



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

WIPG:RB

Strategic Human
Resources Policy
Division

FEB 23 2009

Susan B. Long
Martin J. Whitman School of Management
Transactional Records Access Clearinghouse
360 Newhouse II
Syracuse, NY 13244-2100

Dear Ms. Long:

This responds to your Freedom of Information of Act request for "...current and any prior versions of the Organizational Component Translation files...". Zipped file "NONDODORGCMP.ZIP" on the accompanying CD contains the following files:

SEP2004.NONDOD.ORGCOMP.TXT – 324,412 records
MAR2005.NONDOD.ORGCOMP.TXT – 332,191 records
SEP2005.NONDOD.ORGCOMP.TXT – 336,823 records
MAR2006.NONDOD.ORGCOMP.TXT – 335,585 records

SEP2006.NONDOD.ORGCOMP.TXT – 341,499 records
MAR2007.NONDOD.ORGCOMP.TXT – 348,177 records
SEP2007.NONDOD.ORGCOMP.TXT – 352,009 records
MAR2008.NONDOD.ORGCOMP.TXT – 352,009 records

The extract excludes organizational component codes for the Department of Defense agencies (Air Force, Army, Navy, Other Defense), the Federal Bureau of Investigation, Bureau of Alcohol, Tobacco, Firearms and Explosives, Drug Enforcement Administration, and Office of the U.S. Attorneys in the Department of Justice; U.S. Secret Service in Homeland Security; U.S. Mint, Alcohol & Tobacco Tax & Trade Bureau, and the Internal Revenue Service in the Department of the Treasury.

Regarding the exclusion of translations for Department of Defense organizations, we have referred your request to the Department of Defense (address shown below) for their direct reply to you.

Will Kammer
Directorate for Freedom of Information and Security Review
Room 2C757
1155 Defense Pentagon
Washington, DC 20301-1155

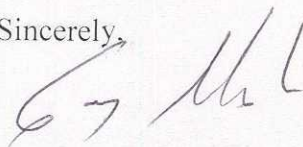
Ms. Susan B. Long

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For those instances where data elements are not released, they are being withheld under FOIA Exemption 6: "Personnel and medical files and similar files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy."

As this is a partial denial of your FOIA request, you may appeal this response to the following OPM official: Mr. R. Alan Miller, General Counsel (Acting), U.S. Office of Personnel Management, Room 7355, 1900 E Street, NW. Washington, DC 20415. Your appeal should include copies of your (date of original request) letter and this reply letter. Your written appeal will be facilitated if your letter and envelope clearly state: "Appeal under the Freedom of Information Act."

Sincerely,

A handwritten signature in dark ink, appearing to read "Gary A. Lukowski". The signature is written in a cursive style with a large initial "G" and "L".

Gary A. Lukowski, Ph.D., Manager
Workforce Information and Planning Group
Center for Workforce Information & Systems Requirements

Enclosures (3)

**Organizational Component File Format
TRAC**

| Data Element | Type | Length | Position |
|--------------------------------|-------------|---------------|-----------------|
| Agency Code | Char | 2 | 1-2 |
| Organizational Component | Char | 18 | 3-20 |
| Sequence Number | Num | 6 | 21-26 |
| Status Count | Num | 6 | 27-32 |
| Organizational Component Title | Char | 179 | 33-211 |

Non-DoD codes/translations (excluding security agencies):

MNADAM.G3720.SEP2004.NONDOD.ORGCOMP.TXT - 324,412 records
MNADAM.G3720.MAR2005.NONDOD.ORGCOMP.TXT - 332,191 records
MNADAM.G3720.SEP2005.NONDOD.ORGCOMP.TXT - 336,823 records
MNADAM.G3720.MAR2006.NONDOD.ORGCOMP.TXT - 335,585 records

MNADAM.G3720.SEP2006.NONDOD.ORGCOMP.TXT - 341,499 records
MNADAM.G3720.MAR2007.NONDOD.ORGCOMP.TXT - 348,177 records
MNADAM.G3720.SEP2007.NONDOD.ORGCOMP.TXT - 352,009 records
MNADAM.G3720.MAR2008.NONDOD.ORGCOMP.TXT - 352,009 records

THE U.S. OFFICE OF PERSONNEL MANAGEMENT DATA RELEASE POLICY

This document memorializes the operative data release policy of the U.S. Office of Personnel Management (OPM) governing the release of information concerning Federal civilian employees, including modifications to earlier practices resulting from the events referenced in the President's Declaration of National Emergency by Reason of Certain Terrorist Attacks, dated September 14, 2001. The policy is consistent with 5 C.F.R. part 293, OPM's regulation concerning Personnel Records pursuant to this policy. Moreover, under the current policy, OPM continues to comply with its obligations under the Freedom of Information Act and the Privacy Act, which require a balance between the public's right of access to Government documents and the privacy interests of Federal employees.

