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No. 680-330

PERSONNEL INFORMATION SYSTEMS

REPORTING REQUIREMENTS UNDER THE
CIVILIAN PERSONNEL INFORMATION SYSTEM—MODEL I
(CIVPERSINS-I) RCS: CSGPA-1103

Effective 1 September 1975

This is a major revision with changes and additions made throughout. These changes/additions include 17 new reportable data elements relating to an employee's background, education, and training. All accessions will not include positive identification of the employee's minority group designator code. Numerous additions/changes have been made to the tables, appendices, input cards, and error notification codes. Using the CIVPERSINS-I data base, HQDA (in lieu of Civilian Personnel Offices) will prepare input to the US Civil Service Commission's Central Personnel Data File (CPDF). Local supplementation of this regulation is prohibited except upon the approval of the Commanding General, US Army Military Personnel Center.

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This regulation supersedes AR 680-330, 1 April 1974; mailed messages, DAPC-PSY-S, subject: Expansion of the Civilian Personnel Information System Model I (CIVPERSINS-I), RCS CSGPA-1103, dated 15 May 1974, 11 Nov 1974, 3 Dec 1974; and mailed messages, DAPC-PSY-S, subject: Reporting of Training Data, 24 Jan 1975.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation prescribes responsibilities, requirements, and procedures for the direct reporting of civilian personnel data from the installation/activity level to HQDA in support of the Civilian Personnel Information System—Model I (CIVPERSINS-I).

1-2. Scope. *a.* This regulation applies Armywide to the reporting of civilian personnel actions for all DA employees located—

(1) In the United States and paid from appropriated funds.

(2) Outside the United States who are US citizens and are paid from appropriated funds.

b. This regulation does not apply to—

(1) Enrollee program employees.

(2) NGB technicians.

(3) Non-US citizen employees located outside the US.

(4) Nonappropriated fund employees.

1-3. Explanation of terms and abbreviations. The following terms and abbreviations not explained in other chapters apply:

a. CIVPERSINS-I. Civilian Personnel Information System (Model I).

b. United States. The 50 States and the District of Columbia.

c. Covered employees. Employees for whom personnel actions must be reported to HQDA (para 1-2).

d. Servicing civilian personnel office (CPO). The organizational element (usually located at installation or activity level) officially designated to provide civilian service to DA civilian employees currently assigned to organizational units, and where the employee's official personnel folder is maintained. (In cases of non-Army CPO servicing of DA civilian employees, the command of the serviced organizational unit to which employees are assigned will make provisions to provide input to the system.)

e. Data element. A basic unit of information having a unique meaning and which has sub-categories of distinct units or values (e.g., SSN, name, and sex).

f. CPMF. The Civilian Personnel Master File, maintained at HQDA, that contains an automated record for each covered employee.

g. EEOMF. The Equal Employment Opportunity Master File, maintained at HQDA, that contains an automated record with the Minority Group Designator code of each employee on the CPMF.

h. CTF. The Civilian Training File, maintained at HQDA, that contains data on each instance of training completed by an employee covered by CIVPERSINS-I.

i. Master files. The CPMF, EEOMF, and CTF.

j. LWOP. Leave without pay for continuous periods longer than 30 days.

k. RTD. Return to duty from a nonpay status.

l. Input transaction. The punched cards or card images prepared from documents created by the CPO and forwarded to HQDA as the means of adding, changing, or deleting an employee's record on the CIVPERSINS-I master file.

m. CPDF. The Central Personnel Data File, maintained at the Civil Service Commission, that contains an automated record for each Federal employee.

1-4. Objective. The objective of this regulation is to prescribe procedures for the maintenance of civilian personnel data in automated files at HQDA to provide—

a. Statistics in support of the Equal Employment Opportunity Program.

b. Official strength accounting data and other statistical information needed in support of selected recurring and one-time report requirements of the Civil Service Commission, Office of Secretary of Defense, HQDA,

major Army commands, and other Federal agencies.

1-5. Responsibilities. a. HQDA will—

(1) Prescribe procedures for operating the system, monitor the operation of the system, and develop and approve changes to enhance the system.

(2) Maintain the master files at HQDA and approve, produce, and monitor reports generated from the file.

b. Major intermediate commands will—

(1) Exercise intracommand monitorship of the operations of the system.

(2) Assure that all reportable personnel actions on their employees are reported in this system. This includes all employees assigned to independent units and activities reporting directly to the headquarters, but serviced by non-Army civilian personnel offices.

(3) Assure that adequate and timely support is provided the civilian personnel offices as regards data reduction and data transceiving.

c. Servicing civilian personnel offices at installation/activity level will—

(1) Report to HQDA the civilian personnel actions required by this regulation for all

employees within their area of servicing responsibility.

(2) Insure the timeliness and accuracy of data reported to HQDA.

1-6. Communications with HQDA. a. All inquiries, suggestions, and problems related to the CIVPERSINS-I system will be referred to HQDA (DAPC-PSY), Alexandria, VA 22332. Informal discussions may be conducted via telephone by calling any of the telephone numbers printed at the top of the Status and Reconciliation report (chap. 5).

b. All problems or questions relating to the functional (i.e., civilian personnel management) aspects of the system will be referred to HQDA (PECP-R), WASH DC 20314, through command channels.

1-7. Deviations. Deviations from the provisions of this regulation require prior approval of HQDA. Requests for deviations will be processed and submitted through command channels to the proponent agency of this regulation.

1-8. Army National Guard and Reserve applicability. None.

CHAPTER 2

SYSTEM INPUT REQUIREMENTS

Section I. GENERAL

2-1. System concept. *a.* CIVPERSINS-I encompasses all procedures, methods, processes, and techniques utilized from the collecting and coding of personnel input data at the installation/activity level to the creation of output reports from the master files maintained at HQDA.

b. The system requires reporting of selected data elements from personnel records maintained at the installation/activity servicing CPO direct to HQDA through the use of punched cards or card images and AUTODIN, airmail, or courier services.

c. Six different card formats are used to carry the data elements needed to establish, update, and delete an employee's record in the HQDA master files.

d. At HQDA the input data are edited and used to update the master files. Errors detected during this process are returned to the installations and activities, along with error followup notices and other system maintenance information.

e. The master files are used to fulfill the objectives of this regulation (para 1-4).

2-2. Data element descriptions. *a.* The tables in appendix A contain descriptions of each of the data elements utilized in CIVPERSINS-I. These descriptions are provided for the use of the CPO staff members responsible for preparing input transactions to update the HQDA master files and for correcting errors detected by HQDA.

b. All data element descriptions include one or more of the following:

(1) *Definition.* A short definition of the data element.

(2) *Source.* Origin of the data element.

(3) *Field.* The size of the data element (i.e., the number of characters permitted) and the type of characters permitted (alphabetic

only, numeric only, or alphanumeric (combination of alphabetic and numeric)).

(4) *Values.* Authorized values and their meanings (e.g., \$9,753) acceptable in CIVPERSINS-I.

(5) *Codes.* Authorized codes (e.g., GS) which are acceptable in CIVPERSINS-I and their meanings.

(6) *Card 5 NOA.* Nature of action (NOA) code used in a card 5 to correct or change a single data element.

(7) *Remarks.* Additional explanatory remarks.

(8) *Examples.* Explanation of how to code some of the data elements.

2-3. Compatibility of data elements. *a.* Certain data elements in CIVPERSINS-I are uniquely related and therefore must be compatible in the HQDA master files; i.e., they must be in agreement. For example, if an employee's record has a type of appointment code of 20, then the employee tenure code must be 3 and the position occupied code must be 1 (table 2-1).

b. When submitting input transactions to HQDA, the compatibility of data elements must always be considered. Additionally, whenever one or more of the data elements in a chain are updated or corrected, each of the data elements in that chain must be reviewed in relation to each other to insure compatibility. In many instances, a change to one data element in a data chain requires a change to other data elements in the same chain (e.g., a grade change normally requires a step and salary change).

c. For the purpose of this regulation, these unique data element relationships (groupings) are called "data chains." Currently, the following data chains have been established and are utilized in computer programs at

HQDA to detect incompatible data elements:

(1) *Appointment status*. Includes three data elements: type of appointment, employee tenure, and position occupied. See table 2-1 for compatible combinations.

(2) *Function designator/command code*. Represents the relationship between the type of appropriation (funds) from which the employee is paid (function designator) and the authorization command. See table 2-2 for compatible combinations.

(3) *Pay data*. Includes seven to nine data elements, depending on pay plan. See table 2-3 for data elements included and compatible combinations.

(4) *Nature of action*. Includes three data elements: nature of action, employee tenure, and position occupied. See table 2-4 for compatible combinations.

(5) *Special program identifier*. Includes from two to five data elements, depending on special program identifier. See table 2-5 for data elements included and compatible combinations.

(6) *Education data*. Includes three data elements: educational level, academic discipline, and year of degree. The following relationship exists between educational level and the other two elements.

(a) If the educational level is 13 or larger, then academic discipline and year of degree *must* contain valid data (other than zeros).

(b) When coding educational level 12 or smaller, then academic discipline and year of degree should be zeros.

(7) *Occupation code/functional classification relationship*.

(a) When occupation code is in the scientist and engineer category, as listed in FPM Supplement 296-31, Book V, Table 3, Exhibit 1, the functional classification code must be a valid code other than zeros.

(b) If occupation code is not in the scientist and engineer category, the functional classification *must be* zeros.

(8) *Command code/unit identification code (UIC)*. Reflects the relationship between each command code and the UIC. This information is available from the local TDA's, or as prescribed by higher command.

(9) *Submitting office number (SON)/GSA location code*. Represents the relationship between the SON and the first two positions of the General Services Administration location code (State or foreign country). Each CPO will maintain a record of each separately identifiable GSA location code at which employees serviced by the CPO are located. Any change, addition, or deletion of a location code will be reported promptly to the proponent agency of this regulation by telephone, message, or airmail letter.

2-4. Input card formats. CIVPERSINS-I requires the use of punched-card (or card image) input. The following card formats are currently used to carry the input transactions to HQDA:

Card number	Purpose	Table reference
1 and 2	To establish an employee record on the CPMF.	2-6 and 2-7
3	a. To establish an employee record with the Minority Group Designator (MGD) code on the EEOMF. b. To change the MGD on an established record on the EEOMF.	2-8
4	To submit multiple changes and/or corrections to an established record on the CPMF.	2-9
5	a. To change or correct designated single-date elements in the CPMF. b. To submit losses from the Army, extended LWOP, and RTD actions. c. Cancel accessions (AA) to the Army. d. Cancel losses (LL) from the Army, provided the loss cancellation action is received at HQDA within 120 days after submission of the loss action being cancelled. e. Submit monthly work status notification on intermittent employees.	2-10

Card number	Purpose	Table reference
	f. Submit departure notices (NOA 935MM) for Army employees who will be serviced by another CPO.	
6	a. To report accomplished training (8 hours or more) by personnel on the CPMF.	2-11
	b. To cancel an erroneously submitted card 6.	

2-5. Nature of action (NOA) codes. *a.* CIVPERSINS-I utilizes a 5-digit NOA code. The first three positions reflect a standard NOA code as specified in FPM Supplement 296-31 or a unique CIVPERSINS-I NOA identified in this regulation. The last two positions of the NOA identify the broad classifications of personnel actions and are used primarily for strength accounting. The basic NOA suffix codes and a brief explanation of each classification they represent are as follows:

Basic NOA suffix code	Explanation
AA----	A gain (accession) to DA strength by appointment, reinstatement, return to duty, or transfer from other Federal agencies.
LL----	A loss (separation) to DA strength by actions such as resignation, retirement, reduction-in-force, termination, extended suspension and LWOP, and transfer to other Federal agencies.
CC----	A movement within DA from one CPO, UIC, and/or command to another by reassignment, promotion, conversion, or other action. Code CC actions do not affect HQDA strength, except when a CC action is processed on an employee in a loss or nonpay status; CC actions do affect strength of a command and/or organizational unit, and/or CPO.
SS----	A change to an employee's record when no movement action is involved (i.e., the change is NOT the result of movement from an employee's servicing CPO, organizational unit, or command). Code SS actions do NOT affect CPO, unit, command, or DA strength.
MM----	A notification informing HQDA of an employee movement to another servicing CPO. Code MM actions are reported by the losing CPO only (table 2-12). They have NO effect on strength, but are used by HQDA to control movement actions pending receipt of a code CC action from the gaining CPO.

b. The table in appendix B contains NOA codes acceptable to CIVPERSINS-I. All per-

sonnel actions containing one of these NOA codes must be reported to HQDA. The table is arranged in NOA code sequence to assist the CPO staff in matching the three-digit NOA code to the proper two-position suffix (*a* above). Also shown in the table is the type of card to be used in reporting the personnel action to HQDA and the proper suffix code and type of card to be used in cancelling previously submitted transactions.

c. Some of the US Civil Service Commission three-digit NOA codes are not used in CIVPERSINS-I and thus are not included in appendix B because—

(1) They have no effect on personnel strength (i.e., 7600, 761, 769, 830, 840, 852 and 870).

(2) They should not be used in preparing an SF 50 (Notification of Personnel Action) (i.e., 181, 371).

(3) They do not affect the CIVPERSINS-I data elements (i.e., 794).

(4) The action (i.e., 001—cancellation; 002—correction; and 003—amendment) is coded differently in CIVPERSINS-I. (See tables 2-12 and 2-13 for CIVPERSINS-I cancellation procedures.)

(5) They were installed to support the Central Personnel Data File (CPDF) only (i.e., 835 and 845).

d. To provide for updating individual CIVPERSINS-I data elements not covered by established US Civil Service Commission codes, additional NOA codes have been established in the 900 series by HQDA for exclusive use in CIVPERSINS-I. These new NOA codes are included in appendixes A and B. They will not be used for preparing SF 50. Only codes contained in FPM Supplement 296-31 are authorized for SF 50 use.

Section II. PREPARATION OF INPUT TRANSACTIONS

2-6. General. *a.* Table 2-12 provides complete and detailed instructions for preparing

CIVPERSINS-I input transactions. These instructions are organized by the following

major CIVPERSINS-I reporting categories.

- (1) Accessions (gains) to the Army.
- (2) Minority group designator (MGD) reporting.
- (3) Losses (separations) from the Army (including movements to NGB technician positions).
- (4) Servicing CPO changes.
- (5) Movement actions.
- (6) Nonmovement change actions.
- (7) Nonpay status and return-to-duty (RTD) actions.
- (8) Monthly work status notifications for intermittent employees.
- (9) Training data.
- (10) Cancelling previously submitted transactions (general).

b. Table 2-13 contains detailed instructions for preparing cancellation of any input transactions already submitted to HQDA. Instructions are categorized as follows:

- (1) Accessions to the Army.
- (2) MGD submissions.
- (3) Losses from the Army.
- (4) Servicing CPO changes (submitted by losing CPO).
- (5) Card 4 CC and SS actions.
- (6) Card 5 SS actions.
- (7) Nonpay status and RTD actions.
- (8) Training data.

c. When an action occurs that affects the serviced strength of the CPO or changes one or more of the CIVPERSINS-I data elements (app A), the action must be reported to HQDA in the prescribed card formats (tables 2-6 through 2-10). Normally, these actions are documented on an SF 50 or a DA Form 2515 (Payroll Change Slip). These forms are the major sources of input data for CIVPERSINS-I. In certain instances, however, a CIVPERSINS-I data element may change

because of other factors (e.g., when HQDA establishes a new career program, an SF 50 or equivalent document is usually not issued for affected employees, yet the career program code will change for these employees and must be reported to HQDA).

d. When an individual covered by this regulation completes an instance of training that aggregates to 8 hours or more, the training must be reported to HQDA on a card 6 (table 2-11). If no reportable instances of training were completed by any individuals serviced by an SON during a fiscal quarter (e.g., July, August, and September), a negative report must be submitted to HQDA by telephone, message, or letter. (Telephone number is at top of S and R report (chap. 5).) Message or letter should be submitted to HQDA (DAPC-PSY) Alexandria, VA 22332. Negative report is due at HQDA NLT the 20th of the first month following the end of the quarter.

e. When preparing cards 1, 2, 3, and 6, all data elements must be included in the proper columns. The requirement for additional data elements in cards 4 and 5 depends on the nature of the action. Cards 4 and 5 must contain, as a minimum, the following six mandatory control elements:

- (1) Card type
- (2) SSN
- (3) Employee's name (five positions)
- (4) NOA code
- (5) Effective date of action
- (6) SON

2-7. **Worksheets.** For use in collecting, coding, punching, and verifying reportable data elements, DA Forms 3788-1-R through 3788-5-R will be used. These forms are authorized for local reproduction (fig. 2-1A through 2-1E) on 8- by 10½-inch paper.

Section III. MASS CHANGES MADE AT HQDA

2-8. **General.** CIVPERSINS-I has the capability of making mass changes to selected data elements in CPMF records instead of submitting an individual transaction for each employee affected. This section prescribes procedures and gives the criteria to be used by a civilian personnel office in determining

whether a mass change at HQDA is appropriate and, if so, how to submit a request for the mass change.

2-9. **Criteria for mass changes.** a. The mass change must involve a minimum of 100 CPMF records.

b. Mass changes are normally restricted to the following five data elements: salary, UIC, command code, GSA location code, and SON. However, mass changes can be made to any data element except SSN, name, date of birth, service computation date and training data elements when justified.

2-10. Requesting mass changes. a. Requests will be submitted in writing to HQDA (DAPC-PSY), Alexandria, VA 22332. (See fig. 2-2 for sample letter.)

b. Requests will contain the complete criteria required to make the change as well as the EDOA, NOA, approximate number of records to be changed and the justification for the change.

c. A copy of the document necessitating mass pay changes will accompany the request, e.g., locality wage schedule. In other instances, citation to documents (e.g., TDA, General Order, USCSC issuance) will suffice to support the request.

2-11. Information required. The following additional information is required for each type of mass change.

a. *UIC.* Include the command code, the UIC currently in the CPMF records to be changed (old UIC), and the UIC to be placed in the records (new UIC).

b. *Command code.* Include both the old and new command codes. If only a portion of a command is to be changed, identify specifically, by UIC(s), that portion to be changed.

c. *SON.* Include both the old and new submitting office numbers. Also, if only a portion of the SON records are to be changed from one SON to another, sufficient additional information must be given to clearly identify the records to be changed. Normally this includes the UIC, command code, and GSA location code of the records to be changed.

d. *Salary—General Schedule positions.* Upon Presidential and/or Congressional action to increase the salaries for General Schedule positions—

(1) HQDA will automatically update the salary in each CPMF record containing a pay

plan of GW or GS and a pay rate determinant of 0, 7, or 8. Thus, a mass salary change request for these records is not necessary. (An announcement will be made by HQDA regarding date of mass change at HQDA.)

(2) HQDA will take no action to automatically update CPMF records with pay plan GS or GW and a pay rate determinant of 1, 2, 3, 4, 5 or 6, or when the pay data elements are incomplete. For these records the installation or activity must submit a card 4 or 5 to change the salary of each record.

e. *Salary—Federal Wage System (FWS) locality wage increases.*

(1) This applies only to records of employees paid regular rates reflected on FWS Regular Wage Rate Schedules. The pay rate determinant must be 0 and the pay plan must be WG, WL, or WS.

(2) The request to HQDA should have enough information to adequately identify all affected employees. If the locality increase applies to all covered pay plans serviced by a CPO, a statement to that effect is sufficient. However, there might be other criteria peculiar to a request for a FWS increase (i.e., command code/UIC, GSA location code). If so, include the information in the request.

(3) Attach a copy of the new FWS Regular Wage Rate Schedule.

(4) It is emphasized that HQDA will not change the records of wage grade personnel who do not meet the mass change criteria. The records of wage grade personnel currently serving in "saved" or "retained" rates cannot be changed by HQDA. These records must be changed by timely submission of individual transactions by the CPO.

2-12. Verification of mass changes. Upon completion of the requested mass change action, the letter requesting the mass change will be endorsed by HQDA (DAPC-PSY) and returned to the originating installation or activity with a listing of the computer-generated transactions used to effect the mass change. The listing may be used to insure proper coverage, particularly when wage adjustments are made by both HQDA and the civilian personnel office.

CIVPERSINS-I TRANSCRIPT WORKSHEET - CARDS 1 AND 2
(AR680-330)

Card
Code

1
CC1

SOCIAL SECURITY NUMBER										EMPLOYEE NAME (LAST, THEN FIRST AND MIDDLE)																															
CC2	CC3	CC4	CC5	CC6	CC7	CC8	CC9	CC10	CC11	CC12	CC13	CC14	CC15	CC16	CC17	CC18	CC19	CC20	CC21	CC22	CC23	CC24	CC25	CC26	CC27	CC28	CC29	CC30	CC31	CC32	CC33	CC34	CC35	CC36	CC37						
NATURE OF ACTION CODE				EFFECTIVE DATE OF ACTION				SEX	BIRTH DATE				CIT	VETERAN PREF	EMPL TENURE																										
CC38	CC39	CC40	CC41	CC42	CC43	CC44	CC45	CC46	CC47	CC48	CC49	CC50	CC51	CC52	CC53	CC54	CC55	CC56	CC57	CC58	CC59	CC60	CC61	CC62	CC63	CC64	CC65	CC66	CC67	CC68	CC69	CC70	CC71	CC72	CC73	CC74	CC75				
SERVICE CMPT DATE					PHYS HCAP		WORK SCHEDULE	POS TENURE	PAY PLAN	OCC SERIES				FUNCTIONAL CLASS																											
CC59	CC60	CC61	CC62	CC63	CC64	CC65	CC66	CC67	CC68	CC69	CC70	CC71	CC72	CC73	CC74	CC75	CC76	CC77	CC78	CC79	CC80	CC81	CC82	CC83	CC84	CC85	CC86	CC87	CC88	CC89	CC90	CC91	CC92	CC93	CC94	CC95	CC96	CC97	CC98	CC99	CC00

CARD
CODE

2
CC1

SOCIAL SECURITY NUMBER										NAME (5 POSITIONS)					GRADE/ LEVEL	STEP/ RATE	SALARY				PAY BASIS	PAY RATE DETER	COMMAND CODE																																															
CC2	CC3	CC4	CC5	CC6	CC7	CC8	CC9	CC10	CC11	CC12	CC13	CC14	CC15	CC16	CC17	CC18	CC19	CC20	CC21	CC22	CC23	CC24	CC25	CC26	CC27	CC28	CC29	CC30	CC31	CC32	CC33	CC34	CC35	CC36	CC37	CC38	CC39	CC40	CC41	CC42	CC43	CC44	CC45	CC46	CC47	CC48	CC49	CC50	CC51	CC52	CC53	CC54																		
DUPLICATE CARD COLUMNS 2 thru 15 FROM CARD 1																																																																						
UNIT ID CODE					GSA LOCATION CODE					FUNC DSG	POS OCC	TYPE API	CAREER PROG		SUBMITTING OFFICE NUMBER																																																							
CC30	CC31	CC32	CC33	CC34	CC35	CC36	CC37	CC38	CC39	CC40	CC41	CC42	CC43	CC44	CC45	CC46	CC47	CC48	CC49	CC50	CC51	CC52	CC53	CC54	CC55	CC56	CC57	CC58	CC59	CC60	CC61	CC62	CC63	CC64	CC65	CC66	CC67	CC68	CC69	CC70	CC71	CC72	CC73	CC74	CC75	CC76	CC77	CC78	CC79	CC80	CC81	CC82	CC83	CC84	CC85	CC86	CC87	CC88	CC89	CC90	CC91	CC92	CC93	CC94	CC95	CC96	CC97	CC98	CC99	CC00
SPECIAL PROGRAM ID		RETIRED MILITARY	FEGLI	RETIRE- MENT	POSITION SUPV	EDUC LEVEL	ACADEMIC DISCIPLINE		YEAR DEGREE ATTAINED																																																													
CC55	CC56	CC57	CC58	CC59	CC60	CC61	CC62	CC63	CC64	CC65	CC66	CC67	CC68	CC69	CC70	CC71	CC72	CC73	CC74	CC75	CC76	CC77	CC78	CC79	CC80	CC81	CC82	CC83	CC84	CC85	CC86	CC87	CC88	CC89	CC90	CC91	CC92	CC93	CC94	CC95	CC96	CC97	CC98	CC99	CC00																									

PREVIOUS EDITION IS OBSOLETE.

DA FORM 3788-1-R, 1 JUL 75

PREPARED BY _____
SIGNATURE/INITIALS

REVIEWED BY _____
SIGNATURE/INITIALS

Figure 2-1A.

CIVPERSINS -1 TRANSCRIPT WORKSHEET -CARD 3
 For use of this form, see AR 680-330; proponent agency is MILPERCEN.

