



FedScope



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Questions/Comments to:
FedScope@opm.gov

FedScope

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FedScope

Data Definitions¹

The Central Personnel Data File (CPDF) is the source of all FedScope data. Please read the information in our [About CPDF](#) section for a description of the scope and applicability of our data.

For a more detailed description of CPDF data definitions and codes, see [The Guide to Personnel Data Standards](#).

Still not sure? Before using the data in FedScope, let us help clarify the data for you. Contact our team at FedScope@opm.gov.

Accessions

[Dimension - available in the following Data Cube(s): "Accessions"]

A personnel action resulting in the addition of an employee to an agency's staff. For the purposes of FedScope, restorations and returns to duty are excluded. The following types of accessions are included:

1. Transfers-In

Movement of a single employee, or group of employees, from another agency with a break in service of 3 days or less.

(a) Individual Transfer

Transfer-in of an individual employee.

(b) Mass Transfer

Transfer-in of a group whose function was transferred to another agency.

IMPORTANT:

Employees in the following situations are counted as new hires rather than transfers-in:

(a) Employees who moved from an Excepted Service position.

(b) Employees who moved from one type of Federal service to another (e.g., left a Competitive Service position in one agency to take an Excepted or Senior Executive Service position at another agency).

As a result from (a) and (b) above, the transfer-in count in the accession cube will usually be lower than the transfer-out count in the separation cube.

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Accessions - Continued

[Dimension - available in the following Data Cube(s): "Accessions"]

2. New Hires

Appointment of an employee from outside of the Federal government; a transfer-in from an Excepted Service position or a transfer-in from one type of Federal service to another (**e.g.**, left a Competitive Service position in one agency to take an Excepted or Senior Executive Service position at another agency).

(a) *Competitive Service Appointment*

Appointment to a position that is governed by civil service law, but not a part of the Senior Executive Service.

(b) *Excepted Service Appointment*

Appointment to a position that is not part of the Competitive Service or Senior Executive Service. These positions are exempt by law, Executive order, and OPM regulation.

(c) *Senior Executive Service*

Appointment to a managerial or supervisory position above the GS-15 level in which the employee performs executive functions. These positions do not require Presidential or congressional approval.

Age

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

An employee's age. Age is displayed in five-year intervals, except for an initial interval of less than 20 years and a final interval of 65 years or more.

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Agency

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

The employing organization.

Not all Federal agencies report to the **Central Personnel Data File (CPDF)**, the data source for **FedScope**. See [Coverage](#) under [About CPDF](#) for more information.

Agencies are summarized into **four** categories:

1. Cabinet Level Departments
2. Large Independent Agencies (1000 or more employees)
3. Medium Independent Agencies (100 to 999 employees)
4. Small Independent Agencies (less than 100 employees)

Data for specific agencies are obtained by drilling down within a category.

Note: Many Cabinet level and large independent agencies provide data below the agency level that can be accessed by drilling down within the agency.)

Average Length of Service (LOS)

[Measure - available in the following Data Cube(s): "Employment", "Accessions", and "Separations"]

A measure representing the average number of years of Federal civilian employment and creditable military service.

Invalid values are excluded from the average. A large number of invalid values could invalidate the average. To obtain counts of invalid values, display the data using the Length of Service dimension (see [Length of Service \(LOS\)](#)).

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Average Salary

[Measure - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

A measure representing the average adjusted basic pay, an **annualized** rate of pay. Adjusted basic pay is the sum of an employee's rate of basic pay and any locality comparability payment and/or special pay adjustment for law enforcement officers.

An employee's actual earnings may be more or less than the annualized rate because of factors such as overtime, shift differentials, less than full time work, or leave without pay.

Invalid salary values are excluded from the average. A large number of invalid values could invalidate the average. To obtain counts of invalid values, display the data using the Salary Level dimension (see [Salary Level](#)).

Employment

[Measure - available in the following Data Cube(s): "Employment" and "Employment Trend"]

A measure representing the number of employees in pay status at the end of the quarter (or end of the pay period prior to the end of the quarter).

Gender

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

An employee's gender (male or female).

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

General Schedule and Related Grade

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

The General Schedule grade for pay plans in the General Schedule and Related pay plan category (see [Pay Plan & Grade](#)).

General Schedule and Related Grade is derived differently for the **two** groups that make up the General Schedule and Related pay plan category:

1. **General Schedule and Identical pay plans**

The General Schedule and Related Grade is the actual grade of the pay plan. That is because these pay plans use the General Schedule grade structure to classify jobs.

