

# EHRI

Enterprise Human Resources Integration

## Guide to Retirement Data Reporting

**FROM:**  
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## Revision Sheet

Release Number	Date	Revision Description
1.0	07/27/2009	Version 1.0 of the Guide to Retirement Data Reporting (GRDR) approved by OPM. GRDR 1.0 includes the Separation retirement feed and the Transfer retirement feed.
2.0	10/20/2009	Version 2.0 of the GRDR approved by OPM. GRDR 2.0 includes the FERS Election retirement feed and the Re-employed Annuitant notification feed.
2.1	11/03/2009	Version 2.1 of the GRDR approved by OPM. GRDR 2.1 adds elements (Frozen Sick Leave Balance Hours, Frozen Sick Leave Expiration Date, FEGLI Post-Election Basic Insurance Amount); removes Presidential Appointment Indicator from Separation, Transfer, and FERS Election feeds; adjusted Non-Appropriated Fund (NAF) elements to be repeating; and changed Government Claim Indicator to be required for the Separation feed.
3.0	06/02/2010	<p>Version 3.0 of the GRDR approved by OPM. See below for details on changes in this version of the document.</p> <p>Added Section 2.2: Net Effect of HR Actions</p> <p>Added Section 4.3: Data Element Format Types</p> <p>Updated Section 5.2:</p> <ul style="list-style-type: none"> <li>• Added the new column 'Datatype' to the record specification to document the data type and length, when applicable, for each data element</li> <li>• Removed the 'Source' column from the record specification</li> <li>• Updated guidance in the Notes for Sick Leave Balance Hours (ICD Seq #38) and Sick Leave Expiration Date (ICD Seq #39) to clarify that the fields are not required for a FERS Election</li> <li>• Renamed 'Military Service Provision' to 'National Guard Military Service Provision Code' (ICD Seq #62)</li> <li>• Renamed 'Retroactive Adjustment Reason' to 'Retroactive Adjustment Reason Code' (ICD Seq #75)</li> <li>• Removed USPS Part-time Tour of Duty Start Date (ICD Seq #47)</li> <li>• Removed USPS Part-time Tour of Duty End Date (ICD Seq #48)</li> <li>• Removed LWOP-OWCP Claim Number (ICD Seq #104)</li> <li>• Removed LWOP-OWCP Type of Benefit (ICD Seq #105)</li> <li>• Removed FEGLI Post-Election Basic Insurance Amount (ICD Seq #129)</li> <li>• Added OWCP Claim Number (ICD Seq #108)</li> <li>• Added National Guard Military Service Indicator (ICD Seq #129)</li> <li>• Changed the label for Last Day in Pay Status (ICD Seq #133) from 'SEPARATION ONLY' to 'SEPARATION / RETIREMENT / DEATH ONLY'</li> <li>• Added a new section for data elements that are only specific to the Separation and At-Retirement triggers <ul style="list-style-type: none"> <li>○ Added Voluntary Separation Incentive Payment (VSIP) Indicator (ICD Seq #132)</li> </ul> </li> <li>• Added a new section for data elements that are only specific to the At-Retirement and Death-in-Service triggers <ul style="list-style-type: none"> <li>○ Added Manual Retirement Reason Code (ICD Seq #136)</li> <li>○ Added Military Service Deposit Election Indicator (ICD Seq #137)</li> </ul> </li> <li>• Added a new section for data elements that are only specific to the At-Retirement trigger <ul style="list-style-type: none"> <li>○ Added Address Line 1 (ICD Seq #138)</li> <li>○ Added Address Line 2 (ICD Seq #139)</li> <li>○ Added Address Line 3 (ICD Seq #140)</li> <li>○ Added City (ICD Seq #141)</li> <li>○ Added State Code (ICD Seq #142)</li> <li>○ Added Postal Code (ICD Seq #143)</li> <li>○ Added Country Code (ICD Seq #144)</li> <li>○ Added Direct Deposit Indicator (ICD Seq #145)</li> <li>○ Added Financial Institution Name (ICD Seq #146)</li> </ul> </li> </ul>

Release Number	Date	Revision Description
		<ul style="list-style-type: none"> <li>○ Added Routing Number (ICD Seq #147)</li> <li>○ Added Account Number (ICD Seq #148)</li> <li>○ Added Account Type Code (ICD Seq #149)</li> <li>○ Added Early Retirement Authority Code (ICD Seq #150)</li> <li>○ Added Statutory Provision for Retirement (ICD Seq #151)</li> <li>○ Added Employing Agency Official Name (ICD Seq #152)</li> <li>○ Added Employing Agency Official Telephone Number (ICD Seq #153)</li> <li>○ Added Employing Agency Official Fax Number (ICD Seq #154)</li> <li>○ Added Employing Agency Official Email Address (ICD Seq #155)</li> <li>● Added a new section for data elements that are only specific to the Death-in-Service trigger                             <ul style="list-style-type: none"> <li>○ Added Basic Employee Death Benefit Total Hours Worked in Last 52 Weeks (ICD Seq #156)</li> </ul> </li> </ul> <p>Updated Section 6.3:</p> <ul style="list-style-type: none"> <li>● Added the new column 'Datatype' to the record specification to document the data type and length, when applicable, for each data element</li> <li>● Removed the 'Source' column from the record specification</li> </ul> <p>Added Appendix F: At-Retirement Business Example</p> <p>Added Appendix G: Death-in-Service Business Example</p> <p>In Appendix H, made the following updates:</p> <ul style="list-style-type: none"> <li>● Removed the 'Source' column</li> <li>● For Additional Retirement Creditable Basic Pay Rate Code, removed the code '03' for Remuneration Pay (Panama Area Differential Pay) and the code '14' for Administratively Determined</li> <li>● For National Guard Military Service Provision Code, removed the code '04' for State Military Duty</li> <li>● For Manual Retirement Reason Code,                             <ul style="list-style-type: none"> <li>○ Updated code '06' to say Settlements/Agreements/Administrative Board Orders instead of Settlements/Agreements</li> <li>○ Updated code '07' to say OWCP instead of Other</li> <li>○ Added code '08' for Other</li> </ul> </li> <li>● For Military Service Branch Type Code,                             <ul style="list-style-type: none"> <li>○ Updated code '07' to say National Oceanic and Atmospheric Administration (NOAA), formerly Coast and Geodetic Survey and Environmental Science Services Administration instead of Coast and Geodetic Survey</li> <li>○ Removed code '08' for ESSA</li> </ul> </li> <li>● Removed LWOP-OWCP Type of Benefit</li> <li>● Removed OWCP Type of Benefit</li> <li>● For Record Type Code,                             <ul style="list-style-type: none"> <li>○ Updated code '06' to say Preliminary Disability Retirement instead of Preliminary IRR for Disability Retirement</li> <li>○ Removed code '07' for Re-employed annuitant</li> </ul> </li> <li>● For Retroactive Adjustment Reason Code, added code 'O' for Other</li> </ul> <p>Added Appendix K: CSRS and FERS Retirement Provisions</p>
4.0	6/30/2010	<p>Version 4.0 of the GRDR approved by OPM. See below for details on changes in this version of the document.</p> <p>Section 2 – Overview of RSM Data Feeds:</p> <ul style="list-style-type: none"> <li>● Renamed Section 2 from 'Retirement Data Feed Overview' to 'Overview of RSM Data Feeds'</li> <li>● Moved previous section 2.1: Data Management to 2.1.1 and 2.2: Net Effect of HR Actions to 2.1.2 under Section 2.1: Retirement Data Feed</li> </ul>

Release Number	Date	Revision Description
		<p>Renamed Section 3 from 'Retirement Data Feed Details' to 'RSM Data Feed Details'</p> <p>Renamed Section 5 from 'Retirement Data Feed for Separations, Transfers, FERS Elections, Retirements, and Deaths-in-Service' to 'Retirement Data Feed'</p> <p>Renamed Section 5.2 from 'Separation, Transfer, FERS Election, Retirement, and Death-in-Service Record Specification' to 'Retirement Record Specification'</p> <p>Updated Section 5.2 – Retirement Record Specification:</p> <ul style="list-style-type: none"> <li>• Removed references to LWOP-US. As of March 28, 2010 OPM refers to LWOP-US as Absent-Uniformed Services.</li> <li>• Removed Firefighter Regular Tour of Duty (ICD Seq #46)</li> <li>• Removed the NAF Service data elements: <ul style="list-style-type: none"> <li>○ NAF Service Begin Date (ICD Seq #65)</li> <li>○ NAF Service End Date (ICD Seq #66)</li> <li>○ NAF Service Work Schedule Code (ICD Seq #67)</li> <li>○ NAF Service Retirement Plan Code (ICD Seq #68)</li> <li>○ NAF Service Retirement Election Law (ICD Seq #69)</li> </ul> </li> <li>• Renamed 'Sick Leave Expiration Date' to 'Sick Leave Expiration Date for an Uncommon Tour of Duty' (ICD Seq #39)</li> <li>• Renamed 'Frozen Sick Leave Expiration Date' to 'Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty' (ICD Seq #41)</li> <li>• Added a new section for data elements that are only specific to the Retirement and Preliminary Disability Retirement triggers. Moved the following elements that were previously tracked under the 'RETIREMENT ONLY' section: <ul style="list-style-type: none"> <li>○ Moved Employing Agency Official Name (ICD Seq #132)</li> <li>○ Moved Employing Agency Official Telephone Number (ICD Seq #133)</li> <li>○ Moved Employing Agency Official Fax Number (ICD Seq #134)</li> <li>○ Moved Employing Agency Official Email Address (ICD Seq #135)</li> <li>○ Added Child Support Court Order Indicator (ICD Seq #136)</li> </ul> </li> <li>• Updated the previously titled 'SEPARATION / RETIREMENT/ DEATH ONLY' section to 'SEPARATION / RETIREMENT / DEATH / PRELIMINARY DISABILITY ONLY' to include elements in the Preliminary Disability Retirement trigger</li> <li>• Added a new section for data elements that are only specific to the Preliminary Disability Retirement trigger <ul style="list-style-type: none"> <li>○ Added Disability Retirement Application Date (ICD Seq #152)</li> <li>○ Added Duty Status Indicator for Disability Purposes (ICD Seq #153)</li> <li>○ Added Special Technician Disability Indicator (ICD Seq #154)</li> <li>○ Added Terminal or Life Threatening Priority Indicator (ICD Seq #155)</li> </ul> </li> </ul> <p>Updated Section 6.3 – Re-employed Annuitant Record Specification:</p> <ul style="list-style-type: none"> <li>• Removed Firefighter Regular Tour of Duty (ICD Seq #33)</li> </ul> <p>Added Section 7: Summary of Service Data Feed</p> <ul style="list-style-type: none"> <li>• Removed previous Section 7 – Record Cancellation. The content was moved to Section 2.7.</li> </ul> <p>Added Appendix H: Preliminary Disability Retirement Business Examples, which caused these existing appendices to get renumbered:</p> <ul style="list-style-type: none"> <li>• Previous Appendix H: Data Dictionary Valid Values became Appendix I</li> <li>• Previous Appendix I: Data Transfer Package Example became Appendix J</li> <li>• Previous Appendix J: RSM Retirement Data Feed XML Schemas became Appendix K: XML Schemas for RSM Data Feeds</li> <li>• Previous Appendix K: CSRS and FERS Retirement Provision became Appendix L</li> </ul> <p>In Appendix I, made the following updates:</p> <ul style="list-style-type: none"> <li>• Added Country Code</li> </ul>

Release Number	Date	Revision Description
		<ul style="list-style-type: none"> <li>• Added Employing Agency Country Code</li> <li>• Added Employing Agency State Code</li> <li>• Added Military Retired or Retainer Pay Type Code</li> <li>• Added NAF Service Portability Election Law</li> <li>• Added Non-deduction Service Deposit Payment Status</li> <li>• Added SF 2809 Code</li> <li>• Added SF 2810 Code</li> <li>• Added State Code</li> <li>• For FEGLI Event Code, named the Initial Enrollment code '0' instead of 'IE'</li> <li>• For NAF Service Retirement Election Law, added the value '99-638'</li> <li>• For Work Schedule Code, added two new values for U.S. Postal employees:                             <ul style="list-style-type: none"> <li>○ 'PF' for Part-time Flex</li> <li>○ 'PR' for Part-time Regular</li> </ul> </li> </ul>

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# 1 General Information

## 1.1 Objective

The Office of Personnel Management (OPM) is responsible for the administration of the Federal Retirement Program – covering more than 2.9 million active employees and 2.4 million annuitants who are eligible for retirement benefits under the Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS). OPM initiated the Retirement Systems Modernization (RSM) program as a strategic initiative to automate retirement calculations using modern technology to ensure retirees and annuitants are paid accurately.

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

## 1.2 Scope

A key component of the RSM effort is to provide an electronic exchange of standardized retirement data needed to process retirements for Federal employees in a timely and accurate manner. OPM has collaborated with internal Subject Matter Experts (SMEs), external Shared Service Centers (SSCs), and Agency representatives to identify the most appropriate data to support this standard.

In coordination with multiple internal experts and external organizations, OPM has been working to develop a standard method of submitting retirement-relevant data. Initially this data will be used primarily for centralized collection and review. However, over time this retirement data repository is intended to support several goals:

- Become the authoritative source of retirement data used to feed OPM's retirement calculator
- Provide a centralized location for Agencies to securely review, and eventually update, retirement data for appropriate employees (permission-based)
- Replace paper submissions of Individual Retirement Records

This document supports these larger initiatives by explaining the reporting requirement, file transmission details, and submission frequency expectations. This document addresses the detailed data requirements for the different retirement-relevant data feeds – the Retirement Data Feed, the Summary of Service Data Feed, and the Re-employed Annuitant Notification Data Feed.



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

### 1.3 Retirement Data Feed Submissions

As mentioned in the previous section, this document provides the reporting requirements for three retirement-relevant data feeds, which for the remainder of this document will be collectively referred to as the “RSM Data Feeds”. The RSM Data Feeds are:

- Retirement Data Feed – Refer to Section [5: Retirement Data Feed](#) for more details
- Re-employed Annuitant Notification Data Feed – Refer to Section [6: Re-employed Annuitant Notification Data Feed](#) for more details
- Summary of Service Data Feed – Refer to Section [7: Summary of Service Data Feed](#) for more details

Figure 1 below maps the current paper form and/or process to the corresponding data feed.

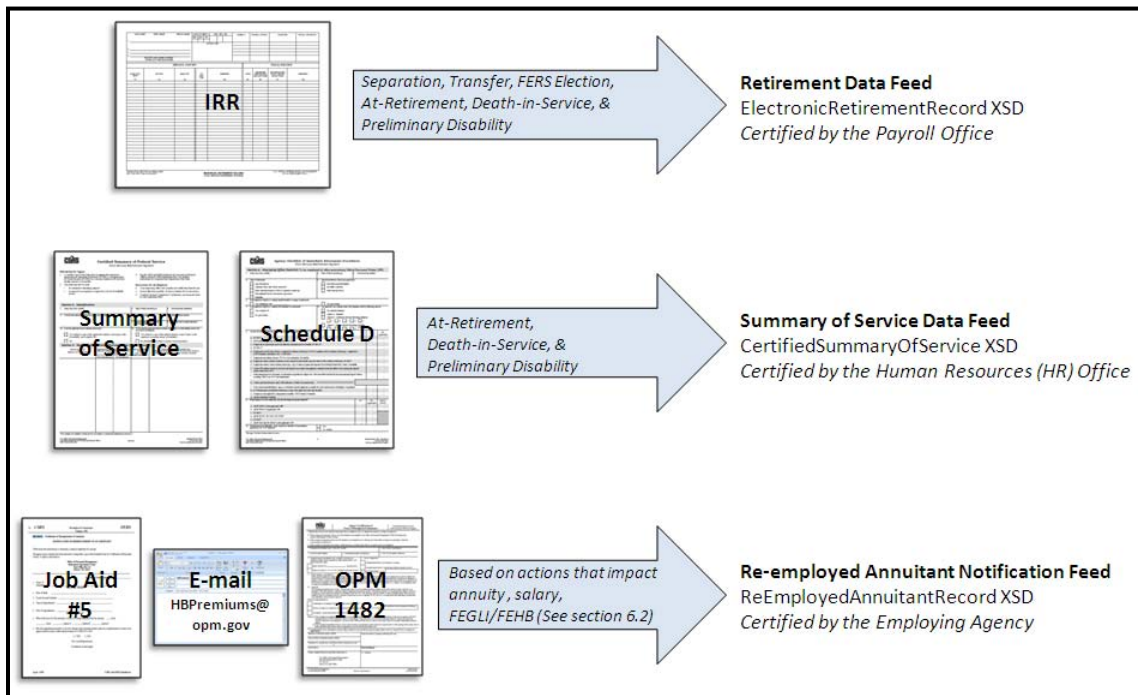


Figure 1 – RSM Data Feeds

Initially, the Retirement Data Feed will not replace the current practice of preparing and submitting to OPM hard copy Register of Separations and Transfers (SF-2807 and SF-3103) nor Individual Retirement Records (SF-2806 and SF-3100). Correspondingly, the Summary of Service Data Feed will not immediately replace the paper retirement application process nor will the Re-employed Annuitant Notification Data Feed immediately replace the manual notification process. As electronic data becomes the standard and accepted source of retirement data, OPM will update relevant policies and procedures to reflect this new process.

As the data acceptance and testing process, which is discussed in more detail in Section [2: Overview of RSM Data Feeds](#), matures OPM will establish a Memorandum of Understanding (MOU) with each SSC or Agency that provides retirement data. All MOUs will be coordinated through appropriate stakeholders, both internal and external to OPM, prior to signature. This MOU will confirm the submission of certified data for use in the adjudication of retirement and death-in-service claims and ensure compliance with relevant laws, regulations, rules and official guidance governing electronic systems of records design.

Until there is an MOU with OPM in place, Agencies will continue current paper applications and manual processes while working with their data provider to accommodate the RSM Data Feeds. For the majority of Agencies actual data submissions will be managed by its supporting data provider. Agencies will only need to submit the feed themselves if it does not use an SSC for Human Resources (HR) and Payroll services.

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

## **1.4 Reporting Requirement**

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

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

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

## 1.5 Contact Information

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## 1.6 Document Overview

This document, the Guide to Retirement Data Reporting or GRDR, is divided into the following sections:

**[Overview of RSM Data Feeds](#)**: Provides a high level summary of the RSM data feeds.

**[RSM Data Feed Details](#)**: Provides a detailed technical view of the RSM data feeds, file formats and other processing details.

**[Overall Record Specification](#)**: Provides an overview for the layout of the various data feed descriptions.

**[Retirement Data Feed](#)**: Provides an overview of the data elements required for the Separation, Transfer, FERS Election, Retirement, Death-in-Service, and Preliminary Disability Retirement Triggers for the Retirement Feed.

**[Re-employed Annuitant Notification Data Feed](#)**: Provides an overview of the data elements required for the Re-employed Annuitant Notification Feed.

**[Summary of Service Data Feed](#)**: Provides an overview of the data elements required for the Summary of Service Feed.

**[Appendix A – Separation Business Example](#)**: A business example of the retirement data feed for the Separation trigger.

**[Appendix B – Transfer Business Example](#)**: A business example of the retirement data feed for the Transfer trigger.

**[Appendix C – FERS Election Business Examples](#)**: Business examples of the retirement data feed for the FERS Election trigger.

**[Appendix D – Re-employed Annuitant Business Examples](#)**: Business examples of the Re-employed Annuitant Notification feed.

**[Appendix E – Re-employed Annuitant Separation Business Examples](#)**: Business examples of the retirement data feed for the Separation trigger for re-employed annuitants.

**[Appendix F – At-Retirement Business Example](#)**: A business example of the retirement data feed for the At-Retirement trigger.

**[Appendix G – Death-In-Service Business Example](#)**: A business example of the retirement data feed for the Death-in-Service trigger.

**[Appendix H – Preliminary Disability Retirement Business Examples](#)**: Business examples of the retirement data feed for the Preliminary Disability Retirement trigger.

**[Appendix I – Data Dictionary Valid Values](#)**: Provides a list of the valid values for data elements in the retirement feed or re-employed annuitant notification feed.

**[Appendix J – Data Transfer Package Example](#)**: Provides an example of the contents of a data transfer package.

**[Appendix K – XML Schemas for the RSM Data Feeds](#)**: The XML Schema Definitions (XSD's) for the RSM Retirement Feed, which includes the data specification (ElectronicRetirementRecord.xsd), Re-employed Annuitant data specification (ReEmployedAnnuitantRecord.xsd), Data Transfer Package specification (DataTransfer.xsd), and repository instruction specification (RetirementRepositoryInstruction.xsd).

**[Appendix L – CSRS and FERS Retirement Provisions](#)**: Provides a list and description of CSRS and FERS statutory provisions for retirement. This list further clarifies the Statutory Provision for Retirement data element.

## 2 Overview of RSM Data Feeds

### 2.1 Retirement Data Feed

The Retirement Data Feed will eventually replace the paper IRR (SF 2806 / SF 3100) and should be submitted to OPM whenever an Agency submits a paper IRR to OPM today. OPM has identified the following events as triggers for transmitting the retirement data feed:

- **Separation** – an employee separates from the Federal Government
- **Transfer** – an employee transfers to a different Federal Agency or transfers Payroll Provider
- **FERS Election** – an employee elects FERS coverage
- **Retirement** – an employee applies for a retirement or OPM approves the employee for a disability retirement
- **Death-in-Service** – an employee dies while actively employed at a Federal Agency
- **Preliminary Disability Retirement**– an employee applies for a disability retirement

With the retirement data feed, OPM does not intend to disrupt the current practice of having the employing agency maintain the data and the payroll office certify the data prior to submitting it to OPM.

#### 2.1.1 Data Management

Each Agency is responsible for maintaining and collecting the data in the retirement data feed specification for employees with covered service, which is also referred to as creditable service (i.e. service in which the employee's pay is subject to CSRS, CSRS Offset or FERS retirement deductions). Covered service includes re-employed Civil Service Retirement System (CSRS) annuitants, regardless of whether the annuitants are making retirement deductions. Federal Employees Retirement System (FERS) re-employed annuitants are also included in the scope of the retirement feed, but not highlighted because retirement deductions are automatically withheld when applicable. Although CSRS re-employed annuitants may have a retirement plan code of None or FICA Only, retirement data must be collected for this population. Service for re-employed annuitants with a dual compensation waiver is not considered covered for retirement purposes and does not need to be documented by the Agency for the retirement data feed unless the waiver expires and the employee is still employed by the Agency.

Additionally, if an employee converts to a covered position while at the Agency, retirement data must also be collected and provided for the non-deduction service (e.g. temporary appointment or working on an intermittent work schedule). Non-deduction

service is a period of service during which retirement deductions were not withheld from an employee's salary. The retirement feed allows more than one period of non-deduction service to be reported for an employee per year. If a period of non-deduction service includes an intermittent work schedule and a different work schedule, the intermittent service needs to be reported separately because of the unique business rules for determining an intermittent service deposit. For re-employed annuitants, there are also unique rules for establishing service credit for intermittent service.

### **2.1.2 Net Effect of HR Actions**

Due to the nature of how cancellations and corrections are applied to Federal Human Resources data, it is impossible for OPM to systematically reconcile an employee's service actions exactly as recorded by the employing agency. For example, consider the case where more than one action with the same NOA code occurs on the same effective date. If one of those actions is corrected or cancelled, it is impossible to know which one is affected by the cancellation or correction without some sort of sequence number or indicator of the order that actions occurred. Currently this sequence is not provided by agencies. Without a sequence number, OPM would not be able to interpret cancellations and corrections accurately.

When providing employee service data, OPM requires that providers convey the “net effect” of HR actions, that is, the final outcome of actions after cancellations and corrections have been reconciled and applied. The figure below provides a graphical example of “net effect.” In the example, the left portion in the blue box represents original NOA codes (on the left) subsequently corrected or cancelled by others (on the right). Field X and Field Y exemplify data elements that changed as a result of the corrections. The right portion in the orange box depicts the net effect with cancellations and corrections reconciled. This is the way service action data must be submitted to OPM. OPM will not accept NOA codes that represent cancellations or corrections in the RSM data feeds.

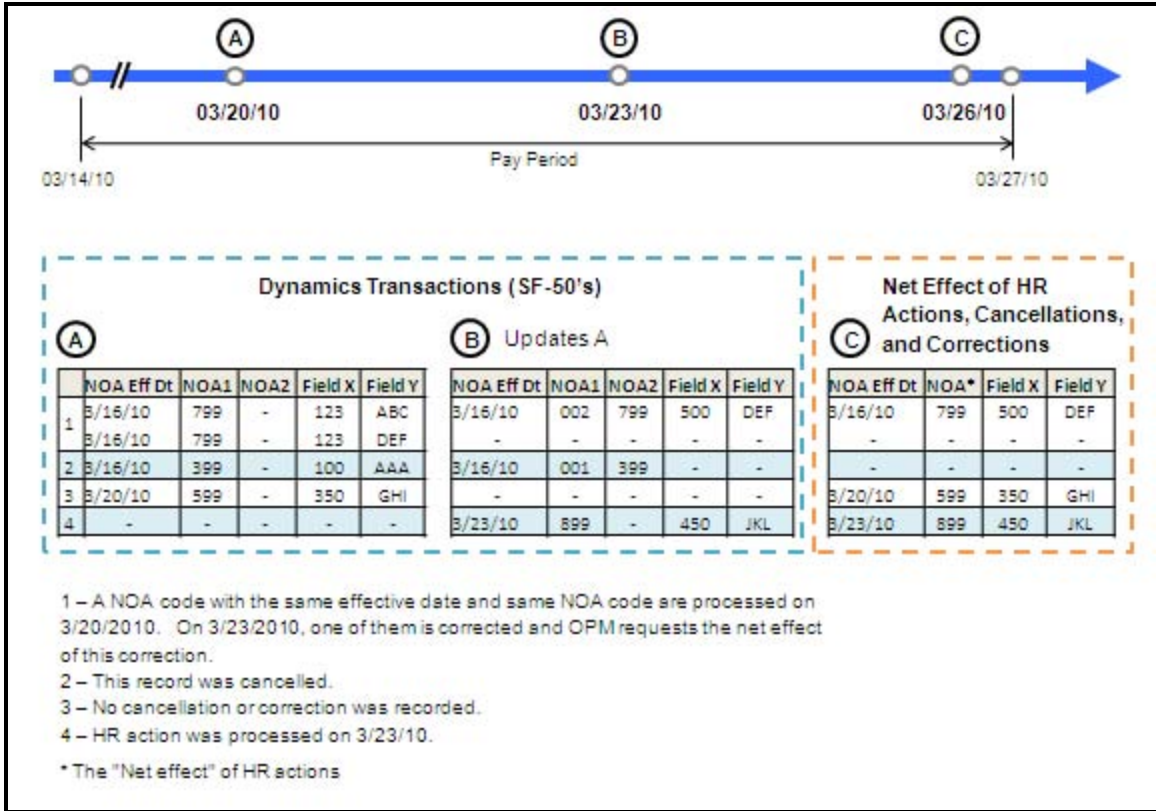


Figure 2 – Net Effect of HR Actions

## 2.2 Summary of Service Data Feed

The Summary of Service Data Feed will take the place of the Certified Summary of Federal Service (SF 2801-1 / SF 3107-1) and Agency Checklist of Immediate Retirement Procedures (Schedule D). The Summary of Service Data Feed should be submitted to OPM whenever an Agency submits a paper retirement application to OPM today. The following key factors distinguish the Summary of Service Data Feed from the Retirement Data Feed:

- The Summary of Service is only supplied for retirements and deaths-in-service (not necessary for all events that generate an IRR, like a transfer or termination).
- The Summary of Service is certified by the Human Resources (HR) Office.
- The Summary of Service documents service history at prior federal agencies through review of the Official Personnel File (OPF).

