



# Department of Defense INSTRUCTION

NUMBER 1336.05

July 28, 2009

*Incorporating Change 2, Effective March 31, 2015*

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USD(P&R)

SUBJECT: Automated Extract of Active Duty Military Personnel Records

References: See Enclosure 1

1. PURPOSE. Under the authority of DoD Directive (DoDD) 5124.02 (Reference (a)), this Instruction reissues DoD Instruction (DoDI) 1336.05 (Reference (b)), to update policy, responsibilities, procedures, and information requirements for reporting of active duty military personnel records.

2. APPLICABILITY. This Instruction applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

b. All active duty personnel counted and reported as part of official Active Component strength as defined in DoDI 1120.11 (Reference (c)).

c. All personnel excluded from military strength: prisoners of war, missing personnel, deserters, prisoners in civil or military confinement for 6 months or more, and personnel on appellate leave (with or without pay).

3. POLICY. It is DoD policy that:

a. A centralized database of active duty uniformed personnel be maintained by the Defense Manpower Data Center (DMDC) to provide information for research, actuarial analysis, interagency reporting, and evaluation of DoD programs and policies. The database must be used as the official source to provide statistical tabulations of Active Component strengths and related

data for use throughout the Department of Defense, by other Government agencies, and the Congress, and for appropriate public release by the Assistant *to the* Secretary of Defense for Public Affairs. In addition, in accordance with DoDD 1000.25 (Reference (d)), extracts of the database are used in DEERS to create and modify:

(1) Demographic, service, and Common Access Card issuance eligibility information in the DMDC Personnel Data Repository core subsystem.

(2) Eligibility information in the Montgomery GI Bill (MGIB) (chapter 30 of title 38, United States Code (U.S.C.) (Reference (e))) satellite database.

(3) Eligibility information in the Centralized System for Prior Service Enlistment Eligibility Information.

b. The requirements and procedures prescribed by DoD 5400.11-R (Reference (f)) must be followed to safeguard the personnel data comprised of personally identifiable information (PII) in this database. Individuals having access to *personally* identifiable ~~personnel~~ information may be held personally responsible and punishable for making unauthorized disclosures.

c. The database is subject to computer matching programs, as prescribed by Reference (~~de~~). Computer matching is conducted with other Federal and non-Federal agencies for such purposes as to verify eligibility for benefit programs and determine continued compliance with benefit program requirements. Matching is also conducted to recover improper payments made to or delinquent debts owed by Federal personnel to include current and former military members.

d. The database shall be used in conjunction with programs of the Department of Defense and other Government agencies to prevent receipt of unauthorized compensation or benefits and help ensure the proper use of Government funds.

#### 4. RESPONSIBILITIES

a. Under Secretary of Defense for Personnel and Readiness (USD(P&R)). The USD(P&R) shall provide overall policy guidance for reporting of active duty military personnel records within the Department of Defense.

b. Director, Department of Defense Human Resources Activity (DoDHRA). The Director, DoDHRA, under the authority, direction, and control of the USD(P&R) as identified in DoDD 5100.87 (Reference (g)) shall, through the Director of DMDC:

(1) Serve as custodian of automated extracts of military personnel records and provide data quality control (QC) analysis and reporting, inquiry capabilities, and administrative and computer support.

(2) Determine if Military Service reporting may be accomplished through secure electronic data transfer or by magnetic tape cartridge submission.

(3) Establish, for electronic submissions, an account number and password for reports and provide additional system specifications.

c. Secretaries of the Military Departments and the Commandant of the Coast Guard. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall ensure that the Military Services implement this Instruction.

5. PROCEDURES. See Enclosure 2.

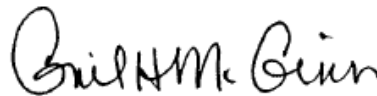
6. INFORMATION COLLECTION REQUIREMENTS. ~~All Master and Unit Identification Code (UIC) Address Files shall be submitted within 20 calendar days of the end of the month. All transaction records shall be submitted within 5 calendar days of the effective date of the transaction. The Master and Unit Identification Code (UIC) Address files and transaction records, referred to in Enclosures 3 and 4 of this instruction, do not require licensing with a report control symbol in accordance with paragraph 1b(16) of Volume 1 of DoD Manual 8910.01 (Reference (h)).~~

7. RELEASABILITY. ~~UNLIMITED.~~ *Cleared for public release.* This Instruction ~~is approved for public release and~~ is available on the Internet from the DoD Issuances ~~Web Site~~ *Website* at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction *is effective July 28, 2009.*

~~a. Is effective July 28, 2009.~~

~~b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoDI 5025.01 (Reference (h)). If not it will expire effective July 28, 2019 and be removed from the DoD Issuances Website~~



