

EHRI RD

Enterprise Human Resources Integration
Retirement Data Initiative

Guide to Technical Compliance for Retirement Data

FROM:
The e-Gov Program Office
U.S. Office of Personnel Management
1900 E Street NW
Washington, DC

February 2012

Release 2.0



Revision Sheet

Release Number	Date	Revision Description
1.0	2/4/2011	Initial version
1.1	TBD	<p>Version 1.1 approved of the Technical Compliance Guide approved by OPM. See below for details on changes in this version of the document:</p> <ul style="list-style-type: none"> • Removed content for Reemployed Annuitant Notification Record • Added Section 1.2 : Scope • Added Section 1.3: Retirement Data Reporting Compliance • Added Section 1.4: Reporting Requirement • Added Section 1.6: Document Overview • Added Section 2.1.1: Tracking Technical Compliance Milestones • Added Section 2.5: Production Readiness Assessment • Added Section 3: Maintaining Technical Compliance • Added Appendix A: ERR Special Situation Test Details • Added Appendix B: ERR Milestone Template • Added Appendix C: ERR Gap Analysis Template • Added Appendix D: List of Acronyms

Table of Contents

1	GENERAL INFORMATION	4
1.1	OBJECTIVE	4
1.2	SCOPE	4
1.3	RETIREMENT DATA REPORTING COMPLIANCE.....	5
1.4	REPORTING REQUIREMENT	6
1.5	CONTACT INFORMATION	6
1.6	DOCUMENT OVERVIEW	7
2	TECHNICAL COMPLIANCE PROCESS.....	8
2.1	OVERVIEW	8
2.1.1	<i>Tracking Technical Compliance Milestones</i>	9
2.2	GAP ANALYSIS.....	9
2.3	CONNECT:DIRECT AND DTP FILE NAMING.....	10
2.4	TEST DATA SUBMISSIONS	10
2.4.1	<i>Electronic Retirement Record</i>	11
2.4.1.1	Test Set 1 – XML Required Data Tests.....	11
2.4.1.2	Test Set 2 – All GRDR (Full Record) Data Tests.....	12
2.4.1.3	Test Set 3 – File Correction and Cancellation	12
2.4.1.4	Test Set 4 – Special Situation Tests	13
2.4.1.5	Test Set 5 – Binary Attachment Test.....	13
2.5	PRODUCTION READINESS ASSESSMENT	13
2.5.1	<i>Provider Feedback</i>	13
2.5.1.1	Considerations.....	13
2.5.2	<i>Production Readiness Assessment</i>	14
3	MAINTAINING TECHNICAL COMPLIANCE	15
3.1	COMPARATIVE ANALYSIS	15
3.2	GRDR SCHEMA VERSION	15
	APPENDIX A – ERR SPECIAL SITUATION TEST DETAILS	16
	APPENDIX B – ERR MILESTONE TEMPLATE	37
	APPENDIX C – ERR GAP ANALYSIS TEMPLATE.....	38
	APPENDIX D – LIST OF ACRONYMS.....	66

List of Tables

TABLE 1: CONTACT INFORMATION6

TABLE 2: ERR SCHEMA REQUIRED DATA ELEMENTS12

TABLE 3: ERR TEST SET 1 – XML REQUIRED DATA TESTS16

TABLE 4: ERR TEST SET 2 – ALL GRDR (FULL RECORD) DATA TESTS17

TABLE 5: ERR TEST SET 3 – FILE CORRECTION AND CANCELLATION17

TABLE 6: ERR TEST SET 4 – SPECIAL SITUATION TESTS.....36

TABLE 7: ERR TEST SET 5 – BINARY ATTACHMENT TEST36

TABLE 8: ACRONYMS66

List of Figures

FIGURE 1: EHRI RD GUIDANCE5

FIGURE 2: TECHNICAL COMPLIANCE TO PRODUCTION6

FIGURE 3: TECHNICAL COMPLIANCE STEPS.....8

FIGURE 5: ERR MILESTONE TEMPLATE37

FIGURE 6: ERR GAP ANALYSIS TEMPLATE65

1 General Information

1.1 Objective

The Office of Personnel Management (OPM) is responsible for the administration of the two primary Federal Retirement Programs covering more than 2.9 million active employees and 2.4 million annuitants who are eligible for retirement benefits under the Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS). OPM initiated the Enterprise Human Resources Integration Retirement Data (EHRI RD) program as a strategic initiative to standardize and automate retirement data collection using modern technology to help ensure retirees and annuitants are paid accurately.

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

1.2 Scope

To address the second priority – moving from paper to electronic data – OPM and data providers must support the electronic exchange of standardized retirement data needed to process retirements for Federal employees. To help achieve this goal, OPM collaboratively developed the Guide to Retirement and Data Reporting ([GRDR](#)). The GRDR explains the reporting requirement, file transmission details, and submission frequency expectations for retirement data. It details the data requirements for the two retirement-relevant data feeds, namely the Electronic Retirement Record (ERR), and the Summary of Service Record (SSR).

OPM also collaboratively developed the Guide to Retirement Data Validations (GRDV), a companion document to the GRDR. The GRDV describes the concept of and need for data validation, provides general information about how the validations are structured, and then details the requirements of each specific validation against the standard outlined in the GRDR.

Finally, the purpose of this document is to outline the Technical Compliance process for sending electronic retirement data to OPM. Before data providers can submit production retirement data to OPM, providers must complete the Technical Compliance process. Below, [Figure 1](#) depicts how the Guide to Technical Compliance utilizes and supports the GRDR and the GRDV.

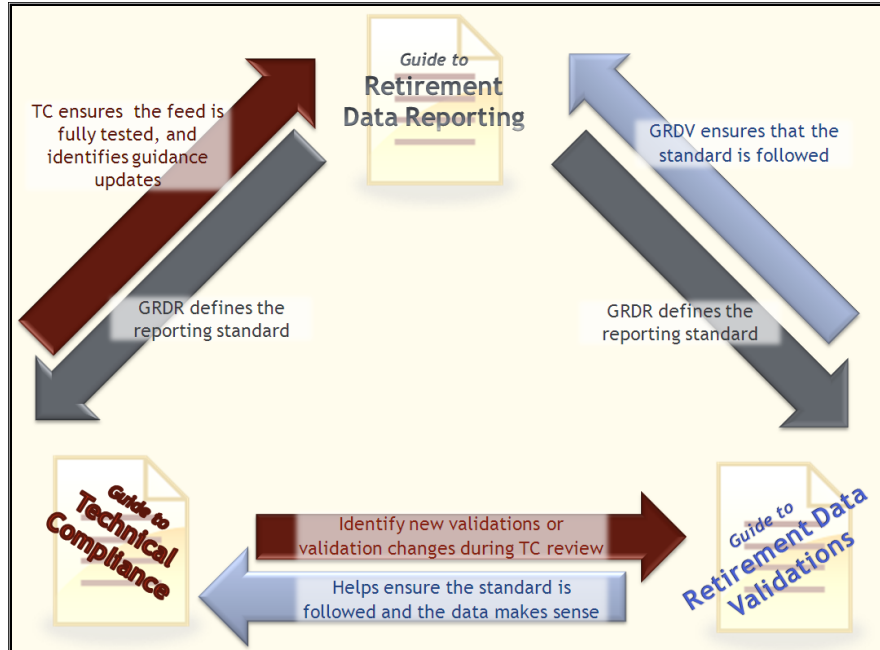


Figure 1: EHRI RD Guidance

Technical Compliance is a collaborative process between the data provider and OPM to ensure that the retirement data submitted to OPM matches the specification detailed in the GRDR and is usable for retirement adjudication 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 and validation guidance based on what is learned through Technical Compliance.

The scope of this version of this Guide to Technical Compliance is for the ERR only. Technical Compliance details for the SSR will be addressed in a subsequent version. For the purposes of this document “provider” or “data provider” can indicate any data source – Agency, SSC, or otherwise.

1.3 Retirement Data Reporting Compliance

Technical Compliance is determined independently for a given provider and data feed. For example, a provider may submit ERRs in production while the SSR is still in test. However, a given feed cannot be promoted to production for certain Agencies supported by a provider, and not others.

In order for a provider to submit retirement data for any given feed in production, a series of Technical Compliance steps must be completed for each feed. These steps are detailed under the

Technical Compliance Process section. The process begins by analyzing the data available and development required to build the feed, setting a schedule for developing and testing the feed, and establishing connection with OPM through Connect:Direct. As shown in [Figure 2](#), the current paper process remains in place while test records are submitted and technical compliance reviews are held. Similar reviews will likely occur for a period of time following migration to production until both the provider and OPM are comfortable that the production feed is compliant as determined in the test environment.

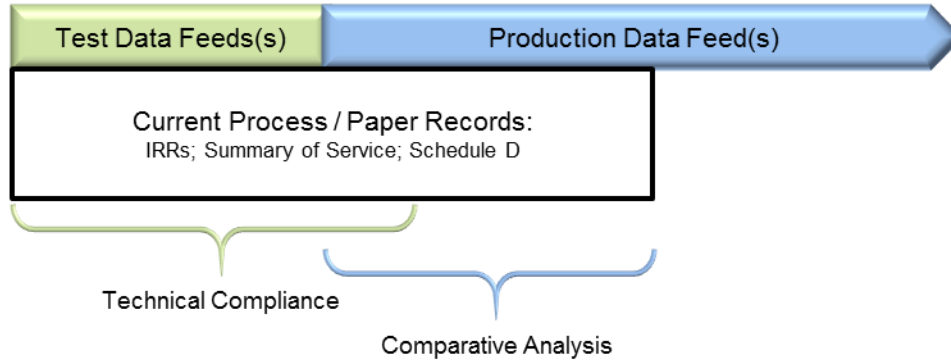


Figure 2: Technical Compliance to Production

This will lead into the Comparative Analysis phase. During this phase, the provider will send both paper and electronic records. The paper record will be compared to the electronic record to ensure that there are no unexpected discrepancies in the data.

1.4 Reporting Requirement

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

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

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

1.5 Contact Information

Role	Name	Phone	Email
OPM Chief Information Officer	Matthew Perry	(202) 606-2150	matthew.perry@opm.gov
Acting Director, EHRI	Victor Karcher	(724) 794-2005 ext. 3209	victor.karcher@opm.gov
Associate Director, Retirement and Benefits	Kenneth Zawodny	(724) 794-5612 ext 4430	kenneth.zawodnyjr@opm.gov
EHRI Data Lead	Gary Worley	(202) 606-8166	gary.worley@opm.gov
EHRI Operations Lead	Paul Burke	(202) 606 4809	paul.burke@opm.gov

Role	Name	Phone	Email
Retirement Data Technical Lead	Patrick Rasche	(202) 606-5290	patrick.rasche@opm.gov
Retirement Data Functional Lead	Rebecca Halstead	(202) 606-1308	rebecca.halstead@opm.gov
Connect:Direct	Jon Garber	(202) 606-1436	jonathan.garber@opm.gov

Table 1: Contact Information

1.6 Document Overview

This document, the Guide to Technical Compliance for Retirement Data, is divided into the following sections:

Technical Compliance Process: This section includes an overview and detailed descriptions of the Technical Compliance steps.

