

REPORTING AWARDS TO THE CENTRAL PERSONNEL DATA FILE

This is a reminder that the procedures for reporting awards will change significantly effective October 1, 2000. These changes were described in a May 12, 1999, memorandum for Directors of Personnel. You can review this memo on OPM's web site at <http://www.opm.gov/perform/articles/1999/noac.htm>. The new procedures apply to all awards except SES rank and performance awards (nature of action codes 878 and 879.)

You decide which procedures apply based on the award's effective date. The **new** procedures apply to awards with **effective dates on and after October 1, 2000**. Awards with effective dates on and before September 30, 2000, must be processed under the current rules, i.e., with nature of action codes 872 through 877 or 885 and appropriate legal authorities. You continue to report the individual/group award and benefit amount as appropriate on awards effective on and before September 30, 2000.

Follow the guidance below to report awards effective on and after October 1, 2000 to the Central Personnel Data File (CPDF.)

- I. You must **not** use any of the following:
 - nature of action codes: 872, 873, 874, 875, 876, 877, or 885;
 - legal authorities: Q4M, V3E, V3F, V3G, V4G, V4R, V4S.
- II. You must:
 - use a nature of action code from 840 through 847;
 - leave the legal authority field, individual/group award field, and the benefit amount field blank;
 - report a value greater than 0 in the award amount field. The definition of award amount remains the same, i.e., the gross amount given to an individual. Note that the amount is in dollars for cash awards and in hours for time off awards, just as it is in current reporting.
- III. For group awards, submit a CPDF record for each member of the group, using the:
 - same group award nature of action code (841, 843, or 847) on each record;
 - same effective date on each record;
 - award amount given to the individual whose social security number is on the record.

As of October 1, 2000, we will:

- Replace Chapter 29 of The Guide to Processing Personnel Actions to incorporate the new nature of action codes 840 through 847. Remember that OPM does not require Standard Form 50's for these award actions.
- Delete nature of action codes 872 through 877 and 885 as well as legal authorities Q4M, V3E, V3F, V3G, V4G, V4R, and V4S from The Guide to Personnel Data Standards.
- Add the new nature of action codes 840 through 847 to The Guide to Personnel Data Standards.
- Delete edits 050.28.2, 070.02.2, 240.02.2, 330.02.2, 330.05.2, 330.08.2, and 330.14.2 from the CPDF Edit Manual. We will revise edits 050.02.2, 050.04.2, and 250.19.2

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to add nature of action codes 840 through 847 and delete nature of action codes 872 through 877 and 885.

We will also delete edit 050.07.2 which refers to nature of action code 889. This nature of action code was abolished in November 1993.

Note that the edit changes will affect actions effective on and after October 1, 2000. We will continue to apply the current edits to award actions effective on and before September 30, 2000. The effective date of the action determines the editing. The date the action is submitted has no impact in determining what edits apply.

We are **not** changing the CPDF dynamics record format or length. Simply leave the unused fields blank.

We will incorporate the new awards reporting instructions in a revised Guide to the Central Personnel Data File by January 1, 2001.