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1. References
2. Procedures
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness, (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1336.5, "Automated Extract of Active Duty Military Personnel Records," May 2, 2001 (hereby canceled)
- (c) DoD Instruction 1120.11, "Programming and Accounting for Active *Component (AC)* Military Manpower," ~~April 9, 1981~~ *March 17, 2015*
- (d) DoD Directive 1000.25, "DoD Personnel Identity Protection (PIP) Program," July 19, 2004
- (e) Chapters 30, 32, and 34 of title 38, United States Code
- (f) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (g) DoD Directive 5100.87, "Department of Defense Human Resources Activity (DoDHRA)," February 19, 2008
- (h) ~~DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012~~ *DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014*
- (i) DoD ~~Directive-Instruction~~ 8500.01E, "Information Assurance (IA)," ~~October 24, 2002~~ *March 14, 2014*
- ~~(j) DoD Instruction 8500.2, "Information Assurance (IA) Implementation," February 6, 2003~~
- ~~(kj)~~ DoD ~~Directive Instruction~~ 8320.02, "Data Sharing in a Net-Centric Department of Defense," ~~December 2, 2004~~ *August 5, 2013*
- ~~(lk)~~ DoD ~~Manual~~ 1336.05-M, "Defense Manpower Data Center Domain Values for Military Personnel Data Extracts," July 28, 2009, *as amended*
- ~~(ml)~~ DoD 7000.14-R, "Department of Defense Financial Management Regulation," as amended
- ~~(nm)~~ Sections 2107, 2107a, and 12103 and chapter 109 of title 10, United States Code
- ~~(on)~~ DoD Instruction 4165.70, "Real Property Management," April 6, 2005
- ~~(po)~~ DoD Directive 7045.14, "The Planning, Programming, Budgeting, and Execution (PPBE) Process," January 25, 2013
- ~~(qp)~~ DoD Manual 8260.03, Volume 1, "Global Force Management Data Initiative (GFM DI) Implementation: Unique Identification (UID) for GFM," November 20, 2009
- ~~(rq)~~ DoD Instruction 7730.64, "Automated Extracts of Manpower and Unit Organizational Element Files," December 11, 2004
- ~~(sr)~~ DoD Directive 5160.41E, "Defense Language Program (DLP)," October 21, 2005, *as amended*
- ~~(ts)~~ DoD Instruction 5160.70, "Management of DoD Language and Regional Proficiency Capabilities," June 12, 2007
- ~~(tt)~~ DoD Directive 8570.01, "Information Assurance (IA) Training, Certification, and Workforce Management," August 15, 2004
- ~~(vu)~~ DoD 8570.01-M, "Information Assurance Workforce Improvement Program," December 19, 2005, *as amended*
- ~~(wv)~~ DoD Strategic Plan for Language Skills, Regional Expertise and Cultural Capabilities; 2011-2016, February 11, 2011<sup>1</sup>

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<sup>1</sup> Available at Defense Language and National Security Education Office, Commercial: 703-588-1169

ENCLOSURE 2

PROCEDURES

1. SUBMISSION INSTRUCTIONS. At the option of the submitting Military Service and with concurrence of the DMDC, reporting may be accomplished through secure electronic data transfer or by magnetic tape cartridge submission.

a. Electronic Submission. The submitting Military Service shall contact the DMDC Active Duty Personnel File Manager, who will establish an account number and password exclusively for these reports and provide additional system specifications. These specifications include file naming conventions and security protocols appropriate to protect the data from compromise consistent with ~~DoDD-DoDI 8500.01E~~ (Reference (i)). ~~and DoDI 8500.2 (Reference (j))~~. DMDC supports secure File Transfer Protocol software and can accept password-protected compressed (zipped) data files. The Military Service is responsible for the accuracy and completeness of each electronic data transfer.

b. Data Specifications. For the master files (see Enclosure 3 of this Instruction) order each record by person social security number (SSN) Identifier (Field 4). For regular transaction files (see Enclosure 3 of this Instruction) order each transaction by SSN (Field 4) and transaction effective calendar date (Field 65). For the Workforce Transaction File (see Enclosure 4 of this Instruction) order each transaction by DoD Electronic Data Interchange Person Identifier (EDI-PI) (Field 1) or SSN (Field 2) and personnel workforce transaction effective calendar date (Field 6), respectively.

2. REPORTING REQUIREMENTS

a. At the end of each month, each Military Service shall prepare separate Enlisted and Officer Master Files and a UIC Address File. The Master Files shall reflect the status of the members listed in paragraphs 2.b. and 2.c. of this Instruction as of the last day of the month. Master Files shall be formatted as described in Enclosure 3 of this Instruction. The UIC Address File shall continue to be reported in the current Service-specific format. *All Master and UIC Address Files will be submitted within 20 calendar days of the end of the month.*

b. At the end of each reporting cycle, not less than daily, each Military Service shall prepare separate Enlisted and Officer Transaction Files. The Transaction Files shall include all personnel status change records and personnel data change records processed during the reporting period. Optionally, a Military Service may prepare separate status change and data change Transaction Files for the reporting period. A personnel status change record shall be reported for each active duty (active strength) gain, loss, enlistment extension, and immediate reenlistment. A personnel data change record shall be reported whenever there is a correction to a member's social security number or a change in a member's name, pay plan, pay plan grade, assigned unit, duty unit, and/or residence mailing address. Transaction Files shall be formatted as described in

Enclosure 3 of this Instruction. *All transaction records will be submitted within 5 calendar days of the effective date of the transaction.*

c. At the end of each reporting cycle, not less than daily, each Military Service shall prepare Workforce Transaction Files for personnel listed in paragraph 2.b. of this Instruction. A Workforce Transaction record shall be reported whenever there is a change in language, Defense Language Aptitude Battery (DLAB), ~~Regional Proficiency (RP)~~ and/or information assurance (IA) job function or job level, *or military award information*. Workforce Transaction Files shall be formatted as described in Enclosure 4 of this Instruction.

### 3. DATA STANDARDS.

a. Data standards, developed in support of DoD data administration policies as established by DoDD 8320.02 (Reference (~~kj~~)), shall be used where specified. Supporting domain value sets can be found in DoD *Manual* 1336.05-~~M~~ (Reference (~~k~~)). The Military Service failing to comply with the coding instructions in this Instruction shall be responsible for data interchange conversion costs.

b. The data quality goal is 100 percent. At DMDC, all submission inputs are edited to ensure accuracy of the transaction's data and resulting reports. DMDC will use QC reports to inform the data submitters of data quality and other issues as required. Consult file managers at DMDC for the data edit procedure or expectation of data field.