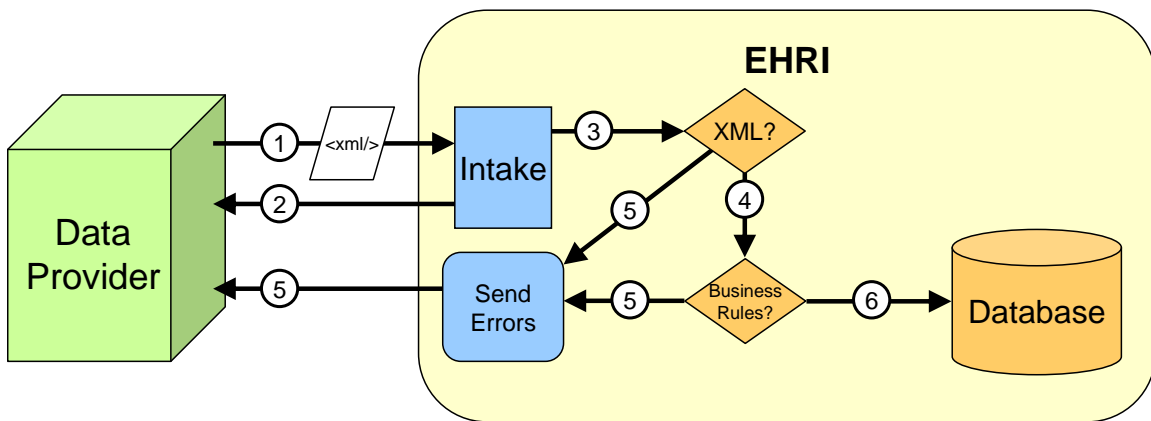
With the Summary of Service Data Feed, OPM does not intend to disrupt the current practice of having the employing agency provide the data and the HR office certify the data prior to submitting it to OPM.

## 2.3 Re-employed Annuitant Notification Data Feed

The Re-employed Annuitant Notification Data Feed will replace the manual process Agencies follow to notify OPM about a re-employed annuitant. Details about the current manual process and expectations for when Agencies should submit the Re-employed Annuitant Notification Data Feed are explained in Section [6](#).

## 2.4 Data Submission Overview

Data providers will be expected to submit their retirement related data to EHRI in an XML format. Specific details about the contents of the feed can be found in Section [3](#) - [RSM Data Feed Details](#).



**Figure 3 – Retirement Data Feed Process Flow Diagram**

The picture above depicts the high-level Feed Processing data flow between the provider and EHRI. The steps labeled in the picture are detailed below:

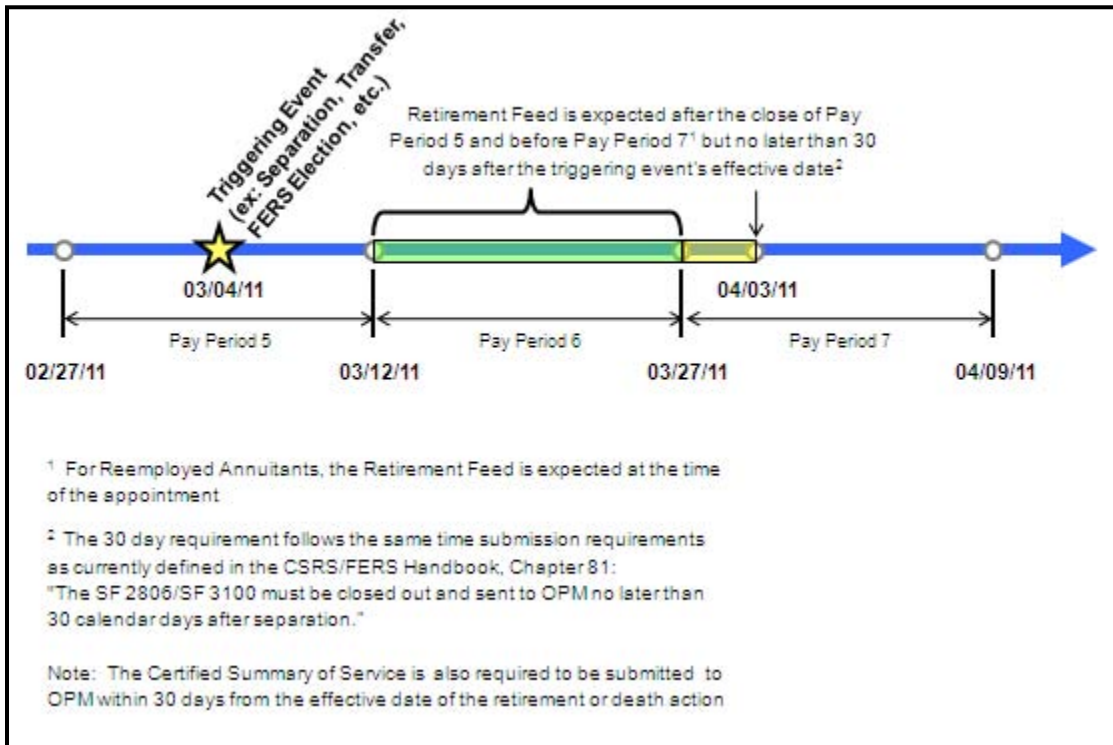
1. The providers submit a Data Package containing XML representations of Employee Data.
2. EHRI will respond to the providers with an electronic acknowledgement that the package was received.
3. The Data Package is validated to ensure it meets all data integrity, including a check for well-formed and schema-compliant XML data, and security checks.
4. The Data Package is opened up and the retirement records and their metadata are validated against the business rules that are applied to each record based on the feed and trigger, as applicable.
5. Any errors originating in the XML Validation phase and/or the Business Rules Validation phase are submitted to the provider.



6. The retirement records, along with their metadata, are loaded into the Retirement Data Repository after passing and being validated against appropriate business rules.

## 2.5 File Transmission Frequency

Data providers will be responsible for scheduling data transmissions to EHRI. When data providers process one of the triggering events on employees with covered service, the retirement feed should be submitted to EHRI after the close of the pay period following the effective date of the triggering action (i.e. transfer, separation, retirement, death, etc.). The data should be submitted prior to the subsequent pay period but no later than 30 days beyond the effective date of the action. For example, a Separation occurs with an effective date that falls within Pay Period 5. The corresponding data feed can be submitted between the close of Pay Period 5 and the close of Pay Period 6 but no later than 30 days past the Separation’s effective date regardless of where that date falls in subsequent pay periods (See Figure 4).



**Figure 4 – Data Feed Submission Timing Example**

A retirement feed for a FERS election should also be submitted to EHRI after the close of the pay period following the effective date of the retirement plan change action, but no later than 30 days after the action effective date. Because of the need for timely communication about re-employed annuitants, the re-employed annuitant notification feed should be submitted to EHRI once the action that triggered the re-employed annuitant notification feed is processed. If the Agency is aware of a re-employed

annuitant prior to the annuitant’s appointment date, follow normal communication channels to notify OPM and then submit the re-employed annuitant notification feed once the appointment action is processed.

Data Feed	File Submission Timeframe
Retirement	No later than 30 days from the effective date of the triggering action (i.e. separation, transfer, FERS election, retirement, death, or application for disability retirement).
Summary of Service	No later than 30 days from the effective date of the retirement or death action.
Re-employed Annuitant	Immediately following the processed triggering action.

The 30-day requirement follows the same time submission requirements as currently defined in the CSRS/FERS Handbook, Chapter 81: "The SF 2806/SF 3100 must be closed out and sent to OPM no later than 30 calendar days after separation." OPM anticipates that as the data feeds become more standardized the time requirement will likely decrease from 30 days. OPM is prepared to receive data files at any time and at any frequency convenient to data providers up to and including daily file submissions.

## 2.6 Data Corrections

Data providers must submit corrections to retirement records as appropriate. Corrections are made by correcting, recertifying, and re-submitting the entire *Electronic Retirement Record*, *Re-employed Annuitant Notification Record*, or *Certified Summary of Service Record* for a given individual. Corrections are intended to provide a solution for when a data provider notices an error in the data previously submitted, or if cancellation or correction actions affecting an individual’s net effect service or pay history are received by a data provider *after* it has already submitted data to OPM for that individual. A correction can be used in either case to overwrite the data OPM has on record for that individual. OPM keeps previous versions of all data submissions for comparison and posterity.

The corrected record must contain the same *Record Identifier* as the original record so it can easily be identified as a correction. The corrected record must also contain the same *Created* date as the original record, but a new *Modified* date indicating when the record was corrected (Created, CreatedBy, Modified, and ModifiedBy are data elements described in the Data Transfer Metadata schema – please refer to [Appendix K – XML Schemas](#)). Note that a given *Data Transfer Package* may contain a mix of original and corrected records; there is no need to send corrections in a separate package.

When a corrected record is received, the old version is saved, and can be compared with the corrected record to see which specific data elements changed in the correction.

## 2.7 Cancellations

If data providers have submitted certified data for an employee and the event that triggered the retirement data feed is subsequently cancelled, providers must send an

instruction to cancel the retirement record. This will effectively remove the record from the retirement data repository for that employee and cancel the subsequent handling of that action within OPM. The transaction will be logged in the system audit logs for tracking purposes.

Cancelling a record is similar to submitting data for an employee. Data providers should submit a cancellation instruction within the data transfer package that identifies the specific employee record and the submitting Agency. The XML data required for this type of instruction is specified in [Appendix J – Data Transfer Package Example](#). **Note that the Cancellation of Records Feed is NOT for cancelling individual personnel actions.**

Cancellation instructions can be sent in the same data file as other data, such as Transfers and Separations, and should be sent no later than 30 days after the close of the pay period in which the cancellation occurred. Upon receipt of the cancellation feed, OPM will archive previously received information from that provider for that employee. OPM will retain the original submitted data for audit purposes.

## 2.8 Supporting Documentation

In certain situations, OPM may require supporting documentation or additional forms in addition to the RSM Data Feeds. For example, when an employee pays a military service deposit in full, OPM requires sufficient evidence of the exact basic pay the employee earned for the full period of service. In that case, the employee should provide a DD 214 or some other equivalent military pay document. In another example, an Agency may want to recover a debt the employee owes at separation, so the Agency must provide OPM with a completed SF-2805 (Request for Recovery of Debt Due the United States). Unless explicitly stated in this document, the retirement data feed does not eliminate any existing requirement to provide supporting documentation, evidence, or additional forms to OPM, as applicable.

### 3 RSM Data Feed Details

This section provides detailed information about the RSM Data Feeds, including technical details about marking record certifications, packaging records for transfer, and transferring data using prescribed mechanisms/protocols. The sections below provide these details in the order which they typically occur. Details about the format and content of the retirement records themselves can be found in Section 4: [Overall Record Specification](#). Specific technical details about the data transfer package format can be found in the DataTransferPackage schema.

The following is a graphical depiction of the data transfer package and its contents. The graphic shows the files with the appropriate naming conventions applied. Please make sure you read Section [3.1.2 - File Naming Conventions](#) to understand the conventions:

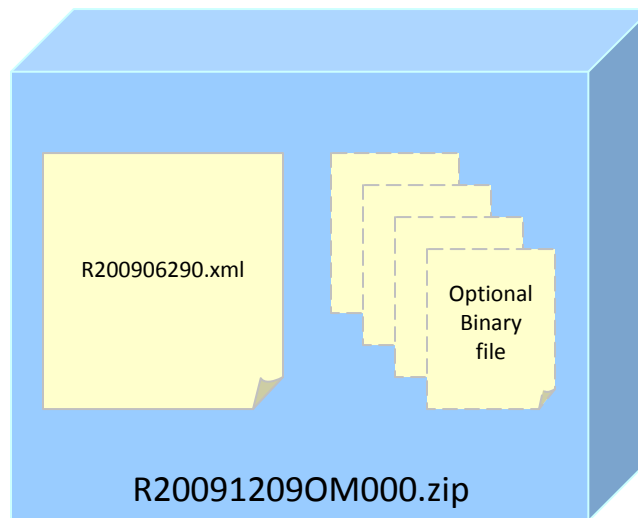


Figure 5 – Data Transfer Package

#### 3.1 Packaging Records for Transmission

Records must be prepared for transmittal from providers to OPM by creating a Data Transfer Package. A data transfer package is a standard “zip” file containing the following:

**Package Data Files:** A manifest, describing the package contents, and a set of records and their accompanying metadata in XML format.

**Optional Binary File(s):** The specification allows the inclusion of additional binary files of any type. This is in anticipation of future requirements to send supplementary information (e.g. images, data, etc.). If additional binary files are submitted in a Data Transfer Package, they would be described in the package manifest. At present there is no requirement to include binary files in a data transfer package.

### 3.1.1 Package Data Files

To simplify handling, many records can be stored in a single *Package Data File*. The following is a visual representation of the elements of a package data file:

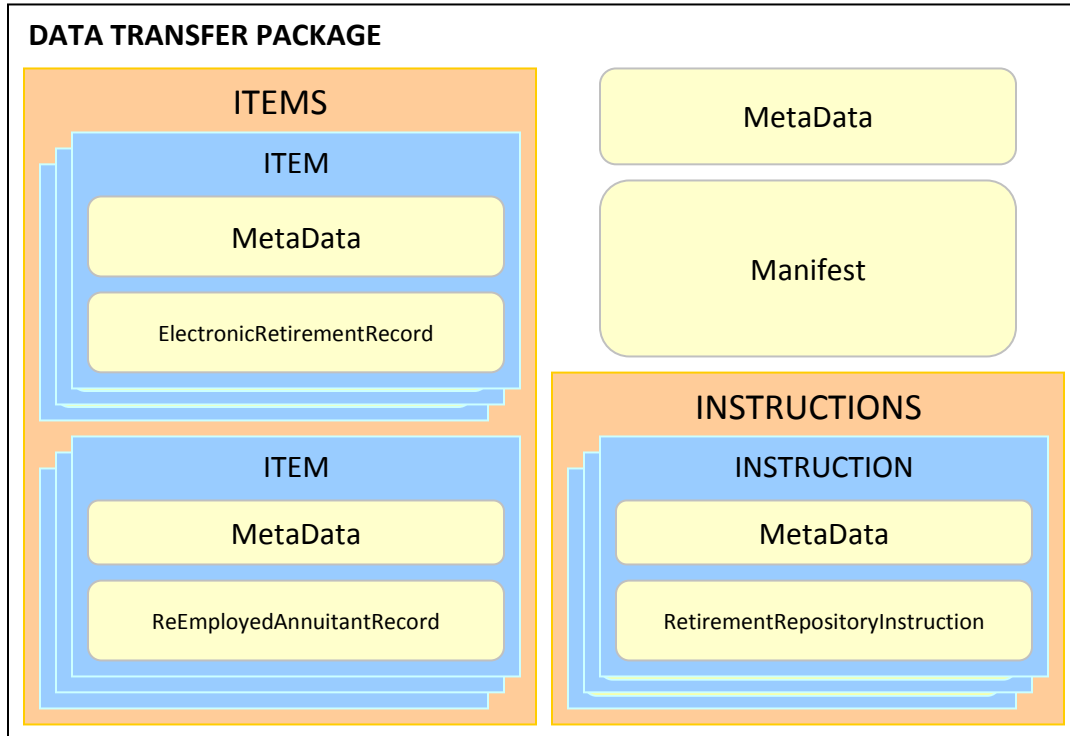


Figure 6 – Package Data Files Elements

A package data file contains the following elements:

**Manifest:** The package *Manifest* provides information needed to track the data transfer package. It contains the following information:

**Package Identifier:** A unique package identifier assigned by the provider, which will be included in the transfer acknowledgment. If the package is retransmitted, the package ID should be the same as in the original transmission.

**Package Group Identifier:** A unique identifier assigned by the provider that may be used to associate a group of transfer packages, e.g., to send a single very large extract as multiple data transfer packages.

**Package Type:** The type of package. The acceptable values for package type are “test” or “production”. If type is “test”, the package will be received, validated, acknowledged, and discarded. A test package will be used to facilitate testing.

**Created:** The date / time when the transfer package was created. May be used by providers to help determine what data needs to be re-extracted if a transfer package is dropped anywhere in the process.

**Created By:** The agency code or agency subelement code of the submitting data provider. Used to determine where to send transfer acknowledgments and (indirectly) to enable providers to view status for their (and only their) submissions.

**Description:** A textual description of the contents of the transfer package. Included in the transfer acknowledgment, and displayed in the data transfer package receipt history page. Used as needed by providers for their own convenience or to communicate the contents of the package to the recipient. We strongly recommend that the description contain standardized information, such as associated pay period, to aid problem resolution in the event there is a problem with a particular package.

**Extract Process Version:** The provider-assigned version number for the extract process and software, for example "1.2". Used by the provider to determine in the future what records might need to be re-extracted. Used by the recipient in conjunction with the schema version to apply the correct transformation and validation rules. Note: we currently assume all records in a given data transfer package are extracted using the same process.

**Extract Schema Version:** The OPM-assigned version identifier for the XML schema definition to which the record complies. This field is necessary since there may be more than one valid schema definition.

**File Location:** A reference to a file that is part of this transfer package. Used to ensure that all files in the transfer are processed. The names of the files in the transfer package are not significant, but must be unique.

**Items:** A set of items, e.g., retirement records in a data transfer file. This is a simple wrapper element needed to satisfy the requirement that a data transfer file have a single root element. Items contain one or more Item elements.

**Item:** An item, e.g., a record and its metadata. A record may be an `ElectronicRetirementRecord`, a `ReEmployedAnnuitantRecord`, or a `CertifiedSummaryOfService`. In the future, other types of items, such as lookup tables, may be allowed. The following describes the supported Item types in more detail:

**ElectronicRetirementRecord:** This is the employee retirement record and contains information similar to that contained on an IRR.

**ReEmployedAnnuitantRecord:** This is a scaled-down `ElectronicRetirementRecord`, containing only those data elements needed for a re-employed annuitant notification.

**CertifiedSummaryOfService:** This is a summary of civilian, creditable and non-deduction, and military service provided by an agency when an employee retires or dies in service, similar to an SF 2801-1 or SF 3107-1. The data elements that

comprise it are quite different from the ElectronicRetirementRecord, thus it has its own schema definition.

**RetirementDataRepositoryInstructions:** A set of instructions that affect the retirement data repository, typically used to cancel previously submitted records, effectively deleting them from the repository.

**Instruction:** The repository instruction itself. In the case of a record cancellation, it includes an instruction type (e.g. “cancel”), a record identifier, which identifies a previously submitted retirement record, and an agency identifier, which identifies the Agency that submitted the record that is to be canceled.

**RetirementDataRepositoryInstruction:** An instruction and its metadata. Currently the only supported instruction is “cancel”, used for cancelling a previously submitted record.

**Metadata:** Defines metadata for both stored and transferred records, including certification information and any needed record management information. Providers are encouraged to include useful record management metadata along with their records and instructions. Currently, the following metadata is accommodated.

**Created (Required):** When the record was created. Note: creation info is the same for all versions of a record (e.g., both the original and subsequent corrections).

**Created By (Required):** Identifies the Agency providing this data or (for SSCs) the Agency for whom the data is being provided. Note: this element is informational and is not used directly for access control.

**Modified (Optional):** When the item was modified, e.g., when the current version was created/changed.

**Modified By (Optional):** Similar to CreatedBy.

**Certified (Required for retirement records, optional for instructions):** The date / time the record was certified. Certification implies the data submitted was reviewed by a certifying authority and deductions and service are certified correct. (as per guidance in CSRS/FERS Handbook, Chapter 31).

**Certified By (Required for retirement records, optional for instructions):** The name of the certifying authority.

**Certified Title (Required for retirement records, optional for instructions):** Title of the certifying authority.

This metadata will be stored along with the record in the retirement data repository, and can be compared with the provider’s own information to verify the version, authenticity, and integrity of the stored records.

A Record Metadata must conform to the XML Schema defined and published by EHRI. For specifics regarding the XML Schemas, please see Section 3.1.3 - XML Schemas.

Typically, all records for a given data transfer would be contained within a single package data file. However, multiple package data files are allowed if needed to accommodate technical limitations, such as file size limits.

A Package Data File must conform to the XML Schema defined and published by EHRI. The individual records will also be subjected to additional business rule validations to ensure the correct data has been submitted. For specifics regarding the XML Schemas, please see Section [3.1.3 - XML Schemas](#).

### 3.1.2 File Naming Conventions

The data transfer package, package data files, and package manifest files must all conform to the file naming conventions outlined here. File names are not used to encode business information, determine access privileges, or protect data from being overwritten. Further, all necessary package tracking information is contained in the manifest, and thus does not need to be encoded in file names. Nonetheless, using the naming conventions here simplifies troubleshooting and data recovery if ever needed.

#### 3.1.2.1 Data Transfer Package Naming Convention

In order for Data Transfer Package files submitted to OPM to be recognized and routed properly, providers should provide a prepend path in addition to the filename when submitting via Connect:Direct. The path contains an indicator as to whether the file is for testing or for production and identifies the provider. The filename also contains a code that identifies the provider.

For **test** data submission, the data transfer package file must meet the following naming convention:

```
/opm/ersmrth/AAAA/RYYYYMMDDAAAAN.zip
```

For **production** data submission, the data transfer package file must meet the following naming convention:

```
/opm/ersmrph/AAAA/RYYYYMMDDAAAAN.zip
```

The name of the package is intended to be unique, such that different packages will not have the same name. However, a data transfer package that is re-sent due to a data transmission error should keep the same name.



Each portion of the file name is explained in the following table.

Name Segment	Description
R	Constant value of 'R' indicating a retirement data file type.
YYYYMMDD	The date that the file was prepared (year, month, and day).
AAAA	The Agency code or Agency/subelement code for the data provider.
N	A provider-assigned classifier that can be used to distinguish the package from other packages. Used to allow multiple data transfer packages to be prepared on the same day while maintaining uniqueness in the names.

### 3.1.2.2 Package Data File Naming Convention

The naming convention for the data transfer package data files must conform to the following pattern:

RYYYYMMDDN.xml

Each portion of the file name is explained in the following table.

Name Segment	Description
R	Constant value of 'R' indicating a retirement data file type.
YYYYMMDD	The date that the file was prepared (year, month, and day).
N	A provider-assigned classifier that can be used to distinguish the package from other files. Used to allow multiple data files to be included in the same data transfer package while maintaining uniqueness in the names.

### 3.1.3 XML Schemas

All XML files contained in the Package Data Files must be built to match a XML Schema published and maintained by EHRI. These schemas will be distributed with this document as attachments and will eventually be published by EHRI for general consumption.

## 3.2 Submitting Data to OPM

Retirement data is submitted to OPM by copying data transfer packages to a specified remote file folder using Connect:Direct or Connect:Direct Secure + Option. This is the same mechanism used to provide HR, Payroll, and Training data to OPM. Per OMB Memorandum 06-16 EHRI will require providers to encrypt data prior to sending it to OPM. OPM will provide further guidance as this implementation is rolled out. Data is transmitted depending on the type of retirement data trigger (e.g. Transfer, Separation, Death-in-Service, At Retirement, etc.) according to the specifications listed in Sections [5](#) and [6](#). Providers will be responsible for scheduling data transmissions to EHRI and providing a technical point of contact (see Section [1.5](#) for EHRI operational point of contact information).

Providers notify OPM when a data transfer package has been submitted by sending a Data Transfer Completion Notification via email, which simply identifies the name of the

data transfer package. The email should be sent to the address specified in Section [1.5](#), and must contain the information specified in the data transfer package schema. This extra step is required to ensure that transfer is actually complete, and not temporarily suspended because of network errors or other problems.

After OPM receives the records, two acknowledgements are sent to the provider via email with the information specified in the data transfer package schema. The first is to confirm receipt of the data transfer package, and is sent after OPM has verified that the files in the package can be read. The second is sent after all records in the package have been validated and stored in the repository, or it provides an error notification and an explanation as to the problem that prevented the package from being validated or stored.

## 4 Overall Record Specification

### 4.1 Overview

The retirement data elements are described in tabular format, with the following column headers: ICD Seq #, DD#, Data Element Name, Data Element Description, Data Concept, Form, Data Type, Repeating Field, Priority, and Notes. The retirement data elements are organized by Data Concept for each retirement feed trigger. The table below describes columns appearing in the Retirement Data Feed chapters.

Column	Description	Valid Values
<b>ICD Seq #</b>	Sequential number to identify data elements in this version of the record specification for each retirement feed trigger. Number assigned to a data element may change between versions.	
<b>DD #</b>	Unique, sequential number assigned to each retirement data element in the RSM Retirement Data Dictionary for identification purposes. Number assigned to a data element may change between versions.	
<b>Data Element Name</b>	Name of the retirement data element.	
<b>Data Element Description</b>	Description of the retirement data element.	
<b>Data Concept</b>	High-level category used to group related retirement data elements together.	
<b>Form</b>	The paper form the retirement data element is provided on.	
<b>Data Type</b>	The data element format type and length.	See Section 4.3 for details.
<b>Repeating Field</b>	Indicates whether the data element can be provided more than once per retirement record.	
<b>Priority</b>	Indicates the criticality of data elements being submitted to EHRI. All data elements are requested if they are available and applicable to the employee record.	1 = Required 2 = Conditionally Required 3 = Optional
<b>Notes</b>	Additional information or guidance about the retirement data element. The conditions for conditionally required data elements and Agency specific comments are included here.	

### 4.2 Retirement Systems Modernization Retirement Data Dictionary

To view all retirement data elements identified by OPM as of the publication of this Guide, refer to the Retirement Systems Modernization Retirement Data Dictionary. (The RSM Data Dictionary is periodically distributed to key SSC and agency personnel, typically near the date of an SSC Data Summit at OPM.) The RSM Retirement Data Dictionary is a working document and will continue to be revised. As a result, data providers should make system updates based on the latest version of the GRDR and not the Data Dictionary.

### 4.3 Data Element Format Types

This table describes data types appearing in the record specification table found in Section 5.2 and Section 6.3.

Format	Description	Examples
VARCHAR(n)	A series of up to n alphanumeric and special characters.	123-45-6789 <a href="mailto:agency.contact@ed.gov">agency.contact@ed.gov</a> AG00 110000001 8412(e) FV-2152-J/J
DECIMAL(n,m)	<p>A series of n numeric characters with up to m characters to the right of the decimal point. The decimal point should appear in the element value if required. A decimal point is neither required nor implied, i.e., 400 represents 400, not 4.00.</p> <p>Negative values can be sent in this field, and are submitted using a negative symbol (“-”) immediately preceding the number being sent, with no leading or trailing spaces. For example, a negative one hundred dollar amount is sent as -100 or -100.00.</p>	113007.00 10058 1240001.2500
DATE	<p>All dates must match the following regular expression (ISO 8601 extended format): [-]CCYY-MM-DD[Z](+ -)hh:mm]</p> <p><b>[-]</b>: An optional negative sign. This is used to denote Coordinated Universal Time (UTC) dates prior to 1900.</p> <p><b>CCYY-MM-DD</b>: A date consisting of a 4 digit year, a 2 digit month (01-12), and a 2 digit day (01-31), separated by dashes.</p> <p><b>[Z](+ -)hh:mm]</b>: Optionally followed by either,</p> <ul style="list-style-type: none"> <li>• ‘Z’ used to denote a <u>UTC date</u></li> <li>• Or a ‘+’ or ‘-’ and a 2 digit hour and 2 digit <u>minutes</u></li> </ul>	2010-03-12 2010-03-12Z 2010-03-12-05:00 2002-12-10T12:00:00-05:00

## 5 Retirement Data Feed

### 5.1 Overview

The data collected in the retirement feed for the Separation, Transfer, FERS Election, Retirement, Death-in-Service, and Preliminary Disability Retirement triggers contains all the information on the Individual Retirement Record (SF 2806/SF 3100), which is maintained by the Agency for each employee covered by CSRS or FERS. The retirement data feed will eventually replace the paper (hard copy) Individual Retirement Record (IRR). To be consistent with the current practice of recording service history and fiscal details on a single paper IRR, OPM requires a single retirement data feed. OPM cannot accept a separate feed from HR and a separate feed from Payroll; HR and Pay data must be reconciled, aggregated, and provided in a single feed.

Information collected at the time of separation, retirement, or death-in-service is used by OPM as the basic record for determining the retirement benefits payable to a separated employee or his or her survivors.

Currently for transfers, a paper IRR is created when an employee transfers to another Agency or transfers to a different servicing payroll provider. The losing Agency completes and certifies a SF 2806/SF 3100 which is then sent to OPM.

When an employee elects FERS, regardless of whether the employee has five or more years of creditable full-CSRS civilian service, the Agency closes out the SF 2806 at the end of the pay period in which the election to FERS is made. As of the effective date of FERS election, the Agency starts a new SF 3100 for the employee electing FERS coverage.

