

FDF External API — Interface Control Document (ICD)

Request-processing pipeline and interfaces of the eOPF Forms Data Feed (FDF) External API.

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1. Purpose & Scope

This Interface Control Document describes the *processes* the FDF External API performs when it receives a form submission — from the moment a call crosses the Azure API Management (APIM) gateway through validation, persistence, notification and transaction logging. It is the FDF counterpart of the IDF External API Process ICD and follows the same structure, so partners integrating against both feeds see the same conventions, the same gateway behavior and the same transaction-log layout.

This document is intentionally high-level and contains no secrets, credentials, connection strings, or subscription keys. It is safe to share with operators and integration partners.

2. System Context

The API is fronted by APIM and uses URL versioning: every operation lives under a `/v{version}` URL segment (currently `/v1`). There are no unversioned routes; a call without the version segment is rejected with `404`. The backend persists to Azure SQL and Cosmos DB, notifies the folder owner by email, and emits best-effort provenance to the shared `df.ApiTransactions` table.

```
Provider system
| (1) OAuth2 client_credentials --> Entra ID token endpoint --> JWT
| (2) HTTPS + JWT + Ocp-Apim-Subscription-Key
v
APIM gateway (correlation-id, api-version, validate-jwt, payload-guard, backend retry)
|
v
FDF External API (form envelope -> validation -> PDF-ready document -> document index)
|
+--> Azure SQL      (load audit, document index, reprocess queue, df.ApiTransactions)
+--> Cosmos DB     (raw form envelope, PDF-ready document)
+--> Email service  (folder-owner notification on successful save)
```

3. Interface Inventory

ID	Interface	Direction	Protocol / Format	Purpose
IF-GW	APIM gateway	Caller → APIM → API	HTTPS REST, JSON	Versioning, auth, correlation, payload guard, backend retry
IF-FORM	Form operations	Caller → API	HTTPS REST, JSON	Save / Update form submissions

IF-ID	Identity & docs	Caller → API	HTTPS REST, JSON	Caller identity (/v1/Auth/me), documentation, auth config, errors
IF-SQL	Relational store	API → Azure SQL	EF Core	Form templates and rules, load audit, document index, reprocess queue, transaction log
IF-COS	Document store	API → Cosmos DB	Azure SDK	Raw form envelope and the PDF-ready document
IF-MAIL	Notification	API → Email service	Service Bus message	Notify folder owner on successful save
IF-TXN	Provenance log	API → df.ApiTransactions	EF Core (best-effort)	Per-call transaction record

4. Operations & Routes

All operations require the `/v{version}` segment. Form routes live under `/v1/Form` ; identity routes under `/v1/Auth` . Every request needs the APIM subscription key; protected operations additionally need an Entra ID bearer token.

Operation	Verb & Route	Auth	Process summary
Save Form	POST /v1/Form/saveForm	JWT	Full save pipeline (see §5)
Update Form	PUT /v1/Form/updateForm?DocumentIndexId={id}	JWT + FDF.OPS role	Regenerate an existing submission's document (Ops only)
Identity (Me)	GET /v1/Auth/me	JWT	Caller identity, roles, token state
Documentation	GET /v1/Form/Documentation	anonymous	Human-readable API documentation
Auth config	GET /v1/Auth/config	anonymous	Public authentication configuration
Errors	GET /v1/errors	anonymous	Documented error-code catalog

Reprocess and backout are internal administrative operations and are not exposed through this API; their routes return `404` .

5. Save Form — Process Flow

The Save operation is the most involved pipeline. Each step is timed and logged with the request's correlation ID and the per-record document GUID.

- Correlation ID** — the per-request `x-correlation-id` is read and echoed on the response. When the caller supplies no `FileName` , it becomes the load identifier so the load-audit record is traceable end-to-end.

2. **Envelope check** — the body must contain `form-name` (1201) and `Form` (1202). Failure returns `400` before anything is stored.
3. **Raw envelope write** — the submitted envelope is persisted to Cosmos DB as received; the final response is appended to it when processing ends.
4. **Rule load & configuration check** — the validation rules for the form type are loaded. A form type with no template or rules, or with no Effective Date / Agency Code rule, is rejected with `1203` ; a missing Agency Code field with `1204` .
5. **Load audit open** — a load-audit record is opened (or reused) for the load identifier, form type and agency code, and a detail row is created for this record.
6. **Effective date & template** — the Effective Date field must be present (1204), non-empty (1102) and a valid date (908). It selects the PDF template in effect on that date.
7. **Field validation** — every configured field is checked: presence (1101), required (1102), length (1103 / 1104), date and number format (1105 / 1106), lookup values (1107) and SSN (911). Failure short-circuits with `400` .
8. **Document build** — long remark lines are split, the page count is computed from the remarks, and the envelope is converted to the PDF-ready document, which is stored in Cosmos DB.
9. **Folder resolution** — the form type is confirmed (2), the subagency code is resolved (1107), and the employee's folder is located by SSN and employment. When no employment or folder exists for the effective date the record is queued for reprocessing and the call succeeds with `200` and code `1206` .
10. **Index create & notification** — the document index row is created, the PDF-ready document is stamped with its identifier, and the folder owner is notified.
11. **Load audit close & transaction log** — the load detail row is closed with the outcome and a best-effort `df.ApiTransactions` row is recorded. A logging failure never fails the operation.

An unexpected failure inside the pipeline returns `400` with the fixed message *"An error occurred during processing."* and code `9999` ; details are logged server-side only.

6. Update / Identity / Reference — Process Notes

- **Update** — restricted to the **FDF.OPS** role (eOPF Operations); callers without it receive `403` . The envelope, raw-envelope write, rule load and Effective Date presence checks run as for Save, but per-field validation does not. The existing submission is located by `DocumentIndexId` (`404` / `1207` when not found); its PDF-ready document is regenerated from the new envelope and the index row is repointed to it. A malformed date, an unconfigured form type or a missing `REMARKS` array surfaces as `500` with code `9999` .
- **Identity** — `/v1/Auth/me` returns the caller's client ID, assigned roles and token issue / expiry timing. It is the recommended first call for a new integration; a `200` confirms both credential layers work.
- **Reference** — the documentation, auth-config and errors operations are anonymous behind the subscription key and are the only operations that never change state. Each still records a

transaction-log row.

7. Cross-Cutting Gateway Processes (IF-GW)

Applied by APIM policy in order, before the backend runs. The policy set is shared with the other eOPF external feed APIs; only the FDF-specific trust values differ.

Stage	Process
Subscription key	Rejects calls without a valid <code>Ocp-Apim-Subscription-Key</code> (<code>401</code>)
Correlation ID	Ensures/propagates <code>X-Correlation-Id</code> end-to-end
API version	Resolves and marks the requested API version; backend is versioned-only
JWT validation	Validates the Entra ID JWT (audience, issuer, allowed applications)
Payload guard	Request payload size guard on form routes
Backend retry	Retries a backend <code>503</code> up to three times before returning it
Response hygiene	Shapes gateway errors as JSON and strips server-identifying headers

No per-caller rate limit is applied; the gateway does not return `429` .

7.1 Authentication — token endpoint and valid scopes

Every call carries two independent credentials, both validated at the gateway: an OAuth 2.0 bearer token from Microsoft Entra ID (`Authorization: Bearer <jwt>`) and the APIM subscription key (`Ocp-Apim-Subscription-Key` ; primary or secondary) issued to your system at onboarding (Section 12).

Field	Value
Flow	<code>client_credentials</code> (service-to-service; no user interaction)
Token endpoint	<code>https://login.microsoftonline.com/3ce07c0b-30c5-4bcd-ad92-238975b649af/oauth2/v2.0/token</code> (OPM tenant)
Issuer validated by the gateway	<code>https://sts.windows.net/3ce07c0b-30c5-4bcd-ad92-238975b649af/</code>
<code>client_id</code> / <code>client_secret</code>	Issued to your system at onboarding (Section 12); store the secret in a secrets manager
Token lifetime	~60 minutes — cache the token and refresh shortly before expiry; do not mint one per call

Tier	Valid FDF scope (request exactly this value)
Non-production (TST / UAT)	<code>api://5d307468-a6d1-440f-8ba4-57dd2dcf5256/.default</code>
Production (PRD)	<code>api://2004939b-a013-4519-b116-fca461291a59/.default</code>

Scopes are feed-specific. Each eOPF data feed (IDF, EDF, FDF) has its own API audience, and non-production and production differ again. A token requested with another feed's scope, or a non-production token sent to production, is rejected at the gateway with `401`. The scope the FDF gateway expects is also returned by `GET /v1/Auth/config`.

7.2 Token request example (non-production)

Replace the placeholders with the client ID and client secret issued to your system; for production use your production credentials with the production scope above.

```
$body = @{
    client_id      = '<your-client-id>'
    client_secret  = '<your-client-secret>'      # from your secrets manager; never commit it
    scope          = 'api://5d307468-a6d1-440f-8ba4-57dd2dcf5256/.default' # FDF non-production
    grant_type     = 'client_credentials'
}
$token = (Invoke-RestMethod -Method Post -Body $body `
    -Uri 'https://login.microsoftonline.com/3ce07c0b-30c5-4bcd-ad92-
238975b649af/oauth2/v2.0/token').access_token
```

```
curl -s -X POST 'https://login.microsoftonline.com/3ce07c0b-30c5-4bcd-ad92-
238975b649af/oauth2/v2.0/token' \
    -d 'client_id=<your-client-id>' -d 'client_secret=<your-client-secret>' \
    -d 'scope=api://5d307468-a6d1-440f-8ba4-57dd2dcf5256/.default' -d
'grant_type=client_credentials'
```

8. Transaction Logging (IF-TXN)

Every operation records a best-effort row in the shared `df.ApiTransactions` table for provenance. The writer logs-and-swallows on failure so it can never fail the originating operation. The SSN is never stored; only the last four digits are captured inside the JSON `CustomData` column.

Column	Content
<code>CorrelationId</code>	Request <code>X-Correlation-Id</code> (falls back to a new GUID when not a GUID)
<code>ApiApp</code>	<code>FDF-EXT</code>
<code>Provider</code>	Resolved provider name from the token's application ID; <code>FDF.OPS</code> for Operations callers; null when unresolved
<code>Result</code> / <code>HttpStatusCode</code>	Success flag and HTTP status
<code>ErrorMessage</code> (JSON)	Full error list on failure; null on success
<code>CustomData</code> (JSON)	operation, docGuid, fileName, subagencyCode, formNumber, ssnLast4, providerId, feed
<code>HttpMethod</code> / <code>Endpoint</code> / <code>AgencyId</code>	Transport metadata and the resolved agency

DurationMs / RequestSizeBytes	Timing & size metrics
----------------------------------	-----------------------

9. Responses

Status	Meaning
200	Operation succeeded (Save may carry informational code 1206 — queued for reprocessing)
400	Envelope, configuration or field-validation failure; unexpected Save pipeline failure (9999)
401	Missing or invalid token / subscription key
403	Authenticated but missing the FDF.OPS role (Update)
404	Update target not found (1207), or the route / version segment does not exist
5xx	Server / gateway error; a generic message with code 9999 on 500

10. Environments

Key	Tier	Base URL (outside OPM)	Notes
DEV	Development	—	Reference form configurations (see §11); not provider-facing
TST	Test	https://apim-np.opm.gov/eopf-tst/fdf-ext/	Non-production — start here
UAT	User acceptance	https://apim-np.opm.gov/eopf-uat/fdf-ext/	Non-production
PRD	Production	https://apim.opm.gov/eopf/fdf-ext/	Pending production go-live

Inside OPM: replace the hostname with gateway.apim-np.opm.gov / gateway.apim.opm.gov ; paths are identical. Routes in Section 4 are appended to the base URL (for example .../fdf-ext/v1/Form/saveForm). Make the base URL configurable per environment — never hardcode one. Non-production and production use different scopes (Section 7.1) and different subscription keys.

11. Form Field Definitions & Sample Envelopes

A submission is a two-part JSON envelope: `form-name` identifies the OPM form and is matched case-insensitively against the configured form names — send the configured name exactly, with the space ("SF 50", "AF 2545"); hyphenated variants such as "SF-50" are not accepted by every environment. `Form` is a flat map of *configured-field-name* → *string value*. Remarks-typed fields are instead arrays of one-key objects (for example "REMARKS": [{ "REMARK_45": "..." }]). Optional top-level keys are `FileName`, `Guid`, `RecordNumber` and the pass-through batch metadata `SendingAgency` / `DateSent` / `BatchNumber`.

Field definitions are data-driven per environment: each configured form carries one validation rule per field (name, type, required flag, min/max length, lookup flag). The validator iterates **only the configured rules** — a configured key absent from `Form` fails with `1101` even when optional, so every configured field must be present (send an empty string where you have no value); required-but-empty → `1102` ; length outside bounds → `1103` / `1104` ; SSN format → `911` ; unparseable date → `1105` (`908` for the effective date); non-integer number → `1106` ; lookup miss → `1107` . Unknown extra keys are silently ignored and not stored. Field-key matching is case-sensitive.

Authoritative source. The tables below reproduce the non-production *reference* form configuration. Per-field flags live in each environment's configuration database and may differ; the environment's Swagger document carries one generated sample envelope per configured form (`saveForm` → Examples drop-down) built from the rules that environment actually enforces — reconcile against it before submitting. *Max length* is the configured `MaxLength` (`(exact)` when minimum equals maximum; `(min N)` when a non-zero minimum applies to a non-empty value). *Required* — *pipeline* marks the entries the ingest pipeline itself enforces.

13 forms are documented (1,140 fields in total). Each is listed below with its complete field table and a complete sample `saveForm` body. Field sets reflect the FDF form-configuration scripts for the non-production reference configuration, reconciled against the posted *eOPF Form Data Feed (FDF) Interface Control Document* (effective 06/02/2026, eOPF Help Desk knowledge base) and the legacy feed producers; discrepancies are called out under the affected form.

§	Form	form-name	Title	Fields	Required
11.1	SF-50	"SF 50"	Notification of Personnel Action	97	15
11.2	AF-2545	"AF 2545"	Notification of Personnel Action	61	6
11.3	AO-250	"AO 250"	Notification of Personnel Action	67	13
11.4	AO-52	"AO 52"	Request for Personnel Action	107	9
11.5	DA-3434	"DA 3434"	Notification of Personnel Action (Nonappropriated Funds Employee)	57	9
11.6	DG-60	"DG 60"	FEHB Premium Conversion	12	11
11.7	NAF-52	"NAF 52"	Request for Personnel Action (Nonappropriated Funds Employee)	136	8
11.8	SF-2809	"SF 2809"	Health Benefits Election Form	281	24
11.9	SF-2810	"SF 2810"	Notice of Change in Health Benefits Enrollment	34	21
11.10	SF-2817	"SF 2817"	Life Insurance Election (FGLI)	46	18
11.11	SF-52	"SF 52"	Request for Personnel Action	136	11

\$	Form	form-name	Title	Fields	Required
11.12	SI-650	"SI 650"	Notification of Personnel Action (Smithsonian Institution)	81	15
11.13	TSP-1	"TSP 1"	Thrift Savings Plan Election Form	25	17

11.1 SF-50 — Notification of Personnel Action

Configured form name `SF 50` — submit `form-name` as `"SF 50"`. 97 configured fields, 15 required by configuration. Template: SF-50 Rev. 7/91. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>SSN_2</code>	SSN — <code>###-##-####</code>	Yes (pipeline)	11 (exact)	Social Security Number with dashes. Format error or employee-lookup miss → <code>911</code> .
<code>NAME_1</code>	Text	Yes	70 (min 1)	Last Name, First Name MI Name.
<code>DATE_OF_BIRTH_3</code>	Date — <code>MM/DD/YYYY</code>	Yes	10 (exact)	Birth Date Format: MM/DD/YYYY. Unparseable → <code>1105</code> .
<code>EFFECTIVE_DATE_4</code>	Effective date — <code>MM/DD/YYYY</code>	Yes (pipeline)	10 (exact)	Effective Date Format: MM/DD/YYYY. Absent → <code>1204</code> ; empty → <code>1102</code> ; unparseable → <code>908</code> . Selects the template version and drives folder matching.
<code>CODE_5A</code>	NOA code (first action) (lookup)	Yes	4 (min 3)	First Nature of Action Code. Effective-date cross-validation is currently disabled (<code>1108</code> reserved). Lookup miss → <code>1107</code> .
<code>NATURE_OF_ACTION_5B</code>	Text	Yes	35 (min 1)	First Nature of Action Description.
<code>CODE_5C</code>	Text	No	4	First Legal Authority Code.
<code>LEGAL_AUTHORITY_5D</code>	Text	No	35	First Legal Authority Description.
<code>CODE_5E</code>	Text	No	4	Second Legal Authority Code.
<code>LEGAL_AUTHORITY_5F</code>	Text	No	35	Second Legal Authority Description.
<code>CODE_6A</code>	NOA code (second action) (lookup)	No	4	Second Nature of Action Code. Effective-date cross-validation is currently disabled (<code>1108</code> reserved). Lookup miss → <code>1107</code> .
<code>NATURE_OF_ACTION_6B</code>	Text	No	35	Second Nature of Action Description.
<code>CODE_6C</code>	Text	No	4	First Legal Authority Code.
<code>LEGAL_AUTHORITY_6D</code>	Text	No	35	First Legal Authority Description.
<code>CODE_6E</code>	Text	No	4	Second Legal Authority Code.
<code>LEGAL_AUTHORITY_6F</code>	Text	No	35	Second Legal Authority Description.

Form key	Type / format	Required	Max length	Notes
FROM_POSITION_7	Text	No	70	From Position and Title Number Line 1.
FROM_POSITION_7A	Text	No	70	From Position and Title Number Line 2.
FROM_POSITION_7B	Text	No	70	From Position and Title Number Line 3.
PAY_PLAN_8	Text	No	3	From Pay Plan.
OCC_CODE_9	Text	No	5	From Occupational Code.
GRADE_OR_LEVEL_10	Text	No	6	From Grade or Level.
STEP_OR_RATE_11	Text	No	5	From Step or Rate.
TOTAL_SALARY_12	Text	No	15	From Total Salary Include \$ sign and decimal or %.
BASIC_PAY_12A	Text	No	15	From Basic Pay Include \$ sign and decimal.
LOCALITY_ADJ_12B	Text	No	15	From Locality Adjustment Include \$ sign and decimal.
ADJ_BASIC_PAY_12C	Text	No	15	From Adjusted Basic Pay Include \$ sign and decimal.
OTHER_PAY_12D	Text	No	15	From Other Pay Include \$ sign and decimal.
PAY_BASIS_13	Text	No	3	From Pay Basis.
POSITION_ORGANIZATION_14	Text	No	60	From Line 1 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description at the highest level.
POSITION_ORGANIZATION_14A	Text	No	60	From Line 2 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
POSITION_ORGANIZATION_14B	Text	No	60	From Line 3 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.

Form key	Type / format	Required	Max length	Notes
POSITION_ORGANIZATION_14C	Text	No	60	From Line 4 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
POSITION_ORGANIZATION_14D	Text	No	60	From Line 5 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
POSITION_ORGANIZATION_14E	Text	No	60	From Line 6 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
POSITION_ORGANIZATION_14F	Text	No	60	From Line 7 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
TO_POSITION_15	Text	No	70	Line 1 To Position Title and Number.
TO_POSITION_15A	Text	No	70	Line 2 To Position Title and Number.
TO_POSITION_15B	Text	No	70	Line 3 To Position Title and Number.
PAY_PLAN_16	Text	No	3	To Pay Plan.
OCC_CODE_17	Text	No	5	To Occupational Code.
GRADE_OR_LEVEL_18	Text	No	6	To Grade or Level.
STEP_OR_GRADE_19	Text	No	5	To Step or Rate.
TOTAL_SALARY_20	Text	No	15	To Total Salary/Award Include \$ sign and decimal or %.
BASIC_PAY_20A	Text	No	15	To Basic Pay Include \$ sign and decimal.
LOCALITY_ADJ_20B	Text	No	15	To Locality Adjustment Include \$ sign and decimal.
ADJ_BASIC_PAY_20C	Text	No	15	To Adjusted Basic Pay Include \$ sign and decimal.
OTHER_PAY_20D	Text	No	15	To Other Pay Include \$ sign and decimal.
PAY_BASIS_21	Text	No	3	To Pay Basis.