CARD CODE	3	SOCIAL SECURITY NUMBER		MINORITY GP DESIGNATION		SUBMITTING OFFICE NUMBER
CC 1		CC 2	CC 10	CC 11		CC 12 CC 15
<hr/>						
CARD CODE	3	SOCIAL SECURITY NUMBER		MINORITY GP DESIGNATION		SUBMITTING OFFICE NUMBER
CC 1		CC 2	CC 10	CC 11		CC 12 CC 15
<hr/>						
CARD CODE	3	SOCIAL SECURITY NUMBER		MINORITY GP DESIGNATION		SUBMITTING OFFICE NUMBER
CC 1		CC 2	CC 10	CC 11		CC 12 CC 15
<hr/>						
CARD CODE	3	SOCIAL SECURITY NUMBER		MINORITY GP DESIGNATION		SUBMITTING OFFICE NUMBER
CC 1		CC 2	CC 10	CC 11		CC 12 CC 15
<hr/>						
CARD CODE	3	SOCIAL SECURITY NUMBER		MINORITY GP DESIGNATION		SUBMITTING OFFICE NUMBER
CC 1		CC 2	CC 10	CC 11		CC 12 CC 15
<hr/>						
CARD CODE	3	SOCIAL SECURITY NUMBER		MINORITY GP DESIGNATION		SUBMITTING OFFICE NUMBER
CC 1		CC 2	CC 10	CC 11		CC 12 CC 15
<hr/>						
CARD CODE	3	SOCIAL SECURITY NUMBER		MINORITY GP DESIGNATION		SUBMITTING OFFICE NUMBER
CC 1		CC 2	CC 10	CC 11		CC 12 CC 15

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Figure 2-1B.

CIVPERSINS-I TRANSCRIPT WORKSHEET - CARD 4
(AR680-330)

21 July 1975

Card Code	SOCIAL SECURITY NUMBER										NAME (5 POSITIONS)					NATURE OF ACTION CODE				EFFECTIVE DATE OF ACTION				EMPL TENURE	WORK SCHEDULE	POS TENURE
4	CC 1	CC 2									CC 10	CC 11	CC 15	CC 16				CC 20	CC 21			CC 26	CC 27	CC 28	CC 29	
PAY PLAN		OCC SERIES			FUNCTIONAL CLASS		GRADE/LEVEL		STEP/RATE		SALARY				PAY BASIS		PAY RATE DETER									
CC 30	CC 32	CC 33	CC 34	CC 35	CC 36	CC 37	CC 38	CC 39	CC 40	CC 41	CC 42	CC 43	CC 44	CC 45	CC 46	CC 47	CC 48	CC 49								
COMMAND CODE		UNIT ID CODE				GSA LOCATION CODE						FUNC DESIG	POS OCC	TYPE APT		CAREER PROG		SUBMITTING OFFICE NUMBER								
CC 50	CC 52	CC 53	CC 54	CC 55	CC 56	CC 57	CC 58	CC 59	CC 60	CC 61	CC 62	CC 63	CC 64	CC 65	CC 66	CC 67	CC 68	CC 69	CC 70	CC 71	CC 72	CC 73	CC 74	CC 75	CC 76	
SPECIAL PROG ID		VETERAN PREF		POSITION SUPV																						
CC 77	CC 78	CC 79	CC 80																							

Card Code	SOCIAL SECURITY NUMBER										NAME (5 POSITIONS)					NATURE OF ACTION CODE				EFFECTIVE DATE OF ACTION				EMPL TENURE	WORK SCHEDULE	POS TENURE
4	CC 1	CC 2									CC 10	CC 11	CC 15	CC 16				CC 20	CC 21			CC 26	CC 27	CC 28	CC 29	
PAY PLAN		OCC SERIES			FUNCTIONAL CLASS		GRADE/LEVEL		STEP/RATE		SALARY				PAY BASIS		PAY DETER									
CC 30	CC 32	CC 33	CC 34	CC 35	CC 36	CC 37	CC 38	CC 39	CC 40	CC 41	CC 42	CC 43	CC 44	CC 45	CC 46	CC 47	CC 48	CC 49								
COMMAND CODE		UNIT ID CODE				GSA LOCATION CODE						FUNC DESIG	POS OCC	TYPE APT		CAREER PROG		SUBMITTING OFFICE NUMBER								
CC 50	CC 52	CC 53	CC 54	CC 55	CC 56	CC 57	CC 58	CC 59	CC 60	CC 61	CC 62	CC 63	CC 64	CC 65	CC 66	CC 67	CC 68	CC 69	CC 70	CC 71	CC 72	CC 73	CC 74	CC 75	CC 76	
SPECIAL PROG ID		VETERAN PREF		POSITION SUPV																						
CC 77	CC 78	CC 79	CC 80																							

PREVIOUS EDITION IS OBSOLETE.

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DA FORM 3788-3-R, 1 Jul 75

FIGURE 2-1C

Figure 2-1C

CIVPERSINS-1 TRANSCRIPT WORKSHEET - CARD 5
 For use of this form, see AR 680-330; proponent agency is MILPERCEN.

CARD CODE 5 CC 1	SOCIAL SECURITY NUMBER CC2	NAME (5 POSITIONS) CC11	NATURE OF ACTION CODE CC16	EFFECTIVE DATE OF ACTION CC21
------------------------	-------------------------------	----------------------------	-------------------------------	----------------------------------

SUBMITTING OFFICE NUMBER CC27	CHANGED/CORRECTED DATA ELEMENT (ONE ONLY) WHEN APPROPRIATE CC31	CC57
----------------------------------	--	------

CARD CODE 5 CC 1	SOCIAL SECURITY NUMBER CC2	NAME (5 POSITIONS) CC11	NATURE OF ACTION CODE CC16	EFFECTIVE DATE OF ACTION CC21
------------------------	-------------------------------	----------------------------	-------------------------------	----------------------------------

SUBMITTING OFFICE NUMBER CC27	CHANGED/CORRECTED DATA ELEMENT (ONE ONLY) WHEN APPROPRIATE CC31	CC57
----------------------------------	--	------

CARD CODE 5 CC 1	SOCIAL SECURITY NUMBER CC2	NAME (5 POSITIONS) CC11	NATURE OF ACTION CODE CC16	EFFECTIVE DATE OF ACTION CC21
------------------------	-------------------------------	----------------------------	-------------------------------	----------------------------------

SUBMITTING OFFICE NUMBER CC27	CHANGED/CORRECTED DATA ELEMENT (ONE ONLY) WHEN APPROPRIATE CC31	CC57
----------------------------------	--	------

THIS FORM, TOGETHER WITH DA FORMS 3788-1-R THRU 3788-3-R, AND 3788-6-R, 1 FEB 74, REPLACE DA FORM 3788-R, 1 OCT 71.

DA FORM 3788-4-R, 1 Feb 74

PREPARED BY _____ SIGNATURE INITIALS

REVIEWED BY _____ SIGNATURE INITIALS

Figure 2-1D.

CIVPERSINS-I TRANSCRIPT WORKSHEET - CARD 6 (TRAINING)
(AR680-330)

CARD CODE	SOCIAL SECURITY NUMBER										NAME (5 POSITIONS)					SUBMITTING OFFICE NUMBER				PRINCIPAL PURPOSE		TYPE		SOURCE					
<input type="text" value="6"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CC1	CC2										CC10	CC11					CC15	CC16				CC19	CC20	CC21	CC22				
	SP INTEREST PROGRAM		DIRECT COST					INDIRECT COST				DATE OF COMPLETION					ON DUTY HOURS			NON DUTY HOURS									
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	CC23	CC24	CC27	CC28	CC31	CC32	CC37	CC38	CC41	CC42	CC45																		
	<input type="text"/>										(CC46-51 LEAVE BLANK EXCEPT FOR CANCELLATIONS SEE TABLE 2-13)																		
	CC46										CC51																		

CARD CODE	SOCIAL SECURITY NUMBER										NAME (5 POSITIONS)					SUBMITTING OFFICE NUMBER				PRINCIPAL PURPOSE		TYPE		SOURCE					
<input type="text" value="6"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CC1	CC2										CC10	CC11					CC15	CC16				CC19	CC20	CC21	CC22				
	SP INTEREST PROGRAM		DIRECT COST					INDIRECT COST				DATE OF COMPLETION					ON DUTY HOURS			NON DUTY HOURS									
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	CC23	CC24	CC27	CC28	CC31	CC32	CC37	CC38	CC41	CC42	CC45																		
	<input type="text"/>										(CC46-51 LEAVE BLANK EXCEPT FOR CANCELLATIONS SEE TABLE 2-13)																		
	CC46										CC51																		

Prepared By _____
Signature/Initials

Reviewed By _____
Signature/Initials

DA FORM 3788-5-R, 1 JUL 75

Figure 2-1E.

21 July 1975

(Office Symbol)

(Date)

SUBJECT: Request for Mass Salary Change

HQDA (DAPC-PSY)
Alexandria, VA 22332

1. Reference section III, chapter 2, AR 680-330.
2. It is requested that each record in the CPMF which meets the following criteria be converted to the appropriate salary rate contained in the attached FWS Regular Wage Rate Schedule.
 - a. SON code is 7991.
 - b. GSA location codes are 17-7470-161, 19-0230-169, 19-1120-057, and 19-5740-157.
 - c. Pay plans are WG, WL, and WS.
 - d. Pay rate determinant code is 0.
 - e. Command codes are M1, M2, and M6.
3. The following additional information is provided for this mass conversion.
 - a. EDOA is 1 January 1975.
 - b. NOA is 923SS.
 - c. Approximate number of records to be changed is 250.

1 Incl
as(Signature and
signature block)

Figure 2-2. Sample letter of request for mass change.

Table 2-1. Appointment Status Data Chain

(See app A for data element descriptions.)

<i>If type of appointment is</i>	<i>Then employee tenure must be</i>	<i>and position occupied must be</i>
10	1 or 2	1
11	2	1
20	3	1
30	0	1
31	3	1
40	3	1
50	3	1
60	3	1
61	0	1
62	3	1
66	3	1
70	1 or 2	2
71	0 or 3	2
72	3	2
73	2	2
76	1 or 2	2

Example. If type of appointment is 11, then employee tenure must be 2 and position occupied must be 1.

Table 2-2. Function Designator/Command Code Data Chain

(See app A for data element descriptions.)

<i>If function designator is</i>	<i>Then command code must be</i>
1	Any valid command code
2	CE only
3	CE or AG
5	CE only

Example. If the function designator is 2, then the command code must be CE.

Table 2-3. PAY DATA CHAIN

IF PAY PLAN IS	(NOTE 1) THEN OCCUPATIONAL SERIES MUST BE	(NOTE 2 and 4) AND GRADE OR LEVEL MUST BE	(NOTE 2 4 and 5) AND STEP OR RATE MUST BE	(NOTE 3) AND PAY BASIS MUST BE	(NOTE 4) AND SALARY MUST BE	(NOTE 5) AND PAY RATE DETERMINANT MUST BE	AND FIRST 2 POSITIONS OF GSA LOCATION CODE MUST BE	AND WORK SCHEDULE MUST BE	NOTES
AD	1702	00	00	SY	Salary is IAW current O/S Teachers Tables	0 ONLY	ALPHA ONLY	F or P	EDUCATIONAL AIDS
	1710	01-05	01-15	SY		0 ONLY	ALPHA ONLY	F or P	FULL OR PART-TIME SCHOOL TEACHERS
		00	00	PD	00015-00031	0 ONLY	ALPHA ONLY	P or I	PART-TIME AND INTERMITTENT SCHOOL TEACHERS
	0001 THRU 2199	00	00	PS	00015-00050	0 ONLY	ALPHA OR NUMERIC	I	CHAPLINS - INTERMITTENT
		00	00	PA	17000-27000	0 ONLY	36 ONLY	F	WEST POINT TEACHERS/PRINCIPAL
		00	00	PH	00365-00900	0 ONLY	NUMERIC ONLY	F or P	CLINICAL CLERKS, ARMY HOSP.; PL 91-606, et al.
		00	00	PM	01000-02300	0 ONLY	36 ONLY	F	TEACHERS, WEST POINT M. A.
GS	0001	01-15	01-10	PA	SALARY IS IAW CURRENT GS TABLE	0 THRU 8	A P P L I C A B L E	N O T A P P L I C A B L E	GENERAL SCHEDULE (GS) PAY PLAN EMPLOYEES (INCLUDES BOTH REGULAR AND SPECIAL RATES). ----- US ARMY SECURITY AGENCY EMPLOYEES ONLY (INCLUDES NSA) COMMAND CODE "AS".
		16	01-09	PA		0 THRU 8			
	THRU	17	01-05	PA		0 THRU 8			
	2199	18	01	PA		0 ONLY			
GW	0001 THRU 2199	01-05	01-10	PA		0 ONLY			STUDENT AID
EC	0001 THRU 2199	00	00	PD	00075-00150	0 ONLY			EXPERTS AND CONSULTANTS
		00	00	WC	00000	0 ONLY			
EX	0001 THRU 2199	01-05	00	PA	36000-42500	0 ONLY			EXECUTIVE PAY ACT (PERTAINS TO SON 2320 ONLY).

TABLE 2-3. PAY DATA CHAIN

IF PAY PLAN IS	(NOTE 1) THEN OCCUPATIONAL SERIES MUST BE	(NOTE 2 and 4) AND GRADE OR LEVEL MUST BE	(NOTE 2 4 and 5) AND STEP OR RATE MUST BE	(NOTE 3) AND PAY BASIS MUST BE	(NOTE 4) AND SALARY MUST BE	(NOTE 5) AND PAY RATE DETERMINANT MUST BE	AND FIRST 2 POSITIONS OF GSA LOCATION CODE MUST BE	AND WORK SCHEDULE MUST BE	NOTES	
FC	0001	01	01-03	PA	36000	0 ONLY	ALPHA ONLY	N	AID FUNDS (pertains to SON 3300 only)	
	THRU	02	01-07	PA	34373-36000	0 ONLY		O		
	2199	03-12	01-10	PA	07596-35384	0 ONLY		T		
SR	0301 ONLY	00	00	PA	07500	0 ONLY	N	A	CORPS OF ENGINEERS only	
ST	0001 THRU 2199	00	00	PA	31203-36000	0 ONLY	O	P	10 U.S.C. 1581 POSITIONS (formerly PL313)	
WG	2501 AND UP	01-15	01-05	PH	00210-01600	0,1,3 THRU 7	A P L I C B L E	L	PAID FROM NON SUPERVISORY F.W.S. SCHEDULE	
WK	2501 AND UP	01-15	01-05	PH	00210-01600	0,1,3 THRU 7		I	C	PAID FROM NON SUPERVISORY HOPPER DREDGE SCHEDULE
WL	2501 AND UP	01-15	01-05	PH	00210-01700	0,1,3 THRU 7		A	B	PAID FROM F.W.S. LEADER SCHEDULE
WJ	2800-2999 5900-5999 or 7400-7499	01-11	01-05	PH	00210-01700	0,1,3 THRU 7		L	E	PAID FROM SUPERVISORY HOPPER DREDGE SCHEDULE
		12-16	00-03	PH	00210-01700					
WB	2501 AND UP	00	00-12	PH	00100-01500	0,1,3 THRU 7	B	L	PAID FROM NON SUPERVISORY WAGE SCHEDULES NOT CONVERTED TO F.W.S.(INCLUDES APPRENTICES & O/S YOUTH)	
		01-15	01-05	PH	00100-01600					
WD	2500 AND UP	01-11	01-05	PH	00210-01600	0,1,3 THRU 7				
WN		01-09								

IF PAY PLAN IS	(NOTE 1) THEN OCCUPATIONAL SERIES MUST BE	(NOTE 2 and 4) AND GRADE OR LEVEL MUST BE	(NOTE 2 and 5) AND STEP OR RATE MUST BE	(NOTE 3) AND PAY BASIS MUST BE	(NOTE 4) AND SALARY MUST BE	(NOTE 5) AND PAY RATE DETERMINANT MUST BE	AND FIRST 2 POSITIONS OF GSA LOCATION CODE MUST BE	AND WORK SCHEDULE MUST BE	NOTES
WM	2800-2999 5300-5399 5700-5799 5900-5999 or 7400-7499	00	00-00	PH	00400-01500	1,3 THRU 7	N O T A P P L I C A B L E	N O T A P P L I C A B L E	PAID FROM MARITIME PAY SCHEDULES
WP	4400-4499	01-34	01-05	PH	00210-01600	1,3 THRU 7			PAID FROM PRINTING AND LITHOGRAPHIC SCHEDULES
WS	2501 AND UP	01-19	01-05	PH	00210-01800	1,3 THRU 7			PAID FROM F.W.S. REGULAR SUPERVISORY SCHEDULES
WW	2501 AND UP	01-15	00-05	PH	00210-01500	0 ONLY			STUDENT AID
YV	3506 ONLY	00	00	PH	00210-00280	0 ONLY			NUMERIC
YW	3506 ONLY	00	00	PH	00210-00280	0 ONLY		STUDENT AID. WORK SCHEDULE LIMITED TO PART TIME AND INTERMITTENT DURING SCHOOL YEAR.	
CZ	0001 THRU 2199	01-03	01-10 01-09 01-05 01	PA	04180-06364	1,3 OR 6	PQ ONLY	F.P or I	NON-MANUAL POSITIONS SUBJECT TO THE CANAL ZONE MERIT SYSTEM (CZMS) IN EXCEPTED SERVICE
		04-15			SALARY IS				
		16			IAW CURRENT				
		17			GS TABLE				
		18							

IF PAY PLAN IS	(NOTE 1) THEN OCCUPATIONAL SERIES MUST BE	(NOTE 2 and 4) AND GRADE OR LEVEL MUST BE	(NOTE 2 4 and 5) AND STEP OR RATE MUST BE	(NOTE 3) AND PAY BASIS MUST BE	(NOTE 4) AND SALARY MUST BE	(NOTE 5) AND PAY RATE DETERMINANT MUST BE	AND FIRST 2 POSITIONS OF GSA LOCATION CODE MUST BE	AND WORK SCHEDULE MUST BE	NOTES
SZ	0081 ONLY	02	01-10	PA	11000-21000	0,1,3 OR 6	P		FIRE PROTECTION INSPECTION POSITION SUBJECT TO CZMS IN THE EXCEPTED SERVICE
	2501 AND UP	00	00	PH	00200-00999	0,1,3 OR 6	Q		APPRENTICES & LEARNERS IN WAGE GRADE TYPE POSITIONS SUBJECT TO THE CZMS IN THE EXCEPTED SERVICE
	0001 AND UP	00	00	PH	00200-00999	0,1,3 OR 6	O N L Y	F, P or I	SUMMER AID/STAY-IN-SCHOOL EMPLOYEES SUBJECT TO CZMS IN THE EXCEPTED SERVICE
WB	2501 AND UP	01-19	01-05	PH	07000-21000	0,1,3 OR 6			MANUAL POSITIONS SUBJECT TO CZMS IN THE EXCEPTED SERVICE

EXAMPLE. If pay plan is "EX", the occupational series must be in the 0001-2199 range, the grade or level must be 01-05, the step or rate must be 00, the pay basis must be PA, and the salary must be in the range of \$36,000 - \$42,500.

- NOTES. 1 All numbers within a given occupational series range are not necessarily valid. See CSC Handbook of Occupational Groups and Series of Classes or the Handbook of Blue-Collar Occupational Families and Series to determine which codes are valid.
2. If grade is 00, then step must also be 00 (except Pay Plan "EX" and "WB").
 3. Salary for "PD" (per diem) pay basis must be dollars only. Round dollars and cents of the actual salaries off to the next highest dollar for this system only.
 4. For the GS and GW pay plans with pay rate determinants "0", "5", "6", "7" or "8", match the corresponding grade, step and salary on applicable General Schedules.
 5. For the GS, and GW pay plans with pay rate determinants: "1", "2", "3", or "4" step must be 10.

Table 2-4. Nature of Action Data Chain

Condition If NOA is:	Action	
	then employee tenure must be:	and position occupied must be:
100	1 or 2	1
101	2	1
108, 112	3	1
113	0	1
122	3	1
130	1	1
131	2	1
140	1	1
141	2	1
170	1 or 2	2
171	0 or 3	2
172	3	2
173, 176	2	2
500, 501	1	1
510, 511	2	1
532	3	1
540	1	1
541	2	1
550, 576	1 or 2	2
602	1	1
651	0 or 3	2

Example: If the nature of action is 101 (career-conditional), then the employee tenure must be 2 (career-conditional) and the position occupied must be 1 (competitive service).

Table 2-5. Special Program Identifier Data Chain*

If special program identifier is:	Then			
	Employee tenure must be:	Position occupied must be:	Pay plan must be:	Veteran preference must be:
54	0 or 3	2	YW, GW, or WW	
55	0 or 3	2	YV	
56	0 or 3	1		
57	0 or 3	2		
58	0 or 3	2		
59		2		2, 3, or 4

Example: If special program identifier is 55, then employee tenure must be zero or three, position occupied must be two, and pay plan must be "YV".

*Blank fields under the listed data elements indicate that there are no restrictions on specific codes tied to the particular special program identifier; i.e., any valid code appropriate to the listed data elements can be used unless a restriction is indicated.

Table 2-6. Format for Card 1
(See app A for data element descriptions.)

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 1.
2	SSN	2-10	
3	Employee's full name	11-37	Sequence: last, first, and middle name.
4	NOA code	38-42	
5	Effective date of action	43-48	
6	Sex	49	
7	Date of birth	50-55	
8	Citizenship	56	
9	Veterans preference	57	
10	Employee tenure	58	
11	Service computation date	59-64	
12	Physical handicap	65-66	
13	Work schedule	67	
14	Position tenure	68	
15	Pay plan	69-70	
16	Occupational series	71-74	
17	Functional classification	75-76	
18	Blank	77-80	Reserved for HQDA use only.

Table 2-7. Format for Card 2
(See app A for data element descriptions.)

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 2.
2	SSN	2-10	
3	Name	11-15	Enter first 5 positions of the name entered in card 1. See remarks in table A-16 for coding instructions.
4	Grade or level	16-17	
5	Step or rate	18-19	
6	Salary	20-24	
7	Pay basis	25-26	
8	Pay rate determinant	27	
9	Command code	28-29	
10	UIC	30-35	
11	GSA location code	36-44	
12	Function designator	45	
13	Position occupied	46	
14	Type of appointment	47-48	
15	Career program	49-50	
16	SON	51-54	
17	Special program identifier	55-56	
18	Retired military	57	
19	Federal employees group life insurance	58	

Table 2-7. Format for Card 2—Continued

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
20	Retirement	59	
21	Position, supervisory	60	
22	Educational level, academic	61-62	
23	Academic discipline	63-66*	
24	Year degree attained	67-68*	
25	Blank	69-80	Reserved for HQDA use only

*To be collected only on employees who have received a bachelor's degree or higher.

Table 2-8. Format for Card 3
(See app A for data element descriptions.)

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 3.
2	SSN	2-10	
3	MGD	11	
4	SON	12-15	
5	Blank	16-80	Reserved for HQDA use only.

Table 2-9. Format for Card 4
(See app A for data element descriptions.)

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 4.
2	SSN	2-10	
3	5 positions of name	11-15	Enter first 5 positions of the name as recorded in the CPMF. See remarks in table A-16 for coding instructions.
4	NOA code	16-20	
5	Effective date of action	21-26	
6	Employee tenure	27	
7	Work schedule	28	
8	Position tenure	29	
9	Pay plan	30-31	
10	Occupational series	32-35	
11	Functional classification	36-37	
12	Grade or level	38-39	
13	Step or rate	40-41	
14	Salary	42-46	
15	Pay basis	47-48	
16	Pay rate determinant	49	
17	Command code	50-51	
18	UIC	52-57	
19	GSA location code	58-66	
20	Function designator	67	
21	Position occupied	68	

Table 2-9. Continued

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
22	Type of appointment	69-70	
23	Career program	71-72	
24	SON	73-76	
25	Special program identifier	77-78	
26	Veterans preference	79	
27	Position supervisory	80	See remarks in table A-24.

Table 2-10. Format for Card 5

(See App A for data element descriptions.)

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 5.
2	SSN	2-10	
3	Name	11-15	Enter first 5 positions of the name as recorded in the CPMF. See remarks in table A-16 for coding instructions.
4	NOA code	16-20	
5	Effective date of action	21-26	
6	SON	27-30	
7	Changed/corrected data element, when appropriate.	31-57	When use, data field must start in column 31.
8	Blank	58-80	Reserved for HQDA use only.

Table 2-11. Format for Card 6

(See app A for data element descriptions)

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 6.
2	SSN	2-10	
3	Name	11-15	Enter first 5 positions of the name as recorded in the CPMF. See table A-16 for coding instructions.
4	SON	16-19	
5	Training, principal purpose of	20	*
6	Training, type	21	*
7	Training, source	22	*
8	Training, special interest program	23	
9	Training, direct cost	24-27	**
10	Training, indirect cost	28-31	**
11	Training, date of completion (YYMMDD)	32-37	*
12	Training, on-duty hours	38-41	**
13	Training, non-duty hours	42-45	
14	Blank (for cancellations only)	46-51	See table 2-13.