When an employee applies for disability retirement, the Agency closes out and certifies the SF 2806/SF 3100. Submission of the preliminary SF 2806/SF 3100 permits OPM to adjudicate the retirement claim before the employee's has been separated by the agency and allows OPM to place a disabled employee in interim pay status as quickly as possible following approval of disability retirement.

The electronic retirement feed must contain all applicable service history and retirement deductions for an employee starting with their first appointment at the Agency until the employee separates, transfers, elects FERS coverage, retires, dies as an employee, or applies for a disability retirement. Chapter 81 of the CSRS and FERS Handbook contains guidance on what information has historically been maintained by Agencies for employees on paper IRRs; the record specification section of this document provides guidance on what data is required in the electronic retirement data feed.

The XML Schema Definition that corresponds to the Retirement Data Feed is the `ElectronicRetirementRecord-4.0.xsd`.

## 5.2 Electronic Retirement Record Specification

The following data elements should be provided in the retirement data feed whenever an employee separates, transfers to another Agency, transfers Payroll Providers, makes a FERS election, retires, dies while in service, or applies for a disability retirement, as applicable and based on the reporting priority.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
1	1	Record Type Code	The code that corresponds to the employment or life event that triggered the electronic retirement feed being sent to OPM.	Record		VARCHAR (255)		1	For valid values, refer to Appendix I.
2	2	Record Identifier (ID)	The agency or data provider assigned identifier for a record, e.g., as set in a source system.	Record		VARCHAR (255)		1	If a subsequent record is received from the same source with the same record identifier, it is considered a new version of the item.  When correcting a previously submitted retirement record, the record identifier of the corrected record must match the record identifier of the original record.
3	3	Social Security Number	Employee's social security number, which uniquely identifies the person.	Employee	IRR (SF 2806/3100)	VARCHAR (9)		1	
4	4	Alternate Employee Identifier (ID)	The system ID provided by an agency system that uniquely identifies an individual employee's records.	Employee		VARCHAR (255)		3	
5	5	Name Family	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	Employee	IRR (SF 2806/3100)	VARCHAR (255)		1	
6	6	Name Given	Given/chosen/often first name by which a person is known or designated on all official transactions.	Employee	IRR (SF 2806/3100)	VARCHAR (255)		1	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
7	7	Name Middle	Middle name, or initial, by which a person is known or designated on all official transactions.	Employee	IRR (SF 2806/3100)	VARCHAR (255)		2	
8	8	Name Suffix	Suffix to a full name of a person on all official transactions.	Employee		VARCHAR (255)		2	
9	9	Date of Birth	Date on which the person was born.	Employee	IRR (SF 2806/3100)	DATE		1	
10	10	Previous Name(s) Family	All non-chosen/inherited/married names by which a person was previously known.	Employee		VARCHAR (255)	Y	2	All previous name data elements are required if there is at least one previous name (i.e. If only the family name is different the given name and middle name must also be provided even if they are the same as the current information).  Previous name information is required if the employee used a different name while at the current Agency. If known, the Agency should provide previous names used by the employee at previous Agencies.
11	11	Previous Name(s) Given	All given/chosen/often first names by which a person was previously known.	Employee		VARCHAR (255)	Y	2	See notes for Previous Name(s) Family.
12	12	Previous Name(s) Middle	All middle names by which a person was previously known.	Employee		VARCHAR (255)	Y	2	See notes for Previous Name(s) Family.
13	13	Previous Name(s) Suffix	All suffixes to a full name of a person that was previously used.	Employee		VARCHAR (255)	Y	2	See notes for Previous Name(s) Family.
14	14	Previous Social Security Number	The social security number that a person previously used and had changed or was submitted in error.	Employee		VARCHAR (9)	Y	2	Previous social security number (SSN) is required if the employee used a different SSN while at the current Agency. If known, the Agency should provide SSN(s) used by the employee at previous Agencies.
15	15	Previous Date of Birth	The date of birth that the person previously used.	Employee	SF 2801/SF 3107	DATE	Y	2	Previous date of birth (DOB) should be provided if the employee used a different date of birth while at the current Agency. If known, the Agency should provide DOB(s) used by the employee at previous Agencies.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
16	16	Unique Employee Identifier (UEID)	The employee's unique employee identifier.	Employee		VARCHAR (255)		3	This is a placeholder for this attribute once OPM and federal Agencies can support the use of an UEID for employees.
17	20	Citizenship Country Code	International Country Codes as defined by the FIPS 10-4 standards indicating the employee's country of citizenship.	Employee		VARCHAR (255)		3	For valid values, reference Appendix A in the Guide to Human Resources Reporting (GHRR).
18	39	Agency Subelement Code	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.  Needed to provide context for agency-specific values such as Position Number, as well as to provide system functionality.	Service History	IRR (SF 2806/3100)	VARCHAR (255)	Y	1	For valid values, reference AGENCY/SUBELEMENT in the Guide to Personnel Data Standards (GPDS).
19	40	Annuitant Indicator	Indicates the status of an annuitant appointed to a position in the Federal civilian service.  Needed by OPM to determine the impact to the annuity. For example, on death of a reemployed annuitant, the beneficiary receives the higher of the current benefit or retirement benefit.	Service History		VARCHAR (1)	Y	1	For valid values, reference ANNUITANT INDICATOR in the GPDS.  Codes "G" and "6" indicate that the salary is not offset.
20	41	Position Title	The title of the employee's position as it is reflected on his/her position description.  Position title is used to support identification of special populations.	Service History		VARCHAR (255)	Y	1	



ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
21	42	Position Number	Alpha-numeric code associated with the employee's position title as shown on the employee's position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.  Position number is used to support identification of special populations.	Service History		VARCHAR (255)	Y	1	
22	43	Occupational Series Type Code	Identifies the occupational series of the position(s) to which the employee is/was assigned.  Occupational series type code is used to support identification of special populations.	Service History		VARCHAR (255)	Y	1	For valid values, reference OCCUPATION in the GPDS.
23	44	Position Occupied Code	Code of the position in the Competitive Service, Excepted Service or the Senior Executive Service.	Service History		VARCHAR (255)	Y	1	For valid values, reference POSITION OCCUPIED in the GPDS.
24	45	Special Population Code	Code that describes a position an employee holds which has special retirement calculation rules.	Service History		VARCHAR (255)	Y	1	For valid values, refer to Appendix I.
25	46	Personnel Office Identifier	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for serviced employees.	Service History		VARCHAR (255)	Y	1	For valid values, reference PERSONNEL OFFICE IDENTIFIER in the GPDS.
26	47	Payroll Office Number	Number assigned to the employee's payroll office.	Service History	IRR (SF 2806/3100)	VARCHAR (255)		1	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
27	48	Human Resource (HR) Data Provider Code	The Agency code that identifies the employee's HR data provider.	Service History		VARCHAR (255)		1	For valid values, refer to Appendix I.
28	49	Nature of Action Effective Date	Date on which personnel action is/was effective.	Service History	IRR (SF 2806/3100)	DATE	Y	1	Expect the NOA Effective Date will inform: Start and End Dates for Absent-Uniformed Services (formerly LWOP-US) Start and End Dates for LWOP-Union Official Start and End Dates for LWOP-OWCP Start and End Dates for LWOP-IPA Start and End Dates for IO Assignments Start and End Dates for General LWOP Work Schedule Start and End Dates Date of Separation
29	50	Nature of Action Code	Code that defines a type of personnel action. The code that corresponds to the nature of action description reported on the Individual Retirement Record (IRR).	Service History	IRR (SF 2806/3100)	VARCHAR (255)	Y	1	For valid values, reference NATURE OF ACTION (1) in the GPDS.
30	51	Nature of Action Not to Exceed (NTE) Date	When applicable, the not-to-exceed date for certain personnel actions, such as appointments, LWOP, conversions, etc.	Service History		DATE	Y	2	
31	52	Legal Authority Code 1	The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee.	Service History		VARCHAR (255)	Y	2	For valid values, reference LEGAL AUTHORITY (1) in the GPDS.  There are a few Nature of Action Codes that do not require a Legal Authority Code, such as a 350 (Death) action or 355 (Termination - Expiration of Appointment) action. Provide a legal authority code when required by the Guide to Processing Personnel Actions (GPPA).
32	53	Legal Authority Code 2	The law, executive order, rule, regulation, or other basis that, in addition to LEGAL AUTHORITY (1), authorizes the appointing officer to effect a personnel action on an employee.	Service History		VARCHAR (255)	Y	2	For valid values, reference LEGAL AUTHORITY (1) in the GPDS.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
33	54	Pay Plan Code	Particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.	Service History		VARCHAR (255)	Y	1	For valid values, reference PAY PLAN in the GPDS.
34	55	Grade, Level, Class, Rank, or Pay Band Code	Indicates hierarchical relationships among positions covered by the same pay plan or system as it applies to the employee's position.	Service History		VARCHAR (255)	Y	1	For valid values, reference GRADE, LEVEL, CLASS, RANK, OR PAY BAND in the GPDS.
35	56	Step or Rate Type Code	The code representing a specific salary within a grade, level, class, rate, or pay band as it applies to the employee's position.	Service History		VARCHAR (255)	Y	1	For valid values, reference STEP OR RATE in the GPDS.
36	57	Pay Basis Type Code	Principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee in their position.	Service History		VARCHAR (255)	Y	1	For valid values, reference PAY BASIS in the GPDS.
37	58	Duty Station Code	Code that identifies the state, county, or country and city of the employee's permanent duty station.	Service History		VARCHAR (255)	Y	1	For valid values, reference the Duty Station File at <a href="http://www.opm.gov/feddata/guidance.asp">http://www.opm.gov/feddata/guidance.asp</a> .
38	59	Sick Leave Balance Hours	The amount of sick leave hours the employee accrued at the time of separation, transfer, retirement, or death.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)		2	Sick Leave Balance Hours or Sick Leave Expiration Date for an Uncommon Tour of Duty is required. Sick Leave Balance Hours can be zero (0).  Sick Leave Balance Hours is not required for a FERS election. Report the sick leave balance as of the FERS Election in either Frozen Sick Leave Balance Hours or Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
39	60	Sick Leave Expiration Date for an Uncommon Tour of Duty	<p>The expiration date of the sick leave balance, if applicable.</p> <p>Sick Leave Expiration Date applies to a few employee groups with unusual tours of duty. Instead of providing sick leave balance in hours, an expiration date is provided. The Sick Leave Expiration Date is the date that the sick leave would expire if the employee were placed and remained on sick leave instead of leaving the Agency.</p>	Service History	IRR (SF 2806/3100)	DATE		2	<p>Sick Leave Balance Hours or Sick Leave Expiration Date for an Uncommon Tour of Duty is required. Sick Leave Balance Hours can be zero (0).</p> <p>For uncommon tours of duty, express Sick Leave as an expiration date instead of hours.</p> <p>Sick Leave Expiration Date is not required for a FERS election. Report the sick leave balance as of the FERS Election in either Frozen Sick Leave Balance Hours or Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty.</p>
40	61	Frozen Sick Leave Balance Hours	The amount of sick leave hours the employee accrued as of the effective date of the election of FERS coverage.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)		2	<p>For a FERS election, Frozen Sick Leave Balance Hours or Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty is required.</p> <p>For a separation, transfer, retirement, death-in-service, or preliminary disability retirement, Frozen Sick Leave Balance Hours or Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty is required when FERS coverage was elected at the current Agency and the Frozen Sick Leave Balance was not already provided to OPM on a retirement feed.</p> <p>When there is a deemed FERS election, Agencies should provide the frozen sick leave balance as of the effective date of the deemed FERS election.</p>

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
41	62	Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty	<p>The expiration date of the frozen sick leave balance, if applicable.</p> <p>Frozen Sick Leave Expiration Date applies to a few employee groups with unusual tours of duty. Instead of providing frozen sick leave balance in hours, an expiration date is provided. The Frozen Sick Leave Expiration Date is the date that the sick leave would expire if the employee were placed and remained on sick leave instead of electing FERS coverage.</p>	Service History	IRR (SF 2806/3100)	DATE		2	<p>For a FERS election, Frozen Sick Leave Balance Hours or Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty is required.</p> <p>For a separation, transfer, retirement, or death-in service, or preliminary disability retirement, Frozen Sick Leave Balance Hours or Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty is required when FERS coverage was elected at the current Agency and the Frozen Sick Leave Balance was not already provided to OPM on a retirement feed.</p> <p>When there is a deemed FERS election, Agencies should provide the frozen sick leave balance as of the effective date of the deemed FERS election.</p>
42	64	Work Schedule Code	Code for the time basis on which an employee is scheduled to work.	Service History		VARCHAR (255)	Y	1	For valid values, reference WORK SCHEDULE in the GPDS.
43	65	Summary Year	The year summary information is tracked by, such as the pay year that deductions were made for the retirement account, the year in which the leave without pay was taken, and the year there was a period of intermittent work.	Service History	IRR (SF 2806/3100)	VARCHAR (255)	Y	1	
44	66	Intermittent Work Unit Code	The code that corresponds to how the Intermittent Work Amount will be reported, which can either be in Hours or Days.	Service History	IRR (SF 2806/3100)	VARCHAR (255)	Y	2	<p>For valid values, refer to Appendix I.</p> <p>Intermittent work can be provided in hours or days; however OPM prefers that intermittent work be reported in days.</p> <p>This field is required whenever the employee performed intermittent work.</p>

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45	67	Intermittent Work Amount	Amount of time worked in hours or days, depending on the Intermittent Work Unit Code, for each distinct period of intermittent service worked during the year.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	Intermittent Work Amount must be provided for each distinct basic pay rate (i.e. Total Retirement Creditable Basic Pay Rate) per year.  Intermittent Work Amount should be provided as a whole number.  This field is required whenever the employee performed intermittent work.
46	71	Part-time Hours per Pay Period	Number of hours a part-time employee is scheduled to work during a pay period. This is used to compare the actual hours that the employee actually worked in the period.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	Currently on the IRR, this is the numerator value of the Part-time Tour of Duty.  This field is required when the employee has a part-time work schedule.
47	72	Hypothetical Full-time Tour of Duty for Part-time Employees in Hours	Number of hours in the hypothetical full-time regular pay period tour of duty that would apply to an employee on a part-time schedule if he or she were full-time-usually 80 hours. (This is used in computing retirement benefits for part-time employees. See CSRS and FERS Handbook, section 81A2.2-1-C.1.)	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	Currently on the IRR, this is the denominator value of the Part-time Tour of Duty.  This field is required when the employee has a part-time work schedule.
48	73	Part-time Hours Worked per Year	The actual non-overtime hours paid to a part-time employee. The hours should be the annual amount or for the total period that was part-time if it is less than one year. The hours may be for time worked or taken as paid leave.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	This field is required when the employee has a part-time work schedule.

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49	74	USPS Part-time Flex Hours Worked per Year	The actual non-overtime hours paid to a USPS Part-time Flex employee. The hours should be the annual amount or for the total period that was part-time flex if it is less than one year. The hours may be for time worked or taken as paid leave.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	USPS Only.  This field is required when a USPS employee has a part-time flex work schedule.
50	75	USPS Part-time Regular Hours Worked per Year	The actual non-overtime hours paid to a USPS Part-time Regular (limited tour) employee. The hours should be the annual amount or for the total period that was part-time regular if it is less than one year. The hours may be for time worked or taken as paid leave.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	USPS Only.  This field is required when a USPS employee has a part-time regular (limited tour) work schedule.
51	76	USPS International Organization Start Date	Date on which the USPS employee started an international organization assignment.	Service History		DATE	Y	2	USPS Only.  This field is required when the employee does not elect to make retirement deductions during the IO transfer.
52	77	USPS International Organization End Date	Date on which the USPS employee ended an international organization assignment.	Service History		DATE	Y	2	USPS Only.  This field is required when the employee does not elect to make retirement deductions during the IO transfer.
53	78	USPS International Organization Hours	If international organization assignments are handled with a leave without pay, this is the amount of hours the USPS employee was on a leave without pay during the Summary Year.	Service History		DECIMAL (11,4)	Y	2	USPS Only.  This field is required when the employee does not elect to make retirement deductions during the IO transfer.

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54	79	USPS International Organization Retirement Deduction End Date	If international organization assignments are handled with a leave without pay, this is the last date covered by the USPS employee's direct payment of retirement deductions made while performing service for an international organization during an approved LWOP status or following a transfer to the international organization.	Service History		DATE	Y	2	USPS Only.  This field is required when the employee does not elect to make retirement deductions during the IO transfer.
55	81	Retirement Service Computation Date	Compute the retirement service computation date (SCD) excluding any service that is not creditable for retirement purposes, (e.g., unpaid Post-56 military service, Post-1988 non-deduction service for FERS, etc.). The retirement SCD should be based on service creditable for title.	Service History	IRR (SF 2806/3100)	DATE		1	
56	85	Military Service Branch Type Code	Branch of the United States Uniformed Services the employee served in.	Service History	DD 214	VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  This field is required if the employee paid (partially or in full) the military service deposit while at the current Agency. This field is also required when used for tracking Uniformed Services absences (formerly LWOP-US) at the current Agency regardless of whether the employee paid the military service deposit.
57	87	Military Service Active Duty Start (From) Date	Date on which active military duty started. The active military service could have occurred prior to the employee's civil service or it could interrupt civil service.	Service History	DD 214	DATE	Y	2	See notes for Military Service Branch Type Code.



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58	88	Military Service Active Duty End (To) Date	Date on which active military duty ended. The active military service could have occurred prior to the employee's civil service or it could interrupt civil service.	Service History	DD 214	DATE	Y	2	See notes for Military Service Branch Type Code.  If the employee did not return to duty, this field does not need to be provided.
59	90	Military Service Lost Time	The amount of time lost attributable to lost earnings for an identifiable period of absence from active service.	Service History	DD 214	DECIMAL (11,4)	Y	2	See notes for Military Service Branch Type Code.  Provide Military Service Lost Time in days.  If Lost Time is not reported on the DD 214, compute the Lost Time based on the Active Duty Start Date, Active Duty End Date, and amount of active honorable service.
60	91	Military Service Character of Service Code	Indicates whether the employee completed military service under honorable conditions or not. Examples include honorable, dishonorable, and disability.	Service History	DD 214 DD 215	VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  See notes for Military Service Branch Type Code.

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61	92	National Guard Military Service Provision Code	The provision the employee's Army National Guard or Air National Guard active military service was performed under.	Service History		VARCHAR (255)	Y	2	<p>For valid values, refer to Appendix I.</p> <p>See notes for Military Service Branch Type Code.</p> <p>This field is required if the National Guard Military Service Indicator is 'Y'. The provision can usually be found on the military orders, but may need to be verified with the State Adjutant General.</p> <p>The code for Title 10/32 Blended should only be used when the national guard active military service interrupts civilian service and the employee exercises their restoration rights (USERRA) and returns to civil service. If the employee does not exercise their restoration rights and separates from the Agency, then Title 10 service and Title 32 service must be reported separately.</p>
62	93	Military Service Earnings	Total amount of earnings from each period of post-56 military service.	Service History		DECIMAL (11,4)	Y	3	<p>See notes for Military Service Branch Type Code.</p> <p>If military service earnings are known for one or more distinct periods of military service, the current Agency has the option of providing this information to OPM.</p>
63	100	Retirement Claim Number	The claim number assigned by OPM at the time of retirement or death. The Retirement Claim Number is also referred to as the Civil Service Annuity (CSA) number.	Service History		VARCHAR (255)		2	<p>This field is required for re-employed annuitants.</p>

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64	110	Indian Tribal Organization Assignment Indicator	Indicates whether the employee is separating to be employed by an Indian Tribal Organization per P.L. 93-638 or the employee is temporarily employed by an Indian Tribal Organization per the IPA Mobility Program.	Service History		VARCHAR (1)		2	Y/N
65	111	Retroactive Pay Year	The pay year the retirement earnings and/or retirement deductions need to be adjusted for.	Adjustment		VARCHAR (255)	Y	2	This field is required when there is a retroactive adjustment for the employee at the current Agency.
66	112	Retroactive Retirement Earnings	The amount of retirement creditable earnings for either covered service or non-deduction service that should either be credited or debited to the pay year.	Adjustment		DECIMAL (11,4)	Y	2	See notes for Retroactive Pay Year.
67	113	Retroactive Retirement Deduction Amount	The amount of salary deductions that should either be credited or debited to the pay year.  For CSRS Offset employees, this field is repeating so more than one value can be provided to account for the retroactive retirement deductions at the partial CSRS rate and the retroactive retirement deductions at the full CSRS rate.	Adjustment		DECIMAL (11,4)	Y	2	See notes for Retroactive Pay Year.
68	114	Retroactive Retirement Deduction Percentage	The salary deduction percentage for the pay year being adjusted.  For CSRS Offset employees, this field is repeating so more than one value can be provided per year. For example, the full CSRS rate (ex. 7%) and the partial CSRS rate (ex. 0.8%).	Adjustment		DECIMAL (8,4)	Y	2	See notes for Retroactive Pay Year.
69	115	Retroactive Adjustment Reason Code	The reason for the retroactive adjustment.	Adjustment		VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  See notes for Retroactive Pay Year.

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70	241	Start Date of Pay Year	The start of the first pay period of the current year.	Pay		DATE	Y	1	
71	242	End Date of Pay Year	The end of the last pay period of the current year.	Pay		DATE	Y	1	
72	243	Total Retirement Creditable Basic Pay Rate	<p>Rate of basic pay for retirement as determined by the employing agency. Agencies should determine what is included in basic pay for retirement. Some examples of pay to include in the basic pay rate are locality pay, premium pay, availability pay, special pay for recruiting and retention purposes, and administratively uncontrollable overtime (AUO).</p> <p>When an employee is subject to a pay cap, the pay rate should not exceed the capped rate.</p> <p>For active employees that must have an early retirement processed because of death in service, this is the basic pay at the time of death.</p>	Pay	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	1	This rate should match the value currently provided on the IRR.
73	244	Retirement Creditable Adjusted Basic Pay Rate	The sum of an employee's rate of basic pay and locality pay (standard basic pay supplement). A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Pay		DECIMAL (11,4)	Y	2	This field is required when the employee receives locality pay.

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74	245	Additional Retirement Creditable Basic Pay Rate	Additional pay an agency may pay an employee based on work that is creditable for retirement purposes, such as premium pay, administratively uncontrollable overtime, law enforcement availability pay, and regular overtime pay for firefighters. This is expressed as a rate of pay.	Pay		DECIMAL (11,4)	Y	2	This field is required when the employee receives additional retirement creditable basic pay.
75	246	Additional Retirement Creditable Basic Pay Rate Code	Code that corresponds to the type of Additional Retirement Creditable Basic Pay the employee receives.	Pay		DECIMAL (11,4)	Y	2	For valid values, refer to Appendix I.  This field is required when the employee receives additional retirement creditable basic pay.
76	247	Premium Percentage	Percentage of premium pay that the employee receives.	Pay		DECIMAL (8,4)	Y	2	This field is required when the employee receives Premium Pay as part of their basic pay rate.
77	248	Customs Officer Overtime Earnings	Retirement creditable overtime pay a customs officer received. This is expressed as actual earnings and not as a rate of pay.	Pay	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	This field is required when the employee receives Customs Officer Overtime Earnings.  OPM needs Customs Officer Overtime Earnings reported separately because there are unique business rules to handle these cases. Currently Agencies are providing this data separately.
78	249	Retirement Creditable Earnings	For covered service, this is basic pay creditable under CSRS/FERS. For non-deduction service, this is basic pay that could potentially be creditable for retirement under CSRS/FERS.  This is the actual pay that the employee received in the pay year.  Includes retirement creditable Customs Officer Overtime pay.	Pay		DECIMAL (11,4)	Y	1	OPM needs both the Retirement Creditable Basic Pay Rate and Retirement Creditable Earnings.

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79	250	Additional Pay Status (APS) Indicator	Indicator that denotes additional basic pay not reflected in the Retirement Creditable Basic Pay Rate, but should be reflected in the Retirement Creditable Earnings for either covered service or non-deduction service. Some examples are hazard pay, additional pay status (APS), night differential pay, environmental differential pay, Sunday pay, and holiday pay.	Pay	IRR (SF 2806/3100)	VARCHAR (1)	Y	1	Y/N Postal refers to APS as Higher Level of Pay.
80	251	Retirement Creditable Earnings for Social Security	For CSRS Offset employees, the retirement creditable earnings subject to social security taxes (OASDI). This takes into account retirement creditable earnings subject to pre-tax deductions.	Pay		DECIMAL (11,4)	Y	2	This field is required for CSRS Offset employees.
81	252	Annuity Offset Amount	For re-employed annuitants, this is the amount the salary (earnings) is offset by the retirement annuity for the year.	Pay		DECIMAL (11,4)	Y	2	This field is required for re-employed annuitants subject to a salary reduction.
82	253	Defined Hours in the Work Year	The defined hours in the pay year used to determine an hourly rate for employees with an annual salary.	Pay		DECIMAL (11,4)	Y	1	Usually 2087 or 2080.
83	254	Pay Year Salary Deduction Amount	Total salary deduction amount (at the appropriate rate) for the pay year for CSRS and FERS employees.  For CSRS Offset employees, this field is repeating so more than one value can be provided to account for the salary deductions at the partial CSRS rate and the salary deductions at the full CSRS rate.	Deduction	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	If the deduction percentage changes for any reason (ex. legislation or change to a special population), provide the Pay Year Salary Deduction Amount for each distinct Deduction Percentage for the year.  This field is required when part of all of the year being reported had covered service. If the entire year being reported was for non-deduction service, this field is optional.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
84	255	Cumulative Salary Deduction Amount	Cumulative salary deduction amount for the retirement account.	Deduction	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	This field is required when part of all of the year being reported had covered service. If the entire year being reported was for non-deduction service, this field is optional.
85	256	Deduction Percentage	Salary deduction percentage for the pay year.  For CSRS Offset employees, this field is repeating so more than one value can be provided per year. For example, the full CSRS rate (ex. 7%) and the partial CSRS rate (ex. 0.8%).	Deduction	IRR (SF 2806/3100)	DECIMAL (8,4)	Y	2	If the deduction percentage changes for any reason (ex. legislation or change to a special population), provide each distinct Deduction Percentage for the year.  This field is required when part of all of the year being reported had covered service. If the entire year being reported was for non-deduction service, this field is optional.
86	257	Date Deductions Began	Date retirement deductions for the current retirement system (CSRS, CSRS Offset, or FERS) began under the current appointment.	Deduction	IRR (SF 2806/3100)	DATE		1	
87	262	Retirement System Type Code	The code of the retirement plan the employee is covered under.	Retirement Plan		VARCHAR (255)	Y	1	For valid values, reference RETIREMENT PLAN in the GPDS.
88	263	Effective Date of FERS Election	The effective date of election to FERS coverage.	Retirement Plan	IRR (SF 2806/3100) SF 3109	DATE		2	For a separation, transfer, retirement, death-in-service, or preliminary disability retirement, this field is required when FERS coverage was elected at the current Agency and the Effective Date of FERS Election was not already provided to OPM on a retirement feed.  This field is required for a FERS Election.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
89	265	FERCCA Code	<p>Indicates whether there has ever been a retirement coverage error that falls under the provisions of the Federal Erroneous Retirement Coverage Corrections Act (FERCCA).</p> <p>Retirement coverage errors under FERCCA should include any erroneous FERS coverage that were resolved through the deemed FERS provision or any retirement coverage error that lasted for at least 3 years of service.</p>	Retirement Plan		VARCHAR (255)		1	<p>For valid values, refer to Appendix I.</p> <p>This field is required if FERCCA errors were addressed at the current Agency. However, if the Agency is aware that this is a FERCCA case, then OPM would like the information.</p>
90	268	LWOP Type Code	The code that reflects the reason an employee is placed on leave without pay.	LWOP		VARCHAR (255)	Y	2	<p>For valid values, refer to Appendix I.</p> <p>This field is required when the employee goes on LWOP, except for Uniformed Services. A Uniformed Services absence (formerly LWOP-US) is tracked by specific NOA Codes and NOA Effective Dates.</p>



ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
91	269	LWOP Hours per Year	The amount of hours the employee was on leave without pay for the type of LWOP per Summary Year. Hours must be provided for each distinct basic pay rate (i.e. Total Retirement Creditable Basic Pay Rate).	LWOP		DECIMAL (11,4)	Y	2	<p>This field is required when the employee goes on LWOP, except for Uniformed Services. A Uniformed Services absence (formerly LWOP-US) is tracked by specific NOA Codes and NOA Effective Dates.</p> <p>LWOP Hours per Year should be summarized by the type of LWOP and basic pay rate.</p> <p>As an example, for an employee with 100 LWOP hours due to OWCP and 8 hours due to Union Official work, the hours should be reported separately. If the employee's basic pay rate changed during the LWOP-OWCP period, hours should be reported for each distinct basic pay rate.</p> <p>Summary Year: 2009                      LWOP Type: OWCP                      LWOP Hours per Year: 70                      Total Retirement Creditable Basic Pay Rate: 55,000</p> <p>LWOP Type: OWCP                      LWOP Hours per Year: 30                      Total Retirement Creditable Basic Pay Rate: 57,500</p> <p>LWOP Type: Union Official                      LWOP Hours per Year: 8                      Total Retirement Creditable Basic Pay Rate: 57,500</p>

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
92	270	LWOP Retirement Deduction End Date	The last date covered by the employee's direct payment of retirement deductions made while on an International Organization, Intergovernmental Personnel Act, Tribal Organization, or Union Official assignment.	LWOP		DATE	Y	2	This field is required when the employee goes on LWOP for an International Organization, Intergovernmental Personnel Act, Tribal Organization, or Union Official assignment and stops making retirement deductions.
93	271	Absent-Uniformed Services Hours of Paid Leave	The amount of hours of paid leave the employee took while on active duty, such as annual leave or military leave.	LWOP		DECIMAL (11,4)	Y	2	This field was formerly called LWOP-US Hours of Paid Leave.  This field is required when the employee goes on LWOP-US and uses paid leave during the LWOP-US period.
94	272	LWOP-OWCP Third Party Settlement Period Start Date	The start date of the employee's third party workers' compensation settlement period.	LWOP		DATE	Y	2	This field is required when the employee goes on LWOP-OWCP and the claim is settled by a third party.
95	273	LWOP-OWCP Third Party Settlement Period End Date	The end date of the employee's third party workers' compensation settlement period.	LWOP		DATE	Y	2	This field is required when the employee goes on LWOP-OWCP and the claim is settled by a third party.
96	277	LWOP-OWCP Total Hours Worked in Last 52 Weeks	The total hours the employee was entitled to basic pay in the 52 week work year immediately preceding the end of the last pay period in which the employee was in a pay status. This is the 52 week period prior to the employee entering into a non-pay status due to Worker's Compensation Leave Without Pay.	LWOP		DECIMAL (11,4)	Y	2	This field is required when the employee goes on LWOP-OWCP and is in either a Part-time Flex (USPS) or Intermittent status.
97	278	Elected Retirement Contributions Indicator	Indicates whether the employee elected to continue making retirement contributions while on an International Organization, Intergovernmental Personnel Act, Tribal Organization, or Union Official assignment.	LWOP	RI 38-130	VARCHAR (1)	Y	2	Y/N

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
98	279	Elected Health Insurance Contributions Indicator	Indicates whether the employee elected to continue making health insurance contributions while on an International Organization, Intergovernmental Personnel Act, Tribal Organization, or Union Official assignment.	LWOP	RI 38-130	VARCHAR (1)	Y	2	Y/N
99	280	Elected Life Insurance Contributions Indicator	Indicates whether the employee elected to continue making life insurance contributions while on an International Organization, Intergovernmental Personnel Act, Tribal Organization, or Union Official assignment.	LWOP	RI 38-130	VARCHAR (1)	Y	2	Y/N
100	281	USPS Excess LWOP Months	The amount of LWOP in months that exceeded six (6) months for the year.	LWOP		DECIMAL (11,4)	Y	2	USPS Only.  This field is required for a USPS employee when LWOP exceeds six months for the year.
101	282	USPS Excess LWOP Days	The amount of LWOP in days in addition to the USPS Excess LWOP Months that exceeded six (6) months for the year.	LWOP		DECIMAL (11,4)	Y	2	USPS Only.  This field is required for a USPS employee when LWOP exceeds six months for the year.
102	283	OWCP Claim Number	The workers' compensation claim number.	OWCP		VARCHAR (255)	Y	2	This field is required whenever the employee is in receipt of an OWCP benefit or if the employee applied for an OWCP benefit and the claim is pending a decision. The employee can be in both a Pay (ex. Schedule Award, LWEC) and Non-Pay status (LWOP).
103	286	Military Service Deposit Payment Status	The status of the military deposit owed to cover the distinct period of military service.	Service Credit		VARCHAR (255)	Y	1	For valid values, refer to Appendix I.  This field is required regardless of whether the employee has active duty military service. In this case, provide the code that corresponds to a value of No Payment.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
104	287	Military Service Deposit Principal Amount	Principal amount due for buy back of military service period. The principal amount will not change.	Service Credit		DECIMAL (11,4)	Y	2	This field is required if the employee paid (partially or in full) the military service deposit while at the current Agency.  This field is also required when used for tracking Uniformed Services absences (formerly LWOP-US) at the current Agency regardless of whether the employee paid the military service deposit.
105	288	Military Service Deposit Total Amount	Total amount, principal plus interest, due for buy back of military service period. The total amount may change.	Service Credit		DECIMAL (11,4)	Y	2	See notes for Military Service Deposit Principal Amount.
106	289	Military Service Deposit Interest Accrual Date	The date the military service deposit interest accrues.	Service Credit		DATE	Y	2	See notes for Military Service Deposit Principal Amount.
107	290	Military Service Deposit USERRA Indicator	Indicates whether the amount of the military service deposit is based on civilian basic pay or active military basic pay.  Yes (Y) indicates the military service deposit is based on the employee's civilian basic pay. No (N) indicates the military service deposit is based on the employee's military basic pay.	Service Credit		VARCHAR (1)	Y	2	Y/N  See notes for Military Service Deposit Principal Amount.
108	292	Military Service Deposit Cumulative Payment Amount	The sum of all military service deposit payments an employee has made for combined periods of military service.	Service Credit		DECIMAL (11,4)	Y	3	This field is required if the Agency is unable to track distinct periods of military service separately. The cumulative payment amount should be reported per retirement system (CSRS, FERS).
109	293	Military Service Deposit Payment in Full Date	The date the employee paid the military service deposit in full for each service period.	Service Credit		DATE	Y	2	This field is required if the employee paid the military service deposit in full while at the current Agency.
110	294	Military Service Deposit Retirement Plan	Retirement program code used to determine the payment amount needed for the service period.	Service Credit		VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  See notes for Military Service Deposit Principal Amount.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
111	295	Military Service Deposit Remaining Balance	The balance remaining on the military deposit owed to cover the military service as of the last payment date.	Service Credit		DECIMAL (11,4)	Y	2	This field is required if the employee partially paid the military service deposit while at the current Agency.
112	296	Military Service Deposit Last Payment Date	Date the employee made the last payment for the military deposit owed to cover their period(s) of military service.	Service Credit		DATE	Y	2	This field is required if the employee partially paid the military service deposit while at the current Agency.
113	299	Federal Employees Health Benefits (FEHB) Plan Code	The health benefits plan (carrier and enrollment category) in which an employee is/was enrolled. The first two digits of the code indicate the health plan name. The last digit indicates the plan type, either individual or family plan.	Insurance	IRR (SF 2806/3100) SF 2809	VARCHAR (255)	Y	1	For valid values, reference HEALTH PLAN in the GPDS.  Needed to determine eligibility.
114	300	FEHB Effective Date	Date on which the employee's Federal Employees Health Benefits (FEHB) plan is/was effective.	Insurance		DATE	Y	1	This is not the same as the date the form was signed.
115	301	FEHB End Date	Date on which coverage for FEHB ended, if applicable.	Insurance		DATE	Y	2	This field is required when the agency terminates or the employee cancels FEHB coverage.
116	302	FEHB Event Code	The qualifying event allowing the employee to enroll in the current FEHB plan.	Insurance	SF 2809	VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  This field is required for all employees, except for re-employed annuitants.
117	304	FEHB Temporary Employee Indicator	Indicates whether the employee is a temporary employee under 5 USC Section 8906a.	Insurance		VARCHAR (1)	Y	1	Y/N  This is needed to identify whether the period should be counted against the employee if not enrolled in FEHB coverage.
118	312	Federal Employees' Group Life Insurance (FEGLI) Code	An employee's coverage or non-coverage under the Federal Employees' Group Life Insurance (FEGLI) Program. This value must match the employee's election on the SF-2817 form.	Insurance	SF 2817 SF 2821	VARCHAR (255)	Y	1	For valid values, reference FEDERAL EMPLOYEES' GROUP LIFE INSURANCE in the GPDS.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
119	313	FEGLI Event Code	The code that corresponds to the event that allows the employee to elect/change FEGLI coverage.	Insurance	SF 2817	VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  This information helps with the FEGLI program's five year participation and eligibility requirement.  This field is required for all employees, except for re-employed annuitants.
120	332	Certified Date	The date the employee's electronic record was certified.	Metadata		DATE		1	
121	333	Certified By	The full name of the certifying authority.	Metadata		VARCHAR (255)		1	
122	334	Certifier Title	The title of the certifying authority.	Metadata		VARCHAR (255)		1	
123	381	National Guard Military Service Indicator	Indicates whether the active duty military service performed by the employee was for either the Army National Guard or Air National Guard.	Service History		VARCHAR (1)	Y	2	This field is required if the employee performed Army National Guard or Air National Guard active military service and  1. the employee paid (partially or in full) the military service deposit while at the current Agency OR 2. the service interrupted civilian service (i.e. LWOP-US) regardless of whether the employee paid the military service deposit.
<b>TRANSFER ONLY</b>									
124	82	Gaining Agency Subelement Code	Agency and, where applicable, the administrative sub-division (i.e. subelement) the person is transferring to.	Service History		VARCHAR (255)		2	For transfers, provide the Gaining Agency Subelement code if it is known. Currently provided for NOA code 352.
<b>SEPARATION ONLY</b>									
125	83	Gaining Organization Name	Organization name the person is leaving the federal government to work for.	Service History		VARCHAR (255)		2	For separations, provide the Gaining Organization Name if it is known. Currently provided for NOA code 390.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
<b>SEPARATION / RETIREMENT ONLY</b>									
126	339	Voluntary Separation Incentive Payment (VSIP) Indicator	Indicates whether the employee received a lump-sum payment from their employing Agency as an incentive to voluntarily separate.	Pay		VARCHAR (1)		1	Y/N
<b>SEPARATION / RETIREMENT/ DEATH / PRELIMINARY DISABILITY ONLY</b>									
127	80	Last Day in Pay Status	Date on which the employee was last in a pay status.	Service History	IRR (SF 2806/3100)	DATE		1	For a separation, retirement, death-in-service, or preliminary disability retirement, this field is required. For an employee in a pay status, the Last Day in Pay Status is the separation date. For an employee not in a pay status, the Last Day in Pay Status is the last day the employee was in a pay status.
128	264	Retirement Designation of Beneficiary Indicator	Indicates whether an employee has a Designation of Beneficiary Form SF-2808 (CSRS) or SF-3102 (FERS) on file.	Retirement Plan		VARCHAR (1)		2	Y/N  OPM maintains the SF-2808 (CSRS) form and agencies maintain the SF-3102 (FERS) form.  This field is required if a FERS Designation of Beneficiary is on file for the employee.
129	267	Government Claim Indicator	Indicates whether the employee is in debt to the United States government. If so, the government can offset retirement benefits to recover the debt by completing SF-2805 or OPM-1555. This indicator should reflect any debt owed that can be recovered from retirement benefits.	Debt/Claim	SF 2805 OPM 1555	VARCHAR (1)		1	Y/N  OPM needs form SF 2805 or OPM 1555 as evidence. The data provided on form SF 2805 or OPM 1555 will come from the Agencies.
<b>RETIREMENT / DEATH ONLY</b>									
130	266	Manual Retirement Reason Code	The code that corresponds to the reason the Agency believes the retirement case requires manual intervention.	Retirement Plan		VARCHAR (255)		2	This field is required if the Agency suspects manual intervention may be required by OPM.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
131	285	Military Service Deposit Election Indicator	Indicates whether the employee or survivor elects to pay for the employee's prior military service.	Service Credit		VARCHAR (1)	Y	2	Y/N  This field is required if the employee has any unpaid active duty military service.
<b>RETIREMENT / PRELIMINARY DISABILITY ONLY</b>									
132	335	Employing Agency Official Name	The name of an appropriate point of contact able to address OPM's questions or concerns about the retirement data feed.	Agency Contact Information	SF 2801/SF 3107 OPM 1482	VARCHAR (255)		1	
133	336	Employing Agency Official Telephone Number	The telephone number of an appropriate point of contact able to address OPM's questions or concerns about the retirement data feed.	Agency Contact Information	SF 2801/SF 3107 OPM 1482	VARCHAR (255)		1	
134	337	Employing Agency Official Fax Number	The fax number of an appropriate point of contact able to address OPM's questions or concerns about the retirement data feed.	Agency Contact Information	SF 2801/SF 3107 OPM 1482	VARCHAR (255)		1	
135	338	Employing Agency Official Email Address	The email address of an appropriate point of contact able to address OPM's questions or concerns about the retirement data feed.	Agency Contact Information	SF 2801/SF 3107 OPM 1482	VARCHAR (255)		2	
136	383	Child Support Court Order Indicator	Indicates whether the employee is subject to a child support order at their current Agency.	Court Order		VARCHAR (1)		1	
<b>RETIREMENT ONLY</b>									
137	22	Address Line 1	First line of an employee's mailing address.	Employee Contact Information		VARCHAR (255)		1	The latest address information that the payroll or HR office has for the employee should be provided by the agency; the applicant can update it at retirement.
138	23	Address Line 2	Second line of an employee's mailing address.	Employee Contact Information		VARCHAR (255)		2	See notes for Address Line 1.



ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
139	24	Address Line 3	Third line of an employee's mailing address.	Employee Contact Information		VARCHAR (255)		2	See notes for Address Line 1.
140	25	City	City of an employee's mailing address.	Employee Contact Information		VARCHAR (255)		1	See notes for Address Line 1.
141	26	State Code	State code of an employee's mailing address.	Employee Contact Information		VARCHAR (255)		1	See notes for Address Line 1.
142	27	Postal Code	Postal code of an employee's mailing address.	Employee Contact Information		VARCHAR (255)		2	See notes for Address Line 1.
143	28	Country Code	International Country Codes as defined by the United States Postal Service.	Employee Contact Information		VARCHAR (255)		1	See notes for Address Line 1.
144	34	Direct Deposit Indicator	Indicates whether to have annuity payments sent via direct deposit or check.	Employee Contact Information	SF 2801/SF 3107	VARCHAR (1)		1	Y/N  The latest financial information that the payroll or HR office has for the employee should be provided by the agency; the applicant can update it at retirement.
145	35	Financial Institution Name	Name of the employee's designated financial institution. This will be used to verify the bank information retrieved with the routing number.	Employee Contact Information	SF 2801/SF 3107	VARCHAR (255)		2	This field is required if the Direct Deposit Indicator is 'Y'.  The latest financial information that the payroll or HR office has for the employee should be provided by the agency; the applicant can update it at retirement.
146	36	Routing Number	Routing number of the employee's direct deposit account.	Employee Contact Information	SF 2801/SF 3107	VARCHAR (255)		2	See notes for Financial Institution Name.
147	37	Account Number	Account number of the employee's direct deposit account.	Employee Contact Information	SF 2801/SF 3107	VARCHAR (255)		2	See notes for Financial Institution Name.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
148	38	Account Type Code	Type of direct deposit account, either checking or savings.	Employee Contact Information	SF 2801/SF 3107	VARCHAR (255)		2	See notes for Financial Institution Name.
149	98	Early Retirement Authority Code	The authority code allowing the special, optional retirements.	Service History	SF 2801-1/SF 3101	VARCHAR (255)		2	Generally, Early Retirement Authority Codes are established by OPM. When an Agency requests authority to process an early retirement, OPM makes the decision of whether the Agency can offer an early retirement and if approved, issues an early retirement authority code. The code can be a numeric or string value, such as text that refers to a public law.  The Early Retirement Authority Code is required for early voluntary retirements when NOA Code 303 (Retirement-Special Option) is used. Refer to the Guide to Processing Personnel Actions for additional information.
150	109	Statutory Provision for Retirement	The type of retirement the employee has applied for at retirement.	Service History		VARCHAR (255)		1	For valid values, refer to Appendix I.
<b>DEATH ONLY</b>									
151	84	Basic Employee Death Benefit Total Hours Worked in Last 52 Weeks	The total hours the deceased employee was entitled to basic pay whether in a duty or paid leave status in the 52 week work year immediately preceding the end of the last pay period in which the employee was in a pay status. The hours worked is used to compute the Basic Employee Death Benefit for a surviving spouse or a former spouse where a court order awards this benefit.	Service History		DECIMAL (11,4)		2	This field is required for FERS deceased employee cases where the deceased employee died in a part-time or intermittent status.
<b>PRELIMINARY DISABILITY ONLY</b>									
152	106	Disability Retirement Application Date	The date the agency receives the disability retirement application.	Service History	IRR (SF 2806/3100)	DATE		1	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
153	107	Duty Status Indicator for Disability Purposes	Indicates whether the employee continues in an active work status as of the date the retirement data feed for the preliminary disability retirement trigger is certified.	Service History	IRR (SF 2806/3100)	VARCHAR (1)		1	Y = for Yes, if the employee remains in a duty status  N = for No, if the employee is no longer in a duty status (ex. LWOP, Annual Leave, Sick Leave, Donated Leave)
154	108	Special Technician Disability Indicator	Indicator for military reserve technicians (dual status) who are applying for special technician disability.	Service History		VARCHAR (1)		2	This field is required if the employee applying for a disability retirement is a military reserve technician (dual status).
155	382	Terminal or Life Threatening Priority Indicator	Indicates whether the employee applying for a disability retirement has a terminal or life threatening condition that requires the retirement case to be expedited.	Service History		VARCHAR (1)		1	

## 6 Re-employed Annuitant Notification Data Feed

### 6.1 Overview

The Re-employed Annuitant notification data feed serves a different purpose than the Retirement Data Feed. Therefore, the reporting requirements are different. The Retirement Data Feed contains information Agencies report to OPM on the Individual Retirement Record (IRR) for CSRS and FERS employees. These data feeds will eventually replace the paper IRR reporting process and will be used for determining retirement benefits payable to a separated employee or their survivor(s). In contrast, the Re-employed Annuitant Notification Data Feed will replace the manual process Agencies currently follow to notify OPM about a re-employed annuitant. This data feed will provide OPM and agencies the ability to more easily determine the impact re-employment has on an annuitant's salary, annuity, and health and life insurance. As such, the Re-employed Annuitant Notification Data Feed has a different, simplified data schema as opposed to the Retirement Data Feed. The schema describing re-employed annuitant data requirements can be found in [Appendix K – XML Schemas](#).

The data collected in the Re-employed Annuitant Notification Data Feed contains information the Agency must currently provide to OPM via three different channels:

- Job Aid #5 (Ch. 100 of the CSRS/FERS Handbook) Notification of Reemployment of An Annuitant
- OPM 1482 Agency Certification of Status of Reemployed Annuitant FEGLI
- Email to [HBPremiums@opm.gov](mailto:HBPremiums@opm.gov)

The Re-employed Annuitant Notification Data Feed is intended to streamline communication and improve coordination between the Agency and OPM, so that only the data feed is required when notifying OPM about re-employed annuitants. In addition to the initial notification about an annuitant getting re-employed in the Federal workplace, OPM needs to be notified of any change that may impact the annuity, what the Agency is paying the employee, FEHB coverage, or FEGLI coverage.

The matrix in the next section identifies the situations when a Re-employed Annuitant Notification feed should be sent to OPM. For each of the scenarios, the expectation is that a small amount of information be provided without service or fiscal history to allow for a timely turnaround by the Agency. This differs from the more comprehensive Retirement Data Feed and Summary of Service Data Feed.

The XML Schema Definition that corresponds to the Re-employed Annuitant Notification Data Feed is the `ReEmployedAnnuitantRecord-4.0.xsd`.

## 6.2 Re-employed Annuitant Notification Feed Scenarios

Providers should send OPM a Re-employed Annuitant notification feed in the situations described below when there is an “X” in the column. The matrix is organized by the type of separation and retirement system the annuitant had when he or she retired from the Federal government.

Send a re-employed annuitant feed to OPM when...	CSRS					FERS				
	Voluntary	Involuntary	Early Optional	Mandatory	Disability	Voluntary	Involuntary	Early Optional	Mandatory	Disability
Initial Appointment	X	X	X	X	X	X	X	X	X	X
Appointment Change (ex. retirement coverage changes such as non-deduction to covered, covered to non-deduction)		X			X					X
Presidential Appointment Change (ex. When an annuitant is re-employed under a Presidential Appointment)	X	X	X	X	X					
Work Schedule Change	X	X	X	X	X	X	X	X	X	X
Dual Compensation Waiver Takes Effect or Expires	X	X	X	X	X	X	X	X	X	X
Grade/Step/Pay (Total Retirement Creditable Basic Pay Rate) Change & Annuitant Under Age 60					X					X
FEHB Premium Conversion Waived	X	X	X	X	X	X	X	X	X	X
FEHB Premium Conversion Waiver Revoked	X	X	X	X	X	X	X	X	X	X
Elects FEGLI Option B as an Employee	X	X	X	X	X	X	X	X	X	X
Cancels FEGLI Option B as an Employee	X	X	X	X	X	X	X	X	X	X
Cancels Basic FEGLI as an Employee	X	X	X	X	X	X	X	X	X	X
Over 12 months of nonpay status (FEGLI and FEHB ends as employee)	X	X	X	X	X	X	X	X	X	X
Death or separation of employee with a dual compensation waiver not entitled to additional retirement benefits	X	X	X	X	X	X	X	X	X	X

### 6.3 Re-employed Annuitant Record Specification

The following data elements should be provided for a re-employed annuitant, as applicable and based on the reporting priority.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
1	2	Record Identifier (ID)	The agency or data provider assigned identifier for a record, e.g., as set in a source system.	Record		VARCHAR (255)		2	If a subsequent record is received from the same source with the same record identifier, it is considered a new version of the item.  When correcting a previously submitted retirement record, the record identifier of the corrected record must match the record identifier of the original record.
2	3	Social Security Number	Employee's social security number, which uniquely identifies the person.	Employee	IRR (SF 2806/3100)	VARCHAR (9)		1	
3	4	Alternate Employee Identifier (ID)	The system ID provided by an agency system that uniquely identifies an individual employee's records.	Employee		VARCHAR (255)		3	
4	5	Name Family	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	Employee	IRR (SF 2806/3100)	VARCHAR (255)		1	
5	6	Name Given	Given/chosen/often first name by which a person is known or designated on all official transactions.	Employee	IRR (SF 2806/3100)	VARCHAR (255)		1	
6	7	Name Middle	Middle name, or initial, by which a person is known or designated on all official transactions.	Employee	IRR (SF 2806/3100)	VARCHAR (255)		2	
7	8	Name Suffix	Suffix to a full name of a person on all official transactions.	Employee		VARCHAR (255)		2	
8	9	Date of Birth	Date on which the person was born.	Employee	IRR (SF 2806/3100)	DATE		1	
9	16	Unique Employee Identifier (UEID)	The employee's unique employee identifier.	Employee		VARCHAR (255)		3	This is a placeholder for this attribute once OPM and federal Agencies can support the use of an UEID for employees.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
10	20	Citizenship Country Code	International Country Codes as defined by the FIPS 10-4 standards indicating the employee's country of citizenship.	Employee		VARCHAR (255)		3	For valid values, reference Appendix A in the Guide to Human Resources Reporting (GHRR).
11	39	Agency Subelement Code	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.  Needed to provide context for agency-specific values such as Position Number, as well as to provide system functionality.	Service History	IRR (SF 2806/3100)	VARCHAR (255)		1	For valid values, reference AGENCY/SUBELEMENT in the Guide to Personnel Data Standards (GPDS).
12	40	Annuitant Indicator	Indicates the status of an annuitant appointed to a position in the Federal civilian service.  Needed by OPM to determine the impact to the annuity. For example, on death of a reemployed annuitant, the beneficiary receives the higher of the current benefit or retirement benefit.	Service History		VARCHAR (1)		1	For valid values, reference ANNUITANT INDICATOR in the GPDS.  Codes "G" and "6" indicate that the salary is not offset.
13	41	Position Title	The title of the employee's position as it is reflected on his/her position description.  Position title is used to support identification of special populations.	Service History		VARCHAR (255)		1	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
14	42	Position Number	Alpha-numeric code associated with the employee's position title as shown on the employee's position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.  Position number is used to support identification of special populations.	Service History		VARCHAR (255)		1	
15	43	Occupational Series Type Code	Identifies the occupational series of the position(s) to which the employee is/was assigned.  Occupational series type code is used to support identification of special populations.	Service History		VARCHAR (255)		1	For valid values, reference OCCUPATION in the GPDS.
16	44	Position Occupied Code	Code of the position in the Competitive Service, Excepted Service or the Senior Executive Service.	Service History		VARCHAR (255)		1	For valid values, reference POSITION OCCUPIED in the GPDS.
17	45	Special Population Code	Code that describes a position an employee holds which has special retirement calculation rules.	Service History		VARCHAR (255)		1	For valid values, refer to Appendix I.
18	46	Personnel Office Identifier	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for serviced employees.	Service History		VARCHAR (255)		1	For valid values, reference PERSONNEL OFFICE IDENTIFIER in the GPDS.
19	47	Payroll Office Number	Number assigned to the employee's payroll office.	Service History	IRR (SF 2806/3100)	VARCHAR (255)		1	



ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
20	48	Human Resource (HR) Data Provider Code	The Agency code that identifies the employee's HR data provider.	Service History		VARCHAR (255)		1	For valid values, refer to Appendix I.
21	49	Nature of Action Effective Date	Date on which personnel action is/was effective.	Service History	IRR (SF 2806/3100)	DATE		1	Expect the NOA Effective Date will inform: Start and End Dates for Absent – Uniformed Services (formerly LWOP-US) Start and End Dates for LWOP-Union Official Start and End Dates for LWOP-OWCP Start and End Dates for LWOP-IPA Start and End Dates for IO Assignments Start and End Dates for General LWOP Work Schedule Start and End Dates Date of Separation
22	50	Nature of Action Code	Code that defines a type of personnel action. The code that corresponds to the nature of action description reported on the Individual Retirement Record (IRR).	Service History	IRR (SF 2806/3100)	VARCHAR (255)		1	For valid values, reference NATURE OF ACTION (1) in the GPDS.
23	51	Nature of Action Not to Exceed (NTE) Date	When applicable, the not-to-exceed date for certain personnel actions, such as appointments, LWOP, conversions, etc.	Service History		DATE		2	
24	52	Legal Authority Code 1	The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee.	Service History		VARCHAR (255)		2	For valid values, reference LEGAL AUTHORITY (1) in the GPDS.  There are a few Nature of Action Codes that do not require a Legal Authority Code, such as a 350 (Death) action or 355 (Termination - Expiration of Appointment) action. Provide a legal authority code when required by the Guide to Processing Personnel Actions (GPPA).
25	53	Legal Authority Code 2	The law, executive order, rule, regulation, or other basis that, in addition to LEGAL AUTHORITY (1), authorizes the appointing officer to effect a personnel action on an employee.	Service History		VARCHAR (255)		2	For valid values, reference LEGAL AUTHORITY (1) in the GPDS.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
26	54	Pay Plan Code	Particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.	Service History		VARCHAR (255)		1	For valid values, reference PAY PLAN in the GPDS.
27	55	Grade, Level, Class, Rank, or Pay Band Code	Indicates hierarchical relationships among positions covered by the same pay plan or system as it applies to the employee's position.	Service History		VARCHAR (255)		1	For valid values, reference GRADE, LEVEL, CLASS, RANK, OR PAY BAND in the GPDS.
28	56	Step or Rate Type Code	The code representing a specific salary within a grade, level, class, rate, or pay band as it applies to the employee's position.	Service History		VARCHAR (255)		1	For valid values, reference STEP OR RATE in the GPDS.
29	57	Pay Basis Type Code	Principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee in their position.	Service History		VARCHAR (255)		1	For valid values, reference PAY BASIS in the GPDS.
30	58	Duty Station Code	Code that identifies the state, county, or country and city of the employee's permanent duty station.	Service History		VARCHAR (255)		1	For valid values, reference the Duty Station File at <a href="http://www.opm.gov/feddata/guidance.asp">http://www.opm.gov/feddata/guidance.asp</a> .
31	63	Presidential Appointment Indicator	Indicates whether the employee was appointed to their current position by the President. This includes appointments made with or without the advice and consent of the Senate.	Service History		VARCHAR (1)		1	Y/N  Presidential appointments have an impact on CSRS annuitants.
32	64	Work Schedule Code	Code for the time basis on which an employee is scheduled to work.	Service History		VARCHAR (255)		1	For valid values, reference WORK SCHEDULE in the GPDS.
33	71	Part-time Hours per Pay Period	Number of hours a part-time employee is scheduled to work during a pay period. This is used to compare the actual hours that the employee actually worked in the period.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)		2	Currently on the IRR, this is the numerator value of the Part-time Tour of Duty.  This field is required when the employee has a part-time work schedule.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
34	72	Hypothetical Full-time Tour of Duty for Part-time Employees in Hours	Number of hours in the hypothetical full-time regular pay period tour of duty that would apply to an employee on a part-time schedule if he or she were full-time-usually 80 hours. (This is used in computing retirement benefits for part-time employees. See CSRS and FERS Handbook, section 81A2.2-1-C.1.)	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)		2	Currently on the IRR, this is the denominator value of the Part-time Tour of Duty.  This field is required when the employee has a part-time work schedule.
35	100	Retirement Claim Number	The claim number assigned by OPM at the time of retirement or death. The Retirement Claim Number is also referred to as the Civil Service Annuity (CSA) number.	Service History		VARCHAR (255)		2	This field is required if the Agency knows the Retirement Claim Number for the re-employed annuitant.
36	243	Total Retirement Creditable Basic Pay Rate	Rate of basic pay for retirement as determined by the employing agency. Agencies should determine what is included in basic pay for retirement. Some examples of pay to include in the basic pay rate are locality pay, premium pay, availability pay, special pay for recruiting and retention purposes, and administratively uncontrollable overtime (AUO).  When an employee is subject to a pay cap, the pay rate should not exceed the capped rate.  For active employees that must have an early retirement processed because of death in service, this is the basic pay at the time of death.	Pay	IRR (SF 2806/3100)	DECIMAL (11,4)		1	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
37	244	Retirement Creditable Adjusted Basic Pay Rate	The sum of an employee's rate of basic pay and locality pay (standard basic pay supplement). A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	Pay		DECIMAL (11,4)		2	This field is required when the employee receives locality pay.
38	245	Additional Retirement Creditable Basic Pay Rate	Additional pay an agency may pay an employee based on work that is creditable for retirement purposes, such as premium pay, administratively uncontrollable overtime, law enforcement availability pay, and regular overtime pay for firefighters. This is expressed as a rate of pay.	Pay		DECIMAL (11,4)	Y	2	This field is required when the employee receives additional retirement creditable basic pay.
39	246	Additional Retirement Creditable Basic Pay Rate Code	Code that corresponds to the type of Additional Retirement Creditable Basic Pay the employee receives.	Pay		DECIMAL (11,4)	Y	2	For valid values, refer to Appendix I.  This field is required when the employee receives additional retirement creditable basic pay.
40	247	Premium Percentage	Percentage of premium pay that the employee receives.	Pay		DECIMAL (8,4)	Y	2	This field is required when the employee receives Premium Pay as part of their basic pay rate.
41	262	Retirement System Type Code	The code of the retirement plan the employee is covered under.	Retirement Plan		VARCHAR (255)		1	For valid values, reference RETIREMENT PLAN in the GPDS.
42	283	OWCP Claim Number	The workers' compensation claim number.	OWCP		VARCHAR (255)	Y	2	This field is required when an employee previously applied and has been approved for a disability annuity and the annuity is suspended because the employee currently receives a workers' compensation benefit.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
43	299	Federal Employees Health Benefits (FEHB) Plan Code	The health benefits plan (carrier and enrollment category) in which an employee is/was enrolled. The first two digits of the code indicate the health plan name. The last digit indicates the plan type, either individual or family plan.	Insurance	IRR (SF 2806/3100) SF 2809	VARCHAR (255)		2	For valid values, reference HEALTH PLAN in the GPDS.  Needed to determine eligibility.
44	300	FEHB Effective Date	Date on which the employee's Federal Employees Health Benefits (FEHB) plan is/was effective.	Insurance		DATE		2	This is not the same as the date the form was signed.
45	301	FEHB End Date	Date on which coverage for FEHB ended, if applicable.	Insurance		DATE		2	This field is required when the agency terminates or the employee cancels FEHB coverage.
46	310	FEHB Premium Conversion Waiver Indicator	For re-employed annuitants, indicates whether the employee waived premium conversion.	Insurance		VARCHAR (1)		1	Y/N
47	311	FEHB Premium Conversion Waiver Effective Date	The date the Agency stops FEHB coverage when an employee waives FEHB premium conversion or the date the Agency resumes FEHB coverage when the employee revokes the FEHB premium conversion waiver.	Insurance		DATE		1	Typically, the effective date corresponds to the date the employee signs the Federal Employees Health Benefits Program (FEHB) Premium Conversion Waiver/Election Form to either waive premium conversion of FEHB premiums or to restore participation in premium conversion of FEHB premiums.
48	312	Federal Employees' Group Life Insurance (FEGLI) Code	An employee's coverage or non-coverage under the Federal Employees' Group Life Insurance (FEGLI) Program. This value must match the employee's election on the SF-2817 form.	Insurance	SF 2817 (Ongoing and At Retirement) SF 2821 (At Retirement)	VARCHAR (255)		2	For valid values, reference FEDERAL EMPLOYEES' GROUP LIFE INSURANCE in the GPDS.
49	332	Certified Date	The date the employee's electronic record was certified.	Metadata		DATE		1	
50	333	Certified By	The full name of the certifying authority.	Metadata		VARCHAR (255)		1	
51	334	Certifier Title	The title of the certifying authority.	Metadata		VARCHAR (255)		1	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
52	335	Employing Agency Official Name	The name of the Employing Agency Official. This is required so that OPM can contact an Agency representative about the re-employed annuitant.	Agency Contact Information	OPM 1482	VARCHAR (255)		1	
53	336	Employing Agency Official Telephone Number	The telephone number of the Employing Agency Official. This is required so that OPM can contact an Agency representative about the re-employed annuitant.	Agency Contact Information	OPM 1482	VARCHAR (255)		1	
54	337	Employing Agency Official Fax Number	The fax number of the Employing Agency Official. This is required so that OPM can contact an Agency representative about the re-employed annuitant.	Agency Contact Information	OPM 1482	VARCHAR (255)		1	
55	338	Employing Agency Official Email Address	The email address of the Employing Agency Official. This is required so that OPM can contact an Agency representative about the re-employed annuitant.	Agency Contact Information	OPM 1482	VARCHAR (255)		1	

## 7 Summary of Service Data Feed

### 7.1 Overview

The Summary of Service Data Feed serves a different purpose than both the Retirement Data Feed and the Re-employed Annuitant Notification Data Feed, which is why OPM developed distinct reporting requirements and XML schema definition for this feed. The Summary of Service Data Feed is essentially the Agency sections of the Application for Immediate Retirement (SF 2801 / SF 3107).

While the Certified Summary of Federal Service (SF 2801-1 / SF 3107-1) and Agency Checklist of Immediate Retirement Procedures (Schedule D) is needed by OPM to adjudicate a retirement or death-in-service claim, the retirement application process is incomplete without the applicant sections of the retirement application. Note that the applicant would be a survivor for a death-in-service. Until such time that the applicant data can be collected and transferred to OPM electronically, the Agency must continue to supply the SF 2801 / SF 3107.

The standard practice today is for Agencies to include the final IRR and retirement application in the retirement package sent to OPM. Electronically, that translates to two data feeds: the Retirement Data Feed for the at-retirement, death-in-service, or preliminary disability retirement trigger and the Summary of Service Data Feed. See the chart below, which shows when the Summary of Service Data Feed is needed for certain triggering events.

Trigger	Retirement Data Feed (ElectronicRetirementRecord)	Summary of Service Data Feed (CertifiedSummaryOfService)
Separation	✓	
Transfer	✓	
FERS Election	✓	
Retirement	✓	✓
Death-in-Service	✓	✓
Preliminary Disability Retirement	✓	✓

The Summary of Service Data Feed can be divided into these high-level categories:

- Employee – record identifying data, such as first and last name, social security number, and date of birth.
- Employing Agency Official Contact Information – a point of contact for the Summary of Service Data Feed in the event OPM has questions, concerns, or needs to resolve a discrepancy with the data provided.
- HR Check List – indicators that inform OPM about whether certain supporting documents will be provided as part of the application package. The supporting document indicators are required, however not all situations require that the documents actually be provided to OPM.

- Insurance – FEGLI and FEHB data that in conjunction with the supporting documentation enables OPM to assess an employee’s eligibility to carry coverage as an annuitant.
- Service History – all service the employing Agency is aware of.
  - Covered Service – Covered service should be broken out by changes in work schedule, part-time tour of duty, and retirement plan. Coverage under a retirement plan other than CSRS, CSRS Offset, or FERS that is being credited under CSRS or FERS should be recorded in this section.
  - Non-deduction Service – Service actions that could have an impact on how the service deposit is computed should be provided. Service actions impacting basic pay, part-time tour of duty changes, etc. should be provided.
  - Active Duty Military Service – All active duty military service should be recorded regardless of whether the employee paid the military service deposit.
  - NAF Service

The XML Schema Definition that corresponds to the Summary of Service Data Feed is the CertifiedSummaryOfService-4.0.xsd.



## 7.2 Certified Summary of Service Record Specification

The following data elements should be provided in the Summary of Service Data Feed whenever an employee retires, dies while in service, or applies for a disability retirement, as applicable and based on the reporting priority.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
1	2	Record Identifier (ID)	The agency or data provider assigned identifier for a record, e.g., as set in a source system.	Record		VARCHAR (255)		1	If a subsequent record is received from the same source with the same record identifier, it is considered a new version of the item.  When correcting a previously submitted retirement record, the record identifier of the corrected record must match the record identifier of the original record.
2	3	Social Security Number	Employee's social security number, which uniquely identifies the person.	Employee	IRR (SF 2806/3100)	VARCHAR (9)		1	
3	4	Alternate Employee Identifier (ID)	The system ID provided by an agency system that uniquely identifies an individual employee's records.	Employee		VARCHAR (255)		3	
4	5	Name Family	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	Employee	IRR (SF 2806/3100)	VARCHAR (255)		1	
5	6	Name Given	Given/chosen/often first name by which a person is known or designated on all official transactions.	Employee	IRR (SF 2806/3100)	VARCHAR (255)		1	
6	7	Name Middle	Middle name, or initial, by which a person is known or designated on all official transactions.	Employee	IRR (SF 2806/3100)	VARCHAR (255)		2	
7	8	Name Suffix	Suffix to a full name of a person on all official transactions.	Employee		VARCHAR (255)		2	
8	9	Date of Birth	Date on which the person was born.	Employee	IRR (SF 2806/3100)	DATE		1	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
9	10	Previous Name(s) Family	All non-chosen/inherited/married names by which a person was previously known.	Employee		VARCHAR (255)	Y	2	All previous name data elements are required if there is at least one previous name (i.e. If only the family name is different the given name and middle name must also be provided even if they are the same as the current information).  Previous name information is required if the employee used a different name while at the current Agency. If known, the Agency should provide previous names used by the employee at previous Agencies.
10	11	Previous Name(s) Given	All given/chosen/often first names by which a person was previously known.	Employee		VARCHAR (255)	Y	2	See notes for Previous Name(s) Family.
11	12	Previous Name(s) Middle	All middle names by which a person was previously known.	Employee		VARCHAR (255)	Y	2	See notes for Previous Name(s) Family.
12	13	Previous Name(s) Suffix	All suffixes to a full name of a person that was previously used.	Employee		VARCHAR (255)	Y	2	See notes for Previous Name(s) Family.
13	14	Previous Social Security Number	The social security number that a person previously used and had changed or was submitted in error.	Employee		VARCHAR (9)	Y	2	Previous social security number (SSN) is required if the employee used a different SSN while at the current Agency. If known, the Agency should provide SSN(s) used by the employee at previous Agencies.
14	15	Previous Date of Birth	The date of birth that the person previously used.	Employee	SF 2801/SF 3107	DATE	Y	2	Previous date of birth (DOB) should be provided if the employee used a different date of birth while at the current Agency. If known, the Agency should provide DOB(s) used by the employee at previous Agencies.
15	16	Unique Employee Identifier (UEID)	The employee's unique employee identifier.	Employee		VARCHAR (255)		3	This is a placeholder for this attribute once OPM and federal Agencies can support the use of an UEID for employees.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
16	39	Agency Subelement Code	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.  Needed to provide context for agency-specific values such as Position Number, as well as to provide system functionality.	Service History	IRR (SF 2806/3100)	VARCHAR (255)	Y	1	For valid values, reference AGENCY/SUBELEMENT in the Guide to Personnel Data Standards (GPDS).
17	45	Special Population Code	Code that describes a position an employee holds which has special retirement calculation rules.	Service History		VARCHAR (255)	Y	1	For valid values, refer to Appendix H.
18	46	Personnel Office Identifier	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for serviced employees.	Service History		VARCHAR (255)	Y	1	For valid values, reference PERSONNEL OFFICE IDENTIFIER in the GPDS.
19	48	Human Resource (HR) Data Provider Code	The Agency code that identifies the employee's HR data provider.	Service History		VARCHAR (255)		1	For valid values, refer to Appendix H.
20	49	Nature of Action Effective Date	Date on which personnel action is/was effective.	Service History	IRR (SF 2806/3100)	DATE	Y	1	Expect the NOA Effective Date will inform: Start and End Dates for Absent-Uniformed Services (formerly LWOP-US) Start and End Dates for LWOP-Union Official Start and End Dates for LWOP-OWCP Start and End Dates for LWOP-IPA Start and End Dates for IO Assignments Start and End Dates for General LWOP Work Schedule Start and End Dates Date of Separation
21	50	Nature of Action Code	Code that defines a type of personnel action. The code that corresponds to the nature of action description reported on the Individual Retirement Record (IRR).	Service History	IRR (SF 2806/3100)	VARCHAR (255)	Y	1	For valid values, reference NATURE OF ACTION (1) in the GPDS.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
22	51	Nature of Action Not to Exceed (NTE) Date	When applicable, the not-to-exceed date for certain personnel actions, such as appointments, LWOP, conversions, etc.	Service History		DATE	Y	2	
23	57	Pay Basis Type Code	Principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee in their position.	Service History		VARCHAR (255)	Y	1	For valid values, reference PAY BASIS in the GPDS.
24	61	Frozen Sick Leave Balance Hours	The amount of sick leave hours the employee accrued as of the effective date of the election of FERS coverage.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)		3	When applicable, provide the Frozen Sick Leave if the Agency can determine based on review of the Official Personnel Folder (OPF).
25	62	Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty	The expiration date of the frozen sick leave balance, if applicable.  Frozen Sick Leave Expiration Date applies to a few employee groups with unusual tours of duty. Instead of providing frozen sick leave balance in hours, an expiration date is provided. The Frozen Sick Leave Expiration Date is the date that the sick leave would expire if the employee were placed and remained on sick leave instead of electing FERS coverage.	Service History	IRR (SF 2806/3100)	DATE		3	When applicable, provide the Frozen Sick Leave if the Agency can determine based on review of the Official Personnel Folder (OPF).
26	64	Work Schedule Code	Code for the time basis on which an employee is scheduled to work.	Service History		VARCHAR (255)	Y	1	For valid values, reference WORK SCHEDULE in the GPDS.
27	65	Summary Year	The year summary information is tracked by, such as the pay year that deductions were made for the retirement account, the year in which the leave without pay was taken, and the year there was a period of intermittent work.	Service History	IRR (SF 2806/3100)	VARCHAR (255)	Y	2	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
28	66	Intermittent Work Unit Code	The code that corresponds to how the Intermittent Work Amount will be reported, which can either be in Hours or Days.	Service History	IRR (SF 2806/3100)	VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  Intermittent work can be provided in hours or days; however OPM prefers that intermittent work be reported in days.  This field is required whenever the employee performed intermittent work.
29	67	Intermittent Work Amount	Amount of time worked in hours or days, depending on the Intermittent Work Unit Code, for each distinct period of intermittent service worked during the year.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	Intermittent Work Amount must be provided for each distinct basic pay rate (i.e. Total Retirement Creditable Basic Pay Rate) per year.  Intermittent Work Amount should be provided as a whole number.  This field is required whenever the employee performed intermittent work.
30	71	Part-time Hours per Pay Period	Number of hours a part-time employee is scheduled to work during a pay period. This is used to compare the actual hours that the employee actually worked in the period.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	This is the numerator value of the Part-time Tour of Duty.  This field is required when the employee has a part-time work schedule.
31	72	Hypothetical Full-time Tour of Duty for Part-time Employees in Hours	Number of hours in the hypothetical full-time regular pay period tour of duty that would apply to an employee on a part-time schedule if he or she were full-time-usually 80 hours. (This is used in computing retirement benefits for part-time employees. See CSRS and FERS Handbook, section 81A2.2-1-C.1.)	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	2	This is the denominator value of the Part-time Tour of Duty.  This field is required when the employee has a part-time work schedule.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
32	73	Part-time Hours Worked per Year	The actual non-overtime hours paid to a part-time employee. The hours should be the annual amount or for the total period that was part-time if it is less than one year. The hours may be for time worked or taken as paid leave.	Service History	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	3	This field can be provided when the employee has a part-time work schedule and is able to provide actual hours worked per year. This typically happens when an employee worked more part-time hours than their tour of duty.
33	85	Military Service Branch Type Code	Branch of the United States Uniformed Services the employee served in.	Service History	DD 214	VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  This field is required if the employee had military service regardless of whether the employee paid the military service deposit.
34	87	Military Service Active Duty Start (From) Date	Date on which active military duty started. The active military service could have occurred prior to the employee's civil service or it could interrupt civil service.	Service History	DD 214	DATE	Y	2	See notes for Military Service Branch Type Code.
35	88	Military Service Active Duty End (To) Date	Date on which active military duty ended. The active military service could have occurred prior to the employee's civil service or it could interrupt civil service.	Service History	DD 214	DATE	Y	2	See notes for Military Service Branch Type Code.
36	90	Military Service Lost Time	The amount of time lost attributable to lost earnings for an identifiable period of absence from active service.	Service History	DD 214	DECIMAL (11,4)	Y	2	See notes for Military Service Branch Type Code.  Provide Military Service Lost Time in days.  If Lost Time is not reported on the DD 214, compute the Lost Time based on the Active Duty Start Date, Active Duty End Date, and amount of active honorable service.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
37	92	National Guard Military Service Provision Code	The provision the employee's Army National Guard or Air National Guard active military service was performed under.	Service History		VARCHAR (255)	Y	2	<p>For valid values, refer to Appendix I.</p> <p>See notes for Military Service Branch Type Code.</p> <p>This field is required if the National Guard Military Service Indicator is 'Y'. The provision can usually be found on the military orders, but may need to be verified with the State Adjutant General.</p> <p>The code for Title 10/32 Blended should only be used when the national guard active military service interrupts civilian service and the employee exercises their restoration rights (USERRA) and returns to civil service. If the employee does not exercise their restoration rights and separates from the Agency, then Title 10 service and Title 32 service must be reported separately.</p>
38	94	Military Retired or Retainer Pay Type Code	The type of military retired pay or retainer pay awarded to the employee.	Service History	SF 2801/SF 3107	VARCHAR (255)		2	<p>This field is required if the employee is in receipt of military retired pay or military retainer pay.</p> <p>The types are mutually exclusive and include reserve service, disability incurred in combat, disability caused by instrumentality of war in the line of duty, regular military retirement, and temporary early retirement authority.</p>

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
39	96	Military Retired or Retainer Pay Waived Indicator	Indicates whether the employee waived military retired or retainer pay in order to receive credit for military service for retirement benefits.	Service History	SF 2801/SF 3107	VARCHAR (1)		2	Y/N  This field is required if the employee is in receipt of military retired pay or military retainer pay.  If the employee waived military retired or retainer pay then include the copy of the waiver request and response from the Military Retired Pay Center.
40	101	NAF Service Begin Date	Date on which non-appropriated funds service started.	Service History	SF 2801-1/SF 3101	DATE	Y	2	Agency HR should provide this, however the agency may need to obtain information from the NAFs after the employee identified and claimed the service per guidance in BALS 96-107, 96-108, 02-102, 03-102.  This field is required if prior NAF Service is being credited under CSRS or FERS based on employee election under the provisions of P.L. 104-106 or P.L. 107-107.
41	102	NAF Service End Date	Date on which non-appropriated funds service ended.	Service History	SF 2801-1/SF 3101	DATE	Y	2	See notes for NAF Service Begin Date.
42	103	NAF Service Work Schedule Code	Code for the time basis on which an employee is scheduled to work.	Service History	SF 2801-1/SF 3101	VARCHAR (255)	Y	2	See notes for NAF Service Begin Date.
43	104	NAF Service Component Code	The name of the nonappropriated fund component the employee is covered under during the NAF service.	Service History	SF 2801-1/SF 3101	VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  See notes for NAF Service Begin Date.
44	105	NAF Service Retirement Election Law	The law the NAF service retirement election was authorized under.	Service History	SF 2801-1/SF 3101	VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  See notes for NAF Service Begin Date.
45	386	NAF Service Portability Election Law	The law the NAF service portability election was authorized under. This is the law that allowed the employee to port their CSRS or FERS coverage while working for a NAF component.	Service History	SF 2801-1/SF 3101	VARCHAR (255)	Y	2	This field is required when an employee earned retirement credit for NAF Service because the employee ported their CSRS or FERS coverage while working for a NAF component.



ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
46	243	Total Retirement Creditable Basic Pay Rate	<p>Rate of basic pay for retirement as determined by the employing agency. Agencies should determine what is included in basic pay for retirement. Some examples of pay to include in the basic pay rate are locality pay, premium pay, availability pay, special pay for recruiting and retention purposes, and administratively uncontrollable overtime (AUO).</p> <p>When an employee is subject to a pay cap, the pay rate should not exceed the capped rate.</p> <p>For active employees that must have an early retirement processed because of death in service, this is the basic pay at the time of death.</p>	Pay	IRR (SF 2806/3100)	DECIMAL (11,4)	Y	1	
47	249	Retirement Creditable Earnings	<p>For covered service, this is basic pay creditable under CSRS/FERS. For non-deduction service, this is basic pay that could potentially be creditable for retirement under CSRS/FERS.</p> <p>This is the actual pay that the employee received in the pay year.</p> <p>Includes retirement creditable Customs Officer Overtime pay.</p>	Pay		DECIMAL (11,4)	Y	3	Optional field; if known, provide for non-deduction service.
48	262	Retirement System Type Code	The code of the retirement plan the employee is covered under.	Retirement Plan		VARCHAR (255)	Y	1	For valid values, reference RETIREMENT PLAN in the GPDS.
49	263	Effective Date of FERS Election	The effective date of election to FERS coverage.	Retirement Plan	IRR (SF 2806/3100) SF 3109	DATE		3	When applicable, provide this field if the Agency can determine based on review of the Official Personnel Folder (OPF).

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
50	265	FERCCA Code	Indicates whether there has ever been a retirement coverage error that falls under the provisions of the Federal Erroneous Retirement Coverage Corrections Act (FERCCA).  Retirement coverage errors under FERCCA should include any erroneous FERS coverage that were resolved through the deemed FERS provision or any retirement coverage error that lasted for at least 3 years of service.	Retirement Plan		VARCHAR (255)		2	For valid values, refer to Appendix I.  This field is required if FERCCA errors were addressed at the current Agency or any prior Agency.
51	268	LWOP Type Code	The code that reflects the reason an employee is placed on leave without pay.	LWOP		VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  This field is required when the employee goes on LWOP, including Uniformed Services absences (formerly LWOP-US).
52	286	Military Service Deposit Payment Status	The status of the military deposit owed to cover the distinct period of military service.	Service Credit		VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  This field is required if the employee had military service regardless of whether the employee paid the military service deposit.
53	298	Court Order FEHB Coverage Indicator	Indicates that there is a court order requiring that the employee have family Federal Employees Health Benefits Program (FEHB) coverage, which is mandated by the Children's Equity Act of 2000.	Insurance		VARCHAR (1)		2	Y/N  This field is required for a retirement.
54	303	FEHB Eligible Code	The code that corresponds to the Agency determination of whether an employee can continue FEHB coverage into retirement.	Insurance		VARCHAR (255)		2	This field is required for a retirement.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
55	309	FEHB OPM Change Indicator	Indicates whether OPM needs to process an FEHB change for the employee. This situation occurs when an employee retires around open season, makes an FEHB change, but the change does not go into effect until after retirement. OPM needs to process the FEHB change on behalf of the employee during the open season.	Insurance		VARCHAR (1)		2	Y/N  This field is required for a retirement.
56	314	Annual Rate of Basic Pay for FEGLI	Annual pay for FEGLI purposes as of the date the FEGLI coverage ends. Inclusions per 5 CFR 870.204.	Insurance	SF 2821	DECIMAL (11,4)		2	This field is required for a retirement or death-in-service of a re-employed annuitant; however, this field does not need to be provided if the employee waived FEGLI coverage prior to retirement and is therefore not eligible to continue FEGLI coverage as an annuitant.
57	315	FEGLI Assignment Indicator	Indicates whether an employee has an RI 76-10 Assignment Form on file.	Insurance	SF 2821	VARCHAR (1)		2	Y/N  This field is required for a retirement or death-in-service of a re-employed annuitant; however, this field does not need to be provided if the employee waived FEGLI coverage prior to retirement and is therefore not eligible to continue FEGLI coverage as an annuitant.
58	316	FEGLI Living Benefits Code	An employee's type of living benefits election. Possible values are: Full, Partial, and None.	Insurance	SF 2821	VARCHAR (255)		2	This field is required for a retirement or death-in-service of a re-employed annuitant.  Election can be made prior to retirement, but only required at retirement for non-Title 5 Agencies that do not have an 805 or 806 (or equivalent) action.  This value can be derived from the Nature of Action code. NOA 806 indicates partial living benefits were elected and NOA 805 indicates full living benefits were elected.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
59	317	FEGLI Post-Election Basic Insurance Amount	Indicates the FEGLI Post-Election Basic Insurance Amount when an employee has elected partial living benefits. This amount will not change in the future.	Insurance	SF 2821	DECIMAL (11,4)		2	This field is required for a retirement or death-in-service of a re-employed annuitant when the employee elected partial living benefits (NOA Code 806).
60	318	FEGLI Basic Coverage Indicator	Indicates whether the employee is eligible to continue FEGLI Basic coverage into retirement.	Insurance	SF 2818	VARCHAR (1)		2	Y/N This field is required for a retirement.
61	320	FEGLI Option A Indicator	If eligible, indicates that the employee has Option A coverage and wants Option A coverage in retirement.	Insurance	SF 2818	VARCHAR (1)		2	Y/N This field is required for a retirement.
62	322	FEGLI Option B Number of Multiples	The number of multiples of Option B coverage. This should be the lowest multiple of Option B the employee has had in the last five (5) years or first opportunity to enroll.	Insurance	SF 2818	DECIMAL (11,4)		2	This field is required for a retirement.
63	325	FEGLI Option C Number of Multiples	The number of multiples of Option C coverage. This should be the lowest multiple of Option C the employee has had in the last five (5) years or first opportunity to enroll.	Insurance	SF 2818	DECIMAL (11,4)		2	This field is required for a retirement.
64	327	Court Orders for FEGLI Purposes Indicator	Indicates whether an employee has a certified court order for FEGLI purposes per 5 CFR 870.801 on file.	Insurance		VARCHAR (1)		2	Y/N This field is required for a retirement or death-in-service of a re-employed annuitant; however, this field does not need to be provided if the employee waived FEGLI coverage prior to retirement and is therefore not eligible to continue FEGLI coverage as an annuitant.
65	329	FEGLI Court Order Receipt Date	Date the employing agency receives the court order for FEGLI purposes.	Insurance		DATE		2	This field is required if there is a Court Order for FEGLI purposes. To be valid, the Agency must have received it on or after July 22, 1998.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
66	330	Date SF-2819 Issued (Notice of Conversion Privilege)	Date on which the FEGLI Notice of Conversion Privilege form was issued to the employee.	Insurance	SF 2821	DATE		2	This field is required for a retirement or death-in-service of a re-employed annuitant; however, this field does not need to be provided if: 1. The employee waived FEGLI coverage prior to retirement and is therefore not eligible to continue FEGLI coverage as an annuitant. 2. The employee's FEGLI terminated prior to retirement because of being in LWOP for over 12 months.
67	331	Converted FEGLI to Private Policy Indicator	Indicates whether the employee converted FEGLI coverage to a private policy.	Insurance		VARCHAR (1)		2	Y/N  The agency would provide this information if the employee indicated that he/she planned to convert coverage.  OPM needs the conversion information because if the employee converted the coverage, they cannot have FEGLI coverage again as an annuitant unless they cancel the conversion.
68	332	Certified Date	The date the employee's electronic record was certified.	Metadata		DATE		1	
69	333	Certified By	The full name of the certifying authority.	Metadata		VARCHAR (255)		1	
70	334	Certifier Title	The title of the certifying authority.	Metadata		VARCHAR (255)		1	
71	335	Employing Agency Official Name	The name of an appropriate point of contact able to address OPM's questions or concerns about the retirement data feed.	Agency Contact Information	SF 2801/SF 3107 OPM 1482	VARCHAR (255)		1	
72	336	Employing Agency Official Telephone Number	The telephone number of an appropriate point of contact able to address OPM's questions or concerns about the retirement data feed.	Agency Contact Information	SF 2801/SF 3107 OPM 1482	VARCHAR (255)		1	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
73	337	Employing Agency Official Fax Number	The fax number of an appropriate point of contact able to address OPM's questions or concerns about the retirement data feed.	Agency Contact Information	SF 2801/SF 3107 OPM 1482	VARCHAR (255)		1	
74	338	Employing Agency Official Email Address	The email address of an appropriate point of contact able to address OPM's questions or concerns about the retirement data feed.	Agency Contact Information	SF 2801/SF 3107 OPM 1482	VARCHAR (255)		2	
75	341	OWCP Death Indicator	Indicates whether the Agency believes the employee may have died in the performance of duty and may be entitled to OWCP benefits.	Death Benefit	SF 2800/SF 3104 SF 2800A/SF 3104B	VARCHAR (1)		2	Y/N  The Agency completes the CA-6, Official Supervisor's Report of Employee's Death, if the employee dies in the performance of duty. The Federal Employees' Compensation Act (FECA) is the law that allows the survivor to receive compensation for death of an employee.  This field is required for a death-in-service.
76	344	Employing Agency Address Line 1	First line of the Employing Agency's mailing address. This is required so that, when necessary, OPM can mail forms to the Agency.	Agency Contact Information	SF 2801/SF 3107	VARCHAR (255)		1	
77	345	Employing Agency Address Line 2	Second line of the Employing Agency's mailing address.	Agency Contact Information	SF 2801/SF 3107	VARCHAR (255)		2	
78	346	Employing Agency Address Line 3	Third line of the Employing Agency's mailing address.	Agency Contact Information	SF 2801/SF 3107	VARCHAR (255)		2	
79	347	Employing Agency City	City of the Employing Agency's mailing address. This is required so that, when necessary, OPM can mail forms to the Agency.	Agency Contact Information	SF 2801/SF 3107	VARCHAR (255)		1	
80	348	Employing Agency State Code	State code of the Employing Agency's mailing address. This is required so that, when necessary, OPM can mail forms to the Agency.	Agency Contact Information	SF 2801/SF 3107	VARCHAR (255)		1	

