United States Office of Personnel Management

Enterprise Human Resources Integration

Guide to Human Resources Reporting

Update 4-4

Table of Contents

1 General Information

1.1 General Information Revision Sheet

Chapter Release No.	Date	General Information Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office.
1.1	08/11/2006	Removed reference to specific date in section 1.3.
2.0	06/08/2007	Updated text based on additional interface specification (Military Service Deposit).
4.1	03/01/2012	Updated text to remove references to Retirement System Modernization effort; changed references to appendices; removed reference to Military Service Deposit Interface; Added privacy section; Added EHRI contact information.
4.2	07/31/2013	Updated to add Cybersecurity Category Specialty Area Element.
4.3	08/31/2019	Updated contact information for EHRI Data Lead and Data Management Branch Chief; Added Disabled Veterans Leave data elements to Payroll Section; Added Weather and Safety Leave data element to Payroll Section; Added Position Sensitivity & Risk and Security Clearance Level data elements to the HR Status and Dynamic feed Sections; Modified descriptions to several fields to match the Guide to Data Standards; Updated Cybersecurity Data Type.
4.4	1/22/2021	Updated footers to reflect version 4.4 release Fixed broken link to OPM Privacy Act Notice Updated Contact Information Added the following new elements to the Payroll section: - Paid Parental Leave (Birth of Child) – Hours Used in Pay Period - Paid Parental Leave (Adoption Related Placements) – Hours Used in Pay Period - Paid Parental Leave (Foster Care Placements) – Hours Used in Pay Period

1.2 Purpose

Federal agencies should rely on this guide to prepare and submit human resources (HR), payroll and training data files to the Office of Personnel Management (OPM) Enterprise Human Resources Integration (EHRI) data warehouse.

This document provides quick read information on the file structure for the data files and clear instructions for transferring those files to OPM. Essentially, this guide is an Interface Control Document (ICD). It is an agency's source for the HR (status and dynamics), payroll, and training data requirements and for determining how to correct data exceptions (i.e., errors) in those files.

The other purpose for this guide is to record how OPM responded to new policy demands for employee data. A "Revision Sheet," found at the beginning of each chapter, will record how OPM responded to a change in policy. It will be used to log revisions to a chapter, and it will have an "effective date" plus a "description" of the revision. Having a revision sheet is significant because it manages our institutional knowledge of data requirements over time.

1.3 Background

The Office of Personnel Management (OPM) Enterprise Human Resources Integration (EHRI) Program's Data Warehouse is the Government's premier source for integrated Federal workforce information. The system currently collects, integrates, and publishes data for 2.0 million Executive Branch employees on a bi-weekly basis, supporting agency and government-wide analytics. In addition, the system provides Federal workforce data to other Government systems and processes dependent upon the integrated data. The OPM Data Warehouse architecture provides a flexible, scalable, and secure environment for current and future Government requirements, and expansion is planned through the addition of new federal employee populations, new data elements, improved data integration and data quality processes, and by enabling new system interfaces that utilize industry best-practice architectures.

1.4 Contact Information

Role	Name	Telephone	Email
EHRI Program Manager (Acting)	Abbas Malekghassemi	(202) 418-3369	abbas.malekghassemi@opm.gov
HCPPO Program Manager	Marcel Jemio	(202) 802-0581	marcel.jemio@opm.gov
HR Specialist (Info Sys)	Nicole Reed	(202) 878-1391	nicole.reed@opm.gov

1.5 Privacy

The Office of Personnel Management (OPM) carefully protects EHRI data to safeguard employees' privacy. EHRI is part of an OPM/Government-wide system of records (OPM/GOVT-1, General Personnel Records) under the Privacy Act of 1974, as amended. The Act requires that agencies publish Federal Register notices describing these systems of records, their uses, and the ways people can access the records. The Privacy Act notice is available at https://www.opm.gov/information-management/privacy-policy/#url=Web-Privacy-Notice

2 Technical Compliance

2.1 Technical Compliance Revision Sheet

Date	General Information Revision Description
03/01/2012	Initial version released to OPM EHRI Program Office
1/22/2021	Updated footers to reflect version 4.4 release

2.2 Overview

Technical compliance is a collaborative process between the data provider and OPM to ensure that the HR, payroll, and training data submitted to OPM matches the specification detailed in the GHRR and is usable for OPM government-wide reporting purposes. The technical compliance process provides OPM with insight into the data available to providers and the way in which the data is stored across Agencies and Shared Service Centers (SSC). As needed, OPM updates the reporting requirements and system edits based on what is learned through technical compliance.

2.3 Technical Compliance Process

The technical compliance process consists of the three steps depicted below.

Step 1 – Communicate Need for Technical Compliance

Changes to the GHRR, including updates to the record specifications, may prompt OPM to issue a requirement for a technical compliance review. Following the release of any update to the GHRR, OPM will communicate the associated technical compliance requirements. OPM may request data providers to submit a schedule on when they plan to meet any applicable technical compliance milestones.

Step 2 – Test Data Submissions

During the Technical Compliance phase, data providers are expected to send OPM several iterations of representative test data as they work their way through the technical compliance process. OPM will provide feedback to the data provider after each test data submission. OPM will work closely with providers during this step to ensure the provider is aware of the technical requirements of sending test data to OPM, including changes to Connect:Direct.

Note: During the Technical Compliance phase, data providers should continue sending production files to OPM using the last approved version of the files.

Step 3 – Assess Production Readiness

Following the completion of all required test data submissions, OPM will review findings of test data submissions, the status of open issues, and the providers' plan for resolving those issues. If a provider is not approved to begin sending production data, OPM will provide specific feedback on what the provider needs to do to become compliant. If the provider is deemed to be technically compliant, the provider will proceed with the steps necessary to send production data to OPM.

2.4 Maintaining Technical Compliance

Once a data provider is technically compliant and is sending production data into the data warehouse, OPM continuously monitors the quality of the data submissions across the HR, payroll, and training feeds. As specified in the quality control sections of this guide, OPM provides data quality reports to each provider on a regular basis. OPM reserves the right to revoke a provider's technical compliance should the quality of the submitted data at any time be deemed less than acceptable. Prior to revoking a provider's technical compliance, OPM will work closely with the agency/SSC to understand the issue(s) and provide adequate time for resubmissions.

3 HR Data Feed

3.1 Revision Sheet

Chapter Release No.	Date	HR Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office.
1.1	06/30/2004	Deleted “High School Diploma or GED Date” and “Institution Name” from status record. Changed certain mandatory fields to optional, renamed fields to be consistent across the status and dynamics files, and added code values for “Military Character of Service Code”.
2.0	10/11/2004	Updated Appendix D (old 2.0) to include OPM Connect:Direct point of contact information that was once included in this chapter. Updated to provide more detail on the file transfer process. Updated to correctly specify the DATE format to not include zero in the day range. Modified to reflect the latest Record Specification. Please refer to Appendix C (old Appendix E) for the specification release notes detailing the difference in the file format for this release. Added to explain the new Reporting Criteria column in the file format specification table. This column replaces the previous “Mandatory/Optional” column and includes the third criteria of “Critical.” Updated Appendix A (old Appendix C) with the new valid values for all the human resources reference values that once appeared in this chapter. Added Appendix C (old Appendix E) to detail all the changes to the file format specification. This revision sheet and Appendix C should be updated in tandem.
2.1	02/18/2005	Updated with the new HR Status file format. Updated with the new HR Dynamics file format. Changed title of Section O to remove “Critical” from the title. Updated to be more specific about what ASCII character set should be used to create the file. Updated to explain and define the Policy Reporting Requirements and the Record Identifying Requirements. Updated to rename the section headings differentiating between the record identifying fields and the non-record identifying fields.
2.2	07/27/2005	Updated with the new HR Status file format. Updated with the new HR Dynamics file format.
2.3	09/08/2005	Made minor wording change in definition of Position Title element (ICD Seq #49) in the Status file. Removed Name Family (ICD Seq #5) and Name Given (ICD Seq #6) from the required record identifier list in the Status file.

Chapter Release No.	Date	HR Revision Description
2.4	10/20/2005	Corrected references to "Appendix C" in the Codes column of the 2.8 Record Specifications. Appendix A has the correct code values. Shortened "Record ID Requirement" column header on the dynamics record table to shorten the row header. Renamed Special Salary Rate to Special Rate Supplement (Status ICD Seq #41). Removed "annualized amount" from definitions for both Prior Basic Pay (Dynamics ICD Seq #68) and Basic Pay (Dynamics ICD Seq #87). This makes the fields consistent with the Status ICD Basic Pay field, which is not annualized. Added Prior Special Rate Supplement and Special Rate Supplement fields (Dynamics ICD Seq #111, 112) to track these breakouts consistent with the status ICD. Added Ethnicity fields to both records (Status ICD Seq #167 and Dynamics ICD Seq #113). This field becomes effective January 1, 2006. Added note to section 2.7.1 regarding the handling of null numeric data. Applied better paragraph formatting to several tables.
2.5	08/11/2006	Minor updates to sections 2.3 and 2.5 to improve clarity. Changed dynamics file naming convention, replacing the hardcoded "1" value with a "0" to conform with the status file naming convention. The "1" was a legacy convention from CPDF that no longer applies to EHRI. Added a suffix to the file names for status and dynamics files to support versioning of the interface. This version of the Guide is 3.4 therefore the version suffix should be "_3.4". Removed the ASCII character set file format requirement in section 2.6.3 and replaced it with a description of the Connect:Direct functionality that will manage any necessary character set translation. Added text in 2.6.3 regarding delimiters not being required before the first field in the record. Added requirements for an email notification of file transmissions in section 2.6.4. Described the proper treatment of negative values in section 2.7.1. Added "Dup" to valid values for the Record Identifying Requirement described in section 2.7.2.2. Changed column headers in section 2.8.1 from "Codes" to "Notes" as the column contains more than code values.

Chapter Release No.	Date	HR Revision Description
2.5 cont.	08/11/2006	Changes to Status file in section 2.8.1: - Added “Dup” to the Record ID Requirements to all CPDF fields on the status interface. - Added notes to Birth Date (ICD Seq #2), Appointment Type Code (ICD Seq #34), Retention Allowance Amount (ICD Seq #47), Creditable Military Service Months/Days (ICD Seq #67,68), Frozen Service Months/Days (ICD Seq #113,114) - Updated note on US Citizenship Indicator (ICD Seq # 12) and removed “NA” from valid values. - Updated names and definitions of the pay related elements including Special Basic Pay Supplement (ICD Seq #41), Total Salary Rate (ICD Seq #42), Basic Pay Rate (ICD Seq #43), Adjusted Basic Pay Rate (ICD Seq #44), and Standard Basic Pay Supplement (ICD Seq #45). Minor definition and notes update to Ethnicity and Race Identification Code field (ICD Seq # 167).Changes to Dynamics file in section 2.8.2: - Added “Dup” indicators to six fields - Added notes to Birth Date (ICD Seq #2), Creditable Military Service Months/Days (ICD Seq #41, 42), Frozen Service Months/Days (ICD Seq #44, 45), Retention Allowance Amount (ICD Seq #91). - Removed “Y” from Record ID Requirement for Legal Authority Code 1 (ICD Seq #7). - Updated note on Retirement Previous Coverage Indicator (ICD Seq # 46) and removed “NA” from valid values. - Updated names and definitions of the pay related elements including Prior Total Salary Rate (ICD Seq #67), Prior Basic Pay Rate (ICD Seq #68), Prior Adjusted Basic Pay Rate (ICD Seq #69), and Prior Standard Basic Pay Supplement (ICD Seq #70), Prior Special Basic Pay Supplement (ICD Seq #111). - Corrected EHRI Ref # from 965 to 298 for Grade, Level, Class, Rank, or Pay Band Code (ICD Seq #83). - Updated names and definitions of the pay related elements including Total Salary Rate (ICD Seq #86), Basic Pay Rate (ICD Seq #87), Adjusted Basic Pay Rate (ICD Seq #88), and Standard Basic Pay Supplement (ICD Seq #89), Special Basic Pay Supplement (ICD Seq #112). Individual edits in section 2.9.2 that check for numeric values now store zero vs. null. Removed reference to specific version number of the CPDF Guide to Edits in section 2.10.

Chapter 3: HR Data Feed

Chapter Release No.	Date	HR Revision Description
3.0	06/08/2007	Corrected file naming convention to use an underscore ("_") instead of a period (".") between the Version (V) number and Release (R) number on both Status (section 2.6.1) and Dynamics (section 2.6.2) files. Added requirement for a 'negative report' email in section 2.6.4. Changed the contents of 2.7.2 to describe the new interface requirements table layout which contains new record identifier, priority, and retirement columns. Updated the data requirements in Sections 2.8.1 (Status) and 2.8.2 (Dynamics) based on the GHRR ICD Version 4.0 requirements approved on 6/5/2007: - Changed the table layout. - Changed priority ratings to 1-4 scale. - Added "Retirement" column and flags on dynamics file. - Updated notes and record identifier flags for several existing fields. - Added FEHB Election Effective Date (ICD Seq #168) and Appointment Not to Exceed Date (ICD Seq #169) to Status. - Added fields to Dynamics (ICD Seq #114-128) for the Retirement Systems Modernization program. - **NOTE:** Modified Dynamics ICD Seq #96 to now capture "Regular and Recurring Tour of Duty" vs. "Part Time Hours". This was a change made after the release of the final ICD spreadsheet on June 7, 2007.
4.1	03/01/2012	Document layout changed from previous versions to accommodate the addition of sections from the Guide to CPDF Reporting Requirements. Added Telework Eligibility Indicator (ICD Seq #170) to the HR-Status data feed. Changed "definition" to "description" in record specification. Modified name and descriptions of several fields to match the Guide to Data Standards. Removed retirement and CPDF columns in record specification tables.
4.2	07/31/2013	Added Cybersecurity Category Speciality Area Element (ICD Seq #171) to the HR-Status data feed. Added Cybersecurity Category Speciality Area Element (ICD Seq #129) to the HR-Dynamics data feed.