Form key	Type / format	Required	Max length	Notes
POSITION_ORGANIZATION_22	Text	No	60	To Line 1 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description at the highest level.
POSITION_ORGANIZATION_22A	Text	No	60	To Line 2 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
POSITION_ORGANIZATION_22B	Text	No	60	To Line 3 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
POSITION_ORGANIZATION_22C	Text	No	60	To Line 4 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
POSITION_ORGANIZATION_22D	Text	No	60	To Line 5 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
POSITION_ORGANIZATION_22E	Text	No	60	To Line 6 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
POSITION_ORGANIZATION_22F	Text	No	60	To Line 7 Name and Location of Position's Organization Description of the lowest administrative subdivision of an agency to which an employee is assigned. Must include the Agency and Sub-agency description.
VETERANS_PREFERENCE_23	Text	No	1	Veterans Preference.
TENURE_24	Text	No	1	Tenure.
AGENCY_USE_25	Text	No	5	Agency Use.

Form key	Type / format	Required	Max length	Notes
AGENCY_USE_25A	Text	No	8	Agency Use Description.
VETERANS_PREF_FOR_RIF_YES_26	Text	No	1	Veterans Preference for RIF; Send X to indicate Yes. If No, send nothing/null.
VETERANS_PREF_FOR_RIF_NO_26	Text	No	1	Veterans Preference for RIF; Send X to indicate No. If Yes, send nothing/null.
FEGLI_27	Text	No	3	FEGLI.
FEGLI_27A	Text	No	60	FEGLI Description.
ANNUITANT_INDICATOR_28	Text	No	3	Annuitant Indicator.
ANNUITANT_INDICATOR_28A	Text	No	30	Annuitant Indicator Description.
PAY_DETERMINANT_29	Text	No	3	Pay Rate Determinant.
PAY_DETERMINANT_29A	Text	No	50	Pay Rate Determinant Description.
RETIREMENT_PLAN_30	Text	No	3	Retirement Plan.
RETIREMENT_PLAN_30A	Text	No	50	Retirement Plan Description.
SERVICE_COMP_DATE_31	Date — MM/DD/YYYY	No	10	Service Comp Date (Leave) Format: MM/DD/YYYY. Unparseable → 1105 .
WORK_SCHEDULE_32	Text	No	3	Work Schedule.
WORK_SCHEDULE_32A	Text	No	30	Work Schedule Description.
PART_TIME_HOURS_33	Text	No	6	Part-Time Hours Per Biweekly Pay Period.
POSITION_OCCUPIED_34	Text	No	1	Position Occupied.
FLSA_CATEGORY_35	Text	No	1	FLSA Category.
APPROPRIATION_CODE_36	Text	No	35	Appropriation Code.
BARGAINING_UNIT_STATUS_37	Text	No	4	Bargaining Unit Status.
DUTY_STATION_CODE_38	Text	No	25	Duty Station Code.
DUTY_STATION_39	Text	No	80	Duty Station.
AGENCY_DATA_40	Text	No	17	Agency Data.
AGENCY_DATA_41	Text	No	17	Agency Data.
AGENCY_DATA_42	Text	No	17	Agency Data.
AGENCY_DATA_43	Text	No	27	Agency Data.
AGENCY_DATA_44	Text	No	60	Agency Data.

Form key	Type / format	Required	Max length	Notes
REMARKS	Array of { "REMARK_45": string }	No (array expected)	2,000 per remark line	Remarks. One object per remark line, keyed REMARK_45 ; line overflow → 1104 . Also enumerated for page counting. Configured as a remarks array in the deployed environment; the legacy configuration script lists REMARK_45 as a plain text field.
AGENCY_46	Text	Yes	100 (min 1)	Employing Department or Agency OPM approved description.
AGENCY_CODE_47	Agency code (lookup)	Yes (pipeline)	13 (min 1)	Agency Code OPM Assigned Code. Absent → 1204 . Lookup miss → 1107 .
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (min 1)	Subagency Code. Must be a subagency onboarded for your organization; otherwise 1107 . No box-number suffix.
PERSONNEL_OFFICE_ID_48	Personnel office ID (POID) (lookup)	Yes (pipeline)	4 (exact)	Personnel Office Identifier. A numeric code assigned to each agency by OPM. NOTE: Non-Title 5 and non-Federal organizations cannot use the POI codes assigned to Title 5 organizations and vice versa.. POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Whole number (lookup)	Yes	4 (exact)	Non-integer → 1106 . Lookup miss → 1107 .
APPROVAL_DATE_49	Date — MM/DD/YYYY	Yes	10 (exact)	Approval Date Format: MM/DD/YYYY. Unparseable → 1105 .
SIGNATURE_50	Text	Yes	80	Signature/Authentication and Title of Approving Official Send "Electronically signed by:".
SIGNATURE_50A	Text	Yes	80	Signature/Authentication and Title of Approving Official Send name of the approving official.
SIGNATURE_50B	Text	Yes	80	Signature/Authentication and Title of Approving Official Send Title of the approving official.
ORG_CODE_FROM	Text	No	18	
ORG_CODE_TO	Text	No	18	

Complete sample saveForm body (SF-50)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "SF 50",
  "FileName": "provider-batch-00001.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "ADJ_BASIC_PAY_12C": "",
    "ADJ_BASIC_PAY_20C": "61111",
    "AGENCY_46": "OFFICE OF PERSONNEL MANAGEMENT",
    "AGENCY_CODE_47": "OM00",
    "AGENCY_DATA_40": "",
    "AGENCY_DATA_41": "",
    "AGENCY_DATA_42": "",
    "AGENCY_DATA_43": "",
    "AGENCY_DATA_44": "",
    "AGENCY_USE_25": "",
    "AGENCY_USE_25A": "",
    "ANNUITANT_INDICATOR_28": "9",
    "ANNUITANT_INDICATOR_28A": "NOT APPLICABLE",
    "APPROPRIATION_CODE_36": "",
    "APPROVAL_DATE_49": "03/01/2023",
    "BARGAINING_UNIT_STATUS_37": "8888",
    "BASIC_PAY_12A": "",
    "BASIC_PAY_20A": "51111",
    "CODE_5A": "100",
    "CODE_5C": "ZLM",
    "CODE_5E": "",
    "CODE_6A": "",
    "CODE_6C": "",
    "CODE_6E": "",
    "CPO_ID": "1000",
    "DATE_OF_BIRTH_3": "01/15/1980",
    "DUTY_STATION_39": "WASHINGTON DIST OF COLUMBIA",
    "DUTY_STATION_CODE_38": "110010001",
    "EFFECTIVE_DATE_4": "03/01/2023",
    "FEGLI_27": "C0",
    "FEGLI_27A": "BASIC ONLY",
    "FLSA_CATEGORY_35": "N",
    "FROM_POSITION_7": "",
    "FROM_POSITION_7A": "",
    "FROM_POSITION_7B": "",
    "GRADE_OR_LEVEL_10": "",
    "GRADE_OR_LEVEL_18": "09",
    "LEGAL_AUTHORITY_5D": "SAMPLE LEGAL AUTHORITY",
    "LEGAL_AUTHORITY_5F": "",
    "LEGAL_AUTHORITY_6D": "",
    "LEGAL_AUTHORITY_6F": "",
    "LOCALITY_ADJ_12B": "",
    "LOCALITY_ADJ_20B": "10000",
    "NAME_1": "DOE, JANE Q",
    "NATURE_OF_ACTION_5B": "CAREER APPOINTMENT",
    "NATURE_OF_ACTION_6B": "",
    "OCC_CODE_17": "0343",
    "OCC_CODE_9": "",
```

```

"ORG_CODE_FROM": "",
"ORG_CODE_TO": "",
"OTHER_PAY_12D": "",
"OTHER_PAY_20D": "0",
"PART_TIME_HOURS_33": "",
"PAY_BASIS_13": "",
"PAY_BASIS_21": "PA",
"PAY_DETERMINANT_29": "0",
"PAY_DETERMINANT_29A": "",
"PAY_PLAN_16": "GS",
"PAY_PLAN_8": "",
"PERSONNEL_OFFICE_ID_48": "1000",
"POSITION_OCCUPIED_34": "1",
"POSITION_ORGANIZATION_14": "",
"POSITION_ORGANIZATION_14A": "",
"POSITION_ORGANIZATION_14B": "",
"POSITION_ORGANIZATION_14C": "",
"POSITION_ORGANIZATION_14D": "",
"POSITION_ORGANIZATION_14E": "",
"POSITION_ORGANIZATION_14F": "",
"POSITION_ORGANIZATION_22": "OFFICE OF PERSONNEL MANAGEMENT",
"POSITION_ORGANIZATION_22A": "SAMPLE DIRECTORATE",
"POSITION_ORGANIZATION_22B": "SAMPLE DIVISION",
"POSITION_ORGANIZATION_22C": "",
"POSITION_ORGANIZATION_22D": "",
"POSITION_ORGANIZATION_22E": "",
"POSITION_ORGANIZATION_22F": "",
"REMARKS": [
  {
    "REMARK_45": "Sample remark line one."
  }
],
"RETIREMENT_PLAN_30": "K",
"RETIREMENT_PLAN_30A": "FERS AND FICA",
"SERVICE_COMP_DATE_31": "03/01/2023",
"SIGNATURE_50": "JOHN A. SMITH",
"SIGNATURE_50A": "CHIEF, HR OPERATIONS",
"SIGNATURE_50B": "HUMAN RESOURCES OFFICE",
"SSN_2": "555-55-5555",
"STEP_OR_GRADE_19": "01",
"STEP_OR_RATE_11": "",
"SUBAGENCY_CODE": "OM00",
"TENURE_24": "1",
"TO_POSITION_15": "MANAGEMENT ANALYST",
"TO_POSITION_15A": "",
"TO_POSITION_15B": "",
"TOTAL_SALARY_12": "",
"TOTAL_SALARY_20": "61111",
"VETERANS_PREF_FOR_RIF_NO_26": "X",
"VETERANS_PREF_FOR_RIF_YES_26": "",
"VETERANS_PREFERENCE_23": "1",
"WORK_SCHEDULE_32": "F",
"WORK_SCHEDULE_32A": "FULL-TIME"
}
}

```

11.2 AF-2545 — Notification of Personnel Action

Configured form name `AF 2545` — submit `form-name` as `"AF 2545"` . 61 configured fields, 6 required by configuration. Every configured key must be present in `Form` ; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>SUBAGENCY_CODE</code>	Subagency code (lookup)	Yes (pipeline)	4 (min 1)	Must be a subagency onboarded for your organization; otherwise <code>1107</code> . No box-number suffix.
<code>AGENCY_CODE</code>	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → <code>1204</code> . Lookup miss → <code>1107</code> .
<code>SSN</code>	SSN — <code>###-##-####</code>	Yes (pipeline)	11 (exact)	Format error or employee-lookup miss → <code>911</code> .
<code>PERSONNEL_OFFICE_ID</code>	Personnel office ID (POID) (lookup)	Yes (pipeline)	10 (min 4)	POID-typed rule; field must be present. Lookup miss → <code>1107</code> .
<code>APPROVAL_DATE</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>CODE_11A</code>	Text	No	10	
<code>DATE_OF_BIRTH</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>DEPENDENT_STATUS</code>	Text	No	1	
<code>DUTY_STATION</code>	Text	No	40	
<code>EFFECTIVE_DATE</code>	Effective date — <code>MM/DD/YYYY</code>	Yes (pipeline)	10 (exact)	Absent → <code>1204</code> ; empty → <code>1102</code> ; unparseable → <code>908</code> . Selects the template version and drives folder matching.
<code>EMPLOYEE_NAME</code>	Text	Yes	80 (min 1)	
<code>FLSA</code>	Text	No	1	
<code>FROM_ANNUAL_SALARY_1</code>	Text	No	10	
<code>FROM_ANNUAL_SALARY_2</code>	Text	No	10	
<code>FROM_ANNUAL_SALARY_3</code>	Text	No	10	
<code>FROM_CATEGORY_NAFI</code>	Text	No	1	
<code>FROM_CODE_ACTIVITY</code>	Text	No	60	
<code>FROM_CODE_NAME_LOCATION_1</code>	Text	No	60	
<code>FROM_CODE_NAME_LOCATION_2</code>	Text	No	60	

Form key	Type / format	Required	Max length	Notes
FROM_CODE_NAME_LOCATION_3	Text	No	60	
FROM_GRADE	Text	No	5	
FROM_NUMBER_1	Text	No	13	
FROM_NUMBER_2	Text	No	11	
FROM_PAY_PLAN_SERIES	Text	No	5	
FROM_POSITION_1	Text	No	240	
FROM_POSITION_2	Text	No	240	Not in the reference configuration script; present in the posted ICD's AF-2545 sample XML. The non-production API rejects a body without it (1101). Length taken from the analogous posted field.
FROM_STEP	Text	No	7	
GROUP_HEALTH_INSURANCE	Text	No	2	
GROUP_LIFE_INSURANCE	Text	No	1	
LOC_CODE	Text	No	30	
MILITARY_STATUS	Text	No	1	
NOA_CODE_1	NOA code (first action)	No	4	Effective-date cross-validation is currently disabled (1108 reserved).
NOA_DESC_1	Text	No	70	
NOA_CODE_2	Text	No	4	Not in the reference configuration script; present in the posted ICD's AF-2545 sample XML. The non-production API rejects a body without it (1101). Length taken from the analogous posted field.
NOA_DESC_2	Text	No	70	Not in the reference configuration script; present in the posted ICD's AF-2545 sample XML. The non-production API rejects a body without it (1101). Length taken from the analogous posted field.
NOA_EMP_CAT	Text	No	4	Not in the reference configuration script; present in the posted ICD's AF-2545 sample XML. The non-production API rejects a body without it (1101). Length taken from the analogous posted field.

Form key	Type / format	Required	Max length	Notes
REMARKS	Array of { "REMARK": string }	No (array expected)	Per remark configuration	One object per remark line, keyed REMARK ; line overflow → 1104 . Also enumerated for page counting. Element name taken from the legacy feed producer.
RETIREMENT	Text	No	1	
SCD_BBA	Text	No	12	
SCD_LEAVE	Text	No	12	
SERVICING_CCPO_1	Text	No	200	
SERVICING_CCPO_2	Text	No	60	
SIGNATURE	Text	No	250	
SIGNATURE_TITLE	Text	No	55	
TO_ANNUAL_SALARY_1	Text	No	10	
TO_ANNUAL_SALARY_2	Text	No	10	
TO_ANNUAL_SALARY_3	Text	No	10	
TO_CATEGORY_NAFI	Text	No	60	
TO_CODE_ACTIVITY	Text	No	60	
TO_CODE_NAME_LOCATION_1	Text	No	250	
TO_CODE_NAME_LOCATION_2	Text	No	60	
TO_CODE_NAME_LOCATION_3	Text	No	60	
TO_GRADE	Text	No	5	
TO_NUMBER_1	Text	No	13	
TO_NUMBER_2	Text	No	11	Not in the reference configuration script; present in the posted ICD's AF-2545 sample XML. The non-production API rejects a body without it (1101). Length taken from the analogous posted field.
TO_NUMBER_3	Text	No	11	
TO_PAY_PLAN_SERIES	Text	No	5	

Form key	Type / format	Required	Max length	Notes
TO_POSITION_1	Text	No	240	Not in the reference configuration script; present in the posted ICD's AF-2545 sample XML. The non-production API rejects a body without it (1101). Length taken from the analogous posted field.
TO_POSITION_2	Text	No	240	
TO_STEP	Text	No	7	
US_CITIZENSHIP	Text	No	1	

Configuration notes:

- NOA_CODE_2 , NOA_DESC_2 , NOA_EMP_CAT , FROM_POSITION_2 , TO_POSITION_1 and TO_NUMBER_2 are absent from the reference configuration script and from the posted ICD's AF-2545 field table, but appear in the posted ICD's AF-2545 sample XML, and the non-production API returns 1101 ("TO_NUMBER_2: is missing") when they are omitted — so they are configured there and are included above.
- The legacy feed producer does not send NOA_CODE_1 or TO_NUMBER_3 , both of which the reference configuration defines; include them (a configured key absent from Form fails with 1101).

Complete sample saveForm body (AF-2545)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "AF 2545",
  "FileName": "provider-batch-00002.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "AGENCY_CODE": "OM00",
    "APPROVAL_DATE": "03/01/2023",
    "CODE_11A": "100",
    "DATE_OF_BIRTH": "01/15/1980",
    "DEPENDENT_STATUS": "",
    "DUTY_STATION": "WASHINGTON DIST OF COLUMBIA",
    "EFFECTIVE_DATE": "03/01/2023",
    "EMPLOYEE_NAME": "DOE, JANE Q",
    "FLSA": "",
    "FROM_ANNUAL_SALARY_1": "61111",
    "FROM_ANNUAL_SALARY_2": "61111",
    "FROM_ANNUAL_SALARY_3": "61111",
    "FROM_CATEGORY_NAFI": "",
    "FROM_CODE_ACTIVITY": "100",
    "FROM_CODE_NAME_LOCATION_1": "OFFICE OF PERSONNEL MANAGEMENT",
    "FROM_CODE_NAME_LOCATION_2": "OFFICE OF PERSONNEL MANAGEMENT",
    "FROM_CODE_NAME_LOCATION_3": "OFFICE OF PERSONNEL MANAGEMENT",
    "FROM_GRADE": "09",
```

```

"FROM_NUMBER_1": "",
"FROM_NUMBER_2": "",
"FROM_PAY_PLAN_SERIES": "GS",
"FROM_POSITION_1": "MANAGEMENT ANALYST",
"FROM_POSITION_2": "",
"FROM_STEP": "01",
"GROUP_HEALTH_INSURANCE": "",
"GROUP_LIFE_INSURANCE": "",
"LOC_CODE": "100",
"MILITARY_STATUS": "",
"NOA_CODE_1": "100",
"NOA_CODE_2": "",
"NOA_DESC_1": "CAREER APPOINTMENT",
"NOA_DESC_2": "",
"NOA_EMP_CAT": "RPT",
"PERSONNEL_OFFICE_ID": "1000",
"REMARKS": [
  {
    "REMARK": "Sample remark line one."
  }
],
"RETIREMENT": "",
"SCD_BBA": "",
"SCD_LEAVE": "",
"SERVICING_CCPO_1": "",
"SERVICING_CCPO_2": "",
"SIGNATURE": "JOHN A. SMITH",
"SIGNATURE_TITLE": "CHIEF, HR OPERATIONS",
"SSN": "555-55-5555",
"SUBAGENCY_CODE": "OM00",
"TO_ANNUAL_SALARY_1": "61111",
"TO_ANNUAL_SALARY_2": "61111",
"TO_ANNUAL_SALARY_3": "61111",
"TO_CATEGORY_NAFI": "",
"TO_CODE_ACTIVITY": "100",
"TO_CODE_NAME_LOCATION_1": "OFFICE OF PERSONNEL MANAGEMENT",
"TO_CODE_NAME_LOCATION_2": "OFFICE OF PERSONNEL MANAGEMENT",
"TO_CODE_NAME_LOCATION_3": "OFFICE OF PERSONNEL MANAGEMENT",
"TO_GRADE": "09",
"TO_NUMBER_1": "",
"TO_NUMBER_2": "602-31-5081",
"TO_NUMBER_3": "",
"TO_PAY_PLAN_SERIES": "GS",
"TO_POSITION_1": "MANAGEMENT ANALYST",
"TO_POSITION_2": "MANAGEMENT ANALYST",
"TO_STEP": "01",
"US_CITIZENSHIP": ""
}
}

