

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Guide to Organizational Component Translation Reporting

May 2012

a New Day for Federal Service

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General

- a. Due Dates. The Organizational Component Translation file should be submitted semi-annually, as of March and September. The file should contain the organizational component codes used in the status records for the same period.
- b. Translation Format. The record format is shown below.

Organizational Component Translation Record Format	
Record Position	Data
1-2	Agency (first two positions)
3-20	Organizational Component
21	Blank
22-200	Organizational Title

The file should:

- (1) Be in hierarchical (major to minor) sequence based on record positions 1-20.
- (2) Contain the codes and full organizational titles for each entry in the organizational component structure of the agency.
 - (a) The organizational component should be left-justified, with unused positions left blank.
 - (b) The organizational title should be left-justified, with unused positions left blank. However, the organizational title should be indented, as required, to show hierarchy. Hierarchy is represented by indenting the title 2 spaces to the right of the title of the organization to which it reports.

Quality Control

- a. The Office of Personnel Management checks that the Organizational Component Translation file has a title for every organizational component code on the status file for the same quarter. The Office of Personnel Management also checks for Organizational Component Translation codes that are not used on any status records. Finally, the Office of Personnel Management checks that the status file populations for organization components identified by the Organizational Component Translation file are reasonable. The Office of Personnel Management standards are:
 - a title for 95 percent or more of the organizational component codes on the status file and
 - status file organizational components for which the Organizational Component Translation has a title for 97 percent or more of the agency's population.
- b. Although the Office of Personnel Management checks for Organizational Component Translation codes that are not used on status, the agency practice of adding codes and titles to the Organizational Component Translation file for future use is acceptable. The Office of Personnel Management's objective is that agencies periodically purge the Organizational Component Translation file of obsolete codes and titles to reduce file size and processing costs.
- c. The Office of Personnel Management will contact, for corrective action, agencies that do not meet Organizational Component Translation quality standards. Agencies should correct inaccurate and missing data with the next scheduled Status file or Organizational Component Translation file submission, as applicable.

Transmission Requirements

Note: All submissions to OPM (including submissions that have been made on cartridges, floppies, compact disks (CDs), and/or electronic means other than Connect:Direct) must be made electronically via Connect:Direct as of the September 2004 CPDF file submissions.

a. Connect:Direct Electronic Transmission

- (1) General. Connect:Direct (a method of electronic data transmission) is the OPM standard for sending and receiving data. The first step in conversion to the Connect:Direct electronic transmission of Organizational Component Translation submissions is to provide contact and platform information to OPM's Data Exchange Coordinator (Mary Heck at mary.heck@opm.gov) on the OPM Telecommunications Questionnaire ([Figure 2](#)).
- (2) Testing. Parallel testing is required before agencies can begin regular electronic transmissions. Test files must be exact copies of the regular submissions (e.g., cartridge, diskette, or non-Connect:Direct electronic transmission). At each stage, OPM will work with the agency contact to resolve any problems.
- (3) Beginning Operations. When testing has been successfully completed, OPM and the agency contact will establish a date for switching to Connect:Direct electronic transmission. Until that date, the agency must continue to submit all required files via the method previously used.

b. Connect:Direct Electronic Transmission Specifications

- (1) Connect:Direct supports automated 24x7 unattended operations, interfaces to existing security solutions, assures reliable data delivery with extensive recovery features and alert notifications, and supports a wide range of computer platforms. Connect:Direct options comprise:
 - Connect:Direct with Secure+ and digital certificate which allows for transfer over the Internet using Secure Sockets Layer (SSL) technology for data encryption and providing strong mutual authentication. This option supports high-volume data exchanges. The cost varies depending on the computer platform.
 - Connect:Direct using an existing connection to OPM. If an agency is using another agency in an outsourcing capacity, then the servicing agency may already have a relationship with OPM. This option supports a volume of data related to the capacity of the connecting line.

