DEG Data Set

"A Starter Kit"

Data Exchange Gateway

United States Office of Personnel Management
Retirement Services
Retirement Operations

Revised: March 2013

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I.   WELCOME AND OVERVIEW

The Data Exchange Gateway is an electronic gateway for agencies and payroll offices to submit data to Retirement Operations. To better understand where we are now, let us review a brief history of the program.

In 1994 OPM's Retirement Operations (RO) launched a new program in order to enhance the service Retirement Operations delivers to retiring federal employees. We call it the Automated Front End Program (hereafter referred to as AFEP). We look forward to working in partnership with your agency to make the employee's transition to retiree as seamless as possible.

Under the AFEP, agencies submit data that is used by Retirement Operations to automatically load OPM's financial system with financial data as well as our annuity roll systems with retirement-related data. This system automatically establishes the record and initiates its tracking, and for retirees, establishes the retirement claim, generates the annuitant identification card, transfers the health insurance enrollment administration to Retirement Operations, and authorizes interim annuity payments for entitled claimants.

We are pleased to advise you that an employee who wishes to retain the same federal income tax withholding rate and direct deposit (a.k.a., electronic funds transfer (EFT)) account as a retiree may do so. Under such circumstances, submission of the corresponding hardcopy elections is unnecessary.

From 1994 to the year 2000 AFEP participants could submit this data only via magnetic medium (tape or cartridge) along with the corresponding hardcopy records. Late in the year 2000, OPM launched another new program in which AFEP participants could submit the very same data via an electronic data exchange gateway (hereafter referred to as DEG).

Under the DEG Program, agencies electronically transmit this data to Retirement Operations, which receives it in mere minutes and is therefore in a position to submit the data to the AFEP on the very same day the agency submits it. The corresponding hard copy registers and records must be sent to Retirement Operations the same day that the DEG data set is transmitted. If they are not, the processing of retirement claims (including the authorization of the initial interim payment) may be delayed.

For your consideration, we are providing a "Starter Kit" of information. As you will see, not all of the information on the DEG data set can be obtained from just one office. The continued cooperation and communication between your personnel and payroll offices is vital to the success of this program. We are asking for specific information that a personnel retirement counselor will obtain, in addition to specific payroll related information. We ask that this information be consolidated and transmitted to OPM via DEG data set in the format defined below.

We hope that after reviewing the information contained herein you'll share our belief that together we can improve the service we deliver to your former and our new customers.

II.   DEG DATA SET LAYOUT SUMMARY AND EXPLANATION

The following is a "non-technical" summary and explanation of each data field for data transmission via DEG data set. Each topic is presented by name, referenced by DEG data set position number(s), and identified as being required, optional or not applicable. In turn, each topic will be identified with acceptable values and explanatory details.

In creating the programs to produce a DEG data set, the following format should be used:

```
DSN          OPM.RETREC
RECORD SIZE   311
BLOCK SIZE    16794
TRACKS        9
DENSITY       6250
LABEL STANDARD IBM
```

Each record size is 311 characters. The number of records submitted is limited to space available on the data set. There must be an exact correlation between a DEG data set and set of hardcopy registers. The number of records per register can be determined by each agency. However, consideration should be given to size due to the difficulty in researching large registers when problems arise. For each register, a trailer record must be provided for all records listed. The trailer format is as follows:

```
TRAILER RECORD

TRAILER KEY                1-10      9999999999
FILLER                     11-12     Spaces
REGISTER NUMBER            13-16
PAGE NUMBER                17-19
PAGE CURRENT TOTAL         20-32     DOLLARS AND CENTS
PAGE GRAND TOTAL           33-45     DOLLARS AND CENTS
REGISTER CURRENT TOTAL     46-58     DOLLARS AND CENTS
REGISTER GRAND TOTAL       59-71     DOLLARS AND CENTS
TOTAL RECORD COUNT         72-76     00000  -  99999
FILLER                     77-311    Spaces
```

The types of claims that are submitted to OPM are broken down into four broad categories: Death Applications (0), Annuity Applications (1), Refund Applications (2), and IRR (SF2806/SF3100) Without Application (3). This document will provide an identifier as to whether or not data is required (R), optional (O) or not applicable (#) for each of the four broad categories as they relate to record fields (e.g., SSN, Name, Separation Date). We must have a valid entry for areas identified as required. An optional indicator allows a record entry that would be beneficial to the processing of the record, but is not mandatory. Those specific record fields identified as not applicable can be left blank.

The following illustrates how this document will present the DEG data set position number and identify the case types (Death, Annuity, Refund, IRR without Application) as being required, optional or not applicable for each record field.

```
                                              0 = DEATH APPLICATION
        DATA SET POSITION NUMBER ==           |   1 = ANNUITY APPLICATION
                               |              |   |   2 = REFUND APPLICATION
                               |              |   |   |   3 = IRR W/OUT APPLICATION
                               |              |   |   |   |
                          (e.g.10)            R   R   R   R
```

During our illustration, we will provide the record length of each data field. This will provide the maximum values allowable. What follows is a narrative summary for each data field as it relates to an individual record, including providing values and an explanation when necessary for each data field. We will not authorize automated interim payments to a retiree who has invalid data in required fields. Additionally, an Unknown (or "U") response in positions 263, 265, or 266 will cause us to postpone automated payments until all records are assembled and a specialist reviews them.

Please begin by initializing all fields to zeros or spaces. Numeric fields should be zeros, and alphanumeric fields should be spaces. Note that position 230 is now intended to allow zero as a valid response.

III.   SPECIFIC DATA ELEMENTS

```
                                              0 = DEATH APPLICATION
            POSITION NUMBER ==    |        |   1 = ANNUITY APPLICATION
                                  |        |    |   2 = REFUND APPLICATION
                                  |        |    |    |   3 = IRR W/OUT APPLICATION
                                  |        |    |    |    |
                                  ↓        ↓    ↓    ↓    ↓
```

SOCIAL SECURITY NUMBER   1 - 9   R   R   R   R

   The Social Security Number must be nine numeric data fields. Place all 9's in each data field for those employees without an SSN.

RETIREMENT PLAN   10   R   R   R   R   C = CSRS
                                                                     F = FERS

TYPE OF CLAIM   11   R   #   #   #   0 = DEATH APPLICATION
                                              #   R   #   #   1 = ANNUITY APPLICATION
                                              #   #   R   #   2 = REFUND APPLICATION
                                              #   #   #   R   3 = IRR W/O APPLICATION

   The agency must specify one of the type of claim indicators for each record submission.

