FEDES Federal Employment Data Exchange System

Technical Operations Handbook

Prepared by:

Stacey Lee, Project Manager
The Jacob France Institute
University of Baltimore

Contact: Stacey Lee (smlee@ubalt.edu ; 410/837-4687)

February 2015

CONTENTS

Technical Operations Handbook

I. Overview

The State of Maryland is under contract to the Department of Labor, Employment and Training Administration (DOL ETA) to pilot a federal employment data exchange system (FEDES) to assist states in meeting reporting requirements. Data sharing agreements have been negotiated between the Maryland Department of Labor, Licensing and Regulation (DLLR) and three federal agencies: the Office of Personnel Management (OPM) and the Department of Defense, Defense Manpower Data Center (DMDC). In turn, the DLLR has negotiated data sharing agreements with 43 states and the District of Columbia.

The DLLR is responsible for the administrative management of the project and the Jacob France Institute at the University of Baltimore (JFI) is responsible for the technical operations. This report provides information on the technical operations of FEDES. The pilot began in the summer of 2004 with five states and one federal agency (OPM) participating.   Since then, data exchanges have been conducted each quarter; the 40th exchange just completed in August 2014, with two federal agencies, including 41 states plus the District of Columbia participating. A summary of the quarterly FEDES cycles is provided in Appendix A.

II. Participating in FEDES

In order to participate in FEDES, a state must have a signed data sharing agreement with the Maryland Department of Labor Licensing and Regulation.

Questions regarding the data sharing agreement should be addressed to:

Cynthia Spirt
Assistant Attorney General
Maryland Department of Labor, Licensing and Regulation
500 North Calvert Street, Suite 406
Baltimore, Maryland 21202
Phone: (410) 230-6120
Fax: (410) 333-6503
E-mail: Cspirt@dllr.state.md.us

Once the agreement has been fully executed, the state will be able to join in the next FEDES cycle. The annual schedules for each quarterly cycle are in Appendix B. The contact information for the state representative will be placed on the FEDES mailing list and the representative will receive all information pertaining to upcoming FEDES cycles. Approximately two weeks before the beginning of each cycle, an e-mail is sent out with detailed information relating to the submission of data for that cycle.

There is no charge to states for participating in FEDES.

Questions concerning the technical operation of FEDES should be addressed to:

Stacey M. Lee, PMP
Project Manager
The Jacob France Institute
University of Baltimore
1420 North Charles Street
Baltimore, MD 21201
Phone: (410) 837-4687
Fax: (410) 837-5814
E-mail: smlee@ubalt.edu

III. Design of the Data Exchange System

The FEDES is a comprehensive data exchange system structured to meet states' data needs for federal reporting as well as state level reporting and evaluation[1], capable of exchanging all available federal employment data. The system is user friendly, geared to meeting reporting deadlines, and necessary precautions are taken to protect the confidentiality of the data. The overall design is intended to support the quarterly exchange of data between all 50 states and three federal agencies (OPM and DMDC). The data the states wish to exchange with the federal agencies pass through a single portal in Maryland, the JFI, an agent of the Maryland DLLR. The data returned from the federal agencies pass through the same single portal back to the states. It is important to note that the FEDES is not a warehousing activity; it is a secure, and brief, pass-through sequence designed to achieve efficiency of data exchange.

Transmitting Data to the JFI

Method of transmittal: The preferred method of data transmittal to the JFI is for states to use secure file transfer protocol (SFTP) to send data to a secure box, where each state has their own password and their information cannot be accessed by any other state. SFTP is functionally similar to FTP, but it encrypts both commands and data, preventing passwords and sensitive information from being transmitted in the clear over the internet. The JFI will make available the software to support the SFTP process (Winscp371) and accompanying instructions. For states that do not have the capability to use SFTP, the data can be saved to a CD in a password protected file and sent by Federal Express to the JFI.

Data Format: The preferred data format is an ASCII file with fixed length and fixed fields.