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- Connect:Direct FTP+ looks like secure FTP, having both a graphical interface and a command line interface, and supports the complete FTP command set. It operates like a FTP client, and must initiate all send and receive operations with the OPM Connect:Direct server. This option is targeted to agencies with low budgets, with OPM supplying the FTP+ software, and digital certificate. The agency would need to have a Windows 2000 or NT workstation, access to the Internet, an Internet registered IP address, and Port 1364 opened on the firewall.
- (2) Filenames. Filenames will be edited for compliance with the established structure. If the name is not valid, processing will be delayed while OPM officials resolve the problem. The Connect:Direct filenames are structured for a mainframe platform with multiple level qualifiers separated by a period, as shown below.
- (a) The first level qualifier consists of six characters CPDSAP (Central Personnel Data System Admin Production).
 - (b) The second level qualifier consists of the characters AUTSUB (Automated Submission).
 - (c) The third level qualifier designates the purpose and date of the file. The format is XYYYYMMQ, where:
 - X can be O to identify the file as an Organizational Component Translation file, respectively.
 - YYYYYMM represents the As Of date for the submission in year, month order (e.g., 200401, 200402, 200403).
 - Q is a numeric zero for an Organizational Component Translation submission.
 - (d) The fourth level qualifier designates the agency code and submission indicator. The format is AAAAN, where:
 - AAAA represents the agency code or agency/subelement code for the submitting agency. Since many agencies have more than one submitting point, OPM will verify the appropriate agency or agency/subelement code during the initial approval process.

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- N is the resubmission indicator. On the first submission for each As Of date, N is a numeric zero. If the data is resubmitted for the same As Of date, the value of N is increased by 1. It is extremely important to identify each submission and resubmission uniquely. OPM's procedures will not allow transfer of a file if another file with the same name already exists.

For example:

- The filename for the Department of the Navy's original Organizational Component file as of March 2012 is: CPDSAP.AUTSUB.O2012030.NV0
 - The filename for Navy's first resubmission of the March 2012 Organizational Component file is: CPDSAP.AUTSUB.O2012030.NV1
- (3) Transmittal. Each submission must be sent separately; do not place more than one file in a single submission. There is no paper transmittal form for electronic transmissions; email notifications are to be sent instead.
- (a) When an OCT file is transmitted, the agency official responsible for the transmission must send an email notification to CPDF_STATUS@OPM.GOV. The notification should include the filename. The record count may be included at the agency's option. Following is an example of an email notification: CPDF OCT file CPDSAP.AUTSUB.O2012030.NV0 was transmitted today.

Nonstandard Transmission

Until conversion is made to Connect:Direct, agencies must continue to submit all required files via the method previously used (e.g., cartridge or diskette).

a. Cartridge Specifications

- (1) Format. Submissions must be on 3480 18-track cartridges. They are to be recorded with IBM standard labels. Preferred sequence is by social security number within agency (first two positions of agency/subelement).
 - (a) Organizational Component Translation records are 200 characters recorded in EBCDIC, unpacked with 150 records (30,000 characters) per block and odd parity.
- (2) Label. IBM Standard labels will be used. The data set identifier on the standard data set label 1 must be in the following format.
 - (a) Organizational Component Translations. CPDF.ORG.N.AAYYMM, where CPDF.ORG.N is a literal identifying the cartridge as a Organizational Component Translation submission; AA is replaced with the first two positions of the agency code of the submitting agency; and YYMM are the two digit year (01, 02, etc.) and two digit month (03 or 09) of the submission.
- (3) Transmittal. Mark each package plainly with the agency, address, and number of the specific package (e.g., package 1 of 1, package 1 of 2). Enclose one copy of the CPDF Transmittal Form with each package. The Transmittal Form is Office of Personnel Management Form 1101, [Figure 1](#). Mail the package to the address on the transmittal form. The transmittal form must include the number of records in the submission. The Office of Personnel Management will return the cartridges within 15 days after processing. Cartridges will be returned to the address shown at the top of the transmittal form unless the Remarks section directs otherwise. The return mailing address should also be placed on an external label on the cartridge itself.

b. Diskette Specifications

- (1) General. Agencies should use a 3½ inch, high density IBM PC or compatible diskette, with the data submitted as a ASCII (DOS) text file. Agency submissions must fit on a single diskette and the diskette must not contain multiple files (such as a Status file and a Dynamics file).
- (2) Submission Format. Each submission record must be a single record. (Note that WordPerfect's Text Out function will split the record into multiple records

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depending on the margins in effect. For example, if the WordPerfect margins are set to allow 80 characters on each line, the 170 character Status record will be written to the Text Out file as two 80 character records and a 10 character record.) Data compression routines may be used so long as the decompression routine is included on the diskette. The compression should be noted on the transmittal and on the diskette label. The instructions for using the decompression routine should be in a #README.DOC file on the diskette. If that is not possible, it should be noted on, or attached to, the transmittal form. File and diskette label information should also be included in the #README.DOC file, which is described under item "d" below (Label).