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
81	349	Employing Agency Postal Code	Postal code of the Employing Agency's mailing address. This is required so that, when necessary, OPM can mail forms to the Agency.	Agency Contact Information	SF 2801/SF 3107	VARCHAR (255)		1	
82	350	Employing Agency Country Code	Country Code of the Employing Agency's mailing address. International Country Codes as defined by the United States Postal Service. This is required so that, when necessary, OPM can mail forms to the Agency.	Agency Contact Information	SF 2801/SF 3107	VARCHAR (255)		1	
83	351	OPM Form 1510 Indicator	Indicates whether the Agency has included OPM Form 1510 (Required Documentation for Discontinued Service Retirement) and additional documentation for the employee.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N For details on when OPM Form 1510 should be sent to OPM, refer to Section 7.3.
84	352	Agency Certification Letter of Special Service Indicator	Indicates whether the Agency has included a letter certifying that the employee performed service in a special population, such as law enforcement officers, firefighters, Customs Border Patrol Officers, Air Traffic Controllers, and Nuclear Materials Couriers.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N For details on when the Agency Certification Letter of Special Service Indicator should be sent to OPM, refer to Section 7.3.
85	353	OWCP Supporting Documentation Indicator	Indicates whether the Agency has included Office of Workers' Compensation supporting documentation when the employee has been approved for compensation benefits.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N For details on when OWCP Supporting Documentation should be sent to OPM, refer to Section 7.3.
86	354	Agency Annuity Estimate Indicator	Indicates whether the Agency has included an annuity estimate.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N For details on when the Agency Annuity Estimate should be sent to OPM, refer to Section 7.3.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
87	355	SF 2809 Code	The code that reflects whether the Agency has included all SF 2809 (health benefit registration) forms for the employee or sent them to OWCP.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (255)		1	Y/N For details on when SF 2809's should be sent to OPM, refer to Section 7.3.
88	356	SF 2810 Code	The code that reflects whether the Agency has included all SF 2810 (change in health benefit enrollment) forms for the employee or sent them to OWCP.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (255)		1	Y/N For details on when SF 2810's should be sent to OPM, refer to Section 7.3.
89	357	SF 2821 Indicator	Indicates whether the Agency has included the SF 2821 (Agency Certification of Insurance Status) form for the employee.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N For details on when the SF 2821 should be sent to OPM, refer to Section 7.3.
90	358	SF 2818 Indicator	Indicates whether the Agency has included the SF 2818 (Continuation of Life Insurance Coverage as an Annuitant or Compensation) form for the employee.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N For details on when the SF 2818 should be sent to OPM, refer to Section 7.3.
91	359	SF 2823 Indicator	Indicates whether the Agency has included all SF 2823 (FEGLI Designation of Beneficiary) forms for the employee.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N Includes SF-54. For details on when SF 2823's should be sent to OPM, refer to Section 7.3.
92	360	SF 2817 Indicator	Indicates whether the Agency has included all SF 2817 (FEGLI Election) forms for the employee.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N Includes SF-176 and SF-176T. For details on when SF 2817's should be sent to OPM, refer to Section 7.3.
93	361	SF 3112 Indicator	Indicates whether the Agency has included the SF 3112 (Documentation in Support of Disability Retirement Application) form and all supporting documentation for the employee.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N For details on when the SF 3112 should be sent to OPM, refer to Section 7.3.



ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
94	362	SF 3102 Indicator	Indicates whether the Agency has included all SF 3102 (FERS Designation of Beneficiary) forms for the employee.	Supporting Documentation	SF 2801/SF 3107	VARCHAR (1)		1	Y/N For details on when the SF 3102 should be sent to OPM, refer to Section 7.3.
95	363	Military Service Deposit Counseling Indicator	Indicates whether the Agency has advised the employee or survivor of the effects of not paying the Post-56 military service deposit. In the case of a death-in-service, the Agency is responsible for counseling the survivor.	Service History	SF 2801/SF 3107	VARCHAR (1)		1	Y/N
96	364	Agency Code	The federal agency the employee has creditable service with. This is the first two characters of the Agency Sublement Code.	Service History	SF 2801/SF 3107	VARCHAR (255)	Y	1	To report military service, use the Military Service Branch Type Code.
97	365	Service Start Date	The date the employee started working at the federal agency or military service branch.	Service History	SF 2801/SF 3107	DATE	Y	1	To report military service, use the Military Service Active Duty Start (From) Date.
98	366	Service End Date	The date the employee separated from the federal agency or military service branch.	Service History	SF 2801/SF 3107	DATE	Y	1	To report military service, use the Military Service Active Duty End (To) Date.
99	367	Work Schedule Effective Date	Date on which the employee started working in a particular work schedule.	Service History	SF 2801/SF 3107	DATE	Y	1	
100	368	LWOP Start Date	Date the employee entered into a temporary nonpay status and nonduty status.	Service History	SF 2801/SF 3107	DATE	Y	2	This field is required when the employee goes on LWOP, including Uniformed Services absences (formerly LWOP-US).
101	369	LWOP End Date	Date the employee ends a temporary nonpay and nonduty status.	Service History	SF 2801/SF 3107	DATE	Y	2	This field is required when the employee goes on LWOP, including Uniformed Services absences (formerly LWOP-US).
102	370	Special Population Indicator	Indicates whether the employee was considered to be in a special population during the reported period of service.	Service History	SF 2801/SF 3107	VARCHAR (1)	Y	1	Y/N

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
103	371	Remarks	This is a free-form text field that the employing Agency may use to document anything unusual or noteworthy about the employee's service at the Agency or Military branch.	Service History	SF 2801/SF 3107	VARCHAR (255)	Y	3	
104	372	Non-deduction Service Start Date	Date on which the non-deduction service started.	Service History	SF 2801/SF 3107	DATE	Y	2	This field is required if the employee has non-deduction service.
105	373	Non-deduction Service End Date	Date on which the non-deduction service ended.	Service History	SF 2801/SF 3107	DATE	Y	2	This field is required if the employee has non-deduction service.
106	374	Non-deduction Service Earnings Start Date	The start date of the non-deduction service period for which the earnings are known.	Service History	SF 2801/SF 3107	DATE	Y	3	
107	375	Non-deduction Service Earnings End Date	The end date of the non-deduction service period for which the earnings are known.	Service History	SF 2801/SF 3107	DATE	Y	3	
108	376	Non-deduction Service LWOP Hours	The amount of hours the employee was on leave without pay for the type of LWOP.	Service History	SF 2801/SF 3107	DECIMAL (11,4)	Y	2	This field is required when the employee goes on LWOP, including Uniformed Services absences (formerly LWOP-US).  LWOP Hours should be reported by Summary Year.
109	377	Non-deduction Service Intermittent Start Date	The start date of each distinct intermittent service period.	Service History	SF 2801/SF 3107	DATE	Y	2	This field is required whenever the employee performed intermittent work during a period of non-deduction service.
110	378	Non-deduction Service Intermittent End Date	The end date of each distinct intermittent service period.	Service History	SF 2801/SF 3107	DATE	Y	2	This field is required whenever the employee performed intermittent work during a period of non-deduction service.
111	379	Non-deduction Service Part-time Hours Worked	The total number of part-time hours the employee worked during the non-deduction service period.	Service History	SF 2801/SF 3107	DECIMAL (11,4)	Y	3	This field is optional for part-time service. Agencies can provide this information when the employee worked more than their scheduled tour of duty. If the Agency can provide part-time hours, the hours should be reported by Summary Year.

ICD Seq #	DD #	Data Element Name	Data Element Description	Data Concept	Form	Data Type	Repeating?	Priority	Notes
112	380	Non-deduction Service Deposit Payment Status	The status of the deposit owed to cover the distinct period of non-deduction service.	Service History	SF 2801/SF 3107	VARCHAR (255)	Y	2	For valid values, refer to Appendix I.  This field is required if the employee has non-deduction service.
113	381	National Guard Military Service Indicator	Indicates whether the active duty military service performed by the employee was for either the Army National Guard or Air National Guard.	Service History		VARCHAR (1)	Y	2	This field is required if the employee performed Army National Guard or Air National Guard active military service and  1. the employee paid (partially or in full) the military service deposit while at the current Agency OR 2. the service interrupted civilian service (i.e. LWOP-US) regardless of whether the employee paid the military service deposit.
114	384	Lost Military Membership for Military Medical Reason(s) Indicator	Indicates whether the military reserve technician or national guard technician lost their military membership for military medical reason(s). The technician must provide supporting documentation from the service level Physical Disability Evaluation System (PDES). An example of supporting documentation is the DA Form 199 (ARMY).	Supporting Documentation		VARCHAR (1)		2	This field is required for military reserve technician or a national guard technician applying for a disability retirement.  For details on when supporting documentation should be sent to OPM, refer to Section 7.3.
115	385	CSRS Component Indicator	Indicates whether the employee has a CSRS Component based on the Agency's review of their service history.	Service History		VARCHAR (1)		1	

### 7.3 Supporting Documentation Indicators

The following supporting documentation indicators are required for the Summary of Service data feed; the indicators are intended to inform OPM whether the Agency is sending certain supplemental documents with the retirement package. The indicators being required and the supporting documentation being required are two separate things; please refer to the table below for the situations requiring that actual supporting documents be included, as applicable. In the column below, “RA” stands for Re-employed Annuitant.

DD #	Data Element	Non-Disability Retirement	Disability Retirement	Death-in-Service of RA	Death-in-Service of Non-RA	Preliminary Disability	Notes
351	OPM Form 1510 Indicator	✓					Required if the employee was separated for a discontinued service retirement.
352	Agency Certification Letter of Special Service Indicator	✓	✓	✓	✓		Required if the employee performed service in a special population, such as law enforcement officers, firefighters, Customs Border Patrol Officers, Air Traffic Controllers, and Nuclear Materials Couriers.
353	OWCP Supporting Documentation Indicator	✓	✓	✓	✓	✓	Required if the employee is receiving or has applied for OWCP benefits.
354	Agency Annuity Estimate Indicator	✓	✓	✓	✓	✓	
355	SF 2809 Code	✓	✓	✓	✓		
356	SF 2810 Code	✓	✓	✓	✓		
360	SF 2817 Indicator	✓	✓	✓			
358	SF 2818 Indicator	✓	✓	✓			
357	SF 2821 Indicator	✓	✓	✓			
359	SF 2823 Indicator	✓	✓	✓			
362	SF 3102 Indicator	✓	✓	✓	✓		Required if the employee has FERS coverage.
361	SF 3112 Indicator					✓	
384	Lost Military Membership for Military Medical Reason(s) Indicator					✓	This field is required for a military reserve technician or national guard technician.

## Appendix A – Separation Business Example

The separation business example is intended to depict a realistic employee scenario to demonstrate the type of information to provide at separation, the relationships between data elements, and how repeating fields can be used. The example only reflects a subset of the retirement data elements that may be provided when an employee separates from the federal government, as applicable to the scenario.

In the example, the employee was hired at the Department of Energy on 09/04/2006 as a Roofing Specialist. This was the employee's first appointment in the federal government. Less than a year after working at Energy, the employee was injured in an on-the-job accident and went on leave without pay (LWOP) as a result of the injury. While on LWOP, the employee was approved for and received Office of Workers' Compensation Program (OWCP) benefits for the entire eight month LWOP period. After eight months, the employee was rehabilitated and returned to duty. Upon his return, the Agency neglected to deduct FEHB premiums from the employee's salary, which resulted in the employee incurring a debt. After returning to the Agency, the employee resigned in March 2009.

The example is provided in Excel and XML.

The Excel version can be found using the following link:

[http://www.opm.gov/feddata/grdr/DD%20Separation%20Example\\_v2.09.xls](http://www.opm.gov/feddata/grdr/DD%20Separation%20Example_v2.09.xls)

The XML version can be found using the following link:

[http://www.opm.gov/feddata/grdr/DD%20Separation%20Example\\_v2.09.xml](http://www.opm.gov/feddata/grdr/DD%20Separation%20Example_v2.09.xml)

## Appendix B – Transfer Business Example

The transfer business example is intended to depict a realistic employee scenario to demonstrate the type of information to provide for a transfer, the relationships between data elements, and how repeating fields can be used. The example only reflects a subset of the retirement data elements that may be provided when an employee transfers to another Agency or transfers payroll providers, as applicable to the scenario.

In the example, the employee had prior civilian service under CSRS from 1975 to 1980 and prior military service from 09/01/1982 to 09/01/1990. After a break in service, the employee had a term appointment on 08/01/2003 under FICA, converted to a covered appointment on 09/12/2003, and elected FERS coverage at that time. The employee separated from this Agency on 07/15/2005.

After another break in service, the employee was appointed to a civilian service covered position with the Department of Navy on 09/04/2006. During his employment at Dept. of Navy, the employee went from a full-time work schedule to a part-time work schedule, and then later changed to an intermittent work schedule. In his second year of employment, the employee took leave without pay for uniformed services and leave without pay for the Family and Medical Leave Act (FMLA). Finally, the employee transferred to Dept. of Army in October 2008.

The example is provided in Excel and XML.

The Excel version can be found using the following link:

[http://www.opm.gov/feddata/grdr/DD%20Transfer%20Example\\_v2.09.xls](http://www.opm.gov/feddata/grdr/DD%20Transfer%20Example_v2.09.xls)

The XML version can be found using the following link:

[http://www.opm.gov/feddata/grdr/DD%20Transfer%20Example\\_v2.09.xml](http://www.opm.gov/feddata/grdr/DD%20Transfer%20Example_v2.09.xml)

## Appendix C – FERS Election Business Examples

The FERS election business examples are intended to depict realistic employee scenarios to demonstrate the type of information to provide for a FERS election, the relationships between data elements, and how repeating fields can be used. The examples only reflect a subset of the retirement data elements that may be provided when an employee elects to transfer to FERS, as applicable to the scenario.

There are three FERS Election examples. In the first example (“FERS\_Except” tab), an employee returns to work on 9/27/2009 under a temporary appointment subject to FICA coverage, converts to an excepted appointment subject to CSRS Offset on 9/26/2010, and then submits a belated election to transfer to FERS on 9/22/2011. The employing Agency accepts the belated FERS election because it was due to a cause beyond the employee's control and processes a change in retirement plan action effective 9/25/2011. The employee had two previous periods of Federal Service: from 10/3/1983 to 4/21/2004 under CSRS, and from 4/29/2005 to 6/27/2008 under CSRS Offset.

The second example (“FERS\_Term” tab) is similar to the first example, except instead of converting to an excepted appointment, the employee converts to a term appointment subject to FICA coverage on 9/26/2010. All other details are the same.

The third example (“FERS\_1PP” tab) is similar to the first example, except instead of making a belated FERS election, the employee immediately elects to transfer to FERS. The change in retirement plan action is processed on 10/10/2010.

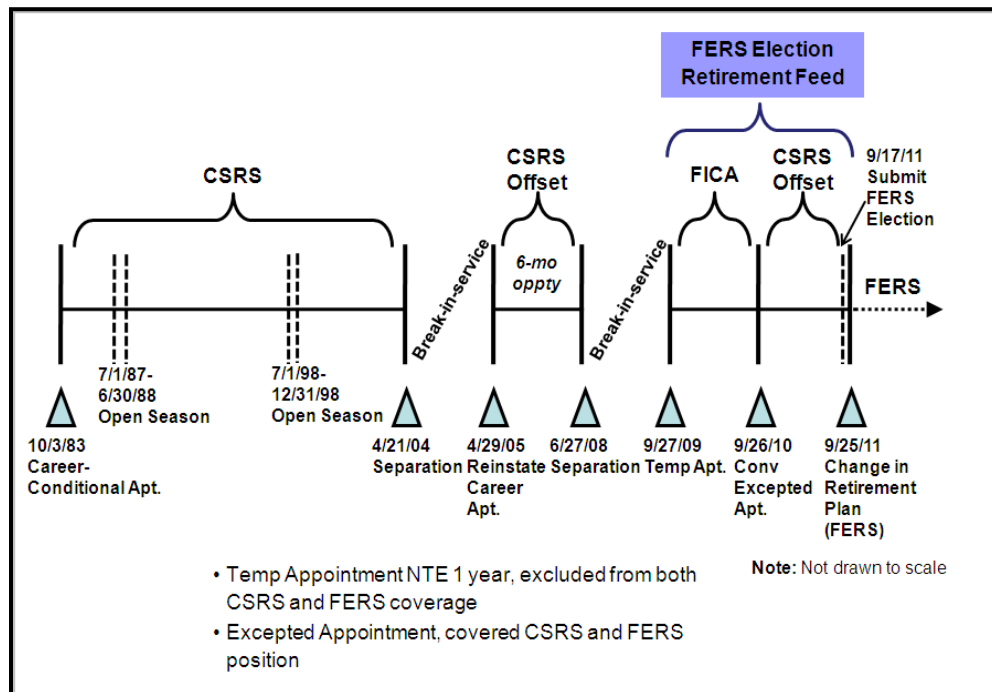


Figure 7 – Timeline for FERS Election Example #1

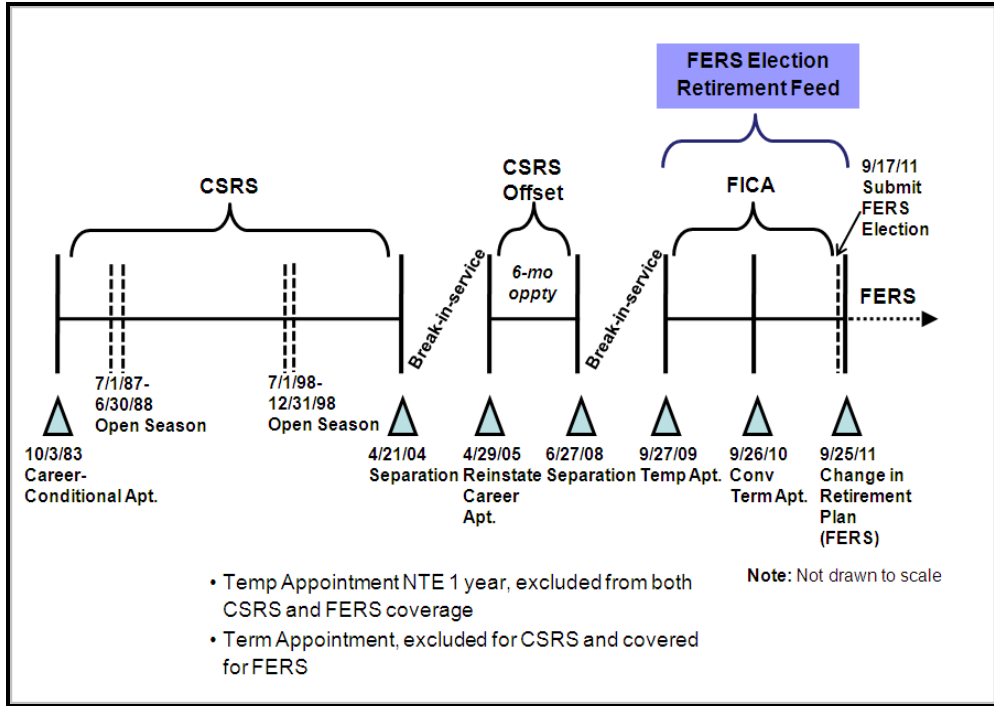


Figure 8 – Timeline for FERS Election Example #2

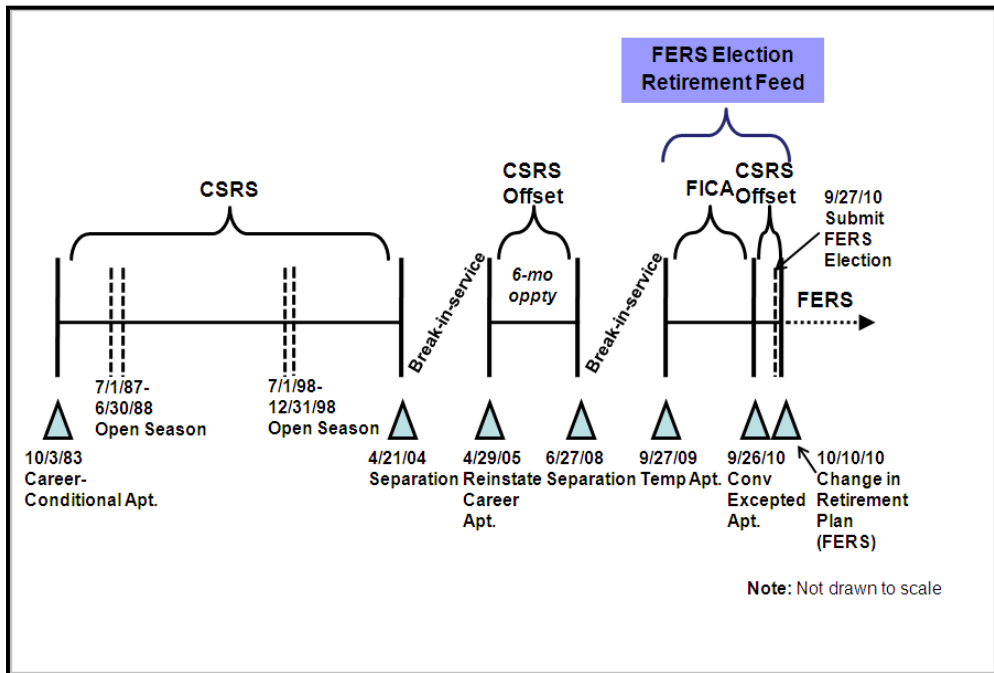


Figure 9 – Timeline for FERS Election Example #3

The examples are provided in Excel and XML.

The Excel version can be found using the following link:



[http://www.opm.gov/feddata/grdr/DD%20FERS%20Election%20Example\\_v2.09.xls](http://www.opm.gov/feddata/grdr/DD%20FERS%20Election%20Example_v2.09.xls)

The XML version can be found using the following link:

[http://www.opm.gov/feddata/grdr/DD%20FERS%20Election%20Example\\_v2.09.xml](http://www.opm.gov/feddata/grdr/DD%20FERS%20Election%20Example_v2.09.xml)

## Appendix D – Re-employed Annuitant Business Examples

The re-employed annuitant business examples are intended to depict realistic employee scenarios to demonstrate the type of information to provide for the re-employed annuitant notification feed, the relationships between data elements, and how repeating fields can be used.

There are two Re-employed Annuitant examples. In the first example (“Re-employed Annuitant #1” tab), the employee voluntarily retired under FERS in November 2008 and started receiving her retirement annuity. Six months later, the employee was initially rehired at Department of Education to a term, intermittent position. The first example is for the appointment action, which is how the Agency would notify OPM about the annuitant being re-employed.

The second example (“Re-employed Annuitant #2” tab) is for the same employee. Four (4) months after being rehired at Department of Education, the employee's work schedule changed from intermittent to full-time. The second example demonstrates how the Agency would notify OPM about the annuitant’s change in work schedule.

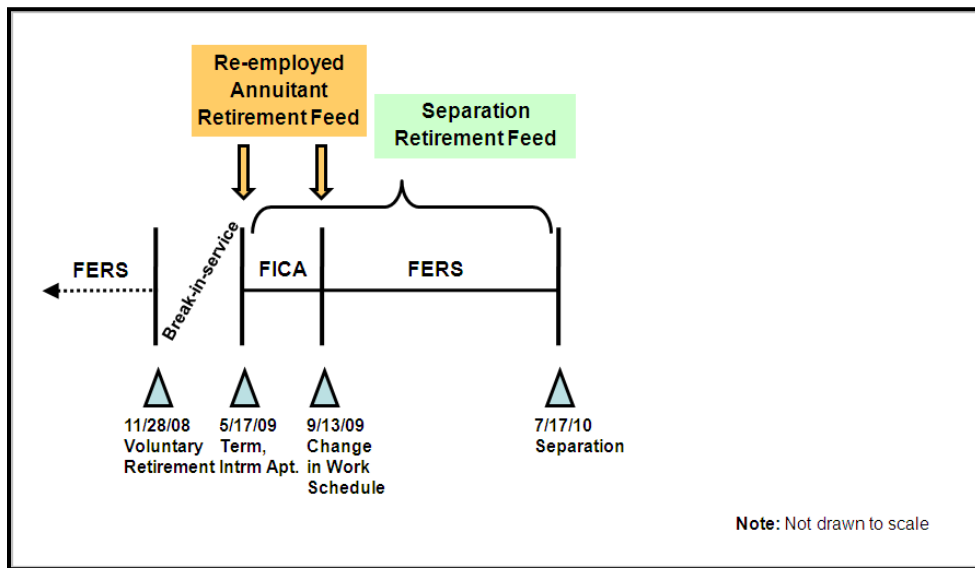


Figure 10 – Timeline for Re-employed Annuitant Example #1, 2, and Separation Example #1

The examples are provided in Excel and XML.