Record Layout: A sample record layout is in Appendix C (page 14). For each record, in addition to the social security number, states need to add a two-character state id and a two-character program code. If there is no program code then code two blanks. There is also a one-character field which must be coded either "Y" or "N." The DMDC may only match records that are used for federal reporting purposes, so code "Y" for those records that meet an authorized DMDC use and "N" for those records that meet an authorized OPM use but do not meet an authorized DMDC use.

---

[1] Matched data returned from DMDC may only be used for federal reporting purposes.

Matched Data Returned from the Federal Agencies

Time Period: Data returned by the federal agencies will cover the eight most recent quarters and are subject to a three month lag.

Employees Covered: Data in the DOD active duty file are pulled from three sources at the DMDC: Active Duty Master Personnel File, Active Duty Transaction File, and Active Duty Pay File. These files cover all active duty personnel in the Army, Navy, Marine Corps, Air Force and Coast Guard as well as members of the National Guard and Reserve who are on active duty.   Data from the civilian files at DMDC were discontinued beginning with the eighth cycle, because a comparison with the file received from OPM revealed that almost all personnel in the DOD civilian file were also included in the OPM file.
Data in the OPM file are from their Central Personnel Data File (see Appendix D for a statement on the coverage of this file).

Record Layouts: Each state will receive their matched data in separate files for each federal agency. Record layouts for the data returned from the 24th cycle of the pilot are in Appendix C, pages 15-18
There are two OPM files: the first contains the original data returned from OPM; the second contains the computed fields that may be used for WIA reporting purposes.
There is one DOD file containing both the original data from DMDC and the computed fields for WIA reporting.
A full explanation of the computed fields is in the *Guide to New WIASRD-Compatible OPM, and DOD Matched Record Data Fields*

IV. Data Exchange Process

The data exchange process for FEDES involves the following steps:

Step 1

❖ Each participating state extracts the data that need to be matched from a secure server. A file is prepared containing the Social Security Numbers, program code and state id of the records that need to be matched. Beginning with the twelfth cycle, we have added a single-character field to identify whether the record is to be used for federal reporting and thus qualify for matching by DMDC (see Appendix C, page 14, for the record layout).
❖ The data file is uploaded by SFTP to a directory on the JFI server.   Each state is assigned a separate secure directory.
❖ The server will be open to receive data during the first week of each quarter.   Specific instructions on the SFTP process will be provided to each participating state just prior to the first week of the quarter.
❖ States that are unable to use the SFTP process may save the data they wish to be matched to a CD in a password protected file, which can then be sent by Federal Express to the JFI.

Step 2

❖ The JFI downloads the state data files from the server during the second week of the quarter and bundles the data into two files. The files are zipped up, password protected, and encrypted. One file contains the data to be matched by DMDC and is transferred electronically via secure FTP to DMDC. The second file contains the data to be matched by OPM. This file is electronically submitted through a secure direct connect with OPM.

Step 3

❖ Each federal agency matches the JFI file with their personnel data files. The DMDC and OPM each transfers its file of matched data to the JFI by secure FTP.

Step 4

❖ The JFI unbundles the raw matched files and places each state's data in a separate secure directory on the JFI server. Any residual or derivative files are destroyed.

Step 5

❖ Each state downloads their data to a secure server via SFTP. States only receive the employment information that is matched from their original file. They do not receive any other information.

V. Using the Matched Data

Authorized uses of the data are specified in each state's data sharing agreement with DLLR. The matched data returned to participating states from both federal agencies (DOD and OPM) may be used by these states for the following purposes:

> "Satisfying, or contributing to, Federal performance measurement and consumer report activities required by the United States Office of Management and Budget (OMB) or federal law or regulation."

This includes performance reporting required by federal agencies for, e.g., the Workforce Investment Act (WIA), the Wagner-Peyser Act, Veterans Employment and Training Service, the Trade Adjustment Assistance Reform Act (TAA), and the Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III). These are the only authorized uses of matched data from DOD.

The matched data returned from OPM may also be used by participating states for:

> "Satisfying, or contributing to, State performance measurement and reporting requirements authorized under state law or regulation."

Any other uses of the data must be approved by the federal agency prior to the matching cycle.