FILLER   12   R   R   R   R   SPACES

REGISTER NUMBER   13 - 16   R   R   R   R

   The number of records per register is variable; however, there must be separate registers for CSRS and FERS records. The register number must be four numeric digits. CSRS register numbers should begin with "1001" and FERS register numbers should begin with "9001". Maintain the first digit to identify CSRS and FERS records. The remaining three digits should be consecutively assigned as registers are needed (e.g.: CSRS: 1001, 1002, 1003, … FERS: 9001, 9002, 9003, …). Please see the Question and Answer section of the guide for further discussion of the Register Number.

REGISTER DATE   17 - 24   R   R   R   R   YYYYMMDD

REGISTER PAGE NUMBER   25 - 27   R   R   R   R   001 - 999

EMPLOYEE LAST NAME   28 – 42   R   R   R   R
EMPLOYEE FIRST NAME   43 – 54   R   R   R   R
EMPLOYEE MIDDLE NAME   55   O   O   O   O

   Provide the full name as it should appear on the annuity check. Multiple first or last names are acceptable as long as the names fit into the allotted first and last name field available spaces (e.g.: John Henry M Smith-Jones). The dash (-) is the only acceptable "special character" in any name field, all other non-alphabetic characters should not be presented. Acceptable suffix should be alphabetic (e.g.: Jr., Sr., III, IV, etc.). For last names that exceed 15 characters, see positions 271-278 Last Name Overflow.

```
                                             0 = DEATH APPLICATION
        POSITION NUMBER ==      |            |   1 = ANNUITY APPLICATION
                                |            |   |   2 = REFUND APPLICATION
                                |            |   |   |   3 = IRR W/OUT APPLICATION
                                |            |   |   |   |
                                ↓            ↓   ↓   ↓   ↓
```

EMPLOYEE DATE OF BIRTH   56 - 63   R   R   R   R   YYYYMMDD

        The DOB must be < Service Comp Date, Separation Date, Last Day of Pay, Current Date, etc.

EMPLOYEE STREET ADDRESS LINE 1 64 – 85   R   R   R   O
EMPLOYEE STREET ADDRESS LINE 2 86 – 107   O   O   O   O
EMPLOYEE STREET ADDRESS LINE 3 108 – 129   O   O   O   O

        Provide the complete address where OPM is to send correspondence and/or the annuity check. Incorrect information will cause the employee to not receive their annuitant ID, their claim number, and additional correspondence until the address is corrected.

        Addresses that exceed the available space should follow US Postal Service abbreviation standards. The following "special characters" are acceptable: '-', '%', '#','&', '/'. Standardization requires omitting all unnecessary "other characters" like periods, commas and apostrophes.

        Identify each line of address as unique, refrain from "rolling" information from one line to the next

        OPM will send all written correspondence (beginning with the Annuitant ID Card) to the address submitted on the data set. If a change is needed, the former employee will need to contact OPM at 888-767-6738.

*SEE*** BELOW FOR SPECIFICS ON FOREIGN ADDRESSES*

EMPLOYEE CITY   130 – 142   R   R   R   R

EMPLOYEE STATE   143 – 144   R   R   R   R

        Use the two digit US Postal Service abbreviation standards.

EMPLOYEE ZIP CODE   145 – 149   R   R   R   R

        Must be valid in relation to the state abbreviation code.

EMPLOYEE ZIP CODE SUFFIX   150 – 153   O   O   O   O

****** Foreign Address Fields must follow these rules:***

- #130-142 (Employee City field) should contain the name of the country
- #143-144 (Employee State field) should be blank
- #145-149 (Employee Zip Code) must have spaces in the first two positions with the GEO code in the last three positions [Specific information begins on Page 19]
- #309 (Foreign Address Indicator field) must be F to indicate a Foreign Address is submitted for this record

```
                              0 = DEATH APPLICATION
POSITION NUMBER ==    |          |   1 = ANNUITY APPLICATION
                      |          |   |   2 = REFUND APPLICATION
                      |          |   |   |   3 = IRR W/OUT APPLICATION
                      |          |   |   |   |
                      ↓          ↓   ↓   ↓   ↓
```
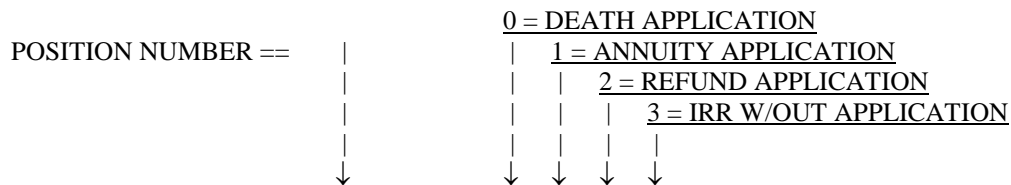
AGENCY CODE   154 - 155   R   R   R   R

The Agency Code must be the two-digit identifying code of the separating personnel office. OPM can verify the agency code assigned to each government agency.

PAYROLL OFFICE   156 – 161   R   R   R   R

Provide the six-digit payroll office identification number. The Payroll Office number should reflect the identifying code of the payroll office, including those cross-servicing payroll offices. Cross-servicing payroll offices should provide the payroll office number and use the agency code to reference the separating employee agency. **The payroll office number submitted should match the number on the hard copy register and the hard copy IRR.**

SEPARATION DATE   162 – 169   R   R   R   R   YYYYMMDD

The last day the employee was on the agency rolls or the date of death for death applications.

LAST DAY OF PAY   170 – 177   R   R   R   O   YYYYMMDD

The last day the employee was in a pay status at the employing agency. The separation date and the LDOP, positions 162-169 and 170-177, respectively, must be < = the data set production date (or today's date). The LDOP must be < = the separation date. The LDOP must be > the SCD in position 194-201 (and/or FERS SCD in position 202-209). We determine the amount of service by subtracting the SCD from the LDOP.

<u>FERS</u>: LDOP should be the same as the date of separation, except for disability retirements.

FINAL ANNUAL SALARY   178 - 184   R   R   R   O   Dollars Only

The final <u>annual</u> salary, including entitled locality, premium and shift differential pay. The final annual salary in positions 178-184 must be > 0. The final annual salary must be filled with numeric characters.

RETIREMENT CONTRIBUTIONS   185 – 193   R   R   R   R   Dollars and Cents

The total dollar amount of retirement contributions being forwarded to OPM as listed on the Individual Retirement Record (IRR). Please see the Question and Answer section of this guide for further discussion on handling FERS with "Frozen CSRS" IRRs.