Table 2-11. Format for Card 6—Continued

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
15	Blank	52-80	Reserved for HQDA use only.
*	Control elements; must al- ways be completed— cannot be zeroes.		
**	When on-duty hours are zero, either direct costs or in- direct costs must be present.		

Table 2-12. Instructions for Reporting CIVPERSINS-I Input Transactions

Item no.	Reporting category	Actions reporting	Instructions
1	Accessions (gains) to the Army (includes movements from NGB technician positions).	Any official personnel action that increases the strength of the DA, including appointments, reinstatements, and transfers from other Federal agencies.	<ul style="list-style-type: none"> a. Requires submission of cards 1, 2, and 3 to HQDA, using NOA codes shown in appendix B. (See reporting category MGD below for instructions on preparing card 3.) b. All data elements must be coded according to specifications given in appendix A. c. The effective date must be the date of accession.
2	Minority group designator (MGD) reporting.	See table A-15 for the MGD codes to be reported to HQDA.	<ul style="list-style-type: none"> a. Use card 3 for reporting all accessions and changes of the MGD codes to HQDA. b. The Civilian Personnel Office is responsible for submitting current minority group data to HQDA. In meeting this responsibility, requirements in FPM, chapter 713 must be observed. c. The worksheet shown in figure 2-1B may be used to code and keypunch the MGD. The CPO is prohibited from keeping any record of minority designations; consequently the installation/activity EEO officer (EEOO) and CPO must establish positive and clearly understood procedures for collecting the minority status and for insuring that card 3 is accurately coded, keypunched, and submitted. d. Specific arrangements will be made with the EEO official regarding possible uses, retention, and disposition of card 3 and MGD worksheet(s) after the data has been submitted to HQDA. For example, a local EEO file may be maintained by the EEOO for each employee within the servicing jurisdiction of the CPO.
3	Losses (separations) from the Army (including movements to NGB technician positions).	Army official personnel action that decreases the strength of the Army, such as resignations, separations, and terminations of Army employees. Not included are losses to installations/activities resulting from reassignments within DA.	<ul style="list-style-type: none"> a. Requires submission of card 5, using NOA codes shown in appendix B. b. Only the six mandatory control elements (para 2-6e) need be reported.
4	Servicing CPO changes (by losing CPO). <i>Note:</i> Is appropriate only if the individual will continue to be employed by the Army.	A change of servicing CPO for any reason.	<ul style="list-style-type: none"> a. The losing CPO will submit to HQDA a card 5 departure notice containing the NOA code 985MM, the other mandatory data elements (para 2-6e), and the SON (columns 31-34) of the gaining CPO, which can be found in appendix C. Any individual being transferred to overseas areas and the exact SON assignment is unknown, use the SON which services the major command headquarters. b. Notices should be submitted to HQDA in the cycle in which the effective date of action falls. c. Upon receipt of the notice, HQDA will transmit an information notice to the

Table 2-12. Instructions for Reporting CIVPERSINS-I Input Transactions—Continued

Item no.	Reporting category	Actions reporting	Instructions
5	Movement actions.	Administrative or official personnel action that changes the employee's command, organizational unit, or SON designation.	<p>gaining CPO if a card 4 reassignment gain (CC) action was not received in the same cycle. 935MM is suspended until the "CC" action is received.</p> <p>a. Requires submission of card 4, using the appropriate 3-digit NOA code and the CC suffix code.</p> <p>b. The CPO responsible for servicing the employee after the move will report these changes to HQDA.</p> <p>c. The card 4 CC action must contain the command code, UIC, GSA location code, and the position supervisory data, as well as the six mandatory control elements (para 2-6e). Of the remaining 17 data elements identified with a card 4, only those elements changed as a result of the reassignment action need be coded into the card 4 and submitted to HQDA.</p>
6	Nonmovement changes.	All changes to CIVPERSINS-I data elements (except training) not resulting in a movement action. Includes any change that occurs while the employee remains in the same organizational unit serviced by the same CPO.	<p>a. May be reported on either card 4 or card 5, using an appropriate 3-digit NOA code and the NOA suffix code SS.</p> <p>b. If the SS change involves only one data element, use a card 5 to report the change to HQDA. Card columns 1-30 must contain the six mandatory control elements. The code or value of the single data element will then be entered starting in column 31. See appendix A for the appropriate NOA code used in changing single elements with card 5.</p> <p>c. If the SS change involves more than one data element, use a card 4 when the changed elements are included in the card 4 format (table 2-9). The six mandatory elements (para 2-6e), as well as the data elements to be updated, must be entered. (See SF50 or app B for applicable NOA code.) An entry for command code and UIC is normally inappropriate for SS actions.</p> <p>d. Thirteen CIVPERSINS-I data elements can be changed only by submission of card 5, Academic discipline, citizenship, date of birth, educational level (academic), Federal employees group life insurance, name, physical handicap, retired Military, retirement, sex, service computation date, Social Security Number, and year degree attained. The SSN and name are used for system control purposes and thus require special care when being changed.</p> <p>e. To change an SSN, enter in columns 2-10 of card 5 the old SSN as previously submitted and now appears on the CPMF. Then enter the new or corrected SSN in col-</p>

Table 2-12. Instructions for Reporting CIVPERSINS-I Input Transactions—Continued

Item no.	Reporting category	Actions reporting	Instructions
7	Nonpay status and return-to-duty (RTD) actions.	Official personnel actions that place employees in a nonpay status for 31 or more days or return him to duty from a nonpay status.	<p>umns 31-39. Enter all other control elements in columns 11-30.</p> <p>f. To change a name, enter five positions of the old name (as previously submitted and now appears on the CPMF) in columns 11-15 of the card 5. Enter the new or corrected full name in columns 31-57 (begin in column 31). Enter all other control elements in the appropriate columns.</p> <p>a. Card 5 is used to report these transactions. For nonpay status actions, use NOA suffix code LL; for RTD actions, use AA. Only the six mandatory control element (para 2-6e) in the appropriate columns are required. <i>Note:</i> See appendix B for applicable NOA code.</p> <p>b. Only one action (either going on nonpay status or RTD) can be reported on a single card 5 (e.g., if the SF 50 effecting the RTD also effects a nonmovement change, two reporting actions are required. The first action is a RTD on a card 5. The second separate action will require submission of another card 5 or card 4, as appropriate, to effect the nonmovement change).</p> <p>c. Receipt of a nonpay status action at HQDA will cause the employee's record to be excluded from strength accounting until the proper RTD action is received.</p>
8	Monthly work status notifications for intermittent employees.	A monthly work status notification must be submitted to HQDA for each intermittent employee who worked during each month.	<p>a. Card 5 is used to submit the report. Only the six mandatory control elements (para 2-6e) need to be reported.</p> <p>b. Use NOA code 932SS.</p> <p>c. For EDOA, enter year and month worked, and last day of month worked, (e.g., 750630).</p> <p>d. Card 5 reports will be submitted with the regular input for the month-end update cycle.</p> <p>e. If an intermittent employee resigns at any-time during the month after working one or more days during that month, a 932SS card 5 notification reflecting an EDOA of the last day of that month must be submitted to HQDA to assure accurate strength reporting.</p> <p>f. 932 actions will be counted in the month in which they are received at HQDA, regardless of the EDOA on the card 5.</p>
9	Training data.	<p>Any individual training completed by an employee which aggregates to 8 hours or more.</p> <p>Exceptions are:</p> <p>a. On-the-job training.</p>	<p>a. Data to be reported for each instance of training are identified in table 2-11 (format for card 6).</p> <p>b. Appendix A contains definitions, acceptable codes, and additional remarks for the reportable data elements.</p>

Table 2-12. Instructions for Reporting CIVPERSINS-I Input Transactions—Continued

Item no.	Reporting category	Actions reporting	Instructions
		<p>b. Long-term training reported on the SF-10, (i.e., over 120 days).</p> <p>c. Employee financed training or education unless taken during duty hours.</p>	<p>c. Card 6 is used to report the data to CIVPERSINS-I.</p> <p>d. Only one completed instance of training can be reported on a single card 6.</p> <p>e. Worksheet shown at figure 2-1E may be used to collect, code, and keypunch the data.</p> <p>f. Six cards should be submitted to HQDA twice a month with the other CIVPERSINS-I input cards IAW chapter 3.</p>
10	Canceling previously submitted transactions (general).	Any action other than intermittent employment work status notifications which was submitted to HQDA and subsequently canceled.	<p>a. If a personnel action is canceled before the CIVPERSINS-I input transaction has left the installation or activity for HQDA, no action is required other than discarding the input transaction being canceled.</p> <p>b. If the input transaction has already been submitted to HQDA, a separate cancellation transaction (table 2-13) must be prepared and submitted to HQDA. The only exception is intermittent who worked transaction (932SS) which cannot be canceled once it is submitted.</p> <p>c. See appendix B for the proper combination of cancellation card type and NOA suffix code.</p> <p>d. See table 2-13 for specific instructions in preparing cancellation transactions.</p>

Table 2-13. Instructions for Canceling CIVPERSINS-I Input Transactions

Input transaction canceled	Instructions
Accessions to the Army (Not RTD actions).	<p>a. Submit a card 5 (see app B for NOA code). Card 5 will delete the previously established CPMF record and any matching EEOMF record.</p> <p>b. Complete all mandatory data elements in the card 5 (columns 1-30).</p> <p>c. The first four positions of NOA will be the same as the original transaction. The fifth position will carry a "Z" to identify the submission as a cancellation transaction.</p> <p>d. Use the same date as the EDOA in the action being canceled.</p> <p>e. Leave columns 31-80 blank.</p>
MGD submissions -----	<p>To change MGD code, only a card 3 containing the correct SSN, MGD code and SON is required. To delete a record from the EEOMF, the following procedure applies:</p> <p>a. Submit a card 5, using NOA code 933SS.</p> <p>b. Enter all mandatory control data elements (Columns 1-30).</p> <p>c. Use the current date as the EDOA.</p> <p>d. Leave columns 31-80 blank.</p>
Losses from the Army (Not nonpay actions).	<p>Cancellation of a loss action depends on the lapsed time since the erroneous loss action was submitted to HQDA.</p> <p>(1) If less than 120 days have lapsed, submit a card 5 with the appropriate NOA cancellation code (app B). All mandatory control data elements must be entered.</p> <p>(2) If 120 or more days have lapsed, prepare cards 1, 2, and 3, and submit them to HQDA to restore the record on the CIVPERSINS-I master files. (See app B for NOA cancellation code.)</p>
Servicing CPO changes (Submitted by losing CPO).	Submit a card 5, using the NOA code 935MZ. Include only the mandatory control data elements (para 2-6e).
Card 4 CC and SS actions -----	If a personnel action previously reported on a card 4 is canceled, submit a card 4, using the appropriate NOA code. To restore the employee's record to the

Table 2-13. Instructions for Canceling CIVPERSINS-I Input Transactions—Continued

Input transaction canceled	Instructions
	proper status, also include all data elements that were changed by the original card 4.
	<i>Note.</i> For CC actions resulting in a servicing CPO change, the former CPO will submit the cancellation action using an appropriate NOA and by completing all elements on the card 4 to assure complete and accurate restoration of the record.
Card 5 SS actions	Submit a card 5 using the appropriate NOA code and include the data element being restored, beginning in column 31.
Nonpay status	Submit a card 5, using the same NOA (280AA or 292AA) as the original action. This "return to duty" action will place the employee's record in an active status. Use the same EDOA as that used in the original RTD action.
Return to duty (RTD) action	Submit a card 5, using the same NOA (365 LL, 460LL, 470 LL, or 472 LL, as appropriate, and the same EDOA as that used in the original nonpay status action being canceled.
Training data	Submit a duplicate card 6 (first 45 positions matching those of the previously submitted card 6) with the word "CANCEL" in positions 46-51.

CHAPTER 3

SUBMISSION OF INPUT TRANSACTIONS TO HQDA

3-1. General. *a.* This chapter prescribes requirements and procedures for sending input transactions directly to HQDA.

b. Although written primarily on the basis that an AUTODIN station is readily available, this chapter also addresses the possibility that this service is not always available and that data submission via alternate means is necessary.

c. JANAP 128D and AR 680-6 prescribe overall instructions for transmitting data via AUTODIN; however, pertinent instructions have been extracted from these directives and are included in this chapter as a ready reference for preparing activities.

d. In the event of condition MINIMIZE, data will continue to be transmitted via AUTODIN.

3-2. Explanation of transmission terms. For the purpose of this regulation, the following apply:

a. AUTODIN (Automatic Digital Network). A high-speed, common-user data communications network operated by the Defense Communications Agency.

b. Control card. A punched card (or equivalent 80-position field on magnetic tape) containing only transmission information used in processing and routing batches through the AUTODIN and MILPERCEN systems. Control cards do *not* contain actual personnel data.

c. Transaction card. A punched card (or equivalent 80-position field on magnetic tape) containing actual personnel data for personnel transactions. Transaction cards do *not* contain routing or transmission information.

d. Batch. A group of cards in one shipment. A batch cannot exceed 500 total records, of which four are control cards. One shipment can have multiple batches.

e. AUTODIN header. The first or leading control card of a batch.

f. AUTODIN trailer (end-of-transmission). The last or trailing control card of a batch.

g. Text header. The second control card of a batch, placed immediately behind the AUTODIN header.

h. Text trailer. The next-to-last control card of a batch. The text trailer contains the identical control information as the text header and is used to verify transaction card count.

3-3. Preparing transactions for dispatch. *a.* Transaction cards for each shipment will be divided into groups, not to exceed 496 transaction cards. They will then be consolidated with four control cards to form a batch. Two of the control cards (AUTODIN header and AUTODIN trailer) are required for AUTODIN transmission control and the other two (text header and text trailer) are utilized by MILPERCEN for operational control purposes.

b. The transaction and control cards will be sequenced as shown in figure 3-1.

c. Control card formats are shown in tables 3-1 through 3-4. DA Form 3788-8-R (CIV-PERSINS AUTODIN/Text Header and Trailer Card Worksheet (fig. 3-2)) will be used for preparing these control cards. DA Form 3788-8-R will be reproduced locally on 8- by 10½-inch paper.

Note: When preparing control cards, all numeric digits will be right justified and preceding blanks will be filled with leading zeros (e.g., If the number of transaction cards in the batch is twenty-nine, card columns 49-5 of the text header and trailer records will be coded as 00029).

d. Transactions from two or more civilian personnel offices having different SON's will *not* be merged for shipment to HQDA. Separate control cards will be prepared and used for each installation/activity submission.

3-4. Dispatching transactions to HQDA. *a.* Batched transactions, when submitted by AUTODIN, will be dispatched at least twice a month in sufficient time to arrive at HQDA not later than 1200 hours on the 5th and 15th workday of each month. Late arrivals, including AUTODIN error rejections, will be processed during the next regularly scheduled update.

b. When possible transactions will be transmitted over AUTODIN to MILPERCEN whose routing indicator code is RUEWRHA. Under no circumstances will CIVPERSINS-I transactions be transmitted to any other terminal in the Washington, DC area.

c. Installations/activities which do not have available courier service to an AUTODIN terminal will transmit their input transaction either by US mail or messenger (para 3-5). Airmail will be used when transmission by AUTODIN cannot be accomplished because equipment is malfunctioning and is expected to be down for more than 48 hours.

3-5. Transactions submitted via US mail or messenger. *a.* All batches of cards that must be mailed or handcarried to MILPERCEN will contain all four control cards. Civilian personnel offices that regularly mail or handcarry transactions to MILPERCEN HQDA (DAPC-PSO-P) will prepare AUTODIN header/trailer cards (para 3-3) as modified below:

(1) Originator's routing indicator code (cc 10-16). This will be the installation/activity four-digit SON plus the three alpha letters "RML". For example, the CPO assigned SON 2015 would enter the seven characters "2015RML" into cc 10-16.

(2) Station serial number (cc 17-20). A sequential four-digit number will be entered for each shipment in the same manner as the "sequential shipment control number" (e.g., 0001, 0002, 0003, etc.).

b. Each shipment will be carefully prepared for mailing to prevent damage to the cards while in transit. DA Form 200 (Transmittal Record) (fig. 3-3) will be included in each shipment which will be addressed or handcarried to:

HQDA (DAPC-PSO-P)
200 Stovall Street
Alexandria, VA. 22332

c. In addition to the normal information required, DA Form 200 will also include the sequential shipment control number, SON, and total number of transaction cards.

d. When transactions must be mailed or handcarried because AUTODIN equipment is malfunctioning, the mailing instructions as described above will apply except the regularly assigned originator's routing indicator code and station serial number will be used as though the batches were to be transmitted by AUTODIN. Transactions mailed or handcarried must also arrive at HQDA not later than 1200 hrs on the 5th and 15th workday of each month.

3-6. Nonreceipt of transactions by HQDA. When notified of nonreceipt of input transactions, the sending civilian personnel officer will request the AUTODIN terminal facility to initiate tracer action (para 4-1, AR 680-6). If unable to confirm transmission or if MILPERCEN's routing indicator code in columns 41-47 of the AUTODIN header card was incorrect, the transactions will be resubmitted immediately.

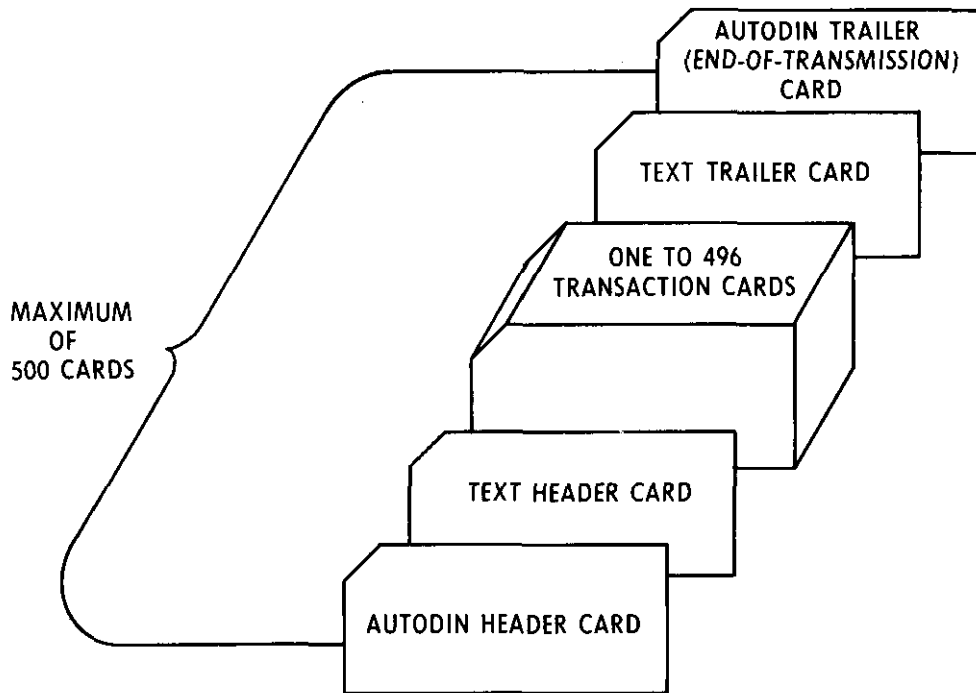


Figure 3-1. Structure of an AUTODIN batch.

CIVPERSINS-I AUTODIN/TEXT HEADER AND TRAILER CARD WORKSHEET									
For use of this form, see AR 680-330; the proponent agency is MILPERCEN.									
AUTODIN HEADER CARD FORMAT									
PREC R cc1	LANG MEDIA CC cc2 3	CLASS U cc4	CIC ADCC cc5 8	RIC OF ORIGINATOR cc10 16	STA SER NUMBER cc17 20	JULIAN DATE cc22 24			
TIME FILED cc25 28	REC COUNT cc30 33	*AMPER-SAND CHAR & cc34	CLASS REDUNDANCY UUUU cc35 38	*AMPER-SAND CHAR && cc39 40	ROUTING OF ADDRESSEE RUEWRHA cc41 47	PERIOD . cc48			
<p>* HIGH (12) PUNCHES</p> <p>NOTE: COORDINATE COMPLETION OF AUTODIN HDR AND TRLR RCD WITH LOCAL AUTODIN FACILITY.</p>									
AUTODIN TRAILER/END-of-TRANSMISSION CARD FORMAT									
<p>DUPLICATE CC1 THRU 38 OF RELATED AUTODIN HEADER CARD. BLANK IN CC39-76</p> <p>SPECIAL CODE NNNN cc77 80</p>									
TEXT HEADER CARD FORMAT									
TEXT HDR IDENT TXHDR cc1 5	REPT CON SYM CIV-CC cc6 11	SEQUENTIAL SHIPMENT NO. cc41 42	NO. OF DATA REC IN BATCH cc49 53	BATCH NUMBER cc55 57	NO. OF BATCHES IN SHIPMENT cc59 67				
TOTAL DATA REC OF ALL BATCHES IN SHIPMENT cc63 68	RIG C cc70	SON CODE cc72 75	CONTROL CYCLE NO. cc77 78	RIN C cc79					
<p>CD PCH OPERATOR NOTES: (1) LEADING ZEROS WILL BE PUNCHED AS REQUIRED TO FILL ABOVE FIELDS. (2) LEAVE CC 12-40, 43-48, 54, 58, 62, 69, 71, 76 AND 80 BLANK.</p>									
TEXT TRAILER CARD FORMAT									
TEXT TRL IDENT TXTRL cc1 5	<p>DUPLICATE CC6 THRU 80 FROM RELATED TEXT HEADER CARD</p>								

Figure 3-2. CIVPERSINS-I AUTODIN text header and trailer card worksheet.

TRANSMITTAL RECORD For use of this form, see AR 18-7: the proponent agency is Office of the Assistant Vice Chief of Staff.			SECURITY CLASSIFICATION: UNCLASSIFIED			SHIPMENT NO: (SSCN)		
TITLE/FILE IDENTIFICATION CIVPERSINS Transactions			AS OF DATE DAY MONTH YEAR			DATE OF SHIPMENT DAY MONTH YEAR		
AUTHORITY FOR SHIPMENT AR 680-330			NO. OF RECORDS BEING TRANSMITTED			TYPE TRANSMISSION <input type="checkbox"/> PUNCHED CARDS <input type="checkbox"/> MAGNETIC TAPE <input type="checkbox"/> HARD COPY <input type="checkbox"/> OTHER		
REPORTS CONTROL SYMBOL (if any) CSGPA-1103	NO. BOXES	NO. ITEMS/REELS	METHOD OF SHIPMENT <input type="checkbox"/> REGULAR MAIL <input type="checkbox"/> RAIL EXPRESS <input type="checkbox"/> REG MAIL REGISTERED <input type="checkbox"/> AIR EXPRESS <input type="checkbox"/> REG MAIL CERTIFIED <input type="checkbox"/> FREIGHT <input type="checkbox"/> AIRMAIL <input type="checkbox"/> AIRFREIGHT <input type="checkbox"/> AIRMAIL REGISTERED <input type="checkbox"/> COUPIER <input type="checkbox"/> AIRMAIL CERTIFIED <input type="checkbox"/> AIR COURIER <input type="checkbox"/> PARCEL POST					
SHIPPED TO: HQDA (DAPC-PSO-P) 200 Stovall Street Alexandria, Va. 22332			FOR MAGNETIC TAPE SHIPMENTS <input type="checkbox"/> TAPE HAS HEADER LABEL <input type="checkbox"/> DATA WRITTEN BEYOND END OF REEL REFLECTIVE SPOT TAPE MARK <input type="checkbox"/> PRECEDES <input type="checkbox"/> FOLLOWS HEADER LABEL RECORDS ARE <input type="checkbox"/> PACKED <input type="checkbox"/> FIXED <input type="checkbox"/> VARIABLE LENGTH PARITY IS <input type="checkbox"/> ODD <input type="checkbox"/> EVEN TAPE IS <input type="checkbox"/> SEVEN <input type="checkbox"/> NINE CHANNEL RECORDING MODE IS <input type="checkbox"/> BCD <input type="checkbox"/> EBCDIC <input type="checkbox"/> BINARY					
TYPED NAME AND TITLE OF SENDER			DENSITY	NO. OF TAPE MARKS	NO. CHARACTERS PER RECORD	NO. RECORDS PER BLOCK		
SIGNATURE OF SENDER			<input type="checkbox"/> When checked here, acknowledgment of receipt is requested. Sign and return one copy of this transmittal to address below.					
REMARKS CIVPERSINS-I Cards: a. Total Card Count _____ b. Transaction Card Count _____			FOR MULTI-REEL FILES, LIST REEL NUMBERS, TOTAL BLOCKS EACH, AND FILE SEQUENCE (1 of 4, 2 of 4, ETC) (For multi-file reels, indicate no. files and records). Reel Numbers: _____ _____					
SIGNATURE OF RECEIVER		DATE RECEIVED						
SHIPPED FROM:			PERSON TO CONTACT					
SON: _____			TELEPHONE		TYPE COMPONENT USED			

DA FORM 200
1 SEP 72

EDITION OF 1 FEB 67 IS OBSOLETE.

Figure 3-3. DA Form 200, Transmittal Record.