An important use of the FEDES data is to provide information on federal employment for periodic performance reports submitted by the states to the federal government under the Workforce Investment Act.   To assist states with these performance reports, the JFI has prepared additional data fields, including WIASRD-compatible wage calculations, which are added to the matched data returned from the federal agencies. These calculated fields are explained in the *Guide to New WIASRD-Compatible OPM, and DOD Matched Record Data Fields*, May 2007, prepared by Jane Staveley and David Stevens, available on the JFI FEDES website.

Appendix A: Summary of FEDES Cycles

Cycle	Date	Federal Agencies	Participating States
1st	Summer 2004	OPM	Alaska, Kansas, Maryland, Texas, Washington.
2nd	Jan-Feb 2005	OPM, DOD, USPS	Alaska, District of Columbia, Georgia, Indiana, Kansas, Louisiana, Maryland, Montana, New Jersey, Texas, Vermont, Washington, West Virginia.
3rd	Apr-May 2005	OPM, DOD, USPS	Alaska, District of Columbia, Indiana, Kansas, Louisiana, Maryland, Montana, Nebraska, New Jersey, Ohio, South Dakota, Texas, Vermont, Virginia, Washington, West Virginia.
4th	Jul-Aug 2005	OPM, DOD, USPS	Alabama, Alaska, District of Columbia, Georgia, Idaho, Indiana, Kansas, Maine, Maryland, Montana, Nebraska, Ohio, South Carolina, South Dakota, Texas, Vermont, Virginia, Washington, West Virginia, Wisconsin.
5th	Oct-Nov 2005	OPM, DOD, USPS	Connecticut, District of Columbia, Georgia, Idaho, Indiana, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, New York, South Carolina, Texas, Vermont, Virginia, Washington, West Virginia, Wisconsin.
6th	Jan-Feb 2006	OPM, DOD, USPS	Alaska, Connecticut, District of Columbia, Georgia, Idaho, Indiana, Kansas, Louisiana, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, Oklahoma, South Carolina, Texas, Vermont, Virginia, Washington, West Virginia, Wisconsin.
7th	Apr-May 2006	OPM, DOD, USPS	Alaska, Connecticut, District of Columbia, Idaho, Indiana, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, New York, Ohio, Oklahoma, Oregon, South Carolina, South Dakota, Texas, Vermont, Virginia, Washington, Wisconsin.
8th	Jul-Aug 2006	OPM, DOD, USPS	Alaska, Connecticut, District of Columbia, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, New York, Oklahoma, Oregon, South Carolina, Texas, Vermont, Virginia, Washington, Wisconsin.
9th	Oct-Nov 2006	OPM, DOD	Alaska, Connecticut, District of Columbia, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New York, Oklahoma, Oregon, South Carolina, Tennessee, Texas, Vermont, Virginia, Washington, Wisconsin.
10th	Jan-Feb 2007	OPM, DOD, USPS	District of Columbia, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Oklahoma, Oregon, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin.
11th	Apr-May 2007	OPM, DOD, USPS	Connecticut, District of Columbia, Hawaii, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Mexico, New York, North Dakota, Oklahoma, Oregon, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin.

Cycle	Date	Federal Agencies	Participating States
12th	Jul-Aug 2007	OPM, DOD, USPS	Connecticut, District of Columbia, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin.
13th	Oct-Nov 2007	OPM, DOD, USPS	Alabama, Alaska, Connecticut, District of Columbia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Oklahoma, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin.
14th	Jan-Feb 2008	OPM, DOD, USPS	Alabama, Arkansas, Connecticut, District of Columbia, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin.
15th	Apr-May 2008	OPM, DOD, USPS	Alabama, Arkansas, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin.
16th	Jul-Aug 2008	OPM, DOD, USPS	Alabama, Arkansas, Colorado, Connecticut, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, S. Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin.
17th	Oct-Nov 2008	OPM, DOD, USPS	Alabama, Alaska, Arkansas, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Idaho, Illinois, Indiana, Iowa. Kansas, Maine, Maryland, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin.
18th	Jan-Feb 2009	OPM, DOD, USPS	Alabama, Arkansas, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin.
19th	Apr-May 2009	OPM, DOD, USPS	Alabama, Arkansas, Colorado, Connecticut, District of Columbia, Florida, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin.

