

# FAI CSOD Data Standards

## Objective

The objectives of the FAI CSOD Data Standards are to:

- provide standardized definitions and characteristics for FAI CSOD data elements
- facilitate the collection, processing, and dissemination of such data to stakeholders
- increase data integrity
- enable stakeholders to make data driven decisions

## Responsibilities

FAI maintains FAI CSOD to assist agencies and acquisition workforce members manage their individual education, training, and experience information. All civilian agencies shall ensure that FAI CSOD has complete and current information on the members of the acquisition workforce. For all civilian agencies, FAI CSOD or any successor system is the acquisition workforce learning management system (LMS) of record.

Acquisition workforce members are responsible for developing and maintaining an accurate FAI CSOD account. All acquisition workforce members should periodically review and update their training profile to ensure accuracy.

1. **FAI responsibilities.** FAI is responsible for managing FAI CSOD data standards and overseeing data standards' development, implementation, and maintenance.
2. **Acquisition Workforce Managers (ACMs)/Small Agency Representatives (SARs) responsibilities.** ACMs/SARs are responsible for:
  - Knowing and understanding FAI CSOD data standards and using the data standards, as appropriate.
  - Ensuring FAI CSOD users within their organization are following the data standards as they apply to identified fields.
3. **FAI CSOD User responsibilities.** FAI CSOD Users are responsible for populating and maintaining currency of data in all FAI CSOD data fields for which data standards exist.

# Data Standards Development, Implementation, and Maintenance

1. **Development.** FAI developed data standards to satisfy utility, objectivity and integrity expectations defined by the Office of Government-wide Policy (OGP). New data standard developments may be initiated by FAI, OFPP or requested by an ACM or a SAR.
2. **Implementation.** Data standards are implemented to satisfy data collection, reporting and sharing requirements.
3. **Maintenance.** FAI is responsible for data standard maintenance activities.

## Data Standards Naming Conventions

1. **Name:** The data element name.
2. **Definition:** The data element definition.
3. **Valid Values:** A list of predefined options or a free text entry.
4. **Applicability:** Shows whether the data element is mandatory or optional.
5. **Format:** Shows the format of the data element representation. Table 1 contains format types and their meaning.
6. **Notes:** Documents important information regarding the data element's use, reporting, and implementation.

## References

- OPM Data Policy & Guidance - <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=Data-Standards>
- OPM Introduction to the Position Classification Standards TS-134, TS-107; August 2009
- OPM Handbook of Occupational Groups and Families; December 2018
- OMB, POLICY LETTER 05-01 To the Heads of Civilian Executive Departments and Agencies; April 15, 2005
- OMB, Memorandum for Chief Acquisition Officers, Senior Procurement Executives: Federal Acquisition Certification in Contracting (FAC-C) Modernization; January 19, 2023
- Mailing Standards of the United States Postal Service Publication 28 - Postal Addressing Standards; October 2023

## FAI CSOD User Record Data Standards

Name	Definition	Valid Values	Applicability	Format	Notes
First Name	First name by which person is known or designated on the personal identity verification (PIV) card (also known as a credential, common access card, LincPass, and smart card).	Free Text	Mandatory	TEXT_V	
Middle Name	Middle name by which person is known or designated on the personal identity verification (PIV) card (also known as a credential, common access card, LincPass, and smart card).	Free Text	Optional	TEXT_V	
Last Name	Last name by which person is known or designated on the personal identity verification (PIV) card (also known as a credential, common access card, LincPass, and smart card).	Free Text	Mandatory	TEXT_V	

Address Line 1	The location of a user's official worksite (DUTY STATION).	Free Text	Optional	TEXT_V	
Address Line 2	The location of a user's official worksite (DUTY STATION).	Free Text	Optional	TEXT_V	
City	The location of a user's official worksite (DUTY STATION).	Free Text	Mandatory	TEXT_V	
State	The location of a user's official worksite (DUTY STATION).	Free Text	Mandatory	TEXT_F	
ZIP	The location of a user's official worksite (DUTY STATION).	Free Text	Mandatory	NUMBER_F	
Country	The country in which users reside or with which they are associated.	System defined drop down list	Mandatory	TEXT_F	
Phone	user's work phone number assigned by the user's agency.	Free Text	Optional	NUMBER_F	
Work Email	User's work email address assigned by the user's primary (i.e., full time) employer agency.	Free Text	Mandatory	TEXT_V	

