_End_Pre83 | MMDDYYYY |
| 222 | Date_Entitlement_Begin | From date for retroaction period covered by retroactive entitlement | Dt_Entmt_Begin | MMDDYYYY |
| 223 | Date_Entitlement_End | To date for retroaction period covered by retroactive entitlement | Dt_Entmt_End | MMDDYYYY |
| 399 | Date_EOD | Date entered on duty in current Department/Agency | Dt_EOD | MMDDYYYY |
| 745 | Date_Event | Date of event | Dt_Event | MMDDYYYY |
| 485 | Date_Examination | Date of examination | Dt_Exam | MMDDYYYY |
| 394 | Date_Excess_AWOP_Begin | Beginning date of excess absence without pay; more than 6 months in a calendar year (possible multiple occurrences) | Dt_AWOP_Begin | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|---|-------------------------------|---------------|
| 395 | Date_Excess_AWOP_End | Ending date of absence without pay; more than 6 months in a calendar year (possible multiple occurrences) | Dt_AWOP_End | MMDDYYYY |
| 887 | Date_Extension_Ends | Date the 6 month extension expires | Dt_Extension_Ends | MMDDYYYY |
| 405 | Date_Fed_Service_Begin | Beginning date for employee's previous employment in civilian Federal service (possible multiple occurrences) | Dt_Fed_Svc_Begin | MMDDYYYY |
| 409 | Date_Fed_Service_End | Ending date for employee's previous employment in civilian Federal service (possible multiple occurrences) | Dt_Fed_Svc_End | MMDDYYYY |
| 424 | Date_FEGLI_Continuous | Effective date of continuous FEGLI | Dt_FEGLI_Cont | MMDDYYYY |
| 428 | Date_FEGLI_Effective | Effective date of employee's last election, waiver, or declination of FEGLI coverage | Dt_FEGLI_Eff | MMDDYYYY |
| 417 | Date_FEGLI_Option_A | Date of election for FEGLI Option A coverage | Dt_FEGLI_Opt_A | MMDDYYYY |
| 426 | Date_FEGLI_Option_A_Effective | Effective date of Option A insurance coverage | Dt_FEGLI_Opt_A_Eff | MMDDYYYY |
| 418 | Date_FEGLI_Option_B | Date of election for FEGLI Option B coverage | Dt_FEGLI_Opt_B | MMDDYYYY |
| 427 | Date_FEGLI_Option_B_Effective | Effective date of Option B insurance coverage | Dt_FEGLI_Opt_B_Eff | MMDDYYYY |
| 419 | Date_FEGLI_Option_Basic | Date of election for FEGLI Basic coverage | Dt_FEGLI_Opt_Basic | MMDDYYYY |
| 420 | Date_FEGLI_Option_C | Date of election for FEGLI Option C coverage | Dt_FEGLI_Opt_C | MMDDYYYY |
| 425 | Date_FEGLI_Option_C_Effective | Effective date of Option C insurance coverage | Dt_FEGLI_Opt_C_Eff | MMDDYYYY |
| 421 | Date_FEGLI_Option_Waived | Date of election for waiving FEGLI coverage | Dt_FEGLI_Opt_Waived | MMDDYYYY |
| 401 | Date_FEGLI_Terminated | Date FEGLI insurance terminated | Dt_FEGLI_Term | MMDDYYYY |
| 432 | Date_FERS_Election | Date employee elected FERS coverage | Dt_FERS_Election | MMDDYYYY |
| 488 | Date_Filed | Date document filed with authorizing/certifying/approving agency | Dt_Filed | MMDDYYYY |
| 9 | Date_Form_Revision | The revision date for the form | Dt_Form_Revision | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|--|-------------------------------|---------------|
| 507 | Date_Former_Spouse_Signature | Date former spouse signed consent form | Dt_Frm_Spouse_Sig | MMDDYYYY |
| 439 | Date_Highest_Prior_Begin | Beginning date of the highest previous grade held by the employee | Dt_High_Pr_Begin | MMDDYYYY |
| 450 | Date_Highest_Prior_End | Ending date of the highest previous grade held by the employee | Dt_High_Pr_End | MMDDYYYY |
| 723 | Date_Home_Leave_Current | Month, day, year used to determine current home leave balance in Current Home Leave Balance | Dt_HmLv_Cur | MMDDYYYY |
| 762 | Date_Home_Leave_From | Month, day, year of from date home leave used (possible multiple occurrences) | Dt_HmLv_From | MMDDYYYY |
| 385 | Date_Home_Leave_Service_Begin | Date basic service period of 24 months of continual service abroad began for home leave accrual | Dt_HmLv_Svc_Begin | MMDDYYYY |
| 384 | Date_Home_Leave_Service_End | Date basic service period of 24 months of continual service abroad ended for home leave accrual | Dt_HmLv_Svc_End | MMDDYYYY |
| 763 | Date_Home_Leave_To | Month, day, year of to date home leave used (possible multiple occurrences) | Dt_HmLv_To | MMDDYYYY |
| 709 | Date_Interest_Accrual | Date from which interest accrues on military service deposit | Dt_Int_Accrual | MMDDYYYY |
| 710 | Date_Interest_Computation | Date of interest charges posted for military service deposit | Dt_Int_Computation | MMDDYYYY |
| 457 | Date_Investigation_Begin | If investigation pending, date pending investigation was initiated | Dt_Inves_Begin | MMDDYYYY |
| 211 | Date_Investigation_Closing | Date background investigation case closed by investigating office | Dt_Inves_Closing | MMDDYYYY |
| 196 | Date_IPA_Begin | Date the participating employee began the assignment | Dt_IPA_Begin | MMDDYYYY |
| 197 | Date_IPA_End | Date the participating employee ended the assignment | Dt_IPA_End | MMDDYYYY |
| 489 | Date_Issued | Date document such as a letter or memo or the date document issued from authorizing/certifying/approving agency or third party; for example, educational institution, state or local government agency, etc. | Dt_Issued | MMDDYYYY |
| 383 | Date_Last_Equivalent_Increase | Month, day, year of the employee's last equivalent increase | DLEI | MMDDYYYY |
| 700 | Date_Last_Pay | Projected last day in pay status if SF 2806 or SF 3100 cannot be submitted within 10 days since employee still in pay status | Dt_Last_Pay | MMDDYYYY |
| 699 | Date_Last_Pay_Past | Last day of pay for employee currently on LWOP | Dt_Last_Pay_Past | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------------|--|-------------------------------|---------------|
| 724 | Date_Leave_Current | Month, day, year of last pay period ended for determining current leave balances | Dt_Lv_Cur | MMDDYYYY |
| 581 | Date_Living_Benefits_Elected | Date employee elected either full or partial Living Benefits | Dt_LB_Elected | MMDDYYYY |
| 764 | Date_Lump_Sum_From | Month, day, year of from date for lump sum leave | Dt_Lump_Sum_From | MMDDYYYY |
| 765 | Date_Lump_Sum_Thru | Month, day, year of to date for lump sum leave | Dt_Lump_Sum_Thru | MMDDYYYY |
| 392 | Date_Medical_Emergency_Begin | Date medical emergency began | Dt_Emergency_Begin | MMDDYYYY |
| 393 | Date_Medical_Emergency_End | Date medical emergency terminated | Dt_Emergency_End | MMDDYYYY |
| 465 | Date_Military_Active_Claim_Begin | Beginning date of nonwartime campaigns and expeditions for service claim or post56 service claim (possible multiple occurrences) | Dt_Mil_Claim_Begin | MMDDYYYY |
| 466 | Date_Military_Active_Claim_End | Ending date of nonwartime campaigns and expeditions for service claim or post56 service claim (possible multiple occurrences) | Dt_Mil_Claim_End | MMDDYYYY |
| 203 | Date_Military_Active_Service_Begin | Beginning date of active military service for the period, including verified service at a military academy (possible multiple occurrences) | Dt_Mil_Svc_Begin | MMDDYYYY |
| 204 | Date_Military_Active_Service_End | Ending date of active military service for the period, including verified service at a military academy (possible multiple occurrences) | Dt_Mil_Svc_End | MMDDYYYY |
| 1140 | Date_Military_Active_Verified_Begin | Beginning month, day and year of active duty service verified by records center (possible multiple occurrences) | Dt_Mil_Verify_Begin | MMDDYYYY |
| 467 | Date_Military_Active_Verified_End | Ending month, day and year of active duty service verified by records center or pay center (possible multiple occurrences) | Dt_Mil_Verify_End | MMDDYYYY |
| 386 | Date_Military_Leave_Regular_From | Month, day, year of from date military leave used in current calendar year for regular duty or training | Dt_Mil_Lv_Reg_From | MMDDYYYY |
| 387 | Date_Military_Leave_Regular_To | Month, day, year of to date military leave used in current calendar year for regular duty or training | Dt_Mil_Lv_Reg_To | MMDDYYYY |
| 388 | Date_Military_Leave_Special_From | Month, day, year of from date military leave used in current calendar year for special civil disturbance | Dt_Mil_Lv_Spc_From | MMDDYYYY |
| 389 | Date_Military_Leave_Special_To | Month, day, year of to date military leave used in current calendar year for special civil disturbance | Dt_Mil_Lv_Spc_To | MMDDYYYY |
| 464 | Date_Military_Retire | Date of Military Retirement | Dt_Mil_Ret | MMDDYYYY |
| 594 | Date_Military_Time_Lost_Begin | Beginning date of the military time lost (possible multiple occurrences) | Dt_Mil_Lost_Begin | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------|---|-------------------------------|---------------|
| 595 | Date_Military_Time_Lost_End | Ending date of the military time lost (possible multiple occurrences) | Dt_Mil_Lost_End | MMDDYYYY |
| 198 | Date_Mobility_Begin | If mobility assignment is yes, date employee began previous mobility assignment | Dt_Mobil_Begin | MMDDYYYY |
| 199 | Date_Mobility_End | If mobility assignment is yes, date employee ended previous mobility assignment | Dt_Mobil_End | MMDDYYYY |
| 812 | Date_NAFI_Begin | Beginning date of the NAFI service that will become creditable under FERS if affirmative election is made (possible multiple occurrences) | Dt_NAFI_Begin | MMDDYYYY |
| 825 | Date_NAFI_Computed | The date the NAFI retirement plan(s) computed the transferable contributions for transfer from NAFI to the Civil Service Retirement and Disability Fund | Dt_NAFI_Computed | MMDDYYYY |
| 822 | Date_NAFI_End | Ending date of the NAFI service that will become creditable under FERS if affirmative election is made | Dt_NAFI_End | MMDDYYYY |
| 596 | Date_NAFI_Move | Date of qualifying move from NAFI position to an appointment covered by CSRS or FERS | Dt_NAFI_Move | MMDDYYYY |
| 89 | Date_NAFI_Pay_Period | Last day of the pay period in which employee received election form for retroactive NAFI coverage | Dt_NAFI_Pay_Period | MMDDYYYY |
| 413 | Date_National_Guard_Begin | Date entered National Guard (possible multiple occurrences) | Dt_NG_Begin | MMDDYYYY |
| 414 | Date_National_Guard_End | Date of release from National Guard (possible multiple occurrences) | Dt_NG_End | MMDDYYYY |
| 1109 | Date_Nonpay_Begin | Date non-pay status began for which offset is requested (possible multiple occurrences) | Dt_Nonpay_Begin | MMDDYYYY |
| 1113 | Date_Nonpay_End | Date non-pay status ended for which offset is requested (possible multiple occurrences) | Dt_Nonpay_End | MMDDYYYY |
| 431 | Date_Pay_Change | Effective date of named NOA which changed employee's pay (possible multiple occurrences) | Dt_Pay_Change | MMDDYYYY |
| 208 | Date_Pay_Grade | Effective date of pay grade | Dt_Pay_Grd | MMDDYYYY |
| 707 | Date_Payment | Date of payment for military deposit (possible multiple occurrences) | Dt_Payment | MMDDYYYY |
| 757 | Date_Prior_Leave_Year | Month, day, year prior leave year ended from which leave balances were carried over | Dt_Pr_Lv_Yr | MMDDYYYY |
| 890 | Date_Probation_Begin | Beginning date of managerial/supervisory probationary period | Dt_Prob_Begin | MMDDYYYY |
| 958 | Date_Probation_End | Ending date of managerial/supervisory probationary period | Dt_Prob_End | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|--|-------------------------------|---------------|
| 705 | Date_Rating_Year | The rating year of the employee's most recent performance appraisal - first occurrence | Dt_Rating_Yr | MMDDYYYY |
| 702 | Date_Rating_Year_2 | The rating year of the employee's second most recent performance appraisal | Dt_Rating_Yr_2 | MMDDYYYY |
| 703 | Date_Rating_Year_3 | The rating year of the employee's third most recent performance appraisal | Dt_Rating_Yr_3 | MMDDYYYY |
| 704 | Date_Rating_Year_4 | The rating year of the employee's fourth most recent performance appraisal | Dt_Rating_Yr_4 | MMDDYYYY |
| 499 | Date_Received | Date of receipt by employing office | Dt_Received | MMDDYYYY |
| 506 | Date_Received_Employee | Date received by the employee | Dt_Received_Emp | MMDDYYYY |
| 486 | Date_Recommended | Date of recommendation for conversion to career appointment | Dt_Recm | MMDDYYYY |
| 496 | Date_Register | Date of register (e.g. SF 2807, SF 2806, SF 3100) that was sent to OPM | Dt_Register | MMDDYYYY |
| 484 | Date_Requested | Date the request is made | Dt_Req | MMDDYYYY |
| 209 | Date_Reserve_Obligation_Term | Reserve Obligation Termination Date | Dt_Reserve_Term | MMDDYYYY |
| 415 | Date_Reserve_Service_Begin | Date entered Reserve Service (possible multiple occurrences) | Dt_Reserve_Begin | MMDDYYYY |
| 416 | Date_Reserve_Service_End | Date of release from Reserve Service (possible multiple occurrences) | Dt_Reserve_End | MMDDYYYY |
| 390 | Date_Restored_Leave_From | Month, day, year from date of restored leave corresponding to the Restored From Hours | Dt_RL_From | MMDDYYYY |
| 391 | Date_Restored_Leave_Thru | Month, day, year to date of restored leave corresponding to the Restored To Hours | Dt_RL_Thru | MMDDYYYY |
| 501 | Date_SCD_Compute | Date service computation was computed | Dt_SCD_Compute | MMDDYYYY |
| 510 | Date_Sent | Date document was sent, e.g. date OPF sent to NPR | Dt_Sent | MMDDYYYY |
| 220 | Date_Separation | Date employee separated from most recent Federal job | Dt_Sep | MMDDYYYY |
| 43 | Date_Signed_2_Rating_Official | Date of the second signature of the rating official | Dt_Sig_2_Off | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------|--|-------------------------------|---------------|
| 497 | Date_Signed_Applicant | Date applicant signed | Dt_Sig_Applicant | MMDDYYYY |
| 219 | Date_Signed_Employee | Date form signed by the employee | Dt_Sig_Emp | MMDDYYYY |
| 183 | Date_Signed_Employee_2 | Date of the second signature of the employee, when more than one employee signature is required at separate times | Dt_Sig_Emp_2 | MMDDYYYY |
| 502 | Date_Signed_Insured_Assignee | Date signed by the insured or the assignee | Dt_Sig_Ins_Assgn | MMDDYYYY |
| 494 | Date_Signed_Rating_Official | Date signed by the rating official | Dt_Sig_Off | MMDDYYYY |
| 185 | Date_Signed_Rating_Official_2 | Date of the second signature of the rating official, when more than one rating official signature is required on the performance appraisal | Dt_Sig_Off_2 | MMDDYYYY |
| 495 | Date_Signed_Reviewing_Official | Date of signature of reviewing official for employee performance appraisal | Dt_Sig_Rev_Off | MMDDYYYY |
| 200 | Date_State_Local | Date participating employee originally began state/local employment | Dt_St_Local | MMDDYYYY |
| 997 | Date_Supervisor_Signature | Date form signed by the supervisor of the employee | Dt_Sup_Sig | MMDDYYYY |
| 907 | Date_TSP_Eligible | Thrift saving plan eligibility date | Dt_TSP_Elig | MMDDYYYY |
| 905 | Date_Witness | Signature date of the first witness | Dt_Wit | MMDDYYYY |
| 910 | Date_Witness_2 | Signature date of the second witness | Dt_Wit_2 | MMDDYYYY |
| 726 | Days_Home_Leave | Number of days of home leave from date of 12 month accrual through date of separation | Days_HmLv | 2N |
| 722 | Days_Home_Leave_Current | Number of days home leave as of the date of separation | Days_HmLv_Cur | 2N |
| 1134 | Days_Military_Leave_Unused | Balance of unused military leave day for current fiscal year | Days_Mil_Lv_Unused | 2N |
| 989 | Death_Cause_Txt | Text field for the cause of the death; for example, the illness or injury which caused the death | Death_Cause_Txt | 120X |
| 990 | Death_Manner_Txt | Text field for the manner of the death, for example, natural causes, accident, suicide, homicide, etc. | Death_Manner_Txt | 25X |
| 4 | Death_Place | City, state and/or country where the deceased died | Death_Place | 57X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------------|--|-------------------------------|---------------|
| 694 | Death_Time | The time of death of the individual named on the death certificate | Death_Time | 4N |
| 1117 | Debt_Amount | Amount of debt for period shown (possible multiple occurrences) | Debt_Amt | 7.2N |
| 1118 | Debt_Amount_Total | Total (sum) of all amounts (Amount_Debt) shown for each discrete period | Debt_Amt_Tot | 7.2N |
| 923 | Debt_Federal_N | "No" check box; indicator of delinquency on federal debt | Debt_Fed_N | 1X |
| 259 | Debt_Federal_Y | "Yes" check box; indicator of delinquency on federal debt | Debt_Fed_Y | 1X |
| 71 | Deceased_DOB | Date of birth of the individual named on the death certificate | Deceased_DOB | MMDDYYYY |
| 45 | Deceased_Sex | Sex of the deceased on the death certificate | Deceased_Sex | 6X |
| 44 | Deceased_SSN | Social security number of deceased on death certificate | Deceased_SSN | 9N |
| 556 | Decision_Other | Check box indicator that other requirements reviewed on which OPM decision was based | Dec_Other | 1X |
| 557 | Decision_Qualifications | Check box indicator that the qualification requirements reviewed on which OPM decision was based | Dec_Qual | 1X |
| 558 | Decision_Reinstatement_Eligibility | Check box indicator that the reinstatement eligibility determination requirements reviewed on which OPM decision was based | Dec_Reinstat_Elig | 1X |
| 559 | Decision_Suitability | Check box indicator that the suitability requirements reviewed on which OPM decision was based | Dec_Suitability | 1X |
| 669 | Dental_Exam_No | "No" check box; indicator that member was provided complete dental examination and all appropriate 'Dental Services and Treatment Within 90 Days Prior to Separation' | Dental_Exam_N | 1X |
| 237 | Dental_Exam_Yes | "Yes" check box; indicator that member was provided complete dental examination and all appropriate 'Dental Services and Treatment Within 90 Days Prior to Separation' | Dental_Exam_Y | 1X |
| 561 | Detail_Extension | Check box indicator that the reason for agency submission of the request was for an extension of a detail beyond 120 days | Detail_Extension | 1X |
| 971 | Disabled_Spouse_No | "No" check box; indicator that the employee is currently married now and the husband is totally and permanently disabled | Disabled_Spouse_N | 1X |
| 306 | Disabled_Spouse_Yes | "Yes" check box; indicator of whether the employee is currently married and the husband is totally and permanently disabled | Disabled_Spouse_Y | 1X |
| 981 | Disclosed_Information_Txt | Text field for the description of information disclosed | Disclosed_Info_Txt | 255X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|--|-------------------------------|---------------|
| 982 | Disclosed_Routine_Use_Txt | Text field for the reason or cause for disclosure, including court order, Bureau disclosed to, statistical research or reporting record | Disclosed_Routine | 120X |
| 980 | Disclosure_Purpose_Txt | Text field for the purpose of disclosure | Disclosure_Purpose | 50X |
| 938 | Duty_Station | Clear text which identifies the state, county or country and city of the employee's permanent duty station | Duty_Sta | 55X |
| 803 | Duty_Station_Code | Code which identifies the state, county or country, and city of the employee's permanent duty station | Duty_Sta_Cd | 2X4N3N |
| 967 | Duty_Station_Prior | Clear text for the Duty_Station_Code employee is moving from | Duty_Sta_Pr | 55X |
| 960 | Educational_Level | Clear text for the extent of an employee's educational attainment from an accredited institution | Educational_Level | 50X |
| 817 | Educational_Level_Code | Code for the extent of an employee's educational attainment from an accredited institution - Use CPDF Education Level coding | Educ_Level_Cd | 2N |
| 74 | Employee_Address_City | City address of the employee; can be either the residence or mailing address | Emp_Add_City | 35X |
| 1131 | Employee_Address_Military_Entry | Employee's home address at time of entry into military active duty | Emp_Add_Mil_Entry | 81X |
| 75 | Employee_Address_State | State address of the employee; can be either the residence or mailing address | Emp_Add_St | 2X |
| 1 | Employee_Address_Street_1 | First line of the street address of the employee; can be either the residence or mailing address | Emp_Add_Str_1 | 35X |
| 73 | Employee_Address_Street_2 | Second line of the street address of the employee; can be either the residence or mailing address | Emp_Add_Str_2 | 35X |
| 17 | Employee_Address_Zip | Zip code for the address of the employee; can be either the residence or mailing address | Emp_Add_Zip | 9X |
| 1152 | Employee_Alias_First | Other first names used by the employee, e.g. maiden name, nickname, etc. (possible multiple occurrences) | Emp_Alias_First | 15X |
| 162 | Employee_Alias_Last | Other last names used by the employee, e.g. maiden name, nickname, etc. (possible multiple occurrences) | Emp_Alias_Last | 20X |
| 1153 | Employee_Alias_Middle | Other middle names used by the employee, e.g. maiden name, nickname, etc. (possible multiple occurrences) | Emp_Alias_Middle | 15X |
| 1154 | Employee_Alias_Suffix | Other last suffix names used by the employee, e.g. maiden name, nickname, etc. (possible multiple occurrences) | Emp_Alias_Suffix | 5X |
| 1025 | Employee_Background_Txt | Text field for the detailed information on convictions, courts-martial, pending charges, reasons for leaving previous jobs, delinquencies, relatives working for Government, receipt of retirement pay, cancellation of waivers of insurance | Emp_Background_Txt | 255X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------|---|-------------------------------|---------------|
| 3 | Employee_Birth_Place | City, state and/or country where the employee was born | Emp_Birth_Place | 57X |
| 88 | Employee_Fax_Number | Fax number for the employee | Emp_Fax_No | 20X |
| 77 | Employee_Name_First | First or given name of the employee (possible multiple occurrences) | Emp_Name_First | 15X |
| 163 | Employee_Name_First_2 | New first name of employee after a name change | Emp_Name_First_2 | 15X |
| 78 | Employee_Name_Last | Last name of the employee (possible multiple occurrences) | Emp_Name_Last | 20X |
| 1158 | Employee_Name_Last_2 | New last name of employee after a name change | Emp_Name_Last_2 | 20X |
| 79 | Employee_Name_Middle | Middle name of the employee (possible multiple occurrences) | Emp_Name_Middle | 15X |
| 1159 | Employee_Name_Middle_2 | New middle name of employee after a name change | Emp_Name_Middle_2 | 15X |
| 821 | Employee_Name_Suffix | The suffix which the employee uses with their first, middle, last names, such as Jr., Sr., Esq., MD., etc (possible multiple occurrences) | Emp_Name_Suffix | 5X |
| 1160 | Employee_Name_Suffix_2 | New last suffix for the employee after a name change | Emp_Name_Suffix_2 | 5X |
| 105 | Employee_Phone_Number | Current office telephone number for the employee | Emp_Phone_No | 20X |
| 103 | Employee_Phone_Number_Home | Employee phone number listed for contact at employee's residence | Emp_Phone_No_Home | 20X |
| 48 | Employee_Signature | Signature of the employee | Emp_Sig | 55X |
| 161 | Employee_Signature_2 | Second signature of the employee, when more than one employee signature is required; e.g., the first signature may be receipt of the form for the opportunity to make an election, the second signature may represent the election | Emp_Sig_2 | 55X |
| 608 | Employee_Signature_3 | Third signature of the employee, when more than one employee signature is required; e.g., the first signature may be receipt of the form for the opportunity to make an election, the second signature may represent the election, the third signature may indicate that the employee is not making an election; for example, the employee does not elect to retain retirement coverage in the NAFI retirement plan | Emp_Sig_3 | 55X |
| 53 | Employee_Signature_Initials | Signature initials of the employee to indicate election and/or request for information | Emp_Sig_Initials | 3X |
| 880 | Employee_SSN | A nine digit unique number assigned by the Social Security Administration which is used to identify each employee | Emp_SSN | 9N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------------|---|-------------------------------|---------------|
| 656 | Employer_Address | Employer's address on work experience on application; could be either Federal civilian or other work experience (possible multiple occurrences) | Employer_Add | 81X |
| 24 | Employer_Name | Employer's name on work experience on application (possible multiple occurrences) | Employer_Name | 80X |
| 973 | Employment_Status_Federal_No | "No" check box; indicator of whether the veteran has been or is currently employed by Fed or DC Gov'n't | Empmt_Status_Fed_N | 1X |
| 304 | Employment_Status_Federal_Yes | "Yes" check box; indicator of whether the veteran has been or is currently employed by Fed or DC Gov'n't | Empmt_Status_Fed_Y | 1X |
| 969 | Employment_Status_No | "No" check box; indicator of whether the veteran is currently working (non-Federal employment) | Empmt_Status_N | 1X |
| 308 | Employment_Status_Yes | "Yes" check box; indicator of whether the veteran is currently working (non-Federal employment) | Empmt_Status_Y | 1X |
| 929 | Event_Other_Txt | Text to describe specific event which occurred in DE-745 (Date_Event) | Event_Other_Txt | 20X |
| 474 | Exam_Address | Location of examination on which employee was rated | Exam_Add | 81X |
| 234 | Exam_Standards_Met | Check box indicator that employee does meet exam standards for conversion | Exam_Standards_Met | 1X |
| 396 | Exam_Standards_Not_Met | Check box indicator that employee does not meet exam standards for conversion | Exam_Standards_N | 1X |
| 913 | Exam_Title_Txt | Text field for title of examination on which employee was rated | Exam_Title_Txt | 32X |
| 733 | Excess_AWOP_Days | Total days for absence without pay of more than 6 months (possible multiple occurrences) | Excess_AWOP_Days | 3N |
| 734 | Excess_AWOP_Months | Total months for absence without pay of more than 6 months (possible multiple occurrences) | Excess_AWOP_Mo | 2N |
| 1150 | Excess_AWOP_No | "No" check box; indicator completed by employee for absence without pay of more than six months in one calendar year | Excess_AWOP_N | 1X |
| 735 | Excess_AWOP_Years | Total years for absence without pay of more than 6 months (possible multiple occurrences) | Excess_AWOP_Yr | 2N |
| 299 | Excess_AWOP_Yes | "Yes" check box; indicator completed by employee for absence without pay of more than six months in one calendar year | Excess_AWOP_Y | 1X |
| 563 | Experience/Training_Approval | Check box indicator that the agency reason for submission is to request prior approval of nominee's experience and training | Exp_Trn_Approval | 1X |
| 1002 | Experience/Training_Certificates_Txt | Text field for the employee's current certificates or licenses (possible multiple occurrences) | Exp_Trn_Cert_Txt | 25X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|---|-------------------------------|---------------|
| 1005 | Experience/Training_Courses_Txt | Text field for the title and year of course for the employee's job related training courses (possible multiple occurrences) | Exp_Trn_Courses_Txt | 32X |
| 1001 | Experience/Training_Duties_Txt | Text field for duties and accomplishments under work experience (possible multiple occurrences) | Exp_Trn_Duties_Txt | 255X |
| 1003 | Experience/Training_Honors_Txt | Text field for the employee's honors, awards, special accomplishments and dates (possible multiple occurrences) | Exp_Trn_Honors_Txt | 32X |
| 1004 | Experience/Training_Skills_Txt | Text field for the employee's special skills such as languages, typing speed (possible multiple occurrences) | Exp_Trn_Skills_Txt | 25X |
| 560 | Experience/Training_Waiver | Check box indicator that the reason for agency submission of the request was to waive experience and training requirements | Exp_Trn_Waiver | 1X |
| 231 | Family_Requirement | Check box indicator that employee meets member-of-family requirements (must meet if not entitled to veteran preference). | Family_Reqm | 1X |
| 939 | FEGLI | Cleartext for employee's FEGLI code | FEGLI | 50X |
| 342 | FEGLI_1_X_Pay | Check box election that employee elects to have additional optional insurance at 1 time annual basic pay | FEGLI_1_X_Pay | 1X |
| 343 | FEGLI_2_X_Pay | Check box election indicates that employee elects to have additional optional insurance at 2 times annual basic pay | FEGLI_2_X_Pay | 1X |
| 344 | FEGLI_3_X_Pay | Check box election indicates that employee elects to have additional optional insurance at 3 times annual basic pay | FEGLI_3_X_Pay | 1X |
| 345 | FEGLI_4_X_Pay | Check box election indicates that employee elects to have additional optional insurance at 4 times annual basic pay | FEGLI_4_X_Pay | 1X |
| 346 | FEGLI_5_X_Pay | Check box election indicates that employee elects to have additional optional insurance at 5 times annual basic pay | FEGLI_5_X_Pay | 1X |
| 579 | FEGLI_Actuarial_Reduction_Amt | The monetary amount of the actuarial reduction of Living Benefits | FEGLI_Actuarial_Amt | 7.2N |
| 218 | FEGLI_Address_Insured_City | City address of the insured or the assignee | FEGLI_Add_Ins_City | 35X |
| 615 | FEGLI_Address_Insured_State | State address of the insured or assignee | FEGLI_Add_Ins_St | 2X |
| 659 | FEGLI_Address_Insured_Street_1 | Street 1 address of the insured or assignee | FEGLI_Add_Ins_Str_1 | 35X |
| 471 | FEGLI_Address_Insured_Street_2 | Street 2 address of the insured or assignee | FEGLI_Add_Ins_Str_2 | 35X |
| 916 | FEGLI_Address_Insured_Zip | Zip code of the insured or assignee | FEGLI_Add_Ins_Zip | 9X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|---|-------------------------------|---------------|
| 583 | FEGLI_Amt_Remaining | The monetary value of any remaining life insurance after Living Benefit has been paid | FEGLI_Amt_Remaining | 7.2N |
| 893 | FEGLI_Assignee_Address | Address of FEGLI assignee (possible multiple occurrences) | FEGLI_Assgn_Add | 81X |
| 76 | FEGLI_Assignee_Name | Name of FEGLI assignee (possible multiple occurrences) | FEGLI_Assgn_Name | 55X |
| 896 | FEGLI_Assignee_Relationship_Txt | Text field for the relationship of the assignee to the insured employee (possible multiple occurrences) | FEGLI_Assgn_Rel | 15X |
| 899 | FEGLI_Assignee_Share | The share percentage the employee allocated to the assignee (possible multiple occurrences) | FEGLI_Assgn_Share | 3.2N |
| 397 | FEGLI_Assignment_No | "No" check box; indicator that individual has not assigned insurance | FEGLI_Assign_N | 1X |
| 535 | FEGLI_Assignment_Yes | "Yes" check box; indicator that individual has assigned insurance. | FEGLI_Assign_Y | 1X |
| 804 | FEGLI_Code | Code indicating an employee's coverage or noncoverage under the Federal Employee's Group Life Insurance (FEGLI) Program - Use CPDF Federal Employee's Group Life Insurance coding | FEGLI_Cd | 1X |
| 447 | FEGLI_Contribution | Check box indicator that the employee wants to contribute to the Federal Employees Group Life Insurance program | FEGLI_Contribute | 1X |
| 398 | FEGLI_Decision_No | "No" check box; indicator that the employee may not cancel a waiver of insurance coverage or elect optional insurance | FEGLI_Dec_N | 1X |
| 532 | FEGLI_Decision_Yes | "Yes" check box; indicator that the employee is eligible for FEGLI coverage | FEGLI_Dec_Y | 1X |
| 400 | FEGLI_Eligibility_No | "No" check box; indicator that employee is not eligible for FEGLI coverage if medical is approved | FEGLI_Elig_N | 1X |
| 531 | FEGLI_Eligibility_Yes | "Yes" check box; indicator that employee is eligible for FEGLI coverage if medical is approved | FEGLI_Elig_Y | 1X |
| 508 | FEGLI_Enrolled_NA | "N/A" check box; indicator that the participating employee is covered under FEGLI | FEGLI_Enrolled_NA | 1X |
| 193 | FEGLI_Enrolled_Yes | "Yes" check box; indicator that the participating employee is covered under FEGLI Basic Insurance | FEGLI_Enrolled_Y | 1X |
| 624 | FEGLI_Event | Event code allowing change in FEGLI | FEGLI_Event | 1N |
| 365 | FEGLI_Event_12_Month_LWOP_End | Check box indicator that event requiring agency certification of insurance status is the end of 12 months LWOP | FEGLI_12_Mo_LWOP | 1X |
| 352 | FEGLI_Event_Death_Employee | Check box indicator that event requiring agency certification of insurance status is the death of the employee | FEGLI_Death_Emp | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--|---|-------------------------------|---------------|
| 355 | FEGLI_Event_Death_Reemployed_Annuitant | Check box indicator that event requiring agency certification of insurance status is the death of an reemployed annuitant | FEGLI_Death_Ree_Ann | 1X |
| 366 | FEGLI_Event_Other | Check box indicator that event requiring agency certification of insurance status is other than the end of 12 months LWOP, death, separation, or retirement; if checked, must list reason in data field "Event Other Specify" | FEGLI_Other | 1X |
| 367 | FEGLI_Event_Retirement | Check box indicator that event requiring agency certification of insurance status is the retirement of the employee | FEGLI_Ret | 1X |
| 368 | FEGLI_Event_Separation | Check box indicator that event requiring agency certification of insurance status is the separation of the employee | FEGLI_Sep | 1X |
| 133 | FEGLI_Insured_Name | Name of insured or assignee | FEGLI_Ins_Name | 55X |
| 849 | FEGLI_Living_Benefit_Amt | Monetary amount field for living benefit elected | FEGLI_Living_Amt | 7.2N |
| 580 | FEGLI_Living_Benefit_Amt_Pd | The monetary amount of Living Benefits paid to the insured after the actuarial reduction | FEGLI_LB_Amt_Pd | 7.2N |
| 582 | FEGLI_Living_Benefit_Election_Txt | Text field indicating whether the insured elected either full or partial Living Benefits | FEGLI_LB_Election | 7X |
| 522 | FEGLI_Living_Benefit_Full | Check box indicator that employee elected full living benefits | FEGLI_LB_Full | 1X |
| 586 | FEGLI_Living_Benefit_No | "No" check box; indicator that employee did not elect living benefits | FEGLI_LB_N | 1X |
| 521 | FEGLI_Living_Benefit_Partial | Check box indicator that employee elected partial living benefits. Post-election Basic Insurance Amount (BIA) must be specified in DE-849 (FEGLI_Living_Benefit_Amount) | FEGLI_LB_Part | 1X |
| 482 | FEGLI_Living_Benefit_Yes | "Yes" check box; indicator that insured elected living benefits | FEGLI_LB_Y | 1X |
| 962 | FEGLI_Multiples_Txt | Lowest number of multiples elected in the last 5 years | FEGLI_Multiples_Txt | 1N |
| 848 | FEGLI_Option_A_Amount | Amount of Option A | FEGLI_Opt_A_Amt | 6N |
| 626 | FEGLI_Option_A_No | "No" check box; indicator that the employee did not have Option A, Standard life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_A_N | 1X |
| 375 | FEGLI_Option_A_Yes | "Yes" check box; indicator that the employee did have Option A, Standard life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_A_Y | 1X |
| 627 | FEGLI_Option_B_Multiples | Number of Option B multiples for life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_B | 1N |
| 654 | FEGLI_Option_B_No | "No" check box; indicator that the employee did not have Option B, Additional life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_B_N | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|---|-------------------------------|---------------|
| 372 | FEGLI_Option_B_Yes | "Yes" check box; indicator that the employee has Option B, Additional life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_B_Y | 1X |
| 657 | FEGLI_Option_C_No | "No" check box; indicator that the employee did not have Option C, Family life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_C_N | 1X |
| 520 | FEGLI_Option_C_Yes | "Yes" check box; indicator that the employee did have Option C, Family life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_C_Y | 1X |
| 537 | FEGLI_Shares_Total_100% | Check box indicator that beneficiary shares total 100% | FEGLI_Shares_100 | 1X |
| 62 | FEGLI_Signature | Signature of OFEGLI official | FEGLI_Sig | 55X |
| 515 | FEGLI_Signature_Option_A | Employee signature for the election of FEGLI Option A coverage | FEGLI_Sig_Opt_A | 55X |
| 516 | FEGLI_Signature_Option_B | Employee signature for the election of FEGLI Option B coverage | FEGLI_Sig_Opt_B | 55X |
| 517 | FEGLI_Signature_Option_Basic | Employee signature for the election of FEGLI Basic coverage | FEGLI_Sig_Opt_Basic | 55X |
| 518 | FEGLI_Signature_Option_C | Employee signature for the election of FEGLI Option C coverage | FEGLI_Sig_Opt_C | 55X |
| 519 | FEGLI_Signature_Option_Waived | Employee signature for the election of waiver of FEGLI coverage | FEGLI_Sig_Opt_Waive | 55X |
| 902 | FEGLI_Waiver | "Don't know" check box; indicator of whether waived life insurance | FEGLI_Waiver | 1X |
| 903 | FEGLI_Waiver_Cancel | "Don't know" check box; indicator of whether cancelled waiver of life insurance | FEGLI_Waiver_Can | 1X |
| 926 | FEGLI_Waiver_Cancel_No | "No" check box; indicator of whether cancelled waiver of life insurance | FEGLI_Waiver_Can_N | 1X |