- (3) Transmittal. Mark each package plainly with the agency, address, and number of the specific package (e.g., package 1 of 1, package 1 of 2). Enclose one copy of the CPDF Transmittal Form with each package. The Transmittal Form is Office of Personnel Management Form 1101, [Figure 1](#). Mail the package to the address on the transmittal form. For appropriate diskette identification, a diskette number should be inserted in the reel number block on the transmittal form. Diskette numbers must be unique. The diskette number should start with the agency or agency/subelement code of the submitting agency, followed by a sequential diskette number of at least three characters (for example, OM-001 or DD15-001). Diskette numbers should not be reused.
- (4) Label. A label containing the following information must be attached to each diskette. This information should also be included in the #README.DOC file on the diskette.
 - Submitting agency code
 - Diskette (reel) number
 - Submission month (i.e., the As Of month of the data)
 - Agency's return address
 - Compression routine, if any

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Figure 1. CPDF Transmittal Form

CPDF TRANSMITTAL FORM (check one only)

ORGANIZATIONAL COMPONENT TRANSLATION

---->Quarter ending (mm/dd/yy) _____

STATUS DATA---->Period ending date (mm/dd/yy) _____

DYNAMICS DATA

---->Processing period from (mm/dd/yy) _____ to (mm/dd/yy) _____

To:
U.S. Office of Personnel Management
Washington Data Processing Center
1900 E St., NW, Room BH04
Washington, DC 20415-6000
Attn: Washington Tape Library - CPDF

From (cartridge will be returned to this address):

I. Servicing Agency Code:

Submission Content

Reel Number	Records	Agency(ies) included (e.g., AB, DZ, CM10)

II. Split Shipment

This container holds _____ of _____ reels

III. Submission Status (check one)

Original Submission Resubmission

IV. Specifications

Cartridge Diskette Labeled Unlabeled

V. Remarks

VI. Submission ID (for OPM use only)

Information Contact

(Refer any questions about this submission to the following person.)

Name and Title	Telephone Number
----------------	------------------

Certification

I CERTIFY that all required editing has been performed on this submission.

Signature	Date
Title	Telephone Number

U.S. Office of Personnel Management
AUTHORIZED FOR LOCAL REPRODUCTION

OPM Form 1101
(Rev 6/01)

Figure 2. OPM Telecommunications Questionnaire

OPM Telecommunications Questionnaire

A. Contact Information

1. Agency
 - a. Agency Name: _____
 - b. Location: _____
 - c. Time Zone (Eastern, Central, Mountain, Pacific, etc.) _____
2. Who will submit the files? _____
3. Where will the files be sent from? _____
4. Customer Help Desk Names: _____
Phone Number: _____
Email Address: _____
5. Customer Network Contact: _____
Phone Number: _____
Email Address: _____
6. Customer Network Administrator: _____
Phone Number: _____
Email Address: _____
7. Customer Network Security Officer: _____
Phone Number: _____
Email Address: _____
8. Customer Programmer/Database Administrator: _____
Phone Number: _____
Email Address: _____
9. Other Customer Contacts
Name: _____
Phone Number: _____
Email Address: _____
Organization: _____
Name: _____
Phone Number: _____
Email Address: _____
Organization: _____

**Figure 2. OPM Telecommunications Questionnaire
(continued)**

(2)
OPM Telecommunications Questionnaire

B. Technical Information

1. Type of PC or Mainframe: _____
2. Host Type (MVS, NT, etc.): _____
3. If PC, can it currently access the Internet (Yes/No)? _____
Operating System of PC: _____
4. Do you have Connect:Direct software (Yes/No)? _____
 - a. If so, do you have Connect:Direct Secure+ (Yes/No) _____
 - b. Userids used to transmit data to OPM: _____
 - c. Customer Node Name: _____
 - d. Connect:Direct Process Names: _____
5. Connection Type (SNA, LU6.2, TCP/IP, etc.): _____
 - a. If SNA or LU6.2:
VTAM NETID = _____
APPLID = _____
VTAM CPNAME = _____
CDRM = _____
NCP Lines (if any): _____
 - b. If TCP/IP:
IP Address = _____
DSN Name = _____
Port Name = _____
6. Is there a firewall (Yes/No)? _____
If so, does it allow Port 1364 for Connect:Direct (Yes/No)? _____
7. Is there a dedicated circuit to OPM (Yes/No)? _____
 - a. Speed of network connection: _____
 - b. If no dedicated circuit, is there Internet access (Yes/No)? _____
 - c. Type of file transfer desired (PC/Mainframe): _____



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