ENCLOSURE 3RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
1	001	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community.  A Army N Navy M Marine Corps F Air Force C Coast Guard H Public Health Services, Commissioned Corps O National Oceanic and Atmospheric Administration, Commissioned Corps	
2	002	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. If unknown, report Z.  R Regular G Guard V Reserve	
3	003-005	Active Duty Strength Accounting Code	The code that represents an accounting and programming category used by DoD to classify active duty positions and personnel. See Reference (H) for a list of domain values and definitions. If unknown, report ZZZ.	Reference (H)
	006-016	Filler	Report all blanks.	
4	017-025	Person Social Security Number Identifier	The identifier assigned by the Social Security Administration (SSA) to a person.	
	026	Filler	Report all blanks.	
5	<u>027-096</u>	Person Name		
	027-052	a. Person Surname Text	The text of a designation applied to a person, generally referred to as the last or family name.	
	053-072	b. Person Forename Text	The text of a designation applied to a person, generally referred to as the first name.	
	073-092	c. Person Middle Name Text	The text of a designation applied to a person, commonly used between the first and last names. If not applicable, report all blanks.	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	093-096	d. Person Cadency Name Text	The text of a designation applied to a person that designates family succession. Examples include JR, SR, II, and III. If not applicable, report all blanks.	
6	097-104	Person Birth Calendar Date	The date when a person was born. Format: YYYYMMDD. If unknown, report all zeroes.	
7	105	Person Sex Code	The code that represents a classification of a person based on reproductive function. If unknown, report Z.  F Female M Male	
8	106	Marital Status Code	The code that represents a legal status with respect to marriage. If unknown, report Z.  A Annulled D Divorced I Interlocutory L Legally separated M Married N Never married W Widowed	
9	107	Race Code	The code that represents a nonscientific division of the population based on assumed primordial biological properties. See Reference (H) for a list of domain values and definitions. If unknown, report zero.	Reference (H)
10	108-109	Ethnic Affinity Code	The code that represents a cultural background with which a member identifies. If unknown, report ZZ.  AA Asian Indian AB Chinese AC Filipino AD Guamanian AF Japanese AG Korean AI Vietnamese AJ Other Asian descent AK Mexican AL Puerto Rican AM Cuban AN Latin American AO Other Hispanic descent AP Aleut AQ Eskimo AR U.S./Canadian Indian tribes AS Melanesian	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
		Ethnic Affinity Code (continued)	AT Micronesian AU Polynesian AV Other Pacific island descent BG Other BH None [Not associated with any above ethnic affinity.]	
11	110-111	Faith Group Code	The code that represents a category of common beliefs. (Service members are requested to voluntarily provide this information to assist the Military Services in planning chaplain services.) See Reference (H) for a list of domain values and definitions with equivalent domain values for the previous standard data element, Religious Denomination. If unknown, report ZZ.	Reference (H)
12	<del>112-115</del>	Citizenship		
	112	U.S. Citizenship Status Code	The code that represents the status of an individual regarding U.S. citizenship. If unknown, report Z.  A U.S. national. (A non-U.S. citizen, owing permanent allegiance to the United States, who was a resident of American Samoa, Federated States of Micronesia, Marshall Islands, Northern Mariana Islands, or Palau at the time of its association with the United States, or was born in one of the above named entities after its association with the United States to U.S. national, non-U.S. citizen, parents.) C U.S. citizen N Non-U.S. citizen or national	
	113	Filler	Report all blanks.	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
13	114	U.S. Citizen Citizenship Origin Code	The code that represents the means by which a U.S. citizen established citizenship. If not applicable or unknown, report Z. A Born within the United States, Guam, Puerto Rico, or Virgin Islands B Born outside the United States, Guam, Puerto Rico, or Virgin Islands to non-U.S. citizen parents and subsequently became a U.S. citizen when at least one parent became a citizen by naturalization C Born outside the United States, Guam, Puerto Rico, or Virgin Islands to at least one citizen parent D Born outside the United States, Guam, Puerto Rico, or Virgin Islands to non-U.S. citizen parents and subsequently became a U.S. citizen by naturalization	
	115	Filler	Report all blanks.	
	<u>116-119</u>	Education		
14	116	a. Educational Designator Code	The code that represents an educational status or level attained by a member. See Reference (H) for a list of domain values and definitions. If unknown, report Z.	Reference (H)
	117-119	b. Filler	Reserved for future reporting of education-related data. Report all blanks.	
	<u>120-231</u>	Person Residence Mailing Address		
	120-154 155-189	a. Residence Mailing Address Line 1 Text Residence Mailing Address Line 2 Text	The text of the detailed portion of a member's residence mailing address. This may include street number and name, apartment number, building number or name, post office box number, or rural route number and box number. If Line 2 is unused, report all blanks for that line. If unknown, report all blanks.	
	190-209	b. Residence Mailing Address Postal Region City Place Name	The name of the highest level delivery station within a postal state, territory, or country for a member's residence mailing address. If unknown, report all blanks.	
	210-211	c. Residence Mailing Address U.S. Postal Region State Code	The code that represents the state, territory, or military overseas or afloat designation as the highest level subdivision of a U.S. postal region for a member's residence mailing address. See Reference (H) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.	Reference (H)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	212-213	d. Residence Mailing Address Country Code	The code that represents the principal geopolitical entity of the world for a member's residence mailing address. See Reference (H) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and, excepting Armed Forces addresses, the appropriate value for other U.S. and all non-U.S. territory. If military overseas or afloat or unknown, report ZZ.	Reference (H)
	214-214	Filler	Report all blanks.	
	215-223	e. Residence Mailing Address U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents the designated United States Postal Service (USPS) mail service region and the definitive delivery drop within the region for a member's residence mailing address. If the Extension Identifier is unknown, report all zeroes in the last four positions of the field. If non-USPS or unknown, report all zeroes.	
	224-231	f. Residence Mailing Address Effective Calendar Date	The date when the residence mailing address of a member came into effect. Format: YYYYMMDD. If unknown, report all zeroes.	
15	232-240	Joint Service Spouse Social Security Number Identifier	The identifier assigned by the SSA to a member's active, reserve, or retired military spouse. If not applicable or unknown, report all zeroes.	
16	<u>241-247</u>	Dependents		