Chapter Release No.	Date	HR Revision Description
4.3	08/31/2019	Revised list of critical data elements in section 3.6.4. Removed the Status and Dynamic Record Specification tables and placed them as separate PDF files under Chapter 3. Links to the PDF files are provided within the Chapter. The tables have also been placed with the Raw Datasets found on the Data, Analysis & Documentation webpage. To access the webpage, go to: https://www.opm.gov/data/Index.aspx?tag=EHRI. Made the following changes to the Status and Dynamic File Record Specification tables: - Added ICD Seq #172 Positon Sensitivity & Risk to Status Section - Added ICD Seq #130 Positon Sensitivity & Risk to Dynamics Section - Added ICD Seq #173 Security Clearance Level to Status Section - Added ICD Seq #131 Security Clearance Level to Dynamic Section Modified Dynamics ICD Seq #171 Data Type Number from (2) to (9). Modified Status ICD Seq #129 Data Type Number from (2) to (9). Modified descriptions of several fields to match the Guide to Data Standards. Corrected action required for Award Dollars when Nature of Action Code is 818 and 819 in section 3.7.5.1. Corrected action required for Award Percent when Nature of Action is 815-816; 825-827; 840-849; 878-879; 885-887-889 in section 3.7.5.1. Changed footnote for Award Hours in section 3.7.5.1. Modified and renumbered footnotes in section 3.7.5.1.
4.4	1/22/2021	Updated footers to reflect version 4.4 release. Removed reference to broken listserv.

3.2 Overview of HR Data Feeds

The goal for the EHRI HR Data Feeds is to securely acquire HR data for all Federal civilian employees. To accomplish this, data providers will submit two types of data to EHRI:

- **Status** - A record of each employee's personnel data as of the ending date of a calendar month. Status data submissions consist of all active employees (whether in a pay or non-pay status) on the agency rolls as of the end of the period. (**Version 4.3**)
- **Dynamics** - The personnel actions that have been processed for the employees during a bi-weekly reporting period. (**Version 4.3**)

Data submissions from agencies to EHRI represent their official workforce statistics. Agencies may process the data through their own systems or arrange for their data to be processed by another Federal agency. Regardless of the processing arrangement, each agency is responsible for collecting the data, editing it for validity, accuracy, and completeness, and furnishing the data to EHRI. Any agency that submits data to EHRI for itself or services one or more other agencies is known as a submitting point. Each submitting point is responsible for the timely reporting of its data and data for the agencies it services, and should ensure that all data for the agencies for which it submits are present and complete. When a submitting point makes major system changes, it is responsible for ensuring that data accuracy and completeness are maintained. The Office of Personnel Management should be notified when any major system changes are planned. Then, the Office of Personnel Management and the agency will decide whether the agency should submit test data or can continue to submit production data.

3.3 Employee Coverage

The EHRI HR Data Feeds cover all Federal civilian employees of the Executive Branch, except those in the:

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

EHRI also does not include: (1) non-U. S. citizens in foreign countries, (2) non-appropriated fund personnel, (3) commissioned officers in the Department of Commerce, Department of Health and Human Services, Department of Homeland Security, and the Environmental Protection Agency, (4) employees of the Judicial Branch, and (5) as of March 2006, foreign service personnel in the Department of State, except for a separate file of selected data elements reported for actuarial purposes. Legislative Branch coverage is limited to the Government Printing Office, the U.S. Tax Court, and several small commissions.

As the electronic Human Resource Information Systems consolidation continues, the number of providers will change. Depending on the source of HR related data, one provider may submit data for many agencies.

3.4 General File Content Rules

The providers are responsible for creating the Status and Dynamics HR files. Each file must comply with the following rules:

- Each line of the file must contain one record.
- Status and Dynamics records must not be combined within the same file.
- Each record will contain all of the fields listed in the Status and Dynamics Record Specifications, ordered by data element number, with each field separated by the vertical bar character (‘|’).
- Even if there is no value supplied for a field, the delimiter must still appear in the file.
- Values must be supplied for all mandatory elements.
- No delimiter is required before the first field or after the last field in the record.

3.5 Email Notification of File Transmission

Providers shall notify OPM of data submissions by sending an email to ehri_files@opm.gov. The email notification is required for a file to be processed, and must contain the name of the file and the record count of the file being transmitted. The email should indicate if the transmission is a resubmission, which is also denoted by the file name. The email should also include a “signature” consisting of the submitter’s name, agency, and telephone number. A “negative” report email should be transmitted to the above email address in the event there are no records to be reported for the period.

3.6 Status Data Submission Requirements

3.6.1 General Requirements

Status data submissions consist of a record of each employee's personnel data as of the ending date of a calendar month. All active employees (whether in a pay or non-pay status) on the agency rolls as of the end of the month are submitted in the file. Data for employees on detail should reflect their position of record (i.e., the position to which they are permanently assigned). When an employee has more than one appointment in the same agency, providers must submit more than one record using the same social security number.

3.6.2 File Naming Convention

Each status data file name will conform to the following naming convention:

SYYYYMMDD0AAAAN_V_R

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

Name Segment	Description
S	Constant value of "S" indicating a Status file.
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
0	0 is a numeric zero, unless your submission contains only part of an agency's records. If that is the case, OPM will tell you what number to use.
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for the file specification. This will allow the data warehouse load program to identify the correct file layout during transmission and load of the file. **NOTE: Please refer to the Version and Release number in file Dynamics Data File Specification section of this document.**

3.6.3 Transmission Frequency

Status files are transmitted on a monthly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period. If the data is not delivered by the expected date of transmission, the provider point of contact will be notified. Providers are responsible for scheduling data transmissions to EHRI.

3.6.4 Quality Control

The Office of Personnel Management will accept a status submission if it meets the following criteria:

- The number of records submitted is reasonable in comparison with the previous month's submission. Overall, OPM will consider a variance within plus or minus 5 percent as reasonable; and

- Errors on fields are within tolerances. EHRI edits submissions for compliance with data standards and internal consistency. The edits are shown in the edit guide available on the OPM website at http://www.opm.gov/feddata/guidance.asp. Data that fail the edits are errors. Error rates are computed for each agency and for major subelements within selected agencies. Tolerances are error rates of 3% or less for agencies or subelements with 1000 or more employees; and 5% or less for agencies or subelements with less than 1000 employees.

While data quality is important for all priority 1, 2, and 3 data elements, the following elements are the most critical to OPM's reporting of government-wide statistics and therefore their accuracy is especially important.

- Agency
- Agency/Subelement
- Adjusted Basic Pay
- Basic Pay
- Current Appointment Authority
- Date of Birth
- Disability
- Duty Station
- Ethnicity and Race Identification
- Gender
- Grade, Level, Class, Rank, or Pay Band
- Health Plan
- Occupational Series
- Pay Basis
- Pay Plan
- Pay Status

- Position Occupied
- Service Computation Date (Retirement)
- Special Pay Table Identifier
- Standard Basic Pay Supplement
- Supervisory Status
- Tenure
- Type of Appointment
- Veterans Preference
- Work Schedule

If OPM cannot accept a status submission, the agency representative responsible for EHRI submissions will be notified. The agency will be expected to make necessary corrections and forward a resubmission when possible, but no later than 5 working days after notification of the rejection.

3.6.5 Record Corrections

Agencies should test their files and correct errors before submission to EHRI. Agencies should not submit specific corrections for individual status data errors. Errors should be corrected at the agency and correct data provided in the next regular submission.

3.6.6 Data Element Coverage

The definitions and code sets for the majority of the data elements contained in the status file specification are available in the Guide to Data Standards, which is available online at http://www.opm.gov/feddata/guidance.asp. Additional instructions are provided for the following data elements:

- **Creditable Military Service (Years, Months, Days)** must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986 (old CPDF redesign date) or later has been processed. Use zero when the reporting requirement applies but the employee has no creditable military service. Leave null when the reporting requirement does **NOT** apply.

- **Current Appointment Authority**:
    - Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees.

- Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ."
- On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.

- **Duty Station** is reported for all employees.
- **Education Level** must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees.
- **Ethnicity and Race Identification** is applicable to accessions occurring on or after January 1, 2006, and is required for accessions occurring on or after July 1, 2006. For accessions occurring prior to July 1, 2006, the Race or National Origin data standard may continue to be used. Ethnicity and Race Identification consists of one ethnicity category (Hispanic or Latino) and five race categories. All applicable categories may be selected, and at least one category must be selected. The code consists of six positions, one for each of the six categories:
  - **Hispanic or Latino** is reported in the first code position, where a numeric code of 1 indicates Hispanic or Latino and a numeric code of 0 indicates not Hispanic or Latino.
  - **American Indian or Alaska Native** is reported in the second code position, where a numeric code of 1 indicates American Indian or Alaska Native and a numeric code of 0 indicates not American Indian or Alaska Native.
  - **Asian** is reported in the third code position, where a numeric code of 1 indicates Asian and a numeric code of 0 indicates not Asian.
  - **Black or African American** is reported in the fourth code position, where a numeric code of 1 indicates Black or African American and a numeric code of 0 indicates not Black or African American.
  - **Native Hawaiian or Other Pacific** Islander is reported in the fifth code position, where a numeric code of 1 indicates Native Hawaiian or Other Pacific Islander and a numeric code of 0 indicates not Native Hawaiian or Other Pacific Islander.
  - **White** is reported in the sixth code position, where a numeric code of 1 indicates White and a numeric code of 0 indicates not White.

- **Federal Employees' Retirement System (FERS) Coverage** must be reported **ONLY** for those employees who are covered by the retirement plan codes K, L, M, or N. For all other employees, FERS coverage should be left blank.

- **Frozen Service (Years, Months)** must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E **AND** the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.

- **Health Plan** must be reported for all employees on submissions for the months of March and September. It need not, but may be, included on other submissions. If submitted, the data will be processed through the normal EHRI edits.

- **Instructional Program and Year Degree or Certificate Attained** must be reported for all employees whose reported education level is:

  - Bachelor's degree or higher; OR
  - Associate's degree if the employee was hired on or after October 1, 1993; OR
  - Completed terminal occupational program if the employee was hired on or after October 1, 1993.

- **Standard Basic Pay Supplement** is the adjusted basic pay minus basic pay. It is always represented as an annual dollar amount. If the employee's duty station or pay system is excluded from standard basic pay supplement, report standard basic pay supplement as blank. If the difference between adjusted basic pay and basic pay is zero, report standard basic pay supplement as zero.

- **Pay Status/Uniformed Service Employment and Reemployment Rights Act (USERRA) Status** must be reported for all employees. Employees on an intermittent work schedule are always reported in pay status.

- **Race or National Origin** is only applicable to an employee whose accession occurs prior to July 1, 2006. See the Ethnicity and Race Identification data standard for an employee whose accession occurs on or after January 1, 2006.

- **Rating of Record**:

  - **Rating of Record (Level).** Report the summary level for the employee's last rating of record unless the employee:

    - Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X."

- Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).

  - **Rating of Record (Pattern).** Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".

  - **Rating of Record (Period).** Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.

- **Retained Pay Plan**, **Retained Grade**, and **Retained Step** must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.

- **Supervisory Differential** must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.

- **Special Pay Table Identifier** must be reported for all GS and GM special rate employees. For all other employees, leave this data element blank.

3.7 Dynamics Data Submission Requirements

3.7.1 General Requirements

Dynamics data submissions consist of records of personnel actions that have been processed for the employees during a bi-weekly reporting period. All personnel actions should be submitted, except for action codes 900-999, which are reserved for internal use by agencies.

When two actions are documented on the same SF-50 (Notification of Personnel Action), except where the first nature of action is 001 (cancellation) or 002 (correction), each action must appear as a separate record in the agency's EHRI Dynamic submission.

3.7.2 File Naming Convention

Each dynamics data file name will conform to the following naming convention:

DYYYYMMDD0AAAAN_V_R

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

Name Segment	Description
D	Constant value of "D" indicating a Dynamics file.
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
0	0 is a numeric zero, unless your submission contains only part of an agency's records. If that is the case, OPM will tell you what number to use.
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for the file specification. This will allow the data warehouse load program to identify the correct file layout during transmission and load of the file. **NOTE: Please refer to the Version and Release number in file Dynamics Record Specification section of this document.**

3.7.3 Transmission Frequency

Dynamics files should be transmitted on a bi-weekly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period. If the data is not delivered by the expected date of transmission, the provider point of contact will be notified. Providers are responsible for scheduling data transmissions to EHRI.

3.7.4 Quality Control

The Office of Personnel Management may reject a dynamics data submission if, in its judgment, the file reflects significant errors. Examples of such errors are the total absence of certain categories of actions (such as accessions or separations) or the total absence of a required data element. If a file is rejected, the Office of Personnel Management will notify the agency's dynamics submission point of contact. Agencies must correct and resubmit rejected files within 5 calendar days following receipt of the Office of Personnel Management notice.

If EHRI rejects an action, the agency should first determine if the action is of a type that should be submitted to EHRI. For example, nature of action codes 900-999 are reserved for agencies' internal use and are not to be submitted to EHRI; EHRI will reject them. If a rejected action is of a type that agencies should not submit to EHRI, the agency should take measures to assure their exclusion from future EHRI submissions. If the agency determines that the action is of a type that should be submitted to EHRI, the agency should make the correction and include the corrected action in their next scheduled dynamics file submission. Note that agencies may be aware of errors on their dynamics records, but choose to report the actions so that their dynamics file submission is not delayed by the data correction effort. The Office of Personnel Management considers this an acceptable practice when the alternative is not to submit the actions at all.

3.7.5 Data Element Coverage

The Dynamics Record Specification section of this document contain the required data elements and record format for dynamics submissions. When an employee had more than one appointment in the agency, use the same social security number for all dynamics actions submitted. Data elements not required on a transaction may be left blank, however, the delimiter ("|") is still required.

The definitions and code sets for the majority of the data elements contained in the dynamics file specification are available in the Guide to Data Standards, which is available online at http://www.opm.gov/feddata/guidance.asp. Additional instructions are provided for the following data elements:

- Award Amount:
    - Award Dollars must be reported in whole dollars. If an award amount is under-reported, do not submit a second action with the increment. Submit a correction with the total corrected award amount.
    - Award Hours must report award hours only if nature of action is time-off award.
    - Award Percent must report award percent only if nature of action is administratively uncontrollable overtime (AUO).
- **Creditable Military Service (Years, Months, Days)** must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986 (old CPDF redesign date) or later has been processed. Use zero when the reporting requirement applies but the employee has no creditable military service. Leave null when the reporting requirement does **NOT** apply.

- **Current Appointment Authority**:
    - Current Appointment Authority (1) must be reported for all employees. The current appointment authority is the legal authority on the employee's most recent accession or conversion, excluding any mass transfers. Current appointment authority (1) may be reported as "ZZZ" for competitive service employees whose Service Computation Date for Leave is earlier than January 1982. Code "ZZZ" indicates the employee was appointed before agencies were required to report current appointment authority for competitive service employees.

    - Current Appointment Authority (2) is blank unless there were two legal authorities on the employee's most recent accession or conversion action. Current appointment authority (2) is always blank if current appointment authority (1) is "ZZZ."

    - On accession and conversion actions, the current appointment authorities must match the legal authorities. The only exception is Mass Transfer.

- **Duty Station** is reported for all employees.

- **Education Level** must be reported for all permanent employees (tenure groups 1 and 2) and for all Senior Executive Service employees. It may be reported or left blank for temporary employees.