```

11.3 AO-250 — Notification of Personnel Action

Configured form name `AO 250` — submit `form-name` as `"AO 250"`. 67 configured fields, 13 required by configuration. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
NAME_1	Text	Yes	50 (min 1)	Last, First, Middle.
EMPLID	Text	No	6	Employee ID.
NAME_PREFIX_1A	Text	No	15	Hon, Mr., Miss, Mrs., Ms..
GENDER_2	Text	No	1	
BIRTHDATE_3	Date — MM/DD/YYYY	Yes	10 (exact)	Unparseable → 1105 .
SSN_4	SSN — ###-##-####	Yes (pipeline)	11 (exact)	Format error or employee-lookup miss → 911 .
NTE_5A	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
FEGLI_CODE_9	Text	No	2	
RETIREMENT_CODE_10	Text	No	3	
JSAS_ELECTION_10A	Text	No	1	
CITIZENSHIP_STATUS	Text	No	1	
TYPE_OF_APPT_12	Text	No	3	
ANNUITANT_IND_13	Text	No	1	
HB_CODE_15	Text	No	6	
HB_EFFDT_15A	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
NOA_CODE_16_1	NOA code (first action) (lookup)	Yes	3 (min 1)	Effective-date cross-validation is currently disabled (1108 reserved). Lookup miss → 1107 .
NOA_DESC_16A_1	Text	Yes	50	
NOA_CODE_16_2	NOA code (second action) (lookup)	No	3	Effective-date cross-validation is currently disabled (1108 reserved). Lookup miss → 1107 .
NOA_DESC_16A_2	Text	No	50	
EFFDT_17	Effective date — MM/DD/YYYY	Yes (pipeline)	10 (exact)	Absent → 1204 ; empty → 1102 ; unparseable → 908 . Selects the template version and drives folder matching.
LEGAL_AUTH_18	Text	No	50	
FROM_POSN_NBR_19	Text	No	70	
FROM_POSITION_19A	Text	No	70	
FROM_JOBCODE_19B	Text	No	6	

Form key	Type / format	Required	Max length	Notes
FROM_PAY_PLAN_20	Text	No	2	
FROM_GRADE_STEP_21	Text	No	5	
FROM_SALARY_22	Text	No	14	
FROM_COLA	Text	No	15	
FROM_POST_DIF	Text	No	15	
FROM_ANNUITY_23C	Text	No	14	
FROM_LOCATION_24A	Text	No	10	
FROM_LOC_ADDR1_24B	Text	No	55	
FROM_LOC_ADDR2_24B	Text	No	55	
FROM_LOC_ADDR3_24B	Text	No	55	
FROM_LOC_ADDR4_24B	Text	No	55	
FROM_LOC_CTY_ST_ZIP_24B	Text	No	40	
TO_POSN_NBR_25	Text	No	8	
TO_POSITION_25A	Text	No	70	
TO_JOBCODE_25B	Text	No	6	
TO_PAY_PLAN_26	Text	No	2	
TO_GRADE_STEP_27	Text	No	5	
TO_SALARY_28	Text	No	14	
TO_COLA	Text	No	15	
TO_POST_DIF	Text	No	15	
TO_ANNUITY_29C	Text	No	14	
TO_LOCATION_30A	Text	No	10	
TO_LOC_ADDR1_30B	Text	No	55	
TO_LOC_ADDR2_30B	Text	No	55	
TO_LOC_ADDR3_30B	Text	No	55	
TO_LOC_ADDR4_30B	Text	No	55	
TO_LOC_CTY_ST_ZIP_30B	Text	No	40	
PROCESSOR_INITIALS_31	Text	No	6	
VICE_32	Text	No	50	

Form key	Type / format	Required	Max length	Notes
DATE_OF_NOMINATION_33 A	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
DATE_OF_CONFIRMATION_33 3B	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
DATE_OF_COMMISSION_33 C	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
ELIG_TO_RETIREDATE_33 D	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
MAINTAINING_OFFICE_34	Text	No	100	
CODE_35	Text	No	40	
SIGNATURE_AUTH_36A	Text	Yes	15 (min 1)	
SIGNATURE_DT	Date — MM/DD/YYYY	Yes	10 (exact)	Unparseable → 1105 .
SIGNATURE_TITLE_36C	Text	Yes	70 (min 1)	
REMARKS	Array of { "REMARK_45": string }	No (array expected)	2,000 per remark line	One object per remark line, keyed REMARK_45 ; line overflow → 1104 . Also enumerated for page counting.
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	10 (min 4)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Whole number (lookup)	Yes	10 (min 4)	Non-integer → 1106 . Lookup miss → 1107 .
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (min 1)	Must be a subagency onboarded for your organization; otherwise 1107 . No box-number suffix.
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → 1204 . Lookup miss → 1107 .

Complete sample saveForm body (AO-250)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "AO 250",
  "FileName": "provider-batch-00003.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "AGENCY_CODE": "OM00",
    "ANNUITANT_IND_13": "",

```

```
"BIRTHDATE_3": "01/15/1980",
"CITIZENSHIP_STATUS": "",
"CODE_35": "100",
"CPO_ID": "1000",
"DATE_OF_COMMISSION_33C": "",
"DATE_OF_CONFIRMATION_33B": "",
"DATE_OF_NOMINATION_33A": "",
"EFFDT_17": "03/01/2023",
"ELIG_TO_RETIRE_DATE_33D": "",
"EMPLID": "",
"FEGLI_CODE_9": "C0",
"FROM_ANNUITY_23C": "",
"FROM_COLA": "",
"FROM_GRADE_STEP_21": "09/01",
"FROM_JOBCODE_19B": "0343",
"FROM_LOC_ADDR1_24B": "123 MAIN ST",
"FROM_LOC_ADDR2_24B": "123 MAIN ST",
"FROM_LOC_ADDR3_24B": "123 MAIN ST",
"FROM_LOC_ADDR4_24B": "123 MAIN ST",
"FROM_LOC_CTY_ST_ZIP_24B": "WASHINGTON, DC 20415",
"FROM_LOCATION_24A": "OPM",
"FROM_PAY_PLAN_20": "GS",
"FROM_POSITION_19A": "MANAGEMENT ANALYST",
"FROM_POSN_NBR_19": "12345",
"FROM_POST_DIF": "",
"FROM_SALARY_22": "61111",
"GENDER_2": "",
"HB_CODE_15": "100",
"HB_EFFDT_15A": "",
"JSAS_ELECTION_10A": "",
"LEGAL_AUTH_18": "SAMPLE LEGAL AUTHORITY",
"MAINTAINING_OFFICE_34": "",
"NAME_1": "DOE, JANE Q",
"NAME_PREFIX_1A": "MS",
"NOA_CODE_16_1": "100",
"NOA_CODE_16_2": "",
"NOA_DESC_16A_1": "CAREER APPOINTMENT",
"NOA_DESC_16A_2": "CAREER APPOINTMENT",
"NTE_5A": "",
"PERSONNEL_OFFICE_ID": "1000",
"PROCESSOR_INITIALS_31": "",
"REMARKS": [
  {
    "REMARK_45": "Sample remark line one."
  }
],
"RETIREMENT_CODE_10": "K",
"SIGNATURE_AUTH_36A": "JOHN A. SMITH",
"SIGNATURE_DT": "03/01/2023",
"SIGNATURE_TITLE_36C": "CHIEF, HR OPERATIONS",
"SSN_4": "555-55-5555",
"SUBAGENCY_CODE": "OM00",
"TO_ANNUITY_29C": "",
"TO_COLA": "",
"TO_GRADE_STEP_27": "09/01",
"TO_JOBCODE_25B": "0343",
```

```

"TO_LOC_ADDR1_30B": "123 MAIN ST",
"TO_LOC_ADDR2_30B": "123 MAIN ST",
"TO_LOC_ADDR3_30B": "123 MAIN ST",
"TO_LOC_ADDR4_30B": "123 MAIN ST",
"TO_LOC_CTY_ST_ZIP_30B": "WASHINGTON, DC 20415",
"TO_LOCATION_30A": "OPM",
"TO_PAY_PLAN_26": "GS",
"TO_POSITION_25A": "MANAGEMENT ANALYST",
"TO_POSN_NBR_25": "12345",
"TO_POST_DIF": "",
"TO_SALARY_28": "61111",
"TYPE_OF_APPT_12": "",
"VICE_32": ""
}
}

```

11.4 AO-52 — Request for Personnel Action

Configured form name `AO 52` — submit `form-name` as `"AO 52"`. 107 configured fields, 9 required by configuration. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>PRTA_ACTN_REQST_DESC1</code>	Text	No	50	
<code>PRTA_REQST_NUMBER</code>	Text	No	10	
<code>PRTA_ACTN_REQST_NAME</code>	Text	No	50	
<code>PRTA_EMPLID</code>	Text	No	11	
<code>PRTA_ACTN_AUTH_NAME</code>	Text	No	50	
<code>PRTA_ACTN_AUTH_TITLE</code>	Text	No	30	
<code>PRTA_ACTN_AUTH_CONCUR_DATE</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>PRTB_NAME</code>	Text	Yes	50 (min 1)	
<code>PRTB_SSN</code>	SSN — <code>###-##-####</code>	Yes (pipeline)	11 (exact)	Format error or employee-lookup miss → <code>911</code> .
<code>PRTB_DOB</code>	Date — <code>MM/DD/YYYY</code>	Yes	10 (exact)	Unparseable → <code>1105</code> .
<code>PRTB_ACTUAL_EFF_DATE</code>	Effective date — <code>MM/DD/YYYY</code>	Yes (pipeline)	10 (exact)	Absent → <code>1204</code> ; empty → <code>1102</code> ; unparseable → <code>908</code> . Selects the template version and drives folder matching.
<code>PRTB_NOA_CODE_5A</code>	Text (lookup)	Yes	4 (min 1)	Must match a known value; otherwise <code>1107</code> .
<code>PRTB_NOA_DESC_5B</code>	Text	No	50	

Form key	Type / format	Required	Max length	Notes
PRTB_LEG_AUTH_CODE_5C	Text	No	4	
PRTB_LEG_AUTH_DESC_5D	Text	No	200	
PRTB_FROM_POS_TITLE	Text	No	70	
PRTB_FROM_JOBCODE	Text	No	70	
PRTB_FROM_PD_NO	Text	No	70	
PRTB_FROM_PAY_PLAN	Text	No	3	
PRTB_FROM_OCC_CODE	Text	No	5	
PRTB_FROM_GRADE_LEVEL	Text	No	6	
PRTB_FROM_STEP_RATE	Text	No	5	
PRTB_FROM_TOTAL_SALARY	Text	No	15	
PRTB_FROM_BASIC_PAY	Text	No	15	
PRTB_FROM_LOCAL_ADJ	Text	No	15	
PRTB_FROM_ADJ_BASIC_PAY	Text	No	15	
PRTB_FROM_OTHER_PAY	Text	No	15	
PRTB_FROM_PAY_BASIS	Text	No	3	
PRTB_FROM_NAME_LOCATION1	Text	No	60	
PRTB_FROM_NAME_LOCATION2	Text	No	60	
PRTB_FROM_NAME_LOCATION3	Text	No	60	
PRTB_FROM_NAME_LOCATION4	Text	No	60	
PRTB_FROM_NAME_LOCATION5	Text	No	60	
PRTB_FROM_NAME_LOCATION6	Text	No	60	
PRTB_FROM_NAME_LOCATION7	Text	No	60	
PRTB_TO_POS_TITLE	Text	No	70	
PRTB_TO_JOBCODE	Text	No	70	

Form key	Type / format	Required	Max length	Notes
PRTB_TO_PD_NO	Text	No	70	
PRTB_TO_PAY_PLAN	Text	No	3	
PRTB_TO_OCC_CODE	Text	No	5	
PRTB_TO_GRADE_LEVEL	Text	No	6	
PRTB_TO_STEP_RATE	Text	No	5	
PRTB_TO_TOTAL_SALARY	Text	No	15	
PRTB_TO_BASIC_PAY	Text	No	15	
PRTB_TO_LOCAL_ADJ	Text	No	15	
PRTB_TO_ADJ_BASIC_PAY	Text	No	15	
PRTB_TO_OTHER_PAY	Text	No	15	
PRTB_TO_PAY_BASIS	Text	No	3	
PRTB_TO_NAME_LOCATION 1	Text	No	60	
PRTB_TO_NAME_LOCATION 2	Text	No	60	
PRTB_TO_NAME_LOCATION 3	Text	No	60	
PRTB_TO_NAME_LOCATION 4	Text	No	60	
PRTB_TO_NAME_LOCATION 5	Text	No	60	
PRTB_TO_NAME_LOCATION 6	Text	No	60	
PRTB_TO_NAME_LOCATION 7	Text	No	60	
PRTB_VET_PREF	Text	No	1	
PRTB_TENURE	Text	No	1	
PRTB_AGENCY_USE_25	Text	No	3	
PRTB_FGLI	Text	No	3	
PRTB_FGLI_DESC	Text	No	50	
PRTB_ANNT_IND	Text	No	3	
PRTB_ANNT_IND_DESC	Text	No	18	

Form key	Type / format	Required	Max length	Notes
PRTB_RETIRE_PLAN	Text	No	3	
PRTB_RETIRE_PLAN_DESC	Text	No	18	
PRTB_SCHEDULE_LEAVE	Text	No	10	
PRTB_WORK_SCHEDULE	Text	No	3	
PRTB_WORK_SCHED_DESC	Text	No	18	
PRTB_PART_TIME_HRS	Text	No	3	
PRTB_POSITION_OCC	Text	No	1	
PRTB_FLSA	Text	No	1	
PRTB_APPROP_CODE	Text	No	21	
PRTB_DUTY_STATION_CODE	Text	No	20	
PRTB_DUTY_STATION_CITY_ST	Text	No	48	
PRTB_AGENCY_DATA_40	Text	No	20	
PRTB_AGENCY_DATA_41	Text	No	20	
PRTB_AGENCY_DATA_42	Text	No	20	
PRTB_ACTION	Text	No	3	
PRTB_REASON	Text	No	3	
PRTB_PAY_RATE_DET_DESC	Text	No	30	
PRTB_BUDG_CAT	Text	No	4	
PRTB_ORG_TTL_CD	Text	No	4	
PRTB_JOBCODE	Text	No	6	
PRTB_PAYGROUP	Text	No	3	
PRTC_ROLE_A	Text	No	12	
PRTC_NAME_A	Text	No	50	
PRTC_DATE_A	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_ROLE_B	Text	No	12	
PRTC_NAME_B	Text	No	50	
PRTC_DATE_B	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .

Form key	Type / format	Required	Max length	Notes
PRTC_ROLE_C	Text	No	12	
PRTC_NAME_C	Text	No	50	
PRTC_DATE_C	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_ROLE_D	Text	No	12	
PRTC_NAME_D	Text	No	50	
PRTC_DATE_D	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_ROLE_E	Text	No	12	
PRTC_NAME_E	Text	No	50	
PRTC_DATE_E	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_ROLE_F	Text	No	12	
PRTC_NAME_F	Text	No	50	
PRTC_DATE_F	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTD_REMARKS	Array of { "PRTD_REMARK": string }	No (array expected)	Per remark configuration	One object per remark line, keyed PRTD_REMARK ; line overflow → 1104 . Also enumerated for page counting. Element name from the posted eOPF FDF ICD.
PRTF_REMARKS	Array of { "PRTF_REMARK": string }	No (array expected)	Per remark configuration	One object per remark line, keyed PRTF_REMARK ; line overflow → 1104 . Also enumerated for page counting. Element name from the posted eOPF FDF ICD.
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	4 (exact)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Whole number (lookup)	Yes	4 (exact)	Non-integer → 1106 . Lookup miss → 1107 .
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (min 1)	Must be a subagency onboarded for your organization; otherwise 1107 . No box-number suffix.
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → 1204 . Lookup miss → 1107 .

Configuration notes:

- The reference scripts define 2 templates for this form (8 , 9); the field set shown is taken from 8 .

- Remarks keys: the non-production API requires `PRTD_REMARKS` / `PRTF_REMARKS` (it returns `1101` "PRTD_REMARKS: is missing" otherwise), matching the posted eOPF FDF ICD's sample XML and the legacy feed producer. The reference configuration script and the posted ICD's field table call them `REMARKS_PRTD` / `REMARKS_PRTF` ; those names are not accepted. The remark element inside each array is `PRTD_REMARK` / `PRTF_REMARK` .

Complete sample `saveForm` body (AO-52)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "AO 52",
  "FileName": "provider-batch-00004.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "AGENCY_CODE": "OM00",
    "CPO_ID": "1000",
    "PERSONNEL_OFFICE_ID": "1000",
    "PRTA_ACTN_AUTH_CONCUR_DATE": "",
    "PRTA_ACTN_AUTH_NAME": "DOE, JANE Q",
    "PRTA_ACTN_AUTH_TITLE": "CHIEF, HR OPERATIONS",
    "PRTA_ACTN_REQST_DESC1": "",
    "PRTA_ACTN_REQST_NAME": "DOE, JANE Q",
    "PRTA_EMPLID": "",
    "PRTA_REQST_NUMBER": "",
    "PRTB_ACTION": "",
    "PRTB_ACTUAL_EFF_DATE": "03/01/2023",
    "PRTB_AGENCY_DATA_40": "",
    "PRTB_AGENCY_DATA_41": "",
    "PRTB_AGENCY_DATA_42": "",
    "PRTB_AGENCY_USE_25": "",
    "PRTB_ANNT_IND": "",
    "PRTB_ANNT_IND_DESC": "NOT APPLICABLE",
    "PRTB_APPROP_CODE": "100",
    "PRTB_BUDG_CAT": "",
    "PRTB_DOB": "01/15/1980",
    "PRTB_DUTY_STATION_CITY_ST": "WASHINGTON, DC 20415",
    "PRTB_DUTY_STATION_CODE": "110010001",
    "PRTB_Fegli": "C0",
    "PRTB_Fegli_Desc": "BASIC ONLY",
    "PRTB_FLSA": "",
    "PRTB_FROM_ADJ_BASIC_PAY": "61111",
    "PRTB_FROM_BASIC_PAY": "61111",
    "PRTB_FROM_GRADE_LEVEL": "09",
    "PRTB_FROM_JOBCODE": "0343",
    "PRTB_FROM_LOCAL_ADJ": "10000",
    "PRTB_FROM_NAME_LOCATION1": "OFFICE OF PERSONNEL MANAGEMENT",
    "PRTB_FROM_NAME_LOCATION2": "OFFICE OF PERSONNEL MANAGEMENT",
    "PRTB_FROM_NAME_LOCATION3": "OFFICE OF PERSONNEL MANAGEMENT",
    "PRTB_FROM_NAME_LOCATION4": "OFFICE OF PERSONNEL MANAGEMENT",
    "PRTB_FROM_NAME_LOCATION5": "OFFICE OF PERSONNEL MANAGEMENT",
  }
}
```