The Excel version can be found using the following link:

[http://www.opm.gov/feddata/grdr/DD%20Reemployed%20Annuitant%20Example\\_v2.09.xls](http://www.opm.gov/feddata/grdr/DD%20Reemployed%20Annuitant%20Example_v2.09.xls)

The XML version can be found using the following link:

[http://www.opm.gov/feddata/grdr/DD%20Reemployed%20Annuitant%20Example\\_v2.09.xml](http://www.opm.gov/feddata/grdr/DD%20Reemployed%20Annuitant%20Example_v2.09.xml)

## Appendix E – Re-employed Annuitant Separation Business Examples

Due to the unique nature and special handling required for re-employed annuitants, four (4) separation examples have been provided to demonstrate how to report different re-employed annuitant scenarios. For each separation example, there is a pay period breakdown in the associated PDF document to explain how the annuity offset, deductions, etc. were determined for each summary year. For convenience, a sample XML file containing the Re-employee Annuitant Separation example is also attached.

In all four examples, the employee voluntarily retired in November 2008 and started receiving retirement annuity payments. Six months later, the employee was rehired at Department of Education to a term, intermittent position. Four (4) months after the appointment, the employee's work schedule changed from intermittent to full-time. After 14 months of employment, the employee resigned from Department of Education. Due to the intermittent service, the employee was not eligible for a supplemental annuity.

A short description about each example is listed below:

1. Example #1 (RA Separation #1 tab) – FERS Re-employed Annuitant, automatic retirement deductions
2. Example #2 (RA Separation #2 tab) – CSRS Offset Re-employed Annuitant, delayed election to make retirement deductions
3. Example #3 (RA Separation #3 tab) – CSRS Re-employed Annuitant, delayed election to make retirement deductions
4. Example #4 (RA Separation #4 tab) – CSRS Re-employed Annuitant, no election to make retirement deductions

For FERS re-employed annuitants, retirement deductions are automatically withheld. For CSRS and CSRS Offset re-employed annuitants, retirement deductions are not automatically withheld unless the annuity terminates upon re-employment and the appointment is under covered service. In the first example, retirement deductions are automatically withheld. In the second, third, and fourth examples, the employee can make retirement deductions once their work schedule changes from intermittent to full-time on September 13, 2009. In the second and third examples, the employee elects to make retirement deductions on October 25, 2009. In the fourth example, the employee does not elect to make retirement deductions.

The examples are provided in Excel and XML.

The Excel version can be found using the following link:

[http://www.opm.gov/feddata/grdr/DD%20Re-employed%20Annuitant%20Separation%20Example\\_v2.09.xls](http://www.opm.gov/feddata/grdr/DD%20Re-employed%20Annuitant%20Separation%20Example_v2.09.xls)

The XML version can be found using the following link:

[http://www.opm.gov/feddata/grdr/DD%20Re-employed%20Annuitant%20Separation%20Example\\_v2.09.xml](http://www.opm.gov/feddata/grdr/DD%20Re-employed%20Annuitant%20Separation%20Example_v2.09.xml)

The pay period breakdown can be found using the following link:

<http://www.opm.gov/feddata/grdr/Separations%20for%20Re-employed%20Annuitant%20Examples.pdf>

## Appendix F – At-Retirement Business Example

The at-retirement business example is intended to depict a realistic employee scenario to demonstrate the type of information to provide at retirement, the relationships between data elements, and how repeating fields can be used. The example only reflects a subset of the retirement data elements that may be provided when an employee retires from the federal government, as applicable to the scenario. The summary of service data feed is also included in this example and is expected to be provided when the employee retires.

In the example, the employee worked as an Air Traffic Control (ATC) Specialist at the Department of Transportation Federal Aviation Administration (FAA) from 2008 until retirement in 2010. The employee previously worked as an ATC Specialist at Department of Defense (DoD) from 1978 to 2008. At DoD the employee was covered by the Civil Service Retirement System (CSRS); however, during the open season in 1987, the employee elected FERS coverage. Prior to civilian service, the employee completed 18 months of military service with the Air Force working as an ATC. The military service deposit was partially paid in 2009 while working with FAA. The employee elects to retire in 2010 with 32 years of ATC service at age 55.

This example demonstrates how an Agency would complete two data feeds: (1) the Retirement Data Feed and (2) the Summary of Service Data Feed.

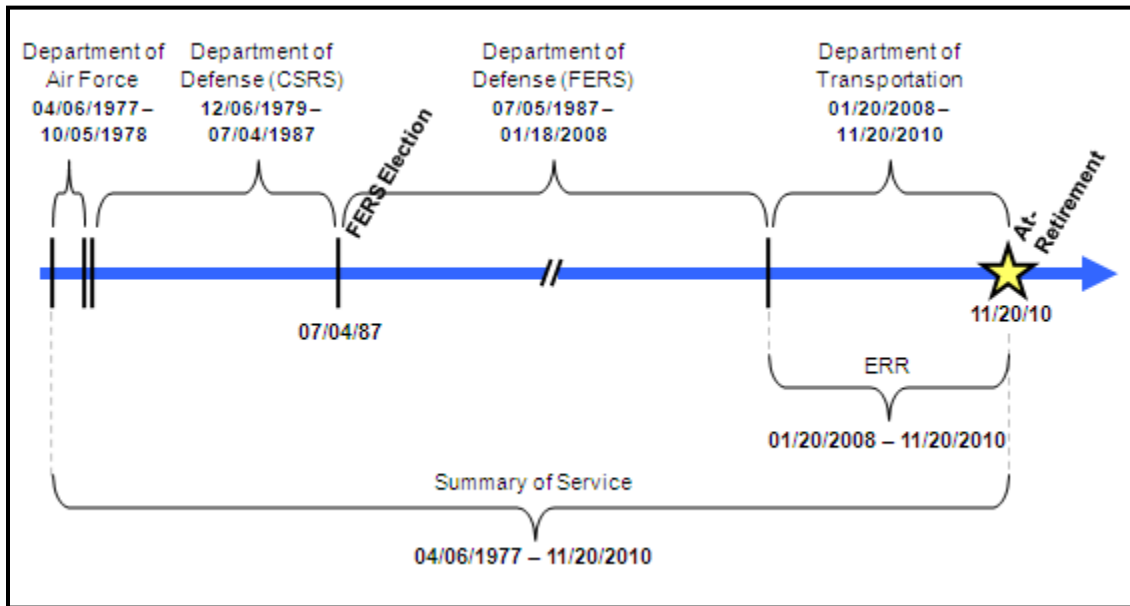


Figure 11 – Timeline for At-Retirement Example

The example is provided in Excel and XML.

The Excel version can be found using the following link:

[http://www.opm.gov/feddata/grdr/Consolidated%20DD%20At-Retirement%20Example\\_v2.09.xls](http://www.opm.gov/feddata/grdr/Consolidated%20DD%20At-Retirement%20Example_v2.09.xls)

The XML version can be found using the following link:

[http://www.opm.gov/feddata/grdr/Consolidated%20DD%20At-Retirement%20Example\\_v2.09.xml](http://www.opm.gov/feddata/grdr/Consolidated%20DD%20At-Retirement%20Example_v2.09.xml)

## Appendix G – Death-In-Service Business Example

The death-in-service business example is intended to depict a realistic employee scenario to demonstrate the type of information to provide when an active employee dies, the relationships between data elements, and how repeating fields can be used. The example only reflects a subset of the retirement data elements that may be provided when an employee dies while in service, as applicable to the scenario. The summary of service data feed is also included in this example and is expected to be provided when the employee dies while in service.

In the example, the employee worked as a Nurse Anesthetist for the Veterans Health Administration (Veterans Affairs) from January 2008 until his death in November 2010. The employee applied for OWCP benefits due to an on-the-job injury and was awaiting a decision from the Department of Labor. The employee’s death is believed to be related to the injury sustained at work. The employee was 51 years old at the time of death and had FERS coverage.

This example demonstrates how an Agency would complete two data feeds: (1) the Retirement Data Feed for death-in-service and (2) the Summary of Service Data Feed.

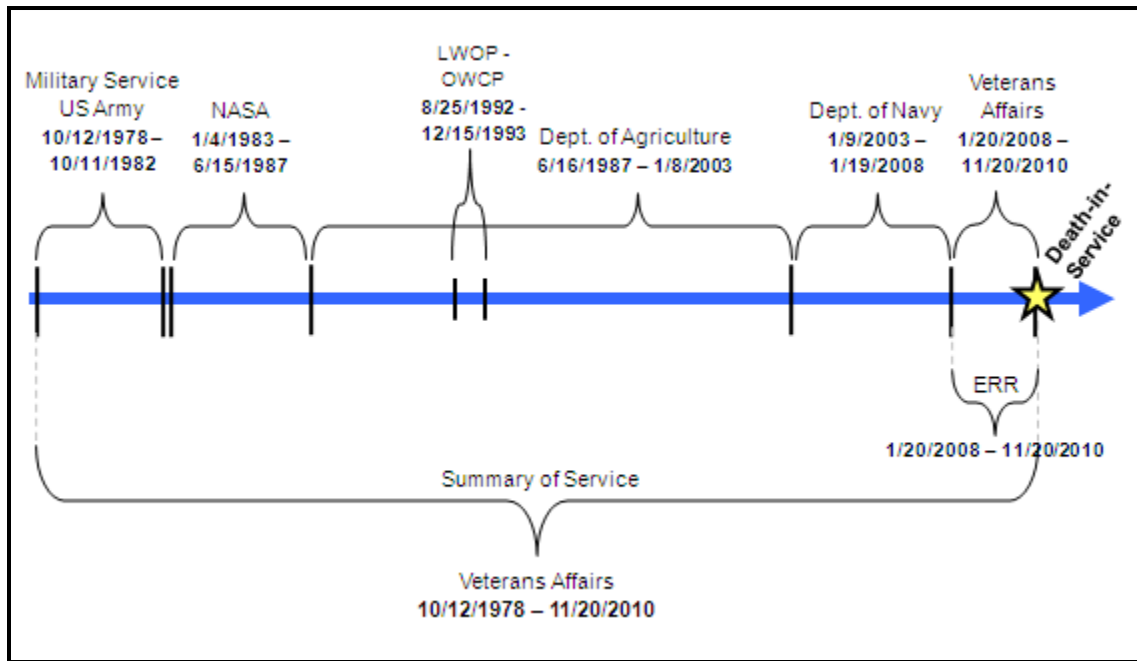


Figure 12 – Timeline for Death-in-Service Example

The examples are provided in Excel and XML.

The Excel version can be found using the following link:

[http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Death-In-Service%20Example\\_v2.09.xls](http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Death-In-Service%20Example_v2.09.xls)

The XML version can be found using the following link:

[http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Death-In-Service%20Example\\_v2.09.xml](http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Death-In-Service%20Example_v2.09.xml)

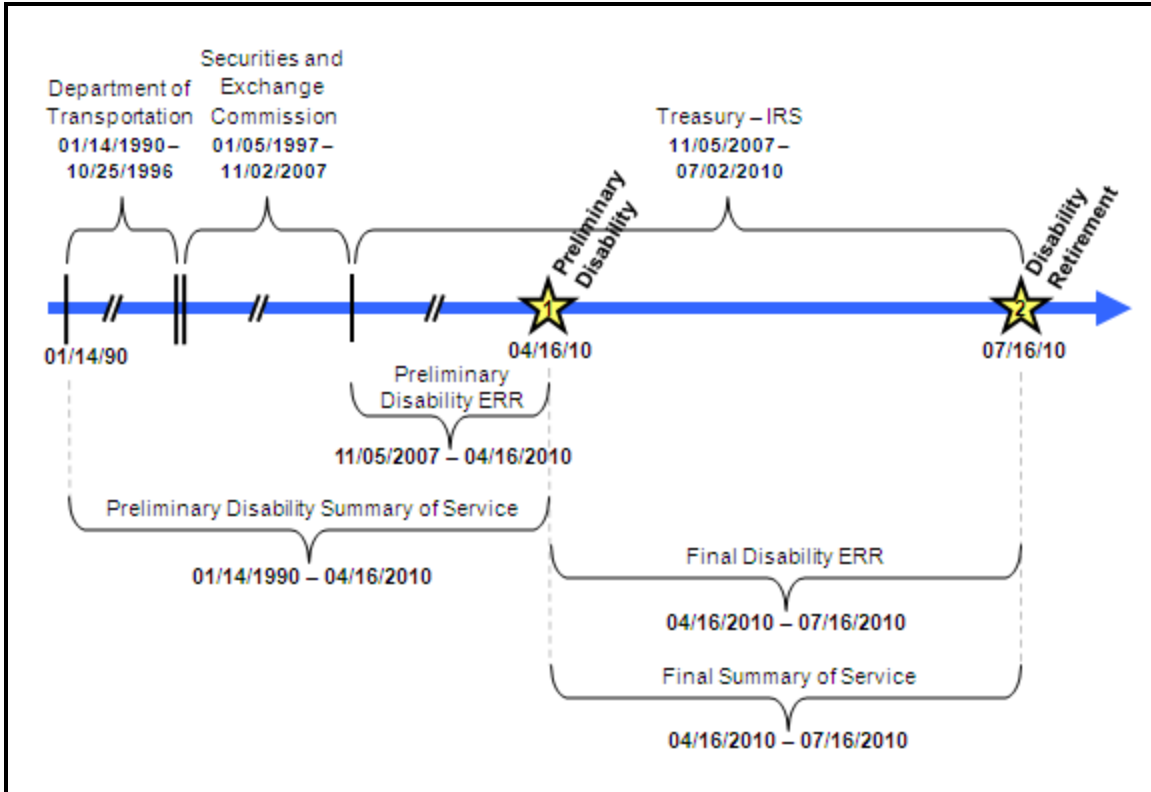


## **Appendix H – Preliminary Disability Retirement Business Examples**

The preliminary disability retirement business examples are intended to depict a couple realistic employee scenarios to demonstrate the type of information to provide when an employee applies for a disability retirement, the relationships between data elements, and how repeating fields can be used. The examples only reflect a subset of the retirement data elements that may be provided when an employee applies for a disability retirement, as applicable to the scenario.

In the first example, the employee is a 58 year old General Tax Attorney for the IRS, starting at a GS-13 and promoted to a GS-14 a year later. The employee has been diagnosed with Type I diabetes for the past 33 years. As the disease progressed, the employee began to suffer from advanced kidney disease and started dialysis treatment 2-3 times per week. The employee is currently on the wait list for a kidney transplant. Once dialysis treatment started, the employee changed from a full-time to a part-time work schedule, with a 48/80 tour of duty. The treatments ultimately left the employee too physically and mentally drained to continue working in their current position. After eight (8) months of dialysis treatment and working on a part-time basis, the employee applied for a disability retirement. The employee has 20 years of FERS service at the time of application and is not considered terminally ill. OPM approved the disability retirement application three (3) months after the application date.

The first business example demonstrates how an Agency would complete four data feeds: (1) the Retirement Data Feed for preliminary disability, (2) the Preliminary Summary of Service Data Feed, (3) the Retirement Data Feed for final disability retirement, and the (4) Final Summary of Service Data Feed.



**Figure 13 – Timeline for Preliminary Disability Retirement Example #1**

The second business example is similar to the first example except that the employee dies in service on 7/2/2010 before their disability retirement application is approved by OPM. In addition, the Employing Agency took a week to close out the retirement record after the application date; the fiscal details contain an additional week of retirement deductions. All other details are the same.

This example demonstrates how an Agency would complete four data feeds: (1) the Retirement Data Feed for preliminary disability, (2) the Preliminary Summary of Service Data Feed, (3) the Retirement Data Feed for death-in-service, and the (4) Final Summary of Service Data Feed.

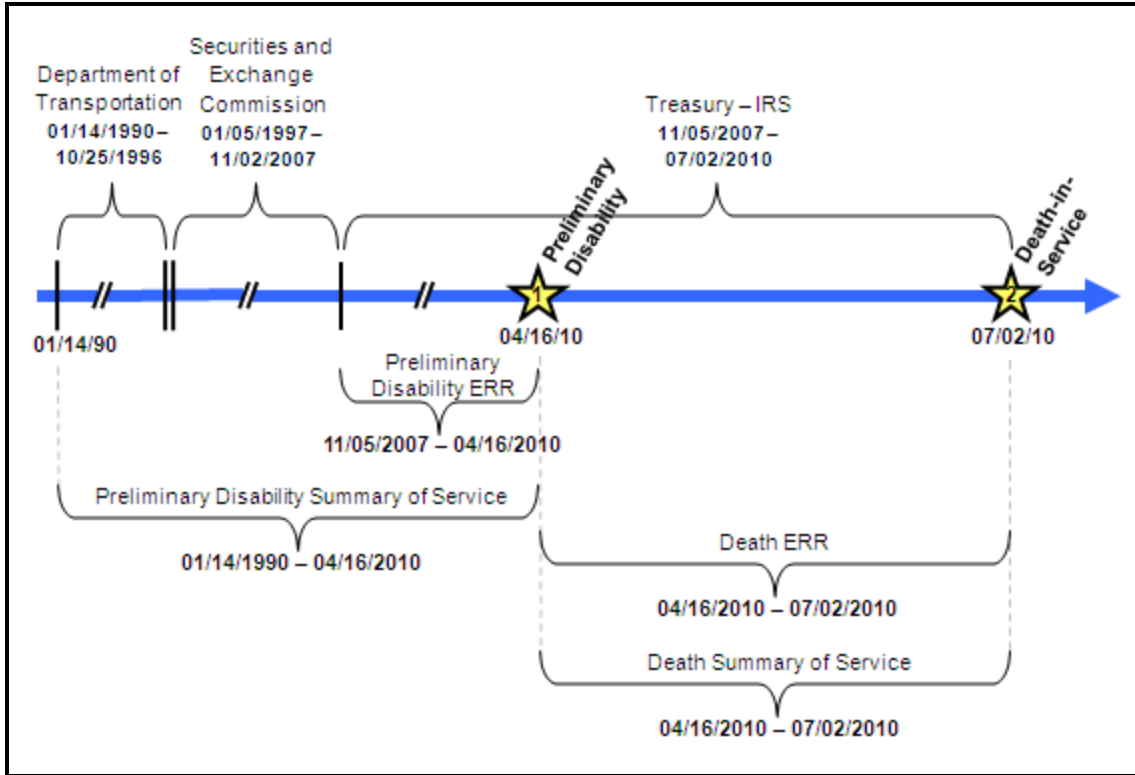


Figure 14 – Timeline for Preliminary Disability Retirement Example #2

The examples are provided in Excel and XML.

The Excel versions can be found using the following links:

[http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Preliminary%20Disability%20Example\\_v2.09%20-%20Ex%201.xls](http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Preliminary%20Disability%20Example_v2.09%20-%20Ex%201.xls)

[http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Preliminary%20Disability%20Example\\_v2.09%20-%20Ex%202.xls](http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Preliminary%20Disability%20Example_v2.09%20-%20Ex%202.xls)

The XML versions can be found using the following links:

[http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Preliminary%20Disability%20Example\\_v2.09%20-%20Ex%201.xml](http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Preliminary%20Disability%20Example_v2.09%20-%20Ex%201.xml)

[http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Preliminary%20Disability%20Example\\_v2.09%20-%20Ex%202.xml](http://www.opm.gov/feddata/grdr/Consolidated%20DD%20Preliminary%20Disability%20Example_v2.09%20-%20Ex%202.xml)

## Appendix I – Data Dictionary Valid Values

For some of the retirement data elements, OPM has already provided guidance on the valid values. In these cases, the OPM source is referenced instead of listing the valid values.

The Guide to Human Resources Reporting (GHRR) can be found using the following link: <http://www.opm.gov/feddata/ghrr/index.asp>

The Guide to Personnel Data Standards (GPDS) can be found using the following link: <http://www.opm.gov/feddata/guidance.asp>

Data Element Name	Valid Values
Account Type Code	C = Checking S = Savings
Additional Retirement Creditable Basic Pay Rate Code	01 = Night Differential Pay for Wage Employees 02 = Environmental Differential Pay 03 = Legislative Branch Employees (Section 61-1 of Title 2) Pay 04 = Firefighter Pay 05 = Law Enforcement Officer Availability Pay 06 = Premium Pay - Administratively Uncontrollable Overtime 07 = Premium Pay - Standby Pay 08 = Premium Pay - VA Nurses 09 = Recruiting and Retention Pay 10 = Physician Comparability Allowance (PCA) Pay 11 = Market pay for doctors and dentists under 38 USC 7431(c) and 7432 12 = Title 42 Scientist Pay
Agency Subelement Code	AGENCY/SUBELEMENT in the Guide to Personnel Data Standards (GPDS) (Title 5 Agencies)
Annuitant Indicator	ANNUITANT INDICATOR in GPDS
Citizenship Country Code	Citizenship Country Code in Appendix A of the Guide to Human Resources Reporting (GHRR)
Country Code	Citizenship Country Code in Appendix A of the GHRR
Duty Station Code	Duty Station file on <a href="http://www.opm.gov/feddata/guidance.asp">http://www.opm.gov/feddata/guidance.asp</a>
Employing Agency Country Code	Citizenship Country Code in Appendix A of the GHRR
Employing Agency State Code	State Code in Appendix A of GHRR
Federal Employees' Group Life Insurance (FEGLI) Code	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE in GPDS
FEGLI Event Code	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI LIFE CHANGE

Data Element Name	Valid Values
	<p>CODE in GPDS</p> <p>00 = Initial Enrollment (not a change).                      01 = Physical: Approval of Request for Insurance (SF 2822) by the Office of Federal Employees' Group Life.                      02 = Life Event: Marriage, divorce, death of spouse or acquisition of an eligible child.                      03 = Employee is reinstated after a break in service of at least 180 days in a position that is not excluded from life insurance by law or regulation.                      04 = Employee returns to Federal Service after a break in service of at least 180 days in a position that is excluded from life insurance by law or regulation.                      05A = Employee initially waives or subsequently cancels life insurance coverage.                      05B = Employee (or if applicable, assignee(s)) elects to decrease optional coverage.                      06 = Open Enrollment Period.</p>
<p>FEGLI Living Benefits Code</p>	<p>F = Full                      P = Partial                      N = None</p>
<p>Federal Employees Health Benefits (FEHB) Plan Code</p>	<p>HEALTH PLAN in GPDS</p>
<p>FEHB Eligible Code</p>	<p>01 = Eligible, met participation requirement                      02 = Eligible, met first opportunity participation requirement                      03 = Eligible, received OPM participation waiver                      04 = Eligible, met participation requirement because covered as a dependent under FEHB plan                      05 = Eligible, met participation requirement because covered under TriCare                      06 = Eligible, met participation requirement because covered under CHAMPVA                      07 = Ineligible, did not meet participation requirement                      08 = Employee was not enrolled in FEHB</p>
<p>FEHB Event Code</p>	<p>FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) EVENT CODE in GPDS</p> <p>1 = Employee electing to receive or receiving premium conversion tax benefits                      1A = Initial opportunity to enroll                      1B = Open Season                      1C = Change in family status that results in increase or decrease in number of eligible family members                      1D = Any change in employee's employment status that could result in entitlement to coverage                      1E = Any change in employee's employment status that could affect cost of insurance                      1F = Employee restored to civilian position after serving in uniformed services                      1G = Employee, spouse or dependent either begins nonpay status or insufficient pay or ends nonpay status or insufficient pay if coverage continued                      1H = Salary of temporary employee insufficient to make withholdings for plan in which enrolled                      1I = Employee (or covered family member) enrolled in FEHB health maintenance organization (HMO) moves or becomes employed outside the geographic area from which the FEHB carrier accepts enrollments or, if already outside the area, moves further from this area                      1J = Transfer from post of duty within a state of the United States or the District of Columbia to post of duty outside a state of the United States or District of Columbia, or reverse                      1K = Separation from Federal employment when the employee or employee's</p>

Data Element Name	Valid Values
	spouse is pregnant 1L = Employee becomes entitled to Medicare and wants to change to another plan or option 1M = Employee or eligible family member loses coverage under FEHB or another group insurance plan 1N = Loss of coverage under a non-Federal group health plan because an employee moves out of the commuting area to accept another position and the employee's non-Federally employed spouse terminates employment to accompany the employee 1O = Employee or eligible family member loses coverage due to discontinuance in whole or part of FEHB plan 1P = Enrolled employee or eligible family member gains coverage under FEHB or another group insurance plan 1Q = Change in spouse's or dependent's coverage options under a non-Federal health plan
FERCCA Code	R = Resolved U = Unresolved P = Pending Resolution NA = Not Applicable
Grade, Level, Class, Rank, or Pay Band Code	GRADE, LEVEL, CLASS, RANK, OR PAY BAND in GPDS
Human Resource (HR) Data Provider Code	AB00 = American Battle Monuments Commission AF00 = Department of the Air Force AFNG = Air National Guard Units (Title 32) AG00 = Department of Agriculture AG02 = Agriculture Marketing Services AR00 = Department of the Army DD00 = Department of Defense DD07 = Defense Logistics Agency DD16 = Department of Defense Education Activity DD34 = Defense Commissary Agency DD35 = Defense Finance and Accounting Service DN01 = Department of Energy (Headquarters) DN03 = Department of Energy (Bonneville Power Administration) EC00 = Office of Administration EP00 = Environment Protection Agency GS00 = General Services Administration HE00 = Department of Health and Human Services IB00 = Broadcasting Board of Governors IN00 = Department of Interior LT00 = U.S. Tax Court NN00 = National Aeronautics and Space Administration NV00 = Department of the Navy PO00 = U.S. Postal Service ST00 = Department of State SZ00 = Social Security Administration TD00 = Department of Transportation VA00 = Department of Veterans Affairs
Intermittent Work Unit Code	H = Hours D = Days
Legal Authority Code	LEGAL AUTHORITY (1) in GPDS

Data Element Name	Valid Values
LWOP Type Code	01 = OWCP 02 = OWCP P.L. 108-92 03 = Intergovernmental Personnel Act (IPA) 04 = Union Official 05 = Uniformed Services 06 = General
Manual Retirement Reason Code	01 = Non-Appropriated Fund Service 02 = Military Technician 03 = Customs Border Protection 04 = FERCCA 05 = Indian/Tribal Assignments 06 = Settlements/Agreements/Administrative Board Orders 07 = OWCP 08 = Other
Military Retired or Retainer Pay Type Code	01 = Non-Regular Reserve Retirement (Chapter 1223 of Title 10) 02 = Disability Incurred in Combat 03 = Disability Caused by Instrumentality of War in the Line of Duty 04 = Regular Military Retirement (includes disability retirement other than codes 02 and 03) 05 = Temporary Early Retirement Authority 06 = Military Retired Authority Unknown
Military Service Branch Type Code	01 = Army 02 = Navy 03 = Marine Corps 04 = Air Force 05 = Coast Guard 06 = Public Health Service 07 = National Oceanic and Atmospheric Administration (NOAA), formerly Coast and Geodetic Survey and Environmental Science Services Administration
Military Service Character of Service Code	H = Honorable G = Under Honorable Conditions (General) C = Clemency Discharge Vietnam Era (not honorable) O = Under Other Than Honorable Conditions B = Bad Conduct D = Dishonorable U = Uncharacterized
Military Service Deposit Payment Status	01 = Paid in Full 02 = Partially Paid 03 = No Payment 04 = Pending (Survivor)
Military Service Deposit Retirement Plan	C = CSRS F = FERS
NAF Service Component Code	01 = United States Army 02 = United States Air Force 03 = United States Marine Corps 04 = Bureau of Naval Personnel 05 = Navy Exchange Service Command (NEXCOM) 06 = Army and Air Force Exchange Service (AAFES) 07 = United States Coast Guard