	241-242	a. Dependents Quantity	The number of persons for whom a military sponsor provides support. See applicable provisions of Volume 7A of DoD 7000.14-R (Reference (H)). Range of valid values: 00-30. If unknown, report 99.	Reference (H)
	243	b. Collocated Dependents Type Code	The code that represents the types of persons for whom a military sponsor provides support and who reside with the military sponsor. If not applicable or unknown, report Z.  A Spouse only B Spouse and children only C Children only D Spouse, children, and other dependents E Spouse and other dependents only F Children and other dependents only G Other dependents only	
	244-245	c. Collocated Dependents Quantity	The number of persons for whom a military sponsor provides support and who reside with the military sponsor. Range of valid values: 00-30. If not applicable or unknown, report 99.	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	246-247	d. Command-Sponsored Dependents Quantity	The number of persons for whom a military sponsor provides support, who reside with the military sponsor outside the continental United States (OCONUS), and whose presence OCONUS is Command-sponsored. Range of valid values: 00-30. If not applicable or unknown, report 99.	
17	248-256	Prior Person Social Security Number Identifier	The identifier assigned by the SSA previously associated with a person. Applicable only if Personnel Data Change Transaction Type Code (Field 70) equals A. If not applicable, report all zeroes.	
18	257-262	Educational Discipline Code	The code established by the Department of Education that represents a subject of study. See Reference ( <del>h</del> ) for a list of domain values and definitions. Report the educational discipline that is the basis for the highest postsecondary certificate, degree, or diploma awarded to a member. Applicable only if Educational Designator Code (Field 13a) equals D, G, K, N, R, W, U, or V. If not applicable or unknown, report all zeroes.	Reference ( <del>h</del> )
	263-267	Filler	Report all blanks.	
19	268-275	Uniformed Service Initial Entry Calendar Date	The date when an individual was first appointed, enlisted, or conscripted into a Uniformed Service. The reported date may equal the date of enlistment in the regular component Delayed Entry Program (DEP) under section 12103(d) of title 10, U.S.C. Reference ( <del>am</del> ) as a Reservist in the senior Reserve Officers' Training Corps (ROTC) program; or as a scholarship cadet or midshipman under sections 2107 or 2107a of Reference ( <del>am</del> ), or the date of entrance as a cadet or midshipman at one of the Service military academies. This data element is also known as Date of Initial Entry to a Uniformed Service. Format: YYYYMMDD. If unknown, report all zeroes.	Reference ( <del>am</del> )
20	276-283	Active Federal Military Service Base Calendar Date	The constructed date that establishes the beginning of a member's creditable active Federal military service. The reported date may have been adjusted for breaks in service and lost time. This data element is also known as Active Duty Base Date and Basic Active Service Date. Format: YYYYMMDD. If unknown, report all zeroes. See related Field 34.	
21	284-291	Military Longevity Pay Service Base Calendar Date	The constructed date that establishes the beginning of a member's creditable military service for longevity increases to Basic Pay and other items of military	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
22	292-294	Accession Program Source	compensation. The reported date may have been adjusted for breaks in service. This data element is also known as Pay Entry Base Date. Format: YYYYMMDD. If unknown, report all zeroes.	
	292	a. Enlisted Accession Program Source Code	<p>The code that represents the accession program by which a member first obtained enlisted status (also known as Means of Initial Entry into Military Service, Enlisted.) Applicable only to enlisted members. If not applicable or unknown, report Z.</p> <p>A Induction  B Voluntary enlistment in a regular component  C Voluntary enlistment in a Reserve component for service in a regular component DEP  D Voluntary enlistment in a Reserve component for service in a non-regular component DEP  E Voluntary enlistment in a Regular component under the National Call to Service (NCS) program.</p>	
	293	b. Commissioned Officer Accession Program Source Code	<p>The code that represents the accession program by which a member first obtained commissioned officer, other than commissioned warrant officer, status (also known as Source of Initial Commission). Applicable only to commissioned officers, other than commissioned warrant officers. If not applicable or unknown, report Z.</p> <p>A U.S. Military Academy  B U.S. Naval Academy  C U.S. Air Force Academy  D U.S. Coast Guard Academy  E U.S. Merchant Marine Academy  F Air National Guard Academy of Military Sciences  G ROTC or Naval Reserve Officers' Training Corps (NROTC) scholarship under section 2107(b) of Reference (am)  H ROTC or NROTC non-scholarship program  J Officer Candidate School (OCS), Aviation OCS (AOCS), Officer Training School (OTS), or Platoon Leaders Course (PLC)  K Aviation Cadet program  L National Guard State OCS  M Direct appointment authority, commissioned officer, professional  N Direct appointment authority, commissioned officer, all other  P Aviation training program other than OCS,</p>	Reference (am)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			<p>AOCS, OTS, or PLC</p> <p>Q Limited duty officer program. Former senior enlisted personnel or commissioned warrant officer (CWO) selected to become a commissioned officer other than through OCS, AOCS, OTS, or PLC</p> <p>R ROTC scholarship program under section 2107a of Reference (<del>RM</del>)</p>	
	294	c. Warrant Officer Accession Program Source Code	<p>The code that represents the accession program by which a member first obtained warrant officer, including CWO, status (also known as Source of Initial Appointment). Applicable only to warrant officers. If not applicable or unknown, report Z.</p> <p>1 Direct appointment authority, warrant officer 2 Direct appointment authority, commissioned warrant officer 3 Warrant Officer Aviation Training Program</p>	
23	<u>295-318</u>	Officer Appointment Date		
	295-302	a. Commissioned Officer Appointment Calendar Date	<p>The date when a member was first appointed a commissioned officer, other than a commissioned warrant officer. Format: YYYYMMDD. Applicable only to commissioned officers, other than commissioned warrant officers. If not applicable or unknown, report all zeroes.</p>	
	303-310	b. Warrant Officer Appointment Calendar Date	<p>The date when a member was first appointed a warrant officer, other than a commissioned warrant officer. Format: YYYYMMDD. Applicable only to warrant officers, other than commissioned warrant officers. If not applicable or unknown, report all zeroes.</p>	
	311-318	c. Commissioned Warrant Officer Appointment Calendar Date	<p>The date when a member was first appointed a commissioned warrant officer. Format: YYYYMMDD. Applicable only to commissioned warrant officers. If not applicable or unknown, report all zeroes.</p>	
24	319	Enlisted Career Status Code	<p>The code that represents the career status of an enlisted member. Applicable only to enlisted members. If not applicable or unknown, report 9.</p> <p>1 First term 2 Second term 3 Careerist</p>	
25	320	Active Duty Involuntary Retention Reason Code	<p>The code that represents the basis for the involuntary retention of a member on active duty. If not</p>	



Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			<p>applicable or unknown, report Z.</p> <p>A Temporary “stop loss” legal authority            B Medical status of member            C Legal status of member            D Retention determined to be “essential to the public interests” (applicable only to Navy and Marine Corps enlisted members serving on a naval vessel in foreign waters.)            X Retention otherwise unavoidable, desirable, or beneficial</p>	
26	321	Enlisted Active Service Agreement Duration Years Quantity	The length in years of the current enlisted active service agreement (also known as Term of Enlistment). The agreement may result from involuntary induction or voluntary enlistment, reenlistment, or extension of enlistment. Report whole years only. Valid values: 0-8. Applicable only to enlisted members. If not applicable or unknown, report 9.	
27	322-329	Officer Active Service Obligation End Calendar Date	The date when an officer will fulfill his or her active service obligation and be eligible for separation, transfer, or retirement (also known as Obligated Service Date). The service obligation may result from the conditions of appointment as an officer, promotion to a higher grade, and/or entry into a training or education program. Format: YYYYMMDD. Applicable only to officers. If the value is indefinite, report the projected date of retirement. If not applicable or unknown, report all zeroes.	
28	330-337	Officer Active Service Projected End Calendar Date	The date when an officer is projected to leave active service (also known as Expected Active Duty Loss Date, Officer). Format: YYYYMMDD. Applicable only to officers. If the value is indefinite, report 555555). If not applicable or unknown, report all zeroes.	
29	338-345	Enlisted Active Service Obligation End Calendar Date	The date when an enlisted member will fulfill his or her active service obligation and be eligible for separation, transfer, or retirement (also known as Date of Expiration of Enlistment on Active Duty). The date will reflect periods of lost time and executed agreements to extend enlistment that have become operative. Format: YYYYMMDD. Applicable only to Navy, Marine Corps, and Air Force enlisted members. If the value is indefinite, report 55555555. If not applicable or unknown, report all zeroes.	
30	346-353	Enlisted Active Service	The date when the current enlisted active service	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
		Agreement Begin Calendar Date	agreement came into effect (also known as Effective Date of Current Enlistment, Reenlistment, or Extension). The agreement may result from involuntary induction or voluntary enlistment, reenlistment, or extension of enlistment. Format: YYYYMMDD. Applicable only to enlisted members. If not applicable or unknown, report all zeroes.	
31	354-361	Enlisted Active Service Projected End Calendar Date	The date when an enlisted member is projected to leave active service (also known as Date of Expected Termination of Enlisted Active Service). The date will reflect executed agreements to extend enlistment, whether or not they have become operative. Format: YYYYMMDD. Applicable only to enlisted members. If the value is indefinite, report 55555555. If not applicable or unknown, report all zeroes.	
32	362-369	Uniformed Service Rank Effective Calendar Date	The date that establishes the relative seniority of a member among others who possess the same pay grade. Format: YYYYMMDD. If unknown, report all zeroes.	
33	<u>370-377</u>	Pay Plan and Grade	Reporting related to a schedule for monetary compensation and a sequential level within that schedule used to determine the rate of military Basic Pay.	
	370-371	a. Pay Plan Code	The code that represents a schedule for monetary compensation.  ME Enlisted MW Warrant Officer MO Commissioned Officer	
	372-373	b. Pay Plan Grade Code	The code that represents a sequential level within a pay plan. The valid domain values for each value of Pay Plan Code are as follows:  ME 01-09 Enlisted grades 1 to 9 MW 01-05 Warrant Officer grades 1 to 5 MO 01-11 Commissioned Officer grades 1 to 11	
	374	c. Pay Grade Modifier Code	The code that identifies an increased level of compensation for one or more grades within a pay plan. If not applicable, report Z.  M Serving as the senior enlisted member of an Armed Force (applicable only if Pay Plan Code equals ME and Pay Plan Grade Code equals 09) E Member has over 4 years of active enlisted and/or warrant officer service (applicable only if	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			<p>Pay Plan Code equals MO and Pay Plan Grade Code equals 01, 02, or 03)</p> <p>C Serving as a Chief of Service or as Chairman or Vice Chairman of the Joint Chiefs of Staff (applicable only if Pay Plan Code equals MO and Pay Plan Grade Code equals 10 or 11)</p>	
	375-377	Uniformed Service Rank Code	The code that represents a designation of a level of authority within a Uniformed Service. See Reference (H) for a list of domain values and definitions. (Note that some values are not applicable to U.S. Military Service members.) If unknown, report 999.	Reference (H)
	378-379	Filler	Report all blanks.	
34	380-387	Active Federal Military Officer Service Base Calendar Date	The constructed date that establishes the beginning of a member's creditable active federal military service as an officer (also known as Basic Active Officer Service Date). This date is adjusted for breaks in service and lost time. Applicable only to officers. Format: YYYYMMDD. If not applicable or unknown, report all zeroes. See related Field 20.	
