

**THE GUIDE TO CENTRAL PERSONNEL DATA FILE
REPORTING REQUIREMENTS
(Update 13, 4/1/03)**

**Request to Establish or Discontinue a Personnel Office
Identifier, or to Change POI Information**

TO: U.S. OFFICE OF PERSONNEL MANAGEMENT PERSONNEL SYSTEMS GROUP 1900 E STREET NW WASHINGTON, DC 20415-6000	FROM:
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INSTRUCTIONS

1. To **ESTABLISH** a Personnel Office Identifier (POI), complete all items except item 2.
 To **DISCONTINUE** a POI, complete items 1-4, 8-9, and 12-14.
 To **CHANGE** POI address, complete all items.
 To change a **CONTACT NAME, PERSONNEL OFFICER** or **TELEPHONE NUMBER**, complete items 1-7, 12, and the changed item(s).
2. Action codes for use in item 3 are: **E = Establish a POI**
D = Discontinue a POI
C = Change a POI
N = Change a Contact Name, Personnel Officer or Telephone Number
3. Completed forms may be **FAXED** to 202-606-1719, Attn: CPDF.

1. Agency/Subelement Code	2. POI	3. Action Code	4. Effective Date (Month/Year)
5. Name and Mailing Address of Office (Name of Department or Independent Agency must be shown)			
			ASP (OPM Use)
6. Zip Code (9 digits)	7. Duty Station Code of the Personnel Office		
8. Name of the Personnel Officer or Head of Office		9. Phone Number (with whatever applies International/ Country Codes, Area Code, Number, or Extension)	
10. Name of the Contact For Employee Surveys (if different than item 8)		11. Phone Number (with whatever applies international/ Country Codes, Area Code, Number, or Extension)	
12. Signature of the Person Submitting This Form	13. Typed Name and Title of Submitter	14. Date Signed	

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G. PERSONNEL OFFICE IDENTIFIER

1. General

- a. **POI Definition.** A Personnel Office Identifier (POI) is a number assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and, to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee/labor relations.

- b. **Use of Data.** The Office of Personnel Management maintains a file of official personnel offices containing the mailing addresses and names and telephone numbers of responsible officials. Personnel throughout the Federal Government may use this file to contact personnel offices on matters concerning official personnel documents. Researchers and analysts at the General Accounting Office, Merit Systems Protection Board, Office of Personnel Management and other agencies use the file to expedite the distribution of employee surveys and to perform other studies and analysis using the CPDF data. Therefore, it is important that the agencies keep address and contact data current and promptly report any new or terminated personnel offices to the CPDF.

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2. Reporting Requirements

- a. The Office of Personnel Management Form 1396 (Request to Establish or Discontinue a Personnel Office Identifier, or To Change POI Information) ([Figure G-1](#)) should be completed and submitted by departmental or independent agency headquarters when:
- (1) New personnel offices are established.
 - (2) Personnel offices are discontinued.
 - (3) Changes are made to any of the requested information on the Form, including:
 - mailing address of the personnel office,
 - name or telephone number of the personnel officer, or
 - name or telephone number of the contact for employee surveys.
- b. The Form should be locally reproduced. The POI information may also be submitted via email to Randall Matke at rtmatke@opm.gov.
- c. The Office of Personnel Management notifies agencies via fax when the requested action has been taken.