Maintaining Technical Compliance [Analysis Process](#): This section explains how OPM will compare paper and electronic records, to ensure there are no unexpected discrepancies between the formats.

[Appendix A – ERR Special Situation Test Details](#): This section describes the types of tests that must be completed, as applicable, during the third step of technical compliance.

[Appendix B – ERR Milestone Template](#): This section contains the blank template for the ERR technical compliance milestones.

[Appendix C – ERR Gap Analysis Template](#): This section contains the blank template for the ERR gap analysis based on the current version of the GRDR.

[Appendix D – List of Acronyms](#): This section defines the acronyms used in the document.

2 Technical Compliance Process

2.1 Overview

The Technical Compliance process consists of four main steps as depicted in [Figure 3](#). Each step must be completed for the ERR and eventually the SSR. While the process depicts the order for testing, it is possible to have two steps in progress at one time for a given feed.

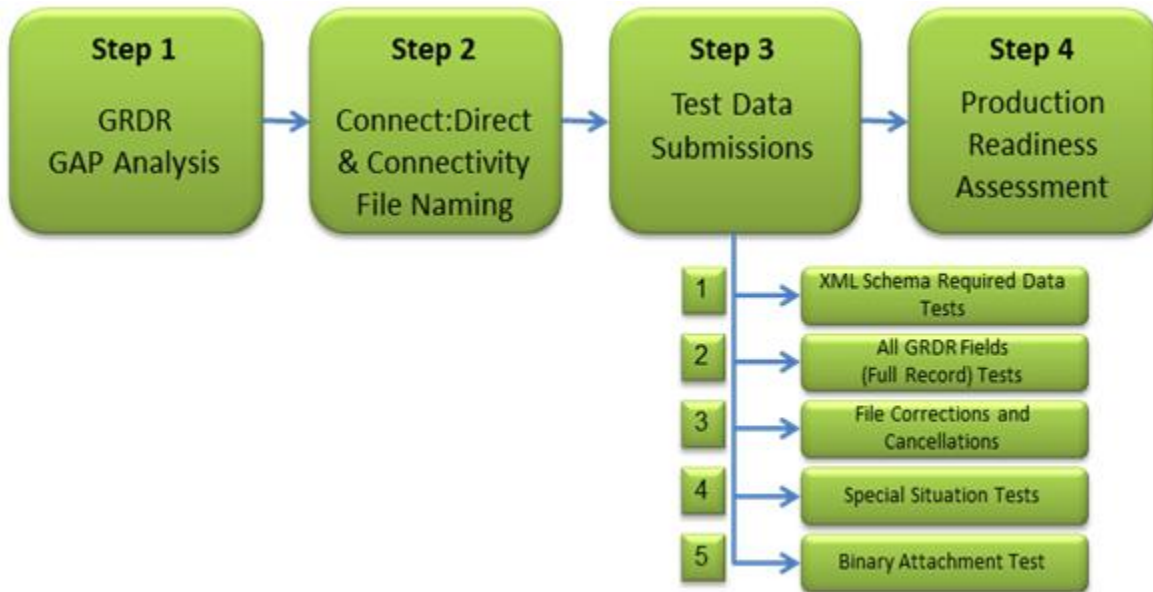


Figure 3: Technical Compliance Steps

Gap Analysis (Step 1) – The provider compares the data elements available in HR and Payroll systems to the GRDR elements by feed. This gives a sense of the development required to support a given feed.

Connect:Direct and DTP File Naming (Step 2) – The provider tests the Connect:Direct secure file transfer process and understanding of the data file naming conventions. Connect:Direct is the file transfer mechanism that data providers use to submit both test and production data to OPM.

Test Data Submissions (Step 3) – Beginning with only schema required elements, the test data submissions become increasingly more complete so the provider can make adjustments as the full record is built. As test submissions are received, OPM will review and analyze the test submission and communicate feedback with the provider. These test submission reviews will occur on an ongoing basis after each test submission is sent to OPM.

With the receipt of each test submission, OPM will notify the provider of a successful submission via email. The email will provide summary file information as well as details of the record types and special situations included in the submission.

Production Readiness Assessment (Step 4) – The Technical Compliance review is held when OPM is ready to promote a provider to production. Production means that the necessary agreements, such as an ISA and MOA, between OPM and the provider are in place so that the provider can submit records from their production system that contain personally identifiable information. As part of this assessment, OPM evaluates the providers overall capability to generate retirement data that matches the specification detailed in the GRDR and is usable for retirement adjudication purposes.

2.1.1 Tracking Technical Compliance Milestones

OPM released two templates to assist SSCs and Agencies with tracking milestones and reporting gap analysis. The gap analysis template is introduced in Section [2.2](#). To help data providers capture their plan for Technical Compliance, OPM developed a Technical Compliance Milestone Template, located in [Appendix B – ERR Milestone Template](#). The template contains the list of the high-level Technical Compliance milestones and a field where the providers can enter their target completion date. This information helps OPM schedule resources to facilitate the Technical Compliance process with each provider.

The OMB passback from 2011 included language about EHRI, eOPF, and retirement data:

“By January 14, 2011, each HRLoB SSC and Payroll providers are requested to provide to the Office of Personnel Management’s Chief Information Officer milestone dates to show when they will reach technical compliance in submitting Retirement Data Feeds as defined in OPM’s Guide to Retirement Data Reporting.”

OPM provides the latest technical compliance status to OMB on a bi-weekly basis. Data providers should submit their completed Technical Compliance Milestone template and any subsequent updates to victor.karcher@opm.gov.

2.2 Gap Analysis

Each provider completes and submits to OPM a gap analysis comparing the data elements available in their systems to the elements in the latest published version of the GRDR. This gap analysis helps the provider and OPM understand the scope of development required to build the retirement data feeds. Providers are encouraged to revisit the gap analysis as new versions of the template become available following future releases of the GRDR. A separate analysis is completed for both the ERR and SSR.

At a minimum, the gap analysis should indicate the data elements in the GRDR that are not currently available in the provider’s systems and a target date of when that element can be developed. To help data providers complete their analysis, OPM developed the Gap Analysis Template, located in [Appendix C – ERR Gap Analysis Template](#). The template contains basic

information for all of the data elements in the GRDR and columns to capture the data provider details, such as data element availability and timeframe for delivering missing data elements.

Use of this template is optional but strongly encouraged. If providers follow the template, OPM can analyze feedback across providers to identify data elements that, for example, should be removed because the agency and/or provider do not have access to the data, or data elements that require clarification in the guidance. For additional information, to request a blank template, or to submit a complete template, please contact victor.karcher@opm.gov.

2.3 Connect:Direct and DTP File Naming

Prior to sending any test data, each data provider must submit a test Data Transfer Package (DTP) to OPM via Connect:Direct. The DTP can be submitted as a standalone XML file or zip file containing an XML file. There are several reasons for this test. First, it ensures that each data provider can successfully send data to OPM via Connect:Direct. Even though Connect:Direct is the same secure file transfer mechanism currently used to provide HR, payroll, and training data to the OPM EHRI data warehouse, the directories where the retirement data is submitted are different. Therefore, it is necessary to test whether a provider can successfully transmit files to those directories. Second, if the test file is a zip file, then the Connect:Direct transmission mode must be set to binary. Data is currently sent to the OPM EHRI data warehouse with the Connect:Direct transmission mode set to ascii. Third, it ensures that each data provider understands the file naming convention for the DTP file specified in the GRDR. Information about the DTP file naming conventions and Connect:Direct submission directory is found in the GRDR.

The data submitted in the DTP must be a valid XML that is compliant with the appropriate data schema definition. The file must contain a minimum of one test record and all records must contain the schema required data elements. [Table 2](#) contains the list of schema required data elements for the ERR. The ERR and SSR XML schemas are located on the OPM website <http://www.opm.gov/feddata/grdr/>.

OPM will work closely with the provider through the file submission process. Once a data provider has successfully transmitted a file to OPM via Connect:Direct for one of the two feeds, it may not be necessary to repeat this step for the other feed type. OPM will work with the provider to make this determination.

2.4 Test Data Submissions

OPM recognizes that data providers may not be able to comply with the GRDR specifications immediately. To help guide providers through the Technical Compliance process and allow them to make progress incrementally, OPM created a series of tests that are documented in [Appendix A – ERR Special Situation Test Details](#)

. Data providers are expected to send OPM several iterations of representative test data as they navigate the Technical Compliance process. OPM will provide feedback to the data provider after each test data submission.

Providers may skip some of the tests for the ERR, as long as the subsequent tests that build on those skipped tests are completed. For example, a provider may choose to skip a test (e.g., Test 1-1) that submits a retirement data feed for only the “at-retirement trigger” if they are able to submit data for all the triggers (e.g., Test 1-2).

Prior to submitting test files, the data provider must contact victor.karcher@opm.gov and provide the following information:

1. The name of the data provider;
2. The point of contact for the test data submission (name, email, and phone number);
3. The date of the test data submission; and
4. A clear description of the type of test data being submitted. For example, Electronic Retirement Record test file with XML schema required elements for a single employee record (#1-1). When submitting a set of test records that satisfy multiple tests, please submit a list to OPM that matches the Record Identifier to the satisfied test.

IMPORTANT: Test submissions should be realistic, but should *not* include real employee personally identifiable information (PII) except for the employee date of birth which is needed for retirement data analysis. All other PII should not include real data.

There are ERR and SSR examples on the [GRDR page of the OPM website](#). The examples are provided in both XML and Excel formats.

2.4.1 Electronic Retirement Record

2.4.1.1 Test Set 1 – XML Required Data Tests

The purpose of these tests is to ensure that the provider is able to generate the *schema required data elements* in the correct XML format. The tests progress from submitting the schema required fields for only the “at-retirement” trigger for a single employee to submitting a sample of employees covering all the triggers (e.g. Transfer, Separation, FERS Election, At Retirement, Death-in-Service, and Preliminary Disability). If the provider is able to send more than the schema required data elements, they should skip to Test 2 – All GRDR (Full Record) Data Tests. Each test submission must be sent in a valid DTP via Connect:Direct.

Test Set 1 for the ERR is detailed in [Table 3](#) of the [Appendix A – ERR Special Situation Test Details](#)

. The schema required data elements for the Electronic Retirement Record are listed below.

DD#	Data Element Name
1	Record Type Code
2	Record Identifier (ID)
3	Social Security Number
5	Name Family
6	Name Given

DD#	Data Element Name
9	Date of Birth
39	Agency Subelement Code
47	Payroll Office Number
48	Human Resources (HR) Data Provider Code
49	Nature of Action Effective Date
50	Nature of Action Code
65	Summary Year
243	Total Retirement Creditable Basic Pay Rate
249	Retirement Creditable Earnings
255	Cumulative Salary Deduction Amount
262	Retirement Plan Code
332	Certified Date
333	Certified By
334	Certifier Title
404	Submitting Agency Subelement Code
405	Submitting Personnel Office Identifier

Table 2: ERR Schema Required Data Elements

2.4.1.2 Test Set 2 – All GRDR (Full Record) Data Tests

The purpose of these test submissions is to assess the completeness of the data submitted via the retirement data feed against the GRDR. Similar to Test 1, these tests progress from submitting a single employee record for only the “at-retirement” trigger to submitting a sample of employees covering all the triggers. Providers should complete these tests even if not all the data elements in the GRDR are included. OPM will work closely with each provider during this testing phase to identify the missing data elements of significant importance to OPM. Each test submission must be sent in a valid DTP via Connect:Direct.