Table 3-1. AUTODIN Header Card Format

<i>Line no.</i>	<i>Data field name</i>	<i>Card column</i>	<i>Information entered</i>
1	Precedence	1	R
2	Language media and format	2-3	CC
3	Classification	4	U
4	Content indicator code	5-8	ADCC
5		9	Leave blank.
6	Originator's routing indicator code	10-16	Note 1.
7	Station serial number	17-20	Note 2.
8		21	Leave blank.
9	Julian date	22-24	Note 2.
10	Time filed	25-28	Note 2.
11		29	Leave blank.
12	Total cards	30-33	Note 3.
13		34	High (12) punch.
14		35-38	UUUU
15		39-40	High (12) punch.
16	Addressee's routing indicator code	41-47	RUEWRHA
17		48	(period)
18		49-80	Leave blank.

Notes:

1. This is the alphabetic code assigned to the servicing AUTODIN terminal. Obtain the code from that facility.
2. Obtain from the servicing AUTODIN terminal.
3. Enter the total number of cards in the batch, including control cards.

Table 3-2. Text Header Card Format

<i>Line no.</i>	<i>Data field name</i>	<i>Card column</i>	<i>Information entered</i>
1	Card identification	1-5	TXHDR
2	Reports control symbol	6-11	CIV-CC
3		12-40	Leave blank.
4	Sequential shipment control number (SSCN)	41-42	Note 1.
5		43-48	Leave blank.
6	Number of transaction cards in batch	49-53	Note 2.
7		54	Leave blank.
8	Batch number	55-57	Note 3.
9		58	Leave blank.
10	Number of batches in shipment	59-61	Note 4.
11		62	Leave blank.
12	Number of transaction cards for all batches included in shipment.	63-68	Note 5.
13		69	Leave blank.
14	Record indicator group	70	C
15		71	Leave blank.
16	SON	72-75	Note 6.

Table 3-2—Continued

<i>Line no.</i>	<i>Data field name</i>	<i>Card column</i>	<i>Information entered</i>
17		76	Leave blank.
18	Shipment control cycle	77-78	Note 7.
19	Record identification number	79	C
20		80	Leave blank.

Notes:

1. Starting with the number 01, each civilian personnel office will assign a sequential two-digit number to each shipment. The two-digit number is called the "sequential shipment control number (SSCN)". A single shipment may consist of one or more batches. After SSCN "99" is transmitted, the next SSCN will start over with 01 and continue with the next higher sequential number for each subsequent shipment.

2. Enter the total number of cards in the batch (excluding control cards). Maximum number permitted is 496.

3. Starting with the numeral 1, enter a sequential number for each batch being transmitted within the same SSCN. These batch numbers will begin anew with each shipment (e.g., shipment 01 with batch 001, 002; shipment 02, batch 001, 002, 003).

4. Enter the total number of batches being submitted under an SSCN.

5. Enter total number of transaction cards included in all batches for any one SSCN. *DO NOT* include control cards in this count.

6. Enter the four-digit SON of the servicing civilian personnel office.

7. Enter MM when transmitting transactions between the 5th and 15th *workday* of each month and ME when transmitting on other workdays.

Table 3-3. Text Trailer Card Format

<i>Line no.</i>	<i>Data field name</i>	<i>Card column</i>	<i>Information entered</i>
1	Card identification	1-5	TXTLR
2	-----	6-80	Same as for text header card (table 3-2).

Table 3-4. AUTODIN Trailer Card
(End-of-Transmission) Format

<i>Line no.</i>	<i>Data field name</i>	<i>Card column</i>	<i>Information entered</i>
1	-----	1-38	Same as for AUTODIN header card (table 3-1).
2	-----	39-76	Leave blank.
3	Control element	77-80	NNNN

CHAPTER 4

ERROR, INFORMATION, AND FOLLOWUP NOTICES

Section I. ERROR NOTICES

4-1. General. *a.* CIVPERSINS-I input transactions are edited at HQDA for accuracy, completeness, and compatibility of data elements before they are posted to the CPMF, CTF and EEOMF. Errors detected during the editing process cause automatic generation of error notices, which are transmitted to the submitting civilian personnel office for investigation, verification, and correction.

b. Error notices are identified by the letter E in card column 1. To assist in identifying the input transaction that caused the error notice to be generated, the SSN, name, NOA, EDOA, and SON of the erroneous transaction are usually shown in card columns 2-30.

Note. Error notice for card 3 will contain spaces in name field, "CARD 3" in the NOA field, and the HQDA processing date in the EDOA field. Error notices for card 6 will contain "CARD 6" in the NOA field, and the date of completion in the EDOA field.

c. The format for the error notice is shown in table 4-1.

4-2. Action indicator codes. *a.* The action indicator code (shown in card columns 31-32 of the error notice) is used to indicate the disposition of the erroneous transaction.

b. Action indicator code RJ indicates that the entire transaction was rejected and therefore must be corrected and resubmitted. Error codes and messages in card columns 34-80 will give the reason for the rejection.

c. Action indicator code RA applies to accession-type transactions only and indicates that a CPMF record was created even though certain data elements in cards 1 and 2 were rejected and/or incompatible. The corrective action required depends on the nature of the error condition.

4-3. Error codes and messages. *a.* The reason for the generation of an error notice is presented in card columns 34-80, using two-character error codes and, when appropriate, supplemental error messages. Error messages used to supplement error codes are self-explanatory and are not included in this regulation.

b. Error codes are grouped into three broad categories, corresponding to the general error condition: data element errors, compatibility errors, and major processing errors.

4-4. Data element errors. *a.* During the editing process at HQDA, input transactions are checked to insure that all required data elements are present and contain valid codes or values (app A). If a transaction fails to meet these criteria, an error notice is generated and an error code for each missing data element and/or invalid condition is placed in the error notice, starting in card columns 34 and 35.

b. There is a unique error code in this category for each of the CIVPERSINS-I data elements. The codes and the error condition (data element) they represent are located in the first two columns of table 4-2.

c. A data element error will cause rejection of cards 3, 4, 5, and 6. It will also cause rejection of cards 1 and 2 if they contain 13 or more errors or have an invalid or missing SSN, NOA, or SON.

4-5. Compatibility errors. *a.* Some input transactions contain data elements included in the data chains discussed in paragraph 2-3. Before these transactions are posted to the CPMF, the data elements are edited to insure

that they are compatible with related data elements in the transaction and in the CPMF.

b. When incompatible situations are detected, compatibility error codes are placed in an error notice immediately following any data element error code. The first position of a compatibility error code will always be X. The second position indicates the type of incompatibility.

c. The error codes in this category and the error condition they represent are located in the first two columns of table 4-3. Note that the pay chain uses two error codes (XP and XS), depending on the type of pay plan. Also note that code XU is used to identify UIC's not registered at HQDA and not included in the Army's official UIC file.

d. A compatibility error will cause rejection of cards 4 and 5. It will not normally cause rejection of cards 1 and 2.

4-6. Major processing errors. This category includes transactions that cannot be processed for the reason given in table 4-4 and are therefore rejected with an appropriate error code. Table 4-4 identifies the error conditions and corresponding error codes. The first position of a major processing error code will always be U and the second position will indicate the processing problem.

4-7. Resolution of errors. a. Error notices are transmitted semimonthly to civilian personnel offices via AUTODIN or US mail, immediately following each update cycle.

b. Upon receipt of an error notice, the civilian personnel office is expected to respond NLT next update cycle. This includes resolution of the error condition and, when applicable, submitting the correction to HQDA.

c. In determining the cause of the error, the original input transaction should be checked to confirm the error condition declared by HQDA. If an error condition cannot be confirmed, contact HQDA (DAPC-PSY) telephonically or by message, if telephone communications are impractical. HQDA (DAPC-PSY) telephone numbers are located at the top of page 1 of the Status and Reconciliation (S&R) Report (chap. 5). If the error condition is confirmed, the erroneous, mis-

sing, or incompatible data should then be traced back to the source of data used for preparing the transaction. This process will establish when the error condition was generated and whether it was a source document error, a coding error, a keypunch error, etc.

d. To correct the error condition, insofar as CIVPERSINS-I is concerned, locate the error code (tables 4-2, 4-3, or 4-4) and follow the error correction instructions for each error condition. Instructions are given under the "CORRECTIVE ACTION" portion of the tables. Note that the action to be taken depends in many instances, on the card format of the input transaction containing the error condition (e.g., the corrective action for an "ET" (employee tenure code) error detected in an accession action (cards 1 and 2) is submission of a card 4 or 5 containing the mandatory data elements described below and the correct employee tenure code, while the same error detected in an update action (card 4 or 5) requires submission of the original transaction after correcting the employee tenure code). It should also be noted that it may be necessary to correct the SF 50 or any other source document if the source document also contained errors.

e. Except for rejected 1, 2, 3, and 6 cards, error correction transactions normally are submitted on a card 4 or 5. The EDOA normally will be the same as for the original transaction. The NOA to be used in correction transactions depends on the—

- (1) Card type of the original transaction.
- (2) Card type to be used in submitting the corrected transaction.

f. When correcting cards 1 and 2 with a card 4, use the original NOA with a 1 in the fifth position (eg., NOA code 101A1 would be used in a card 4 to correct a 101AA action). If the error condition is corrected with a card 5, use the appropriate code shown as in appendix B (i.e., to correct salary, use NOA 923SS).

g. When correcting error conditions detected by HQDA in cards 4 and 5, the error correction transaction normally contains the same 5-position NOA as the original transaction. Exceptions are indicated in the error correction portion of the error code tables.

Section II. INFORMATION NOTICES

4-8. General. *a.* During the semimonthly update processing at HQDA, actions are taken and conditions are encountered in the processed transactions or in the CPMF which may be incorrect. These actions and conditions are coded in an information notice and are forwarded to the responsible civilian personnel office for review and, if appropriate, corrective action.

b. Information notices are transmitted with the error and followup notices.

c. Information notices are identified by the letter N in card column 1 and contain the information required to identify the transaction or CPMF record that caused the notice to be generated.

d. The format for the information notice is shown in table 4-5.

4-9. Explanation of codes and messages. The information codes used in CIVPERSINS-I are identified and explained in table 4-6. Immediately following each code is a short supplemental message. In some instances, these

messages contain data needed for the review process (e.g., the message accompanying code ZB carries the corrected UIC which should be verified by the civilian personnel office).

4-10. Responding to information notices. *a.* Receipt of an information notice requires the civilian personnel office to review the situation and determine what, if any, corrective action is required. This includes the submission of a correction transaction, if required.

b. With the exception of code ZH, the information notices are not placed in the HQDA error suspense file because they do not require submission of correction transactions unless the information provided indicates an actual error. Civilian personnel offices should verify information notices on the basis of available information and request HQDA to investigate situations for which the civilian personnel office has no information (e.g., a ZH notice in which the incorrect SON was reported on a 935MM action).

Section III. FOLLOWUP NOTICES

4-11. General. *a.* Selected error conditions reported to civilian personnel offices on error notices are maintained in an automated suspense file at HQDA. The purpose of this file is to maintain control of the error resolution process in CIVPERSINS-I. Those error conditions that do *not* create a suspense record on the error suspense file are annotated with a "*" in the error code columns of tables 4-2, 4-3, and 4-4.

b. Input transactions that update the CPMF, CTF, and EEOMF are matched against the error suspense file to clear outstanding error conditions. Note, however, that this removal action takes place only when the proper correction transaction is received at HQDA (i.e., the transaction must satisfy the requirements prescribed in section I, this chapter, regarding card format and content).

c. If any one of the selected error conditions has not been cleared from suspense within

two update cycles, a followup notice will be generated and submitted to the delinquent civilian personnel office.

d. Followup notices are identified by the letter F in card column 1 and contain the same NOA and EDOA as the original error notice. A separate followup notice, however, will be generated for each error condition in suspense. Thus, four followup notices could be generated for a delinquent action on an error notice that contained four error conditions.

e. The format for the followup notice is shown in table 4-7.

4-12. Procedure for responding to followup notices. *a.* Receipt of a followup notice indicates that a correction transaction is overdue and immediate resolution should be undertaken. Failure to quickly respond to the error notice downgrades the quality and timeliness of the CIVPERSINS-I master files and the

strength and statistical reports generated from them.

b. A maximum of two followup notices will be generated for each delinquent error condition. Upon receipt of the first one, the civilian personnel office should verify that a correction transaction was submitted to HQDA in sufficient time to be included in the update cycle generating the followup notice. If submitted in sufficient time, the civilian personnel office should notify HQDA of the date and SSCN of the shipment containing the correction transaction. If the delinquent error condition has not been resolved, immediate correction action should be taken.

c. Receipt of a final followup notice indicates that a correction transaction was not received at HQDA within three update cycles following dispatch of the error notice. Upon receipt of the second followup notice, the civilian personnel office should investigate to determine the reason for the delay. If the cor-

rection transaction was previously submitted, the civilian personnel office should call HQDA (telephone numbers are located on page 1 of the S&R report (see fig. 5-1). If the correction transaction has not been submitted to HQDA, immediate action should be taken to do so. Additionally, local error resolution procedures should be reviewed and changed as necessary, to preclude future delays in submitting correction transactions.

d. If the submission of a correction transaction is considered inappropriate, the civilian personnel office should notify HQDA immediately by telephone or message so the error condition can be removed from the suspense file by HQDA and necessary corrective action can be taken, when appropriate, to assure CPMF records are correct.

e. A listing of all errors that have been in suspense for more than 60 days will be forwarded to the civilian personnel offices following each update cycle.

Table 4-1. Format for Error Notice

Line no.	Data	Card column	Remarks
1	Card type	1	Will contain an E.
2	SSN	2-10	
3	Name	11-15	5 positions (if available)
4	NOA	16-20	
5	EDOA	21-26	
6	SON	27-30	
7	Action indicator	31-32	See paragraph 4-2.
8	Blank	33	
9	Error codes and messages	34-80	See paragraph 4-3.

Table 4-2. Data Element Errors

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
AD	Invalid academic discipline code.	1 and 2	Submit a card 5 containing NOA 985SS, and the correct academic discipline code.	Table A-1
		5	Resubmit the card 5 using the original NOA, after correcting the invalid academic discipline code.	

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
CM	Invalid command code.	1 and 2	Submit a card 4 or 5 containing the correct command code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 926SS.	Table A-4
		4	Resubmit the card 4 or 5, using original NOA, after correcting the invalid command code.	
		5		
CP	Invalid career program code.	1 and 2	Submit a card 4 or 5 containing the correct program code. The card 4 will contain the original NOA of the card 1 with "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 929SS.	Table A-2
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid career program code.	
		5		
CZ	Invalid citizenship code.	1 and 2	Submit a card 5 containing NOA 914SS, and the correct citizenship code.	Table A-3
		5	Resubmit the card 5, using original NOA, after correcting the citizenship code.	
DB	Invalid date of birth.	1 and 2	Submit a card 5 containing NOA 913SS and a valid date of birth.	Table A-6
		5	Resubmit the card 5 using the original NOA, after correcting the invalid date of birth.	
DD	Invalid year degree attained.	1 and 2	Submit a card 5 containing NOA 986SS, and the correct year degree was attained.	Table A-5
		5	Resubmit the card 5 using the original NOA, after correcting the year date degree was attained.	
ED*	Invalid EDOA	4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid effective date of action.	Table A-8
		5		

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
EL	Invalid academic educational level code.	1 and 2	Submit a card 5 containing NOA 984SS, and the correct academic educational level code.	Table A-7
		5	Resubmit the card 5 using the original NOA, after correcting the academic educational level code.	
ET	Invalid employee tenure code.	1 and 2	Submit a card 4 or card 5 containing the correct employee tenure code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 880SS.	Table A-9
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid employee tenure code.	
		5		
FC	Invalid functional classification code.	1 and 2	Submit a card 4 or card 5 containing the correct functional classification code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 885SS.	Table A-11
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid functional classification code.	
		5		
FD	Invalid function designator code.	1 and 2	Submit a card 4 or card 5 containing the correct function designator code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 928SS.	Table A-12
		4	Resubmit the card 4 or 5 using the original NOA, after correcting the invalid function designator code.	
		5		

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
GA	Invalid GSA location code.	1 and 2	Submit a card 4 or card 5 containing the correct GSA location code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 792SS.	Table A-13
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid GSA location code.	
		5		
GL	Invalid grade or level code.	1 and 2	Submit a card 4 or card 5 containing the correct grade or level code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 921SS.	Table A-14
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid grade or level code.	
		5		
LI	Invalid Federal Employees Group Life Insurance (FEGLI) code.	1 and 2	Submit a card 5 containing NOA 881SS, and the correct FEGLI code.	Table A-10
		5	Resubmit the card 5 using the original NOA, after correcting the FEGLI code.	
MG	Invalid MGD code.	3	Resubmit the card 3 after correcting the MGD code.	Table A-15
NA*	Invalid NOA code.	1 and 2	Resubmit cards 1 and 2 after correcting the invalid NOA.	Table A-17
		4	Resubmit the card 4 or 5, after correcting the invalid NOA or the invalid card code.	
		5		
NM	Invalid name of employee.	1 and 2	Submit a card 5 containing blanks in columns 11-15, NOA 780SS, and the correct name in columns 31-57.	Table A-16

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
		5	Resubmit the card 5, using the original NOA, after correcting the invalid name in columns 31-57.	
OS	Invalid occupational series code.	1 and 2	Submit a card 4 or card 5 containing the correct occupational series code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position, (e.g., 101A1). The card 5 NOA will be 820SS.	Table A-18
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid occupational series code.	
		5		
PB	Invalid pay basis code.	1 and 2	Submit a card 4 or card 5 containing the correct pay basis code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 924SS.	Table A-19
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid pay basis code.	
		5		
PH	Invalid physical handicap code.	1 and 2	Submit a card 5, using NOA 916-SS, after correcting the invalid physical handicap code.	Table A-22
		5		
PO	Invalid position occupied code.	1 and 2	Submit a card 4 or card 5 containing the correct position occupied code. The card 4 will contain the original NOA of the card 1 with "1" in the 5th position, (e.g., 101A1). The card 5 NOA will be 891SS.	Table A-23
		4	Resubmit the card 4 or 5 using the original NOA after correcting the invalid position occupied code.	
		5		
PP	Invalid pay plan code.	1 and 2	Submit a card 4 or card 5 containing the correct pay plan code.	

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
			The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101-A1). The card 5 NOA will be 919-SS.	Table A-20
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid pay plan code.	
		5		
PR	Invalid pay rate determinant code.	1 and 2	Submit a card 4 or 5 containing a valid pay rate determinant code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 886SS.	Table A-21
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid pay rate determinant.	
		5		
PS	Invalid or missing position supervisory code.	1 and 2	Submit a card 4 or card 5 containing the correct position supervisory code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 983SS.	Table A-24
		4	Resubmit the card 4 or 5 using the original NOA after correcting the invalid position supervisory code.	
		5		
PT	Invalid position tenure code.	1 and 2	Submit a card 4 or card 5 containing the correct position tenure code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 918SS.	Table A-25
		4	Resubmit the card 4 or 5 using the original NOA after correcting the invalid position tenure code.	
		5		

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
RM	Invalid retired military code.	1 and 2	Submit a card 5 containing NOA 980SS, and the correct retired military code.	Table A-27
		5	Resubmit the card 5, using the original NOA, after correcting the retired military code.	
RT	Invalid retirement code.	1 and 2	Submit a card 5 containing NOA 982SS, and the correct retirement code.	Table A-26
		5	Resubmit the card 5 using the original NOA, after correcting the retirement code.	
SD	Invalid service computation date.	1 and 2	Submit a card 5 with NOA 882SS, after correcting the invalid service computation date.	Table A-29
		5		
SL	Invalid salary.	1 and 2	Submit a card 4 or card 5 containing the correct salary. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position. The card 5 NOA will be 923SS.	Table A-28
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid salary.	
		5		
SN*	Invalid SSN.	1 and 2	Resubmit the card(s) after correcting the SSN in columns 2-10.	Table A-31
		3		
		4 or 6		
		5 (other than NOA code 911-SS)		
		5 (NOA code 911SS)	Resubmit the card 5 correcting the invalid SSN in columns 2-10 and/or 31-39.	
SO*	Invalid SON	1 and 2	Resubmit the card 1 and 2 after correcting the invalid SON in	

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
			the card 2.	Table A-34
		3, 4, or 6	Resubmit the card 3, 4, or 6 after correcting the invalid SON.	
		5	Resubmit the card 5 after correcting the invalid SON in columns 27-30.	
SP	Invalid special program identifier code.	1 and 2	Submit a card 5 containing NOA 887SS, and the correct special program identifier code.	Table A-32
		4	Resubmit the card 4 or 5 using the original NOA, after correcting the special program identifier code.	
		5		
SR	Invalid step or rate	1 and 2	Submit a card 4 or card 5 containing a valid step or rate. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 922SS.	Table A-33
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid step or rate.	
		5		
SX	Invalid sex code	1 and 2	Submit a card 5 containing NOA 912SS and the correct sex code.	Table A-30
		5		
TA	Invalid type of appointment code	1 and 2	Submit a card 4 or card 5 containing a valid type of appointment code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 930SS.	Table A-44
		4	Resubmit the card 4 or 5 using the original NOA, after correcting the invalid type of appointment code.	
		5		
TB	Invalid work schedule code.	1 and 2	Submit a card 4 or card 5 containing a valid work schedule code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g.,	

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
			101A1). The card 5 NOA will be 917SS.	Table A-47
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid work schedule code.	
		5		
TC	Incomplete, invalid or blank date of completion of training.	6	Resubmit with correct completion date, if date was in error. If completion date is later than submission date, resubmit when course is completed. Date should be in year, month, day format (i.e., 1 March 1975 would be 750301).	Table A-35
TD	Incomplete or invalid training direct costs.	6	Resubmit the card 6 after making the appropriate correction.	Table A-36
TH	Incomplete or invalid training on-duty hours.	6	Resubmit the card 6 after making the appropriate correction.	Table A-39
TI	Incomplete or invalid training special interest program code.	6	Resubmit the card 6 after making the appropriate correction.	Table A-41
TK	Incomplete or invalid training indirect costs.	6	Resubmit the card 6 after making the appropriate correction.	Table A-37
TN	Incomplete or invalid training non-duty hours.	6	Resubmit the card 6 after making the appropriate correction.	Table A-38
TP	Incomplete, invalid, or blank principal purpose of training code.	6	Resubmit the card 6 after making the appropriate correction.	Table A-40

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
TS	Incomplete, invalid, or blank source of training code.	6	Resubmit the card 6 after making the appropriate correction.	Table A-42
TT	Incomplete, invalid, or blank type of training code.	6	Resubmit the card 6 after making the appropriate correction.	Table A-43
TU	Invalid UIC	1 and 2	Submit a card 4 or card 5 containing a valid UIC. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 927SS.	Table A-45
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid UIC.	
		5		
VP	Invalid veterans preference code.	1 and 2	Submit a card 5 containing NOA code 883SS and the correct veterans preference code.	Table A-46
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid veterans preference.	
		5		

Table 4-3. Compatibility Errors

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
XA	Incompatible appointment status chain.	1 and 2	Submit a card 4 containing valid and compatible data for the following data elements, as appropriate: a. type of appointment b. employee tenure c. position occupied	Table 2-1
		4		
		5		

Table 4-3—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
XC	Incompatible occupational series/functional classification code.	1, 2 and 3	Submit a card 4 containing valid and compatible data, as follows: <ol style="list-style-type: none"> a. If the occupation series code is in the scientist and engineer category, the functional classification code must be valid—but not zeros. b. If the occupation series code is not in the scientist and engineer category, then the functional classification must be zeros. 	FPM Supplement 296-31, Book V, Table 3, Exhibit 1.
		4		
		5		
		1 and 2	Verify the educational level. If the educational level is 13 or higher, the academic discipline and date degree attained must contain valid data other than zeros. If the level is 12 or less, the academic discipline and date degree attained must be zero. Submit 5 card to correct the educational level (NOA984), academic discipline (NOA985) and year degree attained (NOA986), as appropriate. The correction 5 cards <i>MUST</i> be submitted in the same cycle.	Tables A-1 A-5, A-7
XE	Incompatible education data elements.	5	Verify educational level. If the educational level is 13 or higher, then the academic discipline and date degree attained fields must contain valid data other than zero. If input 5 card was to change educational level from 12 or less to 13 or higher, submit 5 cards to change educational level (NOA984), academic discipline (NOA985), and year degree at-	