| 187 | FEGLI_Waiver_Cancel_Yes | "Yes" check box; indicator of whether cancelled waiver of life insurance | FEGLI_Waiver_Can_Y | 1X |
| 927 | FEGLI_Waiver_No | "No" check box; indicator of whether waived life insurance | FEGLI_Waiver_N | 1X |
| 188 | FEGLI_Waiver_Yes | "Yes" check box; indicator of whether waived life insurance | FEGLI_Waiver_Y | 1X |
| 539 | FEGLI_Witness_Not_Beneficiary | Check box indicator that neither witness is a beneficiary | FEGLI_Wit_Not_Beny | 1X |
| 538 | FEGLI_Witnessed_Signature | Check box indicator that insured or assignee has signed form in the presence of 2 witnesses | FEGLI_Wit_Sig | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------|--|-------------------------------|---------------|
| 325 | FEHB_Cancelled | Check box indicator that the employee elects to cancel enrollment in FEHB | FEHB_Can | 1X |
| 446 | FEHB_Contribution | Check box indicator that the employee wants to contribute to the Federal Employees Health Insurance program | FEHB_Contribute | 1X |
| 639 | FEHB_Dependent_Zip | Zip code of the dependent (possible multiple occurrences) | FEHB_Dependent_Zip | 9X |
| 906 | FEHB_Enrolled_NA | "N/A" check box; indicator of whether the participating employee is covered under FEHB | FEHB_Enrolled_NA | 1X |
| 194 | FEHB_Enrolled_Yes | "Yes" check box; indicator that the participating employee is covered under FEHB | FEHB_Enrolled_Y | 1X |
| 332 | FEHB_Enrollee_Name_Change | Check box indicator that change in FEHB enrollment is due to a name change | FEHB_Name_Change | 1X |
| 331 | FEHB_Enrollment_Change | Check box indicator to make change in enrollment for survivor from family to self only | FEHB_Change | 1X |
| 621 | FEHB_Event_Code | The event code permitting the FEHB change for the employee | FEHB_Event_Cd | 2X |
| 620 | FEHB_Future_Code | The CPDF enrollment code for the health plan for which the employee is electing coverage or for the survivor annuitant | FEHB_Future_Cd | 3X |
| 1055 | FEHB_Future_Plan | Cleartext for the CPDF enrollment code for the health plan for which the employee is electing coverage | FEHB_Future_Plan | 80X |
| 356 | FEHB_LWOP_Debt | Check box indicator that the employee elected to incur a debt for FEHB premiums during leave without pay status or when the employee's pay is insufficient to cover the premium | FEHB_LWOP_Debt | 1X |
| 351 | FEHB_LWOP_Pay | Check box indicator that the employee elected to pay the FEHB premiums during leave without pay status or when the employee's pay is insufficient to cover the premium | FEHB_LWOP_Pay | 1X |
| 46 | FEHB_Present_Code | The CPDF enrollment code of the health plan in which the employee is currently enrolled - Current health plan names and codes (as well as additions, deletions, and changes from the previous year) can be found in the Payroll Office Letter that contains information about the Federal Employee's Health Benefits Program (published annually by the Retirement and Insurance Service, U.S. Office of Personnel Management). The first two positions of the code indicate the health plan (AFGE, Blue Cross/Blue Shield, etc.). | FEHB_Present_Cd | 3X |
| 349 | FEHB_Present_Code_Cancel | The CPDF enrollment code of the health plan for which the employee is cancelling coverage | FEHB_Present_Cd_Can | 3X |
| 1056 | FEHB_Present_Plan | Cleartext for the CPDF enrollment code for the health plan for which the employee is presently covered | FEHB_Present | 80X |
| 622 | FEHB_Relationship_Code | Relationship code of the dependent to the employee (possible multiple occurrences) | FEHB_Rel_Cd | 1N |
| 334 | FEHB_Termination | Check box indicator that change in FEHB enrollment is due to termination/separation from federal service | FEHB_Term | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|---|-------------------------------|---------------|
| 335 | FEHB_Transfer_In | Check box indicator that change in FEHB enrollment is due to the employee transfer in to a new payroll office | FEHB_Transfer_In | 1X |
| 326 | FEHB_Waived | Check box indicator that the employee elects not to enroll in FEHB | FEHB_Waived | 1X |
| 909 | FERS_CSRS_Component_No | "No" check box; indicator of whether employee who did elect FERS is entitled to CSRS component | FERS_CSRS_N | 1X |
| 542 | FERS_CSRS_Component_Yes | "Yes" check box; indicator of whether employee who did elect FERS is entitled to CSRS component | FERS_CSRS_Y | 1X |
| 915 | FERS_Election_No | "No" check box; indicator of whether or not employee elected FERS | FERS_Election_N | 1X |
| 545 | FERS_Election_Yes | "Yes" check box; indicator that the employee elected FERS | FERS_Election_Y | 1X |
| 549 | FERS_Extension_Request | Check box indicator requesting 6 month extension to elect FERS coverage | FERS_Extension_Req | 1X |
| 552 | FERS_Extension_Response | Check box indicator that OPM has granted the 6 month extension | FERS_Extension | 1X |
| 141 | FERS_Total_Amount | Total amount of FERS employee contributions, plus interest, and agency contributions available for transfer to the NAFI retirement | FERS_Tot_Amt | 6.2N |
| 553 | FERS_Waiver_Correspondence | Check box indicator that correspondence(from OPM) is attached to the returned request | FERS_Waiver_Corresp | 1X |
| 550 | FERS_Waiver_Request | Check box indicator requesting waiver of former spouse consent requirement | FERS_Waiver_Req | 1X |
| 1097 | File_Number_Txt | Text field for the file number, statement number, register's number, case number, requester ID, announcement number, etc. | File_No_Txt | 25X |
| 805 | FLSA_Code | Code which indicates the status of a Federal civilian employee under the authority of Section 13 of the Fair Standards Act (29 U. S. C. 213), as amended; (E = Exempt, N = Nonexempt) | FLSA_Cd | 1A |
| 953 | Form_Checkbox_No | "No" check box; indicator that the employee has previously filed form | Form_Checkbox_N | 1X |
| 157 | Form_Checkbox_Yes | "Yes" check box; indicator that the employee has previously filed form | Form_Checkbox_Y | 1X |
| 240 | Form_Checklist_FEGLI_Cert | Check box indicator that SF 2821 and SF 2818 forwarded to OPM | Chk_FEGLI_Cert | 1X |
| 241 | Form_Checklist_FEGLI_Designation | Check box indicator that the FEGLI Designation of Beneficiary forms (SF 54s and SF 2823s) are attached | Chk_FEGLI_Design | 1X |
| 242 | Form_Checklist_FEGLI_Enrollment | Check box indicator that all SF 2817s forwarded to OPM | Chk_FEGLI_Enroll | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------------|--|-------------------------------|---------------|
| 382 | Form_Checklist_FEGLI_No_Designation | Check box indicator that the FEGLI Designation of Beneficiary forms (SF 54s and SF2823s) are not on file with the agency | Chk_FEGLI_N_Design | 1X |
| 1142 | Form_Checklist_FEGLI_OPF | Check box indicator that the FEGLI Designation of Beneficiary forms (SF 54s and SF 2823s) are on file in the employee's OPF | Chk_FEGLI_OPF | 1X |
| 243 | Form_Checklist_FEHB_Change | Check box indicator that all other 2810s from OPF forwarded to OPM | Chk_FEHB_Change | 1X |
| 244 | Form_Checklist_FEHB_Enrollment | Check box indicator that the SF 2809s is in the employee's OPF | Chk_FEHB_Enroll | 1X |
| 245 | Form_Checklist_FEHB_Notification | Check box indicator that the SF 2810 transfers the health benefits enrollment to the retirement system | Chk_FEHB_Notify | 1X |
| 246 | Form_Checklist_FERS_Designation | Check box indicator that all SF 3102s forwarded to OPM | Chk_FERS_Design | 1X |
| 247 | Form_Checklist_IRR | Check box indicator that the Individual Retirement Record (SF 2806, SF 3100, or SF 3100A) is forwarded to OPM | Chk_IRR | 1X |
| 248 | Form_Checklist_IRR_Sent | Check box indicator that the final Individual Retirement Record (SF 2806 or SF 3100) has already been sent to OPM on a register | Chk_IRR_Send | 1X |
| 251 | Form_Checklist_Other | Check box indicator that other documents are attached to be forwarded to OPM | Chk_Other | 1X |
| 252 | Form_Checklist_OWCP_Award | Check box indicator that OWCP Award, etc. is attached | Chk_OWCP_Award | 1X |
| 254 | Form_Checklist_Separation_Register | Check box indicator that the SF 2807 or SF 3103 is forwarded to OPM | Chk_Sep_Register | 1X |
| 146 | Form_Number | The form number for the OPF document | Form_No | 15X |
| 281 | Former_Spouse | "Yes" check box; indicator that employee either has a former spouse's consent, or is requesting a waiver of the consent requirement, or is requesting an extension of the election deadline in order to modify the court order | Frm_Spouse | 1X |
| 181 | Former_Spouse_Name | Name of the employee's former spouse | Frm_Spouse_Name | 55X |
| 66 | Former_Spouse_Signature | Signature of former spouse | Frm_Spouse_Sig | 55X |
| 282 | Former_Spouse_Waiver_Yes | "Yes" check box; indicator of former spouse request for waiver of consent requirement or extension | Frm_Spouse_Waiver_Y | 1X |
| 818 | Functional_Class_Code | Code for an employee's primary work function as a scientist or an engineer - Use CPDF Functional Classification coding | Func_Class_Cd | 2N |
| 114 | Grade | Current grade of the employee; grade is an indicator of hierarchical relationships among positions covered by the same pay plan or system; can also be the grade on an application for employment to describe the grade that the employee was hired for - Use CPDF Grade, Level, Class, Rank, or Pay Band coding | Grd | 2X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------|---|-------------------------------|---------------|
| 433 | Grade_Applied | Grade(s) of the position(s) applied for | Grd_Applied | 10X |
| 610 | Grade_Course | Grade earned in course (possible multiple occurrences) | Grd_Course | 3X |
| 116 | Grade_Exam | Grade for noncompetitive exam | Grd_Exam | 2X |
| 123 | Grade_Highest_Prior | Highest previous grade held by employee | Grd_High_Pr | 2X |
| 611 | Grade_Points | Points assigned for grade and units (possible multiple occurrences) | Grd_Points | 3N |
| 122 | Grade_Prior | Former grade of the employee; for example, grade found on application work experience or position grade employee is moving from (possible multiple occurrences) - Use CPDF Grade, Level, Class, Rank or Pay Band coding | Grd_Pr | 2X |
| 115 | Grade_Rated | Grade for which employee was rated | Grd_Rated | 2X |
| 633 | High_School_Address | City, state and zip address of employee's high school | High_School_Add | 46X |
| 434 | High_School_Name | Name of the last high school the employee attended or the institution issuing a GED to the employee | High_School_Name | 80X |
| 914 | High_School_No | "No" check box; indicator that the employee is a high school graduate or equivalent | High_School_N | 1X |
| 602 | High_School_Yes | "Yes" check box; indicator that the employee is a high school graduate or equivalent | High_School_Y | 1X |
| 721 | Hours_12Mo_Accrual | Hours AWOP since that date accrual period began for home leave | Hrs_12Mo_Accrual | 4H.2H |
| 714 | Hours_A/L_Above | Number of hours of annual leave above ceiling as of the beginning or from date | Hrs_AL_Above | 4H.2H |
| 760 | Hours_A/L_Balance | Annual leave hours transferred to an employee's new agency | Hrs_AL_Bal | 4H.2H |
| 716 | Hours_A/L_Balance_45 | Hours of annual leave as of date last subject to 45 day ceiling | Hrs_AL_Bal_45 | 4H.2H |
| 720 | Hours_A/L_Current | Summary of hours of annual leave accrued during the current leave years | Hrs_AL_Cur | 4H.2H |
| 730 | Hours_A/L_Donated | Total hours of annual leave donated to leave recipient as of the date of separation | Hrs_AL_Donated | 3H.2H |
| 732 | Hours_A/L_Donated_Unused | Total hours of unused donated annual leave as of the date of separation | Hrs_AL_Donate_Unuse | 3H.2H |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------|--|-------------------------------|---------------|
| 731 | Hours_A/L_Donated_Used | Total hours of donated annual leave used by leave recipient as of the date of separation | Hrs_AL_Donated_Used | 3H.2H |
| 728 | Hours_A/L_Prior_Year | The number of hours of annual leave carried forward from one leave year to the next (hours and quarter decimal equivalents) | Hrs_AL_Pr_Yr | 4H.2H |
| 782 | Hours_A/L_Taken | Summary of hours of annual leave used during the current leave year through date of separation | Hrs_AL_Taken | 4H.2H |
| 773 | Hours_A/L_Total | The current balance of an employee's annual leave hours | Hrs_AL_Tot | 4H.2H |
| 718 | Hours_A/L_Within | The number of hours of annual leave within ceiling | Hrs_AL_Within | 4H.2H |
| 777 | Hours_AL_Above_Partial | Total number of annual leave above ceiling hours for which an separating employee is paid when the remaining above ceiling hours do not total a complete day | Hrs_AL_Above_Part | 1H.2H |
| 771 | Hours_AL_Within_Partial | Total number of annual leave within ceiling hours for which an separating employee is paid when the remaining hours within ceiling do not total a complete day | Hrs_AL_Within_Part | 1H.2H |
| 713 | Hours_AWOP | The number of absence without pay hours used by the employee in the year to date in hours and quarter hours (possible multiple occurrences) | Hrs_AWOP | 4H.2H |
| 729 | Hours_AWOP_LEI | The number of hours absence without pay hours used by the employee since the employee's last equivalent increase | Hrs_AWOP_LEI | 4H.2H |
| 778 | Hours_Holiday_Lump_Sum_Paid | Hours of holiday in lump sum | Hrs_Holiday_Pd | 3H |
| 766 | Hours_Lump_Sum_Partial | Total number of lump sum hours for which a separating employee is paid when the remaining lump sum hours do not total a complete day | Hrs_Lump_Sum_Part | 1H.2H |
| 881 | Hours_LWOP | The number of leave without pay hours (possible multiple occurrences) | Hrs_LWOP | 4H.2H |
| 888 | Hours_Part-time_Schedule | Indicates the number of hours a part-time employee is scheduled to work during a two week pay period | Hrs_PT_Schd | 2H |
| 696 | Hours_Per_Week | Hours worked per week on work experience on application (possible multiple occurrences) | Hrs_Per_Week | 3H |
| 758 | Hours_R/L | The number of hours of restored leave | Hrs_RL | 3H.2H |
| 761 | Hours_R/L_Balance | The number of restored leave hours transferred to an employee's new agency | Hrs_RL_Bal | 3H.2H |
| 719 | Hours_R/L_Current | Summary of hours of restored leave | Hrs_RL_Cur | 3H.2H |
| 767 | Hours_R/L_Prior_Year | Hours of restored leave carried over from prior leave year | Hrs_RL_Pr_Yr | 3H.2H |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|---|-------------------------------|---------------|
| 784 | Hours_R/L_Taken | Total number of restored annual leave hours used during the current leave year | Hrs_RL_Taken | 4H.2H |
| 775 | Hours_R/L_Total | Total number of the current restored leave hours | Hrs_RL_Tot | 4H.2H |
| 769 | Hours_Reduced_A/L | Hours of annual leave reduced in current year; for example, for when an employee accumulates 80 hours of LWOP in any pay period | Hrs_Reduced_AL | 3N.2N |
| 770 | Hours_Reduced_S/L | Hours of sick leave reduced in current year; for example, when an employee accumulates 80 hours of LWOP in a pay period | Hrs_Reduced_SL | 3N.2N |
| 759 | Hours_S/L_Balance | The employee's sick leave balance when the employee transfers to a new agency | Hrs_SL_Bal | 4H.2H |
| 725 | Hours_S/L_Current | Summary of hours of sick leave accrued during the current leave | Hrs_SL_Cur | 4H.2H |
| 768 | Hours_S/L_Prior_Year | The number of hours of sick leave carried over from prior leave year | Hrs_SL_Pr_Yr | 4H.2H |
| 783 | Hours_S/L_Taken | The number hours of sick leave taken through date of separation in the current leave year | Hrs_SL_Taken | 4H.2H |
| 774 | Hours_S/L_Total | The current balance of the employee's sick leave hours | Hrs_SL_Tot | 4H.2H |
| 956 | Instructional_Program | Cleartext for the code indicating the field of study of an employee (possible multiple occurrences) | Instruct_Prgm | 47X |
| 815 | Instructional_Program_Code | Code indicating the field of study (instructional program) of an employee who has received a bachelors or higher educational degree | Instruct_Prgm_Cd | 6N |
| 664 | Investigation_Charge | Dollar amount to be charged for case | Inves_Charge | 6.2N |
| 612 | Investigation_Service_Length | Number indicating number of days within which investigation office needs to complete the investigation - 35 days, 75 days or 120 days | Inves_Svc_Length | 3N |
| 609 | Investigation_Type | Type of background security investigation code (NAC, NACI, BI, SBI, LBI, MBI, PRI); with a two digit field for the case type: NR (Name Request) or CD (Credit Reference) | Inves_Type | 6X |
| 638 | IPA_Address_To | Full office address for the position to which assignment will be made | IPA_Add_To | 81X |
| 1033 | IPA_Agency_Txt | Text field for agency information indicating the reasons for this mobility assignment and discuss how the work will benefit the participating governments. Also indicates how the employee will be utilized at the completion of this assignment. | IPA_Ag_Txt | 255X |
| 189 | IPA_Appointment | Check box indicator that participating employee is on appointment in a Federal agency | IPA_App | 1X |
| 448 | IPA_Assign_Extend | Check box indicator that the Intergovernmental Personnel Act assignment is an extension | IPA_Assign_Extend | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------|--|-------------------------------|---------------|
| 443 | IPA_Assign_Modify | Check box indicator that the Intergovernmental Personnel Act assignment is a modification | IPA_Assign_Modify | 1X |
| 1031 | IPA_Assign_New | Check box indicator that the Intergovernmental Personnel Act assignment is a new agreement | IPA_Assign_New | 1X |
| 449 | IPA_Assignment_Organization | Location of the Intergovernmental Personnel Act assignment, name of organization to which the IPA assignment is made | IPA_Assign_Org | 81X |
| 453 | IPA_Benefits_Other_Txt | Text field which indicates any other employee benefits to be made part of this agreement | IPA_Ben_Other_Txt | 255X |
| 1032 | IPA_Benefits_Txt | Text field listing employee benefits to be made part of this agreement, including all state employee benefits that will be retained by state or local agency employee or state/local benefits elected by Federal employee on LWOP | IPA_Ben_Txt | 100X |
| 267 | IPA_Conduct_Rules | Check box indicator that the employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment | IPA_Conduct_Rules | 1X |
| 266 | IPA_Conflict_Interest | Check box indicator shows whether applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment | IPA_Conflict_Int | 1X |
| 191 | IPA_Detail_From | Check box indicator that a participating employee of the Intergovernmental Personnel Act is on detail from a Federal agency | IPA_Detail_From | 1X |
| 192 | IPA_Detail_To | Check box indicator that a participating employee of the Intergovernmental Personnel Act is on detail to a Federal agency | IPA_Detail_To | 1X |
| 1039 | IPA_Faculty_Fellows_No | "No" check box; indicator of whether the assignment was made through a faculty fellows program | IPA_Faculty_N | 1X |
| 268 | IPA_Faculty_Fellows_Yes | "Yes" check box; indicator of whether the assignment was made through a faculty fellows program | IPA_Faculty_Y | 1X |
| 451 | IPA_Faculty_Program_Txt | Name of the Faculty Fellows program through which an IPA assignment is made | IPA_Faculty_Txt | 25X |
| 1029 | IPA_Fiscal_Federal_Txt | Text field for agency information indicating if paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision | IPA_Fiscal_Fed_Txt | 255X |
| 1035 | IPA_Fiscal_State/Local_Txt | Text field for agency information indicating the state or local government agency obligations | IPA_Fiscal_St_Local | 255X |
| 1027 | IPA_Leave_Txt | Text field for agency information indicating the annual and sick leave benefits for which the assigned employee is eligible and specify the procedures for reporting, requesting and recording such leave | IPA_Lv_Txt | 255X |
| 1019 | IPA_Mobility_Assignment_No | "No" check box; indicator of whether the employee was previously on a mobility assignment | IPA_Mobile_Assign_N | 1X |
| 1030 | IPA_Mobility_Assignment_Txt | Text field listing the major duties and responsibilities to be performed while on the mobility assignment | IPA_Mobile_Txt | 255X |
| 273 | IPA_Mobility_Assignment_Yes | "Yes" check box; indicator of whether the employee was previously on a mobility assignment | IPA_Mobile_Assign_Y | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|---------------------|----------------------------|--|------------------------|--------|
| 31 | IPA_Office | Office name for the position to which assignment will be made | IPA_Ofc | 80X |
| 618 | IPA_Pay_Basis | Pay basis of the participating employee-indicate whether pay basis is hourly or per annum | IPA_Pay_Basis | 20X |
| 1028 | IPA_Pay_Txt | Text field for agency information indicating any conditions that could increase the assigned employee's compensation during the assignment period | IPA_Pay_Txt | 50X |
| 107 | IPA_Phone_Number | The employee's office telephone number for the position to which assignment will be made for the Intergovernmental Personnel Act | IPA_Phone_No | 20X |
| 94 | IPA_Position_Title | Position title for the position to which the assignment will be made | IPA_Pos_Title | 54X |
| 1034 | IPA_RIF | Check box indicator of agreement that employee was informed of applicable provisions should the permanent position become subject to RIF | IPA_RIF | 1X |
| 270 | IPA_Rules/Policies | Check box indicator of agreement to rules and policies governing the internal operation and management of the assignment agency | IPA_Rules_Policies | 1X |
| 670 | IPA_Salary_Basic | The amount scheduled to be earned by an employee, before the addition of any allowance, adjustment, or differential, for the work indicated by the employee's pay basis for an employee participating in the Intergovernmental Personnel Act | IPA_Sal_Basic | 6.2N |
| 671 | IPA_Salary_State | Current state/local base annual salary of participating employee | IPA_Sal_St | 6.2N |
| 442 | IPA_Service_Agreement | Check box indicator of agreement to serve in Civil Service upon completion of assignment for a period equal to the assignment and if the employee fails to serve the required time, the employee is liable for all expenses except salary | IPA_Svc_Agreement | 1X |
| 147 | IPA_Supervisor_Name | Name of immediate supervisor for the position to which IPA assignment will be made | IPA_Sup_Name | 55X |
| 95 | IPA_Supervisor_Title | Title of the immediate supervisor for the position to which assignment will be made | IPA_Sup_Title | 54X |
| 1036 | IPA_Termination | Check box indicator of agreement that employee was informed that assignment may be terminated at any time at the option of the Federal agency or the state/local government | IPA_Term | 1X |
| 1037 | IPA_Travel_Information_Txt | Text field indicating whether the Federal, State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in FPM 334 and which travel and relocation expenses will be included | IPA_Travel_Info_Txt | 255X |
| 1038 | IPA_Travel_Obligation | Check box indicator of agreement that employee was informed that any travel and transportation expenses covered by Federal appropriations may be recovered as a debt due if assignment incomplete or one year, whichever is shorter | IPA_Travel_Obligate | 1X |
| 436 | Issuer_Office | Name of the issuer of the third party document, for example, the Veterans' Administration office | Issuer_Ofc | 80X |
| 636 | Issuer_Office_Address | Address of issuer of the third party document; for example, the Veterans' Administration office | Issuer_Ofc_Add | 81X |
| 167 | Issuer_Officer_Name | Name of authorizing/approving/certifying third party issuing official; for example, the name of the Veterans Administration official | Issuer_Off_Name | 55X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|---|-------------------------------|---------------|
| 49 | Issuer_Officer_Signature | Signature of certifying official of the third party issuing office; for example, a Veterans 'Administration official | Issuer_Off_Sig | 55X |
| 92 | Issuer_Title | Title of third party officer certifying the document; for example, the title of the Veterans' Administration official | Issuer_Title | 54X |
| 952 | Leave_Ceiling_No | "No" check box; indicator of whether covered by 5 U.S.C. 6304(b) 45 day leave ceiling | Lv_Ceiling_N | 1X |
| 283 | Leave_Ceiling_Yes | "Yes" check box; indicator of whether covered by 5 U.S.C. 6304(b) 45 day leave ceiling | Lv_Ceiling_Y | 1X |
| 780 | Leave_Service_Days_Less_15 | Days of total creditable leave service if less than 15 years | Lv_Svc_Days_Less_15 | 2N |
| 779 | Leave_Service_Months_Less_15 | Months of total creditable leave service if less than 15 years | Lv_Svc_Mo_Less_15 | 2N |
| 781 | Leave_Service_Years_Less_15 | Years of total creditable leave service if less than 15 years | Lv_Svc_Yrs_Less_15 | 2N |
| 637 | License_Address | City and state in which license issued | License_Add | 37X |
| 50 | License_Signature | Signature of person issuing license | License_Sig | 55X |
| 93 | License_Signature_Title | Title of person issuing license | License_Sig_Title | 54X |
| 144 | License_Type | Type of license issued | License_Type | 80X |
| 272 | LWOP | Check box indicator that participating employee is on leave without pay from a Federal agency | LWOP | 1X |
| 250 | LWOP_OWCP | Check box indicator that employee is on leave without pay because of OWCP benefits | LWOP_OWCP | 1X |
| 249 | LWOP_Status | Check box indicator that the employee is on leave without pay when notice of disability retirement received | LWOP_Status | 1X |
| 957 | Marital_Txt | Text field for marital status | Marital_Txt | 15X |
| 1008 | Married_No | "No" check box; indicator of whether the employee is currently married | Married_N | 1X |
| 1010 | Married_to_Veteran_No | "No" check box; indicator of whether the employee is currently married to a veteran | Married_Vet_N | 1X |
| 301 | Married_to_Veteran_Yes | "Yes" check box; indicator of whether the employee is currently married to a veteran | Married_Vet_Y | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|---|-------------------------------|---------------|
| 300 | Married_Yes | "Yes" check box; indicator of whether the employee is currently married | Married_Y | 1X |
| 1009 | Medicare_Coverage_No | "No" check box; indicator that employee does not have MEDICARE | Med_Cov_N | 1X |
| 327 | Medicare_Coverage_Yes | "Yes" check box; indicator which shows that employee has MEDICARE | Med_Cov_Y | 1X |
| 712 | Medicare_Earnings_Year_1 | First calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_1 | YYYY |
| 748 | Medicare_Earnings_Year_10 | Tenth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_10 | YYYY |
| 749 | Medicare_Earnings_Year_2 | Second calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_2 | YYYY |
| 750 | Medicare_Earnings_Year_3 | Third calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_3 | YYYY |
| 751 | Medicare_Earnings_Year_4 | Fourth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_4 | YYYY |
| 752 | Medicare_Earnings_Year_5 | Fifth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_5 | YYYY |
| 753 | Medicare_Earnings_Year_6 | Sixth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_6 | YYYY |
| 754 | Medicare_Earnings_Year_7 | Seventh calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_7 | YYYY |
| 755 | Medicare_Earnings_Year_8 | Eighth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_8 | YYYY |
| 756 | Medicare_Earnings_Year_9 | Ninth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_9 | YYYY |
| 846 | Medicare_Earnings_Year1_Amount | Total earnings for earnings year1 | Med_Earn_Yr1_Amt | 6.2N |
| 873 | Medicare_Earnings_Year10_Amount | Total earnings for earnings year10 | Med_Earn_Yr10_Amt | 6.2N |
| 865 | Medicare_Earnings_Year2_Amount | Total earnings for earnings year2 | Med_Earn_Yr2_Amt | 6.2N |
| 866 | Medicare_Earnings_Year3_Amount | Total earnings for earnings year3 | Med_Earn_Yr3_Amt | 6.2N |
| 867 | Medicare_Earnings_Year4_Amount | Total earnings for earnings year4 | Med_Earn_Yr4_Amt | 6.2N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------------|---|-------------------------------|---------------|
| 868 | Medicare_Earnings_Year5_Amount | Total earnings for earnings year5 | Med_Earn_Yr5_Amt | 6.2N |
| 869 | Medicare_Earnings_Year6_Amount | Total earnings for earnings year6 | Med_Earn_Yr6_Amt | 6.2N |
| 870 | Medicare_Earnings_Year7_Amount | Total earnings for earnings year7 | Med_Earn_Yr7_Amt | 6.2N |
| 871 | Medicare_Earnings_Year8_Amount | Total earnings for earnings year8 | Med_Earn_Yr8_Amt | 6.2N |
| 872 | Medicare_Earnings_Year9_Amount | Total earnings for earnings year9 | Med_Earn_Yr9_Amt | 6.2N |
| 113 | Medicare_Parts_Txt | Text field indicating whether FEHB enrollee or dependant are covered by Medicare Part A or Part B; for example, employee is covered by Part A and B | Med_Parts_Txt | 10X |
| 1015 | Memo_Txt | Dynamic portion of memo required by statute/regulations/etc. which protects the rights and benefits of an employee (multiple occurrences) | Memo_Txt | 255X |
| 744 | Mil_Sep_Report_Yrs | The year(s) for a military undeleted report of separation (possible multiple occurrences) | Mil_Sep_Rpt_Yr | YYYY |
| 743 | Mil_Sep_Report_Yrs_Deleted | The year(s) for a military deleted report of separation (possible multiple occurrences) | Mil_Sep_Rpt_Yr_Del | YYYY |
| 683 | Military_Accrued_Leave | Days Accrued Military Leave Paid | Mil_Accrued_Lv | 2N |
| 35 | Military_Active_Service_Branch | Branch of military where member served (possible multiple occurrences) | Mil_Active_Svc_Brn | 80X |
| 789 | Military_Active_Service_Days | The number of days of military active service | Mil_Active_Svc_Days | 2N |
| 1138 | Military_Active_Service_Enlisted | Check box indicator that the member was enlisted in active service (possible multiple occurrences) | Mil_Svc_Enlist | 1X |
| 788 | Military_Active_Service_Months | The number of months of military active service | Mil_Active_Svc_Mo | 2N |
| 746 | Military_Active_Service_Number | Service number for the member when performing active military service (possible multiple occurrences) | Mil_Active_Svc_No | 10X |
| 1139 | Military_Active_Service_Officer | Check box indicator that the member was an officer in active service (possible multiple occurrences) | Mil_Svc_Off | 1X |
| 85 | Military_Active_Service_Prior_Days | The number of days of total prior military active service | Mil_Svc_Pr_Days | 2N |
| 67 | Military_Active_Service_Prior_Months | The number of months of total prior military active service | Mil_Svc_Pr_Mo | 2N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------------|--|-------------------------------|---------------|
| 687 | Military_Active_Service_Prior_Years | The number of years of total prior military active service | Mil_Svc_Pr_Yr | 2N |
| 790 | Military_Active_Service_Years | The number of years of military active service | Mil_Active_Svc_Yr | 2N |
| 587 | Military_Basic_Pay | Rate of basic pay while in military service for the period of service listed (possible multiple occurrences) | Mil_Basic_Pay | 6.2N |
| 19 | Military_Command_Transferred | Name of Command Where Member Transferred | Mil_Comd_Transfer | 80X |
| 686 | Military_Course_Length | Number of weeks of course completed during military service (possible multiple occurrences) | Mil_Course_Length | 2N |
| 922 | Military_Court_Martials_No | "No" check box; indicator of court-martial in last 10 years | Mil_Court_Martial_N | 1X |
| 261 | Military_Court_Martials_Yes | "Yes" check box; indicator of court-martial in last 10 years | Mil_Court_Martial_Y | 1X |
| 976 | Military_Decorations_Txt | Text field for Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized to Member | Mil_Decorations_Txt | 255X |
| 841 | Military_Deposit_Balance | Under interest computation, amount of Military Deposit principal prior to the computation of additional interest (possible multiple occurrences) | Mil_Dep_Bal | 6.2N |
| 840 | Military_Deposit_Balance_Due | Under record of payments, remaining military balance due including interest, less prior payments made (possible multiple occurrences) | Mil_Dep_Bal_Due | 6.2N |
| 1012 | Military_Deposit_Increase_No | "No" check box; indicator of whether the deposit for military service would increase annuity | Mil_Dep_Increase_N | 1X |
| 278 | Military_Deposit_Increase_Yes | "Yes" check box; indicator of whether the deposit for military service would increase annuity | Mil_Dep_Increase_Y | 1X |
| 843 | Military_Deposit_Interest_Rate | Under interest computation, interest rate (possible multiple occurrences) | Mil_Dep_Int_Rate | 2.5N |
| 1057 | Military_Deposit_No | "No" check box; indicator of whether member wants to make or complete a military deposit for post-1956 military service | Mil_Dep_N | 1X |
| 842 | Military_Deposit_Payment | Under record of payments, military payment amount (possible multiple occurrences) | Mil_Dep_Payment | 6.2N |
| 838 | Military_Deposit_Principal | Initial amount computed from Military Earnings times appropriate retirement withholding for Military Deposit | Mil_Dep_Principal | 6.2N |
| 844 | Military_Deposit_Total_Due | Total amount (principal plus interest) of Military Deposit (possible multiple occurrences) | Mil_Dep_Tot_Due | 6.2N |
| 277 | Military_Deposit_Yes | "Yes" check box; indicator of whether member wants to make or complete a military deposit for post-1956 military service | Mil_Dep_Y | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--|--|-------------------------------|---------------|
| 20 | Military_Duty_Station_Last | Last duty assignment and major command of member during military service | Mil_Duty_Sta_Last | 80X |
| 839 | Military_Earnings | Earnings for entire period of Military service (possible multiple occurrences) | Mil_Earn | 6.2N |
| 977 | Military_Education_Txt | Text field for the title of course completed during military service (possible multiple occurrences) | Mil_Educ_Txt | 32X |
| 99 | Military_Foreign_Service_Days | The number of days in Foreign Service during military | Mil_Foreign_Svc_Day | 2N |
| 86 | Military_Foreign_Service_Months | The number of months in Foreign Service during military | Mil_Foreign_Svc_Mo | 2N |
| 685 | Military_Foreign_Service_Years | The number of years in Foreign Service during military | Mil_Foreign_Svc_Yr | 2N |
| 102 | Military_Inactive_Service_Prior_Days | The number of days of total prior inactive service this period | Mil_Inactive_Pr_Day | 2N |
| 101 | Military_Inactive_Service_Prior_Months | The number of months of prior inactive service this period | Mil_Inactive_Pr_Mo | 2N |
| 689 | Military_Inactive_Service_Prior_Years | The number of years of total prior inactive service this period | Mil_Inactive_Pr_Yr | 2N |
| 476 | Military_Induction_Center | Place of Entry into Active Duty | Mil_Induction_Ctr | 37X |
| 691 | Military_Lost_Time_Days | Total amount of days lost during a period of active military duty | Mil_Lost_Time_Days | 4N |
| 1052 | Military_Occupation_Txt | Text field for the type of job member held in military | Mil_Occ_Txt | 54X |
| 15 | Military_Organization | Military location - could be department, military installation, etc. (possible multiple occurrences) | Mil_Org | 80X |
| 584 | Military_Pay_Center_Address | Address of the military pay center to which the request is being sent | Mil_Pay_Ctr_Add | 81X |
| 120 | Military_Pay_Grade | Pay Grade of Member | Mil_Pay_Grd | 4X |
| 978 | Military_Primary_Specialty | Cleartext for the member's primary military speciality (possible multiple occurrences) | Mil_Primary_Spec | 54X |
| 119 | Military_Rank | Grade, Rate or Rank of Member | Mil_Rank | 15X |
| 0 | Military_Rank_Txt | Cleartext for the grade, rate or rank of member | Mil_Rank_Txt | 40X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|---|-------------------------------|---------------|
| 655 | Military_Records_Center_Address | Name and address of military records center | Mil_Rec_Ctr_Add | 81X |
| 604 | Military_Reentry_Code | Code for reentry into military service | Mil_Reentry_Cd | 5X |
| 1105 | Military_Reserve_Number | Service number for the member when performing in the Reserve Service (possible multiple occurrences) | Mil_Reserve_No | 10X |
| 37 | Military_Reserve_Service_Branch | Branch of Reserve Service to which member belonged; can be multiple occurrences | Mil_Reserve_Svc_Brn | 80X |
| 323 | Military_Reserve_Service_Officer | Check box indicator that member was an officer in the Reserve Service (possible multiple occurrences) | Mil_Reserve_Off | 1X |
| 1091 | Military_Retired_Pay_Waived_No | "No" check box; indicator to show whether member waived retired military pay | Mil_Ret_Pay_Waive_N | 1X |