Test Set 2 for the ERR is detailed in [Table 4](#) of the [Appendix A – ERR Special Situation Test Details](#)

2.4.1.3 Test Set 3 – File Correction and Cancellation

The purpose of file correction and cancellation test submissions is to ensure that the provider understands the process and technical requirements of submitting corrections and cancellations via the retirement data feed. Corrections should be used when a data provider notices an error in the data previously submitted, or if cancellation or correction actions affecting an individual’s net effect service or pay history are received by a data provider after it has already submitted data to OPM for that individual. A correction can be used in either case to overwrite the data OPM has on record for that individual. Corrections are made by correcting, recertifying, and re-submitting the entire ERR previously submitted.

For details on the mechanics of submitting a correction or cancellation, refer to the [GRDR](#).

Test Set 3 for the ERR is detailed in [Table 5](#) of the [Appendix A – ERR Special Situation Test Details](#)

2.4.1.4 Test Set 4 – Special Situation Tests

Special situation tests verify that the provider can submit contextually accurate data required in special employment scenarios. Providers can send test data that is fabricated to achieve certain steps of technical compliance, such as establishing the Connect:Direct file transfer infrastructure, submitting schema required data elements, and the binary attachment test. For more comprehensive steps, such as the full record tests and special situation tests, OPM wants to ensure providers have the technical capability to populate the retirement data elements and understand how to populate the data elements correctly based on guidance in the GRDR. Therefore, OPM expects that providers will send real production data, scrubbed of personally identifiable information (PII), during the latter stages of testing. Providers may submit a DTP containing multiple employee records that satisfy more than one special situation test. If a provider has already submitted test data that includes a special situation, or does not have any employees that are impacted by a particular situation, then the provider may skip that test.

IMPORTANT: When submitting a set of test records that satisfy multiple special situation tests in a single DTP, please submit a list to OPM that matches the Record Identifier to the satisfied test.

Test Set 4 for the ERR is detailed in [Table 6](#) of the [Appendix A – ERR Special Situation Test Details](#)

.

2.4.1.5 Test Set 5 – Binary Attachment Test

The purpose of the binary attachment test submission is to ensure that the provider understands the process of submitting binary files in a DTP file. The GRDR allows the inclusion of binary files of any type in a DTP. The DTP package manifest should include information about the included file.

Test Set 5 for the ERR is detailed in [Table 7](#) of the [Appendix A – ERR Special Situation Test Details](#)

.

2.5 Production Readiness Assessment

2.5.1 Provider Feedback

Based on lessons learned from previous data collection efforts, OPM anticipates submissions will contain imperfect and erroneous data. OPM plans to leverage past efforts, lessons learned, and the infrastructure of EHRI Data Warehouse to provide Agencies and providers with data quality feedback.

2.5.1.1 Considerations

In determining when a provider is ready to be considered for promotion to production, OPM will evaluate the following areas:

- *Did the provider submit a representative sample of test submissions?* The test submissions should reflect both the distribution of Agencies that the provider supports, and the distribution of “triggers” in normal processing. These samples must not only be covered throughout test, but again after most issues are resolved.
- *Was each validation reviewed?* At least one instance of each validation error reported must be reviewed with the provider.
- *Are all provider fixes in place?* Generally, fixes required by OPM must be resolved and verified before moving into production. However, OPM recognizes that certain data quality issues may take more time to resolve, especially if the resolution involves staff training or business process changes. In hopes of continuous improvement, these types of actions should have a milestone for resolution.
- *Has the provider agreed to a reasonable date by which the open issues will be addressed to maintain technical compliance?* It will be the provider’s responsibility to update these milestones dates and take action on the resolution in order to retain a “compliant” status.

2.5.2 Production Readiness Assessment

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, 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, including a Memorandum of Agreement (MOA) and Interconnect Security Agreement (ISA) between the provider and OPM.

3 Maintaining Technical Compliance

Once a data provider is technically compliant and has moved into production, there are additional steps to ensure that the data provider maintains their Technical Compliance status and is ready to stop sending the paper equivalent of the electronic record (e.g. IRR vs. ERR).

3.1 Comparative Analysis

Once the provider sends production data to OPM, there is a period of overlap when paper and electronic records are sent. This allows OPM time to compare the data submitted electronically with the paper forms, to ensure there are no unexpected discrepancies between the formats. During this time, OPM will work closely with the data provider to identify and correct any data issues. OPM will continue to evaluate the quality of submissions. OPM will determine when the data provider can cease sending paper forms and continue only sending the electronic record in production. The overall readiness of the data provider and the quality of production data will be considered during this review.

3.2 GRDR Schema Version

The data provider must use a schema version which is no more than one version behind the currently released GRDR Schema version to maintain technical compliance. For example, when GRDR 5.0 is released, both GRDR 5.0 and GRDR 4.0 schema versions can be used to submit data, but GRDR 3.0 and all prior versions will be retired and will no longer be available for use.

Appendix A – ERR Special Situation Test Details

In addition to the required (Priority 1) elements, the data elements listed in the test description column are necessary to satisfy the special situation test. When listing data elements, the data dictionary number and name are included. These are elements that OPM will examine to help ensure the data requirements for special situations, such as LWOP, retroactive adjustments, and military service are understood by the provider. If a data element is listed below as a Priority 3, it is optional and does not need to be provided to satisfy the special situation test.

Test #	Test Description
#1-1	Single Employee Record, At-Retirement Trigger Submit a valid DTP file containing a single employee record for the <i>at-retirement trigger</i> . The only data elements required for this test are the 21 fields required by the Electronic Retirement Record XML schema.
#1-2	Single Employee Record, All Triggers Submit a valid DTP file(s) containing a single employee record for <i>each</i> trigger type. The only data elements required for this test are the 21 fields required by the Electronic Retirement Record XML schema. Triggers are separation, transfer, at-retirement, death-in-service, FERS election, and preliminary disability retirement.
#1-3	Representative Sample of Employee Records, All Triggers Submit a valid DTP file(s) containing a representative sample of employee records for varying triggers in a DTP file. Representative in this case means the average volume of employees impacted by each of the triggers in a given pay period. The only data elements required for this test are the 21 fields required by the Electronic Retirement Record XML schema. Triggers are separation, transfer, at-retirement, death-in-service, FERS election, and preliminary disability retirement.

Table 3: ERR Test Set 1 – XML Required Data Tests

Test #	Test Description
#2-1	Single Employee Record, At-Retirement Trigger Submit a valid DTP file containing a single employee record for the <i>at-retirement trigger</i> . All data elements in the GRDR, or as many as are available in the system, should be included for this test.
#2-2	Single Employee Record, All Triggers Submit a valid DTP file(s) containing a single employee record for <i>each</i> trigger type. All data elements in the GRDR, or as many as are available in the system, should be included for this test. Triggers are separation, transfer, at-retirement, death-in-service, FERS election, and preliminary disability retirement.

Test #	Test Description
#2-3	<p>Representative Sample of Employee Records, All Triggers</p> <p>Submit a valid DTP file(s) containing a representative sample of employee records for varying triggers. Representative in this case means the average volume of employees impacted by each of the triggers in a given pay period. All data elements in the GRDR, or as many as are available in the system, should be included for this test. Triggers are separation, transfer, at-retirement, death-in-service, FERS election, and preliminary disability retirement. This test is intended to test the provider’s process for submitting multiple employee records for multiple triggers.</p>

Table 4: ERR Test Set 2 – All GRDR (Full Record) Data Tests

Test #	Test Description
#3-1	<p>Single Correction Record</p> <p>Submit two separate DTP files. The first file should contain at least one full employee record. Once this first file is successfully ingested into the retirement data repository, the provider should submit the second file. This second file should correct a single record in the previously submitted data. The correction should include changes to both the service history and fiscal history of the record.</p>
#3-2	<p>Single Cancellation Record</p> <p>Submit two separate DTPs. The first DTP should contain at least one full employee record. Once this first DTP is successfully ingested into the retirement data repository, the provider should submit the second DTP. This second DTP should cancel a single record in the previously submitted data file.</p>
#3-3	<p>Representative Sample of Correction Records</p> <p>Submit a DTP that corrects <i>multiple records previously submitted in a test data file from Test Set 2</i>. The corrections should include changes to both the service history and fiscal history of the record.</p>
#3-4	<p>Representative Sample of Cancellation Records</p> <p>Submit a DTP that cancels <i>multiple records previously submitted in a test data file from Test Set 2</i>.</p>

Table 5: ERR Test Set 3 – File Correction and Cancellation

Test #	Test Description
#4-1	<p data-bbox="321 281 760 308">Single Period of General LWOP</p> <p data-bbox="321 317 1435 457">Submit a valid DTP file that contains one or more records for an employee that had one period of general LWOP (not workers’ compensation and not uniformed services). The period of general LWOP should be documented in the Service History with relevant personnel actions. The general LWOP Type Code is 06.</p> <p data-bbox="321 499 500 527"><u>Data elements</u></p> <ul data-bbox="321 535 954 751" style="list-style-type: none"> 50 – Nature of Action Code 49 – Nature of Action Effective Date 65 – Summary Year 243 – Total Retirement Creditable Basic Pay Rate 268 – LWOP Type Code 269 – LWOP Hours Per Year
#4-2	<p data-bbox="321 793 1235 821">Multiple Periods of General LWOP With Different Basic Pay Rates</p> <p data-bbox="321 829 1435 1003">Submit a valid DTP file that contains one or more records for an employee that had multiple periods of general LWOP (not workers’ compensation and not uniformed services) with different basic pay rates for at least two of the LWOP periods. The periods of general LWOP should be documented in the Service History with relevant personnel actions. The general LWOP Type Code is 06.</p> <p data-bbox="321 1045 505 1073"><u>Data Elements</u></p> <ul data-bbox="321 1081 954 1297" style="list-style-type: none"> 50 – Nature of Action Code 49 – Nature of Action Effective Date 65 – Summary Year 243 – Total Retirement Creditable Basic Pay Rate 268 – LWOP Type Code 269 – LWOP Hours Per Year