35	388	Military Aeronautical Rating Code	<p>The code that represents a member's rating for aeronautical service. Potentially applicable to both enlisted members and officers. If not applicable or unknown, report Z.</p> <p>A Astronaut  B Fixed wing pilot  C Rotary wing pilot  D Fixed or rotary wing pilot  E Navigator or weapons system operator  F Observer  G Flight Surgeon  H Crew member, other  J Non-crew member  K Naval flight officer  L Student aviator</p>	
36	389-390	Enlisted Career Category Code	The Service-specific code that represents the assigned career field of an enlisted member (also known as Career Management Field). Applicable only to Army enlisted members. If not applicable or unknown, report 99.	
37	391-398	Primary Service Occupation Code	The Service-unique code or set of codes that represents the primary military occupation of a member. If any portion is not applicable or unknown, report all blanks for that portion.	
	391-397	a. Enlisted	Army: Report the primary Military Occupational	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
38	391-397	b. Warrant Officer	<p>Skill (MOS), Skill Level, Skill Qualification Identifier (SQI), and Additional Skill Identifier (ASI).</p> <p>Navy: Report the primary Rating and Navy Enlisted Classification (NEC).</p> <p>Marine Corps: Report the primary MOS and three blanks.</p> <p>Air Force: Report the primary Air Force Specialty Code (AFSC), including prefix and suffix.</p> <p>Coast Guard: Report the primary Grade/Rate Structure Code and two blanks.</p> <p>Army: Report the primary MOS, SQI, and ASI.</p> <p>Navy: Report the Designator and Additional Qualification Designator (AQD).</p> <p>Marine Corps: Report the primary MOS and three blanks.</p> <p>Air Force: Report seven blanks.</p> <p>Coast Guard: Report the primary Grade/Rate Occupation Code and four blanks.</p>	
	391-397	c. Commissioned Officer	<p>Army: Report the Branch Area of Concentration (AOC), first Skill Identifier (SI), and second SI.</p> <p>Navy: Report the Designator and first AQD.</p> <p>Marine Corps: Report the primary MOS and three blanks.</p> <p>Air Force: Report the primary AFSC, including prefix and suffix.</p> <p>Coast Guard: Report the primary Occupational Field, Occupied Billet Code, and four blanks.</p>	
	398	d. Filler	Report all blanks.	
	<u>399-406</u>	Secondary Service Occupation Code	The Service-unique code or set of codes that represents the secondary military occupation of a member. If any portion is not applicable or unknown, report all blanks for that portion.	
	399-405	a. Enlisted	<p>Army: Report the secondary MOS, Skill Level, SQI, and ASI.</p> <p>Navy: Report the secondary Rating and NEC.</p> <p>Marine Corps: Report the secondary MOS and three blanks.</p> <p>Air Force: Report the secondary AFSC, including prefix and suffix.</p> <p>Coast Guard: Report seven blanks.</p>	
	399-405	b. Warrant Officer	<p>Army: Report the secondary MOS, SQI, and ASI.</p> <p>Navy: Report the Subspecialty Code and two blanks.</p> <p>Marine Corps: Report the secondary MOS and three blanks.</p> <p>Air Force: Report seven blanks.</p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	399-405	c. Commissioned Officer	Coast Guard: Report seven blanks. Army: Report the Secondary Branch/Functional Area Code, and SI code. Navy: Report the Subspecialty Code and two blanks. Marine Corps: Report the secondary MOS and three blanks. Air Force: Report the secondary AFSC, including prefix and suffix. Coast Guard: Report the secondary Occupational Field, Occupied Billet Code, and four blanks.	
	406	d. Filler	Report all blanks.	
39	407-408	Officer Career Category Code	The code that represents the assigned career field of an officer. See Reference (k) for a list of domain values and definitions. In general, the value can be derived from the value of the primary Service Occupation Code (also known as Basic Branch and Competitive Category). Applicable only to officers. If not applicable or unknown, report ZZ.	Reference (k)
40	<u>409-418</u>	Professional Military Education		
	409	a. Professional Military Education Level Code	The code that represents the highest level of professional military education completed by an officer in person or by correspondence. See Reference (k) for a list of schools and courses that are included under each level. Applicable only to officers. If not applicable or unknown, report 9.  1 Senior Service school 2 Intermediate Service school 3 Skill progression school 4 Initial skill school	Reference (k)
	410	b. Joint Professional Military Education Level Code	The code that represents the highest level of joint professional military education completed by an officer in person or by correspondence. See Reference (k) for a list of schools that are included under each level. Applicable only to officers. If not applicable or unknown, report Z.  A Advanced B Intermediate C Initial	Reference (k)
	411-418	c. Joint Professional Military Education Effective Calendar Date	The date when an officer's highest level of joint professional military education came into effect. Format: YYYYMMDD. Applicable only to officers. If not applicable or unknown, report all zeroes.	
41	419	Command Status Code	The code that represents the command status of an	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			officer who is qualified to serve as a unit commander, regardless of current eligibility for administrative or functional pay. Applicable only to commissioned officers. If not applicable or unknown, report 9.  1 Currently in command of a unit 2 Previously commanded a unit 3 Never commanded a unit	