RETIREMENT SERVICE COMP. DATE   194 - 201   R   R   R   O   YYMMDD

The CSRS Service Computation Date identifying the total creditable service allowable under the law as it applies to the retiree.

```
                                   0 = DEATH APPLICATION
    POSITION NUMBER ==    |        |   1 = ANNUITY APPLICATION
                          |        |   |   2 = REFUND APPLICATION
                          |        |   |   |   3 = IRR W/OUT APPLICATION
                          |        |   |   |   |
                          ↓        ↓   ↓   ↓   ↓
```

FERS SERVICE COMP. DATE   202 - 209   R   R   R   O   TRANSFERRED TO
                                                                    FERS OR DATE
                                                                    FERS WITHHOLDING
                                                                    DEDUCTIONS
                                                                    BEGAN (YYYYMMDD)

The date identifying the total creditable service allowable under the FERS benefit. The FERS SCD must be > = the retirement SCD in positions 194-201. (This should NOT include any temporary service after 1-1-89.) If a retiree has service credited as FERS ONLY, the retirement SCD and the FERS SCD must be the same date. If a retiree has service credited as CSRS ONLY, the retirement SCD must be completed and place zeros in the FERS SCD. If a retiree has both CSRS and FERS service, the retirement SCD includes ALL service creditable for retirement purposes. The FERS SCD must reflect the service credited as FERS ONLY. OPM will compute the CSRS component of this retiree by subtracting the retirement SCD from the FERS SCD. Please see the Question and Answer section of this guide for further discussion on handling FERS with a CSRS Component.

ANNUITY CASE TYPE   210   R   R   #   #
                                                                    0= PHASED INITIAL
                                                                    1 = REGULAR
                                                                    2 = PRELIM DISABILITY
                                                                    3 = FOR OPM USE ONLY
                                                                    4 = LAW ENFORCENIEINT &
                                                                          FIREFIGHTER
                                                                    5 = OPM APPROVED
                                                                          DISABILITY
                                                                          (USE F0R TYPE
                                                                          CLAIM = 3)
                                                                    6 = INVOLUNTARY
                                                                    7 = EARLY-OUT
                                                                    8 = AIR TRAFFIC
                                                                          CONTROL (ATC)
                                                                    9= PHASED FINAL

When submitting initial disability applications, position 210, case type must be = 2 and position 11, type of claim must be a 1. **When submitting records for an OPM Approved disability, position 210 must be a 5 and position 11 must be a 3**.

VOLUNTARY SEPARATION
INCENTIVE PAYMENT (VSIP)   211   #   R   R   R   Y = YES
                                                                    N = NO

Indicate whether a VSIP was paid to the separating employee by the agency. Disability and involuntary retirements must have an N in position 211.

ADMINISTRATIVE FEE   212   #   R   #   #   Y = YES
                                                                    N = NO

```
                                          0 = DEATH APPLICATION
POSITION NUMBER ==        |              |   1 = ANNUITY APPLICATION
                          |              |   |   2 = REFUND APPLICATION
                          |              |   |   |   3 = IRR W/OUT APPLICATION
                          |              |   |   |   |
                          ↓              ↓   ↓   ↓   ↓
```

Indicate whether an Administrative Fee is applicable. Generally, this field must be "Y" for persons retiring under an Early-Out authority, with a VSIP and eligible for benefits under CSRS. Position 212 must be a Y or N whether or not a VISP was paid to a retiring individual. If Retirement Plan (position 10) = C, and Type of Claim (position 11) = 1, and Annuity Case Type (position 210) = 7, and VSIP (position. 211) = Y, then Administrative Fee (position 212) must be Y.

SICK LEAVE   213 – 219   O O # O   00000.00*

Report the total amount of creditable unused sick leave in hours $> = 0$. For no unused sick leave or a negative balance, use 00000.00. A negative sick leave balance would indicate a government claim or dept owed, thus recovery procedures would apply.

However, for the purposes of this data set, it should appear as zeros.

    * **Do not include decimal point as part of 7-character field; its sole purpose is to illustrate that positions 218 & 219 are reserved for partial hours**

HEALTH BENEFITS CODE   220 - 222   R R # #

Provide the three-digit health benefit code referencing the plan eligible to continue into retirement. Use "011" to indicate there is no enrollment or the separating employee is not eligible to continue health benefits into retirement.

NOTE: Submit the health benefit code for coverage the individual had as an employee (whether an open season change is involved or the individual is moving out of an area with an HMO and must change their coverage.).

GENDER CODE   223   R R # #   M = MALE
                                                             F = FEMALE

LIFE INSURANCE AMOUNT   224 – 226   R R # #

Provide the basic life insurance amount in thousands of dollars. This value must be numeric. For separating employees not entitled to carry life insurance into retirement or not enrolled, use "000". If this field represents life insurance coverage, positions 227-230 must be completed. There must be a logical relationship to all life insurance positions 224 - 230 regardless of coverage. Life insurance information is required for death and retirement records. If the LI amount in positions 224 - 226 is "000", this indicates that the former employee wouldn't have any life insurance. Positions 227, 228**,** and 230 must then also be 0; position 229 must he N. (**NOTE**: The exception to this rule is when the full Living Benefit has been elected. Please see the Question and Answer section of this guide for discussion of the Living Benefit and Assignment of Lift Insurance.)

```
                                              0 = DEATH APPLICATION
        POSITION NUMBER ==    |           |   1 = ANNUITY APPLICATION
                              |           |   |   2 = REFUND APPLICATION
                              |           |   |   |   3 = IRR W/OUT APPLICATION
                              |           |   |   |   |
                              ↓           ↓   ↓   ↓   ↓
```

LIFE INSURANCE REDUCTION	227	# R # #	0 = NO LIFE INSURANCE
			1 = 75% REDUCTION
			2 = 50% REDUCTION
			3 = NO REDUCTION
			4 = ASSIGNED - 75% RED
			5 = ASSIGNED - 50% RED
			6 = ASSIGNED - NO RED
			7 = LIVING BENEFIT-FULL
			8 = LIVING BENEFIT-PART

Effective October 17, 1997, an assignment may be made even if a living benefit was previously elected. Assignment may be made of all remaining coverage (if any) other than Option C. If assignment and a living benefit are involved for the same individual, use the appropriate code for a living benefit.

STANDARD OPTIONAL LIFE INSURANCE	228	R R # #	1 = YES 0 = NO

ADDITIONAL OPTIONAL LIFE INSURANCE	229	R R # #	A = 1XSALARY - Full Red.
			B = 2XSALARY - Full Red.
			C = 3XSALARY - Full Red.
			D = 4XSALARY - Full Red.
			E = 5XSALARY - Full Red.
			F = 1XSALARY - No Red.
			G = 2XSALARY - No Red.
			H = 3XSALARY - No Red.
			I = 4XSALARY - No Red.
			J = 5XSALARY - No Red.
			N = NONE

If a mixed election is made (some multiples at Full Reduction and some at No Reduction), code the total number of multiples elected as No Reduction. The correct mix is taken into consideration during the final adjudication process. For example, if the election is 2 multiples at Full Reduction and 2 multiples at No Reduction, enter 4 multiples at No Reduction.