"PRTB_FROM_NAME_LOCATION6": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_NAME_LOCATION7": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_OCC_CODE": "0343",
"PRTB_FROM_OTHER_PAY": "0",
"PRTB_FROM_PAY_BASIS": "PA",
"PRTB_FROM_PAY_PLAN": "GS",
"PRTB_FROM_PD_NO": "12345",
"PRTB_FROM_POS_TITLE": "MANAGEMENT ANALYST",
"PRTB_FROM_STEP_RATE": "01",
"PRTB_FROM_TOTAL_SALARY": "61111",
"PRTB_JOBCODE": "0343",
"PRTB_LEG_AUTH_CODE_5C": "ZLM",
"PRTB_LEG_AUTH_DESC_5D": "SAMPLE LEGAL AUTHORITY",
"PRTB_NAME": "DOE, JANE Q",
"PRTB_NOA_CODE_5A": "100",
"PRTB_NOA_DESC_5B": "CAREER APPOINTMENT",
"PRTB_ORG_TTL_CD": "100",
"PRTB_PART_TIME_HRS": "",
"PRTB_PAY_RATE_DET_DESC": "REGULAR RATE",
"PRTB_PAYGROUP": "",
"PRTB_POSITION_OCC": "",
"PRTB_REASON": "",
"PRTB_RETIRE_PLAN": "K",
"PRTB_RETIRE_PLAN_DESC": "FERS AND FICA",
"PRTB_SCHEDULE_LEAVE": "F",
"PRTB_SSN": "555-55-5555",
"PRTB_TENURE": "",
"PRTB_TO_ADJ_BASIC_PAY": "61111",
"PRTB_TO_BASIC_PAY": "61111",
"PRTB_TO_GRADE_LEVEL": "09",
"PRTB_TO_JOBCODE": "0343",
"PRTB_TO_LOCAL_ADJ": "10000",
"PRTB_TO_NAME_LOCATION1": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION2": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION3": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION4": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION5": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION6": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION7": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_OCC_CODE": "0343",
"PRTB_TO_OTHER_PAY": "0",
"PRTB_TO_PAY_BASIS": "PA",
"PRTB_TO_PAY_PLAN": "GS",
"PRTB_TO_PD_NO": "12345",
"PRTB_TO_POS_TITLE": "MANAGEMENT ANALYST",
"PRTB_TO_STEP_RATE": "01",
"PRTB_TO_TOTAL_SALARY": "61111",
"PRTB_VET_PREF": "",
"PRTB_WORK_SCHED_DESC": "FULL-TIME",
"PRTB_WORK_SCHEDULE": "F",
"PRTC_DATE_A": "",
"PRTC_DATE_B": "",
"PRTC_DATE_C": "",
"PRTC_DATE_D": "",
"PRTC_DATE_E": "",
"PRTC_DATE_F": "",

```

"PRTC_NAME_A": "DOE, JANE Q",
"PRTC_NAME_B": "DOE, JANE Q",
"PRTC_NAME_C": "DOE, JANE Q",
"PRTC_NAME_D": "DOE, JANE Q",
"PRTC_NAME_E": "DOE, JANE Q",
"PRTC_NAME_F": "DOE, JANE Q",
"PRTC_ROLE_A": "",
"PRTC_ROLE_B": "",
"PRTC_ROLE_C": "",
"PRTC_ROLE_D": "",
"PRTC_ROLE_E": "",
"PRTC_ROLE_F": "",
"PRTD_REMARKS": [
  {
    "PRTD_REMARK": "Sample remark line one."
  }
],
"PRTF_REMARKS": [
  {
    "PRTF_REMARK": "Sample remark line one."
  }
],
"SUBAGENCY_CODE": "OM00"
}

```

11.5 DA-3434 — Notification of Personnel Action (Nonappropriated Funds Employee)

Configured form name `DA 3434` — submit `form-name` as `"DA 3434"`. 57 configured fields, 9 required by configuration. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>EMPLOYEE_NAME</code>	Text	Yes	70 (min 1)	
<code>US_CITIZENSHIP</code>	Text	No	3	
<code>DATE_OF_BIRTH</code>	Date — <code>MM/DD/YYYY</code>	Yes	10 (exact)	Unparseable → <code>1105</code> .
<code>SSN</code>	SSN — <code>###-##-####</code>	Yes (pipeline)	11 (exact)	Format error or employee-lookup miss → <code>911</code> .
<code>MILITARY_STATUS</code>	Text	No	1	
<code>DEPENDENT_STATUS</code>	Text	No	1	
<code>SCD_LEAVE</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>SCD_LOS</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>VETERANS_PREFERENCE</code>	Text	No	1	

Form key	Type / format	Required	Max length	Notes
SPOUSE_EMPLOYMENT_PREFERENCE	Text	No	1	
FLSA	Text	No	1	
NOA_CODE_1	NOA code (first action)	No	4	Effective-date cross-validation is currently disabled (1108 reserved).
NOA_DESC_1	Text	No	70	
NOA_CODE_2	NOA code (second action)	No	4	Effective-date cross-validation is currently disabled (1108 reserved).
NOA_DESC_2	Text	No	70	
NOA_EMP_CAT	Text	No	4	
FROM_POSITION_1	Text	No	64	
FROM_POSITION_2	Text	No	35	
FROM_NUMBER_1	Text	No	16	
FROM_AUTH_1	Text	No	16	
FROM_PAY_PLAN_SERIES	Text	No	7	
FROM_GRADE	Text	No	2	
FROM_STEP	Text	No	2	
FROM_ANNUAL_SALARY_1	Text	No	25	
FROM_ANNUAL_SALARY_2	Text	No	25	
FROM_ANNUAL_SALARY_3	Text	No	25	
FROM_CODE_NAME_LOCATION_1	Text	No	82	
FROM_CODE_NAME_LOCATION_2	Text	No	82	
FROM_CODE_NAME_LOCATION_3	Text	No	82	
FROM_STD_NAFI	Text	No	9	
TO_POSITION_1	Text	No	64	
TO_POSITION_2	Text	No	35	
TO_NUMBER_1	Text	No	16	
TO_AUTH_1	Text	No	16	
TO_PAY_PLAN_SERIES	Text	No	7	

Form key	Type / format	Required	Max length	Notes
TO_GRADE	Text	No	2	
TO_STEP	Text	No	2	
TO_ANNUAL_SALARY_1	Text	No	25	
TO_ANNUAL_SALARY_2	Text	No	25	Not in the posted ICD table; present in its sample XML and sent by the legacy feed producer.
TO_ANNUAL_SALARY_3	Text	No	25	Not in the posted ICD table; present in its sample XML and sent by the legacy feed producer.
TO_CODE_NAME_LOCATION_1	Text	No	82	
TO_CODE_NAME_LOCATION_2	Text	No	82	Not in the posted ICD table; present in its sample XML and sent by the legacy feed producer.
TO_CODE_NAME_LOCATION_3	Text	No	82	Not in the posted ICD table; present in its sample XML and sent by the legacy feed producer.
TO_STD_NAFI	Text	No	9	
DUTY_STATION	Text	No	69	
LOC_CODE	Text	No	38	
REMARKS	Array of { "REMARK": string }	No (array expected)	2,000 per remark line	One object per remark line, keyed REMARK ; line overflow → 1104 . Also enumerated for page counting. Not in the posted ICD table; sent by the legacy feed producer.
SERVICING_CCPO_1	Text	No	60	
SERVICING_CCPO_2	Text	No	60	
SIGNATURE	Text	Yes	55 (min 1)	
SIGNATURE_TITLE	Text	No	55	
APPROVAL_DATE	Date — MM/DD/YYYY	Yes	10 (exact)	Unparseable → 1105 .
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	10 (min 1)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Whole number	No	4	Non-integer → 1106 .
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (min 1)	Must be a subagency onboarded for your organization; otherwise 1107 . No box-number suffix.

Form key	Type / format	Required	Max length	Notes
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → 1204 . Lookup miss → 1107 . Not in the posted ICD table; sent by the legacy feed producer and required by the ingest pipeline.
EFFECTIVE_DATE	Effective date — MM/DD/YYYY	Yes (pipeline)	10 (exact)	Absent → 1204 ; empty → 1102 ; unparseable → 908 . Selects the template version and drives folder matching. Not in the posted ICD table (which keys the action on APPROVAL_DATE); sent by the legacy feed producer and required by the ingest pipeline.

Configuration notes:

- This form has no reference configuration script. The field set is the posted eOPF FDF ICD (v20260602) DA-3434 specification plus the keys the legacy feed producer sends (EFFECTIVE_DATE , AGENCY_CODE , TO_ANNUAL_SALARY_2 / 3 , TO_CODE_NAME_LOCATION_2 / 3); lengths and required flags follow the posted ICD. Confirm against the environment's Swagger example before submitting.

Complete sample saveForm body (DA-3434)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "DA 3434",
  "FileName": "provider-batch-00005.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "AGENCY_CODE": "OM00",
    "APPROVAL_DATE": "03/01/2023",
    "CPO_ID": "1000",
    "DATE_OF_BIRTH": "01/15/1980",
    "DEPENDENT_STATUS": "",
    "DUTY_STATION": "WASHINGTON DIST OF COLUMBIA",
    "EFFECTIVE_DATE": "03/01/2023",
    "EMPLOYEE_NAME": "DOE, JANE Q",
    "FLSA": "",
    "FROM_ANNUAL_SALARY_1": "61111",
    "FROM_ANNUAL_SALARY_2": "61111",
    "FROM_ANNUAL_SALARY_3": "61111",
    "FROM_AUTH_1": "JOHN A. SMITH",
    "FROM_CODE_NAME_LOCATION_1": "OFFICE OF PERSONNEL MANAGEMENT",
    "FROM_CODE_NAME_LOCATION_2": "OFFICE OF PERSONNEL MANAGEMENT",
    "FROM_CODE_NAME_LOCATION_3": "OFFICE OF PERSONNEL MANAGEMENT",
    "FROM_GRADE": "09",
    "FROM_NUMBER_1": "",
    "FROM_PAY_PLAN_SERIES": "GS",
```

```

"FROM_POSITION_1": "MANAGEMENT ANALYST",
"FROM_POSITION_2": "MANAGEMENT ANALYST",
"FROM_STD_NAFI": "",
"FROM_STEP": "01",
"LOC_CODE": "100",
"MILITARY_STATUS": "",
"NOA_CODE_1": "100",
"NOA_CODE_2": "",
"NOA_DESC_1": "CAREER APPOINTMENT",
"NOA_DESC_2": "CAREER APPOINTMENT",
"NOA_EMP_CAT": "",
"PERSONNEL_OFFICE_ID": "1000",
"REMARKS": [
  {
    "REMARK": "Sample remark line one."
  }
],
"SCD_LEAVE": "03/01/2023",
"SCD_LOS": "03/01/2023",
"SERVICING_CCPO_1": "",
"SERVICING_CCPO_2": "",
"SIGNATURE": "JOHN A. SMITH",
"SIGNATURE_TITLE": "CHIEF, HR OPERATIONS",
"SPOUSE_EMPLOYMENT_PREFERENCE": "",
"SSN": "555-55-5555",
"SUBAGENCY_CODE": "OM00",
"TO_ANNUAL_SALARY_1": "61111",
"TO_ANNUAL_SALARY_2": "61111",
"TO_ANNUAL_SALARY_3": "61111",
"TO_AUTH_1": "JOHN A. SMITH",
"TO_CODE_NAME_LOCATION_1": "OFFICE OF PERSONNEL MANAGEMENT",
"TO_CODE_NAME_LOCATION_2": "OFFICE OF PERSONNEL MANAGEMENT",
"TO_CODE_NAME_LOCATION_3": "OFFICE OF PERSONNEL MANAGEMENT",
"TO_GRADE": "09",
"TO_NUMBER_1": "",
"TO_PAY_PLAN_SERIES": "GS",
"TO_POSITION_1": "MANAGEMENT ANALYST",
"TO_POSITION_2": "MANAGEMENT ANALYST",
"TO_STD_NAFI": "",
"TO_STEP": "01",
"US_CITIZENSHIP": "1",
"VETERANS_PREFERENCE": ""
}
}

```

11.6 DG-60 — FEHB Premium Conversion

Configured form name `DG 60` — submit `form-name` as `"DG 60"`. 12 configured fields, 11 required by configuration. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
NAME	Text	Yes	70 (min 1)	Name.
SSN	SSN — ###-##-####	Yes (pipeline)	11 (exact)	SSN. Format error or employee-lookup miss → 911 .
EFFECTIVE_DATE	Effective date — MM/DD/YYYY	Yes (pipeline)	10 (exact)	EFFECTIVE-DATE. Absent → 1204 ; empty → 1102 ; unparseable → 908 . Selects the template version and drives folder matching.
NATURE_TRANSACTION	Text	Yes	11 (min 1)	NATURE-TRANSACTION.
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	4 (exact)	PERSONNEL_OFFICE_ID. POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	4 (exact)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPDF_CODE	Text	Yes	10 (min 1)	CPDF-CODE.
DATE_OF_ACTION	Date — MM/DD/YYYY	Yes	10 (exact)	DATE-OF-ACTION. Unparseable → 1105 .
TIME_OF_ACTION	Text	No	11	TIME-OF-ACTION.
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (min 1)	SUBAGENCY_CODE. Must be a subagency onboarded for your organization; otherwise 1107 . No box-number suffix.
PAYROLL_OFFICE_NO	Text	Yes	25 (min 1)	PAYROLL-OFFICE-NO.
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → 1204 . Lookup miss → 1107 .

Complete sample saveForm body (DG-60)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "DG 60",
  "FileName": "provider-batch-00006.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "AGENCY_CODE": "OM00",
    "CPDF_CODE": "100",
    "CPO_ID": "1000",
    "DATE_OF_ACTION": "03/01/2023",
    "EFFECTIVE_DATE": "03/01/2023",
    "NAME": "DOE, JANE Q",
    "NATURE_TRANSACTION": "APPOINTMENT",
```

```

"PAYROLL_OFFICE_NO": "OPM01",
"PERSONNEL_OFFICE_ID": "1000",
"SSN": "555-55-5555",
"SUBAGENCY_CODE": "OM00",
"TIME_OF_ACTION": ""
}
}

```

11.7 NAF-52 — Request for Personnel Action (Nonappropriated Funds Employee)

Configured form name `NAF 52` — submit `form-name` as `"NAF 52"` . 136 configured fields, 8 required by configuration. Every configured key must be present in `Form` ; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>PRTA_ACTN_REQST_DESC1</code>	Text	No	200	
<code>PRTA_REQST_NUMBER</code>	Text	No	24	
<code>PRTA_ADDITIONAL_NAME</code>	Text	No	70	
<code>PRTA_ADDITIONAL_PHONE_NUMBER</code>	Text	No	15	
<code>PRTA_PROP_EFF_DATE</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>PRTA_ACTN_REQST_NAME</code>	Text	No	70	
<code>PRTA_ACTN_REQST_TITLE</code>	Text	No	70	
<code>PRTA_ACTN_REQST_DATE</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>PRTA_ACTN_AUTH_NAME</code>	Text	No	70	
<code>PRTA_ACTN_AUTH_TITLE</code>	Text	No	70	
<code>PRTA_ACTN_AUTH_CONCUR_DATE</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>PRTB_EMP_NAME</code>	Text	No	70	
<code>PRTB_EMP_SSN</code>	SSN — <code>###-##-####</code>	Yes (pipeline)	11 (exact)	Format error or employee-lookup miss → <code>911</code> .
<code>PRTB_EMP_DOB</code>	Date — <code>MM/DD/YYYY</code>	Yes	10 (exact)	Unparseable → <code>1105</code> .
<code>PRTB_ACTUAL_EFF_DATE</code>	Effective date — <code>MM/DD/YYYY</code>	Yes (pipeline)	10 (exact)	Absent → <code>1204</code> ; empty → <code>1102</code> ; unparseable → <code>908</code> . Selects the template version and drives folder matching.
<code>PRTB_NOA_CODE_5A</code>	NOA code (first action) (lookup)	Yes	4 (min 1)	Effective-date cross-validation is currently disabled (<code>1108</code> reserved). Lookup miss → <code>1107</code> .

Form key	Type / format	Required	Max length	Notes
PRTB_NOA_DESC_5B	Text	No	35	
PRTB_NTE_DATE_5B	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTB_LEG_AUTH_CODE_5C	Text	No	4	
PRTB_LEG_AUTH_DESC_5D	Text	No	35	
PRTB_LEG_AUTH_CODE_5E	Text	No	4	
PRTB_LEG_AUTH_DESC_5F	Text	No	35	
PRTB_DUAL_NOA_CODE_6A	NOA code (second action) (lookup)	No	4	Effective-date cross-validation is currently disabled (1108 reserved). Lookup miss → 1107 .
PRTB_NOA_DESC_6B	Text	No	35	
PRTB_NTE_DATE_6B	Date — MM/DD/YYYY	No	30	Unparseable → 1105 .
PRTB_DUAL_NOA_AUTH_CODE_6C	Text	No	4	
PRTB_LEG_AUTH_DESC_6D	Text	No	200	
PRTB_DUAL_NOA_AUTH_6E	Text	No	4	
PRTB_LEG_AUTH_DESC_6F	Text	No	200	
PRTB_FROM_POS_TITLE	Text	No	70	
PRTB_FROM_PD_NO	Text	No	15	
PRTB_FROM_BU_NO	Text	No	22	
PRTB_FROM_ORG	Text	No	9	
PRTB_FROM_COST_CNTR	Text	No	6	
PRTB_FROM_PAY_PLAN	Text	No	3	
PRTB_FROM_OCC_CODE	Text	No	5	
PRTB_FROM_GRADE_LEVEL	Text	No	6	
PRTB_FROM_STEP_RATE	Text	No	5	
PRTB_FROM_TOTAL_SALARY	Text	No	15	
PRTB_FROM_BASIC_PAY	Text	No	15	
PRTB_FROM_LOCAL_ADJ	Text	No	15	

Form key	Type / format	Required	Max length	Notes
PRTB_FROM_ADJ_BASIC_PAY	Text	No	15	
PRTB_FROM_OTHER_PAY	Text	No	15	
PRTB_FROM_PAY_BASIS	Text	No	3	
PRTB_FROM_NAME_LOCATION1	Text	No	60	
PRTB_FROM_NAME_LOCATION2	Text	No	60	
PRTB_FROM_NAME_LOCATION3	Text	No	60	
PRTB_FROM_NAME_LOCATION4	Text	No	60	
PRTB_FROM_NAME_LOCATION5	Text	No	60	
PRTB_TO_POS_TITLE	Text	No	70	
PRTB_TO_PD_NO	Text	No	15	
PRTB_TO_BU_NO	Text	No	22	
PRTB_TO_ORG	Text	No	9	
PRTB_TO_COST_CNTR	Text	No	6	
PRTB_TO_PAY_PLAN	Text	No	3	
PRTB_TO_OCC_CODE	Text	No	5	
PRTB_TO_GRADE_LEVEL	Text	No	6	
PRTB_TO_STEP_RATE	Text	No	5	
PRTB_TO_TOTAL_SALARY	Text	No	15	
PRTB_TO_BASIC_PAY	Text	No	15	
PRTB_TO_LOCAL_ADJ	Text	No	15	
PRTB_TO_ADJ_BASIC_PAY	Text	No	15	
PRTB_TO_OTHER_PAY	Text	No	15	
PRTB_TO_PAY_BASIS	Text	No	3	
PRTB_TO_NAME_LOCATION1	Text	No	60	
PRTB_TO_NAME_LOCATION2	Text	No	60	

Form key	Type / format	Required	Max length	Notes
PRTB_TO_NAME_LOCATION 3	Text	No	60	
PRTB_TO_NAME_LOCATION 4	Text	No	60	
PRTB_TO_NAME_LOCATION 5	Text	No	60	
PRTB_VET_PREF	Text	No	1	
PRTB_TENURE	Text	No	1	
PRTB_AGENCY_USE_25_IN D	Text	No	3	
PRTB_AGENCY_USE_25	Text	No	5	
PRTB_VET_PREF_FOR_RIF_ YES	Text	No	1	
PRTB_VET_PREF_FOR_RIF_ NO	Text	No	1	
PRTB_Fegli	Text	No	3	
PRTB_Fegli_DESC	Text	No	60	
PRTB_ANNT_IND	Text	No	3	
PRTB_ANNT_IND_DESC	Text	No	30	
PRTB_PAY_RATE_DET	Text	No	3	
PRTB_PAY_RATE_DET_DES C	Text	No	50	
PRTB_RETIRE_PLAN	Text	No	3	
PRTB_RETIRE_PLAN_DESC	Text	No	50	
PRTB_SCHEDULE_LEAVE	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTB_WORK_SCHEDULE	Text	No	3	
PRTB_WORK_SCHED_DESC	Text	No	30	
PRTB_PART_TIME_HRS	Text	No	6	
PRTB_POSITION_OCC	Text	No	1	
PRTB_FLSA	Text	No	1	
PRTB_APPROP_CODE	Text	No	50	

Form key	Type / format	Required	Max length	Notes
PRTB_BARGAIN_UNIT_STAT US	Text	No	4	
PRTB_DUTY_STATION_CODE	Text	No	25	
PRTB_DUTY_STATION_CITY	Text	No	80	
PRTB_AGENCY_DATA_40	Text	No	17	
PRTB_AGENCY_DATA_41	Text	No	17	
PRTB_AGENCY_DATA_42	Text	No	17	
PRTB_AGENCY_DATA_43	Text	No	27	
PRTB_AGENCY_DATA_44	Text	No	60	
PRTB_EDUCATION_LEVEL	Text	No	2	
PRTB_YR_DEGREE_ATT	Text	No	4	
PRTB_ACADEMIC_DISCP	Text	No	6	
PRTB_FUNC_CLASS	Text	No	2	
PRTB_CITIZENSHIP	Text	No	1	
PRTB_VET_STATUS	Text	No	1	
PRTB_VET_STATUS_DESC	Text	No	8	
PRTB_SUPV_STATUS	Text	No	2	
PRTB_SUPV_STATUS_DESC	Text	No	10	
PRTC_OFFICE_1A	Text	No	10	
PRTC_SIGNATURE_1A	Text	No	42	
PRTC_DATE_1A	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_OFFICE_1B	Text	No	10	
PRTC_SIGNATURE_1B	Text	No	42	
PRTC_DATE_1B	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_OFFICE_1C	Text	No	10	
PRTC_SIGNATURE_1C	Text	No	42	
PRTC_DATE_1C	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .

Form key	Type / format	Required	Max length	Notes
PRTC_OFFICE_1D	Text	No	10	
PRTC_SIGNATURE_1D	Text	No	42	
PRTC_DATE_1D	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_OFFICE_1E	Text	No	10	
PRTC_SIGNATURE_1E	Text	No	42	
PRTC_DATE_1E	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_OFFICE_1F	Text	No	10	
PRTC_SIGNATURE_1F	Text	No	42	
PRTC_DATE_1F	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_SIGNATURE	Text	No	50	
PRTC_TITLE	Text	No	50	
PRTC_APPRDATE	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTD_RMK_ANS_YES	Text	No	1	
PRTD_RMK_ANS_NO	Text	No	1	
PRTD_REMARKS	Array of { "PRTD_REMARK": string }	No (array expected)	2,000 per remark line	One object per remark line, keyed PRTD_REMARK ; line overflow → 1104 . Also enumerated for page counting.
PRTF_REMARKS	Array of { "PRTF_REMARK": string }	No (array expected)	2,000 per remark line	One object per remark line, keyed PRTF_REMARK ; line overflow → 1104 . Also enumerated for page counting.
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	10 (min 4)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Whole number (lookup)	Yes	10 (min 4)	Non-integer → 1106 . Lookup miss → 1107 .
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (min 1)	Must be a subagency onboarded for your organization; otherwise 1107 . No box- number suffix.
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → 1204 . Lookup miss → 1107 .

Complete sample `saveForm` body (NAF-52)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "NAF 52",
  "FileName": "provider-batch-00021.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "AGENCY_CODE": "OM00",
    "CPO_ID": "1000",
    "PERSONNEL_OFFICE_ID": "1000",
    "PRTA_ACTN_AUTH_CONCUR_DATE": "",
    "PRTA_ACTN_AUTH_NAME": "DOE, JANE Q",
    "PRTA_ACTN_AUTH_TITLE": "CHIEF, HR OPERATIONS",
    "PRTA_ACTN_REQST_DATE": "",
    "PRTA_ACTN_REQST_DESC1": "",
    "PRTA_ACTN_REQST_NAME": "DOE, JANE Q",
    "PRTA_ACTN_REQST_TITLE": "CHIEF, HR OPERATIONS",
    "PRTA_ADDITIONAL_NAME": "DOE, JANE Q",
    "PRTA_ADDITIONAL_PHONE_NUMBER": "202-555-0100",
    "PRTA_PROP_EFF_DATE": "",
    "PRTA_REQST_NUMBER": "",
    "PRTB_ACADEMIC_DISCP": "",
    "PRTB_ACTUAL_EFF_DATE": "03/01/2023",
    "PRTB_AGENCY_DATA_40": "",
    "PRTB_AGENCY_DATA_41": "",
    "PRTB_AGENCY_DATA_42": "",
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    "PRTB_AGENCY_USE_25": "",
    "PRTB_AGENCY_USE_25_IND": "",
    "PRTB_ANNT_IND": "",
    "PRTB_ANNT_IND_DESC": "NOT APPLICABLE",
    "PRTB_APPROP_CODE": "100",
    "PRTB_BARGAIN_UNIT_STATUS": "",
    "PRTB_CITIZENSHIP": "",
    "PRTB_DUAL_NOA_AUTH_6E": "JOHN",
    "PRTB_DUAL_NOA_AUTH_CODE_6C": "100",
    "PRTB_DUAL_NOA_CODE_6A": "",
    "PRTB_DUTY_STATION_CITY": "WASHINGTON",
    "PRTB_DUTY_STATION_CODE": "110010001",
    "PRTB_EDUCATION_LEVEL": "",
    "PRTB_EMP_DOB": "01/15/1980",
    "PRTB_EMP_NAME": "DOE, JANE Q",
    "PRTB_EMP_SSN": "555-55-5555",
    "PRTB_Fegli": "C0",
    "PRTB_Fegli_Desc": "BASIC ONLY",
    "PRTB_FLSA": "",
    "PRTB_FROM_ADJ_BASIC_PAY": "61111",
    "PRTB_FROM_BASIC_PAY": "61111",
    "PRTB_FROM_BU_NO": ""
  }
}
```

"PRTB_FROM_COST_CNTR": "",
"PRTB_FROM_GRADE_LEVEL": "09",
"PRTB_FROM_LOCAL_ADJ": "10000",
"PRTB_FROM_NAME_LOCATION1": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_NAME_LOCATION2": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_NAME_LOCATION3": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_NAME_LOCATION4": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_NAME_LOCATION5": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_OCC_CODE": "0343",
"PRTB_FROM_ORG": "OPM",
"PRTB_FROM_OTHER_PAY": "0",
"PRTB_FROM_PAY_BASIS": "PA",
"PRTB_FROM_PAY_PLAN": "GS",
"PRTB_FROM_PD_NO": "12345",
"PRTB_FROM_POS_TITLE": "MANAGEMENT ANALYST",
"PRTB_FROM_STEP_RATE": "01",
"PRTB_FROM_TOTAL_SALARY": "61111",
"PRTB_FUNC_CLASS": "",
"PRTB_LEG_AUTH_CODE_5C": "ZLM",
"PRTB_LEG_AUTH_CODE_5E": "ZLM",
"PRTB_LEG_AUTH_DESC_5D": "SAMPLE LEGAL AUTHORITY",
"PRTB_LEG_AUTH_DESC_5F": "SAMPLE LEGAL AUTHORITY",
"PRTB_LEG_AUTH_DESC_6D": "SAMPLE LEGAL AUTHORITY",
"PRTB_LEG_AUTH_DESC_6F": "SAMPLE LEGAL AUTHORITY",
"PRTB_NOA_CODE_5A": "100",
"PRTB_NOA_DESC_5B": "CAREER APPOINTMENT",
"PRTB_NOA_DESC_6B": "CAREER APPOINTMENT",
"PRTB_NTE_DATE_5B": "",
"PRTB_NTE_DATE_6B": "",
"PRTB_PART_TIME_HRS": "",
"PRTB_PAY_RATE_DET": "",
"PRTB_PAY_RATE_DET_DESC": "REGULAR RATE",
"PRTB_POSITION_OCC": "",
"PRTB_RETIRE_PLAN": "K",
"PRTB_RETIRE_PLAN_DESC": "FERS AND FICA",
"PRTB_SCHEDULE_LEAVE": "",
"PRTB_SUPV_STATUS": "",
"PRTB_SUPV_STATUS_DESC": "N/A",
"PRTB_TENURE": "",
"PRTB_TO_ADJ_BASIC_PAY": "61111",
"PRTB_TO_BASIC_PAY": "61111",
"PRTB_TO_BU_NO": "",
"PRTB_TO_COST_CNTR": "",
"PRTB_TO_GRADE_LEVEL": "09",
"PRTB_TO_LOCAL_ADJ": "10000",
"PRTB_TO_NAME_LOCATION1": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION2": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION3": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION4": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION5": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_OCC_CODE": "0343",
"PRTB_TO_ORG": "OPM",
"PRTB_TO_OTHER_PAY": "0",
"PRTB_TO_PAY_BASIS": "PA",
"PRTB_TO_PAY_PLAN": "GS",
"PRTB_TO_PD_NO": "12345",