- **Ethnicity and Race Identification** is applicable to accessions occurring on or after January 1, 2006, and is required for accessions occurring on or after July 1, 2006. For accessions occurring prior to July 1, 2006, the Race or National Origin data standard may continue to be used. Ethnicity and Race Identification consists of one ethnicity category (Hispanic or Latino) and five race categories. All applicable categories may be selected, and at least one category must be selected. The code consists of six positions, one for each of the six categories:

    - **Hispanic or Latino** is reported in the first code position, where a numeric code of 1 indicates Hispanic or Latino and a numeric code of 0 indicates not Hispanic or Latino.

    - **American Indian or Alaska Native** is reported in the second code position, where a numeric code of 1 indicates American Indian or Alaska Native and a numeric code of 0 indicates not American Indian or Alaska Native.

    - **Asian** is reported in the third code position, where a numeric code of 1 indicates Asian and a numeric code of 0 indicates not Asian.

    - **Black or African American** is reported in the fourth code position, where a numeric code of 1 indicates Black or African American and a numeric code of 0 indicates not Black or African American.

  - **Native Hawaiian or Other Pacific** Islander is reported in the fifth code position, where a numeric code of 1 indicates Native Hawaiian or Other Pacific Islander and a numeric code of 0 indicates not Native Hawaiian or Other Pacific Islander.

  - **White** is reported in the sixth code position, where a numeric code of 1 indicates White and a numeric code of 0 indicates not White.

- **Frozen Service (Years, Months)** must be reported if: (1) the employee's retirement plan code is K, L, M, or N; or (2) the employee's retirement plan code is C or E **AND** the employee has had an accession or conversion action effective July 1, 1987, or later. If the employee falls within either of these categories and has no frozen service, enter zeros in the frozen service field. If the employee does not fall into either category, leave the frozen service field blank.

- **Instructional Program and Year Degree or Certificate Attained** must be reported for all employees whose reported education level is:

  - **Bachelor's degree or higher; OR**
  - **Associate's degree if the employee was hired on or after October 1, 1993; OR**
  - **Completed terminal occupational program if the employee was hired on or after October 1, 1993.**

- **Nature of Action:**

  - **NOA(1) must be reported on all records.**
  - **NOA(2) should be blank, unless NOA(1) is 001 (cancellation) or 002 (correction).**

- **Race or National Origin** is only applicable to an employee whose accession occurs prior to July 1, 2006. See the Ethnicity and Race Identification data standard for an employee whose accession occurs on or after January 1, 2006.

- **Rating of Record**:

  - **Rating of Record (Level).** Report the summary level for the employee's last rating of record unless the employee:

    - Moved into the Senior Executive Service since his or her last rating. For Senior Executive Service employees, report only the ratings received under the Senior Executive Service appraisal system. If the employee has not yet received a rating under the Senior Executive Service appraisal system, report code "X."

    - Moved to a position excluded from the performance appraisal system since his or her last rating. In this case, Rating of Record (Level) must be blank (but see Rating of Record (Pattern) below).

- **Rating of Record (Pattern).** Report the code for the pattern associated with the Rating of Record (Level). If the employee has not yet received a rating, report a blank or the appropriate code for the pattern under which the employee will be rated. If the employee is in a position excluded from the performance appraisal system, report code "Z".

- **Rating of Record (Period).** Report the period associated with the Rating of Record (Level). If the employee has not yet received a rating, Rating of Record (Period) may be blank. If the employee is in a position excluded from the performance appraisal system, report a blank.

- **Retained Pay Plan**, **Retained Grade**, and **Retained Step** must be reported with each submission for all employees in a period of grade retention under 5 U.S.C. 5362 (pay rate determinant codes A, B, E, F, U, and V). For all other employees, leave these data elements blank.

- **Supervisory Differential** must be reported for all employees receiving the allowance or differential. For all other employees, leave these data elements blank.

3.7.5.1 Dynamics Data Element Requirements by Nature of Action

This table consists of a decision logic table prescribing the data element requirements for specific types of personnel actions.

Required Data Elements	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849 878-879 885-887,889	817	818-819	815-816, 825-827, 840-849, 878--879 885-887,889	001	002
Agency/Subelement	X	X	X	X	X	X	X	X	X
Award Dollars					X		X		X
Award Hours							X[16]		X
Award Percent						X			X
Basic Pay	X		X	X		X	X		X
Creditable Military Service Years	X[1]		X	X[2]					X
Creditable Military Service Months	X[1]		X	X[2]					X
Current Appointment Authority (1)	X	X	X	X		X	X		X

Required Data Elements	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849 878-879 885-887,889	817	818-819	815-816, 825-827, 840-849, 878--879 885-887,889	001	002
Current Appointment Authority (2)	X[3]	X[3]	X[3]	X[3]		X[3]	X[3]		X[3]
Date of Birth	X	X	X	X	X	X	X	X	X
Duty Station	X	X	X	X		X	X		X
Education Level	X[4]	X[4]	X[4]	X[4]		X[4]	X[4]		X[4]
Effective Date of Personnel Action	X	X	X	X	X	X	X	X	X
Effective Date of Personnel Action Being Corrected									X[5]
Ethnicity and Race Identification	X[15]	X	X	X		X	X		X
Frozen Service Years	X[6]		X[6]	X[2]					X
Frozen Service Months	X[6]		X[6]	X[2]					X
Grade, Level, Class, Rank, or Pay Band	X		X	X		X	X		X
Disability	X	X	X	X		X	X		X
Instructional Program	X[7]	X[7]	X[7]	X[7]		X[7]	X[7]		X[7]
Legal Authority (1)	X	X[8]	X	X		X	X[8]	X	X
Legal Authority (2)	X[3]	X[3]	X[3]	X[3]		X[3]	X[3]		X
Standard Basic Pay Supplement	X[9]		X[9]	X[9]		X[9]	X[9]		X[9]
Name Family	X	X	X	X		X	X		X
Name Given	X	X	X	X		X	X		X
Name Middle	X	X	X	X		X	X		X
Name Suffix	X	X	X	X		X	X		X
Nature of Action (1)	X	X	X	X	X	X	X	X	X
Nature of Action (2)								X	X
Nature of Action Being Corrected									X[10]
Occupation	X		X	X	X	X	X		X
Organizational Component	X	X	X	X		X	X		X
Pay Basis	X		X	X		X	X		X

Required Data Elements	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849 878-879 885-887,889	817	818-819	815-816, 825-827, 840-849, 878--879 885-887,889	001	002
Pay Plan	X		X	X		X	X		X
Pay Rate Determinant	X		X	X		X	X		X
Personnel Office Identifier	X	X	X	X		X	X		X
Position Occupied	X	X	X	X		X	X		X
Position Title	X		X	X	X	X	X		X
Retirement Previous Coverage Indicator	X[1]		X	X[2]					X
Prior Basic Pay		X	X	X		X			X
Prior Duty Station		X	X	X		X			X
Prior Grade, Level, Class, Rank, or Pay Band		X	X	X		X			X
Prior Standard Basic Pay Supplement		X[9]	X[9]	X[9]		X[9]			X[9]
Prior Occupation		X	X	X		X			X
Prior Pay Basis		X	X	X		X			X
Prior Pay Plan		X	X	X		X			X
Prior Pay Rate Determinant		X	X	X		X			X
Prior Step or Rate		X	X	X		X			X
Prior Work Schedule		X	X	X		X			X
Race or National Origin	X[15]	X	X	X		X	X		X
Rating of Record (Level)	X	X	X	X		X	X		X
Rating of Record (Pattern)	X[11]	X[11]	X[11]	X[11]		X[11]	X[11]		X[11]
Rating of Record Start Date	X[12]	X[12]	X[12]	X[12]		X[12]	X[12]		X[12]
Rating of Record End Date	X[12]	X[12]	X[12]	X[12]		X[12]	X[12]		X[12]
Retirement Plan	X	X	X	X		X	X		X
Service Computation Date (Leave)	X	X	X	X		X	X		X
Service Computation Date (Reduction in Force)	X	X	X	X		X	X		X
Service Computation Date (Retirement)	X	X	X	X		X	X		X

Required Data Elements	When Nature of Action (1) Is:								
	1xx or 2xx	3xx or 4xx	5xx	6xx thru 8xx BUT NOT 815-819, 825-827, 840-849 878-879 885-887,889	817	818-819	815-816, 825-827, 840-849, 878--879 885-887,889	001	002
Sex	X	X	X	X		X	X		X
Social Security Number	X	X	X	X	X	X	X	X	X
Social Security Number Being Corrected									X[14]
Step or Rate	X		X	X		X	X		X
Supervisory Differential	X[13]		X[13]	X[13]		X[13]	X[13]		X[13]
Supervisory Status	X	X	X	X		X	X		X
Tenure	X	X	X	X		X	X		X
Veterans Preference	X	X	X	X		X	X		X
Veterans Status	X	X	X	X		X	X		X
Work Schedule	X		X	X		X	X		X
Year Degree or Certificate Attained	X[7]	X[7]	X[7]	X[7]		X[7]	X[7]		X[7]

Notes:

1 May be blank if nature of action is 2xx.
2 Required if nature of action is 803 and retirement plan is K, L, M, or N.
3 May be blank if there is only one authority.
4 May be blank if tenure is 0 or 3 and pay plan is other than ES.
5 Required if effective date of personnel action on the original action is being corrected.
6 Should be blank if retirement plan is other than C, E, K, L, M, or N.
7 Required if education level is:
   (a) 13 or higher, OR
   (b) 06 or 10 and the employee was hired on or after 10/1/1993.
8 Should be blank if nature of action is 350, 355, 817, 840-849, 886, 887, or 889.
9 Required if employee is eligible for the supplement.
10 Required if nature of action on the original action is being corrected
11 May be blank if rating of record (level) is other than 1-5.
12 May be blank if rating of record (level) is other than 1-5, but must be blank if rating of record (level) is X.
13 Required if employee receives the allowance or differential.
14 Required if social security number on original action is being corrected.
15 Ethnicity and Race Identification must be used for accessions occurring on or after July 1, 2006. Race or National Origin should only be used for accessions prior to July 1, 2006.
16 If nature of action is 846 (individual time off award) or 847 (group time off award), the Award Hours data element should be reported, rather than Award Dollars or Award Percent data element.

3.7.5.2 Cancellation Actions

Place 001 in the NOA(1) field. Place the NOA that is in the record being cancelled in the NOA(2) field. Also, include the agency, social security number, date of birth, and the effective date that are in the record being cancelled. For example, you originally submitted a record with 702 in the NOA(1) field. You now want to cancel the action. You should submit a record with 001 in the NOA(1) field and 702 in the NOA(2) field, along with the agency, social security number, birth date, and effective date that are in the record being cancelled.

3.7.5.3 Correction Actions

- **Correction of Data** (except Nature of Action, Social Security Number, and Effective Date of Personnel Action)

  Place 002 in the NOA(1) field. Place the originally submitted NOA in the NOA(2) field. Place the corrected data in the applicable field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to the NOA in the NOA(2) field. Leave the "nature of action being corrected" field blank.

  For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the service computation date (SCD) from 199810 to 199812. You should submit a record with 002 in the NOA(1) field, 702 in the NOA(2) field, and 199812 in the SCD field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to NOA 702. Leave the "nature of action being corrected" field blank.

- **Correction of Nature of Action**

  Place 002 in the NOA(1) field. Place the correct NOA in the NOA(2) field. Place the incorrect NOA in the "nature of action being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to the NOA in the NOA(2) field.

  For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the NOA to 703. You should submit a record with 002 in the NOA(1) field, 703 in the NOA(2) field, and 702 in the "nature of action being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to NOA 703.

- **Correction of Social Security Number**

  Place 002 in the NOA(1) field. Place the originally submitted NOA in the NOA(2) field. Place the correct SSN in the SSN field. Place the incorrect SSN in the "social security number being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to the NOA in the NOA(2) field.

For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the SSN from 333333333 to 777777777. You should submit a record with 002 in the NOA(1) field, 702 in the NOA(2) field, the correct SSN of 777777777 in the SSN field, and the incorrect SSN of 333333333 in the "social security number being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to NOA 702.

- **Correction of Effective Date of Personnel Action**

  Place 002 in the NOA(1) field. Place the originally submitted NOA in the NOA(2) field. Place the correct effective date in the "effective date of personnel action" field. Place the incorrect effective date in the "effective date of personnel action being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to the NOA in the NOA(2) field.

  For example, you originally submitted a record with 702 in the NOA(1) field. You now want to correct the effective date from 19991101 to 19991201. You should submit a record with 002 in the NOA(1) field, 702 in the NOA(2) field, the correct effective date of 19991201 in the " effective date of personnel action" field, and the incorrect effective date of 19991101 in the "effective date of personnel action being corrected" field. Complete the remainder of the record per the instructions in section 3.7.5.1 as they apply to NOA 702.

3.8 Quality Control

Agencies are responsible for assuring that the data contained in the EHRI presents an accurate and complete statistical profile of their workforce. For this purpose, agencies must do quality control tests of the data they provide to EHRI from their internal personnel data systems. To help agencies, the edit guide (available online at http://www.opm.gov/feddata/guidance.asp) describes the edits used to check the validity of individual data elements and the proper relationship of values among associated data elements. Agencies should incorporate the EHRI edits into their internal personnel data systems at a location in the system that will maximize the effectiveness of their quality control efforts. These edits constitute the minimum level of quality control. Agencies are encouraged to supplement them based on the specifics of their internal programs and operations.

Submissions not meeting acceptance standards are returned to the agency for correction and resubmission. Agencies regularly receive summary reports of error patterns and detailed reports of specific edit failures for follow-up correction processing in later submissions.

Additionally, the Office of Personnel Management gives agencies a quality control report for each submission that shows the number and type of errors in their submissions, the number of records received and processed, and other quality control information. Agencies should correct the incorrect data and verify that the number of records recorded represents the complete submission.

The major thrust of the Office of Personnel Management's quality control and assurance efforts is to assure that agencies have quality control operations in place to detect and correct incorrect and incomplete data before they submit the data to EHRI. The data submitted to the Office of Personnel Management represents an official representation of each Federal agency's workforce statistics. Each agency is responsible for the quality of its data in the EHRI and for the statistical profile of the agency that EHRI presents to the Office of Management and Budget, the Congress, the White House, and other users of EHRI.

Besides editing the agencies' EHRI data submissions, the Office of Personnel Management performs other quality control checks. Among the most significant of these checks are EHRI/Official Personnel Folder accuracy surveys.

EHRI/Official Personnel Folder accuracy surveys consist of the comparison of a sample of EHRI records to documents of record in Official Personnel Folders and other official files that contain EHRI source documents. The Office of Personnel Management's objective is to assess how accurately and completely EHRI data reflects data on source documents.