Table 4-3—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
			tained (NOA986). The 5 cards <i>MUST</i> be submitted in the same cycle.	
XF	Incompatible function designator/command code chain.	1 and 2	Submit a card 4 with valid and compatible data for the following data elements, as appropriate: a. function designator b. command code	Table 2-2
		4		
		5		
XI	Incompatible special program identifier data chain.	1 and 2	Submit a card 4 containing valid and compatible data for the following data elements, as appropriate: a. special program ID b. employee tenure c. position occupied d. pay plan e. veteran preference	Table 2-5
		4		
		5		
XL*	Incompatible SON/GSA.	1 and 2	Verify that employees working in the State or country (the first two positions of the GSA code) are serviced by the SON depicted in the transaction. If they are not correct, submit a card either 4 or 5 containing correct data for these two data elements. If they are correct, notify MILPERCEN.	Paragraph 2-3c (9).
		4		
		5		
XN	Incompatible NOA data chain.	1 and 2	Submit a card 4 containing valid and compatible data for the following data elements, as appropriate: a. NOA b. employee tenure c. position occupied If the incompatibility is due to an incorrect NOA, place the correct NOA in the card 4 with the appropriate NOA suffix; e.g., if original card 1 NOA was 10-1AA, but <i>should have been</i> 100-	Table 2-4
		4		

Table 4-3—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
			AA, submit a card 4 with an NOA of 100A1.	
XP	Incompatible pay data chain (pay plans <i>other</i> than AD, CZ, SZ, WZ, FC, YV and YW).	1 and 2	Submit a card 4 containing valid and compatible data for the following data elements, as appropriate: a. pay plan b. occupational series c. grade d. step e. pay basis f. salary g. pay rate determinant	Table 2-3
		4		
		5		
XS	Incompatible pay data chain (pay plans AD, CZ, FC, SZ, WZ, YV, or YW).	1 and 2	Submit a card 4 containing valid and compatible data for the following data elements, as appropriate: a. pay plan b. occupational series c. grade d. step e. pay basis f. salary g. pay rate determinant h. GSA location code i. work schedule	Table 2-3
		4		
		5		
XU	The UIC in the transaction is not registered at HQDA.	1 and 2	Verify that the UIC in the transaction is valid. If it is <i>not</i> , submit a card 4 containing the correct UIC, command code, GSA code, and SON. If UIC is valid, notify MILPERCEN.	
		4		
		5		
XY	Incompatible command code UIC chain.	1 and 2	Verify that the UIC depicted in the transaction is valid for this command code. If it is <i>not</i> , submit a card 4 containing correct UIC, command/GSA code, and SON. If UIC and command are valid, notify MILPERCEN.	Paragraph 2-3c(8).
		4		
		5		

Table 4-4. Major Processing Errors

Condition			Corrective Action	
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
UA*	No record on CPMF for this SSN.	4	Resubmit the transaction with correct SSN or submit cards 1 and 2 and 3 to create a record(s) for this SSN.	
		5		
		6		
UB*	Work schedule on CPMF is other than I for an intermittent employee (NOA code 932SS only).	5	Submit card 5 containing correct work schedule, or do not submit a card 5 containing NOA code 932SS.	Table A-47
UC	Cards 1 and 2 contain more than 12 errors.	1 and 2	Submit corrected cards 1 and 2.	
UD*	This employee is currently on CPMF.	1 and 2	Submit cards 1 and 2 containing correct SSN for new employee, or submit appropriate change transaction.	
UE	Incomplete re-assignment (CC) transaction.	4	Resubmit the card 4 after insuring that, as a minimum, the UIC, command code, GSA code, position, supervisory, and the six mandatory elements are included.	Table 2-12 Line 5.
UF*	Card 1 submitted without a card 2.	1	Resubmit card 1 and card 2.	
UG*	Card 2 submitted without a card 1.	2	Resubmit card 1 and card 2.	
UH*	Name on transaction does not match CPMF for this SSN.	4	If SSN is valid, correct name on transaction or change name on CPMF and then resubmit the transaction.	
		5		
		6		

Table 4-4—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
UJ*	SON on transaction does not match SON on CPMF for this SSN.	4	Correct SON or submit a reassignment (CC) action.	
		5	Resubmit card 5 with correct SON, or submit a card 4 to correct SON in master file, if appropriate.	
UK	Two or more sets of cards 1 and 2 for the same SSN with different data from the same SON.	1 and 2	Submit only one set of cards 1 and 2.	
UL*	Two or more sets of cards 1 and 2 for the same SSN from different SONs.	1 and 2	Resubmit cards 1 and 2 after verifying employment and SON.	
UM*	Matching cards 1 and 2 and a card 5 loss with the same EDOA from same SON and a CPMF record already exists.	1 and 2	Resubmit appropriate card 4 or card 5 transaction.	
		5		
UN*	Accession received from current CPMF SON and matching loss received from another SON.	1 and 2	Current servicing CPO should submit the appropriate card 4 CC or SS action.	
		5		

Table 4-4—Continued

Condition			Corrective Action	
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
UP*	Furlough, LWOP, or suspension received for an employee in a nonpay status.	5	Verify employee's pay status and take corrective action as necessary.	
UR*	RTD received for an employee not in a non-pay status.	5	Verify employee's pay status and take corrective action as necessary.	
US*	Cards 1 and 2 with EC pay plan received and CPMF record already exists from the same SON.	1 and 2	Resubmit using temporary SSN, if employee serves under two different appointments. If one appointment only is involved, take no corrective action.	Table A-31.
UT*	Cards 1 and 2 with EC pay plan received and CPMF record already exists from different SON.	1 and 2	Resubmit, using temporary SSN.	Table A-31
UU	No CPMF record exists for this card 3.	3	<ul style="list-style-type: none"> a. Card 3 was used to create an EEOMF record. Assure that the SSN is correct. b. Submit cards 1 and 2 to establish a CPMF record, if the card 3 was correct. c. If card 3 as submitted in error, or contained an SSN error, submit a card 5 containing NOA 933SS to delete the erroneous EEOMF record. 	
UV*	No record on EEOMF for this SSN, (applies to 933SS actions only).	5	Resubmit the transaction with correct SSN.	

Table 4-4—Continued

Condition			Corrective Action	
If Error Code Is	Indicating	And The Input Card Was	Then	Reference
UW	Card 1 and card 2 received with no card 3 or EEOMF record.	1 and 2	<p>a. Submit card 3 to establish an EEOMF record, if the card 1 and card 2 are correct.</p> <p>b. If card 1 and card 2 were submitted in error, or contained an SSN error, submit a card 5 containing NOA 911SS to change the SSN, or submit a card 5 containing the original 3-digit NOA and suffix AZ to delete the erroneous CPMF record.</p>	
UX*	933SS action received and CPMF record exists for the SSN.	5	<p>a. Card 5 was received to delete an EEO record for which a CPMF record exists.</p> <p>b. Assure the SSN is incorrect. If correct, and employee is not employed by the Army, submit a 5 card loss transaction to delete the CPMF record.</p>	
UY*	Combined on-duty and non-duty training hours total less than 0008.	6	No action required if hourly fields are correct since this would not be a reportable course. Resubmit with correct hourly fields, if either is incorrect.	Table A-38, A-39.
UZ*	Combined on-duty and non-duty training hours exceed 960 hours and source is 1, 2 or 5.	6	No action required if hours and source are correct since this would not be a reportable course. Resubmit with correct hourly or source fields, if either is incorrect.	Table A-38, A-39

Table 4-5. Format for Information Notice

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Will contain an N.
2	SSN	2-10	
3	Name	11-15	5 positions (if available).
4	NOA	16-20	See table 4-6 for information code.
5	EDOA	21-26	Contains either the transaction EDOA or HQDA processing date.
6	SON	27-30	
7	Blank	31-33	
8	Information code	34-35	See table 4-6.
9	Blank	36	
10	Message	37-80	See table 4-6.

Table 4-6. Information Codes

<i>Code</i>	<i>Message</i>	<i>Explanation Of Code And Action Required</i>
ZB	HQDA corrected POS 2-4 of UIC xxxxxx.	<ul style="list-style-type: none"> a. This information notice contains the NOA code of input transaction. b. Alphabetic I or O was encountered in positions 2, 3, or 4 of the UIC field and was changed to numeric one or zero. c. Verify that the UIC shown in positions 69-74 is correct.
ZC	Master in LWOP status over 90 days.	<ul style="list-style-type: none"> a. This information notice contains the NOA code that placed the individual in LWOP status. b. Verify that this employee is in a LWOP status. If not, submit a RTD or loss action.
ZD	YV employee on rolls after 30 Sept.	<ul style="list-style-type: none"> a. This information notice contains the current NOA code from CPMF. b. If this summer employee is still working, the pay plan must be changed; if not, a loss action must be submitted.
ZE	Action posted to a record in a loss status.	<ul style="list-style-type: none"> a. This information notice contains the NOA code of the input transaction. b. The transaction updated the record of a person no longer employed by the Army. c. Insure that the transaction submitted was intended for this employee. d. Submission of a card 5 containing a loss cancellation NOA (see app B) or a card 4 containing the NOA suffix of CC will activate this employee's record if the record has been inactive less than 120 days. Submission of cards 1 and 2 containing an NOA suffix of AA will reinstate the record regardless of the inactive time period.
ZF	Processed date used for EDOA.	<ul style="list-style-type: none"> a. This information notice contains the NOA code of the input transaction. b. The EDOA of the input transaction was invalid; there-

Table 4-6—Continued

Code	Message	Explanation Of Code And Action Required
		fore, the current processing date was placed in this field.
ZG	This inactive record was activated.	<ul style="list-style-type: none"> c. No action required. a. This information notice contains the NOA code of the input transaction. b. This employee, who was previously dropped from the Army rolls, has been reactivated on the CPMF. c. If this employee is not now employed by the Army, notify MILPERCEN.
ZH	Trnsfrd from xxxx submit CC upon arrival.	<ul style="list-style-type: none"> a. This information notice contains NOA code 935MM. b. This employee was reported as being transferred from the SON indicated in positions 50-53. c. If employee has arrived, submit a reassignment (NOA suffix CC) action. d. This notice is placed in the error suspense file for later followup action.
ZI	Month-end processed date used for EDOA.	<ul style="list-style-type: none"> a. This information notice applies to NOA code 932SS actions only. b. The EDOA of the input transaction was invalid; therefore, the month-end processing date was placed in this field. c. No action required.
ZJ	Card 3 SON changed to xxxx.	<ul style="list-style-type: none"> a. This information notice contains "CARD 3" in the NOA field. b. A CPMF record currently exists for this SSN containing the SON shown in positions 59-62 of this notice. Therefore, an EEOMF record was created for this SSN, containing the SON from the CPMF. c. Review situation and notify MILPERCEN.
ZK	Master shows previous loss for this SSN.	<ul style="list-style-type: none"> a. This information notice contains the NOA code of input transaction. b. A loss action was previously received and posted for this SSN. c. Insure that the transaction submitted was intended for this employee; if so, no corrective action is required. If not, correct SSN and resubmit loss action.
ZL	Card 3 submitted by SON xxxx.	<ul style="list-style-type: none"> a. This information notice contains "CARD 3" in the NOA field. b. A card 3 was submitted by the SON shown in positions 61-64 of this information notice. HQDA generated an EEOMF record for this SSN, containing the SON from the CPMF. c. Review and notify MILPERCEN.
ZM	Card 3 SON invalid, CPMF SON used.	<ul style="list-style-type: none"> a. This information notice contains "CARD 3" in the NOA field. b. SON in the card 3 was invalid or missing; therefore, the SON from the matching CPMF record was used to

Table 4-6—Continued

<i>Code</i>	<i>Message</i>	<i>Explanation Of Code And Action Required</i>
ZN	Action posted to CPMF in a nonpay status.	<p>create an EEOMF record. If action taken by HQDA is not correct, notify MILPERCEN.</p> <p>a. This information notice contains the NOA code of the input transaction.</p> <p>b. The transaction updated the record of an employee in a nonpay status.</p> <p>c. Submission of a card 5 (containing an NOA code of 280-AA or 292AA) will place this employee in a pay status.</p>
ZP	Citizenship code changed from x to 1.	<p>a. This information notice contains the NOA code of input transaction.</p> <p>b. CPMF record was updated as indicated.</p> <p>c. If CPMF record is correct, do nothing; otherwise, submit a corrected transaction.</p>
ZQ	Transaction placed in future actions file.	<p>a. This information notice contains the NOA code of input transaction.</p> <p>b. Transaction will be recycled by HQDA in next update cycle.</p>
ZR	Position occupied code changed from x to 2.	<p>a. This information notice contains the NOA code of input transaction.</p> <p>b. CPMF record was updated as indicated.</p> <p>c. If CPMF record is correct, do nothing; otherwise, submit a corrected transaction.</p>
ZS	SPID changed from xx to xx.	<p>a. This information notice contains the NOA code of input transaction.</p> <p>b. CPMF record was updated as indicated.</p> <p>c. If CPMF record is correct, do nothing; otherwise, submit a corrected transaction.</p>
ZT	Transaction SSN changed to xxxxxxxxx.	<p>a. The SSN in pos 64-72 is the SSN from the CPMF record that will be updated in the next update cycle.</p> <p>b. If the correct CPMF record will be updated, do nothing.</p> <p>c. If the CPMF SSN is incorrect, submit 911SS NOA to correct the CPMF SSN.</p> <p>d. If the transaction will update the wrong CPMF record, notify HQDA (DAPC-PSY).</p>
ZU	Check costs-hours.	No action if both costs and hours are found to be correct. If any of the four fields was in error, submit a 6 card cancellation for original transaction and a new training card with the correct data.
ZW	Check hours-costs source.	No action required, if course was valid. If, however, course was found to have constituted on-the-job training, submit a 6 card cancellation since on-the-job training courses are not reportable.

Table 4-7. Format for Followup Notice

<i>Line no.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Will contain an F.
2	SSN	2-10	
3	Name	11-15	5 positions (if available).
4	NOA	16-20	Same as the error notice.
5	EDOA	21-26	Same as the error notice.
6	SON	27-30	
7	Blank	31-33	
8	Error code	34-35	Indicates the unresolved error condition.
9	Blank	36-60	
10	Message	61	

CHAPTER 5

STATUS AND RECONCILIATION (S&R) REPORT

Section I. GENERAL

5-1. Purpose. This report generated at HQDA is an essential part of the overall CIVPERSINS-I system, RCS CSGPA-1103, and will—

a. Serve as a tool for reconciling differences between the serviced strength figures as reflected in HQDA files and as maintained in the servicing civilian personnel offices.

b. Assist in the control and validation of input transactions from the time they are dispatched until they have completed the processing cycle at HQDA.

c. Aid management in reviewing and measuring the effectiveness of the civilian personnel office in fulfilling the CIVPERSINS-I reporting requirements.

d. Serve as a research and historical document for reference purposes.

5-2. Report preparation. *a.* This report (fig. 5-1) will be prepared monthly by MILPER-

CEN immediately following the completion of the month-end update.

b. Information sources for this report will be:

(1) Input transactions received and processed for the report month.

(2) CIVPERSINS-I, master files at HQDA.

(3) CIVPERSINS-I error suspense file at HQDA.

5-3. Distribution. *a.* Applicable sections of the report will be mailed to each installation or activity and major command on or about the 13th of each month, immediately following the month-end update cycle. Reports for activities serviced by non-Army civilian personnel offices will be mailed to the responsible major or subordinate command headquarters.

b. Changes in mailing addresses should be promptly reported to HQDA (DAPC-PSY).

Section II. INPUT AND ERROR SUMMARY (PART I)

5-4. Reconciliation of input transactions. *a.* Part I of the report (fig. 5-1) permits reconciliation of volume and type of input transactions submitted by an installation or activity to input actually received and processed at HQDA. It also gives a general indication of the quality of the input transactions.

b. To facilitate the reconciliation process, line entries are displayed by the mid-month (MM) and month-end (ME) processing cycles, as well as monthly totals. Descriptions of line item entries are as follows:

<i>Line entry No.</i>	<i>Description</i>
1 ----	The number of transaction cards received at HQDA by card type under the SSCN shown in

	the report. The code BB will be entered for shipments with missing control numbers.
2 ----	The number of transaction cards posted to the CPMF, EEOMF, and CTF.
3 ----	The number of cards <i>not</i> posted to the CPMF, EEOMF, and CTF, including rejected cards, duplicate cards, and cards with invalid card codes.
4 ----	The number of error notices (E cards) that require corrective action.
5 ----	The installation/activity transaction card error rate. Rate is computed by dividing the number of error notices (line 4) by each total on line 1.

Note. While these figures are not a precise indicator of input quality, they do serve as a comparative guide to past performance and to the performance of other installations and activities.

- 6 ---- The transaction card error rate for all installations and activities. Rate is computed by dividing the total of all input transactions received at HQDA for the cycle or month into the total of all error notices generated.
- 7 ---- The number of information notices (N cards) generated at HQDA and submitted to the installation or activity.
- 8 ---- The number of followup notices (F cards) generated at HQDA for unresolved error conditions.
- 9 ---- The number of error conditions outstanding on the HQDA error suspense file as of the end of the report month. The "report month" line entry denotes error conditions detected during the ME cycle and the number of error conditions outstanding for the MM cycle. The "previous month" line entry denotes error conditions outstanding for 31 to 45 days (previous ME cycle) and for 46 to 60 days (previous MM cycle). The "prior to previous month" line entry denotes error conditions outstanding for more than 60 days.

Section III. SERVICED STRENGTH (PART II)

5-6. General. Part II of the report (figs. 5-2 through 5-5) provides the installation or activity with the opportunity to validate each month their serviced strength on the CPMF. It includes sufficient information to permit a reconciliation of any out-of-balance condition between the CPMF and the actual serviced population as of the last day of the month shown in the report heading.

5-7. Reconciliation of serviced strength (section A). *a.* See figure 5-1 for this portion of the report.

b. Descriptions of line entries are as follows:

<i>Line Entry No.</i>	<i>Description</i>
1 ----	The total serviced population as of the previous month-end.
2A ----	All accession (AA) and loss cancellation (LZ) type actions processed during the report month.
2B ----	Movement gain (CC) and movement gain cancellation (CZ) actions involving a change in the SON, thereby increasing serviced strength.
2C ----	The number of records changed by HQDA to reflect movement to the SON shown in the heading of the report, thereby increasing serviced strength. Changes were made at the request of the civilian personnel office.

5-5. Reconciliation procedures. Should you desire to reconcile this S&R Report with information/statistics maintained locally, the following procedures should be followed:

a. Verify the card count (totals) in line 1 or the report with the number of transaction cards submitted by the installation or activity under the indicated SSCN. This will establish whether HQDA received all of the input submitted.

b. Verify receipt of the number of error, information, and followup notices on lines, 4, 7, and 8. This will assist in proper routing, receipt, and control of HQDA-generated notices.

c. Notify MILPERCEN immediately by telephone or message of any discrepancies. In the event of condition MINIMIZE, hand-carry or use air mail.

<i>Line Entry No.</i>	<i>Description</i>
3A ----	All loss (LL) and accession cancellation (AZ) actions processed during the report month, except 460LL, 470LL, 472LL, and 365LL.
3B ----	Any movement (CC), or movement gain cancellation (CZ) actions submitted by other civilian personnel offices picking up the accountability for an employee formerly serviced by the SON shown in the heading of the report.
3C ----	Indicates the number of records changed by HQDA from the SON shown in the heading of the report to another SON, thereby decreasing serviced strength. Changes were made at the request of the gaining installation or activity.
4 ----	The total serviced strength population as recorded on the CPMF as of the end of the month shown in the heading of the report. (See para 5-11 if these figures do not agree with the CPO's actual serviced population figure as of the same day.)
5 ----	The figure under column heading "CPMF" indicates the number of CPMF records with one or more missing data elements.
6 ----	The number of departure notices (935MM) submitted by this SON for which a 4 card 'CC' transaction has not been submitted by the gaining SON.

5-8. Strength transactions processed (section B). *a.* See figure 5-3 for this portion of the report.

b. This section lists all of the individual

strength transactions summarized on line entries 2A through 3C of section A.

5-9. Summary of rejected strength transactions for report month (section C). *a.* See figure 5-4 for this portion of report.

b. This section shows a summary of strength transactions rejected by HQDA during the report month. These figures are *not* included in the totals shown in section A.

5-10. Rejected strength transactions for report month (section D). *a.* See figure 5-5 for this portion of the report.

b. This section lists all of the individual strength transactions summarized in section C. It also gives the reason for rejection. These transactions are *not* included in the totals shown in section A.

c. Rejections should be corrected quickly and resubmitted to HQDA. Quick response will facilitate strength reconciliation of subsequent reports as well as provide more accurate strength and statistical data at HQDA.

5-11. Action recommended if serviced strength is out-of-balance. *a.* If serviced strength of the CPMF cannot be reconciled to the CPO's actual serviced strength, consider the following questions:

(1) Were all strength transactions for the report month submitted in sufficient time to arrive at HQDA by 1200 hrs on the 5th and 15th workday? Was submission verified by local AUTODIN terminal officials? If so, do they all appear in sections B or D?

(2) Have the rejected strength transactions for the report month shown in sections C and D been considered?

(3) Have all rejected strength transactions for previous months been corrected and resubmitted?

(4) Have all of the movement actions (CC) to other CPO's been reported by the gaining CPO? (Check line 5 of section B and line 4 of section D.)

b. If still unable to reconcile the difference, contact MILPERCEN immediately by telephone or message. In the event of condition MINIMIZE, hand-carry or use airmail.

CIVPERSINS STATUS AND RECONCILIATION REPORT / CSGPA-1103

FOR MONTH OF NOV 1974

SON-9050

NOTE—DIRECT QUESTIONS REGARDING THIS REPORT TO CIVILIAN PERSONNEL SYSTEMS DIVISION STAFF,
MILPERCEN, HQDA, USING AUTOVON NUMBERS 221-9414 OR THROUGH AREA CODE 202, 325-9414.

Part I—INPUT AND ERROR SUMMARY

1. CARDS RECEIVED UNDER SSCN 49, 50, 51

	MM CYCLE	ME CYCLE	TOTAL
ONE CARDS	15	9	24
TWO CARDS	15	8	23
THREE CARDS	15	9	24
FOUR CARDS	25	6	31
FIVE CARDS	75	29	104
SIX CARDS	10	3	13
OTHERS	0	1	1
Total	155	65	220
2. CARDS POSTED TO CPMF, CTF, AND EEOMF	135	61	196
*3. CARDS NOT POSTED TO CPMF, CTF, AND EEOMF	20	4	24
4. ERROR NOTICES /E CARDS/	13	7	20
5. ERROR RATE THIS SON	8.4%	10.8%	9.1%
6. ERROR RATE DA-WIDE	14.0%	7.9%	11.9%
7. INFORMATION NOTICES/N CARDS/	2	5	7
8. FOLLOWUP NOTICES/F CARDS/	13	15	28
9. OUTSTANDING ERROR NOTICES ON ERROR SUS- PENSE FILE:			
REPORT MONTH	10	6	16
PREVIOUS MONTH	4	5	9
PRIOR TO PREVIOUS MONTH			2
Total			27

*REJECTED CARDS, DUPLICATE CARDS, AND CARDS WITH INVALID CARD CODES

Figure 5-1. Input and error summary.

CIVPERSINS STATUS AND RECONCILIATION REPORT/CSGPA-1103/

FOR MONTH OF NOV 1974

SON-9050

21 July 1975

Part II—SERVICED STRENGTH

Section A. Reconciliation Of Serviced Strength

	CPMF
1. SERVICED POPULATION AT PREVIOUS MONTH-END/LINE 4 OF LAST MONTH REPORT	452
2. PLUS—A. GAINS TO THE ARMY	3
B. GAINS FROM OTHER ARMY SONS	5
C. MASS CHANGES FROM OTHER SONS/MADE AT HQDA/	3
3. LESS—A. LOSSES TO THE ARMY	4-
B. LOSSES TO OTHER ARMY SONS	2-
C. MASS CHANGES TO OTHER SONS/MADE AT HQDA/	0-
4. SERVICED POPULATION AS OF CURRENT MONTH-END /LINE 1 PLUS LINES 2A, 2B and 2C LESS LINES 3A, 3B AND 3C/	457
5. NUMBER OF INCOMPLETE RECORDS /INCLUDED IN LINE 4 ABOVE/	44
6. NUMBER OF DEPARTURE NOTICES IN SUSPENSE (935MM)	15

Figure 5-2. Part II, section A, reconciliation of serviced strength.

FOR MONTH OF DEC 1973

SON—9050

AR 680-330

Part II. SERVICED STRENGTH

Section B. Strength Transactions Processed

	SSN	LAST NAME	NOA	EDOA	LOSING SON	GAINING SON
1. GAINS TO THE ARMY -----	021364704	BROWN	101AA	730902		
	421445709	CAVAN	302LZ	730902		
	159567211	DAVIS	117AA	730909		
2. GAINS FROM OTHER ARMY SONS -----	345678922	CRAME	500CC	730902	2222	
	231241555	DRAKE	712CC	730923	4051	
	233344455	MURPH	712CC	730930	4049	
	412345678	SULLI	614CC	730930	4049	
	413444567	WILAS	702CC	730916	2223	
3. MASS CHANGES FROM OTHER SONS [MADE AT HQDA] -----	707345222	JONAS		730915	4040	
	615423454	MASON		730915	4040	
	424345654	SMITH		730915	4040	
4. LOSSES TO THE ARMY -----	404565434	BOORM	310LL	730901		
	576774589	DORSE	330LL	730908		
	019232474	MOORE	108AZ	730922		
	316434545	WILLI	316LL	730922		
5. LOSSES TO OTHER ARMY SONS -----	780325478	GREEN	614CC	730902	----	4041
	020342465	ROBER	720CZ	730923	----	3333
6. MASS CHANGES TO OTHER SONS [MADE AT HQDA]						

Figure 5-3. Part II, section B, strength transactions processed.