Data at the individual record level with employee name:

Pursuant to 5 C.F.R. § 293.311, certain information collected in the Central Personnel Data File concerning Federal employees will be released to the public at the individual record level with respect to most employees. Among the categories of information as to which information may generally be released are: name, job title, grade level, position description, duty station, and salary.

Requests concerning individual records of employees of the Federal Bureau of Investigation, Drug Enforcement Administration, the Bureau of Alcohol, Tobacco, Firearms and Explosives, the United States Mint, the United States Secret Service, and U.S. Attorney's Offices will redact identities and organizational components for all employees. Duty stations for employees of those agencies working in the Washington Core Based Statistical Area (CBSA) will be recoded as "Washington, D.C." Duty stations for employees of those agencies working outside of the Washington CBSA will be redacted. For employees of these agencies working in sensitive occupations, identities, duty stations and organizational components will be redacted. For any employee whose duty station is redacted, the related location data elements (CBSA, Combined Statistical Area and locality pay area) will also be redacted. Beginning with its September 2006 CPDF submission, the Federal Bureau of Investigation submits complete data about its employees, whereas they had previously redacted and modified the information sent to CPDF.

The United States Department of Defense (DoD) has implemented a security-based policy for release of individual-level data on DoD employees. A request to OPM for information concerning DoD employees that requests data at the individual record level will be forwarded to DoD for an appropriate response in accordance with DoD's policy.

The Internal Revenue Service (IRS) has adopted a Registered Pseudonym Program. In light of that program, and particular provisions of the IRS collective bargaining agreement, OPM will refer requests for names of IRS employees and related

bonus information to the IRS for a direct response. Bonus information is withheld solely for IRS employees who are not in the Senior Executive Service. Requests for other information concerning IRS employees will be processed by OPM.

OPM will not provide any information on the Department of State's Foreign Service (FS) employees. (The Department of State no longer provides information concerning these employees to the CPDF.)

Whenever an employee's name is released, information collected concerning the following data elements will be withheld: social security number; date of birth; disability status; race and national origin, ethnicity and race indicator (ERI), and the OPM ERI bridge (a code used to translate previous race and national origin reporting to the new format of race and ethnicity); sex; United States citizenship status; annuitant status; Federal Employees Health Benefits Program data; Federal Employees Group Life Insurance data; Federal Employees Retirement System coverage; frozen Civil Service Retirement System service; retirement plan; veterans' preference; educational level; instructional program; year degree attained; performance rating level; creditable military service; current appointment authority; legal authority; dynamics category (broad categories of accessions, separations, and terminations); and previous retirement coverage.

Release of names, duty stations, CBSA codes, CSA codes, locality pay areas, and organizational components will be withheld when employees are in the following occupations, deemed sensitive:

- Correctional Officer
- United States Marshal
- Police
- Nuclear Materials Courier
- Intelligence
- Intelligence Clerk/Aide
- General National Resources and Biological Science (United States Department of Homeland Security only)
- Plant Protection and Quarantine (although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- Internal Revenue Agent
- Nuclear Engineering
- Hearings and Appeals
- Internal Revenue Officer
- General Inspection, Investigation and Compliance
- Compliance Inspection and Support
- General Investigating
- Game Law Enforcement
- Immigration Inspection

- Alcohol, Tobacco, and Firearms Inspection
- Customs and Border Protection Interdiction
- Customs Patrol Officer
- Customs Inspection
- Customs and Border Protection
- Border Patrol Agent

Summary level data

Pursuant to the statutes, Executive orders, and regulations that govern OPM's authorities and responsibilities, OPM periodically issues reports concerning the Federal workforce. OPM will release summary level data unless it appears, as occasionally occurs, that the presentation of that data will permit the identification of individual employees.

OPM makes a version of a tool called FedScope available to the public. The public version of that tool currently permits the user to "drill down" through the data only to the level of statewide information. References to Metropolitan Statistical Areas were removed as of March 2004.

Although OPM will release summary level data for all agencies, data for sensitive occupations will not be released for any level below statewide.

Comments

OPM invites agencies to provide comments concerning this policy. Please forward any comments or concerns to:

Associate Director
Division for Strategic Human Resources Policy
U.S. Office of Personnel Management
1900 E Street, N.W.
Washington, D.C. 20415

Telephone: (202) 606-6500

Email: fedstats@opm.gov

Last modification:

1. May 5, 2005 and May 31, 2005 regarding IRS name and award suppression.
2. January 31, 2007, adding FBI as a security agency, modifications concerning the redaction of organizational component, modifications concerning the redaction of CBSA, CSA and Locality Pay Area, and modifications relating to the Foreign Service of the Department of State. Also added the reference to the specific redacting of the ERI data element and the ERI bridge data element. These two data elements were implemented in January 2006 to reflect OMB guidance on the reporting of ethnicity and race.
3. January 22, 2009, adding U.S. Attorneys offices (USAOs) as a security agency.