| 547 | Military_Retired_Pay_Waived_Yes | "Yes" check box; indicator to show whether member waived retired military pay | Mil_Ret_Pay_Waive_Y | 1X |
| 140 | Military_Sea_Service_Days | Member's total military service at sea in days | Mil_Sea_Svc_Day | 2N |
| 139 | Military_Sea_Service_Months | Member's total military service at sea in months | Mil_Sea_Svc_Mo | 2N |
| 690 | Military_Sea_Service_Years | Member's total military service at sea in years | Mil_Sea_Svc_Yr | 2N |
| 605 | Military_Separation_Authority | Authority for separation from military service | Mil_Sep_Auth | 40X |
| 606 | Military_Separation_Code | Military identifier for type of separation similar to the NOA | Mil_Sep_Cd | 5X |
| 979 | Military_Separation_Type | Clear text for the separation code military type describing the type of separation from military service; for example, retirement | Mil_Sep_Type | 40X |
| 972 | Military_Service_Disability_No | "No" check box; indicator to show whether the vet left Fed or DC Govt in primary occupation due to service connected disability | Mil_Disability_N | 1X |
| 303 | Military_Service_Disability_Yes | "Yes" check box; indicator to show whether the vet left Fed or DC Govt in primary occupation due to service connected disability | Mil_Disability_Y | 1X |
| 601 | Military_Service_Discharge_Txt | Text field for the character of service discharge (e.g. honorable or dishonorable) for each period of military service (possible multiple occurrence) | Mil_Svc_Discharge | 15X |
| 921 | Military_Service_No | "No" check box; indicator for military service | Mil_Svc_N | 1X |
| 265 | Military_Service_Yes | "Yes" check box; indicator for military service | Mil_Svc_Y | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|---|-------------------------------|---------------|
| 603 | Military_Speciality_Number | Military number for the member's Primary Military Speciality (possible multiple occurrences) | Mil_Spec_No | 7X |
| 688 | Military_Specialty_Time_Txt | Text for the length of time in years & months employee spent in Primary Military Specialty (possible multiple occurrences) | Mil_Spec_Txt | 15X |
| 21 | Military_Station_Separated | Name of military station where member separated | Mil_Sta_Sep | 80X |
| 593 | Military_Time_Lost | Check box indicator that there is military time lost and dates are inclusive | Mil_Time_Lost | 1X |
| 590 | Military_Time_Lost_None | Check box indicator showing no military time lost | Mil_Time_Lost_N | 1X |
| 592 | Military_Time_Lost_Number | Check box indicator to specify the number of days lost | Mil_Time_Lost_No | 1X |
| 845 | Military_Withholding_Percentage | Appropriate retirement withholding percentage for Military Deposit | Mil_Withholding_Pct | 1.2N |
| 1014 | Military_Retired_Pay_No | "No" check box; indicator that member is not receiving military retired pay | Mil_Ret_Pay_N | 1X |
| 546 | Military_Retired_Pay_Yes | "Yes" check box; indicator that member is receiving military retired pay | Mil_Ret_Pay_Y | 1X |
| 1092 | Minimum_Annuity_No | "No" check box; indicator that the employee is not eligible for annuity based on minimum basic annuity | Minimum_Ann_N | 1X |
| 279 | Minimum_Annuity_Yes | "Yes" check box; indicator that the employee is eligible for annuity based on minimum basic annuity | Minimum_Ann_Y | 1X |
| 635 | MSPB_Address | Address of Merit Systems Protection Board office for appeals | MSPB_Add | 81X |
| 437 | MSPB_Office | The Merit Systems Protection Board Office | MSPB_Ofc | 80X |
| 26 | NAFI_Coverage | Check box indicator that the employee is eligible to elect NAFI retirement coverage | NAFI_Cov | 1X |
| 514 | NAFI_Retirement_Plan_Txt | Text field for the name of the NAFI retirement plan | NAFI_Ret_Plan_Txt | 80X |
| 824 | NAFI_Total_Amount | Total amount of transferable contributions available for transfer from NAFI to the Civil Service Retirement and Disability Fund | NAFI_Tot_Amt | 6.2N |
| 42 | Name_Deceased | Name of the deceased on death certificate | Name_Deceased | 55X |
| 169 | Name_Dependent | Name of employee's dependent (possible multiple occurrences) | Name_Dependant | 55X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|--|-------------------------------|---------------|
| 164 | Name_Father | Name of employee's father | Name_Father | 55X |
| 165 | Name_Mother_Maiden | Employee's mother's maiden name | Name_Mother_Maiden | 55X |
| 179 | Name_Relative | Name of employee's nearest relative, e.g. during military service | Name_Relative | 55X |
| 166 | Name_Survivor | Name of deceased's survivor | Name_Survivor | 55X |
| 36 | National_Guard_Branch | Branch of National Guard serviceto which employee belonged (possible multiple occurrences) | NG_Brn | 80X |
| 314 | National_Guard_Enlisted | Check box indicator shows if employee was enlisted in the National Guard (possible multiple occurrences) | NG_Enlist | 1X |
| 1104 | National_Guard_Number | Service number for the employee when serving in the National Guard (possible multiple occurrences) | NG_No | 10X |
| 934 | NOA | Clear text/descriptor for Nature of Action (NOA)- Appointment, Promotion, Resignation, etc. (possible multiple occurrences) | NOA | 50X |
| 941 | NOA_2 | Clear text for second nature of action code | NOA_2 | 50X |
| 806 | NOAC | First nature of action code; a nature of action code specifies the specific personnel action used to create or change a civilian personnel record | NOAC | 3N |
| 807 | NOAC_2 | Second nature of action code; a nature of action code specifies the specific personnel action used to create or change a civilian personnel record | NOAC_2 | 3N |
| 235 | Noncompetitive_Exam | Check box indicator to request noncompetitive exam | Noncomp_Exam | 1X |
| 1048 | Noncreditable_Service_Leave_Txt | Text field for the explanation of noncreditable time for leave (possible multiple occurrences) | Noncredit_Svc_Lv | 30X |
| 1049 | Noncreditable_Service_RIF_Txt | Text field for the explanation of noncreditable time for RIF (possible multiple occurrences) | Noncredit_Svc_RIF | 30X |
| 954 | Nonwartime_Campaign_Txt | Text field for the name of nonwartime campaigns and expeditions for service claim (possible multiple occurrences) | Nonwartime_Campaign | 30X |
| 884 | Notarized_Day | Day document was notarized | Notarized_Day | 2N |
| 885 | Notarized_Month | Month document was notarized | Notarized_Mo | 9X |
| 886 | Notarized_Year | Year document was notarized | Notarized_Yr | YYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------------|---|-------------------------------|---------------|
| 136 | Notary_Signature | Signature of Notary Public | Notary_Sig | 55X |
| 598 | NPRC_Military_Verification | Check box indicator that dates of service verified by records center are correct (possible multiple occurrences) | NPRC_Mil_Verify | 1X |
| 289 | NPRC_Response_1 | Check box indicator that folder is enclosed | NPRC_Response_1 | 1X |
| 290 | NPRC_Response_2 | Check box indicator that records center found no record of the separated employee | NPRC_Response_2 | 1X |
| 291 | NPRC_Response_3 | Check box indicator that records center did not receive folder to contact previous employing agency | NPRC_Response_3 | 1X |
| 292 | NPRC_Response_4 | Check box indicaor that records center could not locate folder to verify info and search your agency | NPRC_Response_4 | 1X |
| 1132 | NPRC_Response_5 | Check box indicator that agency is providing text information indicating when and where folder was sent | NPRC_Response_5 | 1X |
| 1043 | NPRC_Response_5_Txt | Text field for agency information indicating when and where folder was sent | Rec_Ctr_Response_5 | 180X |
| 293 | NPRC_Response_6 | Check box indicator that folder was sent to your agency | NPRC_Response_6 | 1X |
| 1133 | NPRC_Response_7 | Check box indicator that text is provided to describe other records center response | NPRC_Response_7 | 1X |
| 1044 | NPRC_Response_7_Txt | Text field for agency information to describe other records center response | Rec_Ctr_Response_7 | 100X |
| 127 | Occupational_Series | Current occupational series of the employee. Identifies the exact occupational group to which the employee's position has been classified. Can also be the occupational series on an application for employment to describe the occupational series for which employee was hired. | Occ_Ser | 4X |
| 118 | Occupational_Series_Exam | Occupational series for noncompetitive exam | Occ_Ser_Exam | 4X |
| 404 | Occupational_Series_Highest_Prior | Occupational series for the highest previous grade held by the employee | Occ_Ser_High_Pr | 4X |
| 126 | Occupational_Series_Prior | Former occupational series of the employee; for example, occupational series found on application work experience or position occupational series employee is moving from (possible multiple occurrences) | Occ_Ser_Pr | 4X |
| 117 | Occupational_Series_Rated | Occupational series for which employee was rated | Occ_Ser_Rated | 4X |
| 917 | Offenses_No | "No" check box; indicator for any offenses, including any convictions, imprisonments, probations, paroles during the last 10 years | Offenses_N | 1X |
| 1026 | Offenses_Yes | "Yes" check box; indicator for any offenses, including any convictions, imprisonments, probations, paroles during the last 10 years | Offenses_Y | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------------|---|-------------------------------|---------------|
| 186 | Official_Seal | Agency certification that original document had embossed seal | Off_Seal | 55X |
| 653 | Official_Seal_Address | City and state where form was notarized | Off_Seal_Add | 37X |
| 472 | OPM/CSC_Address | Address of the OPM/CSC office | OPM_Add | 81X |
| 599 | OPM/CSC_Circular_No | Circular number or Civil Service certificate number for appointment authorization | OPM_Circular_No | 10X |
| 229 | OPM/CSC_Exam_Requirement | Check box indicator that employee within last 5 years rated eligible in civil service exam or name appeared on civil service register appropriate for filling position held during qualifying service | OPM_Exam_Reqm | 1X |
| 18 | OPM/CSC_Office | OPM/CSC Office | OPM_Ofc | 80X |
| 473 | OPM/CSC_Office_Address | Location of CSC office where examination application filed | OPM_Ofc_Add | 81X |
| 13 | OPM/CSC_Office_Exam | OPM/CSC Office where examination application is filed | OPM_Ofc_Exam | 80X |
| 230 | OPM/CSC_Qualification_Requirement | Check box indicator that employee meets OPM/CSC qualification requirements for position held at time of recommendation | OPM_Qual_Reqm | 1X |
| 1093 | OPM_Approval_No | "No" check box; indicator for OPM approval of proposed action | OPM_Approval_N | 1X |
| 564 | OPM_Approval_Yes | "Yes" check box; indicator for OPM approval of proposed action | OPM_Approval_Y | 1X |
| 158 | OPM_Name | Name of OPM approving/authorizing/certifying official or name of OPM contact point | OPM_Name | 55X |
| 1098 | OPM_Number | OPM Case Number | OPM_No | 8X |
| 462 | OPM_Organization | Organization of the approving/authorizing/certifying OPM official or the organization of OPM contact point | OPM_Org | 80X |
| 930 | OPM_Remarks_Txt | Comment field for OPM (possible multiple occurrences) | OPM_Rmrk_Txt | 255X |
| 58 | OPM_Signature | Signature of OPM certifying official | OPM_Sig | 55X |
| 461 | OPM_Title | Title of OPM official approving/authorizing/certifying official or title of OPM contact point | OPM_Title | 54X |
| 25 | Organizational_Data | Clear text for the organization location of the employee; can be the lowest administrative subdivision of an agency to which an employee is assigned | Org_Data | 179X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------------|--|-------------------------------|---------------|
| 41 | Organizational_Data_Prior | Cleartext for the organization location that the employee is moving from; can be the lowest administrative subdivision of an agency to which an employee was assigned | Org_Data_Pr | 179X |
| 826 | Other_Pay_Amount | Amount of other pay the employee actually received, including all promotions and within-grade increases (possible multiple occurrences) | Other_Pay_Amt | 6.2N |
| 830 | Other_Pay_Amount_Due | Difference between other rate of pay - amount, and other rate of pay - CSRA entitlement for the amount owed the employee under Public Law 95-454 (possible multiple occurrences) | Other_Pay_Amt_Due | 6.2N |
| 831 | Other_Pay_CSRA | Amount of other pay the employee would have received if demotion had not taken place, including all promotions and within-grade increases owed the employee under Public Law 95-454 (possible multiple occurrences) | Other_Pay_CSRA | 6.2N |
| 1040 | Other_Pay_CSRA_Txt | Text field for the type of other pay actually received by the employee/type of pay the employee would have received if demotion had not taken place (possible multiple occurrences) | Other_Pay_CSRA_Txt | 40X |
| 38 | Other_Private_Health_Insurance_Name | Check box indicator and name of other private health insurance company | Other_Private_Insur | 80X |
| 928 | Other_Relatives_No | "No" check box; indicator of whether relatives work for hiring agency | Other_Relatives_N | 1X |
| 264 | Other_Relatives_Yes | "Yes" check box; indicator of whether relatives work for hiring agency | Other_Relatives_Y | 1X |
| 963 | Pay_Basis | Cleartext for the 2-digit abbreviation for the principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee (possible multiple occurrences) | Pay_Basis | 20X |
| 823 | Pay_Basis_Code | Two digit abbreviation for the principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee - Use CPDF Pay Basis coding | Pay_Basis_Cd | 2A |
| 171 | Pay_Basis_Exam | Pay basis for noncompetitive exam | Pay_Basis_Exam | 2A |
| 808 | Pay_Basis_Prior | Pay basis (e.g. per annum, per hour, per day) of position employee is moving from; i.e. pay basis is the principal condition in terms of time, production, or other criteria that, along with the salary rate, determines the compensation paid to an employee | Pay_Basis_Pr | 2A |
| 110 | Pay_Contact_Phone_Number | Telephone number of agency payroll contact | Pay_Contact_Phone | 20X |
| 159 | Pay_Officer_Name | Name of approving/authorizing/certifying payroll officer or payroll contact name | Pay_Off_Name | 55X |
| 60 | Pay_Officer_Signature | Signature of agency payroll office approving/authorizing/certifying official | Pay_Off_Sig | 55X |
| 97 | Pay_Officer_Title | Title of approving/authorizing/certifying payroll official | Pay_Off_Title | 54X |
| 125 | Pay_Plan | Current pay plan of the employee; a pay plan is a particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees. In most cases, a pay plan (system) is a two dimensional matrix, providing a series of different pay rates or ranges corresponding to differences in grade (or level, class, rank, or pay band of work). | PP | 2A |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|---------------------|-----------------------------------|---|------------------------|--------|
| 156 | Pay_Plan_Exam | Pay plan for noncompetitive exam | PP_Exam | 2A |
| 124 | Pay_Plan_Prior | Former pay plan of the employee; for example, pay plan found on application work experience or position pay plan employee is moving from (possible multiple occurrences) | PP_Pr | 2A |
| 152 | Pay_Plan_Rated | Pay plan for which the employee was rated | PP_Rated | 2A |
| 576 | Pay_Rate_Determinant | Clear text for the employee's pay rate determinant code which designates special factors that help determine an employee's rate of basic pay or adjusted basic pay; e.g. indicates if employee is receiving a rate of pay other than the regular rate, etc. | PRD | 49X |
| 809 | Pay_Rate_Determinant_Code | Pay Rate Determinant coding | PRD_Cd | 1X |
| 253 | Pay_Status | Check box indicator that the final SF 2806 or SF 3100 cannot be submitted because employee is still in pay status | Pay_Status | 1X |
| 39 | Payroll_Office | Payroll office name | Pay_Ofc | 80X |
| 658 | Payroll_Office_Address | Payroll Office Address | Pay_Ofc_Add | 81X |
| 1119 | Payroll_Office_Code | 3 character field associated with disbursing office | Pay_Ofc_Cd | 3X |
| 70 | Payroll_Office_Number | The eight digit number which designates the employee's payroll office | Pay_Ofc_No | 8N |
| 925 | Pending_Charges_No | "No" check box; indicator of pending charges for any violation of law | Pending_Charges_N | 1X |
| 262 | Pending_Charges_Yes | "Yes" check box; indicator of pending charges for any violation of law | Pending_Charges_Y | 1X |
| 111 | Per_Contact_Phone_Number | Telephone number of agency personnel contact | Per_Contact_Phone | 20X |
| 160 | Per_Officer_Name | Name of approving/authorizing/certifying personnel officer or personnel contact name | Per_Off_Name | 55X |
| 61 | Per_Officer_Signature | Signature of agency personnel office approving/authorizing/certifying official | Per_Off_Sig | 55X |
| 98 | Per_Officer_Title | Title of approving/authorizing/certifying personnel official | Per_Off_Title | 54X |
| 69 | Personnel_Office_Identifier | Personnel Office Identifier Number (POI) - the OPM designated number that identifies the employing or servicing personnel office | POI | 4N |
| 172 | Personnel_Office_Identifier_Prior | The OPM designated number that identifies the employing or servicing personnel office that the employee is moving from | POI_Prior | 4N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|---|-------------------------------|---------------|
| 966 | Position_Number | Position number of position employee occupying | Pos_No | 8X |
| 965 | Position_Number_Prior | Position description number of position employee is moving from | Pos_No_Pr | 8X |
| 575 | Position_Occupied | Clear text for the employee's position occupied code indicating the employment system under which an employee is serving | Pos_Occ | 110X |
| 810 | Position_Occupied_Code | Code indicating the employment system under which an employee is serving (1 = competitive service, 2 = excepted service; 3 = SES general, 4 = SES Career Reserved) | Pos_Occ_Cd | 1N |
| 80 | Position_Title | Position title for the employee; can also be the position title on an application for employment to describe the position that the employee was hired for | Pos_Title | 54X |
| 82 | Position_Title_Exam | Position title for noncompetitive exam | Pos_Title_Exam | 54X |
| 87 | Position_Title_Prior | Job title of employee listed as work experience (possible multiple occurrences) | Pos_Title_Pr | 54X |
| 81 | Position_Title_Rated | Title of position for which employee was rated | Pos_Title_Rated | 54X |
| 832 | Premium_Pay_Amount | Amount of premium pay the employee actually received, including all promotions and within-grade increases (possible multiple occurrences) | Prem_Pay_Amt | 5.2N |
| 833 | Premium_Pay_Amount_Due | Difference between premium rate of pay - amount, and premium rate of pay - CSRA entitlement for the amount owed the employee under Public Law 95-454 (possible multiple occurrences) | Prem_Pay_Amt_Due | 5.2N |
| 834 | Premium_Pay_CSRA | Amount of premium pay the employee would have received if demotion had not taken place, including all promotions and within-grade increases (possible multiple occurrences) | Prem_Pay_CSRA | 5.2N |
| 1041 | Premium_Pay_Txt | Text field for the Type of premium pay actually received by the employee/type of pay the employee would have received if demotion had not taken place (possible multiple occurrences) | Premium_Pay_Txt | 40X |
| 565 | Prior_Approval_Other | Check box indicator that the reason for agency submission of the request was for another reason | Pr_Approval | 1X |
| 950 | Prior_Approval_Other_Txt | Agency text explaining the Prior Approval - Other check box | Pr_Approval_Txt | 40X |
| 1013 | Private_Health_Insurance_No | "No" check box; indicator for other private health insurance | Private_Health_N | 1X |
| 328 | Private_Health_Insurance_Yes | "Yes" check box; indicator for other private health insurance - if yes, Other Private Health Insurance Name field must be completed | Private_Health_Y | 1X |
| 994 | Probation_Satisfactory | Check box certifying that the employee's supervisory or managerial performance is fully satisfactory and that the employee should be retained in the supervisory or managerial position | Prob_Satisfactory | 1X |
| 995 | Probation_Satisfactory_No | Check box certifying that the employee's supervisory or managerial performance is less than satisfactory and that the employee should not be retained in the supervisory or managerial position | Prob_Satisfactory_N | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|---|-------------------------------|---------------|
| 992 | Probation_Supervisor | Check box indicator that employee served probationary period as a supervisor | Prob_Sup | 1X |
| 993 | Probation_Supervisor/Manager | Check box indicator that employee served probationary period as a supervisor/manager | Prob_Sup_Mgr | 1X |
| 853 | Qualification_Statement | Check box indicator that qualifications statement is attached | Qual_Statement | 1X |
| 859 | Qualification_Statement_No | Check box indicator that qualifications statement is not attached | Qual_Statement_N | 1X |
| 361 | Rating | Text field for the summary rating for appraisal period which meets the Guide to Personnel Data Standards code definitions for Rating of Record (Level) - Use CPDF Rating of Record (Pattern) coding | Rating | 46X |
| 613 | Rating_Code | Code for the first occurrence of the summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 and 5 CFR 430.303 for the definition of rating of record and 5 CFR 430.208 for definitions of summary levels. | Rating_Cd | 1A |
| 827 | Rating_Code_2 | Code for the second occurrence of the summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period | Rating_Cd_2 | 1A |
| 828 | Rating_Code_3 | Code for the third occurrence of the summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period | Rating_Cd_3 | 1A |
| 829 | Rating_Code_4 | Code for the fourth occurrence of the summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period | Rating_Cd_4 | 1A |
| 577 | Rating_Official_Name | Name of rating official on the employee's performance appraisal | Rating_Off_Name | 55X |
| 151 | Rating_Official_Name_2 | Name of second rating official when more than one rating official is required on the performance appraisal | Rating_Off_Name_2 | 55X |
| 142 | Rating_Official_Signature | Signature of rating official for employee performance appraisal | Rating_Off_Sig | 55X |
| 184 | Rating_Official_Signature_2 | Signature of the second rating official, when more than one rating official signature is required on the performance appraisal | Rating_Off_Sig_2 | 55X |
| 369 | Rating_Official_Title | Position title of the rating official on the performance appraisal | Rating_Off_Title | 54X |
| 402 | Rating_Official_Title_2 | Position title for the second instance of the rating official title on the performance appraisal | Rating_Off_Title_2 | 54X |
| 236 | Rating_Verification | Check box indicator to request verification of employee's eligibility rating based on civil service examination(s) | Rating_Verify | 1X |
| 286 | Reason_for_Request_1 | Check box indicator that previous employee is currently employed by your agency | Reason_Req_1 | 1X |
| 287 | Reason_for_Request_2 | Check box indicator that folder will be used temporarily by your agency | Reason_Req_2 | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------|--|-------------------------------|---------------|
| 288 | Reason_for_Request_3 | Check box indicator that pre-employment consideration by your agency-will retain folder if hired | Reason_Req_3 | 1X |
| 600 | Reason_Not_Appointed_1 | Check box indicator that the reason person selected was not appointed was due to employee declination | Reason_N_App_1 | 1X |
| 1135 | Reason_Not_Appointed_2 | Check box indicator that the reason person selected was not appointed was due to employee's failure to reply | Reason_N_App_2 | 1X |
| 1136 | Reason_Not_Appointed_3 | Check box indicator that the reason person selected was not appointed was due to employee's failure to report | Reason_N_App_3 | 1X |
| 1137 | Reason_Not_Appointed_4 | Check box indicator that the reason person selected was not appointed was due to other than employee's declination, failure to report or failure to reply | Reason_N_App_4 | 1X |
| 138 | Recommending_Officer_Signature | Signature of agency official recommending conversion | Recm_Off_Sig | 55X |
| 84 | Recommending_Officer_Title | Title of agency official recommending conversion | Recm_Off_Title | 54X |
| 333 | Reinstatement | Check box indicator that change in FEHB enrollment is due to reinstatement | Reinstatement | 1X |
| 178 | Reinstatement_Eligibility_No | "No" check box; indicator that applicant/employee does not have reinstatement eligibility | Reinstatement_Elig_N | 1X |
| 348 | Reinstatement_Eligibility_Yes | "Yes" check box; indicator that applicant/employee does have reinstatement eligibility | Reinstatement_Elig_Y | 1X |
| 475 | Relative_Address | Address of employee's nearest relative during military service | Relative_Add | 81X |
| 942 | Remark | Clear text for the remarks codes prescribed in the Guide to Processing Personnel Actions describing the items of information which relate to the personnel action being taken and which are required for documentation purposes (possible multiple occurrence) | Rmrk | 255X |
| 548 | Remarried_No | "No" check box; completed by employee indicator for whether employee has remarried since the death of the veteran, not including any annulments | Remarried_N | 1X |
| 305 | Remarried_Yes | "Yes" check box; completed by employee indicator for whether employee has remarried since the death of the veteran, not including any annulments | Remarried_Y | 1X |
| 946 | Request_Action_Txt | Text field for the action requested by the SF-52 | Req_Act_Txt | 70X |
| 479 | Requester_Address | Address of the person requesting documentation; for example, vital records of the employee | Req_Add | 81X |
| 1099 | Requester_ID | Identification number for Organization Requesting Investigation (e.g.0004 D10); similar to password used by people who regularly request investigations | Req_ID | 8X |
| 318 | Requester_Legal_Guardian | Check box indicator that the requester for information pertaining to military records is a legal guardian of a veteran | Req_legal_Guardian | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--|---|-------------------------------|---------------|
| 319 | Requester_Next_of_Kin | Check box indicator that the requester for information pertaining to military records is the next of kin of deceased veteran; must complete Requester_Next_of_Kin_Txt | Req_Next_Kin | 1X |
| 1144 | Requester_Next_of_Kin_Txt | Text specifying the relationship if employee is next of kin of a deceased veteran | Req_Next_Kin_Txt | 7X |
| 320 | Requester_Other | Check box indicator that the requester for information pertaining to military records is other than a veteran, next of kin of the deceased veteran or legal guardian | Req_Other | 1X |
| 1145 | Requester_Other_Txt | Text field specifying the requester's relationship to the employee | Req_Other_Txt | 20X |
| 109 | Requester_Phone_Number | Telephone number of person making the request | Req_Phone_No | 20X |
| 585 | Requester_Survivor | Check box indicator that the requester is the survivor of the employee | Req_Survivor | 1X |
| 321 | Requester_Veteran | Check box indicator that the requester for information pertaining to military records is a veteran/employee | Req_Vet | 1X |
| 14 | Requesting_Agency | Name of agency requesting information | Req_Ag | 80X |
| 469 | Requesting_Agency_Address | Address of requesting agency office | Req_Ag_Add | 81X |
| 148 | Requesting_Officer_Name | Name of requesting official or name of person requesting information | Req_Off_Name | 55X |
| 57 | Requesting_Officer_Signature | Signature of agency official making the request or signature of individual making request | Req_Off_Sig | 55X |
| 83 | Requesting_Officer_Title | Title of requesting agency official | Req_Off_Title | 54X |
| 1100 | Requirement_Indicator_No | "No" check box; indicator for requirements other than those for which prior approval is not requested and has not been met | Reqm_Ind_N | 1X |
| 566 | Requirement_Indicator_Yes | "Yes" check box; indicator for requirements other than those for which prior approval is requested and has been met | Reqm_Ind_Y | 1X |
| 944 | Retirement | Clear text for the retirement code indicating the employee's type of retirement/social security coverage | Ret | 36X |
| 1094 | Retirement_Civil_Service_Contributions_No | "No" check box; indicator that employee had been subject to civil service retirement deductions | Ret_CS_Contribute_N | 1X |
| 340 | Retirement_Civil_Service_Contributions_Yes | "Yes" check box; indicator that employee had been subject to civil service retirement deductions; if no, specify which retirement system in Other_Retirement_Contributions | Ret_CS_Contribute_Y | 1X |
| 628 | Retirement_Code | Code indicating the civilian retirement system(s) to which deductions from an employee's pay are credited (possible multiple occurrences) - Use CPDF Retirement Plan coding | Ret_Cd | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------------|---|-------------------------------|---------------|
| 354 | Retirement_Contribution | Check box indicator that the employee wants to contribute to Federal retirement coverage | Ret_Contribute | 1X |
| 444 | Retirement_Contribution_CSRS | Check box indicator that the employee wants to contribute to the Federal CSRS program | Ret_Contribute_CSRS | 1X |
| 445 | Retirement_Contribution_FERS | Check box indicator that the employee wants to contribute to the Federal FERS program | Ret_Contribute_FERS | 1X |
| 275 | Retirement_Coverage_CSRS | Check box indicator for employee coverage under CSRS | Ret_Cov_CSRS | 1X |
| 276 | Retirement_Coverage_FERS | Check box indicator for employee coverage under FERS | Ret_Cov_FERS | 1X |
| 1147 | Retirement_Coverage_NA | "N/A" check box; indicator that participating employee is covered by CSRS or FERS; y = covered by CSRS/FERS, n = not applicable | Ret_Cov_NA | 1X |
| 190 | Retirement_Coverage_Yes | "Yes" check box; indicator if participating employee is covered by CSRS or FERS; y = covered by CSRS/FERS, n = not applicable | Ret_Cov_Y | 1X |
| 341 | Retirement_Other_Contributions_Txt | Specify the other retirement system if employee had not been subject to civil service retirement deductions | Ret_Contribute_Txt | 36X |
| 1149 | Retirement_Status_Application_No | "No" check box; indicator that employee is not receiving and/or did not apply for Federal or DC retirement pay | Ret_Application_N | 1X |
| 263 | Retirement_Status_Application_Yes | "Yes" check box; indicator that employee is receiving and/or did apply for Federal or DC retirement pay | Ret_Application_Y | 1X |
| 536 | Retirement_Status_OWCP | Check box indicator insured is receiving OWCP benefits or is an applicant for OWCP | Ret_Status_OWCP | 1X |
| 523 | Retirement_System_CIA | Check box indicator that employee's retirement system is CIA | Ret_CIA | 1X |
| 524 | Retirement_System_CSRS/FERS | Check box indicator that employee's retirement system is CSRS/FERS | Ret_CSRS_FERS | 1X |
| 525 | Retirement_System_DCRS | Check box indicator that employee's retirement system is DCRS (D.C. Police & Fire/Public School Teachers) | Ret_DCRS | 1X |
| 526 | Retirement_System_FICA | Check box indicator that employee's retirement system is FICA | Ret_FICA | 1X |
| 527 | Retirement_System_FSRS | Check box indicator that employee's retirement system is FSRS | Ret_FSRS | 1X |
| 529 | Retirement_System_Other | Check box indicator that employee's retirement system is other than CIA, CSRS/FERS, DCRS, FICA, FSRS, or TVA | Ret_Other | 1X |
| 1143 | Retirement_System_Other_Txt | Text specifying employee's retirement system if other than CSRS/FERS, TVA, DCRS, FSRS, CIA, or FICA | Ret_Sys_Other_Txt | 15X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--|---|-------------------------------|---------------|
| 528 | Retirement_System_TVA | Check box indicator that employee's retirement system is TVA | Ret_TVA | 1X |
| 578 | Reviewing_Official_Name | Name of reviewing official on the employee's performance appraisal | Rev_Off_Name | 55X |
| 143 | Reviewing_Official_Signature | Signature of reviewing official for employee performance appraisal | Rev_Off_Sig | 55X |
| 403 | Reviewing_Official_Title | Position title of the reviewing official for the employee performance appraisal | Rev_Off_Title | 54X |
| 1020 | RIF_Competitive_Area | Text field for the employee geographic location competitive area | RIF_Comp_Area | 80X |
| 666 | Salary_Adjusted | The sum of an employee's rate of basic pay and any locality comparability payment and/or special pay adjustment for law enforcement officers, or continued rate of pay under 5 CFR Part 5311, Subpart G | Sal_Adj | 6N |
| 852 | Salary_Adjusted_Prior | The sum of an employee's rate of basic pay and any locality comparability payment and/or special pay adjustment for law enforcement officers, or continued rate of pay under 5 CFR Part 5311, Subpart G, for the position which the employee is moving from | Sal_Adj_Pr | 6N |
| 675 | Salary_Allowances/Differentials_Amount | Amount of allowances/differentials pay the employee actually received, including all promotions and within-grade increases, under Public Law 95-454 (possible multiple occurrences) | Sal_All_Dif_Amt | 5.2N |
| 672 | Salary_Allowances/Differentials_Amount_Due | Difference between allowance/differentials rate of pay - amount, and allowances/differentials rate of pay - CSRA entitlement for the amount owed the employee under Public Law 95-454 (possible multiple occurrences) | Sal_All_Dif_Amt_Due | 4.2N |
| 673 | Salary_Allowances/Differentials_CSRA | Retroactive amount of allowances/differentials the employee would have received if demotion had not taken place, including all promotions and within-grade increases, under Public Law 95-454 (possible multiple occurrences) | Sal_All_Dif_CSRA | 4.2N |
| 674 | Salary_Allowances/Differentials_Txt | Text field for the type of allowance/differentials , for example, night differential, shift differential, hazard pay, actually received by the employee/type of pay the employee would have received if demotion had not taken place, under Public Law 95-454 | Sal_All_Dif_Txt | 255X |
| 660 | Salary_Basic | The amount scheduled to be earned by an employee (before the addition of any allowance, adjustment, or differential) for the unit of work indicated by the employee's Pay_Basis (possible multiple occurrences) | Sal_Basic | 6N |
| 676 | Salary_Basic_Amount | Amount of basic pay the employee actually received, including all promotions and within-grade increases (possible multiple occurrences) | Sal_Basic_Amt | 6.2N |
| 677 | Salary_Basic_Amount_Due | Difference between basic rate of pay - amount, and basic rate of pay - CSRS entitlement for amount owed employee under Public Law 95-454 | Sal_Basic_Amt_Due | 6.2N |
| 678 | Salary_Basic_CSRA | Amount of basic pay the employee would have received if demotion had not taken place, including all promotions and within-grade increases under Public Law 95-454 (possible multiple occurrences) | Sal_Basic_CSRA | 6.2N |
| 665 | Salary_Basic_Prior | The amount scheduled to be earned by an employee (before the addition of any allowance, adjustment, or differential) for the unit of work indicated by the employee's Pay_Basis for the position the employee is moving from (multiple occurrences) | Sal_Basic_Pr | 6N |
| 836 | Salary_Deduction_Total | Total deductions to be subtracted from the total retroactive entitlement | Sal_Ded_Tot | 5.2N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|--|-------------------------------|---------------|
| 847 | Salary_Hourly_Rate | Hourly salary rate as of date separated | Sal_Hrs_Rate | 3.2N |
| 668 | Salary_Locality_Adjustment | The annual dollar amount representing the difference between an employee's adjusted basic pay and his or her rate of Salary_Basic. The amount may include a locality comparability payment and/or a special pay adjustment for law enforcement officers. | Sal_Loc_Adj | 5N |
| 854 | Salary_Locality_Adjustment_Prior | The annual dollar amount representing the difference between an employee's adjusted basic pay and his or her rate of Salary_Basic for the position the employee is moving from. | Sal_Loc_Adj_Pr | 5N |
| 680 | Salary_Net_Retro_Federal_Tax | Federal tax deduction for the amount of CSRS entitlement | Sal_Retro_Fed_Tax | 4.2N |
| 681 | Salary_Net_Retro_Life_Insurance | Life insurance deduction for the amount of CSRS entitlement | Sal_Retro_FEGLI | 4.2N |
| 682 | Salary_Net_Retro_Local_Tax | Local tax deduction for the amount of CSRS entitlement | Sal_Retro_Local_Tax | 4.2N |