```

"PRTB_TO_POS_TITLE": "MANAGEMENT ANALYST",
"PRTB_TO_STEP_RATE": "01",
"PRTB_TO_TOTAL_SALARY": "61111",
"PRTB_VET_PREF": "",
"PRTB_VET_PREF_FOR_RIF_NO": "",
"PRTB_VET_PREF_FOR_RIF_YES": "X",
"PRTB_VET_STATUS": "",
"PRTB_VET_STATUS_DESC": "N/A",
"PRTB_WORK_SCHED_DESC": "FULL-TIME",
"PRTB_WORK_SCHEDULE": "F",
"PRTB_YR_DEGREE_ATT": "",
"PRTC_APPRDATE": "03/01/2023",
"PRTC_DATE_1A": "",
"PRTC_DATE_1B": "",
"PRTC_DATE_1C": "",
"PRTC_DATE_1D": "",
"PRTC_DATE_1E": "",
"PRTC_DATE_1F": "",
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"PRTC_OFFICE_1B": "",
"PRTC_OFFICE_1C": "",
"PRTC_OFFICE_1D": "",
"PRTC_OFFICE_1E": "",
"PRTC_OFFICE_1F": "",
"PRTC_SIGNATURE": "JOHN A. SMITH",
"PRTC_SIGNATURE_1A": "JOHN A. SMITH",
"PRTC_SIGNATURE_1B": "JOHN A. SMITH",
"PRTC_SIGNATURE_1C": "JOHN A. SMITH",
"PRTC_SIGNATURE_1D": "JOHN A. SMITH",
"PRTC_SIGNATURE_1E": "JOHN A. SMITH",
"PRTC_SIGNATURE_1F": "JOHN A. SMITH",
"PRTC_TITLE": "CHIEF, HR OPERATIONS",
"PRTD_REMARKS": [
  {
    "PRTD_REMARK": "Sample remark line one."
  }
],
"PRTD_RMK_ANS_NO": "",
"PRTD_RMK_ANS_YES": "X",
"PRTF_REMARKS": [
  {
    "PRTF_REMARK": "Sample remark line one."
  }
],
"SUBAGENCY_CODE": "OM00"
}
}

```

11.8 SF-2809 — Health Benefits Election Form

Configured form name `SF 2809` — submit `form-name` as `"SF 2809"`. 281 configured fields, 24 required by configuration. Template: OMB No. 3206-0160. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
EMPLOYEE-NAME	Text	Yes	70 (min 1)	1.
EMPLOYEE-SSN	SSN — ###-##-####	Yes (pipeline)	11 (exact)	1. Format error or employee-lookup miss → 911 .
BIRTH-DATE	Date — MM/DD/YYYY	Yes	10 (exact)	1. Unparseable → 1105 .
EMPLOYEE-SEX-MALE	Text	No	1	1.
EMPLOYEE-SEX-FEMALE	Text	No	1	1.
MARRIED-YES	Text	No	1	1.
MARRIED-NO	Text	No	1	1.
EMPLOYEE-ADDRESS1	Text	Yes	60 (min 1)	1.
EMPLOYEE-ADDRESS2	Text	No	60	1.
EMPLOYEE-ADDRESS3	Text	No	60	1.
EMPLOYEE-ADDRESS4	Text	Yes	60 (min 1)	1.
EMPLOYEE-MEDICARE-PARTA	Text	No	1	1.
EMPLOYEE-MEDICARE-PARTB	Text	No	1	1.
EMPLOYEE-MEDICARE-PARTD	Text	No	1	1.
EMPLOYEE-MEDICARE-CLAIMNO	Text	No	25	1.
EMPLOYEE-COVERED-BY-OTHER-YES	Text	No	1	1.
EMPLOYEE-COVERED-BY-OTHER-NO	Text	No	1	1.
EMPLOYEE-TRICARE	Text	No	1	1.
EMPLOYEE-OTHER-INSURANCE	Text	No	1	1.
EMPLOYEE-INSURANCE-NAME	Text	No	70	1.
EMPLOYEE-INSURANCE-POLICY-NO	Text	No	40	1.
EMPLOYEE-FEHB-INSURED	Text	No	1	1.
MEMBER1-NAME	Text	No	70	1.

Form key	Type / format	Required	Max length	Notes
MEMBER1-SSN	Text	No	11	1.
MEMBER1-BIRTH-DATE	Text	No	10	1.
MEMBER1-SEX-MALE	Text	No	1	1.
MEMBER1-SEX-FEMALE	Text	No	1	1.
MEMBER1-RELATIONSHIP-CODE	Text	No	2	1.
MEMBER1-ADDRESS1	Text	No	60	1.
MEMBER1-ADDRESS2	Text	No	60	1.
MEMBER1-ADDRESS3	Text	No	60	1.
MEMBER1-ADDRESS4	Text	No	60	1.
MEMBER1-MEDICARE-PARTA	Text	No	1	1.
MEMBER1-MEDICARE-PARTB	Text	No	1	1.
MEMBER1-MEDICARE-PARTD	Text	No	1	1.
MEMBER1-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER1-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER1-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER1-TRICARE	Text	No	1	1.
MEMBER1-OTHER-INSURANCE	Text	No	1	1.
MEMBER1-INSURANCE-NAME	Text	No	70	1.
MEMBER1-POLICY-NO	Text	No	40	1.
MEMBER1-FEHB-INSURED	Text	No	1	1.
MEMBER1-EMAIL	Text	No	80	1.
MEMBER1-PHONE	Text	No	25	1.
MEMBER2-NAME	Text	No	70	1.
MEMBER2-SSN	Text	No	11	1.

Form key	Type / format	Required	Max length	Notes
MEMBER2-BIRTH-DATE	Text	No	10	1.
MEMBER2-SEX-MALE	Text	No	1	1.
MEMBER2-SEX-FEMALE	Text	No	1	1.
MEMBER2-RELATIONSHIP-CODE	Text	No	2	1.
MEMBER2-ADDRESS1	Text	No	60	1.
MEMBER2-ADDRESS2	Text	No	60	1.
MEMBER2-ADDRESS3	Text	No	60	1.
MEMBER2-ADDRESS4	Text	No	60	1.
MEMBER2-MEDICARE-PARTA	Text	No	1	1.
MEMBER2-MEDICARE-PARTB	Text	No	1	1.
MEMBER2-MEDICARE-PARTD	Text	No	1	1.
MEMBER2-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER2-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER2-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER2-TRICARE	Text	No	1	1.
MEMBER2-OTHER-INSURANCE	Text	No	1	1.
MEMBER2-INSURANCE-NAME	Text	No	70	1.
MEMBER2-POLICY-NO	Text	No	40	1.
MEMBER2-FEHB-INSURED	Text	No	1	1.
MEMBER2-EMAIL	Text	No	80	1.
MEMBER2-PHONE	Text	No	25	1.
MEMBER3-NAME	Text	No	70	1.
MEMBER3-SSN	Text	No	11	1.
MEMBER3-BIRTH-DATE	Text	No	10	1.

Form key	Type / format	Required	Max length	Notes
MEMBER3-SEX-MALE	Text	No	1	1.
MEMBER3-SEX-FEMALE	Text	No	1	1.
MEMBER3-RELATIONSHIP-CODE	Text	No	2	1.
MEMBER3-ADDRESS1	Text	No	60	1.
MEMBER3-ADDRESS2	Text	No	60	1.
MEMBER3-ADDRESS3	Text	No	60	1.
MEMBER3-ADDRESS4	Text	No	60	1.
MEMBER3-MEDICARE-PARTA	Text	No	1	1.
MEMBER3-MEDICARE-PARTB	Text	No	1	1.
MEMBER3-MEDICARE-PARTD	Text	No	1	1.
MEMBER3-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER3-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER3-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER3-TRICARE	Text	No	1	1.
MEMBER3-OTHER-INSURANCE	Text	No	1	1.
MEMBER3-INSURANCE-NAME	Text	No	70	1.
MEMBER3-POLICY-NO	Text	No	40	1.
MEMBER3-FEHB-INSURED	Text	No	1	1.
MEMBER3-EMAIL	Text	No	80	1.
MEMBER3-PHONE	Text	No	25	1.
MEMBER4-NAME	Text	No	70	1.
MEMBER4-SSN	Text	No	11	1.
MEMBER4-BIRTH-DATE	Text	No	10	1.
MEMBER4-SEX-MALE	Text	No	1	1.

Form key	Type / format	Required	Max length	Notes
MEMBER4-SEX-FEMALE	Text	No	1	1.
MEMBER4-RELATIONSHIP-CODE	Text	No	2	1.
MEMBER4-ADDRESS1	Text	No	60	1.
MEMBER4-ADDRESS2	Text	No	60	1.
MEMBER4-ADDRESS3	Text	No	60	1.
MEMBER4-ADDRESS4	Text	No	60	1.
MEMBER4-MEDICARE-PARTA	Text	No	1	1.
MEMBER4-MEDICARE-PARTB	Text	No	1	1.
MEMBER4-MEDICARE-PARTD	Text	No	1	1.
MEMBER4-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER4-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER4-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER4-TRICARE	Text	No	1	1.
MEMBER4-OTHER-INSURANCE	Text	No	1	1.
MEMBER4-INSURANCE-NAME	Text	No	70	1.
MEMBER4-POLICY-NO	Text	No	40	1.
MEMBER4-FEHB-INSURED	Text	No	1	1.
MEMBER4-EMAIL	Text	No	80	1.
MEMBER4-PHONE	Text	No	25	1.
MEMBER5-NAME	Text	No	70	1.
MEMBER5-SSN	Text	No	11	1.
MEMBER5-BIRTH-DATE	Text	No	10	1.
MEMBER5-SEX-MALE	Text	No	1	1.
MEMBER5-SEX-FEMALE	Text	No	1	1.

Form key	Type / format	Required	Max length	Notes
MEMBER5-RELATIONSHIP-CODE	Text	No	2	1.
MEMBER5-ADDRESS1	Text	No	60	1.
MEMBER5-ADDRESS2	Text	No	60	1.
MEMBER5-ADDRESS3	Text	No	60	1.
MEMBER5-ADDRESS4	Text	No	60	1.
MEMBER5-MEDICARE-PARTA	Text	No	1	1.
MEMBER5-MEDICARE-PARTB	Text	No	1	1.
MEMBER5-MEDICARE-PARTD	Text	No	1	1.
MEMBER5-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER5-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER5-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER5-TRICARE	Text	No	1	1.
MEMBER5-OTHER-INSURANCE	Text	No	1	1.
MEMBER5-INSURANCE-NAME	Text	No	70	1.
MEMBER5-POLICY-NO	Text	No	40	1.
MEMBER5-FEHB-INSURED	Text	No	1	1.
MEMBER5-EMAIL	Text	No	80	1.
MEMBER5-PHONE	Text	No	25	1.
MEMBER6-NAME	Text	No	70	1.
MEMBER6-SSN	Text	No	11	1.
MEMBER6-BIRTH-DATE	Text	No	10	1.
MEMBER6-SEX-MALE	Text	No	1	1.
MEMBER6-SEX-FEMALE	Text	No	1	1.
MEMBER6-RELATIONSHIP-CODE	Text	No	2	1.

Form key	Type / format	Required	Max length	Notes
MEMBER6-ADDRESS1	Text	No	60	1.
MEMBER6-ADDRESS2	Text	No	60	1.
MEMBER6-ADDRESS3	Text	No	60	1.
MEMBER6-ADDRESS4	Text	No	60	1.
MEMBER6-MEDICARE-PARTA	Text	No	1	1.
MEMBER6-MEDICARE-PARTB	Text	No	1	1.
MEMBER6-MEDICARE-PARTD	Text	No	1	1.
MEMBER6-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER6-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER6-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER6-TRICARE	Text	No	1	1.
MEMBER6-OTHER-INSURANCE	Text	No	1	1.
MEMBER6-INSURANCE-NAME	Text	No	70	1.
MEMBER6-POLICY-NO	Text	No	40	1.
MEMBER6-FEHB-INSURED	Text	No	1	1.
MEMBER6-EMAIL	Text	No	80	1.
MEMBER6-PHONE	Text	No	25	1.
MEMBER7-NAME	Text	No	70	1.
MEMBER7-SSN	Text	No	11	1.
MEMBER7-BIRTH-DATE	Text	No	10	1.
MEMBER7-SEX-MALE	Text	No	1	1.
MEMBER7-SEX-FEMALE	Text	No	1	1.
MEMBER7-RELATIONSHIP-CODE	Text	No	2	1.
MEMBER7-ADDRESS1	Text	No	60	1.

Form key	Type / format	Required	Max length	Notes
MEMBER7-ADDRESS2	Text	No	60	1.
MEMBER7-ADDRESS3	Text	No	60	1.
MEMBER7-ADDRESS4	Text	No	60	1.
MEMBER7-MEDICARE-PARTA	Text	No	1	1.
MEMBER7-MEDICARE-PARTB	Text	No	1	1.
MEMBER7-MEDICARE-PARTD	Text	No	1	1.
MEMBER7-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER7-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER7-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER7-TRICARE	Text	No	1	1.
MEMBER7-OTHER-INSURANCE	Text	No	1	1.
MEMBER7-INSURANCE-NAME	Text	No	70	1.
MEMBER7-POLICY-NO	Text	No	40	1.
MEMBER7-FEHB-INSURED	Text	No	1	1.
MEMBER7-EMAIL	Text	No	80	1.
MEMBER7-PHONE	Text	No	25	1.
MEMBER8-NAME	Text	No	70	1.
MEMBER8-SSN	Text	No	11	1.
MEMBER8-BIRTH-DATE	Text	No	10	1.
MEMBER8-SEX-MALE	Text	No	1	1.
MEMBER8-SEX-FEMALE	Text	No	1	1.
MEMBER8-RELATIONSHIP-CODE	Text	No	2	1.
MEMBER8-ADDRESS1	Text	No	60	1.
MEMBER8-ADDRESS2	Text	No	60	1.

Form key	Type / format	Required	Max length	Notes
MEMBER8-ADDRESS4	Text	No	60	1.
MEMBER8-MEDICARE-PARTA	Text	No	1	1.
MEMBER8-MEDICARE-PARTB	Text	No	1	1.
MEMBER8-MEDICARE-PARTD	Text	No	1	1.
MEMBER8-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER8-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER8-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER8-TRICARE	Text	No	1	1.
MEMBER8-OTHER-INSURANCE	Text	No	1	1.
MEMBER8-INSURANCE-NAME	Text	No	70	1.
MEMBER8-POLICY-NO	Text	No	40	1.
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MEMBER8-EMAIL	Text	No	80	1.
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MEMBER9-NAME	Text	No	70	1.
MEMBER9-SSN	Text	No	11	1.
MEMBER9-BIRTH-DATE	Text	No	10	1.
MEMBER9-SEX-MALE	Text	No	1	1.
MEMBER9-SEX-FEMALE	Text	No	1	1.
MEMBER9-RELATIONSHIP-CODE	Text	No	2	1.
MEMBER9-ADDRESS1	Text	No	60	1.
MEMBER9-ADDRESS2	Text	No	60	1.
MEMBER9-ADDRESS3	Text	No	60	1.
MEMBER9-ADDRESS4	Text	No	60	1.

Form key	Type / format	Required	Max length	Notes
MEMBER9-MEDICARE-PARTA	Text	No	1	1.
MEMBER9-MEDICARE-PARTB	Text	No	1	1.
MEMBER9-MEDICARE-PARTD	Text	No	1	1.
MEMBER9-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER9-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER9-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER9-TRICARE	Text	No	1	1.
MEMBER9-OTHER-INSURANCE	Text	No	1	1.
MEMBER9-INSURANCE-NAME	Text	No	70	1.
MEMBER9-POLICY-NO	Text	No	40	1.
MEMBER9-FEHB-INSURED	Text	No	1	1.
MEMBER9-EMAIL	Text	No	80	1.
MEMBER9-PHONE	Text	No	25	1.
MEMBER10-NAME	Text	No	70	1.
MEMBER10-SSN	Text	No	11	1.
MEMBER10-BIRTH-DATE	Text	No	10	1.
MEMBER10-SEX-MALE	Text	No	1	1.
MEMBER10-SEX-FEMALE	Text	No	1	1.
MEMBER10-RELATIONSHIP-CODE	Text	No	2	1.
MEMBER10-ADDRESS1	Text	No	60	1.
MEMBER10-ADDRESS2	Text	No	60	1.
MEMBER10-ADDRESS3	Text	No	60	1.
MEMBER10-ADDRESS4	Text	No	60	1.
MEMBER10-MEDICARE-PARTA	Text	No	1	1.

Form key	Type / format	Required	Max length	Notes
MEMBER10-MEDICARE-PARTB	Text	No	1	1.
MEMBER10-MEDICARE-PARTD	Text	No	1	1.
MEMBER10-MEDICARE-CLAIMNO	Text	No	25	1.
MEMBER10-COVERED-BY-OTHER-YES	Text	No	1	1.
MEMBER10-COVERED-BY-OTHER-NO	Text	No	1	1.
MEMBER10-TRICARE	Text	No	1	1.
MEMBER10-OTHER-INSURANCE	Text	No	1	1.
MEMBER10-INSURANCE-NAME	Text	No	70	1.
MEMBER10-POLICY-NO	Text	No	40	1.
MEMBER10-FEHB-INSURED	Text	No	1	1.
MEMBER10-EMAIL	Text	No	80	1.
MEMBER10-PHONE	Text	No	25	1.
PRESENT-PLAN-NAME	Text	No	35	1.
PRESENT-ENROLLMENT-CODE	Text	No	10	1.
NEW-PLAN-NAME	Text	No	35	1.
NEW-PLAN-CODE	Text	No	10	1.
EVENT-CODE	Text	Yes	10 (min 1)	1.
EVENT-DATE	Date — MM/DD/YYYY	Yes	10 (exact)	1. Unparseable → 1105 .
CANCEL-ENROLLMENT	Text	No	1	1.
SUSPEND-ENROLLMENT	Text	No	1	1.
EMPLOYEE-SIGNATURE	Text	Yes	80 (min 1)	1.
SIGNATURE-DATE	Date — MM/DD/YYYY	Yes	10 (exact)	1. Unparseable → 1105 .
EMPLOYEE-EMAIL	Text	No	80	1.
DAYTIME-TELEPHONE	Text	No	25	1.

Form key	Type / format	Required	Max length	Notes
REMARKS	Text	No	300	1.
RECEIVED-DATE	Date — MM/DD/YYYY	Yes	10 (exact)	1. Unparseable → 1105 .
EFFECTIVE-DATE	Effective date — MM/DD/YYYY	Yes (pipeline)	10 (exact)	1. Absent → 1204 ; empty → 1102 ; unparseable → 908 . Selects the template version and drives folder matching.
PERSONNEL-TELEPHONE	Text	Yes	25 (min 1)	1.
AGENCY-SYSTEM-NAME	Text	Yes	35 (min 1)	1.
AGENCY-SYSTEM-ADDRESS1	Text	Yes	105 (min 1)	1.
AGENCY-SYSTEM-ADDRESS2	Text	Yes	105 (min 1)	1.
AUTHORIZING-OFFICIAL	Text	Yes	40 (min 1)	1.
AUTHORIZED-OFFICIAL-SIGNATURE	Text	Yes	60 (min 1)	1.
PAYROLL-NUMBER	Text	Yes	25 (min 1)	1.
PAYROLL-CONTACT	Text	Yes	40 (min 1)	1.
PAYROLL-TELEPHONE	Text	Yes	25 (min 1)	1.
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	10 (min 1)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Text	Yes	4 (min 1)	
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (min 1)	Must be a subagency onboarded for your organization; otherwise 1107 . No box-number suffix.
MEMBER8-ADDRESS3	Text	No	60	1.
WAIVED-ENROLLMENT	Text	No	1	1.
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → 1204 . Lookup miss → 1107 .

Configuration notes:

- The reference scripts define 2 templates for this form (3004 , 10); the field set shown is taken from 3004 + 10 .

Complete sample saveForm body (SF-2809)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

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"MEMBER9-MEDICARE-PARTB": "",
"MEMBER9-MEDICARE-PARTD": "",
"MEMBER9-NAME": "DOE, JANE Q",
"MEMBER9-OTHER-INSURANCE": "",
"MEMBER9-PHONE": "202-555-0100",
"MEMBER9-POLICY-NO": "",
"MEMBER9-RELATIONSHIP-CODE": "SP",
"MEMBER9-SEX-FEMALE": "",
"MEMBER9-SEX-MALE": "X",
"MEMBER9-SSN": "555-55-5555",
"MEMBER9-TRICARE": "",
"NEW-PLAN-CODE": "104",
"NEW-PLAN-NAME": "OFFICE OF PERSONNEL MANAGEMENT",
"PAYROLL-CONTACT": "JANE Q. DOE",
"PAYROLL-NUMBER": "OPM01",
"PAYROLL-TELEPHONE": "202-555-0100",
"PERSONNEL_OFFICE_ID": "1000",
```

```

"PERSONNEL-TELEPHONE": "202-555-0100",
"PRESENT-ENROLLMENT-CODE": "104",
"PRESENT-PLAN-NAME": "OFFICE OF PERSONNEL MANAGEMENT",
"RECEIVED-DATE": "03/01/2023",
"REMARKS": "",
"SIGNATURE-DATE": "03/01/2023",
"SUBAGENCY_CODE": "OM00",
"SUSPEND-ENROLLMENT": "",
"WAIVED-ENROLLMENT": ""
}
}

```

11.9 SF-2810 — Notice of Change in Health Benefits Enrollment

Configured form name `SF 2810` — submit `form-name` as `"SF 2810"`. 34 configured fields, 21 required by configuration. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>EMPLOYEE_NAME</code>	Text	Yes	70 (min 1)	
<code>BIRTH_DATE</code>	Date — <code>MM/DD/YYYY</code>	Yes	10 (exact)	Unparseable → <code>1105</code> .
<code>EMPLOYEE_SSN</code>	SSN — <code>###-##-####</code>	Yes (pipeline)	11 (exact)	Format error or employee-lookup miss → <code>911</code> .
<code>EMPLOYEE_ADDRESS1</code>	Text	Yes	105 (min 1)	
<code>EMPLOYEE_ADDRESS2</code>	Text	Yes	50 (min 1)	
<code>PAYROLL_OFFICE_NUMBER</code>	Text	Yes	25 (min 1)	
<code>ENROLLMENT_CODE_NUMBER</code>	Text	Yes	10 (min 1)	
<code>SF2811_REPORT_NUMBER</code>	Text	No	24	
<code>EFFECTIVE_DATE</code>	Effective date — <code>MM/DD/YYYY</code>	Yes (pipeline)	10 (exact)	Absent → <code>1204</code> ; empty → <code>1102</code> ; unparseable → <code>908</code> . Selects the template version and drives folder matching.
<code>TERMINATION_INDICATOR</code>	Text	No	1	
<code>DATEOFDEATH</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>TRANSFER_INDICATOR</code>	Text	No	1	
<code>REINSTATEMENT_INDICATOR</code>	Text	No	1	
<code>NAME_CHANGE_INDICATOR</code>	Text	No	1	

Form key	Type / format	Required	Max length	Notes
CHANGED_NAME	Text	No	40	
CHANGED_BIRTH_DATE	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
CHANGED_ADDRESS1	Text	No	105	
CHANGED_ADDRESS2	Text	No	50	
ENROLLMENT_SURVIVOR_INDICATOR	Text	No	1	
NEW_ENROLLMENT_CODE	Text	No	10	
REMARKS	Text	No	300	
AGENCY_SYSTEM_NAME	Text	Yes	35 (min 1)	
AGENCY_SYSTEM_ADDRESS 1	Text	Yes	50 (min 1)	
AGENCY_SYSTEM_ADDRESS 2	Text	Yes	50 (min 1)	
PERSONNEL_CONTACT	Text	Yes	40 (min 1)	
PERSONNEL_TELEPHONE	Text	Yes	25 (min 1)	
PAYROLL_CONTACT	Text	Yes	40 (min 1)	
PAYROLL_TELEPHONE	Text	Yes	25 (min 1)	
AUTHORIZED_OFFICIAL_SIGNATURE	Text	Yes	80 (min 1)	
SIGNATURE_DATE	Date — MM/DD/YYYY	Yes	10 (exact)	Unparseable → 1105 .
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	4 (exact)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Text (lookup)	Yes	4 (exact)	Must match a known value; otherwise 1107 .
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (exact)	Must be a subagency onboarded for your organization; otherwise 1107 . No box- number suffix.
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (exact)	Absent → 1204 . Lookup miss → 1107 .

Configuration notes:

- The reference configuration script for this form is filed under the name SF 2710 ; its field set is exactly the posted eOPF FDF ICD's SF-2810 (Notice of Change in Health Benefits Enrollment) specification plus AGENCY_CODE , and

the API's test catalog lists the form as SF 2810 . Submit "SF 2810" ; if the environment answers with code 2 (form not found), it is configured under SF 2710 .