3.9 Quality Control Reports

OPM makes information resulting from processing EHRI submissions available to data providers in the form of quality control reports and error files for each Status and Dynamics submission. The EHRI data quality control reports and error files are available on the EHRI portal. These reports are particularly useful to submitters in monitoring their submission process. Deviations from previous norms should be carefully analyzed because they typically indicate that issues have arisen in the system that gathers and sends EHRI data from the agency to OPM. Quality Control Summary Reports are automatically emailed to Provider POCs at the end of each processing cycle. Error Records and Formatted Error Records Reports can be accessed / downloaded securely on the EHRI Portal. Provider POCs are given access credentials once access forms are submitted to EHRI.

Three types of quality reports are generated:

Quality Control Summary Report

- Provides information of the submission at a summary level (records processed, records rejected, error counts, edit codes and descriptions, etc.).

Error Records Reports

- Contains actual error records of the submission (PII data) in a text file.
- Pipe delimited format with error codes appended to each error record.

Formatted Error Records Report

- Contains actual error records of the submission (PII data) in a PDF file.
- Generated at the POI level sorted by the Agency Subelement Codes, SSN and name.

3.10 Edit Rules

3.10.1 Record Identifying Fields

Data Type	Edit Rule	Action taken if edit rule fails
VARCHAR(n) Codes Only	Check if code values is valid	Reject record
NUMBER(n)	Check if value is numeric	Reject record
DECIMAL(n, m)	Check if value is numeric	Reject record
DATE	Check if valid date	Reject record

3.10.2 Non-Record Identifying Fields

Data Type	Edit Rule	Action taken if edit rule fails
VARCHAR(n) – Codes Only	Check if code value is valid	Report error; If code is null, store “No Data Reported”; If code is invalid, store “Invalid Data”
NUMBER(n)	Check if value is numeric	Report error; If value is null or not a number, store zero
DECIMAL(n, m)	Check if value is numeric	Report error; If value is null or not a number, store zero

Data Type	Edit Rule	Action taken if edit rule fails
DATE	Check if valid date	Report error; If date is null, store "No Data Reported"; If date is invalid, store "Invalid Data"

3.10.3 Relational Edits

In addition to the edit below, EHRI will apply the edit rules specified in the most current edit guide available on the OPM website.

Field Names	Edit Rule	Action taken if edit rule fails
EHRI Employee ID, Social Security Number, Birth Date	The employee data matches an existing employee	Create a new employee record.

3.11 Overall Record Specification

3.11.1 Overview

The HR file elements are described in tabular format, with the following column headers: ICD Seq #, EHRI Ref#, Data Element Name, Data Element Description, Data Concept, Datatype, Record Identifier, Priority, and Notes. The table below describes columns appearing in the record specification sections.

Column	Description	Valid Values
ICD Seq #	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.	
EHRI Ref #	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.	
Data Element Name	Name of the data element.	
Data Element Description	Description of the data element.	

Column	Description	Valid Values	
Data Concept	Name of grouping for specific data elements in the record specification.		
Data Type	The data element data format and length.		
Record Identifier	Indicates how EHRI will handle incoming records during the data load process.	Y Dup <blank>	Field must be present on the record or it will be rejected. Field will be used to determine if this record is a duplicate. Will not reject or be used in duplicate check.
Priority	Indicates the criticality of fields being submitted to EHRI. All data elements are requested (with the exception of priority "4" fields) if they are available and applicable to the employee record. Note the priority scheme changed in version 4.0 of the GHRR to provide more clarity on what EHRI is expecting from providers.	1 2 3 4	Mandatory for Compliance High Priority Low Priority Priority TBD (Not required for submission at this time.)
Notes	Additional details or guidance about the data element.		

3.11.2 Data Element Format Types

This table describes data types appearing in the record specification table found in the record specification sections.

Format	Meaning	Examples
VARCHAR(n)	A series of up to n alphanumeric and special characters, not including the vertical bar character ('|').	123-45-6789 125 Main St., S.W. Y OM00

Format	Meaning	Examples
NUMBER(n)	A series of n numeric characters. 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 days total is sent as -10. **NOTE: any null (empty) values passed into a number field will be translated by the interface into a “0” (zero).**	0 180 -10
DECIMAL(n, m)	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. 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. **NOTE: any null (empty) values passed into a number field will be translated by the interface into a “0” (zero).**	For a format of Decimal(9,2): 0 1500 1234567.89 1234.0 0.75 -100 -5.00
DATE	A date consisting of a 4 character year, a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes.	1960-01-01 (= January 1, 1960) 2004-12-31 (= December 31, 2004)

3.12 Status Record Specification

The Status Record Specification table has been removed from within this Chapter and placed as a separate PDF file. To access the PDF file, go to: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/hr-reporting/ghrr4-4_ch3_status.pdf.

The Status Record Specification table can also be found with the Raw Datasets found on the Data, Analysis & Documentation webpage. To access the webpage, go to: https://www.opm.gov/data/Index.aspx?tag=EHRI

3.13 Dynamics Record Specification

The Dynamics Record Specification table has been removed from within this Chapter and placed as a separate PDF file. To access the PDF file, go to: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/hr-reporting/ghrr4-4_ch3_dynamic.pdf

The Dynamics Record Specification table can also be found with the Raw Datasets found on the Data, Analysis & Documentation webpage. To access the webpage, go to: https://www.opm.gov/data/Index.aspx?tag=EHRI

4 Payroll Data Feed

4.1 Revision Sheet

Chapter Release No.	Date	Payroll Revision Description
1.0	01/23/2004	Initial version released to OPM EHRI Program Office
1.0-a	04/30/2004	Initial version released for delivery team review
1.1	06/14/2004	Added table D-2 (old Table 2-2), Operational Contact List. Added section 3.3 (old 3.1), Reporting Requirement. Added list of providers to section 3.4 (old 3.2). Added text to section 3.6.2 (old 4.2) to indicate that values must be provided for all mandatory fields. Added section 6.3 to describe edits performed on individual records. Redefined data format types in section 3.7.1 (old A.). Added explanation of mandatory and optional in section 3.7.2 (old A.2). Reformatted Record Specification in section 3.7.2 (old A.2). Added section 3.9 (old Appendix B), containing individual field and relational edit rules.
1.2	06/18/2004	Updated record specification in Section 3.7.2 (old A.2). Added Sections 3.8 (old A.3) and (?) (old A.4) for state and country codes.
1.3	06/23/2004	Added data element for Retirement Voluntary Contribution Amount.
1.4	06/29/2004	Deleted Adjusted Basic Pay Amount data element. Renamed Basic Pay Amount as Basic Pay Pay Period Amount. Renamed Locality Pay Amount as Locality Pay Pay Period Amount. Changed definitions for as Basic Pay Pay Period Amount, Adjusted Basic Pay Pay Period Amount, Locality Pay Pay Period Amount, and Locality Pay Year to Date YTD Amount.
2.0	10/11/2004	Updated Appendix D (old 2.0) to include OPM Connect:Direct point of contact information that was once found in this chapter. Updated Section 5.1 to provide more detail on the file transfer process. Updated old Section A.1 to correctly specify the DATE format to not include zero in the day range. Modified old Appendix A to reflect the latest Record Specification. Please refer to Appendix C (old Appendix E) for the specification release notes detailing the difference in the file format for this release. Added Section 3.7.2 (old A.2) to explain the new Reporting Criteria column in the file format specification table. This column replaces the previous “Mandatory/Optional” column and includes the third criteria of “Critical.” Updated Appendix A (old Appendix C) with the new valid values for all the training reference values that were once found in this chapter. Added Appendix C (old Appendix E) to detail all the changes to the file format specification. This revision sheet and Appendix C should be updated in tandem.

Chapter Release No.	Date	Payroll Revision Description
2.1	02/18/2005	Updated with the new Payroll file format. Updated document to be more specific about what ASCII character set should be used to create the file. Updated document to explain and define the Policy and Record Identifying Requirements. Updated document to rename the section headings differentiating between the record identifying fields and the non-record identifying fields.

Chapter Release No.	Date	Payroll Revision Description
3.0	8/31/2005	Several changes to the Record Specification in Section 3.8: - *Updated the following elements:* Renamed Alternate Work Schedule Indicator to Alternate Work Schedule Code (ICD Seq #17) and changed the indicators to coded values; Renamed Pay Period Earnings to Total Earnings in Pay Period (ICD Seq #23) and alter definition; Altered definition of Total Hours Worked (ICD Seq #41), Regular Hours Worked (ICD Seq #42), Intermittent Service Days (ICD Seq #43), and Part-Time Hours per Bi-Weekly Pay Period (ICD Seq #46); Changed name and definitions for Holiday and Sunday “Pay” to “Premium” (ICD Seq #49-52); Combined Regular and Irregular Overtime into one Overtime group (ICD Seq #47,48); Removed “Differential” term from name and definition of Hazardous Duty elements (ICD Seq #63,64); Altered definition of Night Differential (ICD Seq #67,68) to specify only FWS employees; Change Post Cost of Living Allowance Amount to Cost of Living Allowance – Foreign Area (ICD Seq #79); Retention Allowance renamed Retention Incentive (ICD Seq #81); Danger Allowance renamed Danger Pay (ICD Seq #83); Changed Annual Leave YTD Current Balance Hours to Annual Leave Accrued Current Balance Hours (ICD Seq #91); Modified Restored Annual Leave fields to track hours expiring in Year 1 (ICD Seq #99-101) and added new fields for additional years (ICD Seq #102-110); Renamed pay elements (ICD Seq #28,30,32,33); Changed definitions of premium and pay elements (ICD Seq #49-60); Renamed Credit Leave to Credit Hours and added to the definition of these elements (ICD Seq #133-137); Modified existing Military Leave buckets to track 5 U.S.C. 6323 breakouts (ICD Seq #142-144) and added new elements (ICD Seq #145-153); Renamed Bone Marrow, Organ Donor, and Jury Duty from Administrative to Leave (ICD Seq #157,159,160) and renamed Jury Duty to Court (ICD Seq #160); Leave fields renamed to Annual (ICD Seq #169-171); Fixed misspelling of Lump Sum (ICD Seq #178-188); AWOL/LWOP name and definition changes (ICD Seq #197,198, 201-206); Combined FICA and OASDI (ICD Seq #218-221) ; Renamed Check Mailing Address to Correspondence address and changed attribute names accordingly (ICD Seq #6-15) - *Added the following elements:* Overtime (ICD Seq #47,48); Other Allowance (ICD Seq #86); Cost of Living Allowance – Non Foreign Area (ICD Seq #80); Three new categories of Restored Annual Leave (ICD Seq #102-110); Special Rate Supplement Amount by Pay Period and YTD (ICD Seq #34,35); Total Earnings YTD Amount (ICD Seq #36); Night Pay Amount and Hours (ICD Seq #61,62); Post Differential Foreign and Non-Foreign Areas Amounts and Hours (ICD Seq #71-74); Cost of Living Allowance – Non Foreign Area (ICD Seq #80); Relocation and Recruiting Incentives (ICD Seq #82,83); Post Allowance (ICD

Chapter Release No.	Date	Payroll Revision Description
3.0 cont.	8/31/2005	Seq #85); Military Leave buckets for 5 U.S.C. 6323 breakouts (ICD Seq #145-153); Administrative and Bone Marrow Leave Hours Used YTD (ICD Seq #156,158); Renamed Annual Leave Donation fields and clarified meanings (ICD Seq #161-168); Annual Leave Accrual Rate valid values (ICD Seq #169); Leave Ceiling Hours and Reason Code definition and values changed (ICD Seq #174,175); Part TimeAnnual and Sick Leave Hours Earned (ICD Seq #176,177); Sick Leave Abeyance and Carryover (ICD Seq #172,173); Lump Sum fields (ICD Seq #185-188); AWOL/LWOP fields (ICD Seq #199,200,207-210); New award elements (ICD Seq #38-40); - *Deleted the following elements:* Removed Home Address fields (Release 2.1 ICD Seq #6-15) and will only track Check Mailing Address fields going forward; Removed State Tax Filing Status Type Code, Exemption Claimed, and Additional Withholding Amount (Release 2.1 ICD Seq#33-35); Removed Irregular and Regular Overtime fields and replaced with one Overtime group (Release 2.1 ICD Seq #54-57); Removed Staffing Differential amounts and hours (Release 2.1 ICD Seq #78,79); Removed Horse, Foreign Transfer, Living Quarters, Reassignment, Education, Foreign Language, Educators Extracurricular, Dorm Supervisor Extra Duty, and Temporary Quarters Subsistence Allowances (Release 2.1 ICD Seq #81-84, 89,90,93-95), which will be tracked in the new Other Allowance element (ICD Seq #86); Removed Restored Annual Leave Hours Earned (Release 2.1 ICD Seq #110); Removed Voting, Personal, Family Care, Birth, Adoption, and Religious Administrative Leave elements (Release 2.1 ICD Seq #141-143, 145-147) which will be tracked as Administrative Leave (ICD Seq #155) going forward; Leave for Civil Disturbance Used Days to Date (Release 2.1 ICD Seq #158); Removed OASDI breakout (Release 2.1 ICD Seq #197-200) and combined into FICA; Thrift Savings Plan Loan fields removed (Release 2.1 ICD #205-207); Office of Workers Compensation Program fields removed (Release 2.1 ICD #212-215) *NOTE:* As a result of these changes, the ICD Sequence numbers have been recoded. The order of most existing elements has remained the same; new elements have been inserted into the record where they make sense logically. Changed the System Reporting Requirement column to Record Identifying Requirement in the Record Specification table to be consistent with other Record Specifications in the Guide. Values now include "Y" and blank. This is also reflected in Section 3.7.2.2.