| 679 | Salary_Net_Retroactive | Net retroactive entitlement due employee (gross minus deductions) | Sal_Retro | 5.2N |
| 857 | Salary_Other_Pay | Other pay such as allowances, differentials, AUO, LEAP for position employee moving to | Sal_Other_Pay | 6N |
| 855 | Salary_Other_Pay_Prior | Other pay such as allowances, differentials, AUO, LEAP for the position the employee is moving from | Sal_Other_Pay_Pr | 6N |
| 661 | Salary_Rated | Salary for which employee was rated | Sal_Rated | 5.2N |
| 662 | Salary_Rated_2 | Salary for noncompetitive exam | Sal_Rated_2 | 5.2N |
| 837 | Salary_Retro_Gross | Gross amount due employee from retroactive pay adjustment | Sal_Retro_Gross | 5.2N |
| 858 | Salary_Total | Adjusted salary including other pay such as allowances, differentials, AUO, LEAP for position employee moving to | Sal_Tot | 6N |
| 856 | Salary_Total_Prior | Adjusted salary including other pay such as allowances, differentials, AUO, LEAP for position employee moving from | Sal_Tot_Pr | 6N |
| 736 | SCD_Leave | An employee's service computation date for leave accrual purposes | SCD_Lv | MMDDYYYY |
| 882 | SCD_Retirement | Service computation date of employee for retirement purposes | SCD_Ret | MMDDYYYY |
| 706 | SCD_RIF | Service computation date for RIF | SCD_RIF | MMDDYYYY |
| 701 | SCD_RIF_Adjusted | Adjusted RIF SCD using the last 3 performance ratings | SCD_RIF_Adjusted | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|---|-------------------------------|---------------|
| 908 | SCD_TSP | Service computation date of thrift saving plan | SCD_TSP | MMDDYYYY |
| 631 | Security_Office | Name and address of Security Office performing investigation | Security_Ofc | 81X |
| 68 | Security_Office_ID_Number | Security Office ID Number | Security_Ofc_No | 4X |
| 567 | Separated_For_Cause | Check box indicator that the reason for agency submission of the request was for a person separated for cause | Sep_For_Cause | 1X |
| 1007 | Separated_No | "No" check box; indicator that the employee is currently separated from spouse | Sep_N | 1X |
| 302 | Separated_Yes | "Yes" check box; indicator that the employee is currently separated from spouse | Sep_Y | 1X |
| 336 | Separation_Deferred_Annuity | Check box indicator for a deferred annuity at age 62 or lump sum refund | Sep_Defer_Ann | 1X |
| 337 | Separation_Immediate_Annuity | Check box indicator for an immediate annuity | Sep_Immediate_Ann | 1X |
| 338 | Separation_Lump_Sum | Check box indicator for lump sum only | Sep_Lump_Sum | 1X |
| 924 | Separation_Reason_No | "No" check box; indicator whether the individual left any job because fired, quit or left job due to problems or debarred by OPM in last 5 years | Sep_Reason_N | 1X |
| 949 | Separation_Reason_Txt | Text field for the employee reason for separation to be used in determining possible unemployment benefits (possible multiple occurrences) | Sep_Reason_Txt | 80X |
| 260 | Separation_Reason_Yes | "Yes" check box; indicator whether the individual left any job because fired, quit or left job due to problems or debarred by OPM in last 5 years | Sep_Reason_Y | 1X |
| 339 | Separation_Transfer | Check box indicator for transfer to another position subject to civil service retirement benefits | Sep_Transfer | 1X |
| 739 | Service_App_Date_Total_Leave | The total of appointment dates for leave | Svc_App_Dt_Tot_Lv | MMDDYYYY |
| 740 | Service_App_Date_Total_RIF | The total of appointment dates for RIF | Svc_App_Dt_Tot_RIF | MMDDYYYY |
| 544 | Service_Claim_Additional | Check box indicator that the employee claims additional service | Svc_Additional | 1X |
| 543 | Service_Claim_Complete | Check box indicator that employee does not have additional service history, that the service listed is complete | Svc_Complete | 1X |
| 795 | Service_Days | The number of days of service performed in this agency | Svc_Days | 2N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|---|-------------------------------|---------------|
| 968 | Service_Federal_List_No | "No" check box; indicator that the employee's application or resume lists all Federal government civilian and uniformed service, including beginning and ending dates, and the type of appointment and work schedule for civilian employment | Svc_Fed_List_N | 1X |
| 294 | Service_Federal_List_Yes | "Yes" check box; indicator that the employee's application or resume lists all Federal government civilian and uniformed service, including beginning and ending dates, and the type of appointment and work schedule for civilian employment | Svc_Fed_List_Y | 1X |
| 794 | Service_Months | The number of months of service performed in this agency | Svc_Mo | 2N |
| 737 | Service_Noncreditable_Leave | The total of noncreditable service dates for leave | Svc_Noncredit_Lv | MMDDYYYY |
| 738 | Service_Noncreditable_RIF | The total of noncreditable service for dates RIF | Svc_Noncredit_RIF | MMDDYYYY |
| 792 | Service_Prior_Days | The number of days of previous civilian service | Svc_Pr_Days | 2N |
| 1151 | Service_Prior_Federal_No | "No" check box; indicator whether the employee had prior federal civilian service | Svc_Pr_Fed_N | 1X |
| 435 | Service_Prior_Federal_Yes | "Yes" check box; indicator whether the employee had prior federal civilian service | Svc_Pr_Fed_Y | 1X |
| 791 | Service_Prior_Months | Box to record the number of months of previous civilian service | Svc_Pr_Mo | 2N |
| 793 | Service_Prior_Years | Box to record the number of years of previous civilian service | Svc_Pr_Yr | 2N |
| 232 | Service_Requirement | Check box indicator that employee has completed total of at least 3 years service in competitive position under indefinite or TAPER appointment or as status quo employee without break in service of over 30 calendar days or without interruption by nonqualifying service of over 30 calendar days. | Svc_Reqm | 1X |
| 233 | Service_Requirement_Exception | Check box indicator that employee would have met service requirement except left competitive position under indefinite or TAPER appointment or as status quo employee to enter armed forces and reemployed under such appointment within 120 calendar days after separation under honorable conditions. | Svc_Reqm_Exception | 1X |
| 741 | Service_Sep_Date_Total_Leave | The total of the separation dates for leave | Svc_Sep_Dt_Tot_Lv | MMDDYYYY |
| 742 | Service_Sep_Date_Total_RIF | The total of the separation dates for RIF | Svc_Sep_Dt_Tot_RIF | MMDDYYYY |
| 786 | Service_Total_Days | Total number of days of accumulated military and civilian service | Svc_Tot_Days | 2N |
| 785 | Service_Total_Months | Total number of months of accumulated military and civilian service | Svc_Tot_Mo | 2N |
| 787 | Service_Total_Years | Total number of years of accumulated military and civilian service | Svc_Tot_Yr | 2N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------------|---|-------------------------------|---------------|
| 6 | Service_Verification_Address | Address of the organization/agency certifying service by the employee | Svc_Verify_Add | 81X |
| 796 | Service_Years | The number of years of service performed in this agency | Svc_Yr | 2N |
| 955 | Sex | Clear text for the abbreviation of the sex of the employee | Sex | 6X |
| 623 | Sex_Dependent | Sex of the employee's dependent (possible multiple occurrences) | Sex_Dependent | 1A |
| 329 | Sex_Female | Check box indicator that employee is female | Sex_Female | 1X |
| 330 | Sex_Male | Check box indicator that employee is male | Sex_Male | 1X |
| 663 | SGLI_Amount | Amount of employee's Servicemans Group Life Insurance | SGLI_Amt | 6N |
| 1129 | SGLI_Coverage | Check box indicator that employee was not covered by Serviceman's Group Life Insurance | SGLI_Cov | 1X |
| 63 | Signature_Insured/Assignee | Signature of insured or assignee | Sig_Ins_Assgn | 55X |
| 255 | SS_Age_Exempt | Check box indicator for employee certification of exemption from Selective Service due to age requirement | SS_Age_Exempt | 1X |
| 256 | SS_Exempt | Check box indicator for employee certification of exemption from Selective Service | SS_Exempt | 1X |
| 257 | SS_Not_Registered | Check box indicator for employee certification of not being registered in Selective Service | SS_N_Registered | 1X |
| 258 | SS_Registered | Check box indicator for employee certification of being registered in Selective Service | SS_Registered | 1X |
| 1107 | SSN_Dependent | Social security number of the employee's dependent (possible multiple occurrences) | SSN_Dependent | 9X |
| 562 | Standards_Not_Issued | Check box indicator that the reason for agency submission of the request was for a position for which no experience and training standards have been issued | Standards_N_Issued | 1X |
| 168 | State/Local_Authorizing_Name | Name of state/local government authorizing/certifying/approving officer | St_Local_Auth_Name | 55X |
| 182 | State/Local_Authorizing_Signature | Signature of state/local government authorizing/certifying/approving officer | St_Local_Auth_Sig | 55X |
| 96 | State/Local_Authorizing_Title | Title of state/local government authorizing/certifying/approving officer | ST_Local_Auth_Title | 54X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|--|-------------------------------|---------------|
| 30 | State/Local_Government | State/local government agency or institute of higher education, Indian tribal government, etc., which is party to the agreement or state or local government office issuing information such as the birth, death certificate or decree of annulment | St_Local_Govt | 80X |
| 835 | State_Tax_Deduction_CSRA | Amount of premium pay the employee would have received if demotion had not taken place, including all promotions and within-grade increases | St_Tax_Ded_CSRA | 4.2N |
| 534 | Status_Applicant_Insured | Check box indicator that individual completing the form is the insured | Status_Ins | 1X |
| 533 | Status_Assignee | Check box indicator that individual completing the form is the assignee | Status_Assgn | 1X |
| 540 | Status_Employee | Check box indicator that individual completing the form is an employee | Status_Emp | 1X |
| 541 | Status_Former_Employee | Check box indicator individual is former employee; who is eligible for retirement in the future | Status_Frm_Emp | 1X |
| 128 | Step | Current step of the employee | Step | 2X |
| 132 | Step_Prior | Former step of the employee (e.g. grade found on application work experience or step employee moving from) | Step_Pr | 2X |
| 112 | Submitting_Office_Identifier | The OPM designated number that identifies the security office submitting the information | SOI | 4X |
| 72 | Supervisor_Name | Name of current supervisor | Sup_Name | 55X |
| 177 | Supervisor_Name_Prior | Name of former supervisor, e.g. on an employee's application (possible multiple occurrences) | Sup_Nam_Pr | 55X |
| 104 | Supervisor_Phone_Number_Prior | Former supervisor phone number; for example, listed in employee's work experience on job application (possible multiple occurrences) | Sup_Phone_No_Pr | 20X |
| 996 | Supervisor_Signature | Signature of employee's supervisor | Sup_Sig | 55X |
| 819 | Supervisory_Code | Code for the nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position (2=supervisor/manager; 4=supervisor (CSRS); 5=management official (CSRS); 6=leader; 8=all other) - Use CPDF Supervisory Status coding | Sup_Cd | 1N |
| 91 | Supervisory_Title | Title of supervisor | Sup_Title | 54X |
| 574 | Tenure | Clear text for the employee's tenure code, which indicates, for the purposes of reduction in force, the retention group in which the employee is placed based on the employee's type of appointment | Tenure | 65X |
| 811 | Tenure_Code | Code indicating, for purposes of reduction in force, the retention group in which the employee is placed based on the employee's type of appointment (0=none, 1=permanent, 2=conditional, 3=indefinite) - Use CPDF Tenure coding | Tenure_Cd | 1N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---|--|-------------------------------|---------------|
| 616 | Tenure_Subgroup | Within the tenure group, the employee's tenure subgroup, as coded by the employing agency | Tenure_Subgroup | 1X |
| 568 | Time_After_Competitive_Appointment_Waiver | Check box indicator shows the qualification requirement requires waiver of Time After Competitive Appointment restriction | Time_After_Comp_App | 1X |
| 891 | Time_In_Grade_Txt | Text field for the total length of service in present grade | Time_In_Grd_Txt | 15X |
| 269 | TOD_Full_Time | Check box indicator participating employee is full time | TOD_FT | 1X |
| 271 | TOD_Intermittent | Check box indicator participating employee is intermittent | TOD_Intermittent | 1X |
| 274 | TOD_Part_Time | Check box indicator that participating employee is part time | TOD_PT | 1X |
| 1090 | TSP_Amount | The fixed amount specified by the employee to be deducted for the Thrift Savings Plan in a pay period | TSP_Amt | 5.2N |
| 503 | TSP_Contribution | Check box indicator that the employee wants to contribute to the Federal Thrift Saving Plan program | TSP_Contribute | 1X |
| 180 | TSP_Coverage | Check box indicator that the employee is enrolled in the Thrift Savings Plan | TSP_Cov | 1X |
| 974 | TSP_Noncontributing | Check box indicator that FERS noncontributor is allocating agency contribution | TSP_N_Contribute | 1X |
| 1089 | TSP_Percent | The percentage rate of the employee's pay to be deducted for the Thrift Savings Plan. The rate represents a whole percentage from 1 to 10 percent. | TSP_Pct | 2N |
| 861 | TSP_Percent_C | Thrift savings plan percentage allocated to C fund | TSP_Pct_C | 3N |
| 863 | TSP_Percent_F | Thrift saving plan percentage allocated to F fund | TSP_Pct_F | 3N |
| 864 | TSP_Percent_G | Thrift saving plan percentage allocated to G fund | TSP_Pct_G | 3N |
| 975 | TSP_Stop | Check box indicator that employee is terminating TSP contributions | TSP_Stop | 1X |
| 911 | VA_Copy_No | "No" check box; indicator that member (employee) does not request Copy 6 of the DD 214 be sent to DIR of Veterans Affairs to state indicated | VA_Copy_N | 1X |
| 607 | VA_Copy_State | Two digit abbreviation for a state name where the member (employee) requests the copy 6 of the DD 214 be sent to the DIR of Veterans Affairs | VA_Copy_St | 2X |
| 238 | VA_Copy_Yes | "Yes" check box; indicator that member (employee) requests Copy 6 of the DD 214 be sent to DIR of Veterans Affairs to state indicated | VA_Copy_Y | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------|---|-------------------------------|---------------|
| 1102 | VA_Number | VA claim number | VA_No | 8X |
| 1146 | VEAP_Contributions_No | "No" check box; indicator that member did not contribute to Post-Vietnam Era Veterans Education Assistance Program | VEAP_Contribute_N | 1X |
| 1130 | VEAP_Contributions_Yes | "Yes" check box; indicator that member contributed to Post-Vietnam Era Veterans Education Assistance Program | VEAP_Contribute_Y | 1X |
| 1011 | Vet_Deceased_No | "No" check box; indicator that the veteran is not deceased | Vet_Deceased_N | 1X |
| 1051 | Vet_Exam_Txt | Text field for the name and announcement number of CS or PS exam or position | Vet_Exam_Txt | 54X |
| 150 | Vet_Married_Death_No | "No" check box; indicator completed by the employee shows whether employee was married to the veteran when the veteran died | Vet_Married_Death_N | 1X |
| 309 | Vet_Married_Death_Yes | "Yes" check box; indicator completed by the employee shows whether employee was married to the veteran when the veteran died | Vet_Married_Death_Y | 1X |
| 1096 | Vet_Name | Name of veteran on whose records veterans preference is being claimed | Vet_Name | 55X |
| 27 | Vet_Pref_10_Point | Check box indicator that employee is claiming a 10 point veterans preference; veterans preference is an employee's category of entitlement to preference in the Federal Service based on active military service that terminated honorably | Vet_Pref_10_Points | 1X |
| 961 | Vet_Pref_5_Points | Check box indicator that employee is claiming a 5 point veterans preference; veterans preference is an employee's category of entitlement to preference in the Federal Service based on active military service that terminated honorably | Vet_Pref_5_Points | 1X |
| 813 | Vet_Pref_Code | Code for the category of entitlement to preference in the Federal Service based on active military service that terminated honorably (1=none, 2=5-point, 3=10-point disability, 4=10-point compensable, 5=10-point other, 6=10-point compensable/30%) - Use CPDF Veterans Preference coding | Vet_Pref_Cd | 1N |
| 311 | Vet_Pref_Compensation | Check box indicator for whether employee is claiming preference based on eligibility for or receipt of compensation from the VA or disability retirement from a Service Department for a service-connected disability | Vet_Pref_Compensate | 1X |
| 312 | Vet_Pref_Disability | Check box indicator for claim based on non-compensable service connected disability | Vet_Pref_Disability | 1X |
| 296 | Vet_Pref_Mother | Check box indicator that employee is claiming unverified preference as the mother of a deceased or disabled veteran | Vet_Pref_Mother | 1X |
| 904 | Vet_Pref_No | "No" check box; indicator that employee does not have veterans preference | Vet_Pref_N | 1X |
| 1023 | Vet_Pref_Percentage | Clear text for CPDF Veterans Preference code 4, less than 30% compensable disability, or code 6, 30% or more compensable disability for an employee's entitlement to veterans preference based on active military service terminated honorably | Vet_Pref_Pct | 35X |
| 747 | Vet_Pref_RIF_No | "No" check box; indicator that there is no veterans preference for RIF | Vet_Pref_RIF_N | 1X |
| 554 | Vet_Pref_RIF_Yes | "Yes" check box; indicator that there is veterans preference for RIF | Vet_Pref_RIF_Y | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------|--|-------------------------------|---------------|
| 298 | Vet_Pref_Spouse | Check box indicator that employee is claiming unverified preference as the spouse of disabled veteran | Vet_Pref_Spouse | 1X |
| 310 | Vet_Pref_Verified | Check box indicator completed by agency shows that the employee's preference entitlement was verified | Vet_Pref_Verify | 1X |
| 295 | Vet_Pref_Widow/Widower | Check box indicator that employee is claiming unverified preference as the unmarried widow/widower of a veteran | Vet_Pref_Widow | 1X |
| 297 | Vet_Pref_Yes | "Yes" check box; indicator that employee has veterans preference | Vet_Pref_Y | 1X |
| 153 | Vet_Retired_No | "No" check box indicator completed by person requesting military records, shows that the applicant/employee is retired from military service | Vet_Ret_N | 1X |
| 970 | Vet_Service_Death_No | "No" check box; indicator that the veteran is not dead or did not die in active service | Vet_Svc_Death_N | 1X |
| 307 | Vet_Service_Death_Yes | "Yes" check box; indicator that the veteran is dead and died in active service | Vet_Svc_Death_Y | 1X |
| 1095 | Vet_SSN | Social security number of veteran on whose records veterans preference is being claimed | Vet_SSN | 9N |
| 820 | Vet_Status | Code indicating whether an employee is a veteran as defined in 38 U.S.C. 101(N=not a veteran of the Vietnam era(9/30/91); V=Vietnam era veteran; B=pre-Vietnam era veteran; P=post-Vietnam era veteran; X= not a veteran) - Use CPDF Veteran Status (Active Military Service) coding | Vet_Status | 1A |
| 28 | Volunteer_Organization_Name | Name of the organization certifying volunteer service, for example, Peace Corp, Action, Vista, etc. | Volunteer_Org_Name | 80X |
| 646 | Witness_Address | City, state and zip code address of the first witness | Wit_Add | 46X |
| 652 | Witness_Address_2 | City, state and zip code address of the second witness | Wit_Add_2 | 46X |
| 645 | Witness_Address_Street | Street address of the first witness | Wit_Add_Str | 35X |
| 651 | Witness_Address_Street_2 | Street address of the second witness | Wit_Add_Str_2 | 35X |
| 174 | Witness_Name | Name of witness | Wit_Name | 55X |
| 175 | Witness_Name2 | Name of second witness | Wit_Name_2 | 55X |
| 64 | Witness_Signature | Signature of the first of two witnesses that the individual signed form in their presence | Wit_Sig | 55X |
| 65 | Witness_Signature_2 | Signature of the second of two witnesses that the individual signed form in their presence | Wit_Sig_2 | 55X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------|---|-------------------------------|---------------|
| 945 | Work_Schedule | Clear text for the work schedule code which indicates the basis on which an employee is scheduled to work (possible multiple occurrences) | Work_Schd | 30X |
| 814 | Work_Schedule_Code | Code for the time basis on which an employee is scheduled to work (f=full time; p=part time; g=full time seasonal; q=part-time seasonal; i=intermittent; j=intermittent seasonal; b=baylor plan; s=part-time job sharer; t=part-time seasonal job sharer) | Work_Schd_Cd | 1A |
| 570 | Written_Test | Check box indicator that the reason for agency submission of the request was for a written test | Written_Test | 1X |

Data Elements by Data Element Number

This section is a listing of the data elements identified by the workgroup organized by data element number. The listing includes the data element number, data element name, data element description, data element shortname, and the format. The data element numbers were used to help the workgroup keep track of each data element and its use on various Official Personnel Folder documents. Some data elements identified in the initial review process were not retained in the final Dictionary, therefore, the data element numbering may not be strictly sequential.

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|---|-------------------------------|---------------|
| 0 | Military_Rank_Txt | Cleartext for the grade, rate or rank of member | Mil_Rank_Txt | 40X |
| 1 | Employee_Address_Street_1 | First line of the street address of the employee; can be either the residence or mailing address | Emp_Add_Str_1 | 35X |
| 2 | Citizenship_Country | Country of which the applicant (i.e., the employee) is a citizen | Citizenship_Country | 20X |
| 3 | Employee_Birth_Place | City, state and/or country where the employee was born | Emp_Birth_Place | 57X |
| 4 | Death_Place | City, state and/or country where the deceased died | Death_Place | 57X |
| 5 | Address_Agency_Current_Street | Current agency street address for the employee; for generic usage by agencies, it may consist of a personnel or payroll office or processing function, depending on the agency internal structure | Add_Ag_Cur_Str | 35X |
| 6 | Service_Verification_Address | Address of the organization/agency certifying service by the employee | Svc_Verify_Add | 81X |
| 7 | Absence_Continuous_No | "No" check box; indicator that the employee had a continuous absence of at least 3 weeks on account of sickness or injury during the past year | Absence_Cont_N | 1X |
| 8 | Agency_Prior_Location | The agency address or the location (city/state) where the employee was previously employed (possible multiple occurrences) | Ag_Pr_Loc_1 | 81X |
| 9 | Date_Form_Revision | The revision date for the form | Dt_Form_Revision | MMDDYYYY |
| 10 | Date_Creditable_RIF_Begin | Beginning date for service creditable for RIF that is not creditable for leave purposes | Dt_Credit_RIF_Begin | MMDDYYYY |
| 11 | Date_Creditable_RIF_End | Ending date for service creditable for RIF that is not creditable for leave purposes | Dt_Credit_RIF_End | MMDDYYYY |
| 12 | Authorizing_Officer_Title_2 | Title of the second official authorizing/certifying/approving/concurring the action | Auth_Off_Title_2 | 54X |
| 13 | OPM/CSC_Office_Exam | OPM/CSC Office where examination application is filed | OPM_Ofc_Exam | 80X |
| 14 | Requesting_Agency | Name of agency requesting information | Req_Ag | 80X |
| 15 | Military_Organization | Military location - could be department, military installation, etc. (possible multiple occurrences) | Mil_Org | 80X |
| 16 | Agency | The name of the employing agency; could be cleartext for the agency code | Ag | 80X |
| 17 | Employee_Address_Zip | Zip code for the address of the employee; can be either the residence or mailing address | Emp_Add_Zip | 9X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------|---|-------------------------------|---------------|
| 18 | OPM/CSC_Office | OPM/CSC Office | OPM_Ofc | 80X |
| 19 | Military_Command_Transferred | Name of Command Where Member Transferred | Mil_Comd_Transfer | 80X |
| 20 | Military_Duty_Station_Last | Last duty assignment and major command of member during military service | Mil_Duty_Sta_Last | 80X |
| 21 | Military_Station_Separated | Name of military station where member separated | Mil_Sta_Sep | 80X |
| 22 | Agency_Detailed_From | Agency employee is detailed from | Ag_Detailed_From | 80X |
| 23 | Agency_Detailed_To | Agency employee is detailed to | Ag_Detailed_To | 80X |
| 24 | Employer_Name | Employer's name on work experience on application (possible multiple occurrences) | Employer_Name | 80X |
| 25 | Organizational_Data | Clear text for the organization location of the employee; can be the lowest administrative subdivision of an agency to which an employee is assigned | Org_Data | 179X |
| 26 | NAFI_Coverage | Check box indicator that the employee is eligible to elect NAFI retirement coverage | NAFI_Cov | 1X |
| 27 | Vet_Pref_10_Point | Check box indicator that employee is claiming a 10 point veterans preference; veterans preference is an employee's category of entitlement to preference in the Federal Service based on active military service that terminated honorably | Vet_Pref_10_Points | 1X |
| 28 | Volunteer_Organization_Name | Name of the organization certifying volunteer service, for example, Peace Corp, Action, Vista, etc. | Volunteer_Org_Name | 80X |
| 29 | Address_Contact | Office address for the agency point of contact for various issues, such as RIF, international assignments, etc. | Add_Contact | 81X |
| 30 | State/Local_Government | State/local government agency or institute of higher education, Indian tribal government, etc., which is party to the agreement or state or local government office issuing information such as the birth, death certificate or decree of annulment | St_Local_Govt | 80X |
| 31 | IPA_Office | Office name for the position to which assignment will be made | IPA_Ofc | 80X |
| 32 | Agency_Prior | Name of agency where employee had former civilian service (possible multiple occurrences) | Ag_Pr | 80X |
| 33 | Agency_Leave_Prior | Name of agency where employed when earned credit for leave | Ag_Lv_Pr | 80X |
| 34 | Agency_RIF_Prior | Name of agency where employed when earned additional service credit for RIF which is not creditable for leave | Ag_RIF_Pr | 80X |
| 35 | Military_Active_Service_Branch | Branch of military where member served (possible multiple occurrences) | Mil_Active_Svc_Brn | 80X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------------|--|-------------------------------|---------------|
| 36 | National_Guard_Branch | Branch of National Guard service to which employee belonged (possible multiple occurrences) | NG_Brn | 80X |
| 37 | Military_Reserve_Service_Branch | Branch of Reserve Service to which member belonged; can be multiple occurrences | Mil_Reserve_Svc_Brn | 80X |
| 38 | Other_Private_Health_Insurance_Name | Check box indicator and name of other private health insurance company | Other_Private_Insur | 80X |
| 39 | Payroll_Office | Payroll office name | Pay_Ofc | 80X |
| 40 | Citizenship_USA_No | "No" check box; indicator of USA citizenship | Citizenship_USA_N | 1X |
| 41 | Organizational_Data_Prior | Clear text for the organization location that the employee is moving from; can be the lowest administrative subdivision of an agency to which an employee was assigned | Org_Data_Pr | 179X |
| 42 | Name_Deceased | Name of the deceased on death certificate | Name_Deceased | 55X |
| 43 | Date_Signed_2_Rating_Official | Date of the second signature of the rating official | Dt_Sig_2_Off | MMDDYYYY |
| 44 | Deceased_SSN | Social security number of deceased on death certificate | Deceased_SSN | 9N |
| 45 | Deceased_Sex | Sex of the deceased on the death certificate | Deceased_Sex | 6X |
| 46 | FEHB_Present_Code | The CPDF enrollment code of the health plan in which the employee is currently enrolled - Current health plan names and codes (as well as additions, deletions, and changes from the previous year) can be found in the Payroll Office Letter that contains information about the Federal Employee's Health Benefits Program (published annually by the Retirement and Insurance Service, U.S. Office of Personnel Management). The first two positions of the code indicate the health plan (AFGE, Blue Cross/Blue Shield, etc.). | FEHB_Present_Cd | 3X |
| 48 | Employee_Signature | Signature of the employee | Emp_Sig | 55X |
| 49 | Issuer_Officer_Signature | Signature of certifying official of the third party issuing office; for example, a Veterans Administration official | Issuer_Off_Sig | 55X |
| 50 | License_Signature | Signature of person issuing license | License_Sig | 55X |
| 51 | Citizenship_Requirement | Check box indicator that employee meets citizenship requirements | Citizenship_Reqm | 1X |
| 52 | Authorizing_Officer_Signature | Signature of approving/authorizing/certifying/concurring official | Auth_Off_Sig | 55X |
| 53 | Employee_Signature_Initials | Signature initials of the employee to indicate election and/or request for information | Emp_Sig_Initials | 3X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------------|--|-------------------------------|---------------|
| 54 | Authorizing_Officer_Name | Name of official authorizing/certifying/approving/concurring the action | Auth_Off_Name | 55X |
| 55 | Authorizing_Officer_Title | Title of official authorizing/certifying/approving/concurring the action, such as an interagency detail agreement | Auth_Off_Title | 54X |
| 56 | Authorizing_Officer_Initials | Initials of authorizing/approving/certifying/concurring officer | Auth_Off_Initials | 3A |
| 57 | Requesting_Officer_Signature | Signature of agency official making the request or signature of individual making request | Req_Off_Sig | 55X |
| 58 | OPM_Signature | Signature of OPM certifying official | OPM_Sig | 55X |
| 59 | Authorizing_Officer_Signature_2 | Signature of agency authorizing/certifying/approving official - may or may not be the same as the Authorizing_Officer_Signature | Auth_Off_Sig_2 | 55X |
| 60 | Pay_Officer_Signature | Signature of agency payroll office approving/authorizing/certifying official | Pay_Off_Sig | 55X |
| 61 | Per_Officer_Signature | Signature of agency personnel office approving/authorizing/certifying official | Per_Off_Sig | 55X |
| 62 | FEGLI_Signature | Signature of OFEGLI official | FEGLI_Sig | 55X |
| 63 | Signature_Insured/Assignee | Signature of insured or assignee | Sig_Ins_Assgn | 55X |
| 64 | Witness_Signature | Signature of the first of two witnesses that the individual signed form in their presence | Wit_Sig | 55X |
| 65 | Witness_Signature_2 | Signature of the second of two witnesses that the individual signed form in their presence | Wit_Sig_2 | 55X |
| 66 | Former_Spouse_Signature | Signature of former spouse | Frm_Spouse_Sig | 55X |
| 67 | Military_Active_Service_Prior_Months | The number of months of total prior military active service | Mil_Svc_Pr_Mo | 2N |
| 68 | Security_Office_ID_Number | Security Office ID Number | Security_Ofc_No | 4X |
| 69 | Personnel_Office_Identifier | Personnel Office Identifier Number (POI) - the OPM designated number that identifies the employing or servicing personnel office | POI | 4N |
| 70 | Payroll_Office_Number | The eight digit number which designates the employee's payroll office | Pay_Ofc_No | 8N |
| 71 | Deceased_DOB | Date of birth of the individual named on the death certificate | Deceased_DOB | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------------|---|-------------------------------|---------------|
| 72 | Supervisor_Name | Name of current supervisor | Sup_Name | 55X |
| 73 | Employee_Address_Street_2 | Second line of the street address of the employee; can be either the residence or mailing address | Emp_Add_Str_2 | 35X |
| 74 | Employee_Address_City | City address of the employee; can be either the residence or mailing address | Emp_Add_City | 35X |
| 75 | Employee_Address_State | State address of the employee; can be either the residence or mailing address | Emp_Add_St | 2X |
| 76 | FEGLI_Assignee_Name | Name of FEGLI assignee (possible multiple occurrences) | FEGLI_Assgn_Name | 55X |
| 77 | Employee_Name_First | First or given name of the employee (possible multiple occurrences) | Emp_Name_First | 15X |
| 78 | Employee_Name_Last | Last name of the employee (possible multiple occurrences) | Emp_Name_Last | 20X |
| 79 | Employee_Name_Middle | Middle name of the employee (possible multiple occurrences) | Emp_Name_Middle | 15X |
| 80 | Position_Title | Position title for the employee; can also be the position title on an application for employment to describe the position that the employee was hired for | Pos_Title | 54X |
| 81 | Position_Title_Rated | Title of position for which employee was rated | Pos_Title_Rated | 54X |
| 82 | Position_Title_Exam | Position title for noncompetitive exam | Pos_Title_Exam | 54X |
| 83 | Requesting_Officer_Title | Title of requesting agency official | Req_Off_Title | 54X |
| 84 | Recommending_Officer_Title | Title of agency official recommending conversion | Recm_Off_Title | 54X |
| 85 | Military_Active_Service_Prior_Days | The number of days of total prior military active service | Mil_Svc_Pr_Days | 2N |
| 86 | Military_Foreign_Service_Months | The number of months in Foreign Service during military | Mil_Foreign_Svc_Mo | 2N |
| 87 | Position_Title_Prior | Job title of employee listed as work experience (possible multiple occurrences) | Pos_Title_Pr | 54X |
| 88 | Employee_Fax_Number | Fax number for the employee | Emp_Fax_No | 20X |
| 89 | Date_NAFI_Pay_Period | Last day of the pay period in which employee received election form for retroactive NAFI coverage | Dt_NAFI_Pay_Period | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--|--|-------------------------------|---------------|
| 90 | Contact_Title | Position title for the agency contact | Contact_Title | 54X |
| 91 | Supervisory_Title | Title of supervisor | Sup_Title | 54X |
| 92 | Issuer_Title | Title of third party officer certifying the document; for example, the title of the Veterans' Administration official | Issuer_Title | 54X |
| 93 | License_Signature_Title | Title of person issuing license | License_Sig_Title | 54X |
| 94 | IPA_Position_Title | Position title for the position to which the assignment will be made | IPA_Pos_Title | 54X |
| 95 | IPA_Supervisor_Title | Title of the immediate supervisor for the position to which assignment will be made | IPA_Sup_Title | 54X |
| 96 | State/Local_Authorizing_Title | Title of state/local government authorizing/certifying/approving officer | ST_Local_Auth_Title | 54X |
| 97 | Pay_Officer_Title | Title of approving/authorizing/certifying payroll official | Pay_Off_Title | 54X |
| 98 | Per_Officer_Title | Title of approving/authorizing/certifying personnel official | Per_Off_Title | 54X |
| 99 | Military_Foreign_Service_Days | The number of days in Foreign Service during military | Mil_Foreign_Svc_Day | 2N |
| 100 | Date_Death_Employee | Date of death of the employee | Dt_Death_Emp | MMDDYYYY |
| 101 | Military_Inactive_Service_Prior_Months | The number of months of prior inactive service this period | Mil_Inactive_Pr_Mo | 2N |
| 102 | Military_Inactive_Service_Prior_Days | The number of days of total prior inactive service this period | Mil_Inactive_Pr_Day | 2N |
| 103 | Employee_Phone_Number_Home | Employee phone number listed for contact at employee's residence | Emp_Phone_No_Home | 20X |
| 104 | Supervisor_Phone_Number_Prior | Former supervisor phone number; for example, listed in employee's work experience on job application (possible multiple occurrences) | Sup_Phone_No_Pr | 20X |
| 105 | Employee_Phone_Number | Current office telephone number for the employee | Emp_Phone_No | 20X |
| 106 | Contact_Phone_Number | Telephone number for office contact point for the employee | Contact_Phone_No | 20X |
| 107 | IPA_Phone_Number | The employee's office telephone number for the position to which assignment will be made for the Intergovernmental Personnel Act | IPA_Phone_No | 20X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|--|-------------------------------|---------------|