21 July 1975

FOR MONTH OF DEC 1973

SON—9050

21 July 1975

Part II. SERVICED STRENGTH

Section C. Summary of Rejected Strength Transactions for Report Month

	CPMF
1. GAINS TO THE ARMY -----	3
2. GAINS FROM OTHER SONS -----	1
3. LOSSES TO THE ARMY -----	2
4. LOSSES TO OTHER ARMY SONS -----	1

Figure 5-4. Part II, section C, summary of rejected strength transactions for report month.

Section D. Rejected Strength Transactions for Report Month

	SSN	LAST NAME	NOA	EDOA	ERROR CODE	LOSING SON	GAINING SON
1. GAINS TO THE ARMY -----	321454322	ANDER	108AA	730916	UC		
	023457569	COOPE	313LZ	730923	UH		
	013056784	WHITE	110AA	730909	US		
2. GAINS FROM OTHER SONS -----	412672235	CASSI	702CC	730902	UE	4982	
3. LOSSES TO THE ARMY -----	020364544	BARBA	352LL	730901	UH		
	101324586	CARWA	120AZ	730929	SN		
4. LOSSES TO OTHER ARMY SONS	273349587	BROWN	720CC	730902	UH		4041

Figure 5-5. Part II, section D, rejected strength transactions for report month.

APPENDIX A

IDENTIFICATION AND DESCRIPTION OF CIVPERSINS-I DATA ELEMENTS

The following is a list of CIVPERSINS-I data elements, arranged in alphabetical sequence, with the corresponding table number.

<i>Data Element</i>	<i>Table No.</i>
Academic discipline	A-1
Career program	A-2
Citizenship	A-3
Command	A-4
Date (year) degree attained	A-5
Date of birth	A-6
Educational level, academic	A-7
Effective date of action (EDOA)	A-8
Employee tenure	A-9
Federal Employees Group Life Insurance (FEGLI)	A-10
Functional classification	A-11
Function designator	A-12
GSA location	A-13
Grade or level	A-14
Minority group designator (MGD)	A-15
Name of employee	A-16
Nature of action (NOA)	A-17
Occupational series	A-18
Pay basis	A-19
Pay plan	A-20
Pay rate determinant	A-21
Physical handicap	A-22
Position occupied	A-23
Position, supervisory	A-24
Position tenure	A-25
Retirement	A-26
Retired military	A-27
Salary	A-28
Service computation date	A-29
Sex	A-30
Social Security Number	A-31
Special program identifier	A-32
Step or rate	A-33
Submitting office number (SON)	A-34
Training, date of completion	A-35
Training, direct costs	A-36
Training, indirect costs	A-37
Training, non-duty hours of	A-38
Training, on-duty hours of	A-39

<i>Data Element</i>	<i>Table No.</i>
Training, principal purpose of	A-40
Training, special interest program	A-41
Training, source	A-42
Training, type	A-43
Type of appointment	A-44
Unit identification code (UIC)	A-45
Veterans preference	A-46
Work schedule	A-47

Table A-1. Academic Discipline

Definition: A designation of a field of study at an institution for higher education (schooling beyond grade 12).

Source: SF 171 or SF 172.

Field: Four (4) numeric characters.

PREFACE

The academic disciplines making up this table are grouped in the following broad categories, with code ranges. This table is intended to assist in directing you more quickly to the code for the specific discipline involved.

Agro/Animal Sciences
codes 0101 through 0199

Architecture/Environment
codes 0201 through 0299

Geographical Studies
codes 0301 through 0399

Biological Sciences
codes 0401 through 0499

Banking/Business/Commerce
codes 0501 through 0599

Communications/Journalism/Advertising
codes 0601 through 0699

Data Processing/Information Sciences
codes 0701 through 0799

Education
codes 0801 through 0899

Engineering Disciplines
codes 0901 through 0999

Arts: Fine/Performing/Applied
codes 1001 through 1099

Language—Foreign
codes 1101 through 1199

Table A-1—Continued

Health Care
codes 1201 through 1299

Home/Consumer Economics
codes 1301 through 1399

Law
codes 1401 through 1499

English Language Arts
codes 1501 through 1599

Library Sciences
codes 1601 through 1699

Mathematic Disciplines
codes 1701 through 1799

Military Sciences
codes 1801 through 1899

Physical Sciences
codes 1901 through 1999

Psychology
codes 2001 through 2099

Public Services
codes 2101 through 2199

Social/Political Sciences
codes 2202 through 2299

Theology
codes 2301 through 2399

Multiple Disciplines;
e.g. Engineering and Psychology
codes 4901 through 4999

<i>Code</i>	<i>Academic Discipline</i>	<i>Code</i>	<i>Academic Discipline</i>
0101	Agriculture, general	0201	Environmental design, general
0102	Agronomy (field crops, and crop management)	0202	Architecture
0103	Soils science (management and conservation)	0203	Interior design
0104	Animal science (husbandry)	0204	Landscape architecture
0105	Dairy science (husbandry)	0205	Urban architecture
0106	Poultry science	0206	City, community, and regional planning
0107	Fish, game, and wildlife management	0299	Other, related
0108	Horticulture (fruit and vegetable production)	0301	Asian studies, general
0109	Ornamental horticulture (floriculture, nursery)	0302	East Asian studies
0110	Agricultural and farm management	0303	South Asian (India, etc.) studies
0111	Agricultural economics	0304	Southeast Asian studies
0112	Agricultural business	0305	African studies
0113	Food science and technology	0306	Islamic studies
0114	Forestry	0307	Russian and Slavic studies
0115	Natural resources management	0308	Latin American studies
0116	Agriculture and forestry technologies (baccalaureate and higher programs)	0309	Middle Eastern studies
0117	Range management	0310	European studies, general
0199	Other, related	0311	Eastern European studies
		0312	West European studies

Table A-1—Continued

<i>Code</i>	<i>Academic Discipline</i>	<i>Code</i>	<i>Academic Discipline</i>
0313	American studies	0699	Other, related
0314	Pacific area studies	0701	Computer and information sciences, general
0399	Other, related	0702	Information sciences and systems
0401	Biology, general	0703	Data processing
0402	Botany, general	0704	Computer programming
0403	Bacteriology	0705	Systems analysis
0404	Plant pathology	0799	Other, related
0405	Plant pharmacology	0801	Education, general
0406	Plant Physiology	0802	Elementary education, general
0407	Zoology, general	0803	Secondary education, general
0408	Pathology, human and animal	0804	Junior high school education
0409	Pharmacology, human and animal	0805	Higher education, general
0410	Physiology, human and animal	0806	Junior and community college education
0411	Microbiology	0807	Adult and continuing education
0412	Anatomy	0808	Special education, general
0413	Histology	0809	Administration of special education
0414	Biochemistry	0810	Education of the mentally retarded
0415	Biophysics	0811	Education of the gifted
0416	Molecular biology	0812	Education of the deaf
0417	Cell biology (cytology, cell physiology)	0813	Education of the culturally disadvantaged
0418	Marine biology	0814	Education of the visually handicapped
0419	Biometrics and biostatistics	0815	Speech correction
0420	Ecology	0816	Education of the emotionally disturbed
0421	Entomology	0817	Remedial education
0422	Genetics	0818	Special learning disabilities
0423	Radiobiology	0819	Education of the physically handicapped
0424	Nutrition, scientific (excludes nutrition in home economics and dietetics)	0820	Education of the multiple handicapped
0425	Neurosciences	0821	Social foundations (history and philosophy)
0426	Toxicology	0822	Educational psychology (include learning theory)
0427	Embryology	0823	Pre-elementary education (kindergarten)
0498	Wildlife biology	0824	Educational statistics and research
0499	Other, related	0825	Educational testing, evaluation, and measurement
0501	Business and commerce, general	0826	Student personnel (counseling and guidance)
0502	Accounting	0827	Educational administration
0503	Business statistics	0828	Educational supervision
0504	Banking and finance	0829	Curriculum and instruction
0505	Investments and securities	0830	Reading education (methodology and theory)
0506	Business management and administration	0831	Art education (methodology and theory)
0507	Operations research	0832	Music education (methodology and theory)
0508	Hotel and restaurant management	0833	Mathematics education (methodology and theory)
0509	Marketing and purchasing	0834	Science education (methodology and theory)
0510	Transportation and public utilities	0835	Physical education
0511	Real Estate	0836	Driver and safety education
0512	Insurance	0837	Health education (include family life education)
0513	International business	0838	Business, commerce, and distributive education
0514	Secretarial studies (baccalaureate and higher programs)	0839	Industrial arts, vocational, and technical education
0515	Personnel management	0897	Guidance counseling
0516	Labor and industrial relations	0898	Vocational counseling
0517	Business economics	0899	Other, related
0599	Other, related	0901	Engineering, general
0601	Communications, general	0902	Aerospace, aeronautical and astronautical engineering
0602	Journalism (printed media)	0903	Agricultural engineering
0603	Radio/television	0904	Architectural engineering
0604	Advertising	0905	Bioengineering and biomedical engineering
0605	Communications media (use of videotape, films, etc., oriented specifically toward radio/television)		

Table A-1—Continued

Code	Academic Discipline	Code	Academic Discipline
0906	Chemical engineering (include petroleum refining)	1203	Nursing (baccalaureate and higher programs)
0907	Petroleum engineering (exclude petroleum refining)	1204	Dentistry, D.D.S. or D.M.D. degree
0908	Civil, construction, and transportation engineering	1205	Dental specialties (work beyond first professional degree D.D.S. or D.M.D.)
0909	Electrical, electronics, and communications engineering	1206	Medicine, M.D. degree
0910	Mechanical engineering	1207	Medical specialties (work beyond first professional degree, M.D.)
0911	Geological engineering	1208	Occupational therapy
0912	Geophysical engineering	1209	Optometry
0913	Industrial and management engineering	1210	Osteopathic medicine, D.O. degree
0914	Metallurgical engineering	1211	Pharmacy
0915	Materials engineering	1212	Physical therapy
0916	Ceramic engineering	1213	Dental hygiene (baccalaureate and higher programs)
0917	Textile engineering	1214	Medical record librarianship
0918	Mining and mineral engineering	1216	Podiatry (Pod. D. or D.P.) or podiatric medicine (D.P.M.)
0919	Engineering physics	1217	Biomedical communication
0920	Nuclear engineering	1218	Veterinary medicine (D.V.M. degree)
0921	Engineering mechanics	1219	Veterinary medicine specialties (work beyond first professional degree, D.V.M.)
0922	Environmental and sanitary engineering	1220	Speech pathology and audiology
0923	Naval architecture and marine engineering	1221	Chiropractic
0924	Ocean engineering	1222	Clinical social work (medical and psychiatric and specialized rehabilitation services)
0925	Engineering technologies (baccalaureate and higher programs)	1223	Medical laboratory technologies (baccalaureate and higher programs)
0999	Other, related	1224	Dental technologies (baccalaureate and higher programs)
1001	Fine arts, general	1225	Radiologic technologies (baccalaureate and higher programs)
1002	Art (painting, drawing, sculpture)	1299	Other, related
1003	Art history and appreciation	1301	Home economics, general
1004	Music (performing, composition, theory)	1302	Home decoration and home equipment
1005	Music (liberal arts program)	1303	Clothing and textiles
1006	Music history and appreciation (musicology)	1304	Consumer economics and home management
1007	Dramatic arts	1305	Family relations and child development
1008	Dance	1306	Foods and nutrition (include dietetics)
1009	Applied design (ceramics, weaving, textile design, fashion design, jewelry, metalsmithing, interior decoration, commercial art)	1307	Institutional management and cafeteria management
1010	Cinematography	1399	Other, related
1011	Photography	1401	Law, general
1099	Other, related	1499	Other, related
1101	Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)	1501	English, general
1102	French	1502	Literature, English
1103	German	1503	Comparative literature
1104	Italian	1504	Classics
1105	Spanish	1505	Linguistics (include phonetics, semantics, and philology)
1106	Russian	1506	Speech, debate, and forensic science (rhetoric and public address)
1107	Chinese	1507	Creative writing
1108	Japanese	1508	Teaching of English as a foreign language
1109	Latin	1509	Philosophy
1110	Greek, classical	1510	Religious studies (exclude theological professions)
1111	Hebrew	1599	Other, related
1112	Arabic	1601	Library science, general
1113	Indian (Asiatic)	1699	Other, related
1114	Scandinavian languages	1701	Mathematics, general
1115	Slavic languages (other than Russian)	1702	Statistics, mathematical and theoretical
1116	African languages (non-Semitic)		
1199	Other, related		
1201	Health professions, general		
1202	Hospital and health care administration		

Table A-1—Continued

Code	Academic Discipline	Code	Academic Discipline
1703	Applied mathematics	2099	Other, related
1797	Actuarial science	2101	Community services, general
1799	Other, related	2102	Public administration
1801	Military science (Army)	2103	Parks and recreation management
1802	Naval science (Navy, Marines)	2104	Social work and helping services (other than clinical social work)
1803	Aerospace science (Air Force)	2105	Law enforcement and corrections (baccalaureate and higher programs)
1899	Other, related	2106	International public service (other than diplomatic service)
1901	Physical sciences, general	2198	Recreation
1902	Physics, general (exclude biophysics)	2199	Other, related
1903	Molecular physics	2201	Social sciences, general
1904	Nuclear physics	2202	Anthropology
1905	Chemistry, general (exclude biochemistry)	2203	Archaeology
1906	Inorganic chemistry	2204	Economics
1907	Organic chemistry	2205	History
1908	Physical chemistry	2206	Geography
1909	Analytical chemistry	2207	Political science and government
1910	Pharmaceutical chemistry	2208	Sociology
1911	Astronomy	2209	Criminology
1912	Astrophysics	2210	International relations
1913	Atmospheric sciences and meteorology	2211	Afro-American (black culture) studies
1914	Geology	2212	American Indian cultural studies
1915	Geochemistry	2213	Mexican-American cultural studies
1916	Geophysics and seismology	2214	Urban studies
1917	Earth sciences, general	2215	Demography
1918	Paleontology	2299	Other, related
1919	Oceanography	2301	Theological professions, general
1920	Metallurgy	2302	Religious music
1999	Other, related	2303	Biblical languages
2001	Psychology, general	2304	Religious education
2002	Experimental psychology (animal and human)	2399	Other, related
2003	Clinical psychology	4901	General liberal arts and sciences
2004	Psychology for counseling	4902	Biological and physical sciences
2005	Social psychology	4903	Humanities and social sciences
2006	Psychometrics	4904	Engineering and other disciplines
2007	Statistics in psychology	4999	Other, related
2008	Industrial psychology		
2009	Developmental psychology		
2010	Physiological psychology		

Card 5 NOA:

985SS

Remarks:

This listing was taken from *A Taxonomy of Instructional Programs in Higher Education* by National Center for Educational Statistics, Office of Education, U.S. Department of Health, Education, and Welfare.

The "general" category (e.g., 0101) should be used to designate education which combines two or more of the specialties in the field of study involved, but is not primarily either. The "other, related" category (e.g., 0199) should be used only when the field of study involved is not contained in the above codes.

Table A-2. Career Program

Definition:

Coverage in a DA Career Program as determined by position, occupational series, and grade. Excludes voluntary registrants.

Table A-2—Continued

Source:	Civilian personnel office determination based on duties reflected in official position descriptions.																																						
Field:	Two numeric characters																																						
Codes:	<table> <thead> <tr> <th><i>Codes</i></th> <th><i>Career Program</i></th> </tr> </thead> <tbody> <tr> <td>00</td> <td>Not covered in present position</td> </tr> <tr> <td>10</td> <td>Civilian Personnel Administration</td> </tr> <tr> <td>11</td> <td>Comptroller Functional Area</td> </tr> <tr> <td>12</td> <td>Safety Management</td> </tr> <tr> <td>13</td> <td>Supply Management</td> </tr> <tr> <td>14</td> <td>Procurement</td> </tr> <tr> <td>15</td> <td>Quality Control and Inspection</td> </tr> <tr> <td>16</td> <td>Education and Training</td> </tr> <tr> <td>17</td> <td>Materiel Maintenance Management</td> </tr> <tr> <td>18</td> <td>Engineer and Scientist</td> </tr> <tr> <td>19</td> <td>Intelligence</td> </tr> <tr> <td>20</td> <td>Ammunition Inspector (Surveillance)</td> </tr> <tr> <td>21</td> <td>Librarian</td> </tr> <tr> <td>22</td> <td>Information and Editorial</td> </tr> <tr> <td>23</td> <td>Automatic Data Processing (ADP)</td> </tr> <tr> <td>24</td> <td>Transportation</td> </tr> <tr> <td>25</td> <td>Communications</td> </tr> <tr> <td>26</td> <td>Manpower Management</td> </tr> </tbody> </table>	<i>Codes</i>	<i>Career Program</i>	00	Not covered in present position	10	Civilian Personnel Administration	11	Comptroller Functional Area	12	Safety Management	13	Supply Management	14	Procurement	15	Quality Control and Inspection	16	Education and Training	17	Materiel Maintenance Management	18	Engineer and Scientist	19	Intelligence	20	Ammunition Inspector (Surveillance)	21	Librarian	22	Information and Editorial	23	Automatic Data Processing (ADP)	24	Transportation	25	Communications	26	Manpower Management
<i>Codes</i>	<i>Career Program</i>																																						
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11	Comptroller Functional Area																																						
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14	Procurement																																						
15	Quality Control and Inspection																																						
16	Education and Training																																						
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18	Engineer and Scientist																																						
19	Intelligence																																						
20	Ammunition Inspector (Surveillance)																																						
21	Librarian																																						
22	Information and Editorial																																						
23	Automatic Data Processing (ADP)																																						
24	Transportation																																						
25	Communications																																						
26	Manpower Management																																						
Card 5 NOA:	929SS																																						

Remarks: Reference CPR 950-1. Since a number of occupational series not normally covered by career programs could have positions in which 50 percent of the duties could be classified in one of the mandatory series, a rigid exclusion of any series outside of the mandatory series coverage is not intended. For example, series 0301 could apply in several different career programs, yet all 0301 jobs do not meet the criteria for career program coverage.

Table A-3. Citizenship

Definition:	The status of a person's US citizenship.				
Source:	Application for Federal Employment or Certificate of Naturalization.				
Field:	One numeric character				
Codes:	<table> <tbody> <tr> <td>1=US Citizen</td> </tr> <tr> <td>2=Non-US Citizen</td> </tr> <tr> <td>3=Dependent of Military Member</td> </tr> <tr> <td>4=Dependent of Civilian Employee</td> </tr> </tbody> </table>	1=US Citizen	2=Non-US Citizen	3=Dependent of Military Member	4=Dependent of Civilian Employee
1=US Citizen					
2=Non-US Citizen					
3=Dependent of Military Member					
4=Dependent of Civilian Employee					
Card 5 NOA:	914SS				
Remarks:	Codes 3 and 4 are currently restricted to oversea employment.				

Table A-4. Command

Definition:	The command to which the employee is officially assigned.
Source:	The first two characters of the TDA number that identifies the organizational unit of employee assignment.
Field:	Two alphanumeric characters.
<i>Codes</i>	<i>Command</i>
AD	US Army Air Defense Command, including Command and Regional HQ
AG	The Adjutant General
AS	US Army Security Agency (includes NSA)
CB	US Army Criminal Investigation Command
CC	US Army Communications Command
CE	Chief of Engineers
CM	US Army Computer Systems Command
CS	Office, Chief of Staff, US Army
E1	HQ, US Army Europe and Seventh Army
E3	Southern European Task Force
E4	Berlin Command
E7	Seventh US Army
FC	US Army Forces Command
GB	National Guard Bureau
HS	US Army Health Services Command
JA	Joint Activities
MA	United States Military Academy
MD	The Surgeon General
MT	Military Traffic Management Command (MTMC)
MW	US Army Military District of Washington
M1	Headquarters, US Army Materiel Command
M2	US Army Electronics Command
M3	US Army Missile Command
M4	US Army Tank-Automotive Command
M5	US Army Armament Command
M6	US Army Aviation Systems Command
M7	US Army Test and Evaluation Command
M9	US Army Troop Support Command
P3	US Army, Japan
P6	US USMAC THAI Support Group
P7	US Army Forces, Taiwan
P8	Eighth US Army
RC	US Army Recruiting Command
SA	Office, Secretary of the Army
SF	Other Field Operating and Staff Support Agencies of the Secretary of the Army and the Army Staff (includes field or staff support agencies assigned to:

Table A-4—Continued

<i>Codes</i>	<i>Command</i>
	ACSI, CCH, CINFO, CMH, COA, CRD, DCSLOG, DCSOPS, DCSPER, MILPERCEN, TAG, TJAG, TPMG, SAFSEA (and SAFSO), SA, and CS)
TC	US Army Training and Doctrine Command
Card 5 NOA:	926SS
Remarks:	Reference paragraph 2-5, AR 310-49

Table A-5. Date (Year) Degree Attained

Definition:	Indicates the year in which a college degree was conferred.
Source:	SF 171, SF 172.
Field:	Two (2) numeric characters; (YY Format).
Card 5 NOA:	986SS
Remarks:	Applies only to code 13 (Bachelor's Degree) and above. (See table A-7).

Table A-6. Date of Birth

Definition:	The date the employee was born.
Source:	Item 3 of SF 50.
Field:	Six numeric characters: year, month, day (YYMMDD format).
Values/Criteria:	Must be at least 16 years prior to current date (14 years for certain oversea areas).
Card 5 NOA:	913SS
Remarks:	Zero fill, when applicable (e.g., February 7, 1935 is coded 350207).

Table A-7. Education Level, Academic

Definition:	Indicates the extent of an individual's educational attainments.
Source:	SF 171, SF 172.
Field:	Two (2) numeric characters.

Codes:

<i>Codes</i>	<i>Education Level</i>	<i>Definition</i>
00	Not Applicable	
01	Some Elementary School— Did Not Complete.	Elementary school means grades 1 through 8 or equivalents.

Table A-7—Continued

<i>Codes</i>	<i>Education Level</i>	<i>Definition</i>
02	Elementary School Completed—No High School.	Grade 8 or equivalent completed.
03	Some High School—Did Not Graduate.	High school means grades 9 through 12 or equivalents.
04	High School Graduate or Certificate of Equivalency.	
05	Terminal Occupational Program—Did Not Complete.	Program extending beyond grade 12, usually no more than 3 years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
06	Terminal Occupational Program—Certificate of Completion, Diploma, or Equivalent.	(See code 05 above.) Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering fields. (2) The craftsman/clerical level training artisans, skilled operators, and clerical workers.
07	Some College—Less Than One Year.	Less than 30 semester hours or 45 quarter hours completed.
08	1 Year College	30-59 semester hours or 45-89 quarters hours completed.
09	2 Years College	60-89 semester hours or 90-134 quarter hours completed.
10	Associate Degree	2-year college degree program completed.
11	3 Years College	90-119 semester hours or 135-179 quarter hours completed.
12	4 Years College	120 or more semester hours or 180 or more quarter hours completed—no baccalaureate (bachelor's) degree.
13	Bachelor's Degree	Requires completion of at least 4, but no more than 5 years of academic work; includes bachelor's degree conferred in a cooperative plan or program which provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.
14	Post-Bachelor's	Some work beyond (at a higher level than) the bachelor's degree, but no additional higher degree.
15	First Professional Degree.	Signifies the completion of academic requirements for selected professions, which are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), Veteri-

Table A-7—Continued

<i>Codes</i>	<i>Education Level</i>	<i>Definition</i>
		nary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
16	Post-First Professional.	Some work beyond (at a higher level than) the first professional degree, but no additional higher degree.
17	Master's Degree	For liberal arts and sciences, customarily granted upon successful completion of one (sometimes two) academic years beyond the bachelor's degree. In professional fields, an advanced degree beyond the first professional, but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work.
18	Post-Master's	Some work beyond (at a higher level than) the Master's degree, but no additional higher degree.
19	Sixth-Year Degree	I.e., Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.
20	Post-Sixth Year	Some work beyond (at a higher level than) the sixth-year degree, but no additional higher degree.
21	Doctorate Degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include doctor's degrees that are first professional per code 15.
22	Post-Doctorate	Work beyond the doctorate.

Card 5 NOA: 984SS

Remarks: When reporting code 13 and above (especially when reporting a change from code 12 or below to code 13 and above), Academic discipline and year degree attained must also be reported in the same update cycle.

Table A-8. Effective Date of Action (EDOA)

Definition:	The date the action being submitted was effective.
Source:	Item 13 of SF 50 or item 9 of DA Form 2515.
Field:	Six numeric characters: year, month, day (YYMMDD format).
Values/Criteria:	Cannot be more than one month in advance of current date.
Remarks:	Zero fill, when applicable (e.g., September 6, 1972 is coded 720906).