Chapter Release No.	Date	Payroll Revision Description
3.1	10/20/2005	Clarified formatting of negative numbers in Section 3.7.1. Added new section (3.7.2.3) to describe in more detail the different action types that are allowed on the interface, and how to send the various types. The section includes details about how to handle back payments/adjustments. Changes to the Record Specification in Section 3.8. *NOTE:* As a result of these following changes the ICD Sequence numbers have been recoded. The order of existing elements has remained the same. Added Pay Period End Date (ICD Seq #25) to the list of key fields required in the transmission. This will allow records to be identified when changes or deletion records are provided. Also added this field to Section 3.9.1 describing edits on key fields. Clarified the intent of the Record Action (ICD Seq #1) to better describe what correction and deletion record actions are used for. Expanded codes/definition of SSN and Birth Date fields (ICD Seq #2, 3). Clarified Total Earnings definition (ICD Seq #23, 36). Provided detail regarding the components of total salary (ICD Seq #26, 27). Deleted Total Hours Worked (Release 3.0 ICD Seq #41) as the components that make up the total hours are available elsewhere in the record. Deleted Standby Duty Hours Worked, AUO Hours Worked, Availability Hours Worked, Supervisory Differential Hours, and Post Differential Hours - Foreign/Non-Foreign Area fields (Release 3.0 ICD Seq #54, 56, 58, 70, 72, 74), as these hours are not broken out. Clarified definition of Night Pay and Night Differential data elements (ICD Seq #57, 58, 63, 64). Deleted Cost of Living Allowance – Foreign Area Amount (Release 3.0 ICD Seq #79) since this is part of Post Allowance (ICD Seq #77). Renamed Other Allowances to Miscellaneous Payments (ICD Seq #78) and updated definition. Deleted Settlement Amount (Release 3.0 ICD Seq #87), as settlements are manual. Renamed Annual Leave Accrued YTD Current Balance Hours to Annual Leave Balance Hours (ICD Seq #82) since the current balance is all that is needed. Also clarified definition. Made the same change for Sick Leave Balance Hours (ICD Seq #86). Modified Annual Leave Accrual Rate (ICD Seq #160) to be a numeric field instead of a code (the datatype is now DECIMAL(9,2) instead of VARCHAR(4)). The field will store the actual number of hours that the employee is accruing leave instead of a code value.

Chapter Release No.	Date	Payroll Revision Description
3.1 cont.	10/20/2005	Changed datatype of Part-Time Sick Leave Hours Earned (ICD Seq #168) to DECIMAL(9,2) from VARCHAR2(20). Added definition to this field and the corresponding Annual Leave field (ICD Seq #167). Changed “advanced” to “authorized” in Leave YTD Advance Balance Hours (ICD Seq #180). FMLA Indicator field changed to FMLA Hours Used in Pay Period (ICD Seq #187). The old field would not work if some hours were taken as FMLA and others were not. The new field will track the total FMLA hours in the period. Several modifications to LWOP/AWOL fields to make the data elements more clear and accurate. Deleted Absence Without Leave Start and End Dates (Release 3.0 ICD Seq #197, 198) as they could not support non-consecutive leave within the same pay period. Also deleted the corresponding Leave Without Pay Start and End Date fields (Release 3.0 ICD Seq #206, 207) for the same reason. Deleted Leave Without Pay 12 Month Period (Release 3.0 ICD Seq #210) since it was used for OWCP calculations and the remaining OWCP fields were removed in the last revision. The OWCP data will be analyzed for a future release. The Absence Without Pay Excess Days and Months fields (ICD Seq #190, 191) were changed to store Credit Reduction Hours in the Pay Period and YTD as this was the intent of the original fields. Changed the ICD Seq #192 to store AWOP in Pay Period instead of Calendar Year, which was already tracked in ICD Seq #194. Also clarified definitions of the remaining LWOP/AWOL fields. Clarified that Medicare is to be included in the FICA and OASDI fields (ICD Seq #204-207). Clarified definition of TSP Employee Pay Period Contribution Amount (ICD Seq # 210). Added a new field, Retroactive Adjustment Indicator (ICD Seq #254), to the record specification. Added note on treatment of null values in numeric fields to section 3.7.1.
3.2	8/11/2006	Minor wording edits in sections 3.2 and 3.5 to improve clarity. Added details about covered population in section 3.3. Removed listing of providers from section 3.4. Added a new placeholder with a default value of zero (“0”) in the payroll file name, section 3.6.1. Added the description of this new element in the table in that section. This change makes payroll files more consistent with other files and allows providers to submit multiple files for a pay period as needed. Added a suffix to the payroll file name to support versioning of the interface. This version of the Guide is 3.4 therefore the version suffix should be “_3.4”. Removed the ASCII character set file format requirement in section 3.6.2 and replaced it with a description of the Connect:Direct functionality that will manage any necessary character set translation.

Chapter Release No.	Date	Payroll Revision Description
3.2 cont.	8/11/2006	Added text in 3.6.2 regarding delimiters not being required before the first field in the record. Added trailer record requirement in section 3.6.3. Added requirements for an email notification of file transmissions in section 3.6.4. Described proper treatment of negative values in section 3.7.1. Added "Dup" to valid values for the Record Identifying Requirement described in section 3.7.2.2. Added additional description in section 3.7.2.3 about record actions related to correcting nulls or key fields. Changed column headers in section 3.7.3 from "Codes" to "Notes" as the column contains more than code values. Added "Dup" to the Record ID Requirements for Record Action (ICD Seq #1), Social Security Number (ICD Seq #2), Birth Date (ICD Seq #3), Agency Subelement Code (ICD Seq #5), and Pay Period End Date (ICD Seq #25). Updated the notes for Record Action (ICD Seq #1) and Birth Date (ICD Seq #3). Renamed several pay related fields, and added note with the previous field names: - Salary Total Amount is now Total Salary (ICD Seq #26,27) - Locality Pay Amount is now Standard Basic Pay Supplement (ICD Seq #32,33) - Special Rate Supplement is now Special Basic Pay Supplement (ICD Seq #34,35) Updated definitions and made minor name changes for several pay related fields including Total Earnings – Pay Period (ICD Seq #23), Total Salary – Pay Period (ICD Seq #26), Total Salary – YTD (ICD Seq #27), Basic Pay – Pay Period (ICD Seq #28), Basic Pay – YTD (ICD Seq #29), Adjusted Basic Pay – Pay Period (ICD Seq #30), Adjusted Basic Pay – YTD (ICD Seq #30), Adjusted Basic Pay – YTD (ICD Seq #31), Standard Basic Pay Supplement – Pay Period (ICD Seq #32), Standard Basic Pay Supplement – YTD (ICD Seq #33), Special Basic Pay Supplement – Pay Period (ICD Seq #34), Special Basic Pay Supplement – YTD (ICD Seq #35), and Total Earnings – YTD (ICD Seq #36). Added note for Title 38 Pay Amount (ICD Seq #55). Corrected datatype for Absence Without Pay Credit Reduction Hours YTD (ICD Seq #191). This was incorrectly listed as NUMBER(4) in previous versions of the chapter. Added nine new elements to the end of the data record: - Pay Period Number (ICD Seq # 255). - Eight new Union Official Time fields (ICD Seq #256-263). Changed edit on all numeric checks to store "zero" vs. "null" if a value is not numeric.

Chapter Release No.	Date	Payroll Revision Description
4.0	06/08/2007	Corrected file naming convention to use an underscore ("_") instead of a period (".") between the Version (V) number and Release (R) number in Section 3.6.1. Added requirement for a 'negative report' email in section 3.6.4. Changed the contents of 3.7.2 to describe the new interface requirements table layout which contains new record identifier, priority, and retirement columns. Added details about correction record usage related to RSM in Section 3.7.3. Updated the data requirements in Sections 3.8.1 based on the GHRR ICD Version 4.0 requirements approved on 6/5/2007: - Changed priority ratings to 1-4 scale. - Added "Retirement" column and flags. - Updated notes and record identifier flags for several existing fields. - Updated the existing Retention, Relocation, and Recruitment Incentive fields (ICD Seq #73-75) to include on Title 5 employees, and added three new non-Title 5 fields (ICD Seq #278-280). - Added Student Load Repayment fields (ICD Seq #281,282). - Added fields for the Retirement Systems Modernization program.
4.1	03/01/2012	Document layout changed from previous versions to match the new organization of the HR section of this guide. Added new data element to capture reservist differential amount (ICD Seq #284). Added new data element to capture retention incentives for employees likely to leave for another Federal position (ICD Seq #285). Add four new data elements to capture telework usage (ICD Seq #286-289). Changed "definition" to "description" in record specification. Modified name and descriptions of several fields to match the Guide to Data Standards. Removed retirement and CPDF columns in record specification tables.
4.2	07/31/2013	Changed priority ratings from 4 to 1 in ICD Seq. #278-280.
4.3	08/31/2019	Removed the Payroll Record Specification table from this Chapter and placed separately as a PDF file. The table can also be found with the Raw Datasets found on the Data, Analysis & Documentation webpage. To access the webpage, go to: https://www.opm.gov/data/Index.aspx?tag=EHRI Made the following changes to the Payroll Record Specification table: - Added four new data elements to capture Disabled Veteran Leave created under the Wounded Warriors Act (ICD Seq #290-294). - Added ICD Seq #295 Weather and Safety Leave - Modified the descriptions of several ICDs to match the description in the Guide to Data Standards (ICD Seq #1, 5, 45, 62, 151, 178, 271, 278-280, 284). - Corrected misspelling of the word "leave" in description for ICD Seq #151.

Chapter Release No.	Date	Payroll Revision Description
4.4	1/22/2021	Updated footers to reflect version 4.4 release Added the following new elements: - Paid Parental Leave (Birth of Child) – Hours Used in Pay Period - Paid Parental Leave (Adoption Related Placements) – Hours Used in Pay Period - Paid Parental Leave (Foster Care Placements) – Hours Used in Pay Period

4.2 Overview of Payroll Data Feed

The goal for Payroll Data Feed is to securely acquire pay data for all Federal Civilian employees by leveraging existing data extraction processes to the extent possible.

Depending on the source of pay related data, one provider may submit payroll data for many agencies. Payroll data submissions from providers to EHRI represent actual payroll records in a given pay period. When a payroll data provider makes major system changes, it is responsible for ensuring that data accuracy and completeness are maintained. The Office of Personnel Management should be notified when any major system changes are planned. Then, the Office of Personnel Management will decide whether the payroll data provider should submit test data or continue to submit production data.

The Office of Personnel Management uses an electronic mailing list to notify agencies of EHRI reporting requirements. To join the EHRI mailing list send an email to hrlob@opm.gov.

4.3 Employee Coverage

Providers should submit data for all employees serviced during the pay period. This includes employees in pay and non-pay status. Covered groups are consistent with agency HR data submissions, which includes all Federal civilian employees of the Executive Branch excluding employees in the following agencies:

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

Submissions should also exclude: (1) non-U. S. citizens in foreign countries, (2) non-appropriated fund personnel, (3) commissioned officers in the Department of Commerce, Department of Health and Human Services, Department of Homeland Security, and the Environmental Protection Agency, (4) employees of the Judicial Branch, and (5) as of March 2006, foreign service personnel in the Department of State. Branch coverage is limited to the Government Printing Office, the U.S. Tax Court, and several small commissions.

4.4 Payroll Data Submission Requirements

4.4.1 File Content

The providers are responsible for creating the payroll files. Each file must comply with the following rules:

- Each line of the file must contain one record.
- Each record will contain all of the fields listed in Payroll Record Specification, ordered by data element number, with each field separated by the vertical bar character (‘|’).
- Even if there is no value supplied for a field, the delimiter must still appear in the file.
- Values must be supplied for all mandatory elements.
- No delimiter is required before the first field or after the last field in the record.

4.4.2 Email Notification of File Transmission

Providers shall notify OPM of data submissions by sending an email to **ehri_files@opm.gov**. The email notification is required for a file to be processed, and must contain the name of the file and the record count of the file being transmitted. The email should indicate if the transmission is a resubmission, which is also denoted by the file name. The email should also include a “signature” consisting of the submitter’s name, agency, and telephone number. A “negative” report email should be transmitted to the above email address in the event there are no records to be reported for the period.

4.4.3 File Naming Convention

The file name will conform to the following naming convention.

PCYYYYMMDD0AAAAN_V_R

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

Name Segment	Description
PC	Constant value of “PC” indicating the Payroll Consolidated data file type.
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)

Name Segment	Description
0	0 is a numeric zero, unless your submission contains only a portion of the total records. If that is the case, OPM will tell you what number to use.
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for this Guide. This will allow the data warehouse load program to identify the correct file layout during transmission and loading of the file. **NOTE: Please refer to the Version and Release number in file Payroll Record Specification section of this document.**

4.4.4 Transmission Frequency

Payroll files should be transmitted on a bi-weekly basis. Files should be transmitted to EHRI no later than five (5) working days after the end of the required reporting period. If the data is not delivered by the expected date of transmission, the provider point of contact will be notified by EHRI. Providers are responsible for scheduling data transmissions to EHRI.

4.4.5 Quality Requirements

The Office of Personnel Management will accept a payroll submission if it meets the following criteria:

- The number of records submitted is reasonable in comparison with the previous quarter's submission. Overall, OPM will consider a variance within plus or minus 5 percent as reasonable.

- Errors on fields are within tolerances. EHRI edits submissions for compliance with data standards and internal consistency. Data that fail the edits are errors. Error rates are computed for each agency and for major subelements within selected agencies. Tolerances are error rates of 3%.

4.4.6 Explanation of Record Actions

There are three types of record actions in the specification: Add, Correct, and Delete. The majority of records will be sent as Add type (Record Action = “A”). This will satisfy the normal reporting requirements for each pay period. The record will include any and all pay amounts made in the pay period for each employee on the payroll. This includes the current pay (for most employees) plus any additional “back pay” amounts being paid out in the current pay period.

Back pay dollars and hours are added to the current pay period fields, not sent as separate records. The "year to date" fields are sent as they are at the end of the pay period, including any adjusted amounts as necessary (unless the adjustment was for a period earlier than the year to date being tracked.)

For example, if an employee should have been paid $100.00 each pay period, but was underpaid by $5.00 for 10 pay periods, the current pay period would include the normal pay amounts ($100.00) plus the adjustment amount of $50.00 ($5.00 x 10 periods) for a total current payment of $150.00. The next payroll cycle record for this employee will show the corrected pay period amount only ($100.00). **There are no records that are sent to "correct" the previously transmitted data**; the previous payroll records reflect what was actually paid to the employee during the pay period.

The Correct and Delete record actions are only to be used to fix an error in the data transmission process. For example, if a record was sent in the interface and it was determined at a later point that the payment never occurred, a Delete record would be sent containing only the key fields of the record. A correction record would be sent to fix a field value that was sent in error. Only the corrected field and the key fields need to be sent in this case. To replace a field that was submitted with a null (empty) value, OR to correct one of the key fields in the file (for example, an SSN), a Delete record should be submitted for the original record and a new, complete Add record should be submitted in its place.

The Correct record actions also may be used frequently to retroactively correct data for specific pay periods.

4.5 Quality Control

The EHRI data load process loads submitted payroll data files into the EHRI data warehouse staging tables. As data is moved to the staging tables, no edits or audits are performed. The Extract, Transform and Load (ETL) process then moves the data from the staging tables to the EHRI data warehouse. During the ETL process, EHRI performs the required edits and audits and applies business rules as needed. The load process captures relevant metadata for reporting and debugging purposes.