| 108 | Authorizing_Officer_Phone_Number | Telephone number of agency official certifying/approving/authorizing the action | Auth_Off_Phone_No | 20X |
| 109 | Requester_Phone_Number | Telephone number of person making the request | Req_Phone_No | 20X |
| 110 | Pay_Contact_Phone_Number | Telephone number of agency payroll contact | Pay_Contact_Phone | 20X |
| 111 | Per_Contact_Phone_Number | Telephone number of agency personnel contact | Per_Contact_Phone | 20X |
| 112 | Submitting_Office_Identifier | The OPM designated number that identifies the security office submitting the information | SOI | 4X |
| 113 | Medicare_Parts_Txt | Text field indicating whether FEHB enrollee or dependant are covered by Medicare Part A or Part B; for example, employee is covered by Part A and B | Med_Parts_Txt | 10X |
| 114 | Grade | Current grade of the employee; grade is an indicator of hierarchical relationships among positions covered by the same pay plan or system; can also be the grade on an application for employment to describe the grade that the employee was hired for - Use CPDF Grade, Level, Class, Rank, or Pay Band coding | Grd | 2X |
| 115 | Grade_Rated | Grade for which employee was rated | Grd_Rated | 2X |
| 116 | Grade_Exam | Grade for noncompetitive exam | Grd_Exam | 2X |
| 117 | Occupational_Series_Rated | Occupational series for which employee was rated | Occ_Ser_Rated | 4X |
| 118 | Occupational_Series_Exam | Occupational series for noncompetitive exam | Occ_Ser_Exam | 4X |
| 119 | Military_Rank | Grade, Rate or Rank of Member | Mil_Rank | 15X |
| 120 | Military_Pay_Grade | Pay Grade of Member | Mil_Pay_Grd | 4X |
| 121 | Court_Order_Not_On_File | Check box indicator that OPM does not have on file a qualifying court order awarding CSRS benefits to the employee's former spouse | Court_Order_N_Filed | 1X |
| 122 | Grade_Prior | Former grade of the employee; for example, grade found on application work experience or position grade employee is moving from (possible multiple occurrences) - Use CPDF Grade, Level, Class, Rank or Pay Band coding | Grd_Pr | 2X |
| 123 | Grade_Highest_Prior | Highest previous grade held by employee | Grd_High_Pr | 2X |
| 124 | Pay_Plan_Prior | Former pay plan of the employee; for example, pay plan found on application work experience or position pay plan employee is moving from (possible multiple occurrences) | PP_Pr | 2A |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------|--|-------------------------------|---------------|
| 125 | Pay_Plan | Current pay plan of the employee; a pay plan is a particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees. In most cases, a pay plan (system) is a two dimensional matrix, providing a series of different pay rates or ranges corresponding to differences in grade (or level, class, rank, or pay band of work). | PP | 2A |
| 126 | Occupational_Series_Prior | Former occupational series of the employee; for example, occupational series found on application work experience or position occupational series employee is moving from (possible multiple occurrences) | Occ_Ser_Pr | 4X |
| 127 | Occupational_Series | Current occupational series of the employee. Identifies the exact occupational group to which the employee's position has been classified. Can also be the occupational series on an application for employment to describe the occupational series that the employee was hired for | Occ_Ser | 4X |
| 128 | Step | Current step of the employee | Step | 2X |
| 129 | Assumed_Retained_Grade | Grade that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Assume_Retain_Grd | 2X |
| 130 | Assumed_Retained_Pay_Plan | Pay plan that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Assume_Retain_PP | 2A |
| 131 | Assumed_Retained_Step | Step that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Assume_Retain_Step | 2X |
| 132 | Step_Prior | Former step of the employee (e.g. grade found on application work experience or step employee moving from) | Step_Pr | 2X |
| 133 | FEGLI_Insured_Name | Name of insured or assignee | FEGLI_Ins_Name | 55X |
| 134 | Date_Birth_2 | Other birth date(s) used by employee | DOB_2 | MMDDYYYY |
| 135 | Address_Country | Country of the address; can be either the residence or mailing address or agency address; optional field which is only entered on the OPF form if the country is not the United States | Add_Cntry | 20X |
| 136 | Notary_Signature | Signature of Notary Public | Notary_Sig | 55X |
| 138 | Recommending_Officer_Signature | Signature of agency official recommending conversion | Recm_Off_Sig | 55X |
| 139 | Military_Sea_Service_Months | Member's total military service at sea in months | Mil_Sea_Svc_Mo | 2N |
| 140 | Military_Sea_Service_Days | Member's total military service at sea in days | Mil_Sea_Svc_Day | 2N |
| 141 | FERS_Total_Amount | Total amount of FERS employee contributions, plus interest, and agency contributions available for transfer to the NAFI retirement | FERS_Tot_Amt | 6.2N |
| 142 | Rating_Official_Signature | Signature of rating official for employee performance appraisal | Rating_Off_Sig | 55X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|--|-------------------------------|---------------|
| 143 | Reviewing_Official_Signature | Signature of reviewing official for employee performance appraisal | Rev_Off_Sig | 55X |
| 144 | License_Type | Type of license issued | License_Type | 80X |
| 146 | Form_Number | The form number for the OPF document | Form_No | 15X |
| 147 | IPA_Supervisor_Name | Name of immediate supervisor for the position to which IPA assignment will be made | IPA_Sup_Name | 55X |
| 148 | Requesting_Officer_Name | Name of requesting official or name of person requesting information | Req_Off_Name | 55X |
| 149 | Contact_Name | Name of agency contact point (can be multiple occurrences) | Contact_Name | 55X |
| 150 | Vet_Married_Death_No | "No" check box; indicator completed by the employee shows whether employee was married to the veteran when the veteran died | Vet_Married_Death_N | 1X |
| 151 | Rating_Official_Name_2 | Name of second rating official when more than one rating official is required on the performance appraisal | Rating_Off_Name_2 | 55X |
| 152 | Pay_Plan_Rated | Pay plan for which the employee was rated | PP_Rated | 2A |
| 153 | Vet_Retired_No | "No" check box; indicator completed by person requesting military records shows that the applicant/employee is retired from military service | Vet_Ret_N | 1X |
| 156 | Pay_Plan_Exam | Pay plan for noncompetitive exam | PP_Exam | 2A |
| 157 | Form_Checkbox_Yes | "Yes" check box; indicator that the employee has previously filed form | Form_Checkbox_Y | 1X |
| 158 | OPM_Name | Name of OPM approving/authorizing/certifying official or name of OPM contact point | OPM_Name | 55X |
| 159 | Pay_Officer_Name | Name of approving/authorizing/certifying payroll officer or payroll contact name | Pay_Off_Name | 55X |
| 160 | Per_Officer_Name | Name of approving/authorizing/certifying personnel officer or personnel contact name | Per_Off_Name | 55X |
| 161 | Employee_Signature_2 | Second signature of the employee, when more than one employee signature is required; e.g., the first signature may be receipt of the form for the opportunity to make an election, the second signature may represent the election | Emp_Sig_2 | 55X |
| 162 | Employee_Alias_Last | Other last names used by the employee, e.g. maiden name, nickname, etc. (possible multiple occurrences) | Emp_Alias_Last | 20X |
| 163 | Employee_Name_First_2 | New first name of employee after a name change | Emp_Name_First_2 | 15X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------------|---|-------------------------------|---------------|
| 164 | Name_Father | Name of employee's father | Name_Father | 55X |
| 165 | Name_Mother_Maiden | Employee's mother's maiden name | Name_Mother_Maiden | 55X |
| 166 | Name_Survivor | Name of deceased survivor | Name_Survivor | 55X |
| 167 | Issuer_Officer_Name | Name of authorizing/approving/certifying third party issuing official; for example , the name of the Veterans Administration official | Issuer_Off_Name | 55X |
| 168 | State/Local_Authorizing_Name | Name of state/local government authorizing/certifying/approving officer | St_Local_Auth_Name | 55X |
| 169 | Name_Dependent | Name of employee's dependent (possible multiple occurrences) | Name_Dependant | 55X |
| 170 | Beneficiary_Name | Name of beneficiary (possible multiple occurrences) | Beny_Name | 55X |
| 171 | Pay_Basis_Exam | Pay basis for noncompetitive exam | Pay_Basis_Exam | 2A |
| 172 | Personnel_Office_Identifier_Prior | The OPM designated number that identifies the employing or servicing personnel office that the employee is moving from | POI_Prior | 4N |
| 173 | Agency_Code_Prior | The OPM agency code for the agency in which the employee was employed | Ag_Cd_Prior | 2A2X |
| 174 | Witness_Name | Name of witness | Wit_Name | 55X |
| 175 | Witness_Name2 | Name of second witness | Wit_Name_2 | 55X |
| 176 | College/University_Name | Name of the employee's college or university (possible multiple occurrences) | Col_Univ_Name | 80X |
| 177 | Supervisor_Name_Prior | Name of former supervisor, e.g. on an employee's application (possible multiple occurrences) | Sup_Nam_Pr | 55X |
| 178 | Reinstatement_Eligibility_No | "No" check box; indicator that applicant/employee does not have reinstatement eligibility | Reinstat_Elig_N | 1X |
| 179 | Name_Relative | Name of employee's nearest relative, e.g. during military service | Name_Relative | 55X |
| 180 | TSP_Coverage | Check box indicator that the employee is enrolled in the Thrift Savings Plan | TSP_Cov | 1X |
| 181 | Former_Spouse_Name | Name of the employee's former spouse | Frm_Spouse_Name | 55X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------------|--|-------------------------------|---------------|
| 182 | State/Local_Authorizing_Signature | Signature of state/local government authorizing/certifying/approving officer | St_Local_Auth_Sig | 55X |
| 183 | Date_Signed_Employee_2 | Date of the second signature of the employee, when more than one employee signature is required at separate times | Dt_Sig_Emp_2 | MMDDYYYY |
| 184 | Rating_Official_Signature_2 | Signature of the second rating official, when more than one rating official signature is required on the performance appraisal | Rating_Off_Sig_2 | 55X |
| 185 | Date_Signed_Rating_Official_2 | Date of the second signature of the rating official, when more than one rating official signature is required on the performance appraisal | Dt_Sig_Off_2 | MMDDYYYY |
| 186 | Official_Seal | Agency certification that original document had embossed seal | Off_Seal | 55X |
| 187 | FEGLI_Waiver_Cancel_Yes | "Yes" check box; indicator of whether cancelled waiver of life insurance | FEGLI_Waiver_Can_Y | 1X |
| 188 | FEGLI_Waiver_Yes | "Yes" check box; indicator of whether waived life insurance | FEGLI_Waiver_Y | 1X |
| 189 | IPA_Appointment | Check box indicator that participating employee is on appointment in a Federal agency | IPA_App | 1X |
| 190 | Retirement_Coverage_Yes | "Yes" check box; indicator if participating employee is covered by CSRS or FERS; y = covered by CSRS/FERS, n = not applicable | Ret_Cov_Y | 1X |
| 191 | IPA_Detail_From | Check box indicator that a participating employee of the Intergovernmental Personnel Act is on detail from a Federal agency | IPA_Detail_From | 1X |
| 192 | IPA_Detail_To | Check box indicator that a participating employee of the Intergovernmental Personnel Act is on detail to a Federal agency | IPA_Detail_To | 1X |
| 193 | FEGLI_Enrolled_Yes | "Yes" check box; indicator that the participating employee is covered under FEGLI Basic Insurance | FEGLI_Enrolled_Y | 1X |
| 194 | FEHB_Enrolled_Yes | "Yes" check box; indicator of whether the participating employee is covered under FEHB | FEHB_Enrolled_Y | 1X |
| 196 | Date_IPA_Begin | Date the participating employee began the assignment | Dt_IPA_Begin | MMDDYYYY |
| 197 | Date_IPA_End | Date the participating employee ended the assignment | Dt_IPA_End | MMDDYYYY |
| 198 | Date_Mobility_Begin | If mobility assignment is yes, date employee began previous mobility assignment | Dt_Mobil_Begin | MMDDYYYY |
| 199 | Date_Mobility_End | If mobility assignment is yes, date employee ended previous mobility assignment | Dt_Mobil_End | MMDDYYYY |
| 200 | Date_State_Local | Date participating employee originally began state/local employment | Dt_St_Local | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------------|--|-------------------------------|---------------|
| 201 | Date_Assumed_Begin | From date (MMDDYYYY) for grade/step that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Dt_Assumed_Begin | MMDDYYYY |
| 202 | Date_Assumed_End | To date (MMDDYYYY) for grade/step that employee would have had if grade retention had been in effect from the date of demotion (possible multiple occurrences) | Dt_Assumed_End | MMDDYYYY |
| 203 | Date_Military_Active_Service_Begin | Beginning date of active military service for the period, including verified service at a military academy (possible multiple occurrences) | Dt_Mil_Svc_Begin | MMDDYYYY |
| 204 | Date_Military_Active_Service_End | Ending date of active military service for the period, including verified service at a military academy (possible multiple occurrences) | Dt_Mil_Svc_End | MMDDYYYY |
| 205 | Date_Begin_Pre83 | Date employment began (prior to 01/01/83) | Dt_Begin_Pre83 | MMDDYYYY |
| 206 | Date_End_Pre83 | Date employment ended (no later than 12/31/82) | Dt_End_Pre83 | MMDDYYYY |
| 207 | Date_Course_Completed | Date course completed during military service (possible multiple occurrences) | Dt_Course_Completed | MMDDYYYY |
| 208 | Date_Pay_Grade | Effective date of pay grade | Dt_Pay_Grd | MMDDYYYY |
| 209 | Date_Reserve_Obligation_Term | Reserve Obligation Termination Date | Dt_Reserve_Term | MMDDYYYY |
| 210 | Date_End | Ending date for work experience on application | Dt_End | MMDDYYYY |
| 211 | Date_Investigation_Closing | Date background investigation case closed by investigating office | Dt_Inves_Closing | MMDDYYYY |
| 212 | Date_Effective | Effective date of the action taking place on the document | Dt_Effective | MMDDYYYY |
| 213 | Date_Begin | Beginning date for work experience (possible multiple occurrences) | Dt_Begin | MMDDYYYY |
| 214 | Contact_Permission_No | "No" check box; indicator for the applicant's assent to contact current supervisor | Contact_N | 1X |
| 215 | Date_Appraisal_Begin | Beginning date of the performance appraisal rating period | Dt_Appraisal_Begin | MMDDYYYY |
| 216 | Date_Appraisal_End | Ending date of the performance appraisal rating period | Dt_Appraisal_End | MMDDYYYY |
| 217 | Date_Course_Begin | Beginning date of training course | Dt_Course_Begin | MMDDYYYY |
| 218 | FEGLI_Address_Insured_City | City address of the insured or the assignee | FEGLI_Add_Ins_City | 35X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------------|---|-------------------------------|---------------|
| 219 | Date_Signed_Employee | Date form signed by the employee | Dt_Sig_Emp | MMDDYYYY |
| 220 | Date_Separation | Date employee separated from most recent Federal job | Dt_Sep | MMDDYYYY |
| 221 | Date_Appointment | Date employee appointed or converted to a position in the Federal civilian service | Dt_App | MMDDYYYY |
| 222 | Date_Entitlement_Begin | From date for retroaction period covered by retroactive entitlement | Dt_Entmt_Begin | MMDDYYYY |
| 223 | Date_Entitlement_End | To date for retroaction period covered by retroactive entitlement | Dt_Entmt_End | MMDDYYYY |
| 224 | Date_AL_Above_From | From date of annual leave above ceiling corresponding to the Annual Leave Above Ceiling From Hours | Dt_AL_Above_From | MMDDYYYY |
| 225 | Date_AL_Above_Thru | To date of annual leave above ceiling corresponding to the Annual Leave Above Ceiling To Hours | Dt_AL_Above_Thru | MMDDYYYY |
| 226 | Date_AL_Within_From | From date of annual leave within ceiling corresponding to the Annual Leave Within Ceiling From Hours | Dt_AL_Within_From | MMDDYYYY |
| 227 | Date_AL_Within_Thru | To date of annual leave within ceiling corresponding to the Annual Leave Within Ceiling From Hours | Dt_AL_Within_Thru | MMDDYYYY |
| 228 | Date_12Mo_Accrual | Month, day, year began accrual period for home leave in which AWOP was accumulated (data field - Current 12 Months Accrual Hours) | Dt_12Mo_Accrual | MMDDYYYY |
| 229 | OPM/CSC_Exam_Requirement | Check box indicator that employee within last 5 years rated eligible in civil service exam or name appeared on civil service register appropriate for filling position held during qualifying service | OPM_Exam_Reqm | 1X |
| 230 | OPM/CSC_Qualification_Requirement | Check box indicator that employee meets OPM/CSC qualification requirements for position held at time of recommendation | OPM_Qual_Reqm | 1X |
| 231 | Family_Requirement | Check box indicator that employee meets member-of-family requirements (must meet if not entitled to veteran preference). | Family_Reqm | 1X |
| 232 | Service_Requirement | Check box indicator that employee has completed total of at least 3 years service in competitive position under indefinite or TAPER appointment or as status quo employee without break in service of over 30 calendar days or without interruption by nonqualifying service of over 30 calendar days. | Svc_Reqm | 1X |
| 233 | Service_Requirement_Exception | Check box indicator that employee would have met service requirement except left competitive position under indefinite or TAPER appointment or as status quo employee to enter armed forces and reemployed under such appointment within 120 calendar days after separation under honorable conditions. | Svc_Reqm_Exception | 1X |
| 234 | Exam_Standards_Met | Check box indicator that employee does meet exam standards for conversion | Exam_Standards_Met | 1X |
| 235 | Noncompetitive_Exam | Check box indicator to request noncompetitive exam | Noncomp_Exam | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|--|-------------------------------|---------------|
| 236 | Rating_Verification | Check box indicator to request verification of employee's eligibility rating based on civil service examination(s) | Rating_Verify | 1X |
| 237 | Dental_Exam_Yes | "Yes" check box; indicator that member was provided complete dental examination and all appropriate 'Dental Services and Treatment Within 90 Days Prior to Separation' | Dental_Exam_Y | 1X |
| 238 | VA_Copy_Yes | "Yes" check box; indicator that member (employee) requests Copy 6 of the DD 214 be sent to DIR of Veterans Affairs to state indicated | VA_Copy_Y | 1X |
| 239 | Contact_Permission_Yes | "Yes" check box; indicator for the applicant's assent to contact current supervisor | Contact_Y | 1X |
| 240 | Form_Checklist_FEGLI_Cert | Check box indicator that SF 2821 and SF 2818 forwarded to OPM | Chk_FEGLI_Cert | 1X |
| 241 | Form_Checklist_FEGLI_Designation | Check box indicator that the FEGLI Designation of Beneficiary forms (SF 54s and SF 2823s) are attached | Chk_FEGLI_Design | 1X |
| 242 | Form_Checklist_FEGLI_Enrollment | Check box indicator that all SF 2817s forwarded to OPM | Chk_FEGLI_Enroll | 1X |
| 243 | Form_Checklist_FEHB_Change | Check box indicator that all other 2810s from OPF forwarded to OPM | Chk_FEHB_Change | 1X |
| 244 | Form_Checklist_FEHB_Enrollment | Check box indicator that the SF 2809s is in the employee's OPF | Chk_FEHB_Enroll | 1X |
| 245 | Form_Checklist_FEHB_Notification | Check box indicator that the SF 2810 transfers the health benefits enrollment to the retirement system | Chk_FEHB_Notify | 1X |
| 246 | Form_Checklist_FERS_Designation | Check box indicator that all SF 3102s forwarded to OPM | Chk_FERS_Design | 1X |
| 247 | Form_Checklist_IRR | Check box indicator that the Individual Retirement Record (SF 2806, SF 3100, or SF 3100A) is forwarded to OPM | Chk_IRR | 1X |
| 248 | Form_Checklist_IRR_Sent | Check box indicator that the final Individual Retirement Record (SF 2806 or SF 3100) has already been sent to OPM on a register | Chk_IRR_Send | 1X |
| 249 | LWOP_Status | Check box indicator that the employee is on leave without pay when notice of disability retirement received | LWOP_Status | 1X |
| 250 | LWOP_OWCP | Check box indicator that employee is on leave without pay because of OWCP benefits | LWOP_OWCP | 1X |
| 251 | Form_Checklist_Other | Check box indicator that other documents are attached to be forwarded to OPM | Chk_Other | 1X |
| 252 | Form_Checklist_OWCP_Award | Check box indicator that OWCP Award, etc. is attached | Chk_OWCP_Award | 1X |
| 253 | Pay_Status | Check box indicator that the final SF 2806 or SF 3100 cannot be submitted because employee is still in pay status | Pay_Status | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------------|--|-------------------------------|---------------|
| 254 | Form_Checklist_Separation_Register | Check box indicator that the SF 2807 or SF 3103 is forwarded to OPM | Chk_Sep_Register | 1X |
| 255 | SS_Age_Exempt | Check box indicator for employee certification of exemption from Selective Service due to age requirement | SS_Age_Exempt | 1X |
| 256 | SS_Exempt | Check box indicator for employee certification of exemption from Selective Service | SS_Exempt | 1X |
| 257 | SS_Not_Registered | Check box indicator for employee certification of not being registered in Selective Service | SS_N_Registered | 1X |
| 258 | SS_Registered | Check box indicator for employee certification of being registered in Selective Service | SS_Registered | 1X |
| 259 | Debt_Federal_Y | "Yes" check box; indicator of delinquency on federal debt | Debt_Fed_Y | 1X |
| 260 | Separation_Reason_Yes | "Yes" check box; indicator whether the individual left any job because fired, quit or left job due to problems or debarred by OPM in last 5 years | Sep_Reason_Y | 1X |
| 261 | Military_Court_Martials_Yes | "Yes" check box; indicator of court-martial in last 10 years | Mil_Court_Martial_Y | 1X |
| 262 | Pending_Charges_Yes | "Yes" check box; indicator of pending charges for any violation of law | Pending_Charges_Y | 1X |
| 263 | Retirement_Status_Application_Yes | "Yes" check box; indicator that employee is receiving and/or did apply for Federal or DC retirement pay | Ret_Application_Y | 1X |
| 264 | Other_Relatives_Yes | "Yes" check box; indicator of whether relatives work for hiring agency | Other_Relatives_Y | 1X |
| 265 | Military_Service_Yes | "Yes" check box; indicator for military service | Mil_Svc_Y | 1X |
| 266 | IPA_Conflict_Interest | Check box indicator shows whether applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment | IPA_Conflict_Int | 1X |
| 267 | IPA_Conduct_Rules | Check box indicator that the employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment | IPA_Conduct_Rules | 1X |
| 268 | IPA_Faculty_Fellows_Yes | "Yes" check box; indicator of whether the assignment was made through a faculty fellows program | IPA_Faculty_Y | 1X |
| 269 | TOD_Full_Time | Check box indicator participating employee is full time | TOD_FT | 1X |
| 270 | IPA_Rules/Policies | Check box indicator of agreement to rules and policies governing the internal operation and management of the assignment agency | IPA_Rules_Policies | 1X |
| 271 | TOD_Intermittent | Check box indicator participating employee is intermittent | TOD_Intermittent | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|--|-------------------------------|---------------|
| 272 | LWOP | Check box indicator that participating employees on leave without pay from a Federal agency | LWOP | 1X |
| 273 | IPA_Mobility_Assignment_Yes | "Yes" check box; indicator of whether the employee was previously on a mobility assignment | IPA_Mobile_Assign_Y | 1X |
| 274 | TOD_Part_Time | Check box indicator that participating employee is part time | TOD_PT | 1X |
| 275 | Retirement_Coverage_CSRS | Check box indicator for employee coverage under CSRS | Ret_Cov_CSRS | 1X |
| 276 | Retirement_Coverage_FERS | Check box indicator for employee coverage under FERS | Ret_Cov_FERS | 1X |
| 277 | Military_Deposit_Yes | "Yes" check box; indicator of whether member wants to make or complete a military deposit for post-1956 military service | Mil_Dep_Y | 1X |
| 278 | Military_Deposit_Increase_Yes | "Yes" check box; indicator of whether the deposit for military service would increase annuity | Mil_Dep_Increase_Y | 1X |
| 279 | Minimum_Annuity_Yes | "Yes" check box; indicator that the employee is eligible for annuity based on minimum basic annuity | Minimum_Ann_Y | 1X |
| 280 | Court_Order_Search | Check box indicator requesting that OPM search for a court order | Court_Order_Search | 1X |
| 281 | Former_Spouse | "Yes" check box; indicator that employee either has a former spouse's consent, or is requesting a waiver of the consent requirement, or is requesting an extension of the election deadline in order to modify the court order | Frm_Spouse | 1X |
| 282 | Former_Spouse_Waiver_Yes | "Yes" check box; indicator of former spouse request for waiver of consent requirement or extension | Frm_Spouse_Waiver_Y | 1X |
| 283 | Leave_Ceiling_Yes | "Yes" check box; indicator of whether covered by 5 U.S.C. 6304(b) 45 day leave ceiling | Lv_Ceiling_Y | 1X |
| 284 | Creditable_Service_Over_15 | Check box indicator that employee has over 15 years of creditable service as of date of separation | Credit_Svc_Over_15 | 1X |
| 285 | Creditable_Service_Under_15 | Check box indicator that employee has less than 15 years of creditable service as of date of separation; if yes, must specify Total Leave Service | Credit_Svc_Under_15 | 1X |
| 286 | Reason_for_Request_1 | Check box indicator that previous employee is currently employed by your agency | Reason_Req_1 | 1X |
| 287 | Reason_for_Request_2 | Check box indicator that folder will be used temporarily by your agency | Reason_Req_2 | 1X |
| 288 | Reason_for_Request_3 | Check box indicator that pre-employment consideration by your agency-will retain folder if hired | Reason_Req_3 | 1X |
| 289 | NPRC_Response_1 | Check box indicator that folder is enclosed | NPRC_Response_1 | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|--|-------------------------------|---------------|
| 290 | NPRC_Response_2 | Check box indicator that records center found no record of the separated employee | NPRC_Response_2 | 1X |
| 291 | NPRC_Response_3 | Check box indicator that records center did not receive folder to contact previous employing agency | NPRC_Response_3 | 1X |
| 292 | NPRC_Response_4 | Check box indicator that records center could not locate folder to verify info and search your agency | NPRC_Response_4 | 1X |
| 293 | NPRC_Response_6 | Check box indicator that folder was sent to your agency | NPRC_Response_6 | 1X |
| 294 | Service_Federal_List_Yes | "Yes" check box; indicator that the employee's application or resume list all Federal government civilian and uniformed service, including beginning and ending dates, and the type of appointment and work schedule for civilian employment | Svc_Fed_List_Y | 1X |
| 295 | Vet_Pref_Widow/Widower | Check box indicator that employee is claiming unverified preference as the unmarried widow/widower of a veteran | Vet_Pref_Widow | 1X |
| 296 | Vet_Pref_Mother | Check box indicator that employee is claiming unverified preference as the mother of a deceased or disabled veteran | Vet_Pref_Mother | 1X |
| 297 | Vet_Pref_Yes | "Yes" check box; indicator that employee has veteran preference | Vet_Pref_Y | 1X |
| 298 | Vet_Pref_Spouse | Check box indicator that employee is claiming unverified preference as the spouse of disabled veteran | Vet_Pref_Spouse | 1X |
| 299 | Excess_AWOP_Yes | "Yes" check box; indicator completed by employee for absence without pay of more than six months in one calendar year | Excess_AWOP_Y | 1X |
| 300 | Married_Yes | "Yes" check box; indicator of whether the employee is currently married | Married_Y | 1X |
| 301 | Married_to_Veteran_Yes | "Yes" check box; indicator of whether the employee is currently married to a veteran | Married_Vet_Y | 1X |
| 302 | Separated_Yes | "Yes" check box; indicator that the employee is currently separated from spouse | Sep_Y | 1X |
| 303 | Military_Service_Disability_Yes | "Yes" check box; indicator to show whether the vet left Fed or DC Govt in primary occupation due to service connected disability | Mil_Disability_Y | 1X |
| 304 | Employment_Status_Federal_Yes | "Yes" check box; indicator of whether the veteran has been or is currently employed by Fed or DC Govn't | Empmt_Status_Fed_Y | 1X |
| 305 | Remarried_Yes | "Yes" check box; indicator completed by employee for whether employee has remarried since the death of the veteran, not including any annulments | Remarried_Y | 1X |
| 306 | Disabled_Spouse_Yes | "Yes" check box; indicator of whether the employee is currently married and the husband is totally and permanently disabled | Disabled_Spouse_Y | 1X |
| 307 | Vet_Service_Death_Yes | "Yes" check box; indicator that the veteran is dead and died in active service | Vet_Svc_Death_Y | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|---|-------------------------------|---------------|
| 308 | Employment_Status_Yes | "Yes" check box; indicator of whether the veteran is currently working (non-Federal employment) | Empmt_Status_Y | 1X |
| 309 | Vet_Married_Death_Yes | "Yes" check box; indicator completed by the employee shows whether employee was married to the veteran when the veteran died | Vet_Married_Death_Y | 1X |
| 310 | Vet_Pref_Verified | Check box indicator completed by agency shows that the employee's preference entitlement was verified | Vet_Pref_Verify | 1X |
| 311 | Vet_Pref_Compensation | Check box indicator for whether employee is claiming preference based on eligibility for or receipt of compensation from the VA or disability retirement from a Service Department for a service-connected disability | Vet_Pref_Compensate | 1X |
| 312 | Vet_Pref_Disability | Check box indicator for claim based on non-compensable service connected disability | Vet_Pref_Disability | 1X |
| 314 | National_Guard_Enlisted | Check box indicator shows if employee was enlisted in the National Guard (possible multiple occurrences) | NG_Enlist | 1X |
| 318 | Requester_Legal_Guardian | Check box indicator that the requester for information pertaining to military records is a legal guardian of a veteran | Req_legal_Guardian | 1X |
| 319 | Requester_Next_of_Kin | Check box indicator that the requester for information pertaining to military records is the next of kin of deceased veteran; must complete Requester_Next_of_Kin_Txt | Req_Next_Kin | 1X |
| 320 | Requester_Other | Check box indicator that the requester for information pertaining to military records is other than a veteran, next of kin of the deceased veteran or legal guardian | Req_Other | 1X |
| 321 | Requester_Veteran | Check box indicator that the requester for information pertaining to military records is a veteran/employee | Req_Vet | 1X |
| 323 | Military_Reserve_Service_Officer | Check box indicator that member was an officer in the Reserve Service (possible multiple occurrences) | Mil_Reserve_Off | 1X |
| 324 | CHAMPUS | Check box indicator that the employee, employee spouse or any other eligible family member is enrolled in CHAMPUS | CHAMPUS | 1X |
| 325 | FEHB_Cancelled | Check box indicator that the employee elects to cancel enrollment in FEHB | FEHB_Can | 1X |
| 326 | FEHB_Waived | Check box indicator that the employee elects not to enroll in FEHB | FEHB_Waived | 1X |
| 327 | Medicare_Coverage_Yes | "Yes" check box; indicator which shows that employee has MEDICARE | Med_Cov_Y | 1X |
| 328 | Private_Health_Insurance_Yes | "Yes" check box; indicator for other private health insurance - if yes, Other Private Health Insurance Name field must be completed | Private_Health_Y | 1X |
| 329 | Sex_Female | Check box indicator that employee is female | Sex_Female | 1X |
| 330 | Sex_Male | Check box indicator that employee is male | Sex_Male | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|---------------------|--|--|------------------------|--------|
| 331 | FEHB_Enrollment_Change | Check box indicator to make change in enrollment for survivor from family to self only | FEHB_Change | 1X |
| 332 | FEHB_Enrollee_Name_Change | Check box indicator that change in FEHB enrollment is due to a name change | FEHB_Name_Change | 1X |
| 333 | Reinstatement | Check box indicator that change in FEHB enrollment is due to reinstatement | Reinstatement | 1X |
| 334 | FEHB_Termination | Check box indicator that change in FEHB enrollment is due to termination/separation from federal service | FEHB_Term | 1X |
| 335 | FEHB_Transfer_In | Check box indicator that change in FEHB enrollment is due to the employee transfer in to a new payroll office | FEHB_Transfer_In | 1X |
| 336 | Separation_Deferred_Annuity | Check box indicator for a deferred annuity at age 62 or lump sum refund | Sep_Defer_Ann | 1X |
| 337 | Separation_Immediate_Annuity | Check box indicator for an immediate annuity | Sep_Immediate_Ann | 1X |
| 338 | Separation_Lump_Sum | Check box indicator for lump sum only | Sep_Lump_Sum | 1X |
| 339 | Separation_Transfer | Check box indicator for transfer to another position subject to civil service retirement benefits | Sep_Transfer | 1X |
| 340 | Retirement_Civil_Service_Contributions_Yes | "Yes" check box; indicator that employee had been subject to civil service retirement deductions; if no, specify which retirement system in Other_Retirement_Contributions | Ret_CS_Contribute_Y | 1X |
| 341 | Retirement_Other_Contributions_Txt | Specify the other retirement system if employee had not been subject to civil service retirement deductions | Ret_Contribute_Txt | 36X |
| 342 | FEGLI_1_X_Pay | Check box election that employee elects to have additional optional insurance at 1 time annual basic pay | FEGLI_1_X_Pay | 1X |
| 343 | FEGLI_2_X_Pay | Check box election that employee elects to have additional optional insurance at 2 times annual basic pay | FEGLI_2_X_Pay | 1X |
| 344 | FEGLI_3_X_Pay | Check box election that employee elects to have additional optional insurance at 3 times annual basic pay | FEGLI_3_X_Pay | 1X |
| 345 | FEGLI_4_X_Pay | Check box election that employee elects to have additional optional insurance at 4 times annual basic pay | FEGLI_4_X_Pay | 1X |
| 346 | FEGLI_5_X_Pay | Check box election that employee elects to have additional optional insurance at 5 times annual basic pay | FEGLI_5_X_Pay | 1X |
| 347 | Action_Type_Other_Txt | Text field for the agency specification for the type of action which caused the request for approval of a noncompetitive action | Act_Type_Txt | 25X |
| 348 | Reinstatement_Eligibility_Yes | "Yes" check box; indicator that applicant/employee does have reinstatement eligibility | Reinstatement_Elig_Y | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|---------------------|--|---|------------------------|----------|
| 349 | FEHB_Present_Code_Cancel | The CPDF enrollment code of the health plan for which the employee is cancelling coverage | FEHB_Present_Cd_Can | 3X |
| 350 | Agency_Use_Code_Txt | Clear text for the agency use code | Ag_Use_Cd_Txt | 5X |
| 351 | FEHB_LWOP_Pay | Check box indicator that the employee elected to pay the FEHB premiums during leave without pay status or when the employee's pay is insufficient to cover the premium | FEHB_LWOP_Pay | 1X |
| 352 | FEGLI_Event_Death_Employee | Check box indicator that event requiring agency certification of insurance status is the death of the employee | FEGLI_Death_Emp | 1X |
| 353 | Benefit_No_Election | Check box indicator that the employee does not wish to retain any Federal benefits, including retirement coverage, FEHB, FEGLI and TSP | Ben_N_Election | 1X |
| 354 | Retirement_Contribution | Check box indicator that the employee wants to contribute to Federal retirement coverage | Ret_Contribute | 1X |
| 355 | FEGLI_Event_Death_Reemployed_Annuitant | Check box indicator that event requiring agency certification of insurance status is the death of an reemployed annuitant | FEGLI_Death_Ree_Ann | 1X |
| 356 | FEHB_LWOP_Debt | Check box indicator that the employee elected to incur a debt for FEHB premiums during leave without pay status or when the employee's pay is insufficient to cover the premium | FEHB_LWOP_Debt | 1X |
| 361 | Rating | Text field for the summary rating for appraisal period which meets the Guide to Personnel Data Standards code definitions for Rating of Record (Level) - Use CPDF Rating of Record (Pattern) coding | Rating | 46X |
| 365 | FEGLI_Event_12_Month_LWOP_End | Check box indicator that event requiring agency certification of insurance status is the end of 12 months LWOP | FEGLI_12_Mo_LWOP | 1X |