Test #	Test Description
#4-3	<p data-bbox="321 281 1013 308">Absent-Uniformed Services LWOP, No Paid Leave</p> <p data-bbox="321 317 1435 457">Submit a valid DTP file that contains one or more records for an employee that had at least one period of LWOP Absent-Uniformed Services with a subsequent return to duty documented with NOA codes 473 and 292 respectively. The military service for this example should not be with the National Guard.</p> <p data-bbox="321 506 505 533"><u>Data Elements</u></p> <ul data-bbox="321 541 987 898" style="list-style-type: none"> 50 – Nature of Action Code 49 – Nature of Action Effective Date 85 – Military Service Branch Type Code 87 – Military Service Active Duty Start (From) Date 88 – Military Service Active Duty End (To) Date 90 – Military Service Lost Time (priority 3) 91 – Military Service Character of Service Code 93 – Military Service Earnings (priority 3) 286 – Military Service Deposit Payment Status 381 – National Guard Military Service Indicator <p data-bbox="321 940 1435 1010"><i>The LWOP type code and other LWOP fields normally reported in the fiscal record are not needed for LWOP Absent-Uniformed Services.</i></p>
#4-4	<p data-bbox="321 1052 1040 1079">Absent-Uniformed Services LWOP, With Paid Leave</p> <p data-bbox="321 1087 1435 1262">Submit a valid DTP file that contains one or more records for an employee that had at least one period of LWOP Absent-Uniformed Services with a subsequent return to duty documented with NOA codes 473 and 292 respectively. In addition, during the LWOP Absent Uniformed Services period the employee used paid leave. The military service for this example should not be with the National Guard.</p> <p data-bbox="321 1304 505 1331"><u>Data Elements</u></p> <ul data-bbox="321 1339 1024 1772" style="list-style-type: none"> 50 – Nature of Action Code 49 – Nature of Action Effective Date 85 – Military Service Branch Type Code 87 – Military Service Active Duty Start (From) Date 88 – Military Service Active Duty End (To) Date 90 – Military Service Lost Time 91 – Military Service Character of Service Code 93 – Military Service Earnings (priority 3) 271 – Absent-Uniformed Services Hours of Paid Leave 243 – Total Retirement Creditable Basic Pay Rate 286 – Military Service Deposit Payment Status 381 – National Guard Military Service Indicator

Test #	Test Description
#4-5	<p data-bbox="321 281 1029 308">Absent-Uniformed Services LWOP, National Guard</p> <p data-bbox="321 317 1435 457">Submit a valid DTP file that contains one or more records for an employee that had at least one period of LWOP Absent-Uniformed Services with a subsequent return to duty documented with NOA codes 473 and 292 respectively. The military service for this example should be with the National Guard.</p> <p data-bbox="321 501 505 529"><u>Data Elements</u></p> <ul data-bbox="321 537 1000 968" style="list-style-type: none"> 50 – Nature of Action Code 49 – Nature of Action Effective Date 85 – Military Service Branch Type Code 87 – Military Service Active Duty Start (From) Date 88 – Military Service Active Duty End (To) Date 90 – Military Service Lost Time 91 – Military Service Character of Service Code 92 – National Guard Military Service Provision Code 93 – Military Service Earnings (priority 3) 286 – Military Service Deposit Payment Status 381 – National Guard Military Service Indicator 92 – National Guard Military Service Provision Code
#4-6	<p data-bbox="321 1010 1365 1037">OWCP LWOP for CSRS Employees or FERS Employees Working Part-time</p> <p data-bbox="321 1045 1435 1220">Submit a valid DTP file that contains one or more records for an employee that had at least one period of LWOP OWCP. The LWOP Type Code should equal 01. LWOP Type Code 01 should be used for CSRS employees on LWOP receiving OWCP and for FERS employees who work part of a work day and get LWOP for the balance of the work day while receiving OWCP.</p> <p data-bbox="321 1264 505 1291"><u>Data Elements</u></p> <ul data-bbox="321 1299 956 1478" style="list-style-type: none"> 65 – Summary Year 243 – Total Retirement Creditable Basic Pay Rate 268 – LWOP Type Code 269 – LWOP Hours Per Year 283 – OWCP Claim Number (priority 3)

Test #	Test Description
#4-7	<p>OWCP LWOP for FERS Employees Not Working</p> <p>Submit a valid DTP file that contains one or more records for an employee that had at least one period of LWOP OWCP. The LWOP Type Code should equal 01 or 02. LWOP Type Code 02 should be used in FERS cases where a FERS employee is on LWOP and not working at all while receiving OWCP benefits. LWOP Type Code 01 should be used for CSRS employee on LWOP receiving OWCP and for FERS employees who work part of a work day and get LWOP for the balance of the work day while receiving OWCP.</p> <p><u>Data Elements</u></p> <ul style="list-style-type: none"> 65 – Summary Year 243 – Total Retirement Creditable Basic Pay Rate 268 – LWOP Type Code 269 – LWOP Hours Per Year 283 – OWCP Claim Number (priority 3)
#4-8	<p>IPA or Union Official LWOP</p> <p>Submit a valid DTP file that contains one or more records for an employee that had at least one period of LWOP while on an International Organization, Intergovernmental Personnel Act (IPA), Indian Tribal Organization, or Union Office assignment. LWOP Type Code 03 should be used for an IPA or Indian Tribal Organization assignment. LWOP Type Code 04 should be used for a Union Official or International Organization assignment. For this scenario, assume the employee is on a detail and is not separated for the IPA, Indian Tribal Organization, International Organization, or Union Official assignment.</p> <p><u>Data Elements</u></p> <ul style="list-style-type: none"> 243 – Total Retirement Creditable Basic Pay Rate 268 – LWOP Type Code 269 – LWOP Hours Per Year
#4-9	<p>OWCP LWOP and Part-Time Flex Work Schedule (USPS Only)</p> <p>Submit a valid DTP file that contains one or more records for an employee that had at least one period of LWOP while working on a Part-Time Flex (USPS) work schedule. The LWOP Type Code should equal 01 or 02.</p> <p><u>Data Elements</u></p> <ul style="list-style-type: none"> 65 – Summary Year 74 – USPS Part-time Flex Hours Worked per Year 243 – Total Retirement Creditable Basic Pay Rate 268 – LWOP Type Code 269 – LWOP Hours Per Year 277 – LWOP-OWCP Total Hours Worked in Last 52 Weeks

Test #	Test Description
#4-10	<p>OWCP LWOP and Intermittent Work Schedule Submit a valid DTP file that contains one or more records for an employee that had at least one period of LWOP while working under an intermittent work schedule (DD#64 Work Schedule Code should be I, J, or T). The LWOP Type Code should equal 01 or 02.</p> <p><u>Data Elements</u> 65 – Summary Year 66 – Intermittent Work Unit Code 67 – Intermittent Work Amount 243 – Total Retirement Creditable Basic Pay Rate 268 – LWOP Type Code 269 – LWOP Hours Per Year 277 – LWOP-OWCP Total Hours Worked in Last 52 Weeks</p>
#4-11	<p>Non-distinct Period of General LWOP Submit a valid DTP file that contains one or more records for an employee that had LWOP hours during the year without a distinct period of LWOP documented by personnel actions. The general LWOP Type Code is 06.</p> <p><u>Data Elements</u> 65 – Summary Year 243 – Total Retirement Creditable Basic Pay Rate 268 – LWOP Type Code 269 – LWOP Hours Per Year</p>
#4-12	<p>Excess LWOP – USPS Only Submit a valid DTP file that contains one or more records for a USPS employee that had excess LWOP of any type during a year.</p> <p><u>Data elements</u> 50 – Nature of Action Code 49 – Nature of Action Effective Date 65 – Summary Year 243 – Total Retirement Creditable Basic Pay Rate 268 – LWOP Type Code 269 – LWOP Hours Per Year 281 – USPS Excess LWOP Months 282 – USPS Excess LWOP Days</p>

Test #	Test Description
#4-13	<p data-bbox="321 281 1068 308">Military Service Deposit (Paid in Full While at Agency)</p> <p data-bbox="321 317 1422 422">Submit a valid DTP file that contains one or more records for an employee that paid in full a military service deposit while at the current agency. The military service for this example should not be with the National Guard.</p> <p data-bbox="321 468 505 495"><u>Data Elements</u></p> <ul data-bbox="321 504 992 1010" style="list-style-type: none"> 85 – Military Service Branch Type Code 87 – Military Service Active Duty Start (From) Date 88 – Military Service Active Duty End (To) Date 90 – Military Service Lost Time (priority 3) 91 – Military Service Character of Service Code 93 – Military Service Earnings (priority 3) 286 – Military Service Deposit Payment Status 287 – Military Service Deposit Principal Amount 288 – Military Service Deposit Total Amount 289 – Military Service Deposit Interest Accrual Date 290 – Military Service Deposit USERRA Indicator 293 – Military Service Deposit Payment in Full Date 294 – Military Service Deposit Retirement Plan 381 – National Guard Military Service Indicator
#4-14	<p data-bbox="321 1052 1097 1079">Military Service Deposit (Partially Paid While at Agency)</p> <p data-bbox="321 1087 1422 1192">Submit a valid DTP file that contains one or more records for an employee that partially paid a military service deposit while at the current agency. The military service for this example should not be with the National Guard.</p> <p data-bbox="321 1239 505 1266"><u>Data Elements</u></p> <ul data-bbox="321 1274 992 1885" style="list-style-type: none"> 85 – Military Service Branch Type Code 87 – Military Service Active Duty Start (From) Date 88 – Military Service Active Duty End (To) Date 90 – Military Service Lost Time 91 – Military Service Character of Service Code 93 – Military Service Earnings (priority 3) 285 – Military Service Deposit Election Indicator 286 – Military Service Deposit Payment Status 287 – Military Service Deposit Principal Amount 288 – Military Service Deposit Total Amount 289 – Military Service Deposit Interest Accrual Date 290 – Military Service Deposit USERRA Indicator 292 – Military Service Deposit Total Amount Paid 294 – Military Service Deposit Retirement Plan 295 – Military Service Deposit Remaining Balance 296 – Military Service Deposit Last Payment Date 381 – National Guard Military Service Indicator

Test #	Test Description
#4-15	<p>Military Service Deposit (Partially Paid While at Agency) – National Guard Submit a valid DTP file that contains one or more records for an employee that partially paid a military service deposit while at the current agency. The military service for this deposit should be National Guard service performed under conditions that interrupt a period of civilian service and is creditable under USERRA.</p> <p><u>Data Elements</u> 85 – Military Service Branch Type Code 87 – Military Service Active Duty Start (From) Date 88 – Military Service Active Duty End (To) Date 90 – Military Service Lost Time (priority 3) 91 – Military Service Character of Service Code 93 – Military Service Earnings (priority 3) 285 – Military Service Deposit Election Indicator 286 – Military Service Deposit Payment Status 287 – Military Service Deposit Principal Amount 288 – Military Service Deposit Total Amount 289 – Military Service Deposit Interest Accrual Date 290 – Military Service Deposit USERRA Indicator 292 – Military Service Deposit Total Amount Paid 294 – Military Service Deposit Retirement Plan 295 – Military Service Deposit Remaining Balance 296 – Military Service Deposit Last Payment Date 381 – National Guard Military Service Indicator 92 – National Guard Military Service Provision Code</p>
#4-16	<p>Part Time Service Submit a valid DTP file that contains one or more records for an employee that had at least one period of part-time service while at the agency. For part-time service, the Work Schedule Code should be P, Q, S, T, PR, or PF.</p> <p><u>Data Elements</u> 64 – Work Schedule Code 71 – Part-time Hours per Pay Period 72 – Hypothetical Full-time Regular Tour of Duty for Part-time Employees 65 – Summary Year 73 – Part-time Hours Worked 74 – USPS Part-time Flex Hours Worked per Year 75 – USPS Part-time Regular Hours Worked per Year</p>