Payroll data providers are responsible for assuring that the data submitted to EHRI is accurate and complete. For this purpose, agencies must do quality control tests of the data they provide to EHRI from their internal personnel data systems. To help agencies, an edit guide available on the OPM website describes the edits used to check the validity of individual data elements and the proper relationship of values among associated data elements. Agencies should incorporate the edits into their internal personnel data systems at a location in the system that will maximize the effectiveness of their quality control efforts. These edits constitute the minimum level of quality control. Agencies are encouraged to supplement them based on the specifics of their internal programs and operations.

Submissions not meeting acceptance standards are returned to the agency for correction and resubmission. Agencies regularly receive summary reports of error patterns and detailed reports of specific edit failures for follow-up correction processing in later submissions.

Additionally, the Office of Personnel Management gives agencies a quality control report for each submission that shows the number and type of errors in their submissions, the number of records received and processed, and other quality control information. Agencies should correct the incorrect data and verify that the number of records recorded represents the complete submission.

4.6 Quality Control Reports

OPM makes information resulting from processing EHRI submissions available to data providers in the form of quality control reports and error files for each Payroll data submission. The EHRI data quality control reports and error files are available on the EHRI portal. These reports are particularly useful to submitters in monitoring their submission process. Deviations from previous norms should be carefully analyzed because they typically indicate that issues have arisen in the system that gathers and sends EHRI data from the agency to OPM. Quality Control Summary Reports are automatically emailed to Provider POCs at the end of each processing cycle. Error Records and Formatted Error Records Reports can be accessed / downloaded securely on the EHRI Portal. Provider POCs are given access credentials once access forms are submitted to EHRI.

Two types of quality reports are generated:

Quality Control Summary Report

- Provides information of the submission at a summary level (records processed, records rejected, error counts, edit codes and descriptions, etc.).

Error Records Reports

- Contains actual error records of the submission (PII data) in a text file.
- Pipe delimited format with error codes appended to each error record.

4.7 Edit Rules

4.7.1 Record Identifying Fields

Field Name	Edit Rule	Action taken if edit rule fails
Record Action	Check if code value is valid	Reject record

Field Name	Edit Rule	Action taken if edit rule fails
Social Security Number	None	N/A
Birth Date	Check if valid date	Reject record
Agency/Sub-element Code	Check if code value is valid	Reject record
Pay Period End Date	Check if valid date	Reject record

4.7.2 Non-Record Identifying Fields

Data Type	Edit Rule	Action taken if edit rule fails
VARCHAR(n) – Codes Only	Check if code value is valid	Report error; If code is null, store “No Data Reported”; If code is invalid, store “Invalid Data”
NUMBER(n)	Check if value is numeric	Report error; If value is null or not a number, store zero
DECIMAL(n, m)	Check if value is numeric	Report error; If value is null or not a number, store zero
DATE	Check if valid date	Report error; If date is null, store “No Data Reported”; If date is invalid, store “Invalid Data”

4.7.3 Relational Edits

Field Names	Edit Rule	Action taken if edit rule fails
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Pay Period End Date	If record action is “Add”, the employee must not have an existing record with the same pay period end date	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Pay Period End Date	If record action is “Correct”, the employee must have an existing record with the supplied pay period end date	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Pay Period End Date	If record action is “Delete”, the employee must have an existing record with the supplied pay period end date	Reject record

Additional edit rules will be added on to this section at a future date after more analysis has been completed on the Payroll data elements.

4.8 Overall Record Specification

4.8.1 Overview

The payroll file elements are described in tabular format, with the following column headers: ICD Seq #, EHRI Ref#, Data Element Name, Data Element Description, Data Concept, Datatype, Record Identifier, Priority, and Notes. The table below describes columns appearing in the record specification sections.

Column	Description	Valid Values
ICD Seq #	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.	
EHRI Ref #	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.	
Data Element Name	Name of the data element.	

Column	Description	Valid Values
Data Element Description	Description of the data element.	
Data Concept	Name of grouping for specific data elements in the record specification.	
Data Type	The data element data format and length.	
Record Identifier	Indicates how EHRI will handle incoming records during the data load process.	Y Field must be present on the record or it will be rejected. Dup Field will be used to determine if this record is a duplicate. <blank> Will not reject or be used in duplicate check.
Priority	Indicates the criticality of fields being submitted to EHRI. All data elements are requested (with the exception of priority “4” fields) if they are available and applicable to the employee record. Note the priority scheme changed in version 4.0 of the GHRR to provide more clarity on what EHRI is expecting from providers.	1 Mandatory for Compliance 2 High Priority 3 Low Priority 4 Priority TBD (Not required for submission at this time.)
Notes	Additional details or guidance about the data element.	

4.8.2 Data Element Format Types

This table describes data types appearing in the record specification table found in the record specification sections.

Format	Meaning	Examples
VARCHAR(n)	A series of up to n alphanumeric and special characters, not including the vertical bar character (‘|’).	123-45-789 125 Main St., S.W. Y OM00
NUMBER(n)	A series of n numeric characters. 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 days total is sent as -10. **NOTE: any null (empty) values passed into a number field will be translated by the interface into a “0” (zero).**	0 180 -10
DECIMAL(n, m)	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. 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. **NOTE: any null (empty) values passed into a number field will be translated by the interface into a “0” (zero).**	For a format of Decimal(9,2): 0 1500 1234567.89 1234.0 0.75 -100 -5.00
DATE	A date consisting of a 4 character year, a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes.	1960-01-01 (= January 1, 1960) 2004-12-31 (= December 31, 2004)

4.9 Payroll Record Specifications

The Payroll Record Specification table has been removed from within this Chapter and placed as a separate PDF file. To access the PDF file, go to: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/hr-reporting/ghrr4-4_ch4_payroll.pdf

5 Training Data Feed

5.1 Training Revision Sheet

Chapter Release No.	Date	Training Revision Description
1.0	05/13/2004	Initial version released to OPM EHRI Program Office
1.1	05/28/2004	Added section 4.3 (old 3.1), reporting requirements. Added text to section 4.4 (old 3.2) to describe how the XML format will be validated prior to loading. Added text to section 4.6.2 (old 4.2.1) to indicate that values must be provided for all mandatory fields. Added section 6.4 (old 6.3) to describe edits performed on individual records. Added mandatory fields in section 4.7.2 (old A.2). Added section 0 (old A.3) containing sample delimited file. Added annotation, format and length information to XML schema definition in section 5.9.2 (old B.2). Added schema location information to sample XML file in section 5.1.1 (old B.3). Added section 5.7 (old Appendix C), containing individual field and relational edit rules.
1.2	06/09/2004	Added table D-2 (old table 2-2), Operational Contact List. Modified section 4.6.2 (old 4.2) to indicate that XML is the preferred format. Reformatted section 6.4 (old 6.3). Added explanation of mandatory and optional in section 4.7.2 (A.2). Modified XML Schema to place AgencySubelement element within EmployeeType element. Added Appendix A – Reference Data Value Standards (old Appendix D).
1.3	06/11/2004	Added paragraph on Academic Degree Data to section 4.3 (old 3.1). Made Training Accreditation Indicator an optional element.

Chapter Release No.	Date	Training Revision Description
2.0	10/11/2004	Updated Appendix D (old 2.0) to include OPM Connect:Direct point of contact information that was originally found in this chapter. Updated section 5.1 to provide more detail on the file transfer process. Updated section 6.4 (old 6.3) to clarify the description for the Add, Correct (previously called Update), and Delete record actions. Modified section 0 (old A.3) to reflect the latest Record Specification. Please refer to Appendix C, C.5 (old Appendix F) for the specification release notes detailing the difference in the file format for this release. Updated old Appendix A.1 to correctly specify the DATE format to not include zero in the day range. Updated old Appendix A.2 to explain the new Reporting Criteria column in the file format specification table. This column replaces the previous "Mandatory/Optional" column and includes the third criteria of "Critical." Modified old Appendix C to update all the edit rules for the new fields added to the file format. Also modified the edit rules to take into consideration the new "Critical" reporting criteria. Updated Appendix A (old Appendix D) with the new valid values for all the training reference values that were originally found in this chapter. Added Appendix C (old Appendix F) to detail all the changes to the file format specification. This revision sheet and Appendix C should be updated in tandem.
3.0	02/02/2005	Provided more specific information regarding training requirements: - Training Delivery Type Code: data definitions added to the chart - Materials Cost: new data definition added. (Old definition: Cost of the training materials for training completed by the employee that was paid for by the Federal government. This includes all direct costs associated with purchasing and/or producing the training materials used by the students (e.g, Costs of supplies, licenses, contractor provided services, and costs for equipment and software used specifically for the production of training products and materials). It does not include distribution costs of the training materials or salary costs of government employees involved in producing training materials.
3.1	2/18/2005	Updated with new Training file format. Updated to be more specific about what ASCII character set should be used to create the file. Replaced the Reporting Criteria Explanation section with the Policy Reporting Requirement Explanation and the Record Identifying Requirement Explanation (4.7.2.2) sections.

Chapter Release No.	Date	Training Revision Description
3.2	07/27/2005	Modified to remove the Training Funding Source data element from the XML Schema definition. This data element was previously removed from the delimited file record specification.
3.3	10/20/2005	Added note in section 4.7.1 describing handling of null numeric values. Added a new Training Credit Type Code (ICD Seq #16) value to support training that doesn't fit one of the existing types ("N/A"). Modified training credit designation type code, training credit, training credit type code relational edit to include check for N/A in training credit type code.

Chapter Release No.	Date	Training Revision Description
3.4	8/11/2006	Updated the text in section 4.3 to better describe the reporting requirements and policy dates, and provided contact information for key OPM contacts. Minor wording edits in sections 4.2 and 4.5 to improve clarity. Added a suffix to the training file name to support versioning of the interface. This version of the Guide is 3.4 therefore the version suffix should be "_3.4". Changed the Delimited and XML File Format sections to subsections of 4.6.2 for clarity. Removed the ASCII character set file format requirement in section 4.6.2 and replaced it with a description of the Connect:Direct functionality that will manage any necessary character set translation. Added text in 4.6.2.1 regarding delimiters not being required before the first field in the record. Added reserved symbols for XML files in section 4.6.2.2, along with some further details about XML file requirements. Added requirements for an email notification of file transmissions in section 4.6.3. Described the proper treatment of negative values in section 4.7.1. Added "Dup" to valid values for the Record Identifying Requirement described in section 4.7.2.2. Added explanation of the record action values in section 4.7.2.3. Changed column headers in section 4.7.3 from "System Rep Req" to "Record ID Req" for consistency between chapters, and "Codes" to "Notes" as the column contains more than code values. Added "Dup" to the Record ID Requirements for every field on the interface. Changed the Policy Reporting Requirement to 2 from 4 for Training Start Date (ICD Seq #9), Continued Service Agreement Expiration Date (ICD Seq #11), Training Credit (ICD Seq #14), and Training Credit Type Code (ICD Seq #16). Updated notes for Record Action (ICD Seq #1) and Birth Date (ICD Seq #3). Added "Expiration Date" element in the sample XML file in section 4.8.2. Updated edits in section 4.9.1 - Deleted edit on Continued Service Agreement Expiration Date - Changed edit on all numeric checks to store "zero" vs. "null" if value is not numeric Added Training End Date to add, delete, and correct relational edits in section 4.9.2.

Chapter Release No.	Date	Training Revision Description
4.0	06/08/2007	Updated contact information in Section 4.3. Corrected file naming convention to use an underscore (“_”) instead of a period (“.”) between the Version (V) number and Release (R) number in section 4.6.1. Added requirement for a ‘negative report’ email in section 4.6.3. Changed the contents of 4.7.2 to describe the new interface requirements table layout which contains new record identifier, priority, and retirement columns. Updated the data requirements in Sections 4.8 based on the GHRR ICD Version 4.0 requirements approved on 6/5/2007. - Changed priority ratings to 1-4 scale. - Added “Retirement” column and flags. - Updated notes and record identifier flags for several existing fields. - Added new travel indicator field (ICD Seq #27). Updated the XML schema and sample XML file. Added additional edits to Section 4.10.
4.3	08/31/2019	Removed the Training Record Specification table from this Chapter and placed it as a separate PDF file. The table can also be found with the Raw Datasets found on the Data, Analysis & Documentation webpage. To access the webpage, go to: https://www.opm.gov/data/Index.aspx?tag=EHRI Modified descriptions in several fields to match descriptions in the Guide to Data Standards.
4.4	1/22/2021	Updated footers to reflect version 4.4 release

5.2 Overview of Training Data Feed

The goal for the Training Data Feed is to securely acquire training data for Federal civilian employees. The collection of training data supports OPM’s Government-wide reporting responsibilities and provides valuable input into the evaluation of human capital programs at numerous levels of Government. Agencies are responsible for ensuring that the data reported to OPM via the Training Data Feed is accurate and complete.

OPM’s authority to require Federal agencies to report training data can be found in Title 5 United States Code, Chapter 4107 and part 410 of Title 5, Code of Federal Regulations (CFR). Federal agencies must report the training data specified in this guide for each employee and establish a schedule of records to be maintained in accordance with regulations promulgated by the National Archives and Records Administration (NARA) and the General Service Administration (GSA). Additional authorities that require Federal agencies to report data can be found in 5 CFR part 293.

5.3 Employee Coverage

The EHRI Training Data Feed covers all Federal civilian employees of the Executive Branch, except those in the:

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

EHRI also does not include: (1) non-U. S. citizens in foreign countries, (2) non-appropriated fund personnel, (3) commissioned officers in the Department of Commerce, Department of Health and Human Services, Department of Homeland Security, and the Environmental Protection Agency, (4) employees of the Judicial Branch, and (5) as of March 2006, foreign service personnel in the Department of State. Legislative Branch coverage is limited to the Government Printing Office, the U.S. Tax Court, and several small commissions.

Providers should only submit data for completed training units. A completed training unit is defined as a training event for which the student has accomplished all components in the title of the event.

Agencies should report using all training data elements required in this guide. Training data are reported on an individual employee basis, which means the reporting of all training data element codes for each completed training event for each employee. Agencies will use the appropriate codes and values provided in this guide to report on the training events and costs associated with those events.

Depending on the source of training related data, one provider may submit data for many agencies. The data files must be formatted and transmitted as specified in this guide.

5.4 Training Data Submission Requirements

5.4.1 File Content

The providers are responsible for creating the training files. Two file formats will be accepted – a delimited format and an XML format. XML is the preferred format and providers should submit training data in XML format when possible. EHRI supports the delimited file format only for providers who have no current means of generating XML data files. Only one of the formats should be submitted for each agency/subelement.

5.4.1.1 Delimited File Format

Providers submitting a file in the delimited file format must comply with the following rules:

- Each line of the file must contain one record.
- Each record will contain all of the fields listed in Training Record Specification, ordered by element sequence number, with each field separated by the vertical bar character (‘|’).
- Even if there is no value supplied for a field, the delimiter must still appear in the file.
- Values must be supplied for all mandatory elements.
- No delimiter is required before the first field or after the last field in the record.