| 366 | FEGLI_Event_Other | Check box indicator that event requiring agency certification of insurance status is other than the end of 12 months LWOP, death, separation, or retirement; if checked, must list reason in data field ""Event Other Specify"" | FEGLI_Other | 1X |
| 367 | FEGLI_Event_Retirement | Check box indicator that event requiring agency certification of insurance status is the retirement of the employee | FEGLI_Ret | 1X |
| 368 | FEGLI_Event_Separation | Check box indicator that event requiring agency certification of insurance status is the separation of the employee | FEGLI_Sep | 1X |
| 369 | Rating_Official_Title | Position title of the rating official on the performance appraisal | Rating_Off_Title | 54X |
| 372 | FEGLI_Option_B_Yes | "Yes" check box; indicator that the employee has Option B, Additional life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_B_Y | 1X |
| 375 | FEGLI_Option_A_Yes | "Yes" check box; indicator that the employee did have Option A, Standard life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_A_Y | 1X |
| 382 | Form_Checklist_FEGLI_No_Designation | Check box indicator that the FEGLI Designation of Beneficiary forms (SF 54s and SF2823s) are not on file with the agency | Chk_FEGLI_N_Design | 1X |
| 383 | Date_Last_Equivalent_Increase | Month, day, year of the employee's last equivalent increase | DLEI | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|---|-------------------------------|---------------|
| 384 | Date_Home_Leave_Service_End | Date basic service period of 24 months of continual service abroad ended for home leave accrual | Dt_HmLv_Svc_End | MMDDYYYY |
| 385 | Date_Home_Leave_Service_Begin | Date basic service period of 24 months of continual service abroad began for home leave accrual | Dt_HmLv_Svc_Begin | MMDDYYYY |
| 386 | Date_Military_Leave_Regular_From | Month, day, year of from date military leave used in current calendar year for regular duty or training | Dt_Mil_Lv_Reg_From | MMDDYYYY |
| 387 | Date_Military_Leave_Regular_To | Month, day, year of to date military leave used in current calendar year for regular duty or training | Dt_Mil_Lv_Reg_To | MMDDYYYY |
| 388 | Date_Military_Leave_Special_From | Month, day, year of from date military leave used in current calendar year for special civil disturbance | Dt_Mil_Lv_Spc_From | MMDDYYYY |
| 389 | Date_Military_Leave_Special_To | Month, day, year of to date military leave used in current calendar year for special civil disturbance | Dt_Mil_Lv_Spc_To | MMDDYYYY |
| 390 | Date_Restored_Leave_From | Month, day, year from date of restored leave corresponding to the Restored From Hours | Dt_RL_From | MMDDYYYY |
| 391 | Date_Restored_Leave_Thru | Month, day, year to date of restored leave corresponding to the Restored To Hours | Dt_RL_Thru | MMDDYYYY |
| 392 | Date_Medical_Emergency_Begin | Date medical emergency began | Dt_Emergency_Begin | MMDDYYYY |
| 393 | Date_Medical_Emergency_End | Date medical emergency terminated | Dt_Emergency_End | MMDDYYYY |
| 394 | Date_Excess_AWOP_Begin | Beginning date of excess absence without pay; more than 6 months in a calendar year (possible multiple occurrences) | Dt_AWOP_Begin | MMDDYYYY |
| 395 | Date_Excess_AWOP_End | Ending date of absence without pay; more than 6 months in a calenday year (possible multiple occurrences) | Dt_AWOP_End | MMDDYYYY |
| 396 | Exam_Standards_Not_Met | Check box indicator that employee does not meet exam standards for conversion | Exam_Standards_N | 1X |
| 397 | FEGLI_Assignment_No | "No" check box; indicator that individual has not assigned insurance | FEGLI_Assign_N | 1X |
| 398 | FEGLI_Decision_No | "No" check box; indicator that the employee may not cancel a waiver of insurance coverage or elect optional insurance | FEGLI_Dec_N | 1X |
| 399 | Date_EOD | Date entered on duty in current Department/Agency | Dt_EOD | MMDDYYYY |
| 400 | FEGLI_Eligibility_No | "No" check box; indicator that employee is not eligible for FEGLI coverage if medical is approved | FEGLI_Elig_N | 1X |
| 401 | Date_FEGLI_Terminated | Date FEGLI insurance terminated | Dt_FEGLI_Term | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------------|---|-------------------------------|---------------|
| 402 | Rating_Official_Title_2 | Position title for the second instance of the rating official title on the performance appraisal | Rating_Off_Title_2 | 54X |
| 403 | Reviewing_Official_Title | Position title of the reviewing official for the employee performance appraisal | Rev_Off_Title | 54X |
| 404 | Occupational_Series_Highest_Prior | Occupational series for the highest previous grade held by the employee | Occ_Ser_High_Pr | 4X |
| 405 | Date_Fed_Service_Begin | Beginning date for employee's previous employment in civilian Federal service (possible multiple occurrences) | Dt_Fed_Svc_Begin | MMDDYYYY |
| 409 | Date_Fed_Service_End | Ending date for employee's previous employment in civilian Federal service (possible multiple occurrences) | Dt_Fed_Svc_End | MMDDYYYY |
| 413 | Date_National_Guard_Begin | Date entered National Guard (possible multiple occurrences) | Dt_NG_Begin | MMDDYYYY |
| 414 | Date_National_Guard_End | Date of release from National Guard (possible multiple occurrences) | Dt_NG_End | MMDDYYYY |
| 415 | Date_Reserve_Service_Begin | Date entered Reserve Service (possible multiple occurrences) | Dt_Reserve_Begin | MMDDYYYY |
| 416 | Date_Reserve_Service_End | Date of release from Reserve Service (possible multiple occurrences) | Dt_Reserve_End | MMDDYYYY |
| 417 | Date_FEGLI_Option_A | Date of election for FEGLI Option A coverage | Dt_FEGLI_Opt_A | MMDDYYYY |
| 418 | Date_FEGLI_Option_B | Date of election for FEGLI Option B coverage | Dt_FEGLI_Opt_B | MMDDYYYY |
| 419 | Date_FEGLI_Option_Basic | Date of election for FEGLI Basic coverage | Dt_FEGLI_Opt_Basic | MMDDYYYY |
| 420 | Date_FEGLI_Option_C | Date of election for FEGLI Option C coverage | Dt_FEGLI_Opt_C | MMDDYYYY |
| 421 | Date_FEGLI_Option_Waived | Date of election for waiving FEGLI coverage | Dt_FEGLI_Opt_Waived | MMDDYYYY |
| 424 | Date_FEGLI_Continuous | Effective date of continuous FEGLI | Dt_FEGLI_Cont | MMDDYYYY |
| 425 | Date_FEGLI_Option_C_Effective | Effective date of Option C insurance coverage | Dt_FEGLI_Opt_C_Eff | MMDDYYYY |
| 426 | Date_FEGLI_Option_A_Effective | Effective date of Option A insurance coverage | Dt_FEGLI_Opt_A_Eff | MMDDYYYY |
| 427 | Date_FEGLI_Option_B_Effective | Effective date of Option B insurance coverage | Dt_FEGLI_Opt_B_Eff | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|---|-------------------------------|---------------|
| 428 | Date_FEGLI_Effective | Effective date of employee's last election, waiver, or declination of FEGLI coverage | Dt_FEGLI_Eff | MMDDYYYY |
| 429 | Date_Earning_Begin | Beginning date of basic earning amount shown (possible multiple occurrences) | Dt_Earning_Begin | MMDDYYYY |
| 430 | Date_Earning_End | Ending date of basic earning amount shown (possible multiple occurrences) | Dt_Earning_End | MMDDYYYY |
| 431 | Date_Pay_Change | Effective date of named NOA which changed employee's pay (possible multiple occurrences) | Dt_Pay_Change | MMDDYYYY |
| 432 | Date_FERS_Election | Date employee elected FERS coverage | Dt_FERS_Election | MMDDYYYY |
| 433 | Grade_Applied | Grade(s) of the position(s) applied for | Grd_Applied | 10X |
| 434 | High_School_Name | Name of the last high school the employee attended or the institution issuing a GED to the employee | High_School_Name | 80X |
| 435 | Service_Prior_Federal_Yes | "Yes" check box; indicator whether the employee had prior federal civilian service | Svc_Pr_Fed_Y | 1X |
| 436 | Issuer_Office | Name of the issuer of the third party document, for example, the Veterans' Administration office | Issuer_Ofc | 80X |
| 437 | MSPB_Office | The Merit Systems Protection Board Office | MSPB_Ofc | 80X |
| 439 | Date_Highest_Prior_Begin | Beginning date of the highest previous grade held by the employee | Dt_High_Pr_Begin | MMDDYYYY |
| 441 | Appointment_Type | Check box indicator that the employee is on appointment other than a career competitive appointment | App_Type | 1X |
| 442 | IPA_Service_Agreement | Check box indicator of agreement to serve in Civil Service upon completion of assignment for a period equal to the assignment and if the employee fails to serve the required time, the employee is liable for all expenses except salary | IPA_Svc_Agreement | 1X |
| 443 | IPA_Assign_Modify | Check box indicator that the Intergovernmental Personnel Act assignment is a modification | IPA_Assign_Modify | 1X |
| 444 | Retirement_Contribution_CSRS | Check box indicator that the employee wants to contribute to the Federal CSRS program | Ret_Contribute_CSRS | 1X |
| 445 | Retirement_Contribution_FERS | Check box indicator that the employee wants to contribute to the Federal FERS program | Ret_Contribute_FERS | 1X |
| 446 | FEHB_Contribution | Check box indicator that the employee wants to contribute to the Federal Employees Health Insurance program | FEHB_Contribute | 1X |
| 447 | FEGLI_Contribution | Check box indicator that the employee wants to contribute to the Federal Employees Group Life Insurance program | FEGLI_Contribute | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|--|-------------------------------|---------------|
| 448 | IPA_Assign_Extend | Check box indicator that the Intergovernmental Personnel Act assignment is an extension | IPA_Assign_Extend | 1X |
| 449 | IPA_Assignment_Organization | Location of the Intergovernmental Personnel Act assignment, name of organization to which the IPA assignment is made | IPA_Assign_Org | 81X |
| 450 | Date_Highest_Prior_End | Ending date of the highest previous grade held by the employee | Dt_High_Pr_End | MMDDYYYY |
| 451 | IPA_Faculty_Program_Txt | Name of the Faculty Fellows program through which an IPA assignment is made | IPA_Faculty_Txt | 25X |
| 452 | Career_Competitive | Check box indicator that the employee is on a career competitive appointment | Career_Comp | 1X |
| 453 | IPA_Benefits_Other_Txt | Text field which indicates any other employee benefits to be made part of this agreement | IPA_Ben_Other_Txt | 255X |
| 454 | Agency_1_Txt | Text field for agency data field1 | Ag_1_Txt | 10X |
| 455 | Agency_Use_Code | Agency use coding | Ag_Use_Cd | 3X |
| 456 | Date_6C_Begin_Approved | Beginning date of approved 6C service for law enforcement/firefighter (possible multiple occurrences) | Dt_6C_Begin_Appr | MMDDYYYY |
| 457 | Date_Investigation_Begin | If investigation pending, date pending investigation was initiated | Dt_Inves_Begin | MMDDYYYY |
| 458 | Date_6C_End_Approved | Ending date of approved 6C service for law enforcement/firefighter (possible multiple occurrences) | Dt_6C_End_Appr | MMDDYYYY |
| 459 | Date_6C_Begin_Denied | Beginning date of denied 6C service for law enforcement/firefighter (possible multiple occurrences) | Dt_6C_Begin_Denied | MMDDYYYY |
| 460 | Date_6C_End_Denied | Ending date of denied 6C service for law enforcement/firefighter (possible multiple occurrences) | Dt_6C_End_Denied | MMDDYYYY |
| 461 | OPM_Title | Title of OPM official approving/authorizing/certifying official or title of OPM contact point | OPM_Title | 54X |
| 462 | OPM_Organization | Organization of the approving/authorizing/certifying OPM official or the organization of OPM contact point | OPM_Org | 80X |
| 463 | Authorizing_Officer_Fax_Number | Fax number of the authorizing/certifying/approving officer | Auth_Off_Fax_No | 20X |
| 464 | Date_Military_Retire | Date of Military Retirement | Dt_Mil_Ret | MMDDYYYY |
| 465 | Date_Military_Active_Claim_Begin | Beginning date of nonwartime campaigns and expeditions for service claim or post56 service claim (possible multiple occurrences) | Dt_Mil_Claim_Begin | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------------|---|-------------------------------|---------------|
| 466 | Date_Military_Active_Claim_End | Ending date of nonwartime campaigns and expeditions for service claim or post56 service claim (possible multiple occurrences) | Dt_Mil_Claim_End | MMDDYYYY |
| 467 | Date_Military_Active_Verified_End | Ending month, day and year of active duty service verified by records center or pay center (possible multiple occurrences) | Dt_Mil_Verify_End | MMDDYYYY |
| 468 | Date_Birth | Date of birth of the employee | DOB | MMDDYYYY |
| 469 | Requesting_Agency_Address | Address of requesting agency office | Req_Ag_Add | 81X |
| 470 | Authorizing_Agency_Address | Address of agency authorizing/certifying/approving/concurring the form | Auth_Ag_Add | 81X |
| 471 | FEGLI_Address_Insured_Street_2 | Street 2 address of the insured or assignee | FEGLI_Add_Ins_Str_2 | 35X |
| 472 | OPM/CSC_Address | Address of the OPM/CSC office | OPM_Add | 81X |
| 473 | OPM/CSC_Office_Address | Location of CSC office where examination application filed | OPM_Ofc_Add | 81X |
| 474 | Exam_Address | Location of examination on which employee was rated | Exam_Add | 81X |
| 475 | Relative_Address | Address of employee's nearest relative during military service | Relative_Add | 81X |
| 476 | Military_Induction_Center | Place of Entry into Active Duty | Mil_Induction_Ctr | 37X |
| 477 | Address_State/Local_City | City address of state or local government office, including the vital records office | Add_St_Local_City | 35X |
| 478 | Address_State/Local_State | State address of state or local government office, including the vital records office | Add_St_Local_St | 2X |
| 479 | Requester_Address | Address of the person requesting documentation; for example, vital records of the employee | Req_Add | 81X |
| 480 | Address_State/Local_Street | Street address of state or local government office, including the vital records office | Add_St_Local_Str | 35X |
| 481 | Address_State/Local_Zip | Zip code address of state or local government office, including the vital records office | Add_St_Local_Zip | 9X |
| 482 | FEGLI_Living_Benefit_Yes | "Yes" check box; indicator that insured elected living benefits | FEGLI_LB_Y | 1X |
| 483 | Date_Authorized_OPM/CSC | Date OPM/CSC official signed | Dt_Auth_OPM | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------|--|-------------------------------|---------------|
| 484 | Date_Requested | Date the request is made | Dt_Req | MMDDYYYY |
| 485 | Date_Examination | Date of examination | Dt_Exam | MMDDYYYY |
| 486 | Date_Recommended | Date of recommendation for conversion to career appointment | Dt_Recm | MMDDYYYY |
| 487 | Date_Disclosure | Date of disclosure | Dt_Disclosure | MMDDYYYY |
| 488 | Date_Filed | Date document filed with authorizing/certifying/approving agency | Dt_Filed | MMDDYYYY |
| 489 | Date_Issued | Date document such as a letter or memo or the date document issued from authorizing/certifying/approving agency or third party; for example, educational institution, state or local government agency, etc. | Dt_Issued | MMDDYYYY |
| 490 | Date_Authorized | Date document authorized/approved/certified/concurred by authorizing official | Dt_Auth | MMDDYYYY |
| 492 | Date_Authorized_2 | Signature date of agency official authorizing/certifying/approving/concurring by second authorizing official | Dt_Auth_2 | MMDDYYYY |
| 494 | Date_Signed_Rating_Official | Date signed by the rating official | Dt_Sig_Off | MMDDYYYY |
| 495 | Date_Signed_Reviewing_Official | Date of signature of reviewing official for employee performance appraisal | Dt_Sig_Rev_Off | MMDDYYYY |
| 496 | Date_Register | Date of register (e.g. SF 2807, SF 2806, SF 3100) that was sent to OPM | Dt_Register | MMDDYYYY |
| 497 | Date_Signed_Applicant | Date applicant signed | Dt_Sig_Applicant | MMDDYYYY |
| 498 | Date_Authorized_State/Local | Date of signature of state/local government authorizing/certifying/approving officer | Dt_Auth_St_Local | MMDDYYYY |
| 499 | Date_Received | Date of receipt by employing office | Dt_Received | MMDDYYYY |
| 500 | Date_Approved | Date activity approved, e.g. leave bank recipient or second level approving/authorizing/certifying date on the document | Dt_Appr | MMDDYYYY |
| 501 | Date_SCD_Compute | Date service computation was computed | Dt_SCD_Compute | MMDDYYYY |
| 502 | Date_Signed_Insured_Assignee | Date signed by the insured or the assignee | Dt_Sig_Ins_Assgn | MMDDYYYY |
| 503 | TSP_Contribution | Check box indicator that the employee wants to contribute to the Federal Thrift Saving Plan program | TSP_Contribute | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|---|-------------------------------|---------------|
| 504 | Date_Authorized_Payroll | Date authorized/approved/certified by payroll official | Dt_Auth_Pay | MMDDYYYY |
| 505 | Date_Authorized_Personnel | Date authorized/approved/certified by personnel official | Dt_Auth_Per | MMDDYYYY |
| 506 | Date_Received_Employee | Date received by the employee | Dt_Received_Emp | MMDDYYYY |
| 507 | Date_Former_Spouse_Signature | Date former spouse signed consent form | Dt_Frm_Spouse_Sig | MMDDYYYY |
| 508 | FEGLI_Enrolled_NA | "N/A" check box; indicator that the participating employee is covered under FEGLI | FEGLI_Enrolled_NA | 1X |
| 509 | Benefits_No_Contribution | Check box indicator that the employee does not want to contribute to Federal benefits, including retirement, health insurance, life insurance, and Thrift Savings Plan | Ben_N_Contribute | 1X |
| 510 | Date_Sent | Date document was sent, e.g. date OPF sent to NPR | Dt_Sent | MMDDYYYY |
| 513 | Date_Birth_Other | Date of birth of any eligible person other than the employee (possible multiple occurrences) | DOB_Other | MMDDYYYY |
| 514 | NAFI_Retirement_Plan_Txt | Text field for the name of the NAFI retirement plan | NAFI_Ret_Plan_Txt | 80X |
| 515 | FEGLI_Signature_Option_A | Employee signature for the election of FEGLI Option A coverage | FEGLI_Sig_Opt_A | 55X |
| 516 | FEGLI_Signature_Option_B | Employee signature for the election of FEGLI Option B coverage | FEGLI_Sig_Opt_B | 55X |
| 517 | FEGLI_Signature_Option_Basic | Employee signature for the election of FEGLI Basic coverage | FEGLI_Sig_Opt_Basic | 55X |
| 518 | FEGLI_Signature_Option_C | Employee signature for the election of FEGLI Option C coverage | FEGLI_Sig_Opt_C | 55X |
| 519 | FEGLI_Signature_Option_Waived | Employee signature for the election of waiver of FEGLI coverage | FEGLI_Sig_Opt_Waive | 55X |
| 520 | FEGLI_Option_C_Yes | "Yes" check box; indicator that the employee did have Option C, Family life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_C_Y | 1X |
| 521 | FEGLI_Living_Benefit_Partial | Check box indicator that employee elected partial living benefits. Post-election Basic Insurance Amount (BIA) must be specified in DE-849 (FEGLI_Living_Benefit_Amount) | FEGLI_LB_Part | 1X |
| 522 | FEGLI_Living_Benefit_Full | Check box indicator that employee elected full living benefits | FEGLI_LB_Full | 1X |
| 523 | Retirement_System_CIA | Check box indicator that employee's retirement system is CIA | Ret_CIA | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------|---|-------------------------------|---------------|
| 524 | Retirement_System_CSRS/FERS | Check box indicator that employee's retirement system is CSRS/FERS | Ret_CSRS_FERS | 1X |
| 525 | Retirement_System_DCRS | Check box indicator that employee's retirement system is DCRS (D.C. Police & Fire/Public School Teachers) | Ret_DCRS | 1X |
| 526 | Retirement_System_FICA | Check box indicator that employee's retirement system is FICA | Ret_FICA | 1X |
| 527 | Retirement_System_FSRS | Check box indicator that employee's retirement system is FSRS | Ret_FSRS | 1X |
| 528 | Retirement_System_TVA | Check box indicator that employee's retirement system is TVA | Ret_TVA | 1X |
| 529 | Retirement_System_Other | Check box indicator that employee's retirement system is other than CIA, CSRS/FERS, DCRS, FICA, FSRS, or TVA | Ret_Other | 1X |
| 530 | Absence_Continuous_Yes | "Yes" check box; indicator that the employee had a continuous absence of at least 3 weeks on account of sickness or injury during the past year | Absence_Cont_Y | 1X |
| 531 | FEGLI_Eligibility_Yes | "Yes" check box; indicator that employee is eligible for FEGLI coverage if medical is approved | FEGLI_Elig_Y | 1X |
| 532 | FEGLI_Decision_Yes | "Yes" check box; indicator that the employee is eligible for FEGLI coverage | FEGLI_Dec_Y | 1X |
| 533 | Status_Assignee | Check box indicator that individual completing the form is the assignee | Status_Assgn | 1X |
| 534 | Status_Applicant_Insured | Check box indicator that individual completing the form is the insured | Status_Ins | 1X |
| 535 | FEGLI_Assignment_Yes | "Yes" check box; indicator that individual has assigned insurance. | FEGLI_Assign_Y | 1X |
| 536 | Retirement_Status_OWCP | Check box indicator insured is receiving OWCP benefits or is an applicant for OWCP | Ret_Status_OWCP | 1X |
| 537 | FEGLI_Shares_Total_100% | Check box indicator that beneficiary shares total 100% | FEGLI_Shares_100 | 1X |
| 538 | FEGLI_Witnessed_Signature | Check box indicator that insured or assignee has signed form in the presence of 2 witnesses | FEGLI_Wit_Sig | 1X |
| 539 | FEGLI_Witness_Not_Beneficiary | Check box indicator that neither witness is a beneficiary | FEGLI_Wit_Not_Beny | 1X |
| 540 | Status_Employee | Check box indicator that individual completing the form is an employee | Status_Emp | 1X |
| 541 | Status_Former_Employee | Check box indicator individual is former employee; who is eligible for retirement in the future | Status_Frm_Emp | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------------|---|-------------------------------|---------------|
| 542 | FERS_CSRS_Component_Yes | "Yes" check box; indicator of whether employee who did elect FERS is entitled to CSRS component | FERS_CSRS_Y | 1X |
| 543 | Service_Claim_Complete | Check box indicator that employee does not have additional service history, that the service listed is complete | Svc_Complete | 1X |
| 544 | Service_Claim_Additional | Check box indicator that the employee claims additional service | Svc_Additional | 1X |
| 545 | FERS_Election_Yes | "Yes" check box; indicator that employee elected FERS | FERS_Election_Y | 1X |
| 546 | Military_Retired_Pay_Yes | "Yes" check box; indicator that member is receiving military retired pay | Mil_Ret_Pay_Y | 1X |
| 547 | Military_Retired_Pay_Waived_Yes | "Yes" check box; indicator to show whether member waived retired military pay | Mil_Ret_Pay_Waive_Y | 1X |
| 548 | Remarried_No | "No" check box; indicator completed by employee for whether employee has remarried since the death of the veteran, not including any annulments | Remarried_N | 1X |
| 549 | FERS_Extension_Request | Check box indicator requesting 6 month extension to elect FERS coverage | FERS_Extension_Req | 1X |
| 550 | FERS_Waiver_Request | Check box indicator requesting waiver of former spouse consent requirement | FERS_Waiver_Req | 1X |
| 551 | Court_Order_On_File | Check box indicator that OPM has on file a qualifying court order awarding CSRS benefits to the employee's former spouse | Court_Order_Filed | 1X |
| 552 | FERS_Extension_Response | Check box indicator that OPM has granted the 6 month extension | FERS_Extension | 1X |
| 553 | FERS_Waiver_Correspondence | Check box indicator that correspondence(from OPM) is attached to the returned request | FERS_Waiver_Corresp | 1X |
| 554 | Vet_Pref_RIF_Yes | "Yes" check box; indicator that there is veterans preference for RIF | Vet_Pref_RIF_Y | 1X |
| 555 | Career/Career-cond_App_Yes | "Yes" check box; indicator that employee is currently serving under a Career/Career Conditional appointment (yes blk/no blk) | CCA_Y | 1X |
| 556 | Decision_Other | Check box indicator that other requirements reviewed on which OPM decision was based | Dec_Other | 1X |
| 557 | Decision_Qualifications | Check box indicator that the qualification requirements reviewed on which OPM decision was based | Dec_Qual | 1X |
| 558 | Decision_Reinstatement_Eligibility | Check box indicator that the reinstatement eligibility determination requirements reviewed on which OPM decision was based | Dec_Reinstat_Elig | 1X |
| 559 | Decision_Suitability | Check box indicator that the suitability requirements reviewed on which OPM decision was based | Dec_Suitability | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---|--|-------------------------------|---------------|
| 560 | Experience/Training_Waiver | Check box indicator that the reason for agency submission of the request was to waive experience and training requirements | Exp_Trn_Waiver | 1X |
| 561 | Detail_Extension | Check box indicator that the reason for agency submission of the request was for an extension of a detail beyond 120 days | Detail_Extension | 1X |
| 562 | Standards_Not_Issued | Check box indicator that the reason for agency submission of the request was for a position for which no experience and training standards have been issued | Standards_N_Issued | 1X |
| 563 | Experience/Training_Approval | Check box indicator that the agency reason for submission is to request prior approval of nominee's experience and training | Exp_Trn_Approval | 1X |
| 564 | OPM_Approval_Yes | "Yes" check box; indicator for OPM approval of proposed action | OPM_Approval_Y | 1X |
| 565 | Prior_Approval_Other | Check box indicator that the reason for agency submission of the request was for another reason | Pr_Approval | 1X |
| 566 | Requirement_Indicator_Yes | "Yes" check box; indicator for requirements other than those for which prior approval is requested and has been met | Reqm_Ind_Y | 1X |
| 567 | Separated_For_Cause | Check box indicator that the reason for agency submission of the request was for a person separated for cause | Sep_For_Cause | 1X |
| 568 | Time_After_Competitive_Appointment_Waiver | Check box indicator shows the qualification requirement requires waiver of Time After Competitive Appointment restriction | Time_After_Comp_App | 1X |
| 569 | Action_Type_Transfer | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a transfer | Act_Type_Transfer | 1X |
| 570 | Written_Test | Check box indicator that the reason for agency submission of the request was for a written test | Written_Test | 1X |
| 571 | Authorizing_Officer_Name_2 | Name of second official authorizing/certifying/approving/concurring the action | Auth_Off_Name_2 | 55X |
| 573 | Citizenship_USA_Yes | "Yes" check box; indicator of USA citizenship | Citizenship_USA_Y | 1X |
| 574 | Tenure | Cleartext for the employee's tenure code, which indicates, for the purposes of reduction in force, the retention group in which the employee is placed based on the employee's type of appointment | Tenure | 65X |
| 575 | Position_Occupied | Cleartext for the employee's position occupied code indicating the employment system under which an employee is servicing | Pos_Occ | 110X |
| 576 | Pay_Rate_Determinant | Cleartext for the employee's pay rate determinant code which designates special factors that help determine an employee's rate of basic pay or adjusted basic pay; e.g. indicates if employee is receiving a rate of pay other than the regular rate, etc. | PRD | 49X |
| 577 | Rating_Official_Name | Name of rating official on the employee's performance appraisal | Rating_Off_Name | 55X |
| 578 | Reviewing_Official_Name | Name of reviewing official on the employee's performance appraisal | Rev_Off_Name | 55X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------------|--|-------------------------------|---------------|
| 579 | FEGLI_Actuarial_Reduction_Amt | The monetary amount of the actuarial reduction of Living Benefits | FEGLI_Actuarial_Amt | 7.2N |
| 580 | FEGLI_Living_Benefit_Amt_Pd | The monetary amount of Living Benefits paid to the insured after the actuarial reduction | FEGLI_LB_Amt_Pd | 7.2N |
| 581 | Date_Living_Benefits_Elected | Date employee elected either full or partial Living Benefits | Dt_LB_Elected | MMDDYYYY |
| 582 | FEGLI_Living_Benefit_Election_Txt | Text field indicating whether the insured elected either full or partial Living Benefits | FEGLI_LB_Election | 7X |
| 583 | FEGLI_Amt_Remaining | The monetary value of any remaining life insurance after Living Benefit has been paid | FEGLI_Amt_Remaining | 7.2N |
| 584 | Military_Pay_Center_Address | Address of the military pay center to which the request is being sent | Mil_Pay_Ctr_Add | 81X |
| 585 | Requester_Survivor | Check box indicator that the requester is the survivor of the employee | Req_Survivor | 1X |
| 586 | FEGLI_Living_Benefit_No | "No" check box; indicator that employee did not elect living benefits | FEGLI_LB_N | 1X |
| 587 | Military_Basic_Pay | Rate of basic pay while in military service for the period of service listed (possible multiple occurrences) | Mil_Basic_Pay | 6.2N |
| 590 | Military_Time_Lost_None | Check box indicator showing no military time lost | Mil_Time_Lost_N | 1X |
| 592 | Military_Time_Lost_Number | Check box indicator to specify the number of days lost | Mil_Time_Lost_No | 1X |
| 593 | Military_Time_Lost | Check box indicator that there is military time lost and dates are inclusive | Mil_Time_Lost | 1X |
| 594 | Date_Military_Time_Lost_Begin | Beginning date of the military time lost (possible multiple occurrences) | Dt_Mil_Lost_Begin | MMDDYYYY |
| 595 | Date_Military_Time_Lost_End | Ending date of the military time lost (possible multiple occurrences) | Dt_Mil_Lost_End | MMDDYYYY |
| 596 | Date_NAFI_Move | Date of qualifying move from NAFI position to an appointment covered by CSRS or FERS | Dt_NAFI_Move | MMDDYYYY |
| 598 | NPRC_Military_Verification | Check box indicator that dates of service verified by records center are correct (possible multiple occurrences) | NPRC_Mil_Verify | 1X |
| 599 | OPM/CSC_Circular_No | Circular number or Civil Service certificate number for appointment authorization | OPM_Circular_No | 10X |
| 600 | Reason_Not_Appointed_1 | Check box indicator that the reason person selected was not appointed was due to employee declination | Reason_N_App_1 | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------|---|-------------------------------|---------------|
| 601 | Military_Service_Discharge_Txt | Text field for the character of service discharge (e.g. honorable or dishonorable) for each period of military service (possible multiple occurrence) | Mil_Svc_Discharge | 15X |
| 602 | High_School_Yes | “Yes” check box; indicator that the employee is a high school graduate or equivalent | High_School_Y | 1X |
| 603 | Military_Speciality_Number | Military number for the member's Primary Military Speciality (possible multiple occurrences) | Mil_Spec_No | 7X |
| 604 | Military_Reentry_Code | Code for reentry into military service | Mil_Reentry_Cd | 5X |
| 605 | Military_Separation_Authority | Authority for separation from military service | Mil_Sep_Auth | 40X |
| 606 | Military_Separation_Code | Military identifier for type of separation similar to the NOA | Mil_Sep_Cd | 5X |
| 607 | VA_Copy_State | Two digit abbreviation for a state name where the member (employee) requests the copy 6 of the DD 214 be sent to the DIR of Veterans Affairs | VA_Copy_St | 2X |
| 608 | Employee_Signature_3 | Third signature of the employee, when more than one employee signature is required; e.g., the first signature may be receipt of the form for the opportunity to make an election, the second signature may represent the election, the third signature may indicate that the employee is not making an election; for example, the employee does not elect to retain retirement coverage in the NAFI retirement plan | Emp_Sig_3 | 55X |
| 609 | Investigation_Type | Type of background security investigation code (NAC, NACI, BI, SBI, LBI, MBI, PRI); with a two digit field for the case type: NR (Name Request) or CD (Credit Reference) | Inves_Type | 6X |
| 610 | Grade_Course | Grade earned in course (possible multiple occurrences) | Grd_Course | 3X |
| 611 | Grade_Points | Points assigned for grade and units (possible multiple occurrences) | Grd_Points | 3N |
| 612 | Investigation_Service_Length | Number indicating number of days within which investigation office needs to complete the investigation - 35 days, 75 days or 120 days | Inves_Svc_Length | 3N |
| 613 | Rating_Code | Code for the first occurrence of the summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 and 5 CFR 430.303 for the definition of rating of record and 5 CFR 430.208 for definitions of summary levels. | Rating_Cd | 1A |
| 614 | Competitive_Level_Code | A code to identify positions so alike as to be interchangeable during a Reduction in Force | Comp_Level_Cd | 4X |
| 615 | FEGLI_Address_Insured_State | State address of the insured or assignee | FEGLI_Add_Ins_St | 2X |
| 616 | Tenure_Subgroup | Within the tenure group, the employee's tenure subgroup, as coded by the employing agency | Tenure_Subgroup | 1X |
| 618 | IPA_Pay_Basis | Pay basis of the participating employee-indicate whether pay basis is hourly or per annum | IPA_Pay_Basis | 20X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|---|-------------------------------|---------------|
| 619 | Address_Agency_Current_State | Current agency state address for the employee; for generic usage by agencies, it may consist of a personnel or payroll office or processing function, depending on the agency internal structure | Add_Ag_Cur_St | 2X |
| 620 | FEHB_Future_Code | The CPDF enrollment code for the health plan for which the employee is electing coverage or for the survivor annuitant | FEHB_Future_Cd | 3X |
| 621 | FEHB_Event_Code | The event code permitting the FEHB change for the employee | FEHB_Event_Cd | 2X |
| 622 | FEHB_Relationship_Code | Relationship code of the dependent to the employee (possible multiple occurrences) | FEHB_Rel_Cd | 1N |
| 623 | Sex_Dependent | Sex of the employee's dependent (possible multiple occurrences) | Sex_Dependent | 1A |
| 624 | FEGLI_Event | Event code allowing change in FEGLI | FEGLI_Event | 1N |
| 625 | Address_Agency_Current_Zip | Current agency zip code address for the employee; for generic usage by agencies, it may consist of a personnel or payroll office or processing function, depending on the agency internal structure | Add_Ag_Cur_Zip | 9X |
| 626 | FEGLI_Option_A_No | "No" check box; indicator that the employee did not have Option A, Standard life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_A_N | 1X |
| 627 | FEGLI_Option_B_Multiples | Number of Option B multiples for life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_B | 1N |
| 628 | Retirement_Code | Code indicating the civilian retirement system(s) to which deductions from an employee's pay are credited (possible multiple occurrences) - Use CPDF Retirement Plan coding | Ret_Cd | 1X |
| 629 | Agency_Code | The OPM agency code for the agency in which the employee is employed | Ag_Cd | 2A2X |
| 630 | Annuitant_Indicator_Code | Code indicating the status of an annuitant appointed to a position in the Federal civilian service - Use CPDF Annuitant Indicator coding | Ann_Ind_Cd | 1X |
| 631 | Security_Office | Name and address of Security Office performing investigation | Security_Ofc | 81X |
| 632 | College/University_Address | City, state and zip code address of employee's college or university (possible multiple occurrences) | Col_Univ_Add | 46 |
| 633 | High_School_Address | City, state and zip address of employee's high school | High_School_Add | 46X |
| 635 | MSPB_Address | Address of Merit Systems Protection Board office for appeals | MSPB_Add | 81X |
| 636 | Issuer_Office_Address | Address of issuer of the third party document; for example, the Veterans' Administration office | Issuer_Ofc_Add | 81X |
| 637 | License_Address | City and state in which license issued | License_Add | 37X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|---|-------------------------------|---------------|
| 638 | IPA_Address_To | Full office address for the position to which assignment will be made | IPA_Add_To | 81X |
| 639 | FEHB_Dependent_Zip | Zip code of the dependent (possible multiple occurrences) | FEHB_Dependent_Zip | 9X |
| 641 | Beneficiary_Address | Full address of beneficiary, can include FEGLI and FERS or any program for which there is a beneficiary designation which is filed in the OPF (possible multiple occurrences) | Beny_Add | 81X |
| 645 | Witness_Address_Street | Street address of the first witness | Wit_Add_Str | 35X |
| 646 | Witness_Address | City, state and zip code address of the first witness | Wit_Add | 46X |
| 651 | Witness_Address_Street_2 | Street address of the second witness | Wit_Add_Str_2 | 35X |
| 652 | Witness_Address_2 | City, state and zip code address of the second witness | Wit_Add_2 | 46X |
| 653 | Official_Seal_Address | City and state where form was notarized | Off_Seal_Add | 37X |