Complete sample saveForm body (SF-2810)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "SF 2810",
  "FileName": "provider-batch-00023.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "AGENCY_CODE": "OM00",
    "AGENCY_SYSTEM_ADDRESS1": "123 MAIN ST",
    "AGENCY_SYSTEM_ADDRESS2": "123 MAIN ST",
    "AGENCY_SYSTEM_NAME": "OFFICE OF PERSONNEL MANAGEMENT",
    "AUTHORIZED_OFFICIAL_SIGNATURE": "JOHN A. SMITH",
    "BIRTH_DATE": "01/15/1980",
    "CHANGED_ADDRESS1": "123 MAIN ST",
    "CHANGED_ADDRESS2": "123 MAIN ST",
    "CHANGED_BIRTH_DATE": "01/15/1980",
    "CHANGED_NAME": "DOE, JANE Q",
    "CPO_ID": "1000",
    "DATEOFDEATH": "",
    "EFFECTIVE_DATE": "03/01/2023",
    "EMPLOYEE_ADDRESS1": "123 MAIN ST",
    "EMPLOYEE_ADDRESS2": "123 MAIN ST",
    "EMPLOYEE_NAME": "DOE, JANE Q",
    "EMPLOYEE_SSN": "555-55-5555",
    "ENROLLMENT_CODE_NUMBER": "104",
    "ENROLLMENT_SURVIVOR_INDICATOR": "",
    "NAME_CHANGE_INDICATOR": "",
    "NEW_ENROLLMENT_CODE": "104",
    "PAYROLL_CONTACT": "JANE Q. DOE",
    "PAYROLL_OFFICE_NUMBER": "OPM01",
    "PAYROLL_TELEPHONE": "202-555-0100",
    "PERSONNEL_CONTACT": "JANE Q. DOE",
    "PERSONNEL_OFFICE_ID": "1000",
    "PERSONNEL_TELEPHONE": "202-555-0100",
    "REINSTATEMENT_INDICATOR": "",
    "REMARKS": "",
    "SF2811_REPORT_NUMBER": "",
    "SIGNATURE_DATE": "03/01/2023",
    "SUBAGENCY_CODE": "OM00",
    "TERMINATION_INDICATOR": "",
    "TRANSFER_INDICATOR": ""
  }
}
```

11.10 SF-2817 — Life Insurance Election (FGLI)

Configured form name `SF 2817` — submit `form-name` as `"SF 2817"`. 46 configured fields, 18 required by configuration. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>EMPLOYEE_NAME_LAST</code>	Text	Yes	25 (min 1)	
<code>EMPLOYEE_NAME_FIRST</code>	Text	Yes	25 (min 1)	
<code>EMPLOYEE_NAME_MIDDLE</code>	Text	No	20	
<code>DATE_BIRTH</code>	Date — <code>MM/DD/YYYY</code>	Yes	10 (exact)	Unparseable → <code>1105</code> .
<code>EMPLOYEE_SSN</code>	SSN — <code>###-##-####</code>	Yes (pipeline)	11 (exact)	Format error or employee-lookup miss → <code>911</code> .
<code>AGENCY</code>	Text	Yes	60 (min 1)	
<code>OWCP_CLAIM_NUMBER</code>	Text	No	15	
<code>ADDRESS_AGENCY_CURRENT_CITY</code>	Text	Yes	35 (min 1)	
<code>ADDRESS_AGENCY_CURRENT_STATE</code>	Text	Yes	2 (min 1)	
<code>ADDRESS_AGENCY_CURRENT_ZIP</code>	Text	Yes	10 (min 1)	
<code>EMPLOYEE_PHONE_NUMBER</code>	Text	No	25	
<code>FGLI_SIGNATURE_OPTION_BASIC</code>	Text	No	80	
<code>DATE_FGLI_OPTION_BASIC</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>FGLI_SIGNATURE_OPTION_A</code>	Text	No	80	
<code>DATE_FGLI_OPTION_A</code>	Date — <code>MM/DD/YYYY</code>	No	10	Unparseable → <code>1105</code> .
<code>FGLI_1_X_PAY</code>	Text	No	1	
<code>FGLI_2_X_PAY</code>	Text	No	1	
<code>FGLI_3_X_PAY</code>	Text	No	1	
<code>FGLI_4_X_PAY</code>	Text	No	1	
<code>FGLI_5_X_PAY</code>	Text	No	1	

Form key	Type / format	Required	Max length	Notes
FEGLI_SIGNATURE_OPTION_B	Text	No	80	
DATE_FEGLI_OPTION_B	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
FEGLI_OPTION_C_1_MULTIPLES	Text	No	1	
FEGLI_OPTION_C_2_MULTIPLES	Text	No	1	Present in the posted ICD sample XML (Option C multiples 2–5) though only multiple 1 is tabulated.
FEGLI_OPTION_C_3_MULTIPLES	Text	No	1	Present in the posted ICD sample XML though only multiple 1 is tabulated.
FEGLI_OPTION_C_4_MULTIPLES	Text	No	1	Present in the posted ICD sample XML though only multiple 1 is tabulated.
FEGLI_OPTION_C_5_MULTIPLES	Text	No	1	Present in the posted ICD sample XML though only multiple 1 is tabulated.
FEGLI_SIGNATURE_OPTION_C	Text	No	80	
DATE_FEGLI_OPTION_C	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
FEGLI_SIGNATURE_OPTION_WAIVED	Text	No	80	
DATE_FEGLI_OPTION_WAIVED	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
AGENCY_REMARKS_TXT	Text	No	120	
FEGLI_EVENT	Text	Yes	2 (min 1)	
AGENCY1	Text	No	60	Agency name for the agency-use block (Item 6). Not in the posted ICD table; present in its sample XML and sent by the legacy feed producer.
ADDRESS_AGENCY_CURRENT_STREET1	Text	Yes	35 (min 1)	
ADDRESS_AGENCY_CURRENT_CITY1	Text	No	35	Agency-use block (Item 6) city; the posted ICD lists this second city field under the same tag name as the Item 2 city.
ADDRESS_AGENCY_CURRENT_STATE1	Text	Yes	35 (min 1)	
ADDRESS_AGENCY_CURRENT_ZIP1	Text	Yes	10 (min 1)	

Form key	Type / format	Required	Max length	Notes
DATE_RECEIVED	Date — MM/DD/YYYY	Yes	10 (exact)	Unparseable → 1105 .
DATE_EFFECTIVE	Effective date — MM/DD/YYYY	Yes (pipeline)	10 (exact)	Absent → 1204 ; empty → 1102 ; unparseable → 908 . Selects the template version and drives folder matching.
AUTHORIZING_OFFICER_SIGNATURE	Text	Yes	80 (min 1)	
Instructions_Followed	Text	No	Per configuration	Sent by the legacy feed producer only (note the mixed-case key); not in the posted ICD. Key matching is case-sensitive.
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	10 (min 1)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Whole number	No	4	Non-integer → 1106 .
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (min 1)	Must be a subagency onboarded for your organization; otherwise 1107 . No box-number suffix.
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → 1204 . Lookup miss → 1107 . Not in the posted ICD table; sent by the legacy feed producer and required by the ingest pipeline.

Configuration notes:

- This form has no reference configuration script. The field set is the posted eOPF FDF ICD (v20260602) SF-2817 specification plus the keys the legacy feed producer sends (AGENCY1 , AGENCY_CODE , Instructions_Followed , the Option C multiples 2–5); lengths and required flags follow the posted ICD. Confirm against the environment's Swagger example before submitting.

Complete sample saveForm body (SF-2817)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "SF 2817",
  "FileName": "provider-batch-00024.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "ADDRESS_AGENCY_CURRENT_CITY": "WASHINGTON",
    "ADDRESS_AGENCY_CURRENT_CITY1": "WASHINGTON",
    "ADDRESS_AGENCY_CURRENT_STATE": "DC",
    "ADDRESS_AGENCY_CURRENT_STATE1": "DC",
    "ADDRESS_AGENCY_CURRENT_STREET1": "123 MAIN ST",
```

```

"ADDRESS_AGENCY_CURRENT_ZIP": "20415",
"ADDRESS_AGENCY_CURRENT_ZIP1": "20415",
"AGENCY": "OFFICE OF PERSONNEL MANAGEMENT",
"AGENCY_CODE": "OM00",
"AGENCY_REMARKS_TXT": "",
"AGENCY1": "",
"AUTHORIZING_OFFICER_SIGNATURE": "JOHN A. SMITH",
"CPO_ID": "1000",
"DATE_BIRTH": "01/15/1980",
"DATE_EFFECTIVE": "03/01/2023",
"DATE_Fegli_OPTION_A": "",
"DATE_Fegli_OPTION_B": "",
"DATE_Fegli_OPTION_BASIC": "",
"DATE_Fegli_OPTION_C": "",
"DATE_Fegli_OPTION_WAIVED": "",
"DATE_RECEIVED": "03/01/2023",
"EMPLOYEE_NAME_FIRST": "JANE",
"EMPLOYEE_NAME_LAST": "DOE",
"EMPLOYEE_NAME_MIDDLE": "Q",
"EMPLOYEE_PHONE_NUMBER": "202-555-0100",
"EMPLOYEE_SSN": "555-55-5555",
"FEGLI_1_X_PAY": "X",
"FEGLI_2_X_PAY": "X",
"FEGLI_3_X_PAY": "X",
"FEGLI_4_X_PAY": "X",
"FEGLI_5_X_PAY": "X",
"FEGLI_EVENT": "C0",
"FEGLI_OPTION_C_1_MULTIPLES": "",
"FEGLI_OPTION_C_2_MULTIPLES": "",
"FEGLI_OPTION_C_3_MULTIPLES": "",
"FEGLI_OPTION_C_4_MULTIPLES": "",
"FEGLI_OPTION_C_5_MULTIPLES": "",
"FEGLI_SIGNATURE_OPTION_A": "JOHN A. SMITH",
"FEGLI_SIGNATURE_OPTION_B": "JOHN A. SMITH",
"FEGLI_SIGNATURE_OPTION_BASIC": "JOHN A. SMITH",
"FEGLI_SIGNATURE_OPTION_C": "JOHN A. SMITH",
"FEGLI_SIGNATURE_OPTION_WAIVED": "JOHN A. SMITH",
"Instructions_Followed": "",
"OWCP_CLAIM_NUMBER": "",
"PERSONNEL_OFFICE_ID": "1000",
"SUBAGENCY_CODE": "OM00"
}
}

```

11.11 SF-52 — Request for Personnel Action

Configured form name `SF 52` — submit `form-name` as `"SF 52"`. 136 configured fields, 11 required by configuration. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>PRTA_ACTN_REQST_DESC1</code>	Text	No	200	

Form key	Type / format	Required	Max length	Notes
PRTA_REQST_NUMBER	Text	No	24	
PRTA_ADDITIONAL_NAME	Text	No	70	
PRTA_ADDITIONAL_PHONE_NUMBER	Text	No	15	
PRTA_PROP_EFF_DATE	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTA_ACTN_REQST_NAME	Text	No	70	
PRTA_ACTN_REQST_TITLE	Text	No	70	
PRTA_ACTN_REQST_DATE	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTA_ACTN_AUTH_NAME	Text	No	70	
PRTA_ACTN_AUTH_TITLE	Text	No	70	
PRTA_ACTN_AUTH_CONCUR_DATE	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTB_EMP_NAME	Text	Yes	70 (min 1)	
PRTB_EMP_SSN	SSN — ###-##-####	Yes (pipeline)	11 (min 1)	Format error or employee-lookup miss → 911 .
PRTB_EMP_DOB	Date — MM/DD/YYYY	Yes	10 (exact)	Unparseable → 1105 .
PRTB_ACTUAL_EFF_DATE	Effective date — MM/DD/YYYY	Yes (pipeline)	10 (exact)	Absent → 1204 ; empty → 1102 ; unparseable → 908 . Selects the template version and drives folder matching.
PRTB_NOA_CODE_5A	NOA code (first action) (lookup)	Yes	4 (min 1)	Effective-date cross-validation is currently disabled (1108 reserved). Lookup miss → 1107 .
PRTB_NOA_DESC_5B	Text	Yes	35 (min 1)	
PRTB_DUAL_NOA_CODE_6A	NOA code (second action) (lookup)	No	4	Effective-date cross-validation is currently disabled (1108 reserved). Lookup miss → 1107 .
PRTB_NOA_DESC_6B	Text	No	35	
PRTB_NTE_DATE_5B	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTB_NTE_DATE_6B	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTB_LEG_AUTH_CODE_5C	Text	No	4	
PRTB_LEG_AUTH_DESC_5D	Text	No	35	

Form key	Type / format	Required	Max length	Notes
PRTB_DUAL_NOA_AUTH_CODE_6C	Text	No	4	
PRTB_LEG_AUTH_DESC_6D	Text	No	35	
PRTB_LEG_AUTH_CODE_5E	Text	No	4	
PRTB_LEG_AUTH_DESC_5F	Text	No	35	
PRTB_DUAL_NOA_AUTH_6E	Text	No	4	
PRTB_LEG_AUTH_DESC_6F	Text	No	35	
PRTB_FROM_POS_TITLE	Text	No	70	
PRTB_FROM_PD_NO	Text	No	15	
PRTB_FROM_BU_NO	Text	No	22	
PRTB_FROM_ORG	Text	No	9	
PRTB_FROM_COST_CNTR	Text	No	6	
PRTB_FROM_PAY_PLAN	Text	No	3	
PRTB_FROM_OCC_CODE	Text	No	5	
PRTB_FROM_GRADE_LEVEL	Text	No	6	
PRTB_FROM_STEP_RATE	Text	No	5	
PRTB_FROM_TOTAL_SALARY	Text	No	15	
PRTB_FROM_PAY_BASIS	Text	No	3	
PRTB_FROM_BASIC_PAY	Text	No	15	
PRTB_FROM_LOCAL_ADJ	Text	No	15	
PRTB_FROM_ADJ_BASIC_PAY	Text	No	15	
PRTB_FROM_OTHER_PAY	Text	No	15	
PRTB_FROM_NAME_LOCATION1	Text	No	60	
PRTB_FROM_NAME_LOCATION2	Text	No	60	
PRTB_FROM_NAME_LOCATION3	Text	No	60	
PRTB_FROM_NAME_LOCATION4	Text	No	60	

Form key	Type / format	Required	Max length	Notes
PRTB_FROM_NAME_LOCATION5	Text	No	60	
PRTB_TO_POS_TITLE	Text	No	70	
PRTB_TO_PD_NO	Text	No	15	
PRTB_TO_BU_NO	Text	No	22	
PRTB_TO_ORG	Text	No	9	
PRTB_TO_COST_CNTR	Text	No	6	
PRTB_TO_PAY_PLAN	Text	No	3	
PRTB_TO_OCC_CODE	Text	No	5	
PRTB_TO_GRADE_LEVEL	Text	No	6	
PRTB_TO_STEP_RATE	Text	No	5	
PRTB_TO_TOTAL_SALARY	Text	No	15	
PRTB_TO_PAY_BASIS	Text	No	3	
PRTB_TO_BASIC_PAY	Text	No	15	
PRTB_TO_LOC_ADJ	Text	No	15	
PRTB_TO_ADJ_BASIC_PAY	Text	No	15	
PRTB_TO_OTHER_PAY	Text	No	15	
PRTB_TO_NAME_LOCATION1	Text	No	60	
PRTB_TO_NAME_LOCATION2	Text	No	60	
PRTB_TO_NAME_LOCATION3	Text	No	60	
PRTB_TO_NAME_LOCATION4	Text	No	60	
PRTB_TO_NAME_LOCATION5	Text	No	60	
PRTB_VET_PREF	Text	No	1	
PRTB_TENURE	Text	No	1	
PRTB_AGENCY_USE_25	Text	No	5	
PRTB_AGENCY_USE_25_IN D	Text	No	3	

Form key	Type / format	Required	Max length	Notes
PRTB_VET_PREF_FOR_RIF_YES	Text	No	1	
PRTB_VET_PREF_FOR_RIF_NO	Text	No	1	
PRTB_FEGLI	Text	No	3	
PRTB_FEGLI_DESC	Text	No	60	
PRTB_ANNT_IND	Text	No	3	
PRTB_ANNT_DESC	Text	No	30	
PRTB_PAY_RATE_DET	Text	No	3	
PRTB_PAY_RATE_DET_DESC	Text	No	50	
PRTB_RETIRE_PLAN	Text	No	3	
PRTB_RETIRE_PLAN_DESC	Text	No	50	
PRTB_SCHEDULE_LEAVE	Text	No	10	
PRTB_WORK_SCHEDULE	Text	No	3	
PRTB_WORK_SCHEDULE_DESC	Text	No	30	
PRTB_PART_TIME_HRS	Text	No	6	
PRTB_POSITION_OCC	Text	No	1	
PRTB_FLSA	Text	No	1	
PRTB_APPROP_CODE	Text	No	35	
PRTB_BARGAIN_UNIT_STATUS	Text	No	4	
PRTB_DUTY_STATION_CODE	Text	No	25	
PRTB_DUTY_STATION_CITY	Text	No	80	
PRTB_AGENCY_DATA_40	Text	No	17	
PRTB_AGENCY_DATA_41	Text	No	17	
PRTB_AGENCY_DATA_42	Text	No	17	
PRTB_AGENCY_DATA_43	Text	No	27	
PRTB_AGENCY_DATA_44	Text	No	60	

Form key	Type / format	Required	Max length	Notes
PRTB_EDUCATION_LEVEL	Text	No	2	
PRTB_YR_DEGREE_ATT	Text	No	4	
PRTB_ACADEMIC_DISCP	Text	No	6	
PRTB_FUNC_CLASS	Text	No	2	
PRTB_CITIZENSHIP	Text	No	1	
PRTB_VET_STATUS	Text	No	1	
PRTB_VET_STATUS_DESC	Text	No	8	
PRTB_SUPV_STATUS	Text	No	2	
PRTB_SUPV_STATUS_DESC	Text	No	10	
PRTC_OFFICE_1A	Text	No	10	
PRTC_SIGNATURE_1A	Text	Yes	42 (min 1)	
PRTC_DATE_1A	Date — MM/DD/YYYY	Yes	10 (exact)	Unparseable → 1105 .
PRTC_OFFICE_1B	Text	No	10	
PRTC_SIGNATURE_1B	Text	No	42	
PRTC_DATE_1B	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_OFFICE_1C	Text	No	10	
PRTC_SIGNATURE_1C	Text	No	42	
PRTC_DATE_1C	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_OFFICE_1D	Text	No	10	
PRTC_SIGNATURE_1D	Text	No	42	
PRTC_DATE_1D	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_OFFICE_1E	Text	No	10	
PRTC_SIGNATURE_1E	Text	No	42	
PRTC_DATE_1E	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_OFFICE_1F	Text	No	10	
PRTC_SIGNATURE_1F	Text	No	42	

Form key	Type / format	Required	Max length	Notes
PRTC_DATE_1F	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTC_SIGNATURE	Text	No	50	
PRTC_TITLE	Text	No	50	
PRTC_APPRDATE	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
PRTD_RMK_ANS_YES	Text	No	1	
PRTD_RMK_ANS_NO	Text	No	1	
PRTD_REMARKS	Array of { "PRTD_REMARK": string }	No (array expected)	Per remark configuration	One object per remark line, keyed PRTD_REMARK ; line overflow → 1104 . Also enumerated for page counting. Element name taken from the legacy feed producer.
PRTF_REMARKS	Array of { "PRTF_REMARK": string }	No (array expected)	Per remark configuration	One object per remark line, keyed PRTF_REMARK ; line overflow → 1104 . Also enumerated for page counting. Element name taken from the legacy feed producer.
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	4 (exact)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Text	No	4	
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (exact)	Must be a subagency onboarded for your organization; otherwise 1107 . No box-number suffix.
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (exact)	Absent → 1204 . Lookup miss → 1107 .

Complete sample saveForm body (SF-52)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "SF 52",
  "FileName": "provider-batch-00025.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "AGENCY_CODE": "OM00",
    "CPO_ID": "1000",
    "PERSONNEL_OFFICE_ID": "1000",
    "PRTA_ACTN_AUTH_CONCUR_DATE": "",

```

"PRTA_ACTN_AUTH_NAME": "DOE, JANE Q",
"PRTA_ACTN_AUTH_TITLE": "CHIEF, HR OPERATIONS",
"PRTA_ACTN_REQST_DATE": "",
"PRTA_ACTN_REQST_DESC1": "",
"PRTA_ACTN_REQST_NAME": "DOE, JANE Q",
"PRTA_ACTN_REQST_TITLE": "CHIEF, HR OPERATIONS",
"PRTA_ADDITIONAL_NAME": "DOE, JANE Q",
"PRTA_ADDITIONAL_PHONE_NUMBER": "202-555-0100",
"PRTA_PROP_EFF_DATE": "",
"PRTA_REQST_NUMBER": "",
"PRTB_ACADEMIC_DISCP": "",
"PRTB_ACTUAL_EFF_DATE": "03/01/2023",
"PRTB_AGENCY_DATA_40": "",
"PRTB_AGENCY_DATA_41": "",
"PRTB_AGENCY_DATA_42": "",
"PRTB_AGENCY_DATA_43": "",
"PRTB_AGENCY_DATA_44": "",
"PRTB_AGENCY_USE_25": "",
"PRTB_AGENCY_USE_25_IND": "",
"PRTB_ANNT_DESC": "NOT APPLICABLE",
"PRTB_ANNT_IND": "",
"PRTB_APPROP_CODE": "100",
"PRTB_BARGAIN_UNIT_STATUS": "",
"PRTB_CITIZENSHIP": "",
"PRTB_DUAL_NOA_AUTH_6E": "JOHN",
"PRTB_DUAL_NOA_AUTH_CODE_6C": "100",
"PRTB_DUAL_NOA_CODE_6A": "",
"PRTB_DUTY_STATION_CITY": "WASHINGTON",
"PRTB_DUTY_STATION_CODE": "110010001",
"PRTB_EDUCATION_LEVEL": "",
"PRTB_EMP_DOB": "01/15/1980",
"PRTB_EMP_NAME": "DOE, JANE Q",
"PRTB_EMP_SSN": "555-55-5555",
"PRTB_Fegli": "C0",
"PRTB_Fegli_Desc": "BASIC ONLY",
"PRTB_FLSA": "",
"PRTB_FROM_ADJ_BASIC_PAY": "61111",
"PRTB_FROM_BASIC_PAY": "61111",
"PRTB_FROM_BU_NO": "",
"PRTB_FROM_COST_CNTR": "",
"PRTB_FROM_GRADE_LEVEL": "09",
"PRTB_FROM_LOCAL_ADJ": "10000",
"PRTB_FROM_NAME_LOCATION1": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_NAME_LOCATION2": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_NAME_LOCATION3": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_NAME_LOCATION4": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_NAME_LOCATION5": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_FROM_OCC_CODE": "0343",
"PRTB_FROM_ORG": "OPM",
"PRTB_FROM_OTHER_PAY": "0",
"PRTB_FROM_PAY_BASIS": "PA",
"PRTB_FROM_PAY_PLAN": "GS",
"PRTB_FROM_PD_NO": "12345",
"PRTB_FROM_POS_TITLE": "MANAGEMENT ANALYST",
"PRTB_FROM_STEP_RATE": "01",
"PRTB_FROM_TOTAL_SALARY": "61111",