FAMILY LIFE INSURANCE	230	R R # #	1 = 1XSingle Amts. - Full Red.
			2 = 2XSingle Amts. - Full Red.
			3 = 3XSingle Amts. - Full Red.
			4 = 4XSingle Amts. - Full Red.
			5 = 5XSingle Amts. - Full Red.
			F = 1XSingle Amts. - No Red.
			G = 2XSingle Amts. - No Red.
			H = 3XSingle Amts. - No Red.
			I = 4XSingle Amts. - No Red.
			J = 5XSingle Amts. - No Red.
			0 = NONE

NOTE: Zero is a valid response for this field.
If a mixed election is made (some multiples at Full Reduction and some at No Reduction), code the total number of multiples as No Reduction. The correct mix is taken into consideration during the final adjudication process. For example, if the election is 2 multiples at Full Reduction and 2 multiples at No Reduction, enter 4 multiples at No Reduction.

```
                                            0 = DEATH APPLICATION
       POSITION NUMBER ==    |         |   1 = ANNUITY APPLICATION
                             |         |   |   2 = REFUND APPLICATION
                             |         |   |   |   3 = IRR W/OUT APPLICATION
                             |         |   |   |   |
                             ↓         ↓   ↓   ↓   ↓
```

SURVIVOR ELECTION	231	#	R	#	#	Y = <u>ANY</u> SURVIVOR REDUCTION N = NONE

Provide a "Y" response for <u>any</u> reduction for survivor benefits. Elections for less than the maximum amount of a survivor benefit are taken into consideration during the final adjudication process.

TAX WITHHOLDING	232	R	R	#	#	Y = YES N = NO

Provide the tax withholding information as listed on the payroll system. If the employee wants to withhold a different tax amount under the retirement system they should change their withholding at their agency before their separation date (and the date the data set and documents are sent to OPM). **OPM will use what is submitted on the data set. If a change is needed, the former employee will need to contact OPM after they receive a claim number.**

TAX MARITAL STATUS CODE	233	R	R	#	#	M = MARRIED S = SINGLE W = WAIVED

There should be a logical relationship between positions 232 - *235*. It there is a "Y" in the tax withholding, there must be a "M" or "S" in position 233 and exemption values in positions 234 - 235. If an exempt election is made then position 232 should be "N", position 233 should be 'W" and "00' placed in position 234 - 235. We will maintain a default to Married with 3 exemptions should logical errors occur. Tax withholding information is required for death and retirement records. **OPM will withhold taxes based on the data entered in this field. If a change is needed, the former employee will need to contact OPM after they receive a claim number.**

TAX EXEMPTIONS CLAIMED	234 – 235	R	R	#	#	00 thru 99
EFT ADDRESS ROUTING NUMBER	236 - 243	O	O	O	#	
EFT ADDRESS CHECK DIGIT	244	O	O	O	#	

As with tax withholding, direct deposit elections do not require a new 1199A form to be completed if the election is made to continue with the same bank and account number for annuity payments. If there is a change in EFT information due to retirement, the employee should submit the change to the agency before separation. To prevent any delay in the employee's election, we recommend the agency pass the new election via the data set. Incorrect information will cause the employee to miss payments until the address is corrected. **OPM will send the payment to the bank routing and account number entered in these fields. If a change is needed, the former employee will need to contact OPM after they receive a claim number.**

EFT Routing and Check Digit numbers must match the Federal Reserve Direct Deposit routing tables. Numbers that do not match will be considered invalid and we will default to sending annuity payments via the Postal mail service.

```
                                              0 = DEATH APPLICATION
        POSITION NUMBER ==      |            |   1 = ANNUITY APPLICATION
                                |            |   |   2 = REFUND APPLICATION
                                |            |   |   |   3 = IRR W/OUT APPLICATION
                                |            |   |   |   |
                                ↓            ↓   ↓   ↓   ↓
```

EFT ACCOUNT TYPE   245   O   O   O   #   C = CHECKING
                                                                    S = SAVINGS

EFT ACCOUNT NUMBER   246 – 262   O   O   O   #

> The EFT program allows up to 17 positions for an account number. No leading or back-filling zeros are needed; follow the account format as established by the financial institution.

REFUND RECEIVED   263   R   R   #   #   Y = YES
                                                                    N = NO OR REPAID to
                                                                        RETIREMENT FUND
                                                                    U = UNKOWN

> In addition to refund service, use the "Y" indicator to identify whether there is any CSRS unpaid post-10/1/82 deposit service or any unpaid FERS deposit service.

POST-56 MILITARY SERVICE DEPOSIT PAID
                                264   R   R   #   #   Y = PAID OR NOT
                                                                        APPLICABLE
                                                                    N = NO INTENT TO
                                                                        PAY POST-56

> There tends to be some confusion about this question. A "Y" indicates that any necessary POST-56 Military Service Deposit has been paid to the agency. The "Y" also indicates that there is no POST-56 military service involved. An "N" indicates that there is POST-56 military service involved; however, the employee has elected not to pay the necessary POST-56 military service deposit. The "N" indicator will allow us to verify whether we can include the unpaid POST-56 service in the computation of interim pay, based on age and social security eligibility.
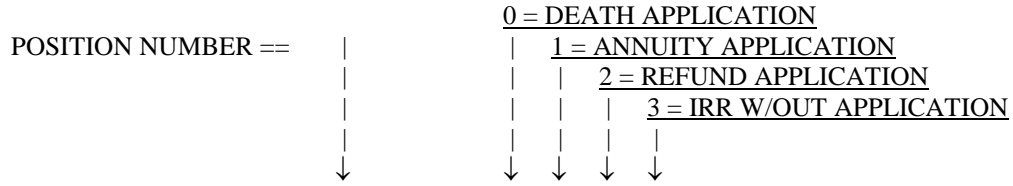
MILITARY RETIRED PAY RECIPIENT 265   R   R   #   #   Y = YES
                                                                    N = NO
                                                                    U = UNKNOWN

> This field has a logical relationship to position 266.

MILITARY RETIRED PAY WAIVER   266   R   R   #   #   Y = WAIVER CONFIRMATION

> If the employee is an MRP recipient, this field must be completed. If the employee is an MRP recipient they are either waiving or not waiving their MRP for retirement service credit. Position 266 should indicate whether the Military Finance Center has sent an actual waiver conformation. Logically, position 265 cannot be an "N' if position 266 is a "Y". If the employee is an MRP recipient and not waiving the MRP for retirement credit complete position 265 as an "N", position 266 as an "N" and exclude the military service from the SCD. This will prevent crediting military service that is not waived for retirement purposes.