Cycle	Date	Federal Agencies	Participating States
20th	Jul-Aug 2009	OPM, DOD,	Alabama, Arkansas, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin.
21st	Oct-Nov 2009	OPM, DOD,	Alabama, Alaska, Arkansas, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania ,South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin
22nd	Jan-Feb 2010	OPM, DOD,	Alabama, Colorado, Connecticut, District, of, Columbia, Florida, Hawaii, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Minnesota, Missouri, Montana, Nebraska, Nevada, New, Jersey, New, Mexico, New, York, North, Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South, Carolina, South, Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West, Virginia, Wisconsin
23rd	Apr-May 2010	OPM, DOD,	Alabama, Arkansas, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana Iowa, Kansas, Maine, Maryland, Minnesota, ,Missouri, Montana, Nebraska, New Jersey, New Mexico, New York North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
24th	Jul-Aug 2010	OPM, DOD,	Alabama, Arkansas, Colorado, Connecticut, District, of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin
25th	Oct-Nov 2010	OPM, DOD,	Alabama, Alaska, Arkansas, Connecticut, District of Columbia, Florida, Hawaii, Idaho, Illinois, Indiana, Kansas, Maine, Maryland, Minnesota, Missouri, Montana, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
26th	Jan-Feb 2011	OPM, DOD,	Alabama, Arkansas, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Minnesota, Missouri, Montana, New Jersey, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia
27th	Apr-May 2011	OPM, DOD,	Alabama, Arkansas, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Minnesota, Missouri, Montana, Nevada, New Jersey, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin

Cycle	Date	Federal Agencies	Participating States
28th	Jul-Aug 2011	OPM, DOD,	Alabama, Arkansas, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana , Iowa Kansas, Maine, Maryland, Minnesota, Missouri, Montana, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
29th	Oct-Nov 2011	OPM, DOD,	Alabama, Arkansas, California, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Minnesota, Missouri, Montana, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
30th	Jan-Feb 2012	OPM, DOD,	Alabama, Alaska, Arkansas, California, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansa, Maine, Maryland, Minnesota, Missouri, Montana, , Nevada, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
31st	Apr-May 2012	OPM DOD	Alabama, Alaska, Arkansas, California, Connecticut, District of Columbia, Florida, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Minnesota, Missouri, Montana, Nevada, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
32nd	Jul-Aug 2012	OPM DOD	Alabama, Arkansas, California, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Minnesota, Missouri, Montana, Nebraska, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
33rd	Oct-Nov 2012	OPM, DOD,	Alabama, Alaska, Arkansas, California, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
34th	Jan-Feb 2013	OPM, DOD	Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Maine, Maryland, Minnesota, Missouri, Montana, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, Wisconsin

Cycle	Date	Federal Agencies	Participating States
35th	Apr-May 2013	OPM-DOD	Alabama, Alaska, Arkansas, Arizona, California, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Minnesota, Missouri, Montana, Nevada, New Jersey, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
36th	Jul-Aug 2013	OPM-DOD	Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin
37th	Sept-Nov 2013	OPM-DOD	Alabama, Alaska, Arkansas, Arizona, California, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Maine, Maryland, Missouri, Montana, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington,
38th	Jan-Feb 2014	OPM-DOD	Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin
39th	Apr-Jun 2014	OPM-DOD	Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin
40TH	Jul-Aug 2014	OPM-DOD	Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin

FEDES: Quarterly Data Exchange Schedule for 2015

Timeframe	States submit files to MD	MD submits merged state files to OPM, DOD	OPM, DOD return matched data files to MD	MD returns individual matched data files to each state	Calendar Quarters Returned
2015					
1st Quarter	January 2-9	January 14	January 30	February 9-13	2012:Q4 to 2014:Q3
2nd Quarter	April 1-8	April 13	May 11	May 12-18	2013:Q1 to 2014:Q4
3rd Quarter	July 1-8	July 13	July 31	August 7-14	2013:Q2 to 2015:Q1
4th Quarter	September 29-October 5	October 7	October 30	November 3-9	2013:Q3 to 2015:Q2