5.4.1.2 XML File Format

Providers submitting a file in the XML file format must comply with the following rules:

- The file must be formatted according to the EHRI Training schema.
- The file must be a well-formed XML document as defined in the XML 1.0 specification.
- The file validates successfully against the EHRI Training schema.
- Each record will contain all of the fields listed in the Training Record Specification.
- If there is no value supplied for a field, the corresponding XML tags can be omitted.
- Values must be supplied for all mandatory and critical elements.
- Reserved symbols in XML must be translated correctly:
    - Less-than (“<”) = “<”
    - Greater-than (“>”) = “>”
    - Ampersand (“&”) = “&”

5.4.2 Email Notification of File Transmission

Providers shall notify OPM of data submissions by sending an email to ehri_files@opm.gov. The email notification is required for a file to be processed, and must contain the name of the file and the record count of the file being transmitted. The email should indicate if the transmission is a resubmission, which is also denoted by the file name. The email should also include a “signature” consisting of the submitter’s name, agency, and telephone number. A “negative” report email should be transmitted to the above email address in the event there are no records to be reported for the period.

5.4.3 File Naming Convention

The file name will conform to the following naming convention.

TFYYYYMMDDAAAAN_V_R

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

Name Segment	Description
T	Constant value of "T" indicating the training data file type
F	Indicates the format of the file (D for delimited files, X for XML files).
YYYY	For file as of date, indicates century (19 to 20) and year (01 to 99)
MM	For file as of date, indicates month (01 to 12)
DD	For file as of date, indicates day (01 to 31)
AAAA	Indicates the agency code or agency/subelement code for the submitting agency.
N	Resubmission Indicator. On the first submission for each as of date, N is a numeric zero. If the data is resubmitted for the same as of date, the value of N is increased by 1.
V_R	Version (V) and Release (R) numbers for this Guide. This will allow the data warehouse load program to identify the correct file layout during transmission and loading of the file. **NOTE: Please refer to the Version and Release number in file Training Record Specification section of this document.**

5.4.4 Transmission Frequency

Training files should be transmitted on a monthly basis. Providers are responsible for scheduling data transmissions to EHRI.

5.4.5 Quality Requirements

The Office of Personnel Management will accept a training submission if errors on key fields are within tolerances. EHRI edits submissions for compliance with data standards and internal consistency. Data that fail the edits are errors. Error rates are computed for each agency and for major subelements within selected agencies. Tolerances are error rates of 3%.

5.4.6 Explanation of Record Actions

There are three types of record actions in the specification: Add, Correct, and Delete. The majority of records should be sent as Add type (Record Action = "A"). This will satisfy the normal reporting requirements for each training reporting period, and each record should include all fields in the training file specification.

The Correct and Delete record actions should be used to fix previously transmitted data. For example, if a record was sent in the interface and it was determined at a later point that the training did not actually occur, a Delete record would be sent containing only the key fields of the record. A correction record should be sent to fix a record that was sent in error. For correction actions, the entire training record must be submitted including the key fields and ALL training fields. Sending only corrected fields will result in other fields in the previously transmitted record to be removed.

5.5 Quality Control

The EHRI data load process loads submitted training data files into the EHRI data warehouse staging tables. As data is moved to the staging tables, no edits or audits are performed. The Extract, Transform and Load (ETL) process then moves the data from the staging tables to the EHRI data warehouse. During the ETL process, EHRI performs the required edits and audits and applies business rules as needed. The load process captures relevant metadata for reporting and debugging purposes.

Training data providers are responsible for assuring that the data submitted to EHRI is accurate and complete. For this purpose, agencies must do quality control tests of the data they provide to EHRI from their internal personnel data systems. To help agencies, an edit guide on the OPM website describes the edits used to check the validity of individual data elements and the proper relationship of values among associated data elements. Agencies should incorporate the edits into their internal personnel data systems at a location in the system that will maximize the effectiveness of their quality control efforts. These edits constitute the minimum level of quality control. Agencies are encouraged to supplement them based on the specifics of their internal programs and operations.

Submissions not meeting acceptance standards are returned to the agency for correction and resubmission. Agencies regularly receive summary reports of error patterns and detailed reports of specific edit failures for follow-up correction processing in later submissions.

Additionally, the Office of Personnel Management gives agencies a quality control report for each submission that shows the number and type of errors in their submissions, the number of records received and processed, and other quality control information. Agencies should correct the incorrect data and verify that the number of records recorded represents the complete submission.

5.6 Quality Control Reports

OPM makes information resulting from processing EHRI submissions available to data providers in the form of quality control reports and error files for each training data submission. The EHRI data quality control reports and error files are available on the EHRI portal. These reports are particularly useful to submitters in monitoring their submission process. Deviations from previous norms should be carefully analyzed because they typically indicate that issues have arisen in the system that gathers and sends EHRI data from the agency to OPM. Quality Control Summary Reports are automatically emailed to Provider POCs at the end of each processing cycle. Error Records and Formatted Error Records Reports can be accessed / downloaded securely on the EHRI Portal. Provider POCs are given access credentials once access forms are submitted to EHRI.

Two types of quality reports are generated:

Quality Control Summary Report

- Provides information of the submission at a summary level (records processed, records rejected, error counts, edit codes and descriptions, etc.).

Error Records Reports

- Contains actual error records of the submission (PII data) in a text file.
- Pipe delimited format with error codes appended to each error record.

5.7 Edit Rules

5.7.1 Individual Field Edits

Field Name	Edit Rule	Action Taken If Edit Rule Fails
Record Action	Check if code value is valid	Reject record
Social Security Number	Check if value is numeric	Reject record
Birth Date	Check if valid date	Reject record
EHRI Employee ID	None	N/A
Agency/Subelement Code	Check if code value is valid	Reject record
Training Title	Check if non-blank	Reject record
Training Type Code	Check if code value is valid	Reject record

Field Name	Edit Rule	Action Taken If Edit Rule Fails
Training Sub Type Code	Check if code value is valid	Reject record
Training Start Date	Check if valid date	Report error; If date is null, store “No Data Reported“; If date is invalid, store “Invalid Data”
Training End Date	Check if valid date	Report error; If date is null, Reject Record If date is invalid, Reject record
Continued Service Agreement Required Indicator	Check if code value is valid Valid values: Y, N, NA	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data” If code is not Y, N, NA report error
Training Accreditation Indicator	Check if code value is valid Valid values: Y, N	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data” If code is not Y, N report error
Training Credit	Check if value is numeric	Report error; If value is null or not a number, store zero
Training Credit Designation Type Code	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data” If code is not one of the values listed Appendix A report error

Field Name	Edit Rule	Action Taken If Edit Rule Fails
Training Duty Hours	Check if value is numeric	Report error; If value is null or not a number, store zero
Training Non Duty Hours	Check if value is numeric	Report error; If value is null or not a number, store zero
Training Delivery Type Code	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data” If code is not one of the values listed Appendix A report error
Training Purpose Type Code	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data” If code is not one of the values listed Appendix A report error
Training Source Type Code	Check if code value is valid	Report error; If code is null, store “No Data Reported“; If code is invalid, store “Invalid Data” If code is not one of the values listed Appendix A report error
Training Materials Cost	Check if value is numeric	Report error; If value is null or not a number, store zero

Field Name	Edit Rule	Action Taken If Edit Rule Fails
Training Per Diem Cost	Check if value is numeric	Report error; If value is null or not a number, store zero
Training Travel Cost	Check if value is numeric	Report error; If value is null or not a number, store zero
Training Tuition and Fees	Check if value is numeric	Report error; If value is null or not a number, store zero
Non-Government Contribution to Training	Check if value is numeric	Report error; If value is null or not a number, store zero
Travel Indicator	Check if code value is valid Valid values: Y, N, NA	Report error; If code is null, store "No Data Reported"; If code is invalid, store "Invalid Data" If code is not Y, N, NA, report error

5.7.2 Relational Edits

Field Names	Edit Rule	Action Taken If Edit Rule Fails
EHRI Employee ID, Social Security Number, Birth Date	The employee data must match an existing employee	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Training Title, Training End Date, Training Type	If record action is "Add", the employee must not have an existing record with the same training title and start date (if provided)	Reject record
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Training Title, Training End Date, Training Type	If record action is "Correct", the employee must have an existing record with the supplied training title and start date (if provided)	Reject record

Field Names	Edit Rule	Action Taken If Edit Rule Fails
Record Action, EHRI Employee ID, Social Security Number, Birth Date, Training Title, Training End Date, Training Type	If record action is "Delete", the employee must have an existing record with the supplied training title and start date (if provided)	Reject record
Training Type, Training Sub Type	Training Sub Type must be valid for the given Training Type.	Reject record
Training Start Date, Training End Date	End date must be greater than or equal to start date	Reject record
Continued Service Agreement Expiration Date, Training End Date	Expiration date must be greater than or equal to end date	Report error
Continued Service Agreement Expiration Date, Continued Service Agreement Required Indicator	If the continued service agreement indicator is 'Y', the continued service agreement expiration date must be a valid date	Report error
Training Credit Designation Type Code, Training Credit, Training Credit Type Code	If training credit designation type is valid and not NA, training credit and training credit type code must be provided, and training credit type code must not be NA. If training credit is greater than zero, training designation type code and training credit type code must be provided and must not be NA.	Report error
Training End Date, As of Date	The training end date must be less than or equal to the as of date for the training file.	Report error
Training Accreditation Indicator, Training Credit	If training accreditation indicator is 'Y', training credit must be greater than zero. If training credit is greater than zero, training accreditation indicator must be 'Y'.	Report error
Travel Indicator, Training Per Diem Cost, Training Travel Cost	If travel indicator is 'Y', training per diem cost and training travel cost must both be greater than zero.	Report error
Training Source Type Code, Non-Governmental Contribution to Training	If source type is 'Non-government', non-governmental contribution to training must be greater than zero.	Report error

Field Names	Edit Rule	Action Taken If Edit Rule Fails
Training Source Type Code, Training Tuition and Fees	If training source type is one of the valid code values and not 'Non-government', training tuition and fees must be greater than zero.	Report error

5.8 Overall Record Specification

5.8.1 Overview

The training file elements are described in tabular format, with the following column headers: ICD Seq #, EHRI Ref#, Data Element Name, Data Element Description, Data Concept, Datatype, Record Identifier, Priority, and Notes. The table below describes columns appearing in the record specification sections.

Column	Description	Valid Values
ICD Seq #	Sequential number to identify fields in this version of the record specification. Number assigned to a data element may change between versions.	
EHRI Ref #	Internal EHRI reference number assigned to data elements. Used to tie elements back to EHRI metadata repository.	
Data Element Name	Name of the data element.	
Data Element Description	Description of the data element.	
Data Concept	Name of grouping for specific data elements in the record specification.	
Data Type	The data element data format and length.	

Column	Description	Valid Values	
Record Identifier	Indicates how EHRI will handle incoming records during the data load process.	Y	Field must be present on the record or it will be rejected.
		Dup	Field will be used to determine if this record is a duplicate.
		<blank>	Will not reject or be used in duplicate check.
Priority	Indicates the criticality of fields being submitted to EHRI. All data elements are requested (with the exception of priority "4" fields) if they are available and applicable to the employee record. Note the priority scheme changed in version 4.0 of the GHRR to provide more clarity on what EHRI is expecting from providers.	1	Mandatory for Compliance
		2	High Priority
		3	Low Priority
		4	Priority TBD (Not required for submission at this time.)
Notes	Additional details or guidance about the data element.		

5.8.2 Data Element Format Types

This table describes data types appearing in the record specification table found in the Training Record Specification section.

Format	Meaning	Examples
VARCHAR(n)	A series of up to n alphanumeric and special characters, not including the vertical bar character ('|').	123-45-6789 125 Main St., S.W. Y OM00

Format	Meaning	Examples
NUMBER(n)	A series of n numeric characters. 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 days total is sent as -10. **NOTE: any null (empty) values passed into a number field will be translated by the interface into a "0" (zero).**	0 180 -10
DECIMAL(n, m)	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. 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. **NOTE: any null (empty) values passed into a number field will be translated by the interface into a "0" (zero).**	For a format of Decimal(9,2): 0 1500 1234567.89 1234.0 0.75 -100 -5.00
DATE	A date consisting of a 4 character year, a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes.	1960-01-01 (= January 1, 1960) 2004-12-31 (= December 31, 2004)

5.9 Training Record Specifications

The Training Record Specification table has been removed from within this Chapter and placed as a separate PDF file. To access the PDF file, go to: https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/hr-reporting/ghrr4-4_ch5_training.pdf.

The Training Record Specification table can also be found with the Raw Datasets found on the Data, Analysis & Documentation webpage. To access the webpage, go to: https://www.opm.gov/data/Index.aspx?tag=EHRI.

This version of the training record specification is 4_4.