                                                                    N = NO WAIVER
                                                                        CONFIRMATION
                                                                    U = UNKNOWN

```
                                        0 = DEATH APPLICATION
            POSITION NUMBER ==    |        |   1 = ANNUITY APPLICATION
                                 |        |    |   2 = REFUND APPLICATION
                                 |        |    |    |   3 = IRR W/OUT APPLICATION
                                 |        |    |    |    |
                                 ↓        ↓    ↓    ↓    ↓
```

PART-TIME	267	R	R	#	#	Y = YES
						N = NO

> <u>CSRS:</u> Indicate if there is any part time tour or service after 4/7/86. Employees with part time service after 4/7/86 are entitled to an annuity computation that takes the tour of duty into consideration.
>
> <u>FERS:</u> Indicate if there is **ANY** part time service involved.

CURRENT RECEIPT OF OWCP	268	R	R	#	#	Y = YES
						N = NO

> We consider "current receipt" as anytime within two years of separation from the agency for retirement. This question does not replace providing verification of OWCP receipt during an employee's career, but for interim pay purposes we consider the last two years. Regardless of OWCP benefit, we require a "Y" to indicate that an employee has received, within the past two years, or is currently receiving an OWCP benefit.

CSRS OFFSET	269	R	R	O	O	Y = YES
						N = NO

> Employees considered as "CSRS Offset" are entitled to a CSRS benefit in conjunction with Social Security. Interim payments can be authorized; however, allowing an automated authorization of interim pay has not been perfected.

COURT ORDER AWARDING SURVIVOR						
BENEFITS WITH APPLICATION	270	R	R	R	O	Y = YES
						N = NO

> OPM maintains a file of court orders awarding survivor benefits. Files pertaining to federal employees are limited; thus we rely on the retirement application process to provide additional information. When there is a court ordered survivor benefit, we must review and abide by the court documents.

LAST NAME OVERFLOW	271 – 278	O	O	O	O	

> This field is referenced in positions 28 - 42. This is an optional field that can he used when the last name exceeds the 15 available last name data set positions. We will use the maximum available spaces to identify the name; however, we will truncate the name where appropriate. Employees should be aware of the limited space, and they should contact us if the truncated name creates problems.

FERS DISABILITY ONLY:	279	O	O	O	O	Y = YES
APPLIED FOR SSA						N = NO
IF YES, AMOUNT OF SSA BENEFIT	280 – 283	O	O	O	O	WHOLE DOLLARS

> Complete positions 279-283 for a FERS disability applicant only. On FERS <u>disability</u> retirements, position 279 should contain a "Y" or "N", indicating whether the retiree has applied for SSA benefits. If he/she has applied (Y) position 280 - 283 may contain a dollar amount of the SSA benefit. If the claim is a FERS disability retirement and position 279 is "N", the retiree will not be placed in interim

```
                                                    0 = DEATH APPLICATION
       POSITION NUMBER ==      |              |      1 = ANNUITY APPLICATION
                               |              |      |    2 = REFUND APPLICATION
                               |              |      |    |    3 = IRR W/OUT APPLICATION
                               |              |      |    |    |
                               ↓              ↓      ↓    ↓    ↓
```
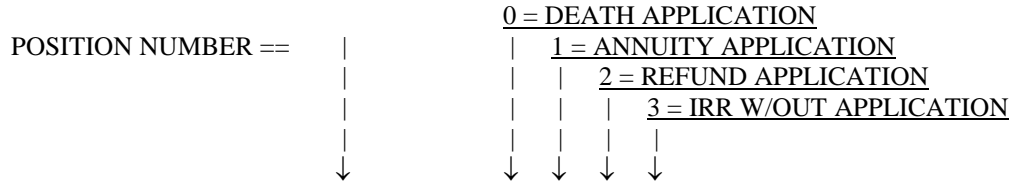
pay status until SSA verification is received. FERS <u>non</u>-disability retirements should have a space in position 279 and zero in positions 280 - 283.

FOREIGN ADDRESS INDICATOR	309	O	O	O	O	F = Foreign Address
FILLER RESERVED FOR OPM	284 – 308	O	O	O	O	

This field may be used to provide prior name(s) under which the individual worked as a federal employee. Including this information in the data set will expedite and facilitate the initial processing of applications.

FILLER RESERVED FOR OPM   310 - 311

IV. QUESTIONS AND ANSWERS

How do I improve the likelihood of the maximum interim pay for my former employee?

Interim pay may be systematically processed as part of the AFEP. To increase the likelihood of the maximum interim pay for former employees, there is one major action you can take: verify the data you will submit to OPM.
- Do all required fields have data entered?
- Is all data entered accurately?

Verifying the data will assist in obtaining an accurate calculation result for cases that can be calculated as part of the AFEP. It also prevents the AFEP from calculating interim pay for cases that need an OPM employee review to verify certain situations. These cases are reviewed by an OPM employee and manually placed into interim pay. An example of this is a case with a special calculation – Air Traffic Controller or Fire Fighter. This case type needs to be excluded from cases that have interim pay calculated by AFEP. They need a different rate paid, just like their final annuity is paid at a different rate.

How are the CSRS and FERS Service Computation Dates (SCD) computed?

We have received inquiries regarding the Retirement Service Computation Date (SCD), data set positions 194 - 201 and the FERS Service Computation Date (FERS SCD), data set positions 202 - 209. The retirement SCD should reflect all service creditable for retirement purposes. The FERS SCD should reflect all service credited as FERS, including service specifically covered as FERS and transitional time prior to coverage under FERS.

Particular attention should be paid to the data fields for the Retirement SCD and FERS SCD, specifically FERS and FERS with CSRS Component Claims. If a retiree has CSRS service ONLY, the retirement SCD must be completed and zeros placed in the FERS SCD position. If a retiree has service credited as FERS ONLY, the retirement SCD and the FERS SCD should be the <u>same date</u>. If a retiree has both CSRS and FERS service, the retirement SCD should include ALL service creditable for retirement purposes, including military service. The FERS SCD must reflect service credited as FERS ONLY. OPM will compute the FERS Component by comparing the FERS SCD and the Last Day of Pay (LDOP). We will also compute the CSRS Component by subtracting the retirement SCD from the FERS SCD.

<u>FERS with CSRS Component Example:</u>

Total Service = 31 years, 0 months, 1 day   LDOP = 9/30/1994   Retirement SCD = 10/l/1963

LDOP	1994y 9m 30d		FER SCD	1986y 6m 16d
FERS SCD	-1986y 6m 16d		Retirement SCD	-1963y 10m 1d
FERS Component Service	8y 3m 15d		CSRS component Service	22y 8m 16d

To determine what service is credited as FERS, refer to the *CSRS and FERS Handbook for Personnel and Payroll Offices*, Subchapter 10 - Coverage.