Test #	Test Description
#4-17	<p data-bbox="321 281 1435 422">Intermittent Service Submit a valid DTP file that contains one or more records for an employee that had at least one period of intermittent service while at the agency. For intermittent service, the Work Schedule Code should be I, J, or T.</p> <p data-bbox="321 464 954 674"><u>Data Elements</u> 64 – Work Schedule Code 65 – Summary Year 66 – Intermittent Work Unit Code 67 – Intermittent Work Amount 243 – Total Retirement Creditable Basic Pay Rate</p>
#4-18	<p data-bbox="321 716 1403 856">Retroactive Adjustments (back pay not awarded under statute) Submit a valid DTP file that contains one or more records for an employee that has a retroactive adjustment resulting from back pay awarded NOT under a statute (e.g., judicial body, MSPB).</p> <p data-bbox="321 898 980 1115"><u>Data Elements</u> 111 – Retroactive Pay Year 112 – Retroactive Retirement Earnings 113 – Retroactive Retirement Deduction Amount 114 – Retroactive Retirement Deduction Percentage 115 – Retroactive Adjustment Reason Code</p>
#4-19	<p data-bbox="321 1157 1403 1297">Additional Basic Pay (Night Differential Pay for Wage Employees) Submit a valid DTP file that contains one or more records for a wage employee that received night differential pay while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 01).</p> <p data-bbox="321 1339 1101 1549"><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>

Test #	Test Description
#4-20	<p>Additional Basic Pay (Pharmacist Executive Pay) Submit a valid DTP file that contains one or more records for an employee that received pharmacist executive pay while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 02).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>
#4-21	<p>Additional Basic Pay (Legislative Branch Employee Pay) Submit a valid DTP file that contains one or more records for an employee that received legislative branch employee pay (Section 61-1 of Title 2) while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 03).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>
#4-22	<p>Firefighter with Annualized Pay Submit a valid DTP file that contains one or more records for an employee with firefighter annualized pay.</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 395 – Firefighter Annualized Basic Pay Rate Indicator</p> <p><i>Expect Firefighter Annualized Basic Pay Rate Indicator to be 'Y' for this special situation.</i></p>

Test #	Test Description
#4-23	<p>Additional Basic Pay (Firefighter with Regular Schedule) Submit a valid DTP file that contains one or more records for an employee with a regular schedule that received additional firefighter pay while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 04).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage as applicable 395 – Firefighter Annualized Basic Pay Rate Indicator</p>
#4-24	<p>Additional Basic Pay (Law Enforcement Availability Pay) Submit a valid DTP file that contains one or more records for an employee that received law enforcement availability pay while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 05).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage as applicable</p>
#4-25	<p>Additional Basic Pay (Premium Pay – Administratively Uncontrollable Overtime) Submit a valid DTP file that contains one or more records for an employee that received administratively uncontrollable overtime pay while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 06).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>

Test #	Test Description
#4-26	<p>Additional Basic Pay (Premium Pay – Standby Pay) Submit a valid DTP file that contains one or more records for an employee that received standby pay while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 07).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>
#4-27	<p>Additional Basic Pay (Premium Pay – VA Nurses) Submit a valid DTP file that contains one or more records for an employee that received VA nurse pay while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 08).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>
#4-28	<p>Additional Basic Pay (Recruiting and Retention Pay Under 5 U.S.C. 5305) Submit a valid DTP file that contains one or more records for an employee that received recruiting and retention pay (under 5 USC 5305) while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 09).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>

Test #	Test Description
#4-29	<p>Additional Basic Pay (Physician Comparability Allowance Pay) Submit a valid DTP file that contains one or more records for an employee that received physician comparability allowance pay while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 10).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>
#4-30	<p>Additional Basic Pay (Market Pay for Doctors/Dentists) Submit a valid DTP file that contains one or more records for an employee that received market pay for doctors and dentists under 38 USC 7431(c) and 7432 while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 11).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>
#4-31	<p>Additional Basic Pay (Title 42 Scientist Pay) Submit a valid DTP file that contains one or more records for an employee that received Title 42 scientist pay while at the agency (Additional Retirement Creditable Basic Pay Rate Code = 12).</p> <p><u>Data Elements</u> 243 – Total Retirement Creditable Basic Pay Rate 244 – Retirement Creditable Adjusted Basic Pay Rate 245 – Additional Retirement Creditable Basic Pay Rate 246 – Additional Retirement Creditable Basic Pay Rate Code 247 – Premium Percentage (as applicable)</p>
#4-32	<p>Dual Appointments Submit a valid DTP file that contains two records for an employee that served on dual appointments with agencies that have the same payroll provider.</p>

Test #	Test Description
#4-33	<p>CSRS Offset (Multiple Deduction Rates) Submit a valid DTP file that contains one or more records for an employee that is covered by CSRS Offset (DD# 251). The employee should have basic pay earnings above the OASDI contribution and benefits base <u>or</u> have pre-tax deductions (e.g. FEHB premium conversion) so that the pay year salary deduction amount (DD #254) are broken down by two deduction percentages (DD #256) showing deductions at the partial CSRS rate (e.g. 0.8 percent) and the full CSRS rate (e.g. 7.0%).</p> <p><u>Data Elements</u> 65 – Summary Year 262 – Retirement Plan Code 254 – Pay Year Salary Deduction Amount 256 – Deduction Percentage</p>
#4-34	<p>Direct Deposit Submit a valid DTP file that contains one or more records with direct deposit related information for the at-retirement trigger, which is where the Record Type Code is 03.</p> <p><u>Data Elements</u> 34 – Direct Deposit Indicator 35 – Financial Institution Name 36 – Routing Number 37 – Account Number 38 – Account Type Code</p>
#4-35	<p>USPS International Organization Assignment (USPS Only) Submit a valid DTP file that contains one or more records for an employee with an international organization assignment.</p> <p><u>Data Elements</u> 76 – USPS International Organization Start Date 77 – USPS International Organization End Date 78 – USPS International Organization Hours 79 – USPS International Organization Retirement Deduction End Date</p>
#4-36	<p>Annuity Offset Submit a valid DTP file that contains one or more records for a reemployed annuitant subject to a salary reduction.</p> <p><u>Data Elements</u> 40 – Annuitant Code (value of A, C, E, 1, 4, or 5) 64 – Summary Year 252 – Salary Offset by Annuity Amount</p>

Test #	Test Description
#4-37	<p>Frozen Sick Leave Balance (Hours) Submit a valid DTP file that contains one or more records for an employee that elected FERS and had a frozen sick leave balance in hours.</p> <p><u>Data Elements</u> 61 – Frozen Sick Leave Balance Hours 263 – Effective Date of FERS Election</p>
#4-38	<p>Frozen Sick Leave Balance (Expiration Date) Submit a valid DTP file that contains one or more records for an employee that elected FERS and had a frozen sick leave balance and an uncommon tour of duty.</p> <p><u>Data Elements</u> 62 – Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty 263 – Effective Date of FERS Election</p>
#4-39	<p>Sick Leave Balance (Hours) Submit a valid DTP file that contains one or more records for an employee that separated and had a sick leave balance.</p> <p><u>Data Elements</u> 59 – Sick Leave Balance Hours</p>
#4-40	<p>Sick Leave Hours Balance (Expiration Date) Submit a valid DTP file that contains one or more records for an employee that separated and had a sick leave balance and an uncommon tour of duty.</p> <p><u>Data Elements</u> 60 – Sick Leave Expiration Date for an Uncommon Tour of Duty</p>
#4-41	<p>Early Retirement Authority Code Submit a valid DTP file that contains one or more records for an employee that retired on an early retirement under a VERA with a Nature of Action Code 303 (Retirement-Special Option).</p> <p><u>Data Elements</u> 50 – Nature of Action Code 98 – Early Retirement Authority Code</p>

Test #	Test Description
#4-42	<p>Customs Officer Overtime Earnings Submit a valid DTP file that contains one or more records of a customs officer that received retirement creditable overtime earnings.</p> <p><u>Data Elements</u> 45 – Special Population Code 248 – Customs Officer Overtime Earnings</p>
#4-43	<p>LEO – Primary / Rigorous Position (Special Population Code = 01) Submit a valid DTP file that contains one or more records of a law enforcement officer with a special population code of 01.</p>
#4-44	<p>LEO – Secondary Administrative Position (Special Population Code = 01A) Submit a valid DTP file that contains one or more records of a law enforcement officer with a special population code of 01A.</p>
#4-45	<p>LEO – Secondary Supervisory Position (Special Population Code = 01S) Submit a valid DTP file that contains one or more records of a law enforcement officer with a special population code of 01S.</p>
#4-46	<p>Firefighter – Primary / Rigorous Position (Special Population Code = 02) Submit a valid DTP file that contains one or more records of a firefighter with a special population code of 02.</p>
#4-47	<p>Firefighter – Secondary Administrative Position (Special Population Code = 02A) Submit a valid DTP file that contains one or more records of a firefighter with a special population code of 02A.</p>
#4-48	<p>Firefighter – Secondary Supervisory Position (Special Population Code = 02S) Submit a valid DTP file that contains one or more records of a firefighter with a special population code of 02S.</p>
#4-49	<p>Nuclear Materials Courier – Primary / Rigorous Position (Special Population Code = 03) Submit a valid DTP file that contains one or more records of a nuclear materials courier with a special population code of 03.</p>
#4-50	<p>Nuclear Materials Courier – Secondary Administrative Position (Special Population Code = 03A) Submit a valid DTP file that contains one or more records of a nuclear materials courier with a special population code of 03A.</p>

Test #	Test Description
#4-51	<p>Nuclear Materials Courier – Secondary Supervisory Position (Special Population Code = 03S) Submit a valid DTP file that contains one or more records of a nuclear materials courier with a special population code of 03S.</p>
#4-52	<p>Capital Police Officer (Special Population Code = 04) Submit a valid DTP file that contains one or more records of a capital police officer with a special population code of 04.</p>
#4-53	<p>Capital Police Officer (transfer from Library of Congress Police) (Special Population Code = 04LC) Submit a valid DTP file that contains one or more records of a capital police officer (officer who transferred to the Capital Police from Library of Congress Police) with a special population code of 04LC.</p>
#4-54	<p>Congressional Employee (Special Population Code = 06) Submit a valid DTP file that contains one or more records of a congressional employee with a special population code of 06.</p>
#4-55	<p>Congressional Employee (Architect/Botanic/Budget) (Special Population Code = 06B) Submit a valid DTP file that contains one or more records of a congressional employee (architect/botanic/budget) with a special population code of 06B.</p>
#4-56	<p>Member of Congress (Special Population Code = 07) Submit a valid DTP file that contains one or more records of a member of Congress with a special population code of 07.</p>
#4-57	<p>Member of Congress (Current and also a member on 12/31/83) (Special Population Code = 07M) Submit a valid DTP file that contains one or more records of a member of Congress who was also a member on 12/31/83 with a special population code of 07M.</p>
#4-58	<p>Bankruptcy Judge (Special Population Code = 09) Submit a valid DTP file that contains one or more records of a bankruptcy judge with a special population code of 09.</p>
#4-59	<p>Bankruptcy Judge (Current and also a judge on 12/31/83) (Special Population Code = 09M) Submit a valid DTP file that contains one or more records of a bankruptcy judge who was also a judge on 12/31/83 with a special population code of 09M.</p>

