

## 5 Transfer Methodology

### 5.1 Transfer Methodology Revision Sheet

Chapter Release No.	Date	Transfer Methodology Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office
1.1	02/18/2005	Added section 5.3 to specify the ASCII character set in which the data files should be formatted for submission to EHRI.
1.2	07/27/2005	Removed reference to specific transport protocol used for file submission to OPM. This information is now located in a separate document.
1.3	08/11/2006	Removed the requirement from section 5.3 that specified ASCII for the file format and replaced it with Connect:Direct details. Changed training from bi-weekly submissions to monthly submissions.

## **5.2 Transport Mechanism**

Providers will utilize OPM's standard for secure electronic file transfer as the primary mechanism for transmitting data files to the EHRI server. All data submitted to EHRI must be submitted via this secure transport mechanism. EHRI will not accept data via tape or any other physical medium. For more information on the transport mechanism, please contact the OPM Interfaces & Data Elements point of contact (POC). Refer to Appendix D for EHRI operational point of contact information.

## **5.3 File Format Specification**

Files transferred to EHRI can be in the format appropriate to the provider's operating environment. For example, providers who are operating in a mainframe environment can submit EBCDIC files to EHRI and allow Connect:Direct to make the necessary text translation. Connect:Direct will automatically translate the file into a format that can be interpreted by EHRI.

## **5.4 Transmission Frequency**

### **5.4.1 For HR Interface Processing**

Providers will be responsible for scheduling data transmissions to EHRI. Status files should be transmitted on a monthly basis. Dynamics files should be transmitted on a bi-weekly basis. If the data is not delivered by the expected date of transmission, the provider point of contact (POC) will be notified by EHRI. Please refer to Appendix D for EHRI operational point of contact information.

### **5.4.2 For Payroll Interface Processing**

Providers will be responsible for scheduling data transmissions to EHRI. Payroll files should be transmitted on a bi-weekly basis. If the data is not delivered by the expected date of transmission, the provider point of contact (POC) will be notified by EHRI. Please refer to Appendix D for EHRI operational point of contact information.

### **5.4.3 For Training Interface Processing**

Providers will be responsible for scheduling data transmissions to EHRI. Training files should be transmitted on a monthly basis. If the data is not delivered by the expected date of transmission, the provider point of contact (POC) will be notified by EHRI. Please refer to Appendix D for EHRI operational point of contact information.