2. **Other Related pay plans**

The General Schedule and Related Grade will probably be something other than the actual grade of the pay plan. That is because these pay plans **do not** use the General Schedule grade structure to classify jobs. The General Schedule and Related Grade for these pay plans is derived from job analysis studies and/or algorithms that relate the grade and salary of other pay plans to the General Schedule and assign a General Schedule grade.

Note: Assigning General Schedule grades to these pay plans is done for statistical purposes only and is not intended for administrative use.

This dimension **is not** applicable to pay plans outside the General Schedule and Related pay plan category. Use the Pay Plan and Grade dimension (see [Pay Plan & Grade](#)) to generate grade distributions for specific pay plans.

Length of Service (LOS)

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", and "Separations"]

The number of years of Federal civilian employment and creditable military service. Length of service is grouped by five-year intervals, except for:

- (a) the initial intervals of less than 1 year, 1-2 years, and 3-4 years **and**
- (b) the final interval of 35 years or more.

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Location

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

The official duty station of an employee. Locations in the United States are defined in terms of states and counties (or county equivalents). Locations outside the United States are defined in terms of countries and U.S. territories.

Locations are summarized into **three** categories:

1. United States
2. U.S. Territories
3. Foreign Countries

Detailed data are obtained by drilling down within a category. From the United States category, you can drill down to specific states and counties. From the U.S. Territories and Foreign Countries categories, you can drill down to specific territories and countries.

For security purposes, **FedScope** does not provide detailed location information for the:

- Federal Bureau of Investigation (Justice Department)
- Drug Enforcement Agency (Justice Department)
- Bureau of Alcohol, Tobacco, and Firearms (Treasury Department); or
- Secret Service (Treasury Department)

Employees of these agencies that work in the Washington, DC-MD-VA-WV Metropolitan Statistical Area (see [Metropolitan Statistical Area \(MSA\)](#)), which includes parts of Maryland, Virginia, and West Virginia, are all reported as working in the District of Columbia (under the United States category). Other employees are reported as "Suppressed" (a separate value under the United States category). As a result, **FedScope** overstates employment for the District of Columbia and understates employment for all states, territories, and foreign countries.

Note: The Employment Trend cube uses a dimension name Area in place of Location and is restricted to "Inside DC Metropolitan Area", "Outside DC Metropolitan Area", and "Unspecified".

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Metropolitan Statistical Area (MSA)

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", and "Separations"]

The geographic area of an employee's official duty station, where the geographic area consists of a city and the surrounding counties (or portions of counties) that are economically and socially linked to that city, as defined by the Office of Management and Budget (OMB).

Metropolitan statistical areas are grouped by name, plus a Not-an-MSA group. Data for a specific MSA are obtained by drilling down within the group.

For security purposes, **FedScope** does not provide detailed location information for the:

- Federal Bureau of Investigation (Justice Department)
- Drug Enforcement Agency (Justice Department)
- Bureau of Alcohol, Tobacco, and Firearms (Treasury Department); or
- Secret Service (Treasury Department)

Employees of these agencies that work in the Washington, DC-MD-VA-WV Metropolitan Statistical Area, which includes parts of Maryland, Virginia, and West Virginia, are reported as such. Other employees are reported as "Suppressed" (a value under the Not-an-MSA category). As a result, **FedScope** understates employment for all MSAs other than the Washington, DC-MD-VA-WV Metropolitan Statistical Area.

Occupation

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

An employee's occupation as defined by the Office of Personnel Management (OPM).

Occupations are categorized by white collar and blue collar. Within these categories, occupations are further summarized by occupation families (i.e., the first two characters of the occupation code that identifies groups of related occupations). Data for specific occupations are obtained by drilling down within a category and family.

Occupational Category

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

Occupational categories are defined by the educational requirements of the occupation and the subject matter and level of difficulty or responsibility of the work. For a description of the occupational categories, see [The Guide to Personnel Data Standards](#).

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Pay Plan & Grade

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

The pay system and, where applicable, the grade used to determine an employee's basic pay rate. Grade denotes a hierarchical position in a pay plan and is sometimes referred to as level, class, rank, or pay band.

Note: Senior Executive Service level, which is normally considered to be more of a step than a grade, is treated as a grade in **FedScope**.

Pay Plans are summarized into **three** categories that are each broken down into **two** additional categories:

1. General Schedule and Related

(a) General Schedule and Identical

These pay plans use the General Schedule grade structure to classify jobs.