Test #	Test Description
#4-60	Judge US Court of Appeals for the Armed Forces (Special Population Code = 10) Submit a valid DTP file that contains one or more records of a judge on the US Court of Appeals for the Armed Forces (special population code = 10).
#4-61	Judge US Court of Appeals for the Armed Forces (Current judge and also a judge on 12/31/83) (Special Population Code = 10M) Submit a valid DTP file that contains one or more records of a judge on the US Court of Appeals for the Armed Forces who was also a judge on 12/31/83 with a special population code of 10M).
#4-62	US Magistrates (Special Population Code = 11) Submit a valid DTP file that contains one or more records of a US magistrate with a special population code of 11.
#4-63	US Magistrates (Current magistrate and also a magistrate on 12/31/83 (Special Population Code = 11M) Submit a valid DTP file that contains one or more records of a US magistrate who was also a magistrate on 12/31/83 with a special population code of 11M.
#4-64	Air Traffic Controller – 5 USC 2109(1)(A)(i) (Special Population Code = 13) Submit a valid DTP file that contains one or more records of an Air Traffic Controller covered under 5 USC 2109(1)(A)(i) (special population code = 13)
#4-65	Air Traffic Controller Other – 5 USC 2109(1)(A)(ii), 5 USC 2109(1)(B) (Special Population Code = 13X) Submit a valid DTP file that contains one or more records of an Air Traffic Controller covered under 5 USC 2109(1)(A)(ii), 5 USC 2109(1)(B) with a special population code of 13X.
#4-66	Air Traffic Controller – Second Level Supervisor 5 USC 8331(30)(B) and 8401(35)(B) (Special Population Code = 13S) Submit a valid DTP file that contains one or more records of an Air Traffic Controller – Second Level Supervisor 5 USC 8331(30)(B) and 8401(35)(B) with a special population code of 13S.
#4-67	Air Traffic Controller –Changes in retirement system coverage within same year Submit a valid DTP file that contains one or more records of an Air Traffic Controller that changed retirement system coverage from code K to L within the same fiscal year.
#4-68	DVA Physicians Assistants and Expanded-Function Dental Auxiliaries (Special Population Code = 14) Submit a valid DTP file that contains one or more records of a DVA Physicians Assistants and Expanded-Function Dental Auxiliaries with a special population code of 14.

Test #	Test Description
#4-69	<p>DVA Nurse (Special Population Code = 15) Submit a valid DTP file that contains one or more records of a DVA Nurse with a special population code of 15.</p>
#4-70	<p>Department of Veteran Affairs – Veterans Health Administration – Title 38 (Special Population Code = 16) Submit a valid DTP file that contains one or more records of a Department of Veteran Affairs – Veterans Health Administration – Title 38 employee with a special population code of 16.</p>
#4-71	<p>Customs and Border Protection Officer – Primary Position (Special Population Code = 17) Submit a valid DTP file that contains one or more records of a Customs and Border Protection Office – Primary Position with a special population code of 17.</p>
#4-72	<p>Customs and Border Protection Officer – Primary Position, Proportional (Special Population Code = 17P) Submit a valid DTP file that contains one or more records of a Customs and Border Protection Office – Primary Position, Proportional (special population code = 17P).</p>
#4-73	<p>Customs and Border Protection Officer – Secondary Administrative Position (Special Population Code = 17A) Submit a valid DTP file that contains one or more records of a Customs and Border Protection Office – Secondary Administrative Position with a special population code of 17A.</p>
#4-74	<p>Customs and Border Protection Officer – Secondary Administrative Position, Proportional (Special Population Code = 17AP) Submit a valid DTP file that contains one or more records of a Customs and Border Protection Office – Secondary Administrative Position, Proportional with a special population code of 17AP.</p>
#4-75	<p>Customs and Border Protection Officer – Secondary Supervisory Position (Special Population Code = 17S) Submit a valid DTP file that contains one or more records of a Customs and Border Protection Office – Secondary Supervisory Position with a special population code of 17S.</p>
#4-76	<p>Customs and Border Protection Officer – Secondary Supervisory Position, Proportional (Special Population Code = 17SP) Submit a valid DTP file that contains one or more records of a Customs and Border Protection Office – Secondary Supervisory Position, Proportional with a special population code of 17SP.</p>

Test #	Test Description
#4-77	<p>Metropolitan Washington Airports Authority (MWAA) Police Officer (Special Population Code = 20) Submit a valid DTP file that contains one or more records of a Metropolitan Washington Airports Authority (MWAA) Police Officer with a special population code of 20.</p>

Table 6: ERR Test Set 4 – Special Situation Tests

Test #	Test Description
#5-1	<p>Binary Attachment Test Submit at least one binary file (<i>e.g.</i>, PDF) and the associated XML files in a zipped DTP file.</p>

Table 7: ERR Test Set 5 – Binary Attachment Test

Appendix B – ERR Milestone Template

Electronic Retirement Record Technical Compliance Milestones	Target Completion Date
Step 1: Gap Analysis of GRDR	
Electronic Retirement Record	1/15/2011 (example)
Summary of Service Record	TBD (example)
Step 2: Verify Connectivity with OPM	
Submit test file to Connect:Direct	May 2011 (example)
Step 3: Data Submission Testing	
Electronic Retirement Record	
Test 1: Schema Required Test XML File	
Test 1-1: Single Employee Record, At-Retirement Trigger	
Test 1-2: Single Employee Record, All Triggers	
Test 1-3: Representative Sample of Employee Records, All Triggers	
Test 2: Full Record Test XML File	
Test 2-1: Single Employee Record, At-Retirement Trigger	
Test 2-2: Single Employee Record, All Triggers	
Test 2-3: Representative Sample of Employee Records, All Triggers	
Test 3: Corrections and Cancellations	
Test 3-1: Single Correction Record	
Test 3-2: Single Cancellation Record	
Test 3-3: Representative Sample of Correction Records	
Test 3-4: Representative Sample of Cancellation Records	
Test 4: Special Situation Tests	
Test 4-1: Leave without Pay	
Test 4-X: Others as deemed necessary by the provider and OPM	
Test 5: Binary Attachment Test	
Test 5-1: Test XML with Binary File Attachment	

Figure 4: ERR Milestone Template

Appendix C – ERR Gap Analysis Template

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
1	1	Record Type Code	The code that corresponds to the employment or life event that triggered the electronic retirement feed being sent to OPM.	1	Yes				
2	2	Record Identifier (ID)	The agency or data provider assigned identifier for a record, e.g., as set in a source system.	1	Yes				
3	3	Social Security Number	Employee's social security number, which uniquely identifies the person.	1	Yes				
4	4	Alternate Employee Identifier (ID)	The system ID provided by an agency system that uniquely identifies an individual employee's records.	3					
5	5	Name Family	Non-chosen/inherited/married name by which a person is known or designated on all official transactions.	1	Yes				
6	6	Name Given	Given/chosen/often first name by which a person is known or designated on all official transactions.	1	Yes				
7	7	Name Middle	Middle name, or initial, by which a person is known or designated on all official transactions.	2					
8	8	Name Suffix	Suffix to a full name of a person on all official transactions.	2					
9	9	Date of Birth	Date on which the person was born.	1	Yes				

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
10	10	Previous Name(s) Family	All non-chosen/inherited/married names by which a person was previously known.	2					
11	11	Previous Name(s) Given	All given/chosen/often first names by which a person was previously known.	2					
12	12	Previous Name(s) Middle	All middle names by which a person was previously known.	2					
13	13	Previous Name(s) Suffix	All suffixes to a full name of a person that was previously used.	2					
14	14	Previous Social Security Number	The social security number that a person previously used and had changed or was submitted in error.	2					
15	15	Previous Date of Birth	The date of birth that the person previously used.	2					
16	16	Unique Employee Identifier (UEID)	The employee's unique employee identifier.	3					
17	20	Citizenship Country Code	Employee's country of citizenship.	3					
18	404	Submitting Agency Subelement Code	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed as of the time the ERR is generated.	1	Yes				

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
19	405	Submitting Personnel Office Identifier	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for serviced employees.	1	Yes				
20	46	Personnel Office Identifier	The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.	1					
21	47	Payroll Office Number	Number assigned to the employee's payroll office.	1	Yes				
22	48	Human Resource (HR) Data Provider Code	The Agency code that identifies the employee's HR data provider.	1	Yes				
23	257	Date Deductions Began	Date retirement deductions for the current retirement system (CSRS, CSRS Offset, or FERS) began under the current appointment.	1					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
24	81	Retirement Service Computation Date	An employee's service computation date for retirement purposes. Compute the retirement service computation date (SCD) excluding any service that is not creditable for retirement purposes, (e.g., unpaid Post-56 military service, Post-1988 non-deduction service for FERS, etc.). The retirement SCD should be based on service creditable for title.	1					
25	396	Leave Service Computation Date	An employee's service computation date for leave accrual purposes.	2					
26	265	FERCCA Code	Indicates whether there has ever been a retirement coverage error that falls under the provisions of the Federal Erroneous Retirement Coverage Corrections Act (FERCCA).	1					
27	263	Effective Date of FERS Election	The effective date of election to FERS coverage.	2					
28	61	Frozen Sick Leave Balance Hours	The amount of sick leave hours the employee accrued as of the effective date of the election of FERS coverage.	2					
29	62	Frozen Sick Leave Expiration Date for an Uncommon Tour of Duty	The expiration date of the frozen sick leave balance, if applicable.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
30	266	Manual Submission Reason Code	The reason an Electronic Retirement Record (ERR) is incomplete and supporting paper documentation will be provided to complete the record.	2					
31	100	Retirement Claim Number	The claim number assigned by OPM at the time of retirement. The Retirement Claim Number is also referred to as the Civil Service Annuity (CSA) number.	3					
32	406	Donated Leave Indicator	Indicates whether the employee has received and used donated annual leave after the start of his or her last leave without pay period when he or she does not return to duty. Using donated annual leave in this situation results in the Last Day in Pay Status being after the start of the LWOP period.	2					
33	50	Nature of Action Code	The specific personnel action used to create or change a civilian personnel record. The code that corresponds to the nature of action description reported on the Individual Retirement Record (IRR).	1	Yes				
34	394	Nature of Action Description	The description of Agency-specific nature of action codes. Codes 900-999 are reserved for agencies' internal use.	2					
35	49	Nature of Action Effective Date	Date on which personnel action is/was effective.	1	Yes				