How is a "Frozen CSRS" IRR Record Sent via DEG Data Set?
For those retiring under FERS with "Frozen CSRS Individual Retirement Records, the identification of the FERS and Frozen CSRS IRR's is slightly different. All FERS information submitted with the FERS application should be identified as an annuity, Type of Claim Code = 1 in data set position 11. The Frozen CSRS IRR information should be identified as an IRR without application, Type of Claim Code = 3 in data set position 11. Procedures for transmitting Frozen CSRS IRR information to the retirement system remain unchanged. Frozen CSRS IRR's are listed as such on the Register of Separations and Transfers and should continue to be so on the DEG data set submission.

The Register Numbers Appear Different, Are They?
Yes, the numbering scheme for register number, position 13-16 has changed slightly to accommodate data set submission. Due to financial reporting, data set processing constraints and hard copy register handling, there cannot be two or the same register numbers for CSRS or FERS on the same data set.

The register number should be numeric, four-digits and be the same number for all records per trailer (each register should have individual trailer records). CSRS and FERS submissions should be separated using different register numbers.

As previously explained under Register Number, position 13-16, the first number of all CSRS four-digit register numbers will be a "1" and FERS four-digit register numbers will begin with a "9". Consecutively number and assign registers as needed. For example, CSRS: 1001, 1002, 1003....FERS: 9001, 9002, 9003 and so on. This numbering scheme would be used until the end of the calendar year at which point the register numbers would revert back to CSRS and FERS "1001" and "9001," respectively.

When sending in corrections and referencing an original register number, either use separate trailers for each or assign a new register number and cross-reference the original register on the hard copy document. If you choose to use a new register number we suggest using a register number that is preceded by a "5" for CSRS and "6" for FERS (e.g.: CSRS: 5001, 5002...FERS: 6001, 6002). We are most concerned that corrections that involve money are noted on registers and placed in the data set format.

Are Retirement Contributions Needed?
Yes. While retirement contributions are not part of the interim pay formula this data is very important for the fiscal accountability of records. The data set should provide a cumulative total of retirement contributions, positions 185-193. We realize that you may not have access to each retiring individual's total career contributions. However, the total retirement contributions data field should reflect the retiree's total contributions as listed on all Individual Retirement Records (IRR) being sent to OPM.

There are times when a previously submitted IRR needs adjustment for contributions or sent to OPM as a supplemental. This IRR is considered a Type of Claim = 3 (IRR w/out application), position 11. A separate entry should also be made on the Register of

Separation and Transfer. Contribution adjustments can be either positive or negative. The negative adjustment should be indicated as such.

How Are POST-56 Military Service Deposit IRR's Sent via DEG Data Set?
The answer depends on how your agency keeps its POST-56 Military Service Deposit records. Our preference is that the POST-56 deposit be added to the DEG data set retirement contributions, positions 185-193, and a separate notation on the Register of Separation and Transfer for the POST-56 Military Service Deposit IRR. If, however, the contributions cannot be added we suggest that the POST-56 Military Service Deposit IRR be identified as a Type of Claim = 3, position 11 as though it were an IRR without application. A separate entry on the Register of Separation and Transfer is also required. In this type of situation we will manually handle the POST-56 IRR.

Is Handling a Final Disability Different Than a Preliminary Disability Annuity?
Yes, there are differences. Preliminary disability annuity claim applications are considered an annuity Type of Claim = 1, position 11, and a preliminary disability Annuity Case Type = 2, position 210. All required data elements are needed for preliminary disability claims, as with regular annuity claims, to establish an OPM claim record with an assigned claim number. Our system is capable of automatically assigning clam numbers and automatically updating our other systems without authorizing an interim payment. At this point, OPM will make a medical determination based on the documentation submitted.

When an approved medical determination is received by the agency, it is necessary to submit a Final Approved Disability IRR. This data is required to be sent via the data set processing as an IRR without application Type of Claim = 3 position 11, and an OPM approved disability Annuity Case Type = 5, position 210. As you may notice, there is less information required for Type of Claim = 3; however, we require that final disability IRRs provide <u>all</u> information as if it was an annuity claim. The flexibility with approved final disability records is that an agency can submit updated and/or changed information that was different from the preliminary IRR originally submitted. Approved disability claims are manually placed into interim pay status after we receive the final IRR.

Where's The Date of Death for Death-in-Service Employees?
For Death-in-Service claims the data set data should be identified as a death application Type of Claim = 0, position 11, and a regular Annuity Case Type = 1, position 210. Since the data set specifications do not have a specific data element for date of death, we ask that the separation date, position 162-169, equal the date of death. The last day of pay position, 170-177, and the separation date will sometimes be equal, but not always. The difference in these dates is fine, but since employees are technically separated at death please use the separation date position for the date of death.

How are Living Benefits and Assignments Handled for Life Insurance Purposes?

Assignment of Life Insurance: The fact that an individual has assigned their life insurance has little impact on the processing of the data set. The Life Insurance Reduction, position 227, should reflect the proper numeric value for those who have Assigned their benefit. Assignment does not affect the Life Insurance Amount, positions 224-226.

Living Benefit Election: A full living benefit election means the employee has received the face value of their basic life insurance due to a terminal illness. For retirement purposes this means that the individual has zero value on their basic life insurance. Thus, for data set purposes enter the Life Insurance Reduction = 7: Full Living Benefit in position *227.*

A partial living benefit election means that the employee has received a portion of the amount of their basic life insurance in increments of one thousand dollars. For data set purposes enter the Life Insurance Reduction = 8: Partial Living Benefit - No Reduction in position 227. Enter in the Life Insurance Amount, positions 224-226, the remaining (or frozen) basic life insurance amount. The living benefit does not affect the optional life insurance coverage. The optional insurance is still based on the full salary in effect for active employees and the final salary for retiring employees. Data set positions 228, 229, and 230 should be completed appropriately.

How are No Reduction Option B *(Additional) and Option C (Family) Life Insurance Coverages Indicated?*

Public Law 105-311, enacted October 30, 1998, resulted in various life insurance changes. One provision enables retiring employees with dates of separation and annuity commencing dates on or after April 24, 1999, who carry Option B or Option C coverage into retirement, the opportunity to elect (at retirement) No Reduction or Full Reduction for each option. In October of 2010, a regulation change now permits a mixed election at retirement. This election applies to each multiple within the option (e.g., If the retiree had five multiples of Option B and five multiples of Option C, they may elect No Reduction for three multiples and elect Full Reduction for two multiples of Option B; and elect No Reduction for two multiples and Full Reduction for three multiples of Option C.) Data set positions 229 and 230 have been revised to allow these elections to be submitted on the data set. A full explanation of the field requirements is provided on Page 8 and 9 of the Starter Kit.

How are Foreign Mailing Addresses indicated?

We are now able to accept foreign mailing addresses via DEG data set.
In order to process these addresses, we needed to change data elements and include edits on the address fields. It was also necessary to create a new field to indicate that a record contains a Foreign mailing address. Field positions 130 through 149 and 309 will be used for input of Foreign address information. A full explanation of the field requirements is provided on Page 5 of the Starter Kit.