| 654 | FEGLI_Option_B_No | "No" check box; indicator that the employee did not have Option B, Additional life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_B_N | 1X |
| 655 | Military_Records_Center_Address | Name and address of military records center | Mil_Rec_Ctr_Add | 81X |
| 656 | Employer_Address | Employer's address on work experience on application; could be either Federal civilian or other work experience (possible multiple occurrences) | Employer_Add | 81X |
| 657 | FEGLI_Option_C_No | "No" check box; indicator that the employee did not have Option C, Family life insurance on the date in DE-745 (Date_Event) | FEGLI_Opt_C_N | 1X |
| 658 | Payroll_Office_Address | Payroll Office Address | Pay_Ofc_Add | 81X |
| 659 | FEGLI_Address_Insured_Street_1 | Street 1 address of the insured or assignee | FEGLI_Add_Ins_Str_1 | 35X |
| 660 | Salary_Basic | The amount scheduled to be earned by an employee (before the addition of any allowance, adjustment, or differential) for the unit of work indicated by the employee's Pay_Basis (possible multiple occurrences) | Sal_Basic | 6N |
| 661 | Salary_Rated | Salary for which employee was rated | Sal_Rated | 5.2N |
| 662 | Salary_Rated_2 | Salary for noncompetitive exam | Sal_Rated_2 | 5.2N |
| 663 | SGLI_Amount | Amount of employee's Servicemans Group Life Insurance | SGLI_Amt | 6N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|---------------------|--|--|------------------------|--------|
| 664 | Investigation_Charge | Dollar amount to be charged for case | Inves_Charge | 6.2N |
| 665 | Salary_Basic_Prior | The amount scheduled to be earned by an employee (before the addition of any allowance, adjustment, or differential) for the unit of work indicated by the employee's Pay_Basis for the position the employee is moving from (multiple occurrences) | Sal_Basic_Pr | 6N |
| 666 | Salary_Adjusted | The sum of an employee's rate of basic pay and any locality comparability payment and/or special pay adjustment for law enforcement officers, or continued rate of pay under 5 CFR Part 5311, Subpart G | Sal_Adj | 6N |
| 667 | Conflicting_Reasons_No | "No" check box; indicator of whether supervisor notes additional or conflicting reasons for the employee's resignation/retirement | Conflicting_N | 1X |
| 668 | Salary_Locality_Adjustment | The annual dollar amount representing the difference between an employee's adjusted basic pay and his or her rate of Salary_Basic. The amount may include a locality comparability payment and/or a special pay adjustment for law enforcement officers. | Sal_Loc_Adj | 5N |
| 669 | Dental_Exam_No | "No" check box; indicator that member was provided complete dental examination and all appropriate 'Dental Services and Treatment Within 90 Days Prior to Separation' | Dental_Exam_N | 1X |
| 670 | IPA_Salary_Basic | The amount scheduled to be earned by an employee, before the addition of any allowance, adjustment, or differential, for the work indicated by the employee's pay basis for an employee participating in the Intergovernmental Personnel Act | IPA_Sal_Basic | 6.2N |
| 671 | IPA_Salary_State | Current state/local base annual salary of participating employee | IPA_Sal_St | 6.2N |
| 672 | Salary_Allowances/Differentials_Amount_Due | Difference between allowance/differentials rate of pay - amount, and allowances/differentials rate of pay - CSRA entitlement for the amount owed the employee under Public Law 95-454 (possible multiple occurrences) | Sal_All_Dif_Amt_Due | 4.2N |
| 673 | Salary_Allowances/Differentials_CSRA | Retroactive amount of allowances/differentials the employee would have received if demotion had not taken place, including all promotions and within-grade increases, under Public Law 95-454 (possible multiple occurrences) | Sal_All_Dif_CSRA | 4.2N |
| 674 | Salary_Allowances/Differentials_Txt | Text field for the type of allowance/differentials, for example, night differential, shift differential, hazard pay, actually received by the employee/type of pay the employee would have received if demotion had not taken place, under Public Law 95-454 | Sal_All_Dif_Txt | 255X |
| 675 | Salary_Allowances/Differentials_Amount | Amount of allowances/differentials pay the employee actually received, including all promotions and within-grade increases, under Public Law 95-454 (possible multiple occurrences) | Sal_All_Dif_Amt | 5.2N |
| 676 | Salary_Basic_Amount | Amount of basic pay the employee actually received, including all promotions and within-grade increases (possible multiple occurrences) | Sal_Basic_Amt | 6.2N |
| 677 | Salary_Basic_Amount_Due | Difference between basic rate of pay - amount, and basic rate of pay - CSRS entitlement for amount owed employee under Public Law 95-454 | Sal_Basic_Amt_Due | 6.2N |
| 678 | Salary_Basic_CSRA | Amount of basic pay the employee would have received if demotion had not taken place, including all promotions and within-grade increases under Public Law 95-454 (possible multiple occurrences) | Sal_Basic_CSRA | 6.2N |
| 679 | Salary_Net_Retroactive | Net retroactive entitlement due employee (gross minus deductions) | Sal_Retro | 5.2N |
| 680 | Salary_Net_Retro_Federal_Tax | Federal tax deduction for the amount of CSRS entitlement | Sal_Retro_Fed_Tax | 4.2N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------------|--|-------------------------------|---------------|
| 681 | Salary_Net_Retro_Life_Insurance | Life insurance deduction for the amount of CSRS entitlement | Sal_Retro_FEGLI | 4.2N |
| 682 | Salary_Net_Retro_Local_Tax | Local tax deduction for the amount of CSRS entitlement | Sal_Retro_Local_Tax | 4.2N |
| 683 | Military_Accrued_Leave | Days Accrued Military Leave Paid | Mil_Accrued_Lv | 2N |
| 685 | Military_Foreign_Service_Years | The number of years in Foreign Service during military | Mil_Foreign_Svc_Yr | 2N |
| 686 | Military_Course_Length | Number of weeks of course completed during military service (possible multiple occurrences) | Mil_Course_Length | 2N |
| 687 | Military_Active_Service_Prior_Years | The number of years of total prior military active service | Mil_Svc_Pr_Yr | 2N |
| 688 | Military_Specialty_Time_Txt | Text for the length of time in years & months employee spent in Primary Military Specialty (possible multiple occurrences) | Mil_Spec_Txt | 15X |
| 689 | Military_Inactive_Service_Prior_Years | The number of years of total prior inactive service this period | Mil_Inactive_Pr_Yr | 2N |
| 690 | Military_Sea_Service_Years | Member's total military service at sea in years | Mil_Sea_Svc_Yr | 2N |
| 691 | Military_Lost_Time_Days | Total amount of days lost during a period of active military duty | Mil_Lost_Time_Days | 4N |
| 692 | Date_Degree | Date of degree | Dt_Degree | MMDDYYYY |
| 693 | Date_Death_Vet | Date of death of the deceased veteran | Dt_Death_Vet | MMDDYYYY |
| 694 | Death_Time | The time of death of the individual named on the death certificate | Death_Time | 4N |
| 695 | Date_Diploma | Date of employee's high school diploma | Dt_Diploma | MMDDYYYY |
| 696 | Hours_Per_Week | Hours worked per week on work experience on application (possible multiple occurrences) | Hrs_Per_Week | 3H |
| 699 | Date_Last_Pay_Past | Last day of pay for employee currently on LWOP | Dt_Last_Pay_Past | MMDDYYYY |
| 700 | Date_Last_Pay | Projected last day in pay status if SF 2806 or SF 3100 cannot be submitted within 10 days since employee still in pay status | Dt_Last_Pay | MMDDYYYY |
| 701 | SCD_RIF_Adjusted | Adjusted RIF SCD using the last 3 performance ratings | SCD_RIF_Adjusted | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------|---|-------------------------------|---------------|
| 702 | Date_Rating_Year_2 | The rating year of the employee's second most recent performance appraisal | Dt_Rating_Yr_2 | MMDDYYYY |
| 703 | Date_Rating_Year_3 | The rating year of the employee's third most recent performance appraisal | Dt_Rating_Yr_3 | MMDDYYYY |
| 704 | Date_Rating_Year_4 | The rating year of the employee's fourth most recent performance appraisal | Dt_Rating_Yr_4 | MMDDYYYY |
| 705 | Date_Rating_Year | The rating year of the employee's most recent performance appraisal - first occurrence | Dt_Rating_Yr | MMDDYYYY |
| 706 | SCD_RIF | Service computation date for RIF | SCD_RIF | MMDDYYYY |
| 707 | Date_Payment | Date of payment for military deposit (possible multiple occurrences) | Dt_Payment | MMDDYYYY |
| 708 | Date_Computation | Date of computation; for example, of military service deposit (possible multiple occurrences) | Dt_Computation | MMDDYYYY |
| 709 | Date_Interest_Accrual | Date from which interest accrues on military service deposit | Dt_Int_Accrual | MMDDYYYY |
| 710 | Date_Interest_Computation | Date of interest charges posted for military service deposit | Dt_Int_Computation | MMDDYYYY |
| 711 | Date_Due | Date by which election must be filed; for example, for military service deposit election or for election to retain NAFI coverage | Dt_Due | MMDDYYYY |
| 712 | Medicare_Earnings_Year_1 | First calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_1 | YYYY |
| 713 | Hours_AWOP | The number of absence without pay hours used by the employee in the year to date in hours and quarter hours (possible multiple occurrences) | Hrs_AWOP | 4H.2H |
| 714 | Hours_A/L_Above | Number of hours of annual leave above ceiling as of the beginning or from date | Hrs_AL_Above | 4H.2H |
| 716 | Hours_A/L_Balance_45 | Hours of annual leave as of date last subject to 45 day ceiling | Hrs_AL_Bal_45 | 4H.2H |
| 718 | Hours_A/L_Within | The number of hours of annual leave within ceiling | Hrs_AL_Within | 4H.2H |
| 719 | Hours_R/L_Current | Summary of hours of restored leave | Hrs_RL_Cur | 3H.2H |
| 720 | Hours_A/L_Current | Summary of hours of annual leave accrued during the current leave years | Hrs_AL_Cur | 4H.2H |
| 721 | Hours_12Mo_Accrual | Hours AWOP since that date accrual period began for home leave | Hrs_12Mo_Accrual | 4H.2H |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|---|-------------------------------|---------------|
| 722 | Days_Home_Leave_Current | Number of days home leave as of the date of separation | Days_HmLv_Cur | 2N |
| 723 | Date_Home_Leave_Current | Month, day, year used to determine current home leave balance in Current Home Leave Balance | Dt_HmLv_Cur | MMDDYYYY |
| 724 | Date_Leave_Current | Month, day, year of last pay period ended for determining current leave balances | Dt_Lv_Cur | MMDDYYYY |
| 725 | Hours_S/L_Current | Summary of hours of sick leave accrued during the current leave | Hrs_SL_Cur | 4H.2H |
| 726 | Days_Home_Leave | Number of days of home leave from date of 12 month accrual through date of separation | Days_HmLv | 2N |
| 727 | Date_45_Days | Last Date Subject to 5 U.S.C. 5304(b) (Date subject to 45 day leave ceiling) | Dt_45_Days | MMDDYYYY |
| 728 | Hours_A/L_Prior_Year | The number of hours of annual leave carried forward from one leave year to the next (hours and quarter decimal equivalents) | Hrs_AL_Pr_Yr | 4H.2H |
| 729 | Hours_AWOP_LEI | The number of hours absence without pay hours used by the employee since the employee's last equivalent increase | Hrs_AWOP_LEI | 4H.2H |
| 730 | Hours_A/L_Donated | Total hours of annual leave donated to leave recipient as of the date of separation | Hrs_AL_Donated | 3H.2H |
| 731 | Hours_A/L_Donated_Used | Total hours of donated annual leave used by leave recipient as of the date of separation | Hrs_AL_Donated_Used | 3H.2H |
| 732 | Hours_A/L_Donated_Unused | Total hours of unused donated annual leave as of the date of separation | Hrs_AL_Donate_Unuse | 3H.2H |
| 733 | Excess_AWOP_Days | Total days for absence without pay of more than 6 months (possible multiple occurrences) | Excess_AWOP_Days | 3N |
| 734 | Excess_AWOP_Months | Total months for absence without pay of more than 6 months (possible multiple occurrences) | Excess_AWOP_Mo | 2N |
| 735 | Excess_AWOP_Years | Total years for absence without pay of more than 6 months (possible multiple occurrences) | Excess_AWOP_Yr | 2N |
| 736 | SCD_Leave | An employee's service computation date for leave accrual purposes | SCD_Lv | MMDDYYYY |
| 737 | Service_Noncreditable_Leave | The total of noncreditable service dates for leave | Svc_Noncredit_Lv | MMDDYYYY |
| 738 | Service_Noncreditable_RIF | The total of noncreditable service for dates RIF | Svc_Noncredit_RIF | MMDDYYYY |
| 739 | Service_App_Date_Total_Leave | The total of appointment dates for leave | Svc_App_Dt_Tot_Lv | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------|---|-------------------------------|---------------|
| 740 | Service_App_Date_Total_RIF | The total of appointment dates for RIF | Svc_App_Dt_Tot_RIF | MMDDYYYY |
| 741 | Service_Sep_Date_Total_Leave | The total of the separation dates for leave | Svc_Sep_Dt_Tot_Lv | MMDDYYYY |
| 742 | Service_Sep_Date_Total_RIF | The total of the separation dates for RIF | Svc_Sep_Dt_Tot_RIF | MMDDYYYY |
| 743 | Mil_Sep_Report_Yrs_Deleted | The year(s) for a military deleted report of separation (possible multiple occurrences) | Mil_Sep_Rpt_Yr_Del | YYYY |
| 744 | Mil_Sep_Report_Yrs | The year(s) for a military undeleted report of separation (possible multiple occurrences) | Mil_Sep_Rpt_Yr | YYYY |
| 745 | Date_Event | Date of event | Dt_Event | MMDDYYYY |
| 746 | Military_Active_Service_Number | Service number for the member when performing active military service (possible multiple occurrences) | Mil_Active_Svc_No | 10X |
| 747 | Vet_Pref_RIF_No | "No" check box; indicator that there is no veterans preference for RIF | Vet_Pref_RIF_N | 1X |
| 748 | Medicare_Earnings_Year_10 | Tenth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_10 | YYYY |
| 749 | Medicare_Earnings_Year_2 | Second calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_2 | YYYY |
| 750 | Medicare_Earnings_Year_3 | Third calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_3 | YYYY |
| 751 | Medicare_Earnings_Year_4 | Fourth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_4 | YYYY |
| 752 | Medicare_Earnings_Year_5 | Fifth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_5 | YYYY |
| 753 | Medicare_Earnings_Year_6 | Sixth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_6 | YYYY |
| 754 | Medicare_Earnings_Year_7 | Seventh calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_7 | YYYY |
| 755 | Medicare_Earnings_Year_8 | Eighth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_8 | YYYY |
| 756 | Medicare_Earnings_Year_9 | Ninth calendar year for pre-1983 gross federal earnings that qualifies the individual for medicare coverage at age 65 | Med_Earn_Yr_9 | YYYY |
| 757 | Date_Prior_Leave_Year | Month, day, year prior leave year ended from which leave balances were carried over | Dt_Pr_Lv_Yr | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------|--|-------------------------------|---------------|
| 758 | Hours_R/L | The number of hours of restored leave | Hrs_RL | 3H.2H |
| 759 | Hours_S/L_Balance | The employee's sick leave balance when the employee transfers to a new agency | Hrs_SL_Bal | 4H.2H |
| 760 | Hours_A/L_Balance | Annual leave hours transferred to an employee's new agency | Hrs_AL_Bal | 4H.2H |
| 761 | Hours_R/L_Balance | The number of restored leave hours transferred to an employee's new agency | Hrs_RL_Bal | 3H.2H |
| 762 | Date_Home_Leave_From | Month, day, year of from date home leave used (possible multiple occurrences) | Dt_HmLv_From | MMDDYYYY |
| 763 | Date_Home_Leave_To | Month, day, year of to date home leave used (possible multiple occurrences) | Dt_HmLv_To | MMDDYYYY |
| 764 | Date_Lump_Sum_From | Month, day, year of from date for lump sum leave | Dt_Lump_Sum_From | MMDDYYYY |
| 765 | Date_Lump_Sum_Thru | Month, day, year of to date for lump sum leave | Dt_Lump_Sum_Thru | MMDDYYYY |
| 766 | Hours_Lump_Sum_Partial | Total number of lump sum hours for which an separating employee is paid when the remaining lump sum hours do not total a complete day | Hrs_Lump_Sum_Part | 1H.2H |
| 767 | Hours_R/L_Prior_Year | Hours of restored leave carried over from prior leave year | Hrs_RL_Pr_Yr | 3H.2H |
| 768 | Hours_S/L_Prior_Year | The number of hours of sick leave carried over from prior leave year | Hrs_SL_Pr_Yr | 4H.2H |
| 769 | Hours_Reduced_A/L | Hours of annual leave reduced in current year; for example, for when an employee accumulates 80 hours of LWOP in any pay period | Hrs_Reduced_AL | 3N.2N |
| 770 | Hours_Reduced_S/L | Hours of sick leave reduced in current year; for example, when an employee accumulates 80 hours of LWOP in a pay period | Hrs_Reduced_SL | 3N.2N |
| 771 | Hours_AL_Within_Partial | Total number of annual leave within ceiling hours for which an separating employee is paid when the remaining hours within ceiling do not total a complete day | Hrs_AL_Within_Part | 1H.2H |
| 773 | Hours_A/L_Total | The current balance of an employee's annual leave hours | Hrs_AL_Tot | 4H.2H |
| 774 | Hours_S/L_Total | The current balance of the employee's sick leave hours | Hrs_SL_Tot | 4H.2H |
| 775 | Hours_R/L_Total | Total number of the current restored leave hours | Hrs_RL_Tot | 4H.2H |
| 777 | Hours_AL_Above_Partial | Total number of annual leave above ceiling hours for which an separating employee is paid when the remaining above ceiling hours do not total a complete day | Hrs_AL_Above_Part | 1H.2H |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------|--|-------------------------------|---------------|
| 778 | Hours_Holiday_Lump_Sum_Paid | Hours of holiday in lump sum | Hrs_Holiday_Pd | 3H |
| 779 | Leave_Service_Months_Less_15 | Months of total creditable leave service if less than 15 years | Lv_Svc_Mo_Less_15 | 2N |
| 780 | Leave_Service_Days_Less_15 | Days of total creditable leave service if less than 15 years | Lv_Svc_Days_Less_15 | 2N |
| 781 | Leave_Service_Years_Less_15 | Years of total creditable leave service if less than 15 years | Lv_Svc_Yrs_Less_15 | 2N |
| 782 | Hours_A/L_Taken | Summary of hours of annual leave used during the current leave year through date of separation | Hrs_AL_Taken | 4H.2H |
| 783 | Hours_S/L_Taken | The number hours of sick leave taken through date of separation in the current leave year | Hrs_SL_Taken | 4H.2H |
| 784 | Hours_R/L_Taken | Total number of restored annual leave hours used during the current leave year | Hrs_RL_Taken | 4H.2H |
| 785 | Service_Total_Months | Total number of months of accumulated military and civilian service | Svc_Tot_Mo | 2N |
| 786 | Service_Total_Days | Total number of days of accumulated military and civilian service | Svc_Tot_Days | 2N |
| 787 | Service_Total_Years | Total number of years of accumulated military and civilian service | Svc_Tot_Yr | 2N |
| 788 | Military_Active_Service_Months | The number of months of military active service | Mil_Active_Svc_Mo | 2N |
| 789 | Military_Active_Service_Days | The number of days of military active service | Mil_Active_Svc_Days | 2N |
| 790 | Military_Active_Service_Years | The number of years of military active service | Mil_Active_Svc_Yr | 2N |
| 791 | Service_Prior_Months | Box to record the number of months of previous civilian service | Svc_Pr_Mo | 2N |
| 792 | Service_Prior_Days | The number of days of previous civilian service | Svc_Pr_Days | 2N |
| 793 | Service_Prior_Years | Box to record the number of years of previous civilian service | Svc_Pr_Yr | 2N |
| 794 | Service_Months | The number of months of service performed in this agency | Svc_Mo | 2N |
| 795 | Service_Days | The number of days of service performed in this agency | Svc_Days | 2N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------|--|-------------------------------|---------------|
| 796 | Service_Years | The number of years of service performed in this agency | Svc_Yr | 2N |
| 797 | Accounting_Code | Code which indicates the budget appropriation and accounting information from which the employee is paid or to which the employee is indebted | Acct_Cd | 18X |
| 798 | Authority_Code | First legal authority code for the first nature of action; the authority code is the law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee | Auth_Cd | AXA |
| 799 | Authority_Code_2 | Second legal authority code for the first nature of action; the authority code is the law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee | Auth_Cd_2 | AXA |
| 800 | Authority_Code_3 | First legal authority code for the second nature of action; the authority code is the law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee | Auth_Cd_3 | AXA |
| 801 | Authority_Code_4 | Second legal authority code for the second nature of action; the authority code is the law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee | Auth_Cd_4 | AXA |
| 802 | Bargaining_Unit_Code | Code which indicates whether the employee is eligible for coverage by a bargaining unit and if covered, the specific bargaining unit | BUS | 4N |
| 803 | Duty_Station_Code | Code which identifies the state, county or country, and city of the employee's permanent duty station | Duty_Sta_Cd | 2X4N3N |
| 804 | FEGLI_Code | Code indicating an employee's coverage or noncoverage under the Federal Employee's Group Life Insurance (FEGLI) Program - Use CPDF Federal Employee's Group Life Insurance coding | FEGLI_Cd | 1X |
| 805 | FLSA_Code | Code which indicates the status of a Federal civilian employee under the authority of Section 13 of the Fair Standards Act (29 U. S. C. 213), as amended; (E = Exempt, N = Nonexempt) | FLSA_Cd | 1A |
| 806 | NOAC | First nature of action code; a nature of action code specifies the specific personnel action used to create or change a civilian personnel record | NOAC | 3N |
| 807 | NOAC_2 | Second nature of action code; a nature of action code specifies the specific personnel action used to create or change a civilian personnel record | NOAC_2 | 3N |
| 808 | Pay_Basis_Prior | Pay basis (e.g. per annum, per hour, per day) of position employee is moving from; i.e. pay basis is the principal condition in terms of time, production, or other criteria that, along with the salary rate, determines the compensation paid to an employee | Pay_Basis_Pr | 2A |
| 809 | Pay_Rate_Determinant_Code | Pay Rate Determinant coding | PRD_Cd | 1X |
| 810 | Position_Occupied_Code | Code indicating the employment system under which an employee is serving (1 = competitive service, 2 = excepted service; 3 = SES general, 4 = SES Career Reserved) | Pos_Occ_Cd | 1N |
| 811 | Tenure_Code | Code indicating, for purposes of reduction in force, the retention group in which the employee is placed based on the employee's type of appointment (0=none, 1=permanent, 2=conditional, 3=indefinite) - Use CPDF Tenure coding | Tenure_Cd | 1N |
| 812 | Date_NAFI_Begin | Beginning date of the NAFI service that will become creditable under FERS if affirmative election is made (possible multiple occurrences) | Dt_NAFI_Begin | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|---------------------|----------------------------|---|------------------------|----------|
| 813 | Vet_Pref_Code | Code for the category of entitlement to preference in the Federal Service based on active military service that terminated honorably (1=none, 2=5-point, 3=10-point disability, 4=10-point compensable, 5=10-point other, 6=10-point compensable/30%) - Use CPDF Veterans Preference coding | Vet_Pref_Cd | 1N |
| 814 | Work_Schedule_Code | Code for the time basis on which an employee is scheduled to work (f=full time; p=part time; g=full time seasonal; q=part-time seasonal; i=intermittent; j=intermittent seasonal; b=baylor plan; s=part-time job sharer; t=part-time seasonal job sharer) | Work_Schd_Cd | 1A |
| 815 | Instructional_Program_Code | Code indicating the field of study (instructional program) of an employee who has received a bachelors or higher educational degree | Instruct_Prgm_Cd | 6N |
| 816 | Citizenship_Code | Code indicating whether an employee is a U.S. citizen (1 = USA, 8 = Other) | Citizenship_Cd | 1N |
| 817 | Educational_Level_Code | Code for the extent of an employee's educational attainment from an accredited institution - Use CPDF Education Level coding | Educ_Level_Cd | 2N |
| 818 | Functional_Class_Code | Code for an employee's primary work function as a scientist or an engineer - Use CPDF Functional Classification coding | Func_Class_Cd | 2N |
| 819 | Supervisory_Code | Code for the nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position (2=supervisor/manager; 4=supervisor (CSRS); 5=management official (CSRS); 6=leader; 8=all other) - Use CPDF Supervisory Status coding | Sup_Cd | 1N |
| 820 | Vet_Status | Code indicating whether an employee is a veteran as defined in 38 U.S.C. 101(N=not a veteran of the Vietnam era(9/30/91); V=Vietnam era veteran; B=pre-Vietnam era veteran; P=post-Vietnam era veteran; X= not a veteran) - Use CPDF Veteran Status (Active Military Service) coding | Vet_Status | 1A |
| 821 | Employee_Name_Suffix | The suffix which the employee uses with their first, middle, last names, such as Jr., Sr., Esq., MD., etc (possible multiple occurrences) | Emp_Name_Suffix | 5X |
| 822 | Date_NAFI_End | Ending date of the NAFI service that will become creditable under FERS if affirmative election is made | Dt_NAFI_End | MMDDYYYY |
| 823 | Pay_Basis_Code | Two digit abbreviation for the principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee - Use CPDF Pay Basis coding | Pay_Basis_Cd | 2A |
| 824 | NAFI_Total_Amount | Total amount of transferable contributions available for transfer from NAFI to the Civil Service Retirement and Disability Fund | NAFI_Tot_Amt | 6.2N |
| 825 | Date_NAFI_Computed | The date the NAFI retirement plan(s) computed the transferable contributions for transfer from NAFI to the Civil Service Retirement and Disability Fund | Dt_NAFI_Computed | MMDDYYYY |
| 826 | Other_Pay_Amount | Amount of other pay the employee actually received, including all promotions and within-grade increases (possible multiple occurrences) | Other_Pay_Amt | 6.2N |
| 827 | Rating_Code_2 | Code for the second occurrence of the summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period | Rating_Cd_2 | 1A |
| 828 | Rating_Code_3 | Code for the third occurrence of the summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period | Rating_Cd_3 | 1A |
| 829 | Rating_Code_4 | Code for the fourth occurrence of the summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period | Rating_Cd_4 | 1A |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|---|-------------------------------|---------------|
| 830 | Other_Pay_Amount_Due | Difference between other rate of pay - amount, and other rate of pay - CSRA entitlement for the amount owed the employee under Public Law 95-454 (possible multiple occurrences) | Other_Pay_Amt_Due | 6.2N |
| 831 | Other_Pay_CSRA | Amount of other pay the employee would have received if demotion had not taken place, including all promotions and within-grade increases owed the employee under Public Law 95-454 (possible multiple occurrences) | Other_Pay_CSRA | 6.2N |
| 832 | Premium_Pay_Amount | Amount of premium pay the employee actually received, including all promotions and within-grade increases (possible multiple occurrences) | Prem_Pay_Amt | 5.2N |
| 833 | Premium_Pay_Amount_Due | Difference between premium rate of pay - amount, and premium rate of pay - CSRA entitlement for the amount owed the employee under Public Law 95-454 (possible multiple occurrences) | Prem_Pay_Amt_Due | 5.2N |
| 834 | Premium_Pay_CSRA | Amount of premium pay the employee would have received if demotion had not taken place, including all promotions and within-grade increases (possible multiple occurrences) | Prem_Pay_CSRA | 5.2N |
| 835 | State_Tax_Deduction_CSRA | Amount of premium pay the employee would have received if demotion had not taken place, including all promotions and within-grade increases | St_Tax_Ded_CSRA | 4.2N |
| 836 | Salary_Deduction_Total | Total deductions to be subtracted from the total retroactive entitlement | Sal_Ded_Tot | 5.2N |
| 837 | Salary_Retro_Gross | Gross amount due employee from retroactive pay adjustment | Sal_Retro_Gross | 5.2N |
| 838 | Military_Deposit_Principal | Initial amount computed from Military Earnings times appropriate retirement withholding for Military Deposit | Mil_Dep_Principal | 6.2N |
| 839 | Military_Earnings | Earnings for entire period of Military service (possible multiple occurrences) | Mil_Earn | 6.2N |
| 840 | Military_Deposit_Balance_Due | Under record of payments, remaining military balance due including interest, less prior payments made (possible multiple occurrences) | Mil_Dep_Bal_Due | 6.2N |
| 841 | Military_Deposit_Balance | Under interest computation, amount of Military Deposit principal prior to the computation of additional interest (possible multiple occurrences) | Mil_Dep_Bal | 6.2N |
| 842 | Military_Deposit_Payment | Under record of payments, military payment amount (possible multiple occurrences) | Mil_Dep_Payment | 6.2N |
| 843 | Military_Deposit_Interest_Rate | Under interest computation, interest rate (possible multiple occurrences) | Mil_Dep_Int_Rate | 2.5N |
| 844 | Military_Deposit_Total_Due | Total amount (principal plus interest) of Military Deposit (possible multiple occurrences) | Mil_Dep_Tot_Due | 6.2N |
| 845 | Military_Withholding_Percentage | Appropriate retirement withholding percentage for Military Deposit | Mil_Withholding_Pct | 1.2N |
| 846 | Medicare_Earnings_Year1_Amount | Total earnings for earnings year1 | Med_Earn_Yr1_Amt | 6.2N |
| 847 | Salary_Hourly_Rate | Hourly salary rate as of date separated | Sal_Hrs_Rate | 3.2N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|----------------------------------|---|-------------------------------|---------------|
| 848 | FEGLI_Option_A_Amount | Amount of Option A | FEGLI_Opt_A_Amt | 6N |
| 849 | FEGLI_Living_Benefit_Amt | Monetary amount field for living benefit elected | FEGLI_Living_Amt | 7.2N |
| 850 | Beneficiary_Share | Percent (convert fractions to percent) to be paid to beneficiary (possible multiple occurrences) | Beny_Share | 3.2N |
| 852 | Salary_Adjusted_Prior | The sum of an employee's rate of basic pay and any locality comparability payment and/or special pay adjustment for law enforcement officers, or continued rate of pay under 5 CFR Part 5311, Subpart G, for the position which the employee is moving from | Sal_Adj_Pr | 6N |
| 853 | Qualification_Statement | Check box indicator that qualifications statement is attached | Qual_Statement | 1X |
| 854 | Salary_Locality_Adjustment_Prior | The annual dollar amount representing the difference between an employee's adjusted basic pay and his or her rate of Salary_Basic for the position the employee is moving from | Sal_Loc_Adj_Pr | 5N |
| 855 | Salary_Other_Pay_Prior | Other pay such as allowances, differentials, AUO, LEAP for the position the employee is moving from | Sal_Other_Pay_Pr | 6N |
| 856 | Salary_Total_Prior | Adjusted salary including other pay such as allowances, differentials, AUO, LEAP for position employee moving from | Sal_Tot_Pr | 6N |
| 857 | Salary_Other_Pay | Other pay such as allowances, differentials, AUO, LEAP for position employee moving to | Sal_Other_Pay | 6N |
| 858 | Salary_Total | Adjusted salary including other pay such as allowances, differentials, AUO, LEAP for position employee moving to | Sal_Tot | 6N |
| 859 | Qualification_Statement_No | Check box indicator that qualifications statement is not attached | Qual_Statement_N | 1X |
| 861 | TSP_Percent_C | Thrift savings plan percentage allocated to C fund | TSP_Pct_C | 3N |
| 863 | TSP_Percent_F | Thrift saving plan percentage allocated to F fund | TSP_Pct_F | 3N |
| 864 | TSP_Percent_G | Thrift saving plan percentage allocated to G fund | TSP_Pct_G | 3N |
| 865 | Medicare_Earnings_Year2_Amount | Total earnings for earnings year2 | Med_Earn_Yr2_Amt | 6.2N |
| 866 | Medicare_Earnings_Year3_Amount | Total earnings for earnings year3 | Med_Earn_Yr3_Amt | 6.2N |
| 867 | Medicare_Earnings_Year4_Amount | Total earnings for earnings year4 | Med_Earn_Yr4_Amt | 6.2N |
| 868 | Medicare_Earnings_Year5_Amount | Total earnings for earnings year5 | Med_Earn_Yr5_Amt | 6.2N |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|---|-------------------------------|---------------|
| 869 | Medicare_Earnings_Year6_Amount | Total earnings for earnings year6 | Med_Earn_Yr6_Amt | 6.2N |
| 870 | Medicare_Earnings_Year7_Amount | Total earnings for earnings year7 | Med_Earn_Yr7_Amt | 6.2N |
| 871 | Medicare_Earnings_Year8_Amount | Total earnings for earnings year8 | Med_Earn_Yr8_Amt | 6.2N |
| 872 | Medicare_Earnings_Year9_Amount | Total earnings for earnings year9 | Med_Earn_Yr9_Amt | 6.2N |
| 873 | Medicare_Earnings_Year10_Amount | Total earnings for earnings year10 | Med_Earn_Yr10_Amt | 6.2N |
| 880 | Employee_SSN | A nine digit unique number assigned by the Social Security Administration which is used to identify each employee | Emp_SSN | 9N |
| 881 | Hours_LWOP | The number of leave without pay hours (possible multiple occurrences) | Hrs_LWOP | 4H.2H |
| 882 | SCD_Retirement | Service computation date of employee for retirement purposes | SCD_Ret | MMDDYYYY |
| 883 | Date_Commission_Expires | Date notary public commission or commission of administering officer expires | Dt_Comm_Expires | MMDDYYYYY |
| 884 | Notarized_Day | Day document was notarized | Notarized_Day | 2N |
| 885 | Notarized_Month | Month document was notarized | Notarized_Mo | 9X |
| 886 | Notarized_Year | Year document was notarized | Notarized_Yr | YYYY |
| 887 | Date_Extension_Ends | Date the 6 month extension expires | Dt_Extension_Ends | MMDDYYYYY |
| 888 | Hours_Part-time_Schedule | Indicates the number of hours a part-time employee is scheduled to work during a two week pay period | Hrs_PT_Schd | 2H |
| 889 | Date_Effective_Proposed | Proposed effective date | Dt_Eff_Proposed | MMDDYYYYY |
| 890 | Date_Probation_Begin | Beginning date of managerial/supervisory probationary period | Dt_Prob_Begin | MMDDYYYYY |
| 891 | Time_In_Grade_Txt | Text field for the total length of service in present grade | Time_In_Grd_Txt | 15X |
| 893 | FEGLI_Assignee_Address | Address of FEGLI assignee (possible multiple occurrences) | FEGLI_Assgn_Add | 81X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|--|-------------------------------|---------------|
| 896 | FEGLI_Assignee_Relationship_Txt | Text field for the relationship of the assignee to the insured employee (possible multiple occurrences) | FEGLI_Assgn_Rel | 15X |
| 899 | FEGLI_Assignee_Share | The share percentage the employee allocated to the assignee (possible multiple occurrences) | FEGLI_Assgn_Share | 3.2N |
| 902 | FEGLI_Waiver | "Don't know" check box; indicator of whether waived life insurance | FEGLI_Waiver | 1X |
| 903 | FEGLI_Waiver_Cancel | "Don't know" check box; indicator of whether cancelled waiver of life insurance | FEGLI_Waiver_Can | 1X |
| 904 | Vet_Pref_No | "No" check box; indicator that employee does not have veterans preference | Vet_Pref_N | 1X |
| 905 | Date_Witness | Signature date of the first witness | Dt_Wit | MMDDYYYY |
| 906 | FEHB_Enrolled_NA | "N/A" check box; indicator of whether the participating employee is covered under FEHB | FEHB_Enrolled_NA | 1X |
| 907 | Date_TSP_Eligible | Thrift saving plan eligibility date | Dt_TSP_Elig | MMDDYYYY |
| 908 | SCD_TSP | Service computation date of thrift saving plan | SCD_TSP | MMDDYYYY |
| 909 | FERS_CSRS_Component_No | "No" check box; indicator of whether employee who did elect FERS is entitled to CSRS component | FERS_CSRS_N | 1X |
| 910 | Date_Witness_2 | Signature date of the second witness | Dt_Wit_2 | MMDDYYYY |
| 911 | VA_Copy_No | "No" check box; indicator that member (employee) does not request Copy 6 of the DD 214 be sent to DIR of Veterans Affairs to state indicated | VA_Copy_N | 1X |
| 912 | Appointment_Conditions_Txt | Text field for conditions placed on appointment | App_Conditions_Txt | 255X |
| 913 | Exam_Title_Txt | Text field for title of examination on which employee was rated | Exam_Title_Txt | 32X |
| 914 | High_School_No | "No" check box; indicator that the employee is a high school graduate or equivalent | High_School_N | 1X |
| 915 | FERS_Election_No | "No" check box; indicator of whether or not employee elected FERS | FERS_Election_N | 1X |
| 916 | FEGLI_Address_Insured_Zip | Zip code of the insured or assignee | FEGLI_Add_Ins_Zip | 9X |
| 917 | Offenses_No | "No" check box; indicator for any offenses, including any convictions, imprisonments, probations, paroles during the last 10 years | Offenses_N | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------|---|-------------------------------|---------------|