The Jacob France Institute   June 19, 2014

Appendix C: FEDES Record Layouts

1. Record Layout for Data from States to the JFI

ASCII Text File with fixed length and fixed fields

Position	Variable Name	Description
01-09	Social Security Number	9 digit code, right justified, zero filled, no hyphens
10-11	State id	2 character id
12-13	Program code	2 character, right justified
14	DMDC use	1 character

Example: **001234567**MD02Y
Bold – SSN
Red – state id
Blue – program code
Green – DMDC use code

Notes: 1. Program code: If you don't have a program code, then just code two
blanks.

2. DMDC use code: Code "Y" for authorized DMDC use; code "N" for uses authorized by OPM but not DMDC.

2. Record Layouts for Matched Data Returned to States

(a) Office of Personnel Management (OPM)

Original File Returned from OPM

```
"/users/opm_orignal_thru_mar_2010_&opm_state..txt" ls=291;
    @001 ssn                    9.0
    @010 state_id               $2.
    @012 pgm_id                 $2.
    @014 " "
    @015 agency_code            $4.
    @019 agency_name            $45.
    @064 subelement_name        $45.
    @109 Occupation_code        $4.
    @113 Occupation_name        $40.
    @153 pay_plan_code          $2.
    @155 pay_plan_name          $50.
    @205 grade_gs_only          $2.
    @207 adjusted_basic_pay     $6.
    @213 basic_pay              $6.
    @219 total_pay              $6.
    @225 state_code             $2.
    @227 state_name             $20.
    @247 work_schedule_code     $1.
    @248 work_schedule_name     $20.
    @268 beginning_date         $8.
    @276 ending_date            $8.
    @284 quarter_yyyy_mm        $6.
    @290 beginning_reason       $1.
    @291 ending_reason          $1.;
```

OPM File Containing Computed Fields

```
"opm_8_computed_qtrs_thru_mar_2010_&dod_state..txt" ls=142;

    @001 ssn                    9.0
    @010 state_id               $2.
    @012 pgm_id                 $2.
    @014 " "
    @015 wageYR2008Q2           8.0
    @025 EmployedYR2008Q2       1.0
    @026 match_typeYR2008Q2     1.0
    @027 Emp_matchedYR2008Q2    1.0

    @030 wageYR2008Q3           8.0
    @040 EmployedYR2008Q3       1.0
    @041 match_typeYR2008Q3     1.0
    @042 Emp_matchedYR2008Q3    1.0

    @045 wageYR2008Q4           8.0
```

```
@055 EmployedYR2008Q4      1.0
@056 match_typeYR2008Q4    1.0
@057 Emp_matchedYR2008Q4   1.0

@060 wageYR2009Q1          8.0
@070 EmployedYR2009Q1      1.0
@071 match_typeYR2009Q1    1.0
@072 Emp_matchedYR2009Q1   1.0

@075 wageYR2009Q2          8.0
@085 EmployedYR2009Q2      1.0
@086 match_typeYR2009Q2    1.0
@087 Emp_matchedYR2009Q2   1.0

@090 wageYR2009Q3          8.0
@100 EmployedYR2009Q3      1.0
@101 match_typeYR2009Q3    1.0
@102 Emp_matchedYR2009Q3   1.0

@105 wageYR2009Q4          8.0
@115 EmployedYR2009Q4      1.0
@116 match_typeYR2009Q4    1.0
@117 Emp_matchedYR2009Q4   1.0

@120 wageYR2010Q1          8.0
@130 EmployedYR2010Q1      1.0
@131 match_typeYR2010Q1    1.0
@132 Emp_matchedYR2010Q1   1.0
@135 "eor";
```

(b) Department of Defense, Defense Manpower Data Center (DMDC)