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
36	51	Nature of Action Not to Exceed (NTE) Date	When applicable, the not-to-exceed date for certain civilian personnel actions, such as appointments, LWOP, conversions, etc.	2					
37	39	Agency Subelement Code	Agency and, where applicable, the administrative sub-division (i.e. subelement) in which a person is employed.	1	Yes				
38	40	Annuitant Code	The status of an annuitant appointed to a position in the Federal civilian service.	1					
39	41	Position Title Description	Official classification title description of the position of the employee.	1					
40	42	Position Number	Alpha-numeric code associated with the employee's position title as shown on the employee's position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.	1					
41	43	Occupational Series Type Code	An employee's occupational series.	1					
42	44	Position Occupied Code	An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service.	1					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
43	45	Special Population Code	Code that describes a position an employee holds which has special retirement calculation rules.	1					
44	52	Legal Authority Code 1	The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee.	2					
45	53	Legal Authority Code 2	The law, executive order, rule, regulation, or other basis that, in addition to LEGAL AUTHORITY (1), authorizes the appointing officer to effect a personnel action on an employee.	2					
46	54	Pay Plan Code	A particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.	1					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
47	55	Grade, Level, Class, Rank, or Pay Band Code	An indicator of hierarchical relationships among positions covered by the same pay plan or system.	1					
48	56	Step or Rate Type Code	An indicator of a specific salary within a grade, level, class, rate, or pay band.	1					
49	57	Pay Basis Type Code	The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee.	1					
50	58	Duty Station Code	The location of an employee's official worksite.	1					
51	64	Work Schedule Code	The time basis on which an employee is scheduled to work.	1					
52	71	Part-time Hours per Pay Period	Number of hours a part-time employee is scheduled to work during a pay period. This is used to compare the actual hours that the employee actually worked in the period.	2					
53	72	Hypothetical Full-time Regular Tour of Duty for Part-time Employees	Number of hours in a pay period that the employee would be scheduled to work if the employee's work schedule were full-time instead of part-time – usually 80 hours.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
54	243	Total Retirement Creditable Basic Pay Rate	Rate of basic pay for retirement as determined by the employing agency. Agencies should determine what is included in basic pay for retirement. Some examples of pay to include in the basic pay rate are locality pay, premium pay, availability pay, special pay for recruiting and retention purposes, and administratively uncontrollable overtime (AUO).	1	Yes				
55	244	Retirement Creditable Adjustable Basic Pay Rate	The sum of an employee's rate of basic pay and locality pay (standard basic pay supplement). A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
56	245	Additional Retirement Creditable Basic Pay Rate	Additional pay an agency may pay an employee based on work that is creditable for retirement purposes, such as premium pay, administratively uncontrollable overtime, law enforcement availability pay, and regular overtime pay for firefighters. This is expressed as a rate of pay.	2					
57	246	Additional Retirement Creditable Basic Pay Rate Code	Code that corresponds to the type of Additional Retirement Creditable Basic Pay the employee receives.	2					
58	247	Premium Percentage	Percentage of premium pay that the employee receives.	2					
59	395	Firefighter Annualized Basic Pay Rate Indicator	Indicates whether the Total Retirement Creditable Basic Pay Rate reported for the firefighter is annualized.	2					
60	262	Retirement Plan Code	The civilian retirement system(s) to which deductions from an employee's pay are credited.	1	Yes				
61	65	Summary Year	The year summary information is tracked by, such as the pay year that deductions were made for the retirement account, the year in which the leave without pay was taken, and the year there was a period of intermittent work.	1	Yes				

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
62	241	Fiscal Detail Start Date	The effective date of the fiscal information provided for the summary year.	1					
63	242	Fiscal Detail End Date	The end date of the fiscal information provided for the summary year.	1					
64	255	Cumulative Salary Deduction Amount	Cumulative salary deduction amount for the retirement account. This is the amount that currently appears in column 7 of the IRR referred to as Accumulative Total Salary Deductions.	2	Yes				
65	253	Defined Hours in the Work Year	The defined hours in the pay year used to determine an hourly rate for employees with an annual salary.	1					
66	254	Pay Year Salary Deduction Amount	Total salary deduction amount (at the appropriate rate) for the pay year for CSRS and FERS employees.	2					
67	256	Deduction Percentage	Salary deduction percentage for the pay year.	2					
68	249	Retirement Creditable Earnings	For covered service, this is basic pay creditable under CSRS/FERS. For non-deduction service, this is basic pay that could potentially be creditable for retirement under CSRS/FERS.	1	Yes				

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
69	251	Retirement Creditable Earnings for Social Security	For CSRS Offset employees, the retirement creditable earnings subject to social security taxes (OASDI). This amount should not exceed the social security contribution and benefit base for the year.	2					
70	252	Salary Offset by Annuity Amount	The amount of annuity attributable to the period of reemployment that is deducted from the basic pay of a reemployed annuitant. It reflects the actual amount deducted from the reemployed annuitant's basic pay during the summary year. (These amounts deducted from the reemployed annuitant's pay during reemployment should be returned to OPM and the retirement fund.)	2					
71	250	Additional Pay Status (APS) Indicator	Indicator that denotes additional basic pay not reflected in the Retirement Creditable Basic Pay Rate, but should be reflected in the Retirement Creditable Earnings for either covered service or non-deduction service. Some examples are hazard pay, additional pay status (APS), night differential pay, environmental differential pay, Sunday pay, and holiday pay.	1					
72	248	Customs Officer Overtime Earnings	Retirement creditable overtime pay a customs officer received. This is expressed as actual earnings and not as a rate of pay.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
73	73	Part-time Hours Worked	The total (non-overtime) part-time hours worked per year or total hours for each distinct period of part-time service. The hours may be for time worked or taken as paid leave.	2					
74	407	Part-Time Start Date	Date the employee started working in a part-time work schedule.	2					
75	408	Part-Time End Date	Date the employee stopped working in a part-time work schedule.	2					
76	66	Intermittent Work Unit Code	The code that corresponds to how the Intermittent Work Amount will be reported, which can either be in Hours or Days.	2					
77	67	Intermittent Work Amount	Amount of time worked in hours or days, depending on the Intermittent Work Unit Code, for each distinct period of intermittent service worked during the year.	2					
78	74	USPS Part-time Flex Hours Worked	The actual non-overtime hours paid to a USPS Part-time Flex employee. The hours should be the annual amount or for the total period that was part-time flex if it is less than one year. The hours may be for time worked or taken as paid leave.	2					
79	415	USPS Part-time Flex Start Date	Date the employee started working in a part-time Flex work schedule.	2					
80	416	USPS Part-time Flex End Date	Date the employee stopped working in a part-time Flex work schedule.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
81	75	USPS Part-time Regular Hours Worked	The actual non-overtime hours paid to a USPS Part-time Regular (limited tour) employee. The hours should be the annual amount or for the total period that was part-time regular if it is less than one year. The hours may be for time worked or taken as paid leave.	2					
82	417	USPS Part-time Regular Start Date	Date the employee started working in a part-time Regular work schedule.	2					
83	418	USPS Part-time Regular End Date	Date the employee stopped working in a part-time Regular work schedule.	2					
84	76	USPS International Organization Start Date	Date on which the USPS employee started an international organization assignment.	2					
85	77	USPS International Organization End Date	Date on which the USPS employee ended an international organization assignment.	2					
86	78	USPS International Organization Hours	If international organization assignments are handled with a leave without pay, this is the amount of hours the USPS employee was on a leave without pay during the Summary Year.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
87	79	USPS International Organization Retirement Deduction End Date	If international organization assignments are handled with a leave without pay, this is the last date covered by the USPS employee's direct payment of retirement deductions made while performing service for an international organization during an approved LWOP status or following a transfer to the international organization.	2					
88	268	LWOP Type Code	The code that reflects the reason an employee is placed on leave without pay.	2					
89	269	LWOP Hours per Year	The amount of hours the employee was on leave without pay for the type of LWOP per Summary Year. Hours must be provided for each distinct basic pay rate (i.e. Total Retirement Creditable Basic Pay Rate).	2					
90	277	LWOP-OWCP Total Hours Worked in Last 52 Weeks	The total hours the employee was entitled to basic pay in the 52 week work year immediately preceding the end of the last pay period in which the employee was in a pay status. This is the 52 week period prior to the employee entering into a non-pay status due to Worker's Compensation Leave Without Pay.	2					
91	283	OWCP Claim Number	The workers' compensation claim number.	3					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
92	281	USPS Excess LWOP Months	The amount of LWOP in months that exceeded six (6) months for the year.	2					
93	282	USPS Excess LWOP Days	The amount of LWOP in days in addition to the USPS Excess LWOP Months that exceeded six (6) months for the year.	2					
94	111	Retroactive Pay Year	The pay year the retirement earnings and/or retirement deductions need to be adjusted for.	2					
95	112	Retroactive Retirement Earnings	The amount of retirement creditable earnings for either covered service or non-deduction service that should either be credited or debited to the pay year.	2					
96	113	Retroactive Retirement Deduction Amount	The amount of salary deductions that should either be credited or debited to the pay year.	2					
97	114	Retroactive Retirement Deduction Percentage	The salary deduction percentage for the pay year being adjusted.	2					
98	115	Retroactive Adjustment Reason Code	The reason for the retroactive adjustment.	2					
99	85	Military Service Branch Type Code	Branch of the United States Uniformed Services in which the employee served.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
100	87	Military Service Active Duty Start (From) Date	Date on which active military duty started. The active duty military service could have occurred prior to the employee's civilian service or it could interrupt civilian service.	2					
101	88	Military Service Active Duty End (To) Date	Date on which active military duty ended. The active duty military service could have occurred prior to the employee's civilian service or it could interrupt civilian service.	2					
102	90	Military Service Lost Time	The amount of time lost attributable to lost earnings for an identifiable period of absence from active service.	3					
103	91	Military Service Character of Service Code	Indicates whether the employee completed active duty military service under honorable conditions or not. Examples include honorable, dishonorable, and disability.	2					
104	381	National Guard Military Service Indicator	Indicates whether the active duty military service performed by the employee was for either the Army National Guard or Air National Guard.	2					
105	92	National Guard Military Service Provision Code	The provision under which the employee's Army National Guard or Air National Guard active duty military service was performed.	2					
106	93	Military Service Earnings	Total amount of earnings from each period of post-56 military service.	3					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
107	286	Military Service Deposit Payment Status	The status of the military deposit owed to cover the distinct period of military service.	1					
108	287	Military Service Deposit Principal Amount	Principal amount due for buy back of military service period. The principal amount will not change.	2					
109	288	Military Service Deposit Total Amount	Total amount, principal plus interest, due for buy back of military service period. The total amount may change.	2					
110	289	Military Service Deposit Interest Accrual Date	The original date the military service deposit interest started to accrue.	3					
111	290	Military Service Deposit USERRA Indicator	Indicates whether the amount of the military service deposit is based on civilian basic pay or active military basic pay.	2					
112	292	Military Service Deposit Total Amount Paid	Total amount of military service deposit payments an employee has made for his or her period of military service.	2					
113	293	Military Service Deposit Payment in Full Date	The date the employee paid the military service deposit in full.	2					
114	294	Military Service Deposit Retirement Plan	Retirement program code used to determine the payment amount needed for the military service period.	2					
115	295	Military Service Deposit Remaining Balance	The balance remaining on the military deposit owed to cover the military service as of the last payment date.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
116	296	Military Service Deposit Last Payment Date	Date the employee made the last payment for the military deposit owed.	2					
117	271	Absent-Uniformed Services Hours of Paid Leave	The amount of hours of paid civilian leave the employee took while on active duty, such as annual leave or military leave from his or her civilian appointment.	2					
118	409	Cumulative Military Service Deposit Total Amount Paid	Total amount of military service deposit payments an employee has made for aggregated military service periods.	2					
119	410	Reserve Military Service Active Duty Start Year	The year the employee started active duty military reserve service.	2					
120	411	Reserve Military Service Active Duty End Year	The last year the employee served in active duty military reserve service.	2					
121	412	Cumulative Reserve Military Service Active Duty Time Years	Total number of year(s) of active duty military service creditable for retirement purposes.	2					
122	413	Cumulative Reserve Military Service Active Duty Time Months	Total number of month(s) of active duty military service in addition to the Creditable Military Service Years creditable for retirement purposes.	2					
123	414	Cumulative Reserve Military Service Active Duty Time Days	Total number of days of active duty military service in addition to the Creditable Military Service Years and Months that are creditable for retirement purposes.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
124	110	Indian Tribal Organization Assignment Indicator	Indicates whether the employee is separating to be employed by an Indian Tribal Organization per P.L. 93-638 or the employee is temporarily employed by an Indian Tribal Organization per the IPA Mobility Program.	2					
125	299	Federal Employees Health Benefits (FEHB) Plan Code	The health benefits plan (carrier and enrollment category) in which an employee is/was enrolled. The first two positions of the code indicate the health plan (AFGE, Blue Cross/Blue Shield, etc.). The third position indicates the enrollment category (self only, or self and family) and, if applicable, the option (high or low).	1					
126	300	FEHB Effective Date	Date on which the employee's Federal Employees Health Benefits (FEHB) coverage is/was effective.	1					
127	301	FEHB End Date	Date on which coverage for FEHB ended, if applicable.	2					
128	302	FEHB Event Code	The code for the event permitting the FEHB change for the employee.	2					
129	304	FEHB Temporary Employee Indicator	Indicates whether the employee is a temporary employee under 5 USC Section 8906a.	1					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
130	312	Federal Employees' Group Life Insurance (FEGLI) Code	An employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) Program. This value must match the employee's election on the SF-2817 form.	1					
131	313	FEGLI Event Code	The code for the event that allows the employee or assignee to elect or change FEGLI coverage.	2					
132	332	Certified Date	The date the employee's electronic record was certified.	1	Yes				
133	333	Certified By	The full name of the certifying authority.	1	Yes				
134	334	Certifier Title	The title of the certifying authority.	1	Yes				
135	335	Human Resource Contact Name	The name of an appropriate HR point of contact able to address OPM's questions or concerns about the ERR.	1					
136	336	Human Resource Contact Telephone Number	The telephone number of an appropriate HR point of contact able to address OPM's questions or concerns about the ERR.	1					
137	337	Human Resource Contact Fax Number	The fax number of an appropriate HR point of contact able to address OPM's questions or concerns about the ERR.	1					
138	338	Human Resource Contact Email Address	The email address of an appropriate HR point of contact able to address OPM's questions or concerns about	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
			the ERR.						
139	400	Payroll Contact Name	The name of an appropriate payroll point of contact able to address OPM's questions or concerns about the ERR.	1					
140	401	Payroll Contact Telephone Number	The telephone number of an appropriate payroll point of contact able to address OPM's questions or concerns about the ERR.	1					
141	402	Payroll Contact Fax Number	The fax number of an appropriate payroll point of contact able to address OPM's questions or concerns about the ERR.	1					
142	403	Payroll Contact Email Address	The email address of an appropriate payroll point of contact able to address OPM's questions or concerns about the ERR.	2					
		Transfer Only							
143	82	Gaining Agency Subelement Code	Agency and, where applicable, the administrative sub-division (i.e. subelement) the person is transferring to.	2					
		Separation Only							
144	83	Gaining Organization Name	Organization name the person is leaving the federal government to work for.	2					
		Retirement Only							