Please note that APO and FPO addresses are **not** considered a Foreign address. As of 7/15/91, the military APO/FPO overseas Zip Codes were aligned to reflect the overseas location of the Zip Code. They established four designations: AA, AE, AP, and WA which

replace the previous designations of Miami, New York, San Francisco, and Seattle. Since 1991, addresses served by the military postal system have a standardized address format. Therefore, all APO and FPO mailing addresses should follow guidelines established by the United States Postal Service for the associated state and five digit-Zip Code.

What are the correct GEO codes for Foreign Addresses?

In conjunction with foreign addresses, we also recognize and must deal with blocked countries. Under the authority of Title 31 United States Code Section 127 and Title 5 United States Code Section 301, the Secretary of the Treasury of the United States has determined that postal, transportation or banking facilities in general or local conditions in blocked countries (those in which a retiree may live) are such that there is not a reasonable assurance that a payee in those areas will actually receive checks or warrants drawn against funds of the United States, or agencies or instrumentalities thereof, and be able to negotiate the same for full value. This determination was published in the Federal Register on September 30, 1992, (page 44999).

The U. S. Office of Personnel Management is therefore unable to authorize payment of benefits, to which a retiree may be entitled from the Civil Service Retirement and Disability Fund, because they live in one of the countries affected by this determination. The country to which payments may not currently be authorized is Cuba (Republic of Cuba). *One exception to the restriction for Cuba:* OPM has been licensed by the Office of Foreign Assets Control, Department of the Treasury, to make payments to former employees (and their survivors) that worked on and retired from the U. S. Naval Base at Guantanamo Bay, Cuba.

North Korea (People's Republic of Korea) is not blocked for payments, but we have no means to make payment within the country.

Please reference the above information and the attached list of GEO sort codes when sending information via DEG data set. For your convenience, the list is alphabetical by country.

CODE	COUNTRY
932	Afghanistan
942	Albania
952	Algeria
893	Angola
816	Anguilla
816	Antigua
858	Argentina
711	Armenia
708	Australia
972	Austria
716	Azerbaijan
715	Azores
808	Bahamas
832	Bahrain
865	Bangladesh
818	Barbados
816	Barbuda
727	Belarus
748	Belgium
992	Belize
692	Benin
828	Bermuda
913	Bolivia

CODE	COUNTRY
817	Bosnia-Herzegovina
663	Botswana
706	Brazil
820	Brunei
903	Bulgaria
689	Burkina Faso
923	Burma
683	Burundi
933	Cambodia
943	Cameroon
953	Canada
710	Cape Verde, Republic Of
838	Cayman Islands
690	Central African Republic
691	Chad
768	Chile
973	China, People's Republic Of
757	Colombia
876	Comoros
670	Congo, People's Republic Of
719	Congo, Democratic Republic Of
983	Costa Rica
819	Cote D'Ivoire (Ivory Coast)

CODE	COUNTRY
651	Croatia
737	**Cuba (Blocked Country)**
904	Cyprus
914	Czech Republic
924	Denmark
799	Djibouti, Republic Of
811	Dominica
934	Dominican Republic
729	Ecuador
759	Egypt
958	El Salvador
898	Equatorial Guinea
760	Eritrea
995	Estonia
779	Ethiopia
809	Fiji
964	Finland
912	France
888	French Guiana
693	Gabon
698	Gambia
730	Georgia
732	Germany

CODE	COUNTRY
984	Ghana
800	Gibraltar
701	Greece
924	Greenland
813	Grenada
881	Guadeloupe
915	Guatemala
928	Guinea, Republic Of
910	Guinea-Bissau
894	Guyana
925	Haiti
822	Honduras
945	Hong Kong
955	Hungary
965	Iceland
862	India
975	Indonesia
833	Iran
803	Iraq
900	Ireland
873	Israel (Tel Aviv)
977	Israel (Jerusalem)
700	Italy (except Sicily)

CODE	COUNTRY
838	Jamaica
713	Japan
985	Jordan
740	Kazakhstan
869	Kenya
906	Korea, North (no means by which to make payments)
916	Korea, South
926	Kuwait
750	Kyrgyzstan
936	Laos
991	Latvia
956	Lebanon
816	Leeward Islands
866	Lesotho
966	Liberia
804	Libya
886	Liechtenstein
993	Lithuania
986	Luxembourg
945	Macao
856	Macedonia
892	Madagascar, Republic Of
650	Malawi

CODE	COUNTRY
824	Malaysia
694	Mali
907	Malta
878	Martinique
666	Mauritania
897	Mauritius
773	Mexico
770	Moldova
927	Mongolia
816	Montserrat
854	Morocco
882	Mozambique
880	Namibia
872	Nepal
874	Netherlands
825	Netherlands Antilles
816	Nevis
809	New Caledonia
875	New Zealand
957	Nicaragua
682	Niger
967	Nigeria
703	Norway

CODE	COUNTRY
834	Oman
835	Pakistan
806	Panama
947	Papua New Guinea
987	Paraguay
997	Peru
601	Philippines
908	Poland
705	Portugal
917	Qatar
938	Romania
978	Russia
669	Rwanda
890	Sao-Tome/Principe
836	Saudi Arabia
889	Senegal
902	Serbia/Montenegro
870	Seychelles
695	Sicily
859	Sierra Leone
968	Singapore
720	Slovak Republic
840	Slovenia

CODE	COUNTRY
998	Somalia
887	South Africa, Republic Of
829	Southern Yemen
745	Spain
963	Sri Lanka
816	St. Kitts
810	St. Lucia
812	St. Vincent
988	Sudan
909	Suriname
660	Swaziland
782	Sweden
846	Switzerland
807	Syria
809	Tahiti
919	Taiwan
784	Tajikistan
697	Tanzania
929	Thailand
805	Togo
848	Trinidad and Tobago
949	Tunisia

CODE	COUNTRY
847	Turkey
857	Turkey (Adana only)
790	Turkmenistan
969	Uganda
801	Ukraine
837	United Arab Emirates
800	United Kingdom
979	Uruguay
731	Uzbekistan
809	Vanuatu
707	Venezuela
962	Vietnam
815	Western Samoa
849	Yemen Arab Republic
719	Zaire
662	Zambia
918	Zimbabwe

We hope that this "Starter Kit" is informative and useful. Again, we would like to offer our assistance and look forward to creating a system whereby our mutual customer, the retiree, is served well.

V.   TECHNICAL DATA SET FORMAT

The United States Office of Personnel Management (OPM) has adopted the National Institute of Standards and Technology (NIST) Standard, Federal Information Processing Standards Publication 4 - 1, as our Year 2000 date conversion format.

