

THE U.S. OFFICE OF PERSONNEL MANAGEMENT
DATA RELEASE POLICY
January 2014

The U.S. Office of Personnel Management (OPM) endeavors to make a wide range of workforce information and reports readily available to the public. This document outlines OPM policy 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. 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 (CPDF) concerning Federal employees and former 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. Although the referenced information regarding most present and former Federal employees is available to the public, certain information will be withheld under Exemption 6, as constituting a clearly unwarranted invasion of privacy.

Responses to requests concerning individual records of employees of the Federal Bureau of Investigation, Drug Enforcement Administration, the Bureau of Alcohol, Tobacco, Firearms and Explosives, Alcohol And Tobacco Tax And Trade Bureau, the United States Mint, the United States Secret Service (beginning in September 2008, names for the employees of the preceding agencies are being withheld by HR service provider, not by OPM), and U.S. Attorney's Offices will have identities and organizational components codes redacted 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 component codes 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.

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, 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.

The Consumer Finance Protection Board (CFPB) directly ties performance rating to annual pay increases. Therefore, OPM will not release salary for employees of CFPB. Requests for this information will be forwarded to the CFPB.

Effective March 2006, OPM will not provide any information on the Department of State's Foreign Service (FS) employees as the Department of State no longer provides information concerning these employees to the CPDF. OPM will redact individual level information on FS employees prior to that date.

Effective June 2013, OPM will redact data as described in this document for the organizational component of HS OS0400000000000000 UNDER SECRETARY FOR INTELLIGENCE AND ANALYSIS & CHIEF INTELLIGENCE OFFICER at the Department of Homeland Security.

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); gender; 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; year degree attained; performance rating level; current appointment authority; legal authority; dynamics category (broad categories of accessions, separations, and terminations); and previous retirement coverage.

Nature of Action codes describing adverse actions are not released (Nature of Action codes 330, 385, 450, 452, 713, 888, and 897). Releasable award actions are limited to Nature of Action codes 841-844, 849, 878, 887, and 889 only. Performance rating-based awards (Nature of Action codes 840, 871, 879, 885, and 886) are not included. OPM withholds the foregoing Nature of Action codes under Exemption 6 of FOIA as a clearly unwarranted invasion of personal privacy.

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:

- 0007 – Correctional Officer
- 0082 – United States Marshal
- 0083 – Police
- 0084 – Nuclear Materials Courier
- 0132 – Intelligence
- 0134 – Intelligence Clerk/Aide
- 0401 – General National Resources and Biological Science (United States Department of Homeland Security only)
- 0436 – 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)
- 0512 – Internal Revenue Agent
- 0840 – Nuclear Engineering

- 0930 – Hearings and Appeals
- 1169 – Internal Revenue Officer
- 1171 – Appraising (Property Appraisal and Liquidation Specialist – Internal Revenue Service only)
- 1801 – General Inspection, Investigation, Enforcement and Compliance
- 1802 – Compliance Inspection and Support
- 1805 – Investigative Analysis
- 1810 – General Investigating
- 1811 – Criminal Investigating
- 1812 – Game Law Enforcement (cancelled March 2009 and employees reclassified to 1801 and 1811 – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1816 – Immigration Inspection (cancelled March 2009 and employees reclassified to 1895 – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1854 – Alcohol, Tobacco, and Firearms Inspection (cancelled March 2009 and employees reclassified to other appropriate but undesignated series – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1881 – Customs and Border Protection Interdiction
- 1884 – Customs Patrol Officer (cancelled March 2009 and employees reclassified to 1801 – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1890 – Customs Inspection (cancelled March 2009 and employees reclassified to 1895 – although this series has been discontinued, it remains on this list to prevent disclosure of data from the period in which it applied)
- 1895 – Customs and Border Protection
- 1896 – Border Patrol Enforcement

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 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 comments concerning this policy. Please forward any comments or concerns to:

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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 (the FBI now submits complete data about its employees, whereas they had previously redacted and modified the information sent to CPDF), 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, effective for requests immediately after that date.
4. March 20, 2009, indicating that the service provider for FBI, DEA, ATFE, and the USSS, began redacting names of these employees with their September 2009 submissions.
5. April 3, 2009, in 2003, the old Bureau of Alcohol, Tobacco and Firearms (under Department of the Treasury) was split. The Alcohol and Tobacco Tax and Trade Bureau remains under the Department of the Treasury; and the effective date of the name change in CPDF is 02/2003. The new Bureau of Alcohol, Tobacco, Firearms and Explosives was established under the Department of Justice in 01/2003. OPM has modified this policy statement to add this note, but also states that the redaction policy has applied to the Alcohol and Tobacco Tax and Trade Bureau and the Bureau of Alcohol, Tobacco, Firearms and Explosives since the previously described reorganization.
6. February 17, 2011, adding occupation 1171 Property Liquidation and Appraisal Specialist to the list of sensitive occupations for the IRS only.
7. December 1, 2011, listed the Nature of Action codes that comprise the cumulative awards amount and are releasable, as well as those Award NOACs not releasable because they reflect adverse actions or performance-based awards.
8. December 17, 2012, added occupation 1805 Investigative Analysis to the list of sensitive occupations.
9. June 11, 2013, added the organizational component of HS OS0400000000000000 UNDER SECRETARY FOR INTELLIGENCE AND ANALYSIS & CHIEF INTELLIGENCE OFFICER at the Department of Homeland Security, and did some housekeeping making Educational Level, Instructional Program, and Creditable Military Service releasable.
10. January 02, 2014, added the redaction of salary for employees of the Consumer Finance Protection Bureau.