Table A-9. Employee Tenure

Definition: The employee's tenure for reduction in force purposes based on his current appointment.

Source: Item 6 of SF 50.

Field: One numeric character.

Codes:

<i>Code</i>	<i>Tenure</i>
1	Group 1 (Career)
2	Group 2 (Career-Conditional)
3	Group 3 (Indefinite)
Ø	None of the above

Card 5 NOA: 88ØSS.

Remarks: Retention groups in the Excepted Service corresponds to those in the Competitive Service.

Table A-10. Federal Employees Group Life Insurance (FEGLI)

Definition: Indicates employee's coverage or noncoverage under FEGLI.

Source: SF 50 (item 9).

Field: One (1) numeric character.

Codes:

<i>Codes</i>	<i>FEGLI (coverage)</i>
1	Covered (Regular only)
2	Ineligible
3	Waived
4	Covered (Regular and Optional)

Card 5 NOA: 881SS.

Remarks: If the most recent SF 50 shows only three code numbers for item 9, check for a recent SF 176 to determine the correct code for initial input purposes.

Table A-11. Functional Classification

Definition: A code used to classify certain Scientific and Engineering positions by specific functions.

Source: Item 21 of SF 50.

Field: Two numeric characters.

Codes:

Table A-11—Continued

<i>Code</i>	<i>Functional Classification</i>
11	Research
12	Research Contract and Grant Administration
13	Development
14	Test and Evaluation
21	Design
22	Construction
23	Production
24	Installation, Operation, and Maintenance
31	Data Collection, Processing, and Analysis
32	Scientific and Technical Information
41	Standards and Specifications
42	Regulatory Enforcement and Licensing
51	Natural Resource Operations
81	Clinical Practice, Counseling, and Ancillary Medical Service
91	Planning
92	Management
93	Teaching and Training
94	Technical Assistance and Consulting
99	Other—not elsewhere classified
00	Enter for all employees not covered by remark (b) below

Card 5 NOA: 885SS.

Remarks: a. Reference Section VI, "Functional Classification of Scientists and Engineers" of the Introductory Material to Position Classification Standards, Transmittal Sheet 76, August 1968.
b. Exhibit 1 to table 3, page V-26, Book V, FPM Supplement 296-31.

Table A-12. Function Designator

Definition: Identifies the broad appropriation category from which the employee is paid.

Source: Authorization document or TDA

Field: One numeric character

Codes:

<i>Code</i>	<i>Appropriation</i>
1	Military Functions
2	Civil Functions, Corps of Engineers
3	Civil Functions, Cemeterial Expense
5	Civil Functions, Postal Construction

Card 5 NOA: 928SS

Table A-13. GSA Location

Definition:	The coded geographical location of an employee's official duty station as reflected on his official personnel action (SF 50).
Source:	Item 26 of SF 50
Field:	Nine characters: first two alphabetic or numeric; last seven numeric only.
Codes:	Valid codes are contained in the General Services Administration (GSA) Publication <i>Worldwide Geographical Location Codes</i> , as supplemented by USCSC Instructions.
Card 5 NOA:	792SS
Remarks:	<p>a. When an employee's official duty station is not in a city, or a foreign city code is not provided, enter "0000" for the city portion (third thru sixth digits) of the 9-digit code.</p> <p>b. Codes for territories and foreign countries must always contain "000" as the last three digits of the code.</p>

Table A-14. Grade or Level

Definition:	The specific grade or level of a position to which an employee is assigned and compensated within a pay schedule.
Source:	Item 22(a) of SF 50
Field:	Two numeric characters
Card 5 NOA:	921SS
Remarks:	<p>a. Use two zeros (00) for employees whose pay plan does not have grades or levels (e.g., EC and ST pay plans).</p> <p>b. Must be consistent with the pay data chain (table 2-3).</p>

Table A-15. Minority Group Designator (MGD)

Definition:	The minority group to which an employee belongs								
Source:	Visual identification at entrance on duty								
Field:	One numeric character								
Codes:	<table> <thead> <tr> <th><i>Codes</i></th> <th><i>Minority Group</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Negro</td> </tr> <tr> <td>2</td> <td>Spanish Surnamed (including persons of Spanish-speaking background whose surnames are no longer Spanish).</td> </tr> <tr> <td>3</td> <td>American Indian</td> </tr> </tbody> </table>	<i>Codes</i>	<i>Minority Group</i>	1	Negro	2	Spanish Surnamed (including persons of Spanish-speaking background whose surnames are no longer Spanish).	3	American Indian
<i>Codes</i>	<i>Minority Group</i>								
1	Negro								
2	Spanish Surnamed (including persons of Spanish-speaking background whose surnames are no longer Spanish).								
3	American Indian								

Table A-15—Continued

- 4 Oriental
- 5 Aleut employees in Alaska
- 6 Eskimo employees in Alaska
- 7 None of these

Remarks: MGD code changes and deletions are explained in table 2-12, "MGD submissions."

Table A-16. Name of Employee

- Definition: Employee's current legal name.
- Source: Item 1 of SF 50.
- Field: (1) Card 1—Twenty-seven alphabetic characters.
(2) Cards 2, 4, 5 and 6—five alphabetic characters.
- Values/Criteria: (1) Code last name first; use no special characters or punctuation and leave no spaces within last name.
(2) Leave one space between last name and first name; use no special characters or punctuation and leave no space within first name.
(3) Leave one space between first name and middle initial; if no middle initial, leave a blank space.
(4) Jr, Sr, III, etc., may be entered after the middle initial, leaving a space between the initial and this entry.
- Card 5 NOA: 780SS.
- Remarks: (1) See formats for cards 2, 4, 5, and 6 (tables 2-7, 2-9, 2-10, and 2-11. If the last name is less than four characters, leave a space after the last name and enter the appropriate characters of the first name to fill the 5 characters.
(2) Do not use Mr, Mrs, or other titles as part of the name.
(3) If space does not permit full entry of name, enter as much of the name as possible without violating the spacing rules.
- Examples: (1) William Q. Smyth-Evans, enter as SMYTHE-VANS WILLIAM Q.
(2) Roy J. Mc Coy, enter as MCCOY ROY J.
(3) Cyrus E. Van Der Veld, enter as VANDERVELD CYRUS E.
(4) James L. High, enter as HIGH JAMES L.

Table A-17. Nature of Action (NOA)

Definition:	Identifies the type of personnel action being taken. Consists of the standard 3-digit Civil Service Commission or Army nature of action code and a two-character suffix identifying the broad category of action.
Source:	Item 12 of SF 50, Item 8 of DA Form 2515 and appendix B.
Field:	Five characters: first three always numeric; fourth always alphabetic; and fifth alphabetic or numeric.
Codes:	All the valid codes, including permissible suffixes, are listed in numeric order in appendix B.
Card 5 NOA:	Depends on the specific element being updated.

Table A-18. Occupational Series

Definition:	Identifies the specific occupational series to which an employee is officially assigned by an official personnel action (SF 50).
Source:	Item 21 of SF 50.
Field:	Four numeric characters.
Codes:	Codes are listed in the <i>CSC Handbook of Occupational Groups and Series of Classes</i> , and in the <i>Handbook of Blue-Collar Occupational Families and Series</i> , as supplemented by DA instructions.
Card 5 NOA:	820SS
Remarks:	<ol style="list-style-type: none"> (1) A series must be assigned to each employee, regardless of pay plan. The Handbook referenced above will be used to find the series code that applies to the employee's type of work if the series is not reflected on the Official Personnel Action. (2) Positions must be coded according to the latest transmittal sheet of the USCSC Handbook of Occupational Groups and Series of Classes or of FPM Supplement 512-1, Job Grading System for Trades and Labor Occupations, and implementing instructions, and Civilian Personnel Occupation Standards of the Department of the Army. (3) A three-digit code must be preceded by a zero ("0") to fill the four digit field.

Table A-19. Pay Basis

Definition: The principal conditions, in terms of time, production, or other service, upon which an employee's pay is based.

Source: Item 23 of SF 50

Field: Two alphabetic characters

Codes:

<i>Code</i>	<i>Pay Basis</i>
FB	Fee basis
PA	Per Annum
PD	Per Diem
PH	Per Hour
PM	Per Month
PS	Per Service (on product basis)
SY	Per School Year (dependent school teachers)
WC	Without Compensation

Card 5 NOA: 924SS

Remarks: Wage System employed (i.e., any employee paid at an hourly rate) must always be reflected with a "PH" pay basis.

Table A-20. Pay Plan

Definition: A system or schedule establishing and governing rates of pay for civilian employees.

Source: Item 21 of SF 50

Field: Two alphabetic characters

Codes:

<i>Code</i>	<i>Description</i>
AD	Administratively determined
CZ	Canal Zone General Schedule Type
EC	Experts and Consultants
EX	Executive Schedule
FC	AID Foreign Service
GS	General Schedule
GW	Positions under Schedule A 213, 3102 (W), classified under and paid at GS rate
SR	Statutory Rates
ST	Scientific and Professional (formerly PL313)
SZ	Canal Zone Special Category
YV	Summer Aide Employees (Schedule A 213, 3102(V))
YW	Student Aide Employees (Schedule A 213, 3102 (W))

Table A-20—Continued

<i>Code</i>	<i>Description</i>
WB	Nonsupervisory Regular Wage Board not converted to FWS and any other non-FWS system, to include apprentices and learners.
WD	Scheduling, Nonsupervisory
WG	Nonsupervisory Federal Wage Schedule
WJ	Supervisory Hopper Dredge Schedule
WK	Nonsupervisory Hopper Dredge Schedule
WL	Federal Wage Schedule Leader
WM	Maritime Pay Schedules
WN	Scheduling, Supervisory
WP	Printing and Lithographic Pay Schedules
WS	Federal Wage Schedule Supervisor
WW	Student Aid Employees (Schedule A 213, 3102 W), classified and paid under a wage system
WZ	Canal Zone Wage System Type
Card 5 NOA:	919SS
Remarks:	Reference Book V, FPM Supplement 296-31.

Table A-21. Pay Rate Determinant

Definition: An indicator of the basis upon which an employee's pay is fixed.
Source: Item 30 of SF 50
Field: One numeric character
Codes:

<i>Codes</i>	<i>Item Name</i>	<i>Definition/Explanation</i>
1	Retained Rate—2-Year Limitation	Salary retention for a period of 2 years for GS, CZ, and Wage System Employees whose demotions are without personal cause, not at their own request, and not as a result of a reduction-in-force due to lack of funds or curtailment of work. Reference: GS Employees— FPM Supplement 990-1, Book III, Sections 531.501 thru 531.515. 5 USC 5337 FPM Chapter 531, Subchapter 5-2 FPM Supplement 990-2, Book 531, Subchapter S5. Wage Grade Employees—FPM Supplement 532-1, Subchapter S9-3
2	Saved Rate—Indefinite Conversion to GS or CZ	Saved rate for an indefinite period upon <i>initial conversion</i> of an employee and his position to the General Schedule from another pay plan. Reference: 5 USC 5334(d) FPM Chapter 539, Subchapter 2

Table A-21—Continued

Codes	Item Name	Definition/Explanation
		FPM Supplement 990-1, Book III, Section 539.203(d). FPM Supplement 990-2, Subchapter S2-8
3	Saved Rate—Special Rate Adjustment	This code applies: (1) if the downward adjustment of a special rate range leaves the employee at a rate higher than the highest rate in the new special rate range; or (2) if the abolishment of a special rate range leaves the employee at a rate in excess of the top rate of his grade. Reference: 5 USC 5303 FPM Supplement 990-1, Book III, Section 530.306(b) (3). FPM Chapter 530, Subchapter 3-6g
4	Saved Rate—Other	Saved rates resulting from other types of actions not covered by categories 1 through 3 above. <i>Note.</i> Including, but not limited to, mechanical conversion to Coordinated Federal Wage System.
5	Special Rate and Superior Qualifications Rate	Combination of 6 and 7 below. Same reference applies.
6	Special Rate	Employees paid at a special rate for recruitment and retention purposes. Reference: GS Employees— 5 USC 5303 FPM Chapter 530, Subchapter 3 FPM Supplement 990-1, Book III, Section 530.302. Wage Grade Employees— FPM Supplement 532-1, Subchapters S8-3b(2), S5-13, S5-14.
7	Superior Qualification Rate	Entrance rate above the mainimum rate of the grade based upon superior qualifications of the employee. Reference: GS Employees— 5 USC 5333(a) FPM Chapter 531, Subchapter 2-3(b) FPM Supplement 990-1, Book III, Section 531.203(b). Wage Grade Employees— FPM Supplement 990-2, Subchapter S2-3d. FPM Supplement 532-1, Subchapter S8-3b(1).
8	General Schedule System Supervisors—Advanced Rate	Rate above the minimum rate of a grade authorized for General Schedule supervisors responsible for supervision of Wage System employees. Reference: 5 USC 5333(b) FPM Chapter 531, Subchapter 3 FPM Supplement 990-1, Book III, Sections 531.301 through 531.305. FPM Supplement 990-2, Book 531, Subchapter S3.

Table A-21--Continued

<i>Codes</i>	<i>Item Name</i>	<i>Definition/Explanation</i>
Ø	Not Applicable	Regular Rate 5 USC 5332 employees or employees for whom none of the above codes apply.

Card 5 NOA: 886SS

Remarks: Use lowest code if two or more apply.

Table A-22. Physical Handicap

Definition: An employee's physical or emotional capacity that must be reported under US Civil Service Commission regulations.

Source: Item 8 of SF 50

Field: Two numeric characters

Codes:

<i>Codes</i>	<i>Handicap</i>
ØØ	No reportable handicap
1Ø	Amputation (one extremity)
11	Amputation (two or more extremities)
2Ø	Deformity or impaired function—upper extremity.
21	Deformity or impaired function—lower extremity or back.
3Ø	Vision—best corrected vision of poorer eye less than 20/200.
31	Vision—best corrected vision of better eye less than 20/200.
4Ø	Hearing—some in one ear; more in the other.
41	Hearing in both ears, but not more than 12/20 in better ear without use of a hearing aid.
42	Hearing 0/20 in each ear, including speech impairment.
43	Hearing—normal hearing with speech malfunction.
5Ø	Tuberculosis inactive pulmonary
51	Organic heart disease (compensated) valvular, arrhythmia, arteriosclerosis, healed coronary lesions.
52	Diabetes—controlled
53	Epilepsy—adequately controlled
54	History of emotional or behavioral problems requiring special placement effort.
55	Mentally retarded (diagnosis must be certified by appropriate State office of vocational rehabilitation).
56	Mentally restored

Card 5 NOA: 916SS

Table A-23. Position Occupied

Definition: Indicates whether the employee's present position is in the competitive or excepted service.

Source: Item 28 of SF 50

Field: One numeric character

Codes:
 1 = Competitive service
 2 = Excepted service

Card 5 NOA: 891SS

Table A-24. Position, Supervisory

Definition: Indicates those Federal civilian positions which are titled, classified, and/or paid as supervisory.

Source: SF 50 (Item 20) or Job Description (DA Form 374)

Field: One numeric character.

Codes:

<i>Codes</i>	<i>Supervisor</i>	<i>Explanation</i>
1	Yes	Position requires the exercise of at least the level of supervisory responsibilities that meets the minimum requirement for application of the Supervisory Grade Evaluation Guide (published by the USCSC) or for classification in the WS or WN schedule of the CFWS.
2	No	Position does not require (as determined above) primarily the exercise of full supervisory responsibilities; because the minimum level of responsibilities is lacking, a full range of managerial functions is present, or more than two subordinate layers of supervision intervene between the position and the individual worker level.

Card 5 NOA: 983SS

Remarks: Submissions of supervisory data will be made for all accessions, promotions, demotions, conversions, and reassignments, regardless of whether or not the supervisory status of the employee's position is affected.

Table A-25. Position Tenure

Definition:	Indicates whether a <i>position</i> is permanent or temporary, without regard to the personal status of the employee.
Source:	Management determination made by operating officials regarding each position in their organization.
Field:	One alphabetic character
Codes:	P = Permanent. A position that has been established without time limit or for a limited period of one year or more, or that has been occupied for a year or more. T = Temporary. A position that has been established for a limited period of less than a year <i>and</i> has not been occupied for more than a year. L = Citizen. Dependents occupying local national position.
Card 5 NOA:	918SS

Table A-26. Retirement

Definition:	To indicate which retirement system the employee is under.												
Source:	SF50 (item 10)												
Field:	One (1) numeric character												
Codes:	<table> <thead> <tr> <th><i>Codes</i></th> <th><i>Retirement</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Civil Service</td> </tr> <tr> <td>2</td> <td>Federal Insurance Contributions Act.</td> </tr> <tr> <td>3</td> <td>Foreign Service</td> </tr> <tr> <td>4</td> <td>None</td> </tr> <tr> <td>5</td> <td>Other</td> </tr> </tbody> </table>	<i>Codes</i>	<i>Retirement</i>	1	Civil Service	2	Federal Insurance Contributions Act.	3	Foreign Service	4	None	5	Other
<i>Codes</i>	<i>Retirement</i>												
1	Civil Service												
2	Federal Insurance Contributions Act.												
3	Foreign Service												
4	None												
5	Other												
Card 5 NOA:	982SS												

Table A-27. Retired Military

Definition:	To indicate whether an employee is or is not a former member (commissioned, warrant, or enlisted personnel) of any of the uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration and Public Health Service) who is entitled under any provision of law to retired, retirement, or retainer pay on account of his service immediately preceding retirement as such a member.
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Table A-27—Continued

Source: SF 50 (item 30), or SF 171.
 Field: One (1) numeric character
 Codes:

<i>Codes</i>	<i>Retired Military</i>
1	yes
1	no

Card 5 NOA: 980SS

Table A-28. Salary

Definition: The base pay at which an employee is compensated, excluding additional compensation of any kind.

Source: Item 23 of SF 50

Field: Five numeric characters (see example below)

Values/Criteria: Values must be consistent with other data element of the pay data chain (see table 2-3).

Card 5 NOA: 923SS

Remarks:

- For employees under the Canal Zone merit system, use *Canal Zone base pay, plus the tax factor*.
- Salaries for Wage System employees must be submitted as per hour rates.
- For employees in grades/steps affected by statutory salary limitation, show the maximum salary authorized by law, regardless of the salary on the schedule for that particular grade/step.

Examples:

- \$3.60 per hour is coded 00360.
- \$9,753 per annum is coded 09753.
- \$24.25 per diem is coded 00024. (Round to the nearest dollar amount; do not show cents amount.)
- Without compensation is coded 00000.

Table A-29. Service Computation Date

Definition: The date from which an employee's creditable service for leave accrual purposes starts.

Source: Item 7 of SF 50

Field: Six numeric characters: year, month, day, (YYMMDD format).

Values/Criteria: Must be at least 16 years (14 years O/S) after date of birth and cannot be later than current date or effective date of action. Six zeroes (000000) are permitted when SCD is unknown, but must be updated when it becomes known.

Table A-29—Continued

Card 5 NOA: 882SS
 Remarks: Zero fill when applicable (e.g., March 6, 1948 is coded 480306).

Table A-30. Sex

Definition: Indicates whether the employee is male or female.
 Source: Item 1 of SF 50
 Field: One alphabetic character
 Codes:
 Codes
 M = Male
 F = Female

Card 5 NOA: 912SS

Table A-31. Social Security Number

Definition: The number assigned to an employee by the Social Security Administration.
 Source: Item 4 of SF 50
 Field: Nine numeric characters
 Card 5 NOA: 911SS
 Remarks: (1) When an SSN is unknown, enter a nine (9) in the first digit, the submitting office number in the next four digits, and a temporary number in the last four digits. These temporary numbers will begin with 0001 and will not be reused until 9999 is reached. Each CPO will assign these numbers as needed and maintain a log of the assignments. When the permanent number becomes known, a card 5 change must be submitted.

(2) When an expert or consultant employee (pay plan EC) serves under two concurrent appointments, each appointment must be reflected on the CPMF. To accomplish this, the master record and transactions, including the accession, for the second position must contain a temporary SSN assigned by the CPO. These temporary SSN's will be coded and assigned in the same manner as for the other temporary SSN's described above.

(3) Other valid dual appointments for the same employee may be reported by using a temporary (dummy) SSN described in (1) above.

Table A-32. Special Program Identifier

Definition: A code that identifies the type of special interest employment program, if any, with which the employee is associated.

Source: SF-50 or Job Description (DA Form 374), as appropriate.

Field: Two (2) numeric characters.

Codes: Enter the appropriate code from among the following; if more than one code applies, use the code numerically lower.

<i>Codes</i>	<i>Program Name</i>	<i>Definition/Remarks</i>
54	Employee—Stay-in-School Campaign.	Pay Plans YW, GW, WW; FPM Chapter 213, Appendix F.
55	Employee—Summer Aid	Pay Plan YV; FPM Chapter 213, Appendix C.
56	Employee—Federal Summer Intern.	Appropriate Civil Service Commission (CSC) guidance (currently CSC Btn 308-11, 14 Dec 73).
57	Employee—Federal Junior Fellowship Program.	Appropriate CSC guidance (currently CSC Btn 308-12, 5 Dec 73).
58	Employee—Work Release Program Prisoner Rehabilitation Act of 1965.	FPM Chapter 306
59	Employee—Veterans Re-adjustment Appointment.	FPM Chapter 307
61	Employee—Viet Nam Era Veteran.	FPM Chapter 307
62	Employee—Cooperative Education Program.	FPM Chapter 308
63	Employee—Public Service Careers Program.	Appropriate CSC guidance (currently CSC Btn 410-70, 12 Jun 72).
64	Trainee	Indicates participation in a formal training or developmental program leading to a position targeted at a higher grade level. <i>Do not use this code to identify situations more specifically covered by codes 90, 92, and 93.</i> (This is an exception to the use of the rule to use the lower code when more than one code applies.)
90	WTO Trainee	Worker-Trainee Opportunity (WTO) employees in <i>developmental</i> jobs. Such positions are exempt from strength accountability.
91	WTO Regular	WTO Employees in <i>regular</i> job assignments. Such positions are strength accountable.
92	Career Program Interns	Employees occupying positions covered by established DA or DOD career programs (CPR 950 series).
93	Apprentice	Employee working under a formally approved apprentice program leading to a trade/craft occupation; CPR 410, Appendix C.
94	Oversea Student Employment.	O/S version of Summer Aid and Stay-in-School Programs. These positions are strength accountable; pay plans YV, YW, GW, and WW not authorized.
95	Oversea Returnee Placement Rights.	Has either statutory or administrative return rights (FPM chap. 352).

Table A-32—Continued

<i>Codes</i>	<i>Program Name</i>	<i>Definition/Remarks</i>
96	Reemployed Annuitant	Employee whose annuity under the Civil Service Retirement system continues after appointment. (FPM Supplement 296-31, Table 4.)
97	Summer Employment Exam	FPM Chapter 332, Appendix J, paragraph J-3. Employees covered by codes 54, 55, 56, 57, 94, and 98 are excluded from coverage of this category.
98	Summer Faculty Hires	Counselors and teachers of a school, college, or university who are hired for summer employment. (FPM Chapter 332, Appendix J, paragraph J-4.)

00 Not applicable

Card 5 NOA: 887SS

Table A-33. Step Or Rate

Definition:	One of the incremental rates of basic pay established pay schedule.
Source:	Item 22(b) of SF 50
Field:	Two numeric characters
Values/Criteria:	Within the limits for the pay plan and grade shown in the pay data chain (table 2-3).
Card 5 NOA:	922SS
Remarks:	When an employee is receiving retained/saved pay based on demotion, his step or rate must be shown at the top rate of the grade to which assigned; it cannot be shown as any other rate or as "00".

Table A-34. Submitting Office Number (SON)

Definition:	The number assigned by the US Civil Service Commission to identify an individual civilian personnel office.
Source:	Item 35 of SF 50
Field:	Four numeric characters
Codes:	Use only the code assigned by the US Civil Service Commission.

Table A-35. Training, Date of Completion

Definition:	Indicates the year, month, and day in which an employee finished an instance of training. The year, month, and day is the code.
Source:	Civilian Personnel Training and Development Branch.
Field:	Six (6) numeric characters, in the form YYMMDD (e.g., 4 March 1974 would be coded 740304).

Table A-36. Training, Direct Cost

Definition:	Indicates the total dollar amount expended for each completed instance of training. In the case of training provided by the agency internally, this includes the cost of books, supplies, and materials, directly associated with the instance of training. In the case of training acquired from external sources, this includes the dollar amounts paid for tuition, laboratory and/or library fees, books, and other materials or supplies for each completed instances of training.
Source:	Civilian Personnel Training and Development Branch.
Field:	Four (4) numeric characters.
Codes:	<ul style="list-style-type: none"> a. The number of total dollars (no cents) is the code. b. All codes are to be 4-digit numbers; therefore, when the actual number of dollars is less than 1,000, zero-fill leftmost position(s) to complete the 4-digit field (e.g., \$52.40 is coded as 0052).

