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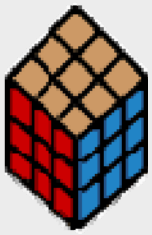

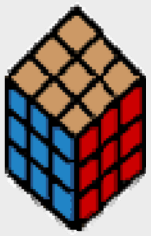

Data Definitions

About EHRI-SDM

Revised: July 14th, 2011

Questions/Comments to:
FedScope@opm.gov

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Data Definitions[1]

The Enterprise Human Resources Integration-Statistical Data Mart (EHRI-SDM) is the new data source for FedScope. Please read the information in our About EHRI-SDM section for a description of the scope and applicability of our data.

For a more detailed description of **EHRI-SDM** data definitions and codes, see The Guide to Data Standards.

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

Accessions

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

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

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

   (a) *Individual Transfer*
   Transfer-in of an individual employee.

   (b) *Mass Transfer*
   Transfer-in of a group whose function was transferred to another agency.

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

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

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

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

[1] **Questions/Comments to:** FedScope@opm.gov

Accessions - Continued

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

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

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

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

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

Age

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

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

[1] **Questions/Comments to:** FedScope@opm.gov

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Data Definitions[1]

Agency

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

The employing organization.

Not all Federal agencies report to the Enterprise Human Resources Integration-Statistical Data Mart (EHRI-SDM), the data source for FedScope. See Coverage under About EHRI-SDM for more information.

Agencies are summarized into **four** categories:

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

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

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

Average Length of Service (LOS)

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

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

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

Note: For the Diversity Cube, average length of service is suppressed for all tables/crosstabs depicting small cells (**i.e. employment is less than 4**). Average Length of Service measure will appear as "**NA**" across all available dimensions when employment is "less than 4".

[1] **Questions/Comments to:** FedScope@opm.gov

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Data Definitions[1]

Average Salary

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

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

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

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

Note: For the Diversity Cube, average salary is suppressed for all tables/crosstabs depicting small cells (**i.e. employment is less than 4**). Average Salary measure will appear as "**NA**" across all available dimensions when employment is "less than 4".

Employment

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

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

Note: For the Diversity Cube, employment is suppressed for all tables/crosstabs depicting small cells (**i.e. employment is less than 4**). Employment measure will appear as "**NA**" across all available dimensions when employment is "less than 4".

[1] **Questions/Comments to:** FedScope@opm.gov

Ethnicity and Race Indicator

[Dimension - available in the following Data Cube: "Diversity"]

An employee's ethnicity and race identification as defined by the Office of Personnel Management (OPM).

Ethnicity and Race Indicator (ERI) consists of one ethnicity category (Hispanic or Latino) and five race categories. All applicable categories may be selected, and at least one category must be selected.

1. **Hispanic or Latino**
   A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. **American Indian or Alaska Native**
   A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
3. **Asian**
   A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
4. **Black or African American**
   A person having origins in any of the black racial groups of Africa.
5. **Native Hawaiian or Other Pacific Islander**
   A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6. **White**
   A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Gender

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

An employee's gender (male or female).

[1] **Questions/Comments to:** FedScope@opm.gov

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Data Definitions[1]

General Schedule and Equivalent Grade

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

The General Schedule grade for pay plans in the General Schedule and Equivalently Graded (GSEG) pay plans category (see Pay Plan & Grade).

General Schedule and Equivalent Grade is derived differently for the **two** groups that make up the General Schedule and Equivalently Graded (GSEG) pay plans category:

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

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

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

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

Length of Service (LOS)

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

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

(a) the initial intervals of less than 1 year, 1-2 years, and 3-4 years **and**

(b) the final interval of 35 years or more.

[1] **Questions/Comments to:** FedScope@opm.gov

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Data Definitions[1]

Location

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

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

Locations are summarized into **three** categories:

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

Detailed data are obtained by drilling down within a category. From the United States category, you can drill down to specific states. Note: U.S. counties are **excluded** starting in March 2004. From the U.S. Territories and Foreign Countries categories, you can drill down to specific territories and countries.

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

- Federal Bureau of Investigation (Justice Department)
- Drug Enforcement Agency (Justice Department)
- Bureau of Alcohol, Tobacco, and Firearms (Treasury/Treasury and Justice Department beginning in 2003)
- Secret Service (Treasury/Homeland Security Department beginning in 2003); or
- Bureau of the Mint (Treasury Department)

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

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

[1] **Questions/Comments to:** FedScope@opm.gov

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Data Definitions[1]

Metropolitan Statistical Area (MSA)

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

Note: MSA dimension is **excluded** starting in March 2004.

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

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

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

- Federal Bureau of Investigation (Justice Department)
- Drug Enforcement Agency (Justice Department)
- Bureau of Alcohol, Tobacco, and Firearms (Treasury/Treasury and Justice Department beginning in 2003)
- Secret Service (Treasury/Homeland Security Department beginning in 2003); or
- Bureau of the Mint (Treasury Department)

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

Occupation

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

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

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

[1] **Questions/Comments to:** FedScope@opm.gov

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Data Definitions[1]

Occupational Category

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

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

Pay Plan & Grade

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

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

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

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

1. **General Schedule and Equivalently Graded (GSEG) Pay Plans**

   (a) Standard GSEG
   These pay plans use the General Schedule grade structure to classify jobs.

   (b) Other GSEG
   These pay plans **do not** use the General Schedule grade structure but their grades can be mapped to General Schedule grades (see General Schedule and Equivalent Grade).