Grade	The numerical designation which identifies the range of difficulty and responsibility, and level of qualification requirements of positions included in the corresponding schedule. If the user is a federal government employee, the data should match the GRADE identifier on the user's OPM SF-50 form.	System defined drop down list	Mandatory	TEXT_F	If the CSOD user's grade system is not included in the available options, approximately match the level of responsibility to the nearest GS grade.
Job Series (Title)	A subdivision of an occupational group consisting of positions similar to specialized line of work and qualification requirements. For example, Series are designated by a title and number such as the Accounting Series, GS-510; the Secretary Series, GS-318; the Microbiology Series, GS-403. Both white collar (0001 through 2299) and blue collar (2501 through 9999) occupational series are described in the Handbook of Occupational Groups and Families. If the user is a federal government employee, the data should match the JOB SERIES	System defined drop down list	Mandatory	TEXT_F	On the CSOD user profile data entry form, Job Series Title and Job Series Number are merged together under the Job Series data field.

	identifier on the user's OPM SF-50 form.				
Job Series (Number)	A number ranging from 0001 to 9999 that encodes the Occupational Group _ A major subdivision of the General Schedule, embracing a group of associated or related occupations; e.g., the Accounting and Budget Group, GS-500; the Engineering and Architecture Group, GS-800; the General Administrative, Clerical, or Office Services Group, GS-300) along with the Series _ A subdivision of an occupational group consisting of positions similar as to specialized line of work and qualification requirements. Series are designated by a title and number such as the Accounting Series, GS-510; the Secretary Series, GS-318; the Microbiology Series, GS-403. If the user is a federal government employee, the data should match the JOB SERIES identifier on the user's OPM SF-50 form.	System defined drop down list	Mandatory	NUMBER_ F	On the CSOD user profile data entry form, Job Series Title and Job Series Number are merged under the Job Series data field. If the CSOD user is a federal government employee, the data should match the user's OCCUPATIONAL CODE on the user's OPM SF-50 form.

Organization	The name of an agency or the administrative subdivision of an agency to which a user is assigned.	System defined drop down list	Mandatory	TEXT_F	
Disability	The physical or mental impairment which substantially limits one or more major life activities; the record of such impairment that may require a learning accommodation. The Disability indicator allows FAI to track training-related reasonable accommodation requests.	No/Yes	Optional	TEXT_F	
Citizen Type	The indicator of whether a user is a U.S. citizen.	US Citizen; Foreign National	Mandatory	TEXT_F	In this context, All US Permanent Residents (green card holders) are also considered US Citizens.
Organization Designation	The indicator of users' organizational affiliation with military, reserve, federal government organizations.	Active Duty; Reserve Military; Civilian; Contractor; Foreign	Mandatory	TEXT_F	

		National Non-Contractor			
(Agency Defined) Acquisition Workforce (AWF)	The acquisition workforce includes individuals who perform various acquisition-related functions to support the accomplishment of an agency's mission. The Services Acquisition Reform Act of 2003 (SARA) (P.L. 108-136) defines acquisition to include, among traditional contracting functions, requirements definition, measurement of contract performance, and technical and management direction.	Yes/No	Optional	TEXT_F	This standard is optional at the government-wide level. If an agency chooses to use this field for accountability or communication purposes, making AWF fields mandatory via process will become the responsibility of the ACM\SAR representing the agency.
(Agency Defined) Contracting Officer's Representative (COR)	Personnel who are designated as Contracting Officer's Representatives (CORs) and Contracting Officer's Technical Representatives (COTRs).	Yes/No	Optional	TEXT_F	This standard is optional at the government-wide level. If an agency chooses to use this field for accountability or communication purposes, making COR fields mandatory via process will become the



					responsibility of the ACM\SAR representing the agency.
(Training) Manager	The indicator of training assignment responsibility assigned to a user with an active CSOD account.	N/A	Mandatory	TEXT_V	<p>The Training Manager is a person who has an FAI CSOD account and is knowledgeable about AWF education requirements.</p> <p>The Training Manager may be your supervisor, ACM/SAR, or another person with an FAI CSOD account who understands your Agency's Acquisition Workforce training requirements and can approve training requests.</p>

Table 1: Data Element Representation (Format and Meaning)

Format	Meaning
TEXT_F(n)	Text field with fixed length of n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character " "). A list of the valid codes along with their name/explanation is found at the end of the data standard.
TEXT_V(n)	Text field with variable length up to n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character " "). A list of the valid codes along with their name/explanation is found at the end of the data standard.
NUMBER_F(n)	Numeric field with fixed length of n digits with no decimal.