Table A-37. Training, Indirect Cost

Definition:	Indicates the dollar amount paid by the Federal Government for transportation, lodging, and subsistence in connection with a completed instance of training.
Source:	Civilian Personnel Training and Development Branch.
Field:	Four (4) numeric characters.
Codes:	<ul style="list-style-type: none"> a. The number of total dollars (no cents) is the code. b. All codes are to be 4-digit numbers; therefore, when the actual number of dollars is less than 1000, zero-fill leftmost position(s) to complete the 4-digit field (e.g., \$52.40 is coded as 0052).

Table A-38. Training, Non-Duty Hours of

Definition:	Indicates the duration in off-duty (i.e., in nonwork status other than normal duty hours) of each completed instance of training. An instance of training is any planned course of instruction of 8 hours or more. The training may be conducted in a classroom setting, at the work site, in learning, or through correspondence courses.
Source:	Civilian Personnel Training and Development Branch

Table A-38. Continued

Field: Four (4) numeric characters.

Codes: a. The total number of hours is the code.

b. All codes are to be 4-digit numbers; therefore, when the actual number of hours is less than 1,000, zero-fill the leftmost position(s) to complete the 4-digit field (e.g., 40 hours is coded as 0040).

Table A-39. Training, On-Duty Hours of

Definition: Indicates the duration in duty-time hours (i.e., in work status during normal duty hours) of each completed instance of training. An instance of training is any planned course of instruction of 8 hours or more. The training may be conducted in classrooms on the work site, in learning centers, or through correspondence courses.

Source: Civilian Personnel Training and Development Branch.

Field: Four (4) numeric characters.

Codes: a. The total number of hours is the code.

b. All codes are to be 4-digit numbers; therefore, when the actual number of hours is less than 1,000, zero-fill the leftmost position(s) to complete the 4-digit field (e.g., 40 hours is coded as 0040).

Remarks: When on-duty hours are zero, either direct costs or indirect costs must be present.

Table A-40. Training, Principal Purpose of

Definition: Indicates why the employee received the training. When an instance of training can be identified with more than one purpose, the principal purpose is the code. It reflects management's decision regarding the employee's need for training.

Source: Civilian Personnel Training and Development Branch.

Field: One (1) numeric character.

Codes:

<i>Codes</i>	<i>Purpose</i>	<i>Explanation</i>
1	As a Result of Mission or Program Change.	To provide the knowledge or skills needed as a result of change in agency mission, policies, programs, or procedures, e.g., training provided social workers to acquaint them with new policies and procedures affecting the eligibility for, or benefits to be accorded, welfare recipients.
2	As a Result of New Technology	To provide the knowledge or skills required to keep abreast of developments in the employee's occupational field or in a

Table A-40—Continued

<i>Codes</i>	<i>Purpose</i>	<i>Explanation</i>
		related field, e.g., training provided an employee in the use, maintenance, or repair of new and advanced electronic equipment; the application of new technology; or advances in the "state-of-the-art."
3	As a Result of New Work Assignments	To provide the knowledge and skills needed as a result of assignment to new duties and responsibilities, when such training is not a part of a planned career development program, e.g., technical training provided an accounting clerk who has been newly assigned accounting technician duties.
4	To Improve Present Performance	To provide the knowledge or skills needed to improve or maintain proficiency in present job, e.g., training provided typists to improve typing speed and accuracy, training in telephone techniques for clerks or secretaries.
		<i>Note:</i> "Refresher" training is to be coded here.
5	To Meet Future Staffing Needs	To provide the knowledge and skills needed to meet future staffing needs through a planned career development program in an occupational specialty, executive or managerial development program, a management internship or a training agreement, or programs to upgrade skills and abilities, e.g., stenographic training for typists, technical training for laboratory assistants, etc.
6	To Develop Unavailable Skills	To provide the knowledge or skills needed for fields of work that are unique to the Federal Government, or to meet Government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates, e.g., air traffic controller or taxpayers service representative training.
7	Trade or Craft Apprenticeship.	To provide the classroom or group portion of the formal training that, together with guided work experience, permit the employee to acquire the knowledge and skills needed to meet the full requirements for journeyman status in an apprenticeship program.
8	Orientation	To provide orientation to the policies, purposes, mission, and functions of the employing agency or the Federal Government for new employees.
9	Adult Basic Education	To provide the basic knowledge and skills needed to permit the employee to function in the world of work.

Table A-41. Training, Special Interest Program

Definition:	Indicates that the training provided the employee was a part of the <i>planned action</i> by the Department in support of a "high interest" program area such as Executive Development or Supervision. It reflects management's actions in support of the training aspects of such programs.
Source:	Civilian Personnel Training and Development Branch.
Field:	One (1) numeric character.

Table A-41. Continued

Codes:

<i>Code</i>	<i>Interest</i>	<i>Explanation</i>
0	No special program	Training was not a part of planned action in support of a special interest program.
1	Executive Development	Training was provided as a part of the Army's executive development program (FPM chap. 412). Subject: Guidelines for Executive Development in the Federal Service.
2	Supervision	Training was provided as a part of the Army's program to train all newly appointed supervisors (FPM chap. 335, section 3-8b).

Table A-42. Training, Source of

Definition: Indicates the Government or non-Government activity that provided the training received by an employee.

Source: Civilian Personnel Training and Development Branch.

Field: One (1) numeric character.

Codes:

<i>Code</i>	<i>Source</i>	<i>Explanation</i>
1	Government—Agency	Use when the training was given by the Department of Defense.
2	Government—Interagency	Use when the training was given by an agency other than Department of Defense or an interagency training activity.
3	Non-Government— Designed for Agency	Use when the training was developed and given expressly for Department of Defense by an individual, company, educational institution, professional association, or consultant under contract to the agency.
4	Non-Government "Off the Shelf".	Use when the trainee was enrolled in a standard training or educational experience offered by a company, professional association, educational institution, or other source, (e.g., university courses; professional symposia; technical, business, or vocational school courses).
5	State or Local Government	Use when the training was given by a State or local government agency or activity. (Education or training provided by State or local educational institutions is to be coded 3 or 4 as appropriate.)

Table A-43. Training, Type

Definition: Indicates the principal subject matter and emphasis of the training provided an employee. (This standard categories the subject matter of the training given, not the position of the person trained.)

Source: Civilian Personnel Training and Development Branch.

Field: One (1) numeric character.

Codes:

<i>Code</i>	<i>Type</i>	<i>Explanation</i>
1	Executive and Management.	Education or training in the concepts, principles, and theories of such subject matters as public policy formulation

Table A-43—Continued

2	Supervisory	and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations), human behavior and motivation, communication processes in supervision; work planning, scheduling, and review; and performance evaluation.
3	Legal, Medical, Scientific, or Engineering	Education or training in the concepts, principles, theories or techniques of such disciplines as law; medicine; the physical biological, natural, social, or behavioral sciences; education; economics; mathematics and statistics; architecture; engineering; or foreign affairs.
4	Administration and Analysis	Education or training in the concepts, principles, and theories of such fields as public or business administration; personnel; training; equal employment opportunity; logistics; finance; systems analysis; policy, program, or management analysis; or planning.
5	Specialty and Technical	Training of a specialized or technical nature in the methods and techniques of such fields as investigation, security police science, supply, procurement, transportation, air traffic control, computer programming, languages, or medical, legal, or scientific support work.
6	Clerical	Training in clerical skills such as typing, shorthand, key punch or computer operating, letter writing, filing, or telephone techniques.
7	Trade or Craft	Training in the knowledge and skills needed in such fields as electrical or electronic equipment installation maintenance or repair, tool and die making, welding, or carpentry.
8	Orientation	Training of a general nature to provide an understanding of the organization and missions of the Federal Government or the employing agency, or a broad overview and understanding of matters of public policy, such as the policies relating to equal employment opportunity.
9	Adult Basic Education	Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip-reading, or braille.

Table A-44. Type of Appointment

Definition: The nature of an employee's current appointment.
 Source: Item 12 of SF 50
 Field: Two numeric characters

Codes:

<i>Code</i>	<i>Type of Appointment</i>
	<i>Competitive Service</i>
10	Career
11	Career-Conditional
20	Indefinite
30	Temporary—NTE
31	Temporary—PER
40	Term—NTE
50	Special Tenure Appointment
60	Oversea Limited—Indefinite
61	Oversea Limited—NTE
62	Oversea Limited Term—NTE
	<i>Excepted Service</i>
66	Limited Executive Assignment
70	Excepted Service without condition or limitation: Canal Zone Career Appointment.
71	Excepted—NTE: Canal Zone Temporary—NTE.
72	Excepted—Indefinite; Canal Zone Temporary—PER.
73	Excepted—Conditional; Canal Zone Career-Conditional.
76	Veterans Readjustment

Card 5 NOA: 930ss

Table A-45. Unit Identification Code (UIC)

Definition: A code identifying the organizational unit to which an employee is officially assigned by personnel action.

Source: The third thru eighth digits of the TDA number identifying the organizational unit of employee assignment.

Field: Six characters: First character must be W; second thru fourth cannot be alphabetic I or O.

Codes: Validity of codes may be checked with the installations, commands, or HQDA UIC information officer.

Card 5 NOA: 927SS

Remarks: Corps of Engineers civil work functions are exempt from TDA, but will have an organization Unit Code (UIC) assigned.

Table A-46. Veterans Preference

Definition: A Code identifying the preference granted an employee based on military service, actual or derived.

Source: Item 5 of SF 50

Field: One numeric character

Codes:

<i>Codes</i>	<i>Preference</i>
1	None or not determined
2	5-point
3	10-point disability
4	10-point compensable disability
5	10-point other (spouse, widow, widower, or mother).

Card 5 NOA: 883SS

Table A-47. Work Schedule

Definition: The basis on which an employee is scheduled to work.

Source: Items 12 and 30 of SF 50

Field: One alphabetic character

Codes:

<i>Code</i>	<i>Schedule</i>
F	Full time: regularly scheduled to work the number of hours and days of the administrative workweek (usually 40 hours, 5 days).
P	Part time(regularly scheduled to work less than the full workweek.
I	Intermittent: without a regularly scheduled tour of duty.

Card 5 NOA: 917SS

Remarks: Work schedule is independent of position tenure.

APPENDIX B
NATURE OF ACTION (NOA) CODES ACCEPTABLE
IN CIVPERSINS-I

NOA code	To prepare original transaction use—		To cancel a transaction, use the same 3-digit NOA and		General description of NOA codes
	Suffix	Cards	Suffix	Cards	
100, 101, 107, 108, 110, 112, 113, 115, 117, 118, 119, 120, 121, 122, 123, 124, 128, 130, 131, 132, 140, 141, 160, 161, 170, 171, 172, 173, 176, 214	AA	1 and 2, and 3 if appropriate	AZ	5	Accessions
280, 292	AA	5	(Note 4)		Return to duty
300, 301, 302, 303, 310, 311, 313, 314, 315, 316, 317, 320, 321, 223, 324, 325, 326, 327, 328, 329, 330, 331, 332, 340, 345, 346, 350, 351, 352, 355	LL	5	LZ	(Note 1)	Losses
399	LL	5	LZ	(Note 1)	Discontinued service retirement
365, 460, 470, 472	LL	5	(Note 5)		Suspension LWOP furlough
500, 501, 507, 508, 510, 511, 515, 517, 518, 519, 520, 522, 523, 528, 530, 531, 532, 534, 540, 541, 550, 552, 553, 561, 576	CC or SS (see 2-5 & table 2-12)	4	CZ SZ	4	Conversions
602	SS	4	SZ	4	Conversion to career tenure
614, 651, 702, 712, 713, 715, 720, 721	CC or SS (see para 2-5 & table 2-12)		CZ SZ	4	Conversions, promotions, reassignments
780	SS	5	SZ	5	Name change
790	CC	4	CZ	4	Mass change
792	SS	5	SZ	5	Change in duty station
820	SS	5	SZ	5	Change in occupational series code
880	SS	5	SZ	5	Change in employee tenure group
881	SS	5		5	Federal Employees Group Life Insurance

NOA code	To prepare original transaction use—		To cancel a transaction, use the same 3-digit NOA and		General description of NOA codes
	Suffix	Cards	Suffix	Cards	
882	SS	5	SZ	5	Change in service computation date
883	SS	5	SZ	5	Change in veterans preference
885	SS	5	SZ	5	Functional classification
886	SS	5	SZ	5	Pay rate determinant
887	SS	5	SZ	5	Special program identifier
891	SS	5	SZ	5	Change in position occupied code
892, 893, 894, 895, 896, 897, 898, 899	SS	4	SZ	4	Pay changes
911	SS	5	SZ	5	SSN change
912	SS	5	SZ	5	Sex
913	SS	5	SZ	5	Date of birth
914	SS	5	SZ	5	Citizenship
916	SS	5	SZ	5	Physical handicap
917	SS	5	SZ	5	Work schedule
918	SS	5	SZ	5	Position tenure
919	SS	5	SZ	5	Pay plan
921	SS	5	SZ	5	Grade or level
922	SS	5	SZ	5	Step or rate
923	SS	5	SZ	5	Salary
924	SS	5	SZ	5	Pay basis
926	SS	5	SZ	5	Command code
927	SS	5	SZ	5	UIC
928	SS	5	SZ	5	Function designator
929	SS	5	SZ	5	Career program code
930	SS	5	SZ	5	Type of appointment
932	SS	5	(Note 6)		Intermittent employees working one or more days in a single month
933	SS	5	(Note 6)		Delete MGD
935	MM	5	MZ	5	Servicing CPO change
970	AA	1 and 2	AZ	5	(Note 2)
971	LL	5	LZ	1 and 2	(Note 3)
980	SS	5	SZ	5	Retired Military
982	SS	5	SZ	5	Retirement

NOA code	To prepare original transaction use—		To cancel a transaction, use the same 3-digit NOA and		General description of NOA codes
	Suffix	Cards	Suffix	Cards	
983	SS	5	SZ	5	Position, supervisory
984	SS	5	SZ	5	Educational level, academic
985	SS	5	SZ	5	Academic discipline
986	SS	5	SZ	5	Year degree attained

Notes:

1. Cancellation of losses may be submitted on a card 5 if the lapsed time since the erroneous loss action was submitted to HQDA in less than 120 days. If the lapse time is 120 days or more, cards 1, 2, and 3 must be submitted to HQDA containing a valid accession NOA code.
2. Movement from an ARNG technician position by conversion to a nontechnician position (competitive or excepted) in any DA activity (gain to CIVPERSINS).
3. Movement to an ARNG technician position by conversion from a nontechnician position (excepted or competitive) in any DA activity (loss to CIVPERSINS).
4. To cancel an erroneous RTD submission process a 5 card nonpay status action (Ref table 2-13).
5. To cancel an erroneous nonpay status action, submit a 5 card RTD action (Ref table 2-13).
6. NOA Code 932SS and 933SS actions cannot be canceled.

APPENDIX C CIVILIAN PERSONNEL OFFICES

SON	<i>Location: In alphabetical sequence within state/country</i>	SON	<i>Location</i>
	Alabama(AL)		Colorado (CO)
2399	Anniston Army Depot	1981	Fitzsimons Army Medical Center
2014	Fort McClellan, US Army	2283	Fort Carson, US Army
2394	Fort Rucker, US Army	2274	Pueblo Army Depot
2237	US Army Engr Dist, Mobile	2235	Rocky Mountain Arsenal, US Army
3307	US Army Engr Div, Huntsville		Delaware (DE)
1991	US Army Missile Command	2458	Dover Air Force Base
	Alaska (AK)		District of Columbia (DC)
2211	US Army Alaska	2233	US Army Military District of Washington
1987	US Army Engr, Dist, Alaska	2114	US Naval Station
	Arizona (AZ)	2574	Walter Reed Army Medical Center
2289	Fort Huachuca, US Army		England
2536	Yuma Proving Ground	3274	Burtonwood Army Depot, USTAS-COMEUR
	Arkansas (AR)	4052	RAF, Mildenhall UK, APO New York 09127
2016	Pine Bluff Arsenal, US Army	4053	RAF, Upper Heyford, UK, APO New York 09194
2288	US Army Engr Dist, Little Rock	4054	RAF, Alconbury, UK, APO New York 09238
	Belgium	4055	RAF, Bentwaters, UK, APO New York 09755
3300	NATO/SHAPE Support Group, USTASCOMEUR		Florida (FL)
	California (CA)	1972	US Army Participation Group, Orlando
2213	Defense Language Inst, West Coast Branch	2052	Homestead Air Force Base
2149	Edwards Air Force Base	2240	US Army Engr Dist, Jacksonville
2590	Fort MacArthur, US Army	2271	US Naval Station, Jacksonville
2285	Fort Ord, US Army		Georgia (GA)
2318	Norton Air Force Base	2043	US Army Infantry Center and Fort Benning
2483	Presidio of San Francisco, US Army	2276	Fort Gordon, US Army
2572	Sacramento Army Depot	2302	Fort McPherson, US Army
2286	Sharpe Army Depot	2238	Fort Stewart, US Army
2017	Sierra Army Depot	1992	US Army Engr, Dist, Savannah
3051	Tracy Defense Depot	2108	US Army Engr, Div, South Atlantic
2457	Travis Air Force Base		Germany
2313	US Army Engr Dist, Los Angeles	4167	Bad Kreuznach Area
2484	US Army Engr Dist, Sacramento	2486	Sued Bayern Area
2284	US Army Engr Dist, San Francisco		
1985	Western Area MTMC, Oakland		
	Canal Zone (CZ)		
2146	US Army Forces Southern Command		

<i>SON</i>	<i>Location</i>	<i>SON</i>	<i>Location</i>
4180	Pirmasens	2386	Lexington-Blue Grass Army Depot
2795	Bremerhaven Area	2278	US Army Armor Center and Fort Knox
4168	Baumholder Area	2279	US Army Engr Dist, Louisville
2937	Frankfurt Area		
3054	Giessen Area		Korea
4169	Hanau Area	2680	Eighth US Army
2683	Heidelberg Area		Louisiana (LA)
2508	HQ, Berlin Brigade, USAREUR	2686	Fort Polk, US Army
2422	Kaiserslautern Area	2317	US Army Egnr Dist, New Orleans
4170	Mannheim Area		Maryland (MD)
2601	Nuernberg Area	1962	Aberdeen Proving Ground, US Army
2682	Stuttgart Area	2312	Defense Mapping Agency Topographic Center
2153	Wiesbaden Air Force Base	1984	Fort Detrick, US Army
3406	Worms Area	2602	Fort George G. Meade, US Army
3055	Wuerzburg Area	2828	Fort Ritchie, US Army
3407	Zweibruecken Area	2291	US Army Administraative Survey Detachment
	Greece	2281	US Army Engr Dist, Baltimore
2522	Athenai Airport, Greece	2645	Harry Diamond Laboratories, US Army
	Hawaii (HI)		Massachusetts (MA)
2273	US Army Support Command, Hawaii	2539	US Army Materials & Mechanics Research Center
	Illinois (IL)	2482	Fort Devens, US Army
2282	Fort Sheridan, US Army	2481	US Army Natick Laboratories
2241	Rock Island Arsenal, US Army	2224	US Army Engr Div, New England
1988	Savanna Army Depot		Michigan (MI)
2388	US Army Engr Dist, Chicago	2621	US Army Engr Dist, Detroit
2575	US Army Engr Dist, Rock Island	2685	US Army Tank Automotive Command
	Indiana (IN)		Minnesota (MN)
1966	US Army Finance Support Agency	2582	US Army Engr Dist, St. Paul
2797	Jefferson Proving Ground, US Army		Mississippi (MS)
	Iran	2138	US Army Engr Dist, Vicksburg
4132	USEUCOM Support Activity, Teheran	2222	US Army Engr Waterways Experiment Station Vicksburg
	Italy		Missouri (MO)
2124	Aviano Air Force Base	2229	Fort Leonard Wood, US Army
2446	Naval Air Facility, Sigonella	2391	US Army Reserve Components Personnel and Administration Center
2700	Naval Support Activity	2298	US Army Aviation Systems Command
2392	US Army Engr Division, Mediterranean	2684	US Army Engr Dist, Kansas City
2541	8th Logistics Command, USASETAF	1993	US Army Engr Dist, St. Louis
4171	Vicenza Area	3149	US Army Troop Support Command
	Japan		Morocco
2573	US Army Japan	3301	US Naval Training Command, Kenitra
2603	US Army Base Command, Okinawa		
	Kansas (KS)		
2192	Forbes Air Force Base		
2230	Fort Leavenworth, US Army		
2228	Fort Riley, US Army		
	Kentucky (KY)		
2040	Fort Campbell, US Army		

<i>SON</i>	<i>Location</i>	<i>SON</i>	<i>Location</i>
	Nebraska (NB)	2547	Letterkenny Army Depot
2106	US Army Engr District, Omaha	2083	New Cumberland Army Depot
	New Hampshire (NH)	2395	Tobyhanna Army Depot
4001	US Army Cold Regions Research & Engineering Laboratories, Hanover	2647	US Army Engr Dist, Philadelphia
	New Jersey (NJ)	2214	US Army Engr Dist, Pittsburg
2041	Fort Dix, US Army		Puerto Rico (PR)
2542	Fort Monmouth, US Army	4154	Fort Buchanan, San Juan
2308	Picatinny Arsenal, US Army, Dover		Saudi Arabia
	New Mexico (NM)	4074	Navy CPO, Bahrain
2510	Kirkland AFB, Albuquerque		South Carolina (SC)
1997	US Army White Sands Missile Range	2295	Fort Jackson, US Army
4091	US Army Engr Dist, Albuquerque	2802	Naval Weapons Station
	New York (NY)		Spain
2379	ADC, 4789th Air Base Group Hancock Field, Syracuse	2749	Naval Station, Rota Spain
2681	Fort Hamilton, US Army	2072	Torrejon Air Force Base
2220	Eastern Area MTMC, Brooklyn		Taiwan
2390	Seneca Army Depot	2518	Taipei Air Station
1964	US Army Engr Dist, New York		Tennessee (TN)
1990	United States Military Academy	1961	US Army Engr Dist, Memphis
2906	Watervliet Arsenal, US Army	2015	US Army Engr Dist, Nashville
	North Carolina (NC)		Texas (TX)
2103	Fort Bragg, US Army	1983	Fort Sam Houston, US Army
3443	Military Ocean Terminal, Sunny Point	2397	US Army Air Defense Center and Fort Bliss
3151	US Army Engr Dist, Wilmington	2294	Fort Hood, US Army
2104	US Army Research Office, Durham	2385	Red River Army Depot
	Ohio (OH)	2186	Corpus Christi US Army Depot
2208	Defense Construction Supply Center, Columbus	2403	US Army Engr Dist, Fort Worth
2296	USA Civilian Personnel FLD OFC Fort Hayes	2293	US Army Engr Dist, Galveston
2144	US Army Engr Div, Ohio River	2612	US Army Engr Div, Southwestern
	Oklahoma (OK)		Thailand
2577	Fort Sill, US Army	3276	USMACTHAI Support Group
2205	Tinker Air Force Base		Turkey
2578	US Army Engr Dist, Tulsa	2597	Ankara Air Station
	Oregon (OR)	3536	TUSLOG, Detachment 118, APO New York 09224
2216	Umatilla Army Depot	3537	TUSLOG, Detachment 193, APO New York 09289
2101	US Army Engr Dist, Portland	3538	TUSLOG, Detachment 180, APO New York 09324
	Pennsylvania (PA)		UTAH (UT)
2100	Carlisle Barracks, US Army	3140	Defense Depot, Ogden
2087	Defense Personnel Support Center, Philadelphia	1996	Dugway Proving Ground
2546	Frankford Arsenal, US Army	2543	Tooele Army Depot
2600	Indiantown Gap Military Reservation		

<i>SON</i>	<i>Location</i>	<i>SON</i>	<i>Location</i>
	Virginia (VA)		
1952	Defense General Supply Center, Richmond	2320	Office, Secretary of the Army
2306	US Army Engr Center and Fort Bel- voir	2081	US Army Engr Dist, Norfolk
1960	US Army Transportation Center and Fort Eustis	3268	US Army Foreign Science & Technol- ogy Center
2212	US Army Quartermaster Center and Fort Lee	2475	HQ US Army Security Agency
2012	Fort Monroe, US Army		Washington (WA)
2750	HQDA, (CAAA-SMC), US Army Audit Agency	2400	Fort Lewis, US Army
2967	HQ, MTMC	2310	US Army Engr Dist, Seattle
2946	HQ US Army Materiel Command	2080	US Army Engr Dist, Walla Walla
2476	Northern Virginia Personnel Office, US Army Engr Dist, Baltimore		West Virginia (WV)
		2210	US Army Engr Dist, Huntington
			Wisconsin (WI)
		3314	Fort McCoy, US Army

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The Adjutant General

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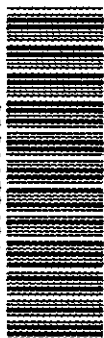
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