FORMAT:
The calendar date representation that OPM will use to receive data is
YYYYMMDD

The ordinal date representation that OPM will use is
YYYYDDD

The fiscal date representation that OPM will use is
YYYY

The time elements: year, month of year, day of month, and day of year may be represented and used independently or collectively as required. When used collectively, the high to low sequence must be maintained.

Example: February 1, 2000, will be expressed as 20000201 in calendar date form (YYYYMMDD).

February 1, 2000, will be expressed as 2000032 in ordinal date form (YYYYDDD).

October 1, 1999, will be expressed as 2000 in fiscal date form (YYYY).

February 2000, will be expressed as 200002 (YYYYMM) to maintain the high to low order sequence.

The following is a "technical" field illustration that may be useful to your agency computer programmers:

```
**********************************************************************************
*
*            ANNUITY ROLL FRONT-END DATA ENTRY SYSTEM          *
*                   (311 — CHARACTER RECORD)                   *
*            TEXT DATA FORMAT LAYOUT (NO PACKED DECIMAL)    *
**********************************************************************************
*
01  OPM-RETIREMENT-RECORD.
     05   OPM-CASE-DATA.
          10   OPM-SSN                         PIC 9(9).
          10   OPM-RET-PLAN-ID                 PIC X.
          10   OPM-RET-TYPE-CLAIM              PIC X.
          10   FILLER                          PIC X.
          10   OPM-RECISTER-NUMBER             PIC 9(4).
          10   OPM-REGISTER-DATE.
               15   OPM-REGISTER-YYYY          PIC 9(4)
               15   OPM-REGISTER-MM            PIC 99.
               15   OPM-REGISTER-DD            PIC 99.
          10   OPM-PAGE-NO                     PIC S9(3).
          10   OPM-EMPLOYEE-NAME.
               15   OPM-LAST-NAME              PIC X(15).
               15   OPM-FIRST-NAME             PIC X(12).
               15   OPM-MIDDLE-INIT            PIC X.
          10   OPM-DATE-OF-BIRTH.
               15   OPM-DOB-YYYY               PIC 9(4).
               15   OPM-DOB-MM                 PIC 99.
               15   OPM-DOB-DD                 PIC 99.
          10   OPM-EMPL-ADDR.
               15   OPM-EMPL-ST-ADDR-1         PIC X(22).
               15   OPM-EMPL-ST-ADDR-2         PIC X(22).
               15   OPM-EMPL-ST-ADDR-3         PIC X(22).
               15   OPM-EMPL-CITY-ADDR         PIC X(13).
               15   OPM-EMPL-STATE-ADDR        PIC XX.
               15   OPM-EMPL-ZIP.
                    20   OPM-ZIP-CODE          PIC 9(5).
                    20   OPM-ZIP-SFX           PIC 9(4).
          10   OPM-PAY-OFC-NO.
               15   OPM-AGENCY-CD              PIC XX.
               15   OPM-PAY-OFC                PIC 9(6).
          10   OPM-SEPARATION-DATE.
               15   OPM-SEPARATE-YYYY          PIC 9(4).
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        15    OPM-SEPARATE-MM              PIC 99.
        15    OPM-SEPARATE-DD              PIC 99.
  10    OPM-LAST-DAY-OF-PAY.
        15    OPM-LDOP-YYYY                PIC 9(4).
        15    OPM-LDOP-MM                  PIC 99.
        15    OPM-LDOP-DD                  PIC 99.
  10    OPM-ANN-SALARY                     PIC S9(7).
  10    OPM-RET-TOTAL                      PIC S9(7)V99.
  10    OPM-CSRS-SCD.
        15    OPM-CSRS-YYYY                PIC 9(4).
        15    OPM-CSRS-MM                  PIC 99.
        15    OPM-CSRS-DD                  PIC 99.
  10    OPM-FERS-DATE.
        15    OPM-FERS-YYYY                PIC 9(4).
        15    OPM-FERS-MM                  PIC 99.
        15    OPM-FERS-DD                  PIC 99.
  10    OPM-CASE-TYPE                      PIC X.
  10    OPM-VSIP-CODE                      PIC X.
  10    OPM-ADMIN-FEE                      PIC X.
  10    OPM-SICK-LEAVE                     PIC S9(5)V99.
  10    OPM-HB-CODE                        PIC XXX.
  10    OPM-GENDER-CODE                    PIC X.
  10    OPM-LIFE-INS-AMT                   PIC 999.
  10    OPM-LIFE-INS-RED                   PIC 9.
  10    OPM-LIFE-INS-STD                   PIC 9.
  10    OPM-LIFE-INS-ADD                   PIC X.
  10    OPM-LIFE-INS-FAM                   PIC X.
  10    OPM-SURVIVOR-ELEC                  PIC X.
  10    OPM-TAX-CODE                       PIC X.
  10    OPM-TAX-MAR-STAT                   PIC X.
  10    OPM-TAX-EXEMPT                     PIC 99.
  10    OPM-EFT-ADDR.
        15    OPM-ROUTE-NO                 PIC X(8).
        15    OPM-CK-DIGIT                 PIC X.
        15    OPM-ACCT-TYPE                PIC X.
        15    OPM-ACCT-NO                  PIC X(17).
  10    OPM-REF-RECD                       PIC X.
  10    OPM-POST-56-DEP                    PIC X.
  10    OPM-MIL-RET-PAY                    PIC X.
  10    OPM-MIL-RET-WVR                    PIC X.
  10    OPM-PART-TIME-86                   PIC X.
  10    OPM-RECP-OWCP                      PIC X.
  10    OPM-CSRS-OFFSET                    PIC X.
  10    OPM-CRT-ORDER                      PIC X.
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10   OPM-LAST-NAME-OVR                    PIC X(8).
10   OPM-FERS-DISAB                       PIC X.
10   OPM-FERS-SSA-AMT                     PIC X(4).
10   FILLER                               PIC X(25).
10   OPM-FOR-ADDR-IND                     PIC X.
10   FILLER                               PIC X(2).


05   OPM-TRAILER-DATA REDEFINES OPM-CASE-DATA.
10   OPM-TRLR-KEY                         PIC 9(10).
10   FILLER                               PIC XX.
10   OPM-TRLR-REGISTER-NBR                PIC 9(4).
10   OPM-PAGE-NUMRER                      PIC S9(3).
10   OPM-PAGE-CURRENT-TOTAL               PIC S9(11)V99.
10   OPM-PAGE-GRAND-TOTAL                 PIC S9(11)V99.
10   OPM-REG-CURRENT-TOTAL                PIC S9(11)V99.
10   OPM-REG-GRAND-TOTAL                  PIC S9(11)V99.
10   OPM-REG-COUNT                        PIC 9(5).
10   FILLER                               PIC X(235).
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