Active Duty File Returned from DMDC and Computed Fields

```
"dod_active_APR2008_thru_Mar_2010_&dod_state..txt" ls=335;
    @001 ssn                        9.0
    @010 state_id                        $2.
    @012 pgm_id                          $2.
    @014 "   "
    @016 last_name                       $5.
    @021 rank                            $3.
    @024 prim_occupation_code            $50.
    @074 duty_occupation_code            $50.
    @124 service                         $14.
    @138 duty_loc_country                $20.
    @158 duty_location_state             $20.
    @178 tot_Fed_Service_years           2.0
    @180 uniformServEntry_date           $8.
    @188 enlist_activeServbeg_date  $8.
    @196 basic_active_dutyServDate  $8.
    @204 DateXpectedTermOfActive       $8.
    @212 loss_date                  $8.
    @220 jan_dec_2008_wage               8.0
    @228 jan_dec_2009_wage               8.0
```

```
@236 jan_mar_2010_wage              8.0

@244 wage_2008_qtr2                 8.0
@252 employ_2008_qtr2               1.0
@253 match_type_2008_qtr2           1.0
@254 Emp_type_match_2008_qtr2       1.0

@255 wage_2008_qtr3                 8.0
@263 employ_2008_qtr3               1.0
@264 match_type_2008_qtr3           1.0
@265 Emp_type_match_2008_qtr3       1.0

@266 wage_2008_qtr4                 8.0
@274 employ_2008_qtr4               1.0
@275 match_type_2008_qtr4           1.0
@276 Emp_type_match_2008_qtr4       1.0

@277 wage_2009_qtr1                 8.0
@285 employ_2009_qtr1               1.0
@286 match_type_2009_qtr1           1.0
@287 Emp_type_match_2009_qtr1       1.0

@288 wage_2009_qtr2                 8.0
@296 employ_2009_qtr2               1.0
@297 match_type_2009_qtr2           1.0
@298 Emp_type_match_2009_qtr2       1.0

@299 wage_2009_qtr3                 8.0
@307 employ_2009_qtr3               1.0
@308 match_type_2009_qtr3           1.0
@309 Emp_type_match_2009_qtr3       1.0

@310 wage_2009_qtr4                 8.0
@318 employ_2009_qtr4               1.0
@319 match_type_2009_qtr4           1.0
@320 Emp_type_match_2009_qtr4       1.0

@321 wage_2010_qtr1                 8.0
@329 employ_2010_qtr1               1.0
@330 match_type_2010_qtr1           1.0
@331 Emp_type_match_2010_qtr1       1.0
@332 "eof";
```

Appendix D: Coverage Statement

Office of Personnel Management – Central Personnel Data File

<u>Coverage</u>

1. CPDF coverage is limited to Federal civilian employees.

2. **Executive Branch** includes all agencies **except** the following:
   - Board of Governors of the Federal Reserve
   - Central Intelligence Agency
   - Defense Intelligence Agency
   - Federal Reserve System – Board of Governors
   - National Geospatial-Intelligence Agency
   - National Security Agency
   - Office of the Director of National Intelligence
   - Office of the Vice President
   - Postal Rate Commission
   - Tennessee Valley Authority
   - United States Postal Service
   - White House Office

3. Other **exclusions** include:
   - Non-U.S. citizens in foreign countries
   - Foreign Service employees at the Department of State (effective March 2006)
   - Non appropriated fund personnel
   - Commissioned officers in the:
     - Department of Commerce
     - Department of Health and Human Services
     - Department of Homeland Security
     - Environmental Protection Agency

4. **Significant Changes**
   - Department of State
     - Beginning with their March 2006 status submission and April 2006 dynamics submission, the State Department stopped providing information on employees in the Foreign Service.
   - The Federal Bureau of Investigations (FBI)
     - Prior to FY2007, the FBI did not report any dynamics data and limited reporting of location information on status data to indicating whether the employee was inside or outside the DC area.

o Beginning in FY2007, the FBI provides full submissions of status and dynamics data. However, under agreement with the FBI, CPDF reports and applications such as FedScope must continue to limit disclosure of location information to inside or outside the DC area.

5. **Legislative Branch** coverage is limited to:
   - Government Printing Office
   - U.S. Tax Court
   - Selected commissions

6. **Judicial Branch** is entirely excluded.

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

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