```
"PRTB_FUNC_CLASS": "",
"PRTB_LEG_AUTH_CODE_5C": "ZLM",
"PRTB_LEG_AUTH_CODE_5E": "ZLM",
"PRTB_LEG_AUTH_DESC_5D": "SAMPLE LEGAL AUTHORITY",
"PRTB_LEG_AUTH_DESC_5F": "SAMPLE LEGAL AUTHORITY",
"PRTB_LEG_AUTH_DESC_6D": "SAMPLE LEGAL AUTHORITY",
"PRTB_LEG_AUTH_DESC_6F": "SAMPLE LEGAL AUTHORITY",
"PRTB_NOA_CODE_5A": "100",
"PRTB_NOA_DESC_5B": "CAREER APPOINTMENT",
"PRTB_NOA_DESC_6B": "CAREER APPOINTMENT",
"PRTB_NTE_DATE_5B": "",
"PRTB_NTE_DATE_6B": "",
"PRTB_PART_TIME_HRS": "",
"PRTB_PAY_RATE_DET": "",
"PRTB_PAY_RATE_DET_DESC": "REGULAR RATE",
"PRTB_POSITION_OCC": "",
"PRTB_RETIRE_PLAN": "K",
"PRTB_RETIRE_PLAN_DESC": "FERS AND FICA",
"PRTB_SCHEDULE_LEAVE": "F",
"PRTB_SUPV_STATUS": "",
"PRTB_SUPV_STATUS_DESC": "N/A",
"PRTB_TENURE": "",
"PRTB_TO_ADJ_BASIC_PAY": "61111",
"PRTB_TO_BASIC_PAY": "61111",
"PRTB_TO_BU_NO": "",
"PRTB_TO_COST_CNTR": "",
"PRTB_TO_GRADE_LEVEL": "09",
"PRTB_TO_LOC_ADJ": "OPM HR OFFICE",
"PRTB_TO_NAME_LOCATION1": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION2": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION3": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION4": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_NAME_LOCATION5": "OFFICE OF PERSONNEL MANAGEMENT",
"PRTB_TO_OCC_CODE": "0343",
"PRTB_TO_ORG": "OPM",
"PRTB_TO_OTHER_PAY": "0",
"PRTB_TO_PAY_BASIS": "PA",
"PRTB_TO_PAY_PLAN": "GS",
"PRTB_TO_PD_NO": "12345",
"PRTB_TO_POS_TITLE": "MANAGEMENT ANALYST",
"PRTB_TO_STEP_RATE": "01",
"PRTB_TO_TOTAL_SALARY": "61111",
"PRTB_VET_PREF": "",
"PRTB_VET_PREF_FOR_RIF_NO": "",
"PRTB_VET_PREF_FOR_RIF_YES": "X",
"PRTB_VET_STATUS": "",
"PRTB_VET_STATUS_DESC": "N/A",
"PRTB_WORK_SCHEDULE": "F",
"PRTB_WORK_SCHEDULE_DESC": "FULL-TIME",
"PRTB_YR_DEGREE_ATT": "",
"PRTC_APPRDATE": "03/01/2023",
"PRTC_DATE_1A": "03/01/2023",
"PRTC_DATE_1B": "",
"PRTC_DATE_1C": "",
"PRTC_DATE_1D": "",
"PRTC_DATE_1E": "",
```

```

"PRTC_DATE_1F": "",
"PRTC_OFFICE_1A": "",
"PRTC_OFFICE_1B": "",
"PRTC_OFFICE_1C": "",
"PRTC_OFFICE_1D": "",
"PRTC_OFFICE_1E": "",
"PRTC_OFFICE_1F": "",
"PRTC_SIGNATURE": "JOHN A. SMITH",
"PRTC_SIGNATURE_1A": "JOHN A. SMITH",
"PRTC_SIGNATURE_1B": "JOHN A. SMITH",
"PRTC_SIGNATURE_1C": "JOHN A. SMITH",
"PRTC_SIGNATURE_1D": "JOHN A. SMITH",
"PRTC_SIGNATURE_1E": "JOHN A. SMITH",
"PRTC_SIGNATURE_1F": "JOHN A. SMITH",
"PRTC_TITLE": "CHIEF, HR OPERATIONS",
"PRTD_REMARKS": [
  {
    "PRTD_REMARK": "Sample remark line one."
  }
],
"PRTD_RMK_ANS_NO": "",
"PRTD_RMK_ANS_YES": "X",
"PRTF_REMARKS": [
  {
    "PRTF_REMARK": "Sample remark line one."
  }
],
"SUBAGENCY_CODE": "OM00"
}

```

11.12 SI-650 — Notification of Personnel Action (Smithsonian Institution)

Configured form name `SI 650` — submit `form-name` as `"SI 650"`. 81 configured fields, 15 required by configuration. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>NAME_1</code>	Text	Yes	70 (min 1)	
<code>SSN_2</code>	SSN — <code>###-##-####</code>	Yes (pipeline)	11 (exact)	Format error or employee-lookup miss → 911 .
<code>DATE_OF_BIRTH_3</code>	Date — <code>MM/DD/YYYY</code>	Yes	10 (exact)	Unparseable → 1105 .
<code>EFFECTIVE_DATE_4</code>	Effective date — <code>MM/DD/YYYY</code>	Yes (pipeline)	10 (exact)	Absent → 1204 ; empty → 1102 ; unparseable → 908 . Selects the template version and drives folder matching.
<code>CODE_5A</code>	NOA code (first action) (lookup)	Yes	4 (min 1)	Effective-date cross-validation is currently disabled (1108 reserved). Lookup miss → 1107 .

Form key	Type / format	Required	Max length	Notes
NATURE_OF_ACTION_5B	Text	Yes	35 (min 1)	
CODE_6A	NOA code (second action) (lookup)	No	4	Effective-date cross-validation is currently disabled (1108 reserved). Lookup miss → 1107 .
NATURE_OF_ACTION_6B	Text	No	35	
FROM_POSITION_7	Text	No	70	
FROM_POSITION_7A	Text	No	70	
FROM_POSITION_7B	Text	No	70	
PAY_PLAN_8	Text	No	3	
OCC_CODE_9	Text	No	5	
GRADE_OR_LEVEL_10	Text	No	6	
STEP_OR_RATE_11	Text	No	5	
TOTAL_SALARY_12	Text	No	15	
BASIC_PAY_12A	Text	No	15	
LOCALITY_ADJ_12B	Text	No	15	
ADJ_BASIC_PAY_12C	Text	No	15	
OTHER_PAY_12D	Text	No	15	
PAY_BASIS_13	Text	No	3	
POSITION_ORGANIZATION_14	Text	No	60	
POSITION_ORGANIZATION_14A	Text	No	60	
POSITION_ORGANIZATION_14B	Text	No	60	
POSITION_ORGANIZATION_14C	Text	No	60	
POSITION_ORGANIZATION_14D	Text	No	60	
POSITION_ORGANIZATION_14E	Text	No	60	
POSITION_ORGANIZATION_14F	Text	No	60	
TO_POSITION_15	Text	No	70	

Form key	Type / format	Required	Max length	Notes
TO_POSITION_15A	Text	No	70	
TO_POSITION_15B	Text	No	70	
PAY_PLAN_16	Text	No	3	
OCC_CODE_17	Text	No	5	
GRADE_OR_LEVEL_18	Text	No	6	
STEP_OR_GRADE_19	Text	No	5	
TOTAL_SALARY_20	Text	No	15	
BASIC_PAY_20A	Text	No	15	
LOCALITY_ADJ_20B	Text	No	15	
ADJ_BASIC_PAY_20C	Text	No	15	
OTHER_PAY_20D	Text	No	15	
PAY_BASIS_21	Text	No	3	
POSITION_ORGANIZATION_22	Text	No	60	
POSITION_ORGANIZATION_22A	Text	No	60	
POSITION_ORGANIZATION_22B	Text	No	60	
POSITION_ORGANIZATION_22C	Text	No	60	
POSITION_ORGANIZATION_22D	Text	No	60	
POSITION_ORGANIZATION_22E	Text	No	60	
POSITION_ORGANIZATION_22F	Text	No	60	
VETERANS_PREFERENCE_23	Text	No	1	
TYPE_OF_APPOINTMENT_24	Text	No	1	
CITIZENSHIP_25	Text	No	1	
LIFE_INSURANCE_27	Text	No	1	
HEALTH_INSURANCE_28	Text	No	1	

Form key	Type / format	Required	Max length	Notes
PAY_DETERMINANT_29	Text	No	3	
PAY_DETERMINANT_29A	Text	No	20	
RETIREMENT_PLAN_30	Text	No	3	
SERVICE_COMP_DATE_31	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
WORK_SCHEDULE_32	Text	No	3	
WORK_SCHEDULE_32A	Text	No	30	
PART_TIME_HOURS_33	Text	No	6	
NOT_TO_EXCEED_DATE_34	Date — MM/DD/YYYY	No	10	Unparseable → 1105 .
FLSA_CATEGORY_35	Text	No	1	
ORGANIZATIONAL_STRUCTURE_CODE_36	Text	No	50	
BARGAINING_UNIT_STATUS_37	Text	No	4	
DUTY_STATION_CODE_38	Text	No	25	
DUTY_STATION_39	Text	No	80	
SUPERVISORY_CODE_40	Text	No	1	
AGENCY_DATA_41	Text	No	17	
AGENCY_DATA_42	Text	No	17	
AGENCY_DATA_43	Text	No	27	
ACCOUNTING_FUND_CODE_44	Text	No	60	
REMARKS	Array of { "REMARK_45": string }	No (array expected)	2,000 per remark line	One object per remark line, keyed REMARK_45 ; line overflow → 1104 . Also enumerated for page counting. Configured as a remarks array in the deployed environment; the legacy configuration script lists REMARK_45 as a plain text field.
AGENCY_46	Text (lookup)	Yes	100 (min 1)	Must match a known value; otherwise 1107 .
AGENCY_CODE_47	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → 1204 . Lookup miss → 1107 .
SUBAGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (min 1)	Absent → 1204 . Lookup miss → 1107 .

Form key	Type / format	Required	Max length	Notes
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	4 (min 1)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Whole number (lookup)	Yes	4 (min 1)	Non-integer → 1106 . Lookup miss → 1107 .
APPROVAL_DATE_49	Date — MM/DD/YYYY	Yes	10 (exact)	Unparseable → 1105 .
SIGNATURE_50	Text	Yes	80 (min 1)	
SIGNATURE_50A	Text	Yes	80 (min 1)	
SIGNATURE_50B	Text	Yes	80 (min 1)	

Configuration notes:

- The posted eOPF FDF ICD and the legacy feed producer both name the employee name and SSN fields `NAME_1` and `SSN_2` ; the reference configuration script names them `NAME` and `SSN` . The keys shown follow the posted ICD — if the environment returns `1101` for `NAME` / `SSN` , its configuration follows the script instead.
- No SubAgencyCode-typed rule is present in the reference configuration (`SUBAGENCY_CODE` is typed AgencyCode in the reference configuration); the pipeline rejects a form whose critical rules are incomplete with `1203` — confirm the live configuration before testing.

Complete sample `saveForm` body (SI-650)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "SI 650",
  "FileName": "provider-batch-00026.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "ACCOUNTING_FUND_CODE_44": "100",
    "ADJ_BASIC_PAY_12C": "61111",
    "ADJ_BASIC_PAY_20C": "61111",
    "AGENCY_46": "OFFICE OF PERSONNEL MANAGEMENT",
    "AGENCY_CODE_47": "OM00",
    "AGENCY_DATA_41": "",
    "AGENCY_DATA_42": "",
    "AGENCY_DATA_43": "",
    "APPROVAL_DATE_49": "03/01/2023",
    "BARGAINING_UNIT_STATUS_37": "",
    "BASIC_PAY_12A": "61111",
    "BASIC_PAY_20A": "61111",
    "CITIZENSHIP_25": "",
    "CODE_5A": "100",
    "CODE_6A": ""
  }
}
```

```
"CPO_ID": "1000",
"DATE_OF_BIRTH_3": "01/15/1980",
"DUTY_STATION_39": "WASHINGTON DIST OF COLUMBIA",
"DUTY_STATION_CODE_38": "110010001",
"EFFECTIVE_DATE_4": "03/01/2023",
"FLSA_CATEGORY_35": "",
"FROM_POSITION_7": "MANAGEMENT ANALYST",
"FROM_POSITION_7A": "MANAGEMENT ANALYST",
"FROM_POSITION_7B": "MANAGEMENT ANALYST",
"GRADE_OR_LEVEL_10": "09",
"GRADE_OR_LEVEL_18": "09",
"HEALTH_INSURANCE_28": "",
"LIFE_INSURANCE_27": "",
"LOCALITY_ADJ_12B": "10000",
"LOCALITY_ADJ_20B": "10000",
"NAME_1": "DOE, JANE Q",
"NATURE_OF_ACTION_5B": "CAREER APPOINTMENT",
"NATURE_OF_ACTION_6B": "CAREER APPOINTMENT",
"NOT_TO_EXCEED_DATE_34": "",
"OCC_CODE_17": "0343",
"OCC_CODE_9": "0343",
"ORGANIZATIONAL_STRUCTURE_CODE_36": "100",
"OTHER_PAY_12D": "0",
"OTHER_PAY_20D": "0",
"PART_TIME_HOURS_33": "",
"PAY_BASIS_13": "PA",
"PAY_BASIS_21": "PA",
"PAY_DETERMINANT_29": "",
"PAY_DETERMINANT_29A": "",
"PAY_PLAN_16": "GS",
"PAY_PLAN_8": "GS",
"PERSONNEL_OFFICE_ID": "1000",
"POSITION_ORGANIZATION_14": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_14A": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_14B": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_14C": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_14D": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_14E": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_14F": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_22": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_22A": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_22B": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_22C": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_22D": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_22E": "MANAGEMENT ANALYST",
"POSITION_ORGANIZATION_22F": "MANAGEMENT ANALYST",
"REMARKS": [
  {
    "REMARK_45": "Sample remark line one."
  }
],
"RETIREMENT_PLAN_30": "K",
"SERVICE_COMP_DATE_31": "03/01/2023",
"SIGNATURE_50": "JOHN A. SMITH",
"SIGNATURE_50A": "JOHN A. SMITH",
"SIGNATURE_50B": "JOHN A. SMITH",
```

```

"SSN_2": "555-55-5555",
"STEP_OR_GRADE_19": "09/01",
"STEP_OR_RATE_11": "01",
"SUBAGENCY_CODE": "0M00",
"SUPERVISORY_CODE_40": "",
"TO_POSITION_15": "MANAGEMENT ANALYST",
"TO_POSITION_15A": "MANAGEMENT ANALYST",
"TO_POSITION_15B": "MANAGEMENT ANALYST",
"TOTAL_SALARY_12": "61111",
"TOTAL_SALARY_20": "61111",
"TYPE_OF_APPOINTMENT_24": "",
"VETERANS_PREFERENCE_23": "",
"WORK_SCHEDULE_32": "F",
"WORK_SCHEDULE_32A": "F"
}
}

```

11.13 TSP-1 — Thrift Savings Plan Election Form

Configured form name `TSP 1` — submit `form-name` as `"TSP 1"`. 25 configured fields, 17 required by configuration. Template: THRIFT SAVING PLAN ELECTION. Every configured key must be present in `Form`; send an empty string where you have no value.

Form key	Type / format	Required	Max length	Notes
<code>ADDRESS1</code>	Text	Yes	50 (min 1)	
<code>ADDRESS2</code>	Text	Yes	50 (min 1)	
<code>EFFECTIVE_DATE</code>	Effective date — <code>MM/DD/YYYY</code>	Yes (pipeline)	10 (exact)	Absent → <code>1204</code> ; empty → <code>1102</code> ; unparseable → <code>908</code> . Selects the template version and drives folder matching.
<code>NAME</code>	Text	Yes	70 (min 1)	
<code>OFFICE_IDENTIFIER</code>	Text	Yes	25 (min 1)	
<code>OFFICIAL_SIGNATURE</code>	Text	Yes	80 (min 1)	
<code>PARTICIPANT_SIGNATURE</code>	Text	Yes	80 (min 1)	
<code>PAYROLL_OFFICE_NO</code>	Text	Yes	25 (min 1)	
<code>PHONE_AREA_CODE</code>	Text	Yes	3 (exact)	
<code>PHONE_INTERNATIONAL_CODE</code>	Text	No	5	
<code>PHONE_NUMBER</code>	Text	Yes	8 (exact)	
<code>RECEIPT_DATE</code>	Date — <code>MM/DD/YYYY</code>	Yes	10 (exact)	Unparseable → <code>1105</code> .
<code>ROTH_AMOUNT</code>	Text	No	9	
<code>ROTH_PERCENTAGE</code>	Text	No	3	

Form key	Type / format	Required	Max length	Notes
SIGNATURE_DATE	Date — MM/DD/YYYY	Yes	10 (exact)	Unparseable → 1105 .
STOP_CONTRIBUTION	Text	No	1	
STOP_ROTH	Text	No	1	
STOP_TAX_DEF	Text	No	1	
TAX_DEF_AMOUNT	Text	No	9	
TAX_DEF_PERCENTAGE	Text	No	3	
SSN	SSN — ###-##-####	Yes (pipeline)	11 (exact)	Format error or employee-lookup miss → 911 .
PERSONNEL_OFFICE_ID	Personnel office ID (POID) (lookup)	Yes (pipeline)	4 (exact)	POID-typed rule; field must be present. Lookup miss → 1107 .
CPO_ID	Text (lookup)	Yes	10 (min 4)	Must match a known value; otherwise 1107 .
SUBAGENCY_CODE	Subagency code (lookup)	Yes (pipeline)	4 (exact)	Must be a subagency onboarded for your organization; otherwise 1107 . No box-number suffix.
AGENCY_CODE	Agency code (lookup)	Yes (pipeline)	4 (exact)	Absent → 1204 . Lookup miss → 1107 .

Complete sample saveForm body (TSP-1)

All values are fictitious. Empty strings illustrate the "every configured field must be present" rule for fields with no value.

```
{
  "form-name": "TSP 1",
  "FileName": "provider-batch-00027.json",
  "SendingAgency": "OM",
  "DateSent": "03/01/2023",
  "BatchNumber": "1",
  "Form": {
    "ADDRESS1": "123 MAIN ST",
    "ADDRESS2": "123 MAIN ST",
    "AGENCY_CODE": "OM00",
    "CPO_ID": "1000",
    "EFFECTIVE_DATE": "03/01/2023",
    "NAME": "DOE, JANE Q",
    "OFFICE_IDENTIFIER": "OM00",
    "OFFICIAL_SIGNATURE": "JOHN A. SMITH",
    "PARTICIPANT_SIGNATURE": "JOHN A. SMITH",
    "PAYROLL_OFFICE_NO": "OPM01",
    "PERSONNEL_OFFICE_ID": "1000",
    "PHONE_AREA_CODE": "202",
    "PHONE_INTERNATIONAL_CODE": "",

```

```

"PHONE_NUMBER": "555-0100",
"RECEIPT_DATE": "03/01/2023",
"ROTH_AMOUNT": "0",
"ROTH_PERCENTAGE": "",
"SIGNATURE_DATE": "03/01/2023",
"SSN": "555-55-5555",
"STOP_CONTRIBUTION": "",
"STOP_ROTH": "",
"STOP_TAX_DEF": "",
"SUBAGENCY_CODE": "OM00",
"TAX_DEF_AMOUNT": "0",
"TAX_DEF_PERCENTAGE": ""
}
}

```

12. Data Provider Onboarding for API Access

Access to the FDF External API is requested from, and provisioned by, the OPM eOPF team at eOPFOperations@opm.gov. The steps are:

1. **Complete the Provider Intake Form** and submit it to **eOPFOperations@opm.gov**. The form is a separate document, `FDF-Provider-Intake-Form.pdf`, distributed with this ICD (relative location `../Intake-Form/`). It collects your system details, the environments requested, the subagency codes you will submit for, roles, technical contacts, your secrets-delivery channel, and the public source IP addresses to allow-list. It contains no secrets.
2. **The OPM eOPF team provisions** your Microsoft Entra ID app registration, provider and subagency authorization, and APIM subscription (primary and secondary keys).
3. **The OPM eOPF team delivers your credentials** (client secret and subscription keys) through the secure channel you selected on the form — never by email.
4. **Verify connectivity to the API in TST:**
 - a. acquire a token and call `GET /v1/Auth/me` against the TST base URL (Section 10) with the headers in Section 7;
 - b. an HTTP `200` response with your identity JSON confirms both credential layers end to end.

Providers integrate in TST first, promote to UAT for sign-off, and receive production access after UAT sign-off; production is provisioned separately (app registration, gateway allow-list, and APIM subscription) on request through the same mailbox. FDF providers hold the submit role only; corrections to existing submissions are requested from the same mailbox and performed by eOPF Operations. Send questions about onboarding, credential rotation, or changes to your egress IP addresses to **eOPFOperations@opm.gov**.

This ICD reflects the API's processing pipeline as implemented for API version v1 and the APIM gateway policy in front of it. Exact endpoint base URLs, subscription keys and credentials are environment-specific and are supplied during onboarding — they are deliberately omitted here.