(b) Other Related

These pay plans **do not** use the General Schedule grade structure but their grades can be mapped to General Schedule grades (see [General Schedule and Related Grade](#)).

2. Prevailing Rate

(a) Federal Wage System

These pay plans are covered by the Federal Wage System (FWS). The FWS covers most blue collar employees, who are paid at rates prevailing in the localities where they work.

(b) Other Prevailing Rate

These pay plans are prevailing rate but outside the FWS.

3. Other

(a) Governmentwide or Multi-Agency

These other pay plans are used by more than one agency.

(b) Single Agency

These other pay plans are used by only one agency.

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Pay Plan and Grade - Continued

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

Data for specific pay plans are obtained by drilling down within a category. Data for specific grades are obtained by drilling down within a pay plan.

Note: The Employment Trend cube uses the dimension name Pay Plan. Grade is omitted from this dimension in the Employment Trend cubes.

Salary Level

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", and "Separations"]

An employee's adjusted basic pay, which is an **annualized** rate of pay. Adjusted basic pay is the sum of an employee's rate of basic pay plus any locality comparability payment and/or special pay adjustment for law enforcement officers. Salaries are grouped by \$10,000 intervals, except for an initial interval of less than \$20,000 and a final interval of \$130,000 or more.

An employee's actual earnings may be more or less than the annualized rate because of factors such as overtime, shift differentials, less than full time work, or leave without pay.

Separations

[Dimension - available in the following Data Cube(s): "Separations"]

A personnel action resulting in the loss of an employee from an agency's staff. For the purposes of FedScope, furloughs, suspensions, leave without pay, and placement in nonpay status for seasonal employees are excluded. The following types of separations are included:

1. Transfers-Out

Movement of a single employee, or group of employees, to another agency with a break in service of 3 days or less.

(a) Individual Transfer

Transfer-out of an individual employee.

(b) Mass Transfer

Transfer-out of a group whose function was moved to another agency.

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Separations - Continued

[Dimension - available in the following Data Cube(s): "Separations"]

2. Separations from Federal Civil Service

(a) Quits

Voluntary resignation by an employee, abandoning one's position, joining the military, or failing to return from military furlough. Quits also include separations by the agency if an employee declines a new position or relocation.

(b) Retirements

Separation entitling employee to immediate annuity.

- *Voluntary*
Employee meets minimum age and service requirements for optional retirement.
- *Early Out*
Employee does not meet the minimum age and service requirements for optional retirement, but meets reduced age and service requirements for early retirement.
- *Disability*
Employee is found to be disabled and meets the service requirement for disability retirement.
- *Other*
Employee is involuntarily separated and meets age and service requirements for discontinued service retirement, or employee attains age requiring mandatory retirement.

(c) Reductions-in-Force (RIF)

Employee separation resulting from lack of work or funds, abolition of position or agency, or personnel ceiling restrictions. Employees who resign after receipt of a RIF notice are included in this number.

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Separations - Continued

[Dimension - available in the following Data Cube(s): "Separations"]

(d) Termination or Removal

- *Termination or Removal (Discipline/Performance)*
Employee removal based on misconduct, delinquency, suitability, unsatisfactory performance, or failure to qualify for conversion to a career appointment. Includes those who resign upon receiving notice of action based on performance or misconduct.
- *Termination (Expired Appointment/Other)*
Termination of a nonpermanent employee due to expiration of appointment, work, or funds. This category includes terminations for some re-employed annuitants and Excepted Service employees.

(e) Death

Employee loss of life.

(f) Other Separations

Separations not classified in one of the categories above.

Type of Appointment (TOA)

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

An employee's appointment in terms of permanence and competitiveness.

Appointments are summarized into **two** categories:

1. Permanent
2. Non-permanent

Data for specific types of appointments,

- competitive
- excepted **and**
- senior executive service

are obtained by drilling down within a category.

¹ Questions/Comments to: FedScope@opm.gov

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Data Definitions¹

Type of Appointment - Continued

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

Note: The Employment Trend cube uses a dimension name Work Status. Work Status is a combination of Type of Appointment and Work Schedule dimensions. Work Status dimension is **limited** to "Non-Seasonal Full Time Permanent" and "Other Employees".

Work Schedule

[Dimension - available in the following Data Cube(s): "Employment", "Accessions", "Separations", and "Employment Trend"]

The time basis on which an employee is scheduled to work.

Work schedules are summarized into **two** categories:

1. Full-time
2. Not Full-time

Data for specific work schedules are obtained by drilling down within a category.