Data Element Name	Valid Values
NAF Service Portability Election Law	101-508: P.L. 101-508 104-106: P.L. 104-106 107-107: P.L. 107-107
NAF Service Retirement Election Law	99-638: P.L. 99-638 104-106: P.L. 104-106 107-107: P.L. 107-107
NAF Service Work Schedule Code	F = Full-time N = Non full-time (treated like intermittent)
National Guard Military Service Provision Code	01 = Title 10 02 = Title 32 (only applies for Army and Air Force) 03 = Title 10/32 Blended (distinct period that includes Title 10 and 32 service)
Nature of Action Code	NATURE OF ACTION (1) in GPDS  In the retirement feed, provide the net effect of actions and exclude the following NOA codes: 790, 815, 816, 817, 826, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 871, 878, 879, 880, 883, 885, 886, 887, and 889.
Non-deduction Service Deposit Payment Status	01 = Paid in Full 02 = Partially Paid 03 = No Payment 04 = Unknown
Occupational Series Type Code	OCCUPATION in GPDS
Pay Basis Type Code	PAY BASIS in GPDS
Pay Plan Code	PAY PLAN in GPDS
Personnel Office Identifier	PERSONNEL OFFICE IDENTIFIER in GPDS
Position Occupied Code	POSITION OCCUPIED in GPDS
Record Type Code	01 = Separation 02 = Transfer 03 = At Retirement 04 = Death in Service 05 = FERS Election 06 = Preliminary Disability Retirement
Retirement System Type Code	RETIREMENT PLAN in GPDS
Retroactive Adjustment Reason Code	F = FERCCA M = MSPB Decision U = Union Settlement B = Back Pay O = Other



Data Element Name	Valid Values
SF 2809 Code	Y = Yes N = No S = Sent to OWCP
SF 2810 Code	Y = Yes N = No S = Sent to OWCP
Special Population Code	For more details, refer to the OPM Special Populations Document.  00 = None 01 = Law Enforcement Officer – Primary / Rigorous Position 01A = Law Enforcement Officer – Secondary Administrative Position 01S = Law Enforcement Officer - Secondary Supervisory Position 02 = Firefighter – Primary / Rigorous Position 02A = Firefighter – Secondary Administrative Position 02S = Firefighter – Secondary Supervisory Position 03 = Nuclear Materials Courier – Primary Position 03A = Nuclear Materials Courier – Secondary Administrative Position 03S = Nuclear Materials Courier – Secondary Supervisory Position 04 = Capitol Police Officer 04LC = Capitol Police Officer (officer who transferred to the Capitol Police from the Library of Congress Police) 06 = Congressional Employee 06B = Congressional Employee – Architect/Botanic/Budget 07 = Members of Congress 07M = Members of Congress (Current Member who was also a Member on December 31, 1983) 09 = Bankruptcy Judge 09M = Bankruptcy Judge (Current Judge who was also a Judge on December 31, 1983) 10 = Judge of U.S. Court of Appeals for the Armed Forces 10M = Judge of U.S. Court of Appeals for the Armed Forces (Current Judge who was also a Judge on December 31, 1983) 11 = U.S. Magistrates 11M = U.S. Magistrates (Current U.S. Magistrate who was also a U.S. Magistrate on December 31, 1983) 13 = Air Traffic Controller– 5 USC 2109(1)(A)(i) 13X = Air Traffic Controller Other - 5 USC 2109(1)(A)(ii) 5 USC 2109(1)(B) 13S = Air Traffic Controller – Second Level Supervisor 5 USC 8331(30)(B) and 8401(35)(B) 14 = DVA Physician Assistants and Expanded-Function Dental Auxiliaries 15 = DVA Nurse 16 = Department of Veteran Affairs – Veterans Health Administration – Title 38 17 = Customs and Border Protection Officer – Primary Position 17P = Customs and Border Protection Officer – Primary Position, Proportional 17A = Customs and Border Protection Officer – Secondary Administrative Position 17AP = Customs and Border Protection Officer – Secondary Administrative Position, Proportional 17S = Customs and Border Protection Officer – Secondary Supervisory Position 17SP = Customs and Border Protection Officer – Secondary Supervisory Position, Proportional 20 = Metropolitan Washington Airports Authority (MWAA) Police Officer

Data Element Name	Valid Values
	22 = Supreme Court Police Officer 23 = Judge of the United States Tax Court 23M = Judge of the United States Tax Court (Current Judge who was also a Judge on December 31, 1983) 29 = Senior Official 29M = Senior Official (Current Senior Official who was also a Senior Official on December 31, 1983) 30 = Court of Federal Claims Judge 30M = Court of Federal Claims Judge (Current Judge who was also a Judge on December 31, 1983) 31 = Judge of the United States Court of Appeals for Veterans Claims 38 = Transferred to International Organization and Mansfield Fellows 45D = Military Reserve Technician – First Hired before February 11, 1996 45E = Military Reserve Technician – First Hired on/after February 11, 1996 46D = Military Reserve Technician Firefighter– First Hired before February 11, 1996 46DS = Military Reserve Technician Firefighter / Supervisory – First Hired before February 11, 1996 46E = Military Reserve Technician Firefighter – First Hired on/after February 11, 1996 46ES = Military Reserve Technician Firefighter / Supervisory– First Hired on/after February 11, 1996 47D = Military Reserve Technician Air Traffic Controller– First Hired before February 11, 1996 47DS = Military Reserve Technician Air Traffic Controller / Supervisory– First Hired before February 11, 1996 47E = Military Reserve Technician Air Traffic Controller – First Hired on/after February 11, 1996 47ES= Military Reserve Technician Air Traffic Controller / Supervisory– First Hired on/after February 11, 1996 48D = National Guard Technician – First Hired before February 11, 1996 48E= National Guard Technician – First Hired on/after February 11, 1996 49D = National Guard Technician - Firefighter – First Hired before February 11, 1996 49DS = National Guard Technician – Firefighter / Supervisory – First Hired before February 11, 1996 49E = National Guard Technician - Firefighter – First Hired on/after February 11, 1996 49ES = National Guard Technician – Firefighter / Supervisory – First Hired on/after February 11, 1996 50D = National Guard Technician – Air Traffic Controller – First Hired before February 11, 1996 50DS = National Guard Technician – Air Traffic Controller / Supervisory – First Hired before February 11, 1996 50E = National Guard Technician – Air Traffic Controller – First Hired on/after February 11, 1996 50ES = National Guard Technician – Air Traffic Controller / Supervisory – First Hired on/after February 11, 1996 53 = Military Reserve Technician – (Non-Dual Status – Combat Continuation) 54 = National Guard Technician – (Non-Dual Status – Combat Continuation) 60 = (Non VA) Government Physician or Dentist with Physicians Comparability Allowance
State Code	State Code in Appendix A of GHRR
Statutory Provision for Retirement – CSRS	For more details, refer to <a href="#">Appendix L – CSRS and FERS Retirement Provisions</a> .

Data Element Name	Valid Values
	<p>8335(a) = Mandatory Separation, age 56 and 20 yrs ATC Service</p> <p>8335(b) = Mandatory Separation, age 57 and 20 yrs LEO/FF/NMC/CBPO Service</p> <p>8335(c) = Mandatory Separation, age 57 and 20 yrs CP/LEO/CBPO Service</p> <p>8335(d) = Mandatory Separation, age 57 and 20 yrs SCP/LEO/CBPO Service</p> <p>8336(a) = Immediate Separation, age 55 and 30 yrs Service</p> <p>8336(b) = Immediate Separation, age 60 and 20 yrs Service</p> <p>8336(c)(1) = Immediate Retirement, age 50 and 20 yrs LEO/FF/NMC/CBPO Service</p> <p>8336(d)(1) = Immediate Retirement Involuntary Separation, any age with 25 yrs or age 50 with 20 yrs Service</p> <p>8336(d)(2) = Immediate Retirement Early Voluntary, any age with 25 yrs or age 50 with 20 yrs Service</p> <p>8336(e) = Immediate Retirement, any age with 25 yrs or age 50 with 20 yrs ATC Service</p> <p>8336(f) = Immediate Retirement, age 62 and 5 yrs Service</p> <p>8336(g) = Immediate Retirement, Congress with MRA and MRS</p> <p>8336(h)(1) = Immediate Retirement, any age with 25 yrs or age 50 with 20 yrs SES</p> <p>8336(h)(2) = Immediate Retirement, any age with 25 yrs or age 50 with 20 yrs Defense Intel/Cryptologic SES</p> <p>8336(h)(3) = Immediate Retirement, any age with 25 yrs or age 50 with 20 yrs FBI Service/DEA SES</p> <p>8336(j) = Immediate Retirement, any age with 25 yrs or age 50 with 20 yrs Indian/Tribal Service</p> <p>8336(k) = Immediate Retirement, age 62 and 5 yrs or age 60 and 10 yrs of Bankruptcy/U.S. Magistrate/Court of Federal Claims Judge Service</p> <p>8336(l) = Immediate Retirement, age 62 and 5 yrs or any age upon completion of appointed term for U.S. Court of Appeals for Armed Forces Judge Service</p> <p>8336(m) = Immediate Retirement, age 50 and 20 yrs CP/LEO/FF/CBPO Service</p> <p>8336(n) = Immediate Retirement, age 50 and 20 yrs SCP/LEO/FF/CBPO Service</p> <p>8337(a) = Disability Retirement, any age and 5 yrs Service</p> <p>8337(h) = Disability Retirement, any age and 5 yrs Dual Status Technician Service</p> <p>8338(a) = Deferred Retirement, age 62 and 5 yrs Service</p> <p>8338(b) = Deferred Retirement, age 62 and 5 yrs, age 60 and 10 yrs, or age 50 and 20 yrs Congress Service</p> <p>8338(c) = Deferred Retirement, age 62 and 5 yrs or any age upon completion of appointed term for U.S. Court of Appeals for Armed Forces Judge Service</p>
<p>Statutory Provision for Retirement – FERS</p>	<p>For more details, refer to <a href="#">Appendix L – CSRS and FERS Retirement Provisions</a>.</p> <p>8412(a) = Immediate Retirement, MRA and 30 yrs Employee/Congress Service</p> <p>8412(b) = Immediate Retirement, age 60 and 20 yrs Employee/Congress Service</p> <p>8412(c) = Immediate Retirement, age 62 and 5 yrs Employee/Congress Service</p> <p>8412(d) = Immediate Retirement, any age and 25 yrs or age 50 and 20 yrs LEO/FF/NMC/CBPO/CP/SCP Service</p> <p>8412(e) = Immediate Retirement, any age and 25 yrs or age 50 and 20 yrs ATC</p> <p>8412(f) = Immediate Retirement, any age and 25 yrs or age 50 and 20 yrs Congress Service</p>

Data Element Name	Valid Values
	<p>8412(g) = Immediate Retirement, MRA and 10 yrs Employee/Congress Service</p> <p>8413(a) = Deferred Retirement, age 62 and 5 yrs Employee/Congress Service</p> <p>8413(b) = Deferred Retirement, MRA and 10 yrs Employee/Congress Service</p> <p>8414(a)(1) = Early Retirement, any age and 25 yrs or age 50 and 20 yrs SES</p> <p>8414(a)(2) = Early Retirement, any age and 25 yrs or age 50 and 20 yrs Defense Intel SES or Cryptologic SES</p> <p>8414(a)(3) = Early Retirement, any age and 25 yrs or age 50 and 20 yrs FBI Service/DEA SES</p> <p>8414(b)(1)(A) = Early Retirement - Involuntary Separation, any age and 25 yrs or age 50 and 20 yrs Service</p> <p>8414(b)(1)(B) = Early Retirement - VERA, any age and 25 yrs or age 50 and 20 yrs Service</p> <p>8414(c)(1) = Early Retirement, age 50 and 25 yrs Military Reserve Technician</p> <p>8414(c)(2) = Early Retirement, any age and 25 yrs or age 50 and 20 yrs Dual Status Military Reserve Technician Service</p> <p>8425(a) = Mandatory Separation, age 56 yrs and 20 yrs ATC</p> <p>8425(b) = Mandatory Separation, age 57 yrs and 20 yrs LEO/FF/NMC/CBPO/CP/SCP</p> <p>8425(c) = Mandatory Separation, age 57 yrs and 20 yrs CP/LEO/FF/NMC/CBPO/SCP</p> <p>8425(d) = Mandatory Separation, age 57 yrs and 20 yrs SCP/LEO/FF/NMC/CBPO</p> <p>8451(a) = Disability Retirement, any age and 18 months Employee Service</p> <p>8451(b) = Disability Retirement, any age and 18 months Congress Service</p> <p>8456 = Disability Retirement, any age and 18 months Dual Status Military Reserve Technician Service</p>
Step or Rate Type Code	STEP OR RATE in GPDS
Work Schedule Code	<p>WORK SCHEDULE in GPDS</p> <p>Note that the following two fields are only applicable to USPS employees.</p> <p>PF = <b>Part-time Flex</b>. A U.S. Postal Service schedule for career hourly rate employees who are available to work flexible hours as assigned by the Postal Service during the course of a service week.</p> <p>PR = <b>Part-time Regular</b>. A U.S. Postal Service schedule for career hourly rate employees who are assigned to work regular schedules of less than 40 hours in a service week (also referred to as Limited Tour).</p>

## Appendix J – Data Transfer Package Example

The following XML documents provide a simple example of the contents of a data transfer package. In this example, we assume the data transfer package is the file “R20090914000.zip”, which contains two files:

**manifest.xml:** The data transfer package manifest. The manifest contains a description of the data transfer package and references a single data transfer file.

**R20090914001:** A data transfer file containing the records themselves. This example contains two records (excluding record details) and one instruction.

### Data Transfer Package Manifest Example

```
<?xml version="1.0"?>
<Manifest xmlns="http://www.opm.gov/feddata/grdr/DataTransferPackage-4.0"
  <PackageInfo>
    <Id>f81d4fae-7dec-11d0-a765-00a0c91e6bf6</Id>
    <Created>2009-09-10T12:00:00-05:00</Created>
    <CreatedBy>GSA</CreatedBy>
    <Description>Biweekly retirement record extract for separations for the period ending 2009-09-14,
    including prior period corrections.</Description>
    <ExtractProcessVersion>1.1</ExtractProcessVersion>
    <ExtractSchemaVersion>2.0</ExtractSchemaVersion>
  </PackageInfo>
  <Files>
    <File>
      <Location>R20090914001.xml</Location>
    </File>
  </Files>
</Manifest>
```

## Data Transfer Package Data File Example

```

<?xml version="1.0"?>
<ctp:DataTransferPackage xmlns:ctp="http://www.opm.gov/feddata/grdr/DataTransferPackage-4.0"
  xmlns="http://www.opm.gov/feddata/grdr/ElectronicRetirementRecord-4.0"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:meta="http://www.opm.gov/feddata/grdr/ManagedRecordMetadata-4.0"
  xsi:schemaLocation="http://www.opm.gov/feddata/grdr/DataTransferPackage-4.0
    ./DataTransferPackage-4.0.xsd">
  <ctp:Items>
    <ctp:Item>
      <meta:Metadata>
        <meta:CertificationInfo>
          <meta:Certified>2009-10-10T12:00:00-05:00</meta:Certified>
          <meta:CertifiedBy>Jane Doe</meta:CertifiedBy>
          <meta:CertifierTitle>Chief, Office of Paid Employee Accounts</meta:CertifierTitle>
        </meta:CertificationInfo>
        <meta:AuditInfo>
          <meta:Created>2009-10-10T12:00:00-05:00</meta:Created>
          <meta:CreatedBy>GSA</meta:CreatedBy>
          <meta:Modified>2002-12-10T12:00:00-05:00</meta:Modified>
        </meta:AuditInfo>
      </meta:Metadata>
      <rr:ElectronicRetirementRecord
        RecordId="12345678"
        RecordTypeCode="06"
        SubmittingAgencySubelementCode="GS00">
        <rr:Employee>...</rr:Employee>
        <rr:IndividualRetirementRecord>...</rr:IndividualRetirementRecord>
      </rr:ElectronicRetirementRecord>
    </ctp:Item>
    <ctp:Item>
      <meta:Metadata>
        <meta:CertificationInfo>
          <meta:Certified>2009-10-10T12:00:00-05:00</meta:Certified>
          <meta:CertifiedBy>John Doe</meta:CertifiedBy>

```

```
        <meta:CertifierTitle>Director, Office of Paid Employee Accounts</meta:CertifierTitle>
    </meta:CertificationInfo>
    <meta:AuditInfo>
        <Created>2009-10-10T12:00:00-05:00</Created>
        <meta:CreatedBy>GS00</meta:CreatedBy>
    </meta:AuditInfo>
</meta:Metadata>
<rr:ElectronicRetirementRecord
    RecordId="98765432"
    RecordTypeCode="06"
    SubmittingAgencySubelementCode="GS00">
    <rr:Employee>...</rr:Employee>
    <rr:IndividualRetirementRecord>...</rr:IndividualRetirementRecord>
</rr:ElectronicRetirementRecord>
</dtp:Item>
</dtp:Items>
<dtp:Instructions>
    <dtp:Instruction>
        <meta:Metadata>
            <meta:AuditInfo>
                <meta:Created>2009-10-10T12:00:00-05:00</meta:Created>
                <meta:CreatedBy>GS00</meta:CreatedBy>
            </meta:AuditInfo>
        </meta:Metadata>
        <inst:RetirementRepositoryInstruction
            InstructionType="cancel"
            RecordId="000123123"
            SubmittingAgencySubelementCode="GS00"/>
    </dtp:Instruction>
</dtp:Instructions>
```

## Appendix K – XML Schemas for the RSM Data Feeds

The following links contain the XML Schema Definitions (XSD's) for the RSM Data Feeds which provide the structure and rules with which your data files and packages must conform to, in addition to those described in this document:

1. **DataTransferPackage** – specifies the data files submitted by the data provider (<http://www.opm.gov/feddata/grdr/DataTransferPackage-4.0.xsd>)
2. **ManagedRecordMetadata** – specifies the metadata elements that can be associated with a data transfer package, electronic retirement record, or re-employed annuitant record (<http://www.opm.gov/feddata/grdr/ManagedRecordMetadata-4.0.xsd>)
3. **ElectronicRetirementRecord** – specifies the actual employee retirement record; relates to the Retirement Data Feed (<http://www.opm.gov/feddata/grdr/ElectronicRetirementRecord-4.0.xsd>)
4. **ReEmployedAnnuitantRecord** – specifies the elements needed for re-employed annuitants that may affect their current annuity payment; relates to the Re-employed Annuitant Notification Data Feed (<http://www.opm.gov/feddata/grdr/ReEmployedAnnuitantRecord-4.0.xsd>)
5. **CertifiedSummaryOfService** – specifies the summary of service, insurance, and checklist elements needed for (<http://www.opm.gov/feddata/grdr/CertifiedSummaryOfService-4.0.xsd>)
6. **RetirementRepositoryInstruction** – specifies instructions for cancelling previously submitted records (<http://www.opm.gov/feddata/grdr/RetirementRepositoryInstruction-4.0.xsd>)

The XSD files can be opened with a commercially available XML editor (ex. LiquidXML, XMLSpy, etc.), Internet Explorer or the Windows Notepad application.

**Liquid XML:** <http://www.liquid-technologies.com/Download.aspx>

**XML Spy:** <http://www.altova.com/download.html>



## Appendix L – CSRS and FERS Retirement Provisions

The following tables provide additional detail on the valid values for the CSRS Statutory Provision for Retirement and the FERS Statutory Provision for Retirement data elements.

### CSRS Retirement Provisions:

Provision 5 U.S.C. §...	Type	Population	Minimum Age	Minimum Service	Miscellaneous
8335(a)	Mandatory Separation	Air Traffic Controller	56	20 yrs ATC	See 5 U.S.C. 8335(a) for more details
8335(b)	Mandatory Separation	Law Enforcement Officer, Firefighter, Nuclear Materials Courier, Customs and Border Protection Officer	57	20 yrs LEO/FF/NMC/CBPO	See 5 U.S.C. 8335(b) for more details
8335(c)	Mandatory Separation	Capitol Police	57	20 yrs CP/LEO/CPBO	See 5 U.S.C. 8335(c) for more details
8335(d)	Mandatory Separation	Supreme Court Police	57	20 yrs SCP/LEO/CBPO	See 5 U.S.C. 8335(d) for more details
8336(a)	Immediate Retirement	Any Employee	55	30 yrs	
8336(b)	Immediate Retirement	Any Employee	60	20 yrs	
8336(c)(1)	Immediate Retirement	Law Enforcement Officer, Firefighter, Nuclear Materials Courier, Customs and Border Protection Officer	50	20 yrs LEO/FF/NMC/CBPO	
8336(d)(1)	Immediate Retirement Involuntary Separation	Any Employee	Any	25 yrs	See 5 U.S.C. 8336(d)(1) for more details
			50	20 yrs	

Provision 5 U.S.C. §...	Type	Population	Minimum Age	Minimum Service	Miscellaneous
8336(d)(2)	Immediate Retirement Early Voluntary (VERA)	Any Employee	Any	25 yrs	See 5 U.S.C. 8336(d)(2) for more details
			50	20 yrs	
8336(e)	Immediate Retirement	Air Traffic Controller	Any	25 yrs ATC	See 5 U.S.C. 8336(e) for more details
			50	20 yrs ATC	
8336(f)	Immediate Retirement	Any Employee	62	5	
8336(g)	Immediate Retirement	Members of Congress	62	5 yrs	See 5 U.S.C. 8336(g) for more details
			60	10 yrs Member	
			55 (and before 60)	30 yrs	
			Any	25 yrs	
			50	20 yrs	
			50	Serving in 9 Congresses	
8336(h)(1)	Immediate Retirement	Senior Executive Service (SES)	Any	25 yrs	See 5 U.S.C. 8336(h)(1) for more details
			50	20 yrs	
8336(h)(2)	Immediate Retirement	Defense Intelligence SES, or Senior Cryptologic Executive Service	Any	25 yrs	See 5 U.S.C. 8336(h)(2) for more details
			50	20 yrs	
8336(h)(3)	Immediate Retirement	FBI and DEA SES	Any	25 yrs	See 5 U.S.C. 8336(h)(3) for more

Provision 5 U.S.C. §...	Type	Population	Minimum Age	Minimum Service	Miscellaneous
			50	20 yrs	details
8336(j)	Immediate Retirement	Certain employees of the Bureau of Indian Affairs, Indian Health Service, a tribal organization or any combination who worked continuously with those organizations from December 21, 1972, to the date of separation, and who is not entitled to preference under the Indian preference laws	Any	25	Voluntary separations See 5 U.S.C. 8336(j) for more details
			50	20	
			2 Year Period Before Meeting the years of service and age requirements for voluntary separations		Involuntary Separations – See 5 U.S.C. 8336(j) for more details
8336(k)	Immediate Retirement	Bankruptcy judge, United States magistrate judge, or Court of Federal Claims judge, separated from service except by removal	62	5 yrs	
			60	10 yrs as bankruptcy judge, U.S. magistrate judge, or Court of Federal Claims judge	
8336(l)	Immediate Retirement	Judge of the United States Court of Appeals for the Armed Forces	62	5	
			Any	Upon completing the term of service for which he was appointed as a judge of such court	See 5 U.S.C. 8336(l) for more details
8336(m)	Immediate Retirement	Member of the Capitol Police	50	20 yrs Member of Capitol Police/LEO/FF/CBPO	
8336(n)	Immediate Retirement	Member of the Supreme Court Police	50	20 yrs Member of Supreme Court Police/ LEO/FF/CBPO	

Provision 5 U.S.C. §...	Type	Population	Minimum Age	Minimum Service	Miscellaneous
8337(a)	Disability Retirement	Any Employee	Any	5 yrs	See 5 U.S.C. 8336(a) for more details
8337(h)	Disability Retirement	Dual Status Technician under section 709(a) of title 32 or section 10216 of title 10 (National Guard Technicians / Military Reserve Technicians)	Any	5 yrs	See 5 U.S.C. 8336(h) for more details
8338(a)	Deferred Retirement	Any Employee	62	5 yrs	
8338(b)	Deferred Retirement	Members of Congress	62	5 yrs	See 5 U.S.C. 8338(b) for more details
			60	10 yrs Member Service	
			50	20 yrs service	See 5 U.S.C. 8338(b) for more details
8338(c)	Deferred Retirement	Judge of the United States Court of Appeals for the Armed Forces	62	5 yrs	
			Any	Upon completing the term of service for which he was appointed as a judge of such court	See 5 U.S.C. 8338(c) for more details

**FERS Retirement Provisions:**

Provision 5 U.S.C. §...	Type	Population	Minimum Age	Minimum Service	Miscellaneous
8412(a)	Immediate Retirement	Employee or Member of Congress	MRA	30 yrs	MRA - Minimum Retirement Age (55-57) See 5 U.S.C. 8412(h) for more details
8412(b)	Immediate Retirement	Employee or Member of Congress	60	20 yrs	
8412(c)	Immediate Retirement	Employee or Member of Congress	62	5 yrs	
8412(d)	Immediate Retirement	Law Enforcement Officer, Firefighter, Nuclear Materials Courier, Customs and Border Protection Officer, Capitol Police, Supreme Court Police	Any	25 yrs LEO/FF/NMC/CBPO/ CP/SCP	See 5 U.S.C. 8412(d) for more details
			50	20 yrs LEO/FF/NMC/CBPO/ CP/SCP	
8412(e)	Immediate Retirement	Air Traffic Controller	Any	25 yrs ATC	See 5 U.S.C. 8412(e) for more details
			50	20 yrs ATC	
8412(f)	Immediate Retirement	Member of Congress	Any	25 yrs	See 5 U.S.C. 8412(f) for more details
			50	20 yrs	
8412(g)	Immediate Retirement	Employee or Member of Congress	MRA	10 yrs	MRA - Minimum Retirement Age (55-57) See 5 U.S.C. 8412(g) and (h) for more details
8413(a)	Deferred Retirement	Employee and Member of Congress	62	5 yrs	See 5 U.S.C. 8413(a) for more details

Provision 5 U.S.C. §...	Type	Population	Minimum Age	Minimum Service	Miscellaneous
8413(b)	Deferred Retirement	Employee and Member of Congress	MRA	10 yrs	See 5 U.S.C. 8412(h) and 8413(b) for more details
8414(a)(1)	Early Retirement	Senior Executive Service (SES)	Any	25 yrs	See 5 U.S.C. 8414(a)(1) for more details
			50	20 yrs	
8414(a)(2)	Early Retirement	Defense Intelligence SES, or Senior Cryptologic Executive Service	Any	25 yrs	See 5 U.S.C. 8414(a)(s) for more details
			50	20 yrs	
8414(a)(3)	Early Retirement	FBI and DEA SES	Any	25 yrs	See 5 U.S.C. 8414(a)(3) for more details
			50	20 yrs	
8414(b)(1)(A)	Early Retirement – Involuntary Separation	Any Employee	Any	25 yrs	See 5 U.S.C. 8414(b) for more details
			50	20 yrs	
8414(b)(1)(B)	Early Retirement – Voluntary (VERA)	Any Employee	Any	25 yrs	See 5 U.S.C. 8414(b) for more details
			50	20 yrs	
8414(c)(1)	Early Retirement	Military Reserve Technician hired on or before Feb.10, 1996	50	25 yrs	See 5 U.S.C. 8414(c) for more details
8414(c)(2)	Early Retirement	Dual Status Military Reserve Technician initially hired after Feb.10, 1996	Any	25 yrs MRT Dual Status	See 5 U.S.C. 8414(c) for more details
			50	20 yrs MRT Dual Status	
8425(a)	Mandatory Retirement	Air Traffic Controller	56	20 yrs ATC service	See 5 U.S.C. 8425(a) for more details

<b>Provision 5 U.S.C. §...</b>	<b>Type</b>	<b>Population</b>	<b>Minimum Age</b>	<b>Minimum Service</b>	<b>Miscellaneous</b>
8425(b)	Mandatory Separation	Law Enforcement Officer, Firefighter, Nuclear Materials Courier, Customs and Border Protection Officer	57	20 yrs LEO/FF/NMC/CBPO/SCP/CP	See 5 U.S.C. 8425(b) for more details
8425(c)	Mandatory Separation	Capitol Police	57	20 yrs CP/LEO/FF/NMC/CPBO/SCP	See 5 U.S.C. 8425(c) for more details
8425(d)	Mandatory Separation	Supreme Court Police	57	20 yrs SCP/LEO/FF/NMC/CBPO/CP	See 5 U.S.C. 8425(d) for more details
8451(a)	Disability Retirement	Any Employee	Any	18 mos civilian service	See 5 U.S.C. 8451(a) for more details
8451(b)	Disability Retirement	Member of Congress	Any	18 mos Member service	See 5 U.S.C. 8451(b) for more details
8456	Disability Retirement	Dual Status Military Reserve Technician	Any	18 mos civilian service	See 5 U.S.C. 8456 for more details