5.9.1 Pipe Delimited Format

5.9.1.1 Sample Delimited File

A|123456789|1960-01-01|12345678901234567890|AG02|Training Course 1|02|20|2003-10-01|2003-10-1||N|Y|3|01|01|20.5|9.0|02|01|300.00|200.00|1200.00|3020.00|200.00|0|Y

C|234567890|1970-12-31|12345678901234567890|AG02|Sample Training Course 2|01|04|2004-02-01|2004-02-03|2005-02-25|Y|N|1.5|02|02|40|0|02|05|0|0|0|500.00|100.00|50.00|Y

D|345678902|1965-10-30|23456789012345678901|AG02|Sample Training Course 3|01|07|2004-03-15|2004-03-15||N|N|3|02|02|39.50|0.50|02|05|0|0|0|0|0|0|N

5.9.2 XML Schema

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema" elementFormDefault="qualified">
	<xs:annotation>
		<xs:documentation xml:lang="en">Training XML Schema for EHRI.
			Version 4.0.
			06/08/2007
			All rights reserved.
		</xs:documentation>
	</xs:annotation>
	<xs:element name="TrainingExport" type="TrainingExportType"/>
	<xs:element name="TrainingRecord" type="TrainingRecordType"/>
	<xs:complexType name="TrainingExportType">
		<xs:sequence>
			<xs:element ref="TrainingRecord" maxOccurs="unbounded"/>
		</xs:sequence>
		<xs:attribute name="fileDate" type="xs:string" use="required"/>
		<xs:attribute name="fileSource" type="xs:string" use="required"/>
	</xs:complexType>
	<xs:complexType name="TrainingRecordType">s
		<xs:sequence>
			<xs:element name="RecordAction">
				<xs:annotation>
					<xs:documentation>Indicates action to take with this data
record.</xs:documentation>
				</xs:annotation>
				<xs:simpleType>
					<xs:restriction base="xs:string">
						<xs:maxLength value="1"/>
						<xs:enumeration value="A"/>
						<xs:enumeration value="C"/>
						<xs:enumeration value="D"/>
					</xs:restriction>
				</xs:simpleType>
			</xs:element>
			<xs:element name="Employee" type="EmployeeType"/>
			<xs:element name="TrainingTitle">
				<xs:annotation>
					<xs:documentation>Official title or name of the course or
program completed by the employee.</xs:documentation>
				</xs:annotation>
				<xs:simpleType>
					<xs:restriction base="xs:string">
```

```
                                    <xs:maxLength value="100"/>
                              </xs:restriction>
                        </xs:simpleType>
                  </xs:element>
                  <xs:element name="TrainingTypeCode">
                        <xs:annotation>
                              <xs:documentation>Code for the type of training which has
been completed by the employee.</xs:documentation>
                        </xs:annotation>
                        <xs:simpleType>
                              <xs:restriction base="xs:string">
                                    <xs:maxLength value="4"/>
                              </xs:restriction>
                        </xs:simpleType>
                  </xs:element>
                  <xs:element name="TrainingSubTypeCode">
                        <xs:annotation>
                              <xs:documentation>Code for the sub type of training which
has been completed by the employee.</xs:documentation>
                        </xs:annotation>
                        <xs:simpleType>
                              <xs:restriction base="xs:string">
                                    <xs:maxLength value="4"/>
                              </xs:restriction>
                        </xs:simpleType>
                  </xs:element>
                  <xs:element name="TrainingStartDate" type="xs:date">
                        <xs:annotation>
                              <xs:documentation>Start date of the training completed by
the employee.</xs:documentation>
                        </xs:annotation>
                  </xs:element>
                  <xs:element name="TrainingEndDate" type="xs:date">
                        <xs:annotation>
                              <xs:documentation>End date for the training completed by
the employee.</xs:documentation>
                        </xs:annotation>
                  </xs:element>
                  <xs:element name="ContinuedServiceAgreement"
type="ContinuedServiceAgreementType"/>
                  <xs:element name="AccreditationInd" type="IndicatorType">
                        <xs:annotation>
                              <xs:documentation>Indicates if the training course offers
accreditation.</xs:documentation>
                        </xs:annotation>
                  </xs:element>
                  <xs:element name="TrainingCredit" type="TrainingCreditType"/>
                  <xs:element name="TrainingDutyHours" type="xs:decimal">
                        <xs:annotation>
                              <xs:documentation>Number of employee duty hours the
employee used to complete the training unit.</xs:documentation>
                        </xs:annotation>
                        </xs:element>
                  <xs:element name="TrainingNonDutyHours" type="xs:decimal">
                        <xs:annotation>
                              <xs:documentation>Number of employee non-duty hours for the
completed training course.</xs:documentation>
                        </xs:annotation>
                  </xs:element>
                  <xs:element name="TrainingDeliveryTypeCode">
                        <xs:annotation>
                              <xs:documentation>Code for the type of training delivery
for the training course completed by the employee.</xs:documentation>
                        </xs:annotation>
                        <xs:simpleType>
                              <xs:restriction base="xs:string">
                                    <xs:maxLength value="4"/>
                              </xs:restriction>
                        </xs:simpleType>
                  </xs:element>
```

```
                        <xs:element name="TrainingPurposeTypeCode">
                                <xs:annotation>
                                        <xs:documentation>Code representing the purpose of the
training completed by the employee.</xs:documentation>
                                </xs:annotation>
                                <xs:simpleType>
                                        <xs:restriction base="xs:string">
                                                <xs:maxLength value="4"/>
                                        </xs:restriction>
                                </xs:simpleType>
                        </xs:element>
                        <xs:element name="TrainingSourceTypeCode">
                                <xs:annotation>
                                        <xs:documentation>Source of the training which has been
completed by the employee.</xs:documentation>
                                </xs:annotation>
                                <xs:simpleType>
                                        <xs:restriction base="xs:string">
                                                <xs:maxLength value="4"/>
                                        </xs:restriction>
                                </xs:simpleType>
                        </xs:element>
                        <xs:element name="TrainingCost" type="TrainingCostType"/>
                        <xs:element name="TrainingTravelIndicator" type="IndicatorType">
                                <xs:annotation>
                                        <xs:documentation>Indicates if the employee traveled to
attend the training course.</xs:documentation>
                                </xs:annotation>
                        </xs:element>
                </xs:sequence>
        </xs:complexType>
        <xs:complexType name="EmployeeType">
                <xs:sequence>
                        <xs:element name="SSN">
                                <xs:annotation>
                                        <xs:documentation>Person's social security
number.</xs:documentation>
                                </xs:annotation>
                                <xs:simpleType>
                                        <xs:restriction base="xs:string">
                                                <xs:maxLength value="9"/>
                                        </xs:restriction>
                                </xs:simpleType>
                        </xs:element>
                        <xs:element name="BirthDate" type="xs:date">
                                        <xs:annotation>
                                                <xs:documentation>Date on which the person is
born.</xs:documentation>
                                </xs:annotation>
                        </xs:element>
                        <xs:element name="EHRIEmployeeId" minOccurs="0">
                                <xs:annotation>
                                        <xs:documentation>The unique number that EHRI will assign
to an employee to identify employee records within the EHRI.</xs:documentation>
                                </xs:annotation>
                                <xs:simpleType>
                                        <xs:restriction base="xs:string">
                                                <xs:maxLength value="20"/>
                                        </xs:restriction>
                                </xs:simpleType>
                        </xs:element>
                        <xs:element name="AgencySubelement">
                                <xs:annotation>
                                        <xs:documentation>Agency and, where applicable, the
administrative sub-division (i.e. subelement) in which an a person is
employed.</xs:documentation>
                                </xs:annotation>
                                <xs:simpleType>
                                        <xs:restriction base="xs:string">
                                                <xs:maxLength value="4"/>
```

```
                                    </xs:restriction>
                              </xs:simpleType>
                        </xs:element>
                  </xs:sequence>
            </xs:complexType>
            <xs:complexType name="ContinuedServiceAgreementType">
                  <xs:sequence>
                        <xs:element name="AgreementRequiredInd" type="IndicatorType">
                              <xs:annotation>
                                    <xs:documentation>Indicates whether a continued service
agreement is required for the training the employee is taking.</xs:documentation>
                              </xs:annotation>
                        </xs:element>
                        <xs:element name="ExpirationDate" type="xs:date" minOccurs="0">
                              <xs:annotation>
                                    <xs:documentation>Date on which the continued service
agreement expires.</xs:documentation>
                              </xs:annotation>
                        </xs:element>
                  </xs:sequence>
            </xs:complexType>
            <xs:complexType name="TrainingCostType">
                  <xs:sequence>
                        <xs:element name="MaterialsCost" type="xs:decimal">
                              <xs:annotation>
                                    <xs:documentation>Cost to the Government for the training
materials used during the training unit completed by the employee.  This includes all direct
costs associated with purchasing the training materials used by the employee that is in addition
to the tuition cost.  It can include but is not limited to costs of supplies, cost of equipment,
and cost of software used by the student during the training event.</xs:documentation>
                              </xs:annotation>
                        </xs:element>
                        <xs:element name="PerDiemCost" type="xs:decimal">
                              <xs:annotation>
                                    <xs:documentation>Cost of the per diem (meal, lodging,
misc. expenses) for training completed by the employee that was paid for by the Federal
Government.</xs:documentation>
                              </xs:annotation>
                        </xs:element>
                        <xs:element name="TravelCost" type="xs:decimal">
                              <xs:annotation>
                                    <xs:documentation>Cost for the travel, excluding per diem,
for training completed by the employee that was paid for by the Federal
Government.</xs:documentation>
                              </xs:annotation>
                        </xs:element>
                        <xs:element name="TuitionAndFees" type="xs:decimal">
                              <xs:annotation>
                                    <xs:documentation> The cost of the training tuition and fee
for training completed by the employee that was paid for by the Federal
Government.</xs:documentation>
                              </xs:annotation>
                        </xs:element>
                        <xs:element name="NonGovernmentContribution" type="xs:decimal">
                              <xs:annotation>
                                    <xs:documentation>Cost contributed by the employee or other
non-government organizations for the training completed by the employee..</xs:documentation>
                              </xs:annotation>
                        </xs:element>
                  </xs:sequence>
            </xs:complexType>
            <xs:complexType name="TrainingCreditType">
                  <xs:sequence>
                        <xs:element name="CreditAmt" type="xs:decimal">
                              <xs:annotation>
                                    <xs:documentation>Amount of academic credit hours or
continued education units earned by the employee for the completed training.</xs:documentation>
                              </xs:annotation>
                        </xs:element>
                        <xs:element name="DesignationType">
```

```
                              <xs:annotation>
                                     <xs:documentation>Code for the type of academic credit
hours or continued education units earned by the employee for the completed training
course.</xs:documentation>
                              </xs:annotation>
                              <xs:simpleType>
                                     <xs:restriction base="xs:string">
                                            <xs:maxLength value="4"/>
                                     </xs:restriction>
                              </xs:simpleType>
                       </xs:element>
                       <xs:element name="CreditType">
                              <xs:annotation>
                                     <xs:documentation>Code representing the type of credit
hours the employee received for the completed training.</xs:documentation>
                              </xs:annotation>
                              <xs:simpleType>
                                     <xs:restriction base="xs:string">
                                            <xs:maxLength value="4"/>
                                     </xs:restriction>
                              </xs:simpleType>
                       </xs:element>
               </xs:sequence>
        </xs:complexType>
        <xs:simpleType name="IndicatorType">
               <xs:restriction base="xs:string">
                       <xs:maxLength value="2"/>
                       <xs:enumeration value="Y"/>
                       <xs:enumeration value="N"/>
                       <xs:enumeration value="NA"/>
               </xs:restriction>
        </xs:simpleType>
</xs:schema>
```

5.9.2.1 Sample XML File


```
<?xml version="1.0" encoding="UTF-8" ?>
- <TrainingExport fileDate="2007-03-31" fileSource="GoLearn"
    xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xsi:noNamespaceSchemaLocation="http://ehr.opm.gov/schemas/training/EHRITraining_v4_0.xsd">
- <TrainingRecord>
  <RecordAction>A</RecordAction>
- <Employee>
  <SSN>123456789</SSN>
  <BirthDate>1960-01-01</BirthDate>
  <EHRIEmployeeId>12345678901234567890</EHRIEmployeeId>
  <AgencySubelement>AG02</AgencySubelement>
    </Employee>
  <TrainingTitle>Sample Training Course</TrainingTitle>
  <TrainingTypeCode>02</TrainingTypeCode>
  <TrainingSubTypeCode>21</TrainingSubTypeCode>
  <TrainingStartDate>2007-03-01</TrainingStartDate>
  <TrainingEndDate>2007-03-09</TrainingEndDate>
- <ContinuedServiceAgreement>
  <AgreementRequiredInd>Y</AgreementRequiredInd>
  <ExpirationDate>2008-02-24</ExpirationDate>
    </ContinuedServiceAgreement>
  <AccreditationInd>Y</AccreditationInd>
- <TrainingCredit>
  <CreditAmt>3</CreditAmt>
  <DesignationType>01</DesignationType>
  <CreditType>01</CreditType>
    </TrainingCredit>
  <TrainingDutyHours>20</TrainingDutyHours>
  <TrainingNonDutyHours>20</TrainingNonDutyHours>
  <TrainingDeliveryTypeCode>02</TrainingDeliveryTypeCode>
  <TrainingPurposeTypeCode>01</TrainingPurposeTypeCode>
  <TrainingSourceTypeCode>01</TrainingSourceTypeCode>
- <TrainingCost>
  <MaterialsCost>300.00</MaterialsCost>
  <PerDiemCost>200.00</PerDiemCost>
  <TravelCost>400.00</TravelCost>
  <TuitionAndFees>3020.00</TuitionAndFees>
  <NonGovernmentContribution>200.00</NonGovernmentContribution>
    </TrainingCost>
  <TrainingTravelIndicator>Y</TrainingTravelIndicator>
    </TrainingRecord>
- <TrainingRecord>
  <RecordAction>C</RecordAction>
- <Employee>
  <SSN>456789999</SSN>
  <BirthDate>1970-11-10</BirthDate>
  <EHRIEmployeeId>45785678901234567890</EHRIEmployeeId>
  <AgencySubelement>AG02</AgencySubelement>
    </Employee>
  <TrainingTitle>Sample Training Course 2</TrainingTitle>
  <TrainingTypeCode>01</TrainingTypeCode>
  <TrainingSubTypeCode>14</TrainingSubTypeCode>
  <TrainingStartDate>2007-02-12</TrainingStartDate>
  <TrainingEndDate>2007-02-16</TrainingEndDate>
- <ContinuedServiceAgreement>
  <AgreementRequiredInd>Y</AgreementRequiredInd>
  <ExpirationDate>2008-02-22</ExpirationDate>
    </ContinuedServiceAgreement>
```

```
&lt;AccreditationInd&gt;Y&lt;/AccreditationInd&gt;
- &lt;TrainingCredit&gt;
&lt;CreditAmt&gt;3&lt;/CreditAmt&gt;
&lt;DesignationType&gt;02&lt;/DesignationType&gt;
&lt;CreditType&gt;02&lt;/CreditType&gt;
  &lt;/TrainingCredit&gt;
&lt;TrainingDutyHours&gt;38.5&lt;/TrainingDutyHours&gt;
&lt;TrainingNonDutyHours&gt;2.5&lt;/TrainingNonDutyHours&gt;
&lt;TrainingDeliveryTypeCode&gt;02&lt;/TrainingDeliveryTypeCode&gt;
&lt;TrainingPurposeTypeCode&gt;05&lt;/TrainingPurposeTypeCode&gt;
&lt;TrainingSourceTypeCode&gt;03&lt;/TrainingSourceTypeCode&gt;
- &lt;TrainingCost&gt;
&lt;MaterialsCost&gt;100.00&lt;/MaterialsCost&gt;
&lt;PerDiemCost&gt;0.0&lt;/PerDiemCost&gt;
&lt;TravelCost&gt;0.0&lt;/TravelCost&gt;
&lt;TuitionAndFees&gt;2000.00&lt;/TuitionAndFees&gt;
&lt;NonGovernmentContribution&gt;0.0&lt;/NonGovernmentContribution&gt;
  &lt;/TrainingCost&gt;
&lt;TrainingTravelIndicator&gt;N&lt;/TrainingTravelIndicator&gt;
  &lt;/TrainingRecord&gt;
  &lt;/TrainingExport&gt;
```