| 921 | Military_Service_No | "No" check box; indicator for military service | Mil_Svc_N | 1X |
| 922 | Military_Court_Martials_No | "No" check box; indicator of court-martial in last 10 years | Mil_Court_Martial_N | 1X |
| 923 | Debt_Federal_N | "No" check box; indicator of delinquency on federal debt | Debt_Fed_N | 1X |
| 924 | Separation_Reason_No | "No" check box; indicator whether the individual left any job because fired, quit or left job due to problems or debarred by OPM in last 5 years | Sep_Reason_N | 1X |
| 925 | Pending_Charges_No | "No" check box; indicator of pending charges for any violation of law | Pending_Charges_N | 1X |
| 926 | FEGLI_Waiver_Cancel_No | "No" check box; indicator of whether cancelled waiver of life insurance | FEGLI_Waiver_Can_N | 1X |
| 927 | FEGLI_Waiver_No | "No" check box; indicator of whether waived life insurance | FEGLI_Waiver_N | 1X |
| 928 | Other_Relatives_No | "No" check box; indicator of whether relatives work for hiring agency | Other_Relatives_N | 1X |
| 929 | Event_Other_Txt | Text box to describe specific event which occurred in DE-745 (Date_Event) | Event_Other_Txt | 20X |
| 930 | OPM_Remarks_Txt | Comment field for OPM (possible multiple occurrences) | OPM_Rmrk_Txt | 255X |
| 931 | Agency_Remarks_Txt | Text field for agency comments, including facts of case, reason for denial, description of attachments, conditions for change or benefits, explanations of leave or donated leave info, creditable service or agency text (possible multiple occurrences) | Ag_Remarks_Txt | 255X |
| 932 | Beneficiary_Relationship_Txt | Text field for the relationship of the beneficiary to the insured (or assignee) (possible multiple occurrences) | Beny_Rel | 15X |
| 934 | NOA | Clartext/descriptor for Nature of Action (NOA)- Appointment, Promotion, Resignation, etc. (possible multiple occurrences) | NOA | 50X |
| 935 | Agency_Remarks_Txt_2 | Text field for agency comments, including information on military service, disability retirement approval, verified service history, or other agency text not covered by existing OPF data elements (possible multiple occurrences) | Ag_Remarks_Txt_2 | 255X |
| 936 | Agency_2_Txt | Text field for agency data field2 | Ag_2_Txt | 10X |
| 937 | Annuitant_Indicator | Clartext for the annuitant indicator code indicating the status of an annuitant appointed to a position in the Federal civilian service | Ann_Ind | 25X |
| 938 | Duty_Station | Clartext which identifies the state, county or country and city of the employee's permanent duty station | Duty_Sta | 55X |
| 939 | FEGLI | Clartext for employee's FEGLI code | FEGLI | 50X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------|---|-------------------------------|---------------|
| 940 | Authority | Cleartext for authority code1 for first nature of action | Auth | 55X |
| 941 | NOA_2 | Cleartext for second nature of action code | NOA_2 | 50X |
| 942 | Remark | Cleartext for the remarks codes prescribed in the Guide to Processing Personnel Actions describing the items of information which relate to the personnel action being taken and which are required for documentation purposes (possible multiple occurrence) | Rmrk | 255X |
| 944 | Retirement | Cleartext for the retirement code indicating the employee's type of retirement/social security coverage | Ret | 36X |
| 945 | Work_Schedule | Cleartext for the work schedule code which indicates the basis on which an employee is scheduled to work (possible multiple occurrences) | Work_Schd | 30X |
| 946 | Request_Action_Txt | Text field for the action requested by the SF-52 | Req_Act_Txt | 70X |
| 947 | Conflicting_Reasons_Yes | "Yes" check box; indicator of whether supervisor notes additional or conflicting reasons for the employee's resignation/retirement | Conflicting_Y | 1X |
| 948 | Conflicting_Reasons_Txt | If conflicting reason is yes, agency text to explain | Conflicting_Reasons | 255X |
| 949 | Separation_Reason_Txt | Text field for the employee reason for separation to be used in determining possible unemployment benefits (possible multiple occurrences) | Sep_Reason_Txt | 80X |
| 950 | Prior_Approval_Other_Txt | Agency text explaining the Prior Approval - Other check box | Pr_Approval_Txt | 40X |
| 952 | Leave_Ceiling_No | "No" check box; indicator of whether covered by 5 U.S.C. 6304(b) 45 day leave ceiling | Lv_Ceiling_N | 1X |
| 953 | Form_Checkbox_No | "No" check box; indicator that the employee has previously filed form | Form_Checkbox_N | 1X |
| 954 | Nonwartime_Campaign_Txt | Text field for the name of nonwartime campaigns and expeditions for service claim (possible multiple occurrences) | Nonwartime_Campaign | 30X |
| 955 | Sex | Cleartext for the abbreviation of the sex of the employee | Sex | 6X |
| 956 | Instructional_Program | Cleartext for the code indicating the field of study of an employee (possible multiple occurrences) | Instruct_Prgm | 47X |
| 957 | Marital_Txt | Text field for marital status | Marital_Txt | 15X |
| 958 | Date_Probation_End | Ending date of managerial/supervisory probationary period | Dt_Prob_End | MMDDYYYY |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------|---|-------------------------------|---------------|
| 959 | Appointment_Type_Txt | Clear text for the CDPF type of appointment code for service (possible multiple occurrences) | App_Type_Txt | 52X |
| 960 | Educational_Level | Clear text for the extent of an employee's educational attainment from an accredited institution | Educational_Level | 50X |
| 961 | Vet_Pref_5_Points | Check box indicator that employee is claiming a 5 point veterans preference; veterans preference is an employee's category of entitlement to preference in the Federal Service based on active military service that terminated honorably | Vet_Pref_5_Points | 1X |
| 962 | FEGLI_Multiples_Txt | Lowest number of multiples elected in the last 5 years | FEGLI_Multiples_Txt | 1N |
| 963 | Pay_Basis | Clear text for the 2-digit abbreviation for the principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee (possible multiple occurrences) | Pay_Basis | 20X |
| 965 | Position_Number_Prior | Position description number of position employee is moving from | Pos_No_Pr | 8X |
| 966 | Position_Number | Position number of position employee occupying | Pos_No | 8X |
| 967 | Duty_Station_Prior | Clear text for the Duty_Station_Code employee is moving from | Duty_Sta_Pr | 55X |
| 968 | Service_Federal_List_No | "No" check box; indicator that the employee's application or resume list all Federal government civilian and uniformed service, including beginning and ending dates, and the type of appointment and work schedule for civilian employment | Svc_Fed_List_N | 1X |
| 969 | Employment_Status_No | "No" check box; indicator of whether the veteran currently working (non-Federal employment) | Empmt_Status_N | 1X |
| 970 | Vet_Service_Death_No | "No" check box; indicator that the veteran is not dead or did not die in active service | Vet_Svc_Death_N | 1X |
| 971 | Disabled_Spouse_No | "No" check box; indicator that the employee is currently married now and the husband is totally and permanently disabled | Disabled_Spouse_N | 1X |
| 972 | Military_Service_Disability_No | "No" check box; indicator to show whether the vet left Fed or DC Govt in primary occupation due to service connected disability | Mil_Disability_N | 1X |
| 973 | Employment_Status_Federal_No | "No" check box; indicator of whether the veteran been or is he/she currently employed by Fed or DC Gov'n't | Empmt_Status_Fed_N | 1X |
| 974 | TSP_Noncontributing | Check box indicator that FERS noncontributor is allocating agency contribution | TSP_N_Contribute | 1X |
| 975 | TSP_Stop | Check box indicator that employee is terminating TSP contributions | TSP_Stop | 1X |
| 976 | Military_Decorations_Txt | Text field for Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized to Member | Mil_Decorations_Txt | 255X |
| 977 | Military_Education_Txt | Text field for the title of course completed during military service (possible multiple occurrences) | Mil_Educ_Txt | 32X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------------|---|-------------------------------|---------------|
| 978 | Military_Primary_Specialty | Clear text for the member's primary military speciality (possible multiple occurrences) | Mil_Primary_Spec | 54X |
| 979 | Military_Separation_Type | Clear text for the separation code military type describing the type of separation from military service; for example, retirement | Mil_Sep_Type | 40X |
| 980 | Disclosure_Purpose_Txt | Text field for the purpose of disclosure | Disclosure_Purpose | 50X |
| 981 | Disclosed_Information_Txt | Text field for the description of information disclosed | Disclosed_Info_Txt | 255X |
| 982 | Disclosed_Routine_Use_Txt | Text field for the reason or cause for disclosure, including court order, Bureau disclosed to, statistical research or reporting record | Disclosed_Routine | 120X |
| 983 | College/University_Course_Number_Txt | Text field for the college/university, professional association certification, etc., number assigned to a training course (possible multiple occurrences) | Col_Univ_Course_No | 8X |
| 984 | College/University_Course_Title_Txt | Text field for the college/university, professional association certification, etc., title of the training course taken (possible multiple occurrences) | Col_Univ_Course_Txt | 32X |
| 985 | College/University_Credentials_Txt | Text field for the college/university, professional association certification, etc., credentials issues (possible multiple occurrences) | Col_Univ_Credential | 14X |
| 986 | College/University_Dept_Name_Txt | Text field for the college/university, professional association certification, etc., department giving the training course (possible multiple occurrences) | Col_Univ_Dept_Name | 30X |
| 987 | College/University_Term_Txt | Text field for the college/university, professional association certification, etc., semester or quarter and year course credit earned (possible multiple occurrences) | Col_Univ_Term_Txt | 3X |
| 988 | College/University_Credits_Txt | Text field for the college/university, professional association certification, etc., credits earned by completing course (possible multiple occurrences) | Col_Univ_Credits | 14X |
| 989 | Death_Cause_Txt | Text field for the cause of the death; for example, the illness or injury which caused the death | Death_Cause_Txt | 120X |
| 990 | Death_Manner_Txt | Text field for the manner of the death, for example, natural causes, accident, suicide, homicide, etc. | Death_Manner_Txt | 25X |
| 992 | Probation_Supervisor | Check box indicator that employee served probationary period as a supervisor | Prob_Sup | 1X |
| 993 | Probation_Supervisor/Manager | Check box indicator that employee served probationary period as a supervisor/manager | Prob_Sup_Mgr | 1X |
| 994 | Probation_Satisfactory | Check box certifying that the employee's supervisory or managerial performance is fully satisfactory and that the employee should be retained in the supervisory or managerial position | Prob_Satisfactory | 1X |
| 995 | Probation_Satisfactory_No | Check box certifying that the employee's supervisory or managerial performance is less than satisfactory and that the employee should not be retained in the supervisory or managerial position | Prob_Satisfactory_N | 1X |
| 996 | Supervisor_Signature | Signature of employee's supervisor | Sup_Sig | 55X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------------------|---|-------------------------------|---------------|
| 997 | Date_Supervisor_Signature | Date form signed by the supervisor of the employee | Dt_Sup_Sig | MMDDYYYY |
| 998 | Address_Agency_Current_City | Current agency city address for the employee; for generic usage by agencies, it may consist of a personnel or payroll office or processing function, depending on the agency internal structure | Add_Ag_Cur_City | 35X |
| 1000 | Career/Career-cond_App_No | "No" check box; indicator that employee is currently serving under a Career/Career Conditional appointment (yes blk/no blk) | CCA_N | 1X |
| 1001 | Experience/Training_Duties_Txt | Text field for duties and accomplishments under work experience (possible multiple occurrences) | Exp_Trn_Duties_Txt | 255X |
| 1002 | Experience/Training_Certificates_Txt | Text field for the employee's current certificates or licenses (possible multiple occurrences) | Exp_Trn_Cert_Txt | 25X |
| 1003 | Experience/Training_Honors_Txt | Text field for the employee's honors, awards, special accomplishments and dates (possible multiple occurrences) | Exp_Trn_Honors_Txt | 32X |
| 1004 | Experience/Training_Skills_Txt | Text field for the employee's special skills such as languages, typing speed (possible multiple occurrences) | Exp_Trn_Skills_Txt | 25X |
| 1005 | Experience/Training_Courses_Txt | Text field for the title and year of course for the employee's job related training courses (possible multiple occurrences) | Exp_Trn_Courses_Txt | 32X |
| 1007 | Separated_No | "No" check box; indicator that the employee is currently separated from spouse | Sep_N | 1X |
| 1008 | Married_No | "No" check box; indicator of whether the employee is currently married | Married_N | 1X |
| 1009 | Medicare_Coverage_No | "No" check box; indicator that employee does not have MEDICARE | Med_Cov_N | 1X |
| 1010 | Married_to_Veteran_No | "No" check box ; indicator of whether the employee is currently married to a veteran | Married_Vet_N | 1X |
| 1011 | Vet_Deceased_No | "No" check box; indicator that the veteran is not deceased | Vet_Deceased_N | 1X |
| 1012 | Military_Deposit_Increase_No | "No" check box; indicator of whether the deposit for military service would increase annuity | Mil_Dep_Increase_N | 1X |
| 1013 | Private_Health_Insurance_No | "No" check box; indicator for other private health insurance | Private_Health_N | 1X |
| 1014 | Military_Retired_Pay_No | "No" check box; indicator that member is not receiving military retired pay | Mil_Ret_Pay_N | 1X |
| 1015 | Memo_Txt | Dynamic portion of memo required by statute/regulations/etc. which protects the rights and benefits of an employee (multiple occurrences) | Memo_Txt | 255X |
| 1019 | IPA_Mobility_Assignment_No | "No" check box; indicator of whether the employee was previously on a mobility assignment | IPA_Mobile_Assign_N | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-----------------------------|---|-------------------------------|---------------|
| 1020 | RIF_Competitive_Area | Text field for the employee geographic location competitive area | RIF_Comp_Area | 80X |
| 1023 | Vet_Pref_Percentage | Clear text for CPDF Veterans Preference code 4, less than 30% compensable disability, or code 6, 30% or more compensable disability for an employee's entitlement to veterans preference based on active military service terminated honorably | Vet_Pref_Pct | 35X |
| 1025 | Employee_Background_Txt | Text field for the detailed information on convictions, courts-martial, pending charges, reasons for leaving previous jobs, delinquencies, relatives working for Government, receipt of retirement pay, cancellation of waivers of insurance | Emp_Background_Txt | 255X |
| 1026 | Offenses_Yes | "Yes" check box; indicator for any offenses, including any convictions, imprisonments, probations, paroles during the last 10 years | Offenses_Y | 1X |
| 1027 | IPA_Leave_Txt | Text field for agency information indicating the annual and sick leave benefits for which the assigned employee is eligible and specify the procedures for reporting, requesting and recording such leave | IPA_Lv_Txt | 255X |
| 1028 | IPA_Pay_Txt | Text field for agency information indicating any conditions that could increase the assigned employee's compensation during the assignment period | IPA_Pay_Txt | 50X |
| 1029 | IPA_Fiscal_Federal_Txt | Text field for agency information indicating if paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision | IPA_Fiscal_Fed_Txt | 255X |
| 1030 | IPA_Mobility_Assignment_Txt | Text field listing the major duties and responsibilities to be performed while on the mobility assignment | IPA_Mobile_Txt | 255X |
| 1031 | IPA_Assign_New | Check box indicator that the Intergovernmental Personnel Act assignment is a new agreement | IPA_Assign_New | 1X |
| 1032 | IPA_Benefits_Txt | Text field listing employee benefits to be made part of this agreement, including all state employee benefits that will be retained by state or local agency employee or state/local benefits elected by Federal employee on LWOP | IPA_Ben_Txt | 100X |
| 1033 | IPA_Agency_Txt | Text field for agency information indicating the reasons for this mobility assignment and discuss how the work will benefit the participating governments. Also indicates how the employee will be utilized at the completion of this assignment. | IPA_Ag_Txt | 255X |
| 1034 | IPA_RIF | Check box indicator of agreement that employee was informed of applicable provisions should the permanent position become subject to RIF | IPA_RIF | 1X |
| 1035 | IPA_Fiscal_State/Local_Txt | Text field for agency information indicating the state or local government agency obligations | IPA_Fiscal_St_Local | 255X |
| 1036 | IPA_Termination | Check box indicator of agreement that employee was informed that assignment may be terminated at any time at the option of the Federal agency or the state/local government | IPA_Term | 1X |
| 1037 | IPA_Travel_Information_Txt | Text field indicating whether the Federal, State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in FPM 334 and which travel and relocation expenses will be included | IPA_Travel_Info_Txt | 255X |
| 1038 | IPA_Travel_Obligation | Check box indicator of agreement that employee was informed that any travel and transportation expenses covered by Federal appropriations may be recovered as a debt due if assignment incomplete or one year, whichever is shorter | IPA_Travel_Obligate | 1X |
| 1039 | IPA_Faculty_Fellows_No | "No" check box; indicator of whether the assignment was made through a faculty fellows program | IPA_Faculty_N | 1X |
| 1040 | Other_Pay_CSRA_Txt | Text field for the type of other pay actually received by the employee/type of pay the employee would have received if demotion had not taken place (possible multiple occurrences) | Other_Pay_CSRA_Txt | 40X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|------------------------------------|---|-------------------------------|---------------|
| 1041 | Premium_Pay_Txt | Text field for the Type of premium pay actually received by the employee/type of pay the employee would have received if demotion had not taken place (possible multiple occurrences) | Premium_Pay_Txt | 40X |
| 1043 | NPRC_Response_5_Txt | Text field for agency information indicating when and where folder was sent | Rec_Ctr_Response_5 | 180X |
| 1044 | NPRC_Response_7_Txt | Text field for agency information to describe other records center response | Rec_Ctr_Response_7 | 100X |
| 1046 | AWOP_Type | Clear text for type of absence without pay of more than 6 months (possible multiple occurrences) | AWOP_Type | 15X |
| 1048 | Noncreditable_Service_Leave_Txt | Text field for the explanation of noncreditable time for leave (possible multiple occurrences) | Noncredit_Svc_Lv | 30X |
| 1049 | Noncreditable_Service_RIF_Txt | Text field for the explanation of noncreditable time for RIF (possible multiple occurrences) | Noncredit_Svc_RIF | 30X |
| 1050 | Current_Job_Type_Txt | Text field for the type of job currently held | Cur_Job_Type_Txt | 54X |
| 1051 | Vet_Exam_Txt | Text field for the name and announcement number of CS or PS exam or position | Vet_Exam_Txt | 54X |
| 1052 | Military_Occupation_Txt | Text field for the type of job member held in military | Mil_Occ_Txt | 54X |
| 1055 | FEHB_Future_Plan | Clear text for the CPDF enrollment code for the health plan for which the employee is electing coverage | FEHB_Future_Plan | 80X |
| 1056 | FEHB_Present_Plan | Clear text for the CPDF enrollment code for the health plan for which the employee is presently covered | FEHB_Present | 80X |
| 1057 | Military_Deposit_No | "No" check box; indicator of whether member wants to make or complete a military deposit for post-1956 military service | Mil_Dep_N | 1X |
| 1059 | Action_Type_Position_Change | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a position change | Act_Type_Pos_Change | 1X |
| 1060 | Action_Type_Reinstatement | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a reinstatement | Act_Type_Reinstatement | 1X |
| 1061 | Action_Type_Temp_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a temporary or term appointment based on reinstatement eligibility | Act_Type_Temp_App | 1X |
| 1062 | Action_Type_Career_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a career appointment | Act_Type_Career_App | 1X |
| 1063 | Action_Type_Career_Conditional_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a career conditional appointment | Act_Type_CCA | 1X |
| 1064 | Action_Type_Conversion | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a conversion to a career or career conditional appointment | Act_Type_Conversion | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---|---|-------------------------------|---------------|
| 1065 | Action_Type_Special_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a special tenure appointment | Act_Type_Spec | 1X |
| 1066 | Action_Type_Excepted_App | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was an excepted appointment | Act_Type_Excepted | 1X |
| 1067 | Action_Type_Detail | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was a detail | Act_Type_Detail | 1X |
| 1068 | Action_Type_Other | Check box indicator that the type of action which caused the request for approval of a noncompetitive action was other than a position change, reinstatement, temporary appt., career or career conditional appt., conversion, special or excepted appt., or a detail | Act_Type_Other | 1X |
| 1075 | Agency_3_Txt | Text field for agency data field3 | Ag_3_Txt | 10X |
| 1076 | Agency_4_Txt | Text field for agency data field4 | Ag_4_Txt | 10X |
| 1077 | Agency_5_Txt | Text field for agency data field5 | Ag_5_Txt | 30X |
| 1078 | Authority_2 | Clear text for authority code2 for first nature of action | Auth_2 | 55X |
| 1079 | Authority_3 | Clear text for authority code1 for second nature of action | Auth_3 | 55X |
| 1080 | Authority_4 | Clear text for authority code2 for second nature of action | Auth_4 | 55X |
| 1089 | TSP_Percent | The percentage rate of the employee's pay to be deducted for the Thrift Savings Plan. The rate represents a whole percentage from 1 to 10 percent. | TSP_Pct | 2N |
| 1090 | TSP_Amount | The fixed amount specified by the employee to be deducted for the Thrift Savings Plan in a pay period | TSP_Amt | 5.2N |
| 1091 | Military_Retired_Pay_Waived_No | "No" check box; indicator to show whether member waived retired military pay | Mil_Ret_Pay_Waive_N | 1X |
| 1092 | Minimum_Annuity_No | "No" check box; indicator that the employee is not eligible for annuity based on minimum basic annuity | Minimum_Ann_N | 1X |
| 1093 | OPM_Approval_No | "No" check box; indicator for OPM approval of proposed action | OPM_Approval_N | 1X |
| 1094 | Retirement_Civil_Service_Contributions_No | "No" check box; indicator that employee had been subject to civil service retirement deductions | Ret_CS_Contribute_N | 1X |
| 1095 | Vet_SSN | Social security number of veteran on whose records veterans preference is being claimed | Vet_SSN | 9N |
| 1096 | Vet_Name | Name of veteran on whose records veterans preference is being claimed | Vet_Name | 55X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|---------------------------------|---|-------------------------------|---------------|
| 1097 | File_Number_Txt | Text field for the file number, statement number, register's number, case number, requester ID, announcement number, etc. | File_No_Txt | 25X |
| 1098 | OPM_Number | OPM Case Number | OPM_No | 8X |
| 1099 | Requester_ID | Identification number for Organization Requesting Investigation (e.g.0004 D10); similar to password used by people who regularly request investigations | Req_ID | 8X |
| 1100 | Requirement_Indicator_No | "No" check box; indicator for requirements other than those for which prior approval is requested and has been met | Reqm_Ind_N | 1X |
| 1101 | Claim_Number | Claim number for retirement or compensation; for example for a CSA, CSI or OWCP claim | Claim_No | 10X |
| 1102 | VA_Number | VA claim number | VA_No | 8X |
| 1104 | National_Guard_Number | Service number for the employee when serving in the National Guard (possible multiple occurrences) | NG_No | 10X |
| 1105 | Military_Reserve_Number | Service number for the member when performing in the Reserve Service (possible multiple occurrences) | Mil_Reserve_No | 10X |
| 1106 | Agency_Number | Sequential control number for SF 2811 | Ag_No | 10X |
| 1107 | SSN_Dependent | Social security number of the employee's dependent (possible multiple occurrences) | SSN_Dependent | 9X |
| 1109 | Date_Nonpay_Begin | Date non-pay status began for which offset is requested (possible multiple occurrences) | Dt_Nonpay_Begin | MMDDYYYY |
| 1113 | Date_Nonpay_End | Date non-pay status ended for which offset is requested (possible multiple occurrences) | Dt_Nonpay_End | MMDDYYYY |
| 1117 | Debt_Amount | Amount of debt for period shown (possible multiple occurrences) | Debt_Amt | 7.2N |
| 1118 | Debt_Amount_Total | Total (sum) of all amounts (Amount_Debt) shown for each discrete period | Debt_Amt_Tot | 7.2N |
| 1119 | Payroll_Office_Code | 3 character field associated with disbursing office | Pay_Ofc_Cd | 3X |
| 1129 | SGLI_Coverage | Check box indicator that employee was not covered by Serviceman's Group Life Insurance | SGLI_Cov | 1X |
| 1130 | VEAP_Contributions_Yes | "Yes" check box; indicator that member contributed to Post-Vietnam Era Veterans Education Assistance Program | VEAP_Contribute_Y | 1X |
| 1131 | Employee_Address_Military_Entry | Employee's home address at time of entry into military active duty | Emp_Add_Mil_Entry | 81X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|-------------------------------------|---|-------------------------------|---------------|
| 1132 | NPRC_Response_5 | Check box indicator that agency is providing text information indicating when and where folder was sent | NPRC_Response_5 | 1X |
| 1133 | NPRC_Response_7 | Check box indicator that text is provided to describe other records center response | NPRC_Response_7 | 1X |
| 1134 | Days_Military_Leave_Unused | Balance of unused military leave day for current fiscal year | Days_Mil_Lv_Unused | 2N |
| 1135 | Reason_Not_Appointed_2 | Check box indicator that the reason person selected was not appointed was due to employee's failure to reply | Reason_N_App_2 | 1X |
| 1136 | Reason_Not_Appointed_3 | Check box indicator that the reason person selected was not appointed was due to employee's failure to report | Reason_N_App_3 | 1X |
| 1137 | Reason_Not_Appointed_4 | Check box indicator that the reason person selected was not appointed was due to other than employee's declination, failure to report or failure to reply | Reason_N_App_4 | 1X |
| 1138 | Military_Active_Service_Enlisted | Check box indicator that the member was enlisted in active service (possible multiple occurrences) | Mil_Svc_Enlist | 1X |
| 1139 | Military_Active_Service_Officer | Check box indicator that the member was an officer in active service (possible multiple occurrences) | Mil_Svc_Off | 1X |
| 1140 | Date_Military_Active_Verified_Begin | Beginning month, day and year of active duty service verified by records center (possible multiple occurrences) | Dt_Mil_Verify_Begin | MMDDYYYY |
| 1142 | Form_Checklist_FEGLI_OPF | Check box indicator that the FEGLI Designation of Beneficiary forms (SF 54s and SF 2823s) are on file in the employee's OPF | Chk_FEGLI_OPF | 1X |
| 1143 | Retirement_System_Other_Txt | Text specifying employee's retirement system if other than CSRS/FERS, TVA, DCRS, FSRS, CIA, or FICA | Ret_Sys_Other_Txt | 15X |
| 1144 | Requester_Next_of_Kin_Txt | Text specifying the relationship if employee is next of kin of a deceased veteran | Req_Next_Kin_Txt | 7X |
| 1145 | Requester_Other_Txt | Text field specifying the requester's relationship to the employee | Req_Other_Txt | 20X |
| 1146 | VEAP_Contributions_No | "No" check box; indicator that member did not contribute to Post-Vietnam Era Veterans Education Assistance Program | VEAP_Contribute_N | 1X |
| 1147 | Retirement_Coverage_NA | "N/A" check box; indicator that participating employee is covered by CSRS or FERS; y = covered by CSRS/FERS, n = not applicable | Ret_Cov_NA | 1X |
| 1149 | Retirement_Status_Application_No | "No" check box; indicator that employee is not receiving and/or did not apply for Federal or DC retirement pay | Ret_Application_N | 1X |
| 1150 | Excess_AWOP_No | "No" check box; indicator completed by employee for absence without pay of more than six months in one calendar year | Excess_AWOP_N | 1X |
| 1151 | Service_Prior_Federal_No | "No" check box; indicator whether the employee had prior federal civilian service | Svc_Pr_Fed_N | 1X |

| Data Element Number | Data Element Name | Data Element Description | Data Element Shortname | Format |
|----------------------------|--------------------------|--|-------------------------------|---------------|
| 1152 | Employee_Alias_First | Other first names used by the employee, e.g. maiden name, nickname, etc. (possible multiple occurrences) | Emp_Alias_First | 15X |
| 1153 | Employee_Alias_Middle | Other middle names used by the employee, e.g. maiden name, nickname, etc. (possible multiple occurrences) | Emp_Alias_Middle | 15X |
| 1154 | Employee_Alias_Suffix | Other last suffix names used by the employee, e.g. maiden name, nickname, etc. (possible multiple occurrences) | Emp_Alias_Suffix | 5X |
| 1158 | Employee_Name_Last_2 | New last name of employee after a name change | Emp_Name_Last_2 | 20X |
| 1159 | Employee_Name_Middle_2 | New middle name of employee after a name change | Emp_Name_Middle_2 | 15X |
| 1160 | Employee_Name_Suffix_2 | New last suffix for the employee after a name change | Emp_Name_Suffix_2 | 5X |

Official Personnel Folder Documents

This section includes a listing of the Official Personnel Folder documents from which the Dictionary's data elements were developed. The workgroup used documents authorized for transfer with the Official Personnel Folder. These determinations were made based on the guidance in The Guide to Personnel Recordkeeping as updated through November 1997. If there was no form identifier or number for a document, the workgroup assigned the identifier "DG" and a form number. The listing is by form identifier and number.

Samples of the documents are available in a separate file (opfforms.pdf.) On these samples, the data elements identified from the document are shown in brackets, by data element number, in the approximate location of the data element on the document.

Official Personnel Folder Document Listing

| Identifier | Document Title |
|------------|---|
| CSC 648 | Recommendation for Conversion to Career Appointment Under Regulation 315.703a |
| CSC 2800a | Proof of Selection for Career or Career Conditional Appointment |
| CSC 2800b | Authorization of a Career-Conditional Appointment |
| DD 214 | Certificate of Release or Discharge from Active Duty |
| DG 01 | Accounting of Disclosure |
| DG 03 | Birth Certificate |
| DG 04 | Certification of Investigation Notice (Post Adjudication) |
| DG 05 | Certified Copy of School Transcript |
| DG 06 | Closed - Discontinued Notice |
| DG 07 | Closed Incomplete Notice |
| DG 08 | Death Certificate |
| DG 09 | Delegated Authority Letters |
| DG 10 | Demonstration Project Documents |

| Identifier | Document Title |
|-------------------|---|
| DG 11 | Approval/Denial of LEO/Firefighter Position |
| DG 12 | Details - Interagency Agreements |
| DG 14 | Employee's Written Agreement to Accept Voluntarily the Conditions Attendant to a Change from Career to Noncareer or Limited SES Appointment |
| DG 17 | List Forms for the Personnel Actions Such as Mass Changes and Transfers of Function |
| DG 19 | Non-SES Ratings of Record and Performance Plans |
| DG 20 | Notice of Approval of Disability Retirement (RI 30-27 or letter) |
| DG 21 | Notice of Eligibility - Temporary Continuation of Coverage |
| DG 22 | OPM/CSC Requirement for Long-Term Retention |
| DG 23 | Peace Corps, Action, Vista Service Verification |
| DG 25 | PMRS Termination Notice |
| DG 26 | Post Office Conversions |
| DG 27 | Reconstructed OPF Notice |
| DG 28 | Returned - Requirements Met Notice |
| DG 29 | Resignation Documents (Other than SF 52) |
| DG 31 | Salary Increase Documents |
| DG 33 | SES - Ratings of Record and Performance Plans |
| DG 34 | Specific Notice of Reduction in Force |
| DG 36 | Statement of Acceptance or Declination of conversion to an SES Position |
| DG 37 | Statement of SES Career Appointee |
| DG 38 | Statement of Understanding |
| DG 40 | Veterans' Affairs Letters |
| DG 41 | Ethics Pledge |
| DG 42 | License |

| Identifier | Document Title |
|-------------------|--|
| DG 45 | Letters from agencies, Postmaster General, military academies, National Guard Bureau/Reserve Reports of Separation, etc., to support creditable service or creditable military service |
| DG 46 | Decree of Annulment |
| DG 47 | Official statement, citation or certificate showing the award of the Purple Heart |
| DG 48 | Notice of right to elect continued coverage while serving in a non-Federal organization |
| DG 49 | Supervisory/Managerial Probation - evidence of satisfactory completion |
| DG 50 | Affidavits accepted as proof of service |
| DG 51 | Medical Documentation Used in Making a Self-Support Determination |
| DG 52 | Employee's Election to Terminate Benefits During a Period of Nonpay Status or Insufficient Pay |
| FE 8C | Explanation of Benefits, FEGLI Claim for Living Benefits |
| OF 69 | Assignment Agreement Title IV of IPA of 1970 |
| OF 306 | Declaration for Federal Employment |
| OF 612 | Optional Application for Federal Employment |
| OPM 1368 | Pay Authorization Under Civil Service Reform Act |
| OPM 1514 | Military Deposit Worksheet |
| OPM 1515 | Military Service Deposit Election |
| OPM 1522 | Indebtedness to Health Benefits Fund |
| OPM 1528 | Notification of Earnings for Medicare Eligibility |
| OPM 1561 | Retirement Election for Senior Officials |
| OPM 1583 | Selective Service Registration Statement |
| RI 20-97 | Estimated Earnings During Military Service |
| RI 38-130 | Retirement, Life Insurance, and Health Benefits under the Indian Self-Determination and Educational Assistance Act |

| Identifier | Document Title |
|-------------------|--|
| RI 38-134 | Election to Retain NAFI Retirement Coverage as a Result of a Move from a Nonappropriated Fund Position to a Civil Service Position |
| RI 76-10 | Assignment of FEGLI |
| RI 92-33 | Election of Retroactive Nonappropriated Fund Instrumentality Retirement Coverage by FERS Employees under Public Law 104-106 |
| RI 92-34 | Election of FERS with Credit for Nonappropriated Fund Instrumentality Service Under Public Law 104-106 |
| SF 15 | Application for 10 Point Veterans Preference |
| SF 50-B | Notification of Personnel Action |
| SF 52 | Request for Personnel Action |
| SF 59 | Request for Approval of Noncompetitive Action |
| SF 61 | Appointment Affidavit (Oath of Office) |
| SF 127 | Request for Official Personnel Folder |
| SF 144 | Statement of Prior Federal Service |
| SF 144A | Statement of Prior Federal Service Worksheet |
| SF 312 | Classified Information Non-Disclosure Agreement |
| SF 813 | Verification of Retiree's Service/Campaigns/Expeditions |
| SF 1150 | Record of Leave Data |
| SF 1150A | Transfer of Leave Records for Leave Recipient Covered by the Voluntary Leave Transfer Program |
| SF 2801-1 | Certified Summary of Federal Service |
| SF 2809 | Health Benefits Registration Form |
| SF 2815 | Employee Service Statement |
| SF 2817 | Life Insurance Election |
| SF 2819 | Notice of Conversion Privilege |
| SF 2821 | Agency Certification of Insurance Status (FEGLI) |

| Identifier | Document Title |
|-------------------|---|
| SF 2822 | Request for Life Insurance |
| SF 2823 | Designation of Beneficiary Under OFEGLI Program |
| SF 3102 | FERS Designation of Beneficiary |
| SF 3107-1 | Certification Summary of Federal Service |
| SF 3109 | Election of Coverage |
| SF 3110 | Former Spouse's Consent to FERS Election |
| SF 3111 | Request for Waiver, Extension, or Search in Connection with Election of FERS Coverage |
| TSP-1 | Thrift Saving Plan Election Form |