2. **Prevailing Rate Pay Plans (Blue Collar)**

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

   (b) Other Blue Collar
   These pay plans are prevailing rate but outside the FWS.

[1] **Questions/Comments to:** FedScope@opm.gov

Pay Plan and Grade - Continued

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

3. **Other White Collar Pay Plans**

   (a) Governmentwide or Multi-Agency
   These other pay plans are used by more than one agency.

   (b) Single Agency
   These other pay plans are used by only one agency.

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

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

Salary Level

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

An employee's adjusted basic pay, which is an **annualized** rate of pay. Adjusted basic pay is the sum of an employee's rate of basic pay plus any locality comparability payment and/or special pay adjustment for law enforcement officers. Salaries are grouped by $10,000 intervals, except for an initial interval of less than $20,000 and a final interval of $180,000 or more.

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

Separations

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

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

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

[1] **Questions/Comments to:** FedScope@opm.gov

Separations - Continued

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

(a) *Individual Transfer*
Transfer-out of an individual employee.

(b) *Mass Transfer*
Transfer-out of a group whose function was moved to another agency.

2. **Separations from Federal Civil Service**

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

(b) **Retirements**
Separation entitling employee to immediate annuity.

- *Voluntary*
  Employee meets minimum age and service requirements for optional retirement.

- *Early Out*
  Employee does not meet the minimum age and service requirements for optional retirement, but meets reduced age and service requirements for early retirement.

- *Disability*
  Employee is found to be disabled and meets the service requirement for disability retirement.

- *Other*
  Employee is involuntarily separated and meets age and service requirements for discontinued service retirement, or employee attains age requiring mandatory retirement.

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

[1] **Questions/Comments to:** FedScope@opm.gov

Separations - Continued

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

(d) **Termination or Removal**

- *Termination or Removal (Discipline/Performance)*
  Employee removal based on misconduct, delinquency, suitability, unsatisfactory performance, or failure to qualify for conversion to a career appointment. Includes those who resign upon receiving notice of action based on performance or misconduct.

- *Termination (Expired Appointment/Other)*
  Termination of a nonpermanent employee due to expiration of appointment, work, or funds. This category includes terminations for some re-employed annuitants and Excepted Service employees.

(e) **Death**
Employee loss of life.

(f) **Other Separations**
Separations not classified in one of the categories above.

Type of Appointment (TOA)

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

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

Appointments are summarized into **two** categories:

1. Permanent
2. Non-permanent

Data for specific types of appointments,

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

are obtained by drilling down within a category.

[1] **Questions/Comments to:** FedScope@opm.gov

Type of Appointment - Continued

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

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

Work Schedule

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

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

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

1. Full-time
2. Not Full-time

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

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

[1] **Questions/Comments to:** FedScope@opm.gov

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About EHRI-SDM[1]

Purpose

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

Composition

EHRI-SDM is composed of **two** primary data files.

1. **Status File**
   Documents the characteristics of employees at a specific point in time.

2. **Dynamics File**
   Documents personnel actions (e.g., accessions, separations, promotions, etc.) over a period of time.

[1] **Questions/Comments to:** FedScope@opm.gov

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About EHRI-SDM[1]

Coverage

EHRI-SDM coverage is limited to Federal civilian employees.

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

- Board of Governors of the Federal Reserve
- Central Intelligence Agency
- Defense Intelligence Agency
- Foreign Service personnel at the State Department (included until March 2006)
- National Geospatial-Intelligence Agency
- National Security Agency
- Office of the Director of National Intelligence
- Office of the Vice President
- Postal Regulatory Commission
- Tennessee Valley Authority
- U.S. Postal Service
- White House Office

Other **exclusions** include:

- Foreign Nationals Overseas
- Public Health Service's Commissioned Officer Corps
- Non-appropriated fund employees

The Federal Bureau of Investigation (FBI) did not provide dynamics data until Fiscal Year 2007.

[1] **Questions/Comments to:** FedScope@opm.gov

About EHRI-SDM[1]

Coverage - Continued

Legislative Branch coverage is limited to the following:

- Dwight D. Eisenhower Memorial Commission
- Financial Crisis Inquiry Commission
- Government Printing Office
- Medicare Payment Advisory Commission
- Ronald Reagan Centennial Commission
- U.S. - China Economic and Security Review Commission
- U.S. Commission on International Religious Freedom
- U.S. Tax Court

Judicial Branch is entirely excluded.

The coverage above represents the current coverage of the EHRI-SDM. This coverage is subject to change over time.

Recent significant changes include:

- The Bureau of Consumer Financial Protection, a Federal Reserve component, began reporting in March 2011.
- The Federal Bureau of Investigation did not report data on personnel actions (dynamics data) until Fiscal Year 2007.
- The State Department stopped providing data on Foreign Service Personnel in March 2006.

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

[1] **Questions/Comments to:** FedScope@opm.gov

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About EHRI-SDM[1]

Collection, Editing & Production of Status & Dynamics Data

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

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

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

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

- **Status files**
  Reflects employment at the end of a quarter but, for many agencies, may actually reflect employment at the end of the pay period just prior to the end of the quarter.

- **Dynamics files**
  Reflects all personnel actions occurring within a quarter but may be missing actions which appear in subsequent quarters because of late submission by the agencies.

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

[1] **Questions/Comments to:** FedScope@opm.gov

About EHRI-SDM[1]

Data Element Information

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

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

Pay

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

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

[1] **Questions/Comments to:** FedScope@opm.gov