Note: The Employment Trend cube uses a dimension name Work Status. Work Status is a combination of Type of Appointment and Work Schedule dimensions. Work Status dimension is **limited** to "Non-Seasonal Full Time Permanent" and "Other Employees".

¹ Questions/Comments to: FedScope@opm.gov

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About CPDF¹

Purpose

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

Composition

CPDF is composed of **two** primary data files.

1. **Status File**
Documents the characteristics of employees at a specific point in time.
2. **Dynamics File**
Documents personnel actions (e.g., accessions, separations, promotions, etc.) over a period of time.

¹ Questions/Comments to: FedScope@opm.gov

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About CPDF¹

Coverage

CPDF coverage is limited to Federal civilian employees.

Executive Branch coverage includes all agencies **except** the following:

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

Other **exclusions** include:

- Public Health Service's Commissioned Officer Corps
- Non-appropriated fund employees and foreign nationals overseas.

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

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

Legislative Branch coverage is limited to the Government Printing Office, U.S. Tax Court, and selected commissions.

Judicial Branch is entirely excluded.

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

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

¹ Questions/Comments to: FedScope@opm.gov

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About CPDF¹

Collection, Editing & Production of Status & Dynamics Data

With the exception of "generated" data elements, all status and dynamics data are submitted by the agencies from their own separate personnel systems. Generated data elements are created from one or more submitted data elements (e.g., Metropolitan Statistical Area is generated from Duty Location, a submitted data element).

Agency submissions are subjected to validity and relationship edits to ensure codes are valid and consistent with other related data elements (e.g., if pay plan is GS then grade must be 01-15). These edits can detect invalid data but not miscoded data (e.g., record shows grade of 11 but employee is actually grade 12).

- Submissions that fail minimum acceptability requirements are rejected and must be resubmitted.
- Values of individual data elements that fail the edits are replaced with asterisks to prevent invalid data from entering CPDF.
- Agencies are kept informed of their edit failures and may submit corrections.
- The Office of Personnel Management (OPM) may change data element values that are missing or invalid by matching to older files or making the values consistent with statistical assumptions. Alteration of agency submitted values is limited to situations where agency correction is not possible or feasible and failure to act would seriously undermine the usability of the data.

Submissions and their corrections are processed to produce quarterly (i.e., March, June, September and December) status and dynamics files.

- **Status files**
Reflects employment at the end of a quarter but, for many agencies, may actually reflect employment at the end of the pay period just prior to the end of the quarter.
- **Dynamics files**
Reflects all personnel actions occurring within a quarter but may be missing actions which appear in subsequent quarters because of late submission by the agencies.

Once a quarterly CPDF status or dynamics file is released for use it is no longer subject to correction.

¹ Questions/Comments to: FedScope@opm.gov

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About CPDF¹

Accuracy

CPDF accuracy is affected by:

- Omissions (e.g., personnel action missing from dynamics file).
- Duplications (e.g., employee with multiple records in status file).
 - CPDF has some safeguards against true duplication. What appears as duplication may be valid as in the case of employees with multiple appointments.
- Invalid data, which get recoded to asterisks by the CPDF edits.
- Miscoded data (e.g., record shows grade of 11 but employee is actually grade 12).

Accuracy varies from quarterly file to quarterly file, agency to agency, and data element to data element.

The Office of Personnel Management performs periodic surveys to examine CPDF accuracy by data element. [Click here for the CPDF/OPF Accuracy Survey, Fiscal Year 1994.](#)

Data Element Information

Changes in organizations and personnel classifications over time require corresponding changes in the CPDF codes. These changes, which involve additions, deletions and/or redefinitions, can make tracking a consistent set of information over time difficult.

Some CPDF data are collected at the time of appointment and not routinely updated (e.g., education level may reflect a bachelor's degree at the time of the employee's appointment but not the master's degree the employee subsequently earned.)

Pay

- All pay fields, except those for fee basis and piece work, reflect annualized rates of pay. They do not reflect earnings which may include other forms of pay (e.g., overtime, shift differentials) or may be less than the annualized rate because of the employee's work schedule (i.e., less than full time non-seasonal) or individual circumstances (e.g., leave without pay).
- Adjusted basic pay may be "capped" to reflect payable rather than scheduled rate of pay.
- Basic pay and total pay are not "capped" and may exceed amount actually paid.

While most CPDF data elements have specific formatting requirements, some do not. This is particularly true for data elements in the auxiliary files which frequently reflect uncoded or agency defined values (e.g., although most names conform to a last name, first name format, there is no mandatory format).

¹ Questions/Comments to: FedScope@opm.gov