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
145	22	Address Line 1	First line of an employee's mailing address.	1					
146	23	Address Line 2	Second line of an employee's mailing address.	2					
147	24	Address Line 3	Third line of an employee's mailing address.	2					
148	25	City	City of an employee's mailing address.	1					
149	26	State Code	State code of an employee's mailing address.	1					
150	27	Postal Code	Postal code of an employee's mailing address.	2					
151	28	Country Code	International Country Codes as defined by the United States Postal Service.	1					
152	34	Direct Deposit Indicator	Indicates whether to have annuity payments sent via direct deposit or check.	1					
153	35	Financial Institution Name	Name of the employee's designated financial institution. This will be used to verify the bank information retrieved with the routing number.	2					
154	36	Routing Number	Routing number of the employee's direct deposit account.	2					
155	37	Account Number	Account number of the employee's direct deposit account.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
156	38	Account Type Code	Type of direct deposit account, either checking or savings.	2					
157	98	Early Retirement Authority Code	The authority code allowing the early optional retirements under a voluntary early retirement authority (VERA).	2					
158	109	Statutory Provision for Retirement	The type of retirement the employee has applied for at retirement.	1					
159	285	Military Service Deposit Election Indicator	Indicates whether the employee elects to pay for his or her prior military service.	2					
		Preliminary Disability Only							
160	106	Disability Retirement Application Date	The date the agency receives the disability retirement application.	1					
161	107	Duty Status Indicator for Disability Purposes	Indicates whether the employee continues in an active work status as of the date the retirement data feed for the preliminary disability retirement trigger is certified.	1					
162	108	Special Technician Disability Indicator	Indicator for military reserve technicians (dual status) who are applying for special technician disability.	2					
		Death Only							

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
163	84	Basic Employee Death Benefit Total Hours Worked in Last 52 Weeks	The total hours the deceased employee was entitled to basic pay whether in a duty or paid leave status in the 52 week work year immediately preceding the end of the last pay period in which the employee was in a pay status. The hours worked is used to compute the Basic Employee Death Benefit for a surviving spouse or a former spouse where a court order awards this benefit.	2					
164	397	Military Service Deposit Survivor Payment Code	The code that indicates whether the survivor, in the case of a death-in-service claim with an unpaid military service deposit, plans to pay for the military service deposit.	2					
		Separation / Retirement Only							
165	339	Voluntary Separation Incentive Payment (VSIP) Indicator	Indicates whether the employee received a lump-sum payment from his or her employing agency as an incentive to voluntarily separate.	1					
		Separation, Retirement, Death Only							
166	80	Last Day in Pay Status	Date on which the employee was last in a pay status.	1					
167	264	Retirement Designation of Beneficiary Indicator	Indicates whether an employee's Designation of Beneficiary Form (SF-2808 or SF-3102) is being transmitted to OPM.	2					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
168	267	Government Claim Indicator	Indicates whether the employee is in debt to the United States government. If so, the government can offset retirement benefits to recover the debt by completing SF-2805 or OPM-1555. This indicator should reflect any debt owed that can be recovered from retirement benefits.	1					
		Transfer, Separation, Retirement, Death Only							
169	59	Sick Leave Balance Hours	The amount of sick leave hours the employee accrued at the time of separation, transfer, retirement, or death.	2					
170	60	Sick Leave Expiration Date for an Uncommon Tour of Duty	The expiration date of the sick leave balance, if applicable.	2					
		Retirement, Death, Preliminary Disability Only							
171	314	Annual Rate of Basic Pay for FEGLI	Annual pay for FEGLI purposes as of the date the FEGLI coverage ends. Inclusions per 5 CFR 870.204.	3					
172	315	FEGLI Assignment Indicator	Indicates whether an employee has an RI 76-10 Assignment Form on file.	3					
173	316	FEGLI Living Benefits Code	An employee's type of living benefits election. Possible values are: Full, Partial, and None.	3					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
174	317	FEGLI Post-Election Basic Insurance Amount	5 CFR 870.203: The post-election basic insurance amount of an individual who elects a Living Benefit is the amount of insurance left after the full or partial election. This amount is the individual's post-election BIA. This is NOT the amount of the living benefit (See below). The post-election BIA cannot change after the effective date of a Living Benefit election.	3					
175	318	FEGLI Basic Coverage Indicator	Indicates whether the employee is eligible to continue FEGLI Basic coverage into retirement.	3					
176	320	FEGLI Option A Indicator	If eligible, indicates that the employee has Option A coverage and wants Option A coverage in retirement.	3					
177	322	FEGLI Option B Number of Multiples	The number of multiples of Option B coverage. This should be the lowest multiple of Option B the employee has had in the last five (5) years or first opportunity to enroll.	3					
178	325	FEGLI Option C Number of Multiples	The number of multiples of Option C coverage. This should be the lowest multiple of Option C the employee has had in the last five (5) years or first opportunity to enroll.	3					
179	327	Court Orders for FEGLI Purposes Indicator	Indicates whether an employee has a certified court order for FEGLI purposes per 5 CFR 870.801 on file.	3					

GRDR 5.0 ERR ICD #	GRDR 5.0 DD #	Data Element Name	Data Element Description	Priority	Schema Required	Data Element Available?	SSC / Agency Use	Delivery Date for Missing Data Elements	SSC/Agency Comments / Questions
180	329	FEGLI Court Order Receipt Date	Date the employing agency receives the court order for FEGLI purposes.	3					
181	330	Date SF-2819 Issued (Notice of Conversion Privilege)	Date on which the FEGLI Notice of Conversion Privilege form was issued to the employee.	3					
182	331	Converted FEGLI to Private Policy Indicator	Indicates whether the employee converted FEGLI coverage to a private policy.	3					
		Retirement, Preliminary Disability Only							
183	383	Child Support Court Order Indicator	Indicates whether the employee is subject to a child support order at his or her current Agency.	1					
184	382	Terminal or Life Threatening Priority Indicator	Indicates whether the employee applying for a retirement has a terminal or life threatening condition that requires the retirement case to be expedited.	1					
		Retirement, Death Only							
185	86	Military Service Serial Number	The serial number given to military personnel where applicable.	3					

Figure 5: ERR Gap Analysis Template

Appendix D – List of Acronyms

Acronym	Definition
CSRS	Civil Service Retirement System
DTP	Data Transfer Package
EHRI	Enterprise Human Resources Integration
ERR	Electronic Retirement Record
FEGLI	Federal Employees Group Life Insurance
FEHB	Federal Employees Health Benefits
FERS	Federal Employees Retirement System
GRDR	Guide to Retirement Data Reporting
GRDV	Guide to Retirement Data Validations
HR	Human Resources
ID	Identifier
IRR	Individual Retirement Record
ISA	Interconnection Security Agreement
MOA	Memorandum of Agreement
OPM	Office of Personnel Management
PII	Personally Identifiable Information
RD	Retirement Data
SSC	Shared Service Center
SSR	Summary of Service Record
XML	eXtensible Markup Language

Table 8: Acronyms