42	420-421	Armed Forces Qualification Test (AFQT) Percentile Score Quantity	The number that represents the percentile score calculated from the raw scores of designated subtests of the Armed Services Vocational Aptitude Battery, or of predecessor military enlistment entrance tests designated as the basis for calculation of the AFQT percentile. Valid values: 01-99. Applicable only to enlisted members. If not applicable or unknown, report 00.	
43	<u>422-445</u>	Permanent Duty Station		
	422-429	a. Permanent Duty Station Arrival Calendar Date	The date when a member arrived at his or her current permanent duty station. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	430-437	b. Permanent Duty Station Departure Calendar Date	The date when a member departed his or her last permanent duty station. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	438-445	Filler	Report all blanks.	
44	446-453	Officer Active Status Projected End Calendar Date	The date when an officer must be removed from active status due to applicable maximum service, time in grade, or age criteria (also known as Officer Mandatory Removal Date). Format: YYYYMMDD. Applicable only to officers. If the value is indefinite, report the projected date of retirement. If not applicable or unknown, report all zeroes.	
45	<u>454-463</u>	Active Duty Loss Incentive Data		
	454-461	a. Active Duty Loss Incentive Eligibility Begin Calendar Date	The date when a member became eligible for an active duty early separation, transfer, or retirement incentive program. Format: YYYYMMDD. If not applicable, report all zeroes.	
	462	b. Active Duty Loss Incentive Status Code	The code that represents the status of a member in regards to an active duty early separation, transfer, or retirement incentive program. If not applicable, report Z.  A Member is eligible for one or more programs	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	463	c. Active Duty Loss Incentive Type Code	<p>B Member has applied for a program  C Member's application for a program has been approved  D Member's application for a program has been denied</p> <p>The code that represents the kind of active duty early separation, transfer, or retirement incentive for which a member is eligible or has applied. Values A and B are applicable only if Active Duty Loss Incentive Status Code (Field 56b) equals A. If not applicable, report Z.</p> <p>A Voluntary Separation Incentive (VSI), Special Separation Bonus (SSB), or early retirement  B VSI or SSB  E Early retirement, voluntary  F Early retirement, involuntary  S SSB  V VSI</p>	
	464-485	Filler	Report all blanks.	
46	486-491	Assigned Real Property Site Unique Identifier (RPSUID)	The identifier that represents the base to which a member is assigned. If unknown, report all zeroes.	DoDI 4165.70 (Reference (en))
47	492-494	Assigned Unit Major Command Code	<p>The Service-unique code that represents the highest level organization of the assigned unit. If unknown, report <i>ZZZ</i>.</p> <p>Army: Report the Command Assignment Code and one blank.  Navy: Report the Navy Claimant Code and one blank.  Marine Corps: Report the Monitored Command Code.  Air Force: Report the Personnel Accounting Symbol (PAS) Major Command Identifier and PAS Subcommand Identifier.  Coast Guard: Report three blanks.</p>	
	495-502	Assigned UIC	<p>The Service-unique code that represents the unit to which a member is assigned. If unknown, report all Z's.</p> <p>Army: Report a W, the UIC, and two blanks.  Navy: Report an N, the UIC, and two blanks.  Marine Corps: Report an M, the Reporting Unit Code (RUC), and two blanks.  Air Force: Report an F, the unit portion of the PAS</p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
48	<u>503-516</u>	Assigned Unit Location	Code, and three blanks. Coast Guard: Report the UIC.	
	503-504	a. Assigned Unit Location U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the normal shore or homeport location of the unit to which a member is assigned. See Reference ( <del>m</del> ) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.	Reference ( <del>h</del> )
	505-506	b. Assigned Unit Location Country Code	The code that represents the principal geopolitical entity of the world for the normal shore or homeport location of the unit to which a member is assigned. See Reference ( <del>h</del> ) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.	Reference ( <del>h</del> )
	507-507	Filler	Report all blanks.	
	508-516	c. Assigned Unit Location U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents a designated USPS mail service region and a definitive delivery drop within the region for the normal shore or homeport location of the unit to which a member is assigned. If the Extension Identifier is unknown, report all zeroes in the last four positions of the field. If non-USPS or unknown, report all zeroes.	
49	517-524	Duty UIC	The Service-unique code that represents the unit to which a member has reported for duty. If unknown, report all Z's.  Army: Report a W, the UIC, and two blanks. Navy: Report an N, the UIC, and two blanks. Marine Corps: Report an M, the RUC, and two blanks. Air Force: Report an F, the unit portion of the PAS Code, and three blanks. Coast Guard: Report the UIC.	
50	<u>525-532</u>	Duty Service Occupation Code	The Service-unique code or set of codes that represents the military occupation of a member's duty position. If any portion is not applicable or unknown, report all blanks for that portion.	
	525-531	a. Enlisted	Army: Report the duty MOS, Skill Level, SQI, and ASI. Navy: Report the distributed Rating and NEC. Marine Corps: Report the duty MOS and three blanks.	



Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
51	525-531	b. Warrant Officer	<p>Air Force: Report the duty AFSC, including prefix and suffix.</p> <p>Coast Guard: Report the duty Grade/Rate Structure Code and two blanks.</p> <p>Army: Report the duty MOS, SQI, and ASI.</p> <p>Navy: Report the Navy Officer Billet Code (NOBC) and three blanks.</p> <p>Marine Corps: Report the duty MOS and three blanks.</p> <p>Air Force: Report seven blanks.</p> <p>Coast Guard: Report the Officer Billet Code System and three blanks.</p>	
	525-531	c. Commissioned Officer	<p>Army: Report the primary Duty Branch/Functional Area/Immaterial Code, AOC, and SI Code.</p> <p>Navy: Report the NOBC and three blanks.</p> <p>Marine Corps: Report the duty MOS and three blanks.</p> <p>Air Force: Report the duty AFSC, including prefix and suffix.</p> <p>Coast Guard: Report the Officer Billet Code System and three blanks.</p>	
	532	d. Filler	Report all blanks.	
52	532	Military Flying Status Code	<p>The code that represents whether a member is receiving flight pay for current duties. If not applicable or unknown, report 9.</p> <p>1 On flying status 2 Not on flying status</p>	
52	<u>534-542</u>	Defense Program Planning		
	534-541	a. Defense Program Planning Code	The code that represents a primary object in the Future Years Defense Program that corresponds to a particular mission within a major defense program (also known as Program Element Code). See DoD Directive 7045.14 (Reference (po)) for a list of domain values and definitions. This code provides the linkage between the planning, programming, and budgeting phase and the execution phase of the budget and accounting cycle. If no value is available for Army members, report a value derived from the Army Management Structure Code. If unknown, report all Zs.	Reference (po)
	542-542	b. Filler	Report all blanks.	
53	543-548	RPSUID	The identifier that represents the base to which a member has reported for duty. If unknown, report all	Reference (en)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
54	549-551	Duty Unit Major Command Code	<p>zeroes.</p> <p>The Service-unique code that represents the highest level organization of the unit to which a member has reported for duty. If unknown, report ZZZ.</p> <p>Army: Report the Command Assignment Code and one blank. Navy: Report the Navy Claimant Code and one blank. Marine Corps: Report the Monitored Command Code. Air Force: Report the PAS Major Command and Subcommand Identifiers. Coast Guard: Report three blanks.</p>	
55	<u>552-567</u>	Duty Unit Location		
	552-553	a. Duty Unit Location U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the actual shore or port location of the unit to which a member has reported for duty. See Reference (H) for a list of domain values and definitions. If non-U.S., afloat at sea, or unknown, report ZZ.	Reference (H)
	554-555	b. Duty Unit Location Country Code	The code that represents the principal geopolitical entity of the world for the actual shore or port location of the unit to which a member has reported for duty. See Reference (H) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If afloat at sea or unknown, report ZZ.	Reference (H)
	556-556	Filler	Report all blanks.	
	557-565	c. Duty Unit Location U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents a designated USPS mail service region and a definitive delivery drop within the region for the actual shore or afloat location of the unit to which a member has reported for duty. If the Extension Identifier is unknown, report all zeroes in the last four positions of the field. If non-USPS or unknown, report all zeroes.	
	566-567	d. Duty Unit Location Major Body of Water Code	The code that represents the major body of water for the actual afloat location of the unit to which a member has reported for duty. See Reference (H) for a list of domain values and definitions. Applicable only if the duty unit is afloat at sea. If not applicable or unknown, report ZZ.	Reference (H)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
56	568-587	Organization Unique Identifier	The code that uniquely distinguishes one DoD organizational element from another, allowing DoD systems to identify organizations across the DoD enterprise.	Volume 1 of DoD Manual 8260.03 (Reference (9))
57	588-701	Filler	Report all blanks.	
	<u>702-720</u> 702	Career Status Bonus a. Career Status Bonus Program Status Code	The code that represents a member's eligibility for the Career Status Bonus program. If not applicable or unknown, report Z. A Eligible to elect the Career Status Bonus B Not eligible to elect the Career Status Bonus	
	703	b. Career Status Bonus Program Category Code	The code that represents the status of a member's notification of eligibility for the Career Status Bonus program. If not applicable or unknown, report Z. K Notification	
	704-711	c. Career Status Bonus Program Category Calendar Date	The date of notification of eligibility to participate in the Career Status Bonus program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	712	d. Career Status Bonus Program Type Code	The code that represents a member's Career Status Bonus program participation status. If not applicable or unknown, report Z. E Elected to participate in the Career Status Bonus program F Declined participation in the Career Status Bonus program	
58	713-720	e. Career Status Bonus Program Participation Calendar Date	The date when a member made a decision on participation in the Career Status Bonus program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	<u>721-733</u> 721	MGIB-Active Duty (MGIB-AD) a. MGIB-AD Enrollment Basis Code	The code that represents the conditions under which a member was authorized or offered enrollment in the MGIB-AD educational benefit program. If unknown, report Z.  A Enrollment not authorized or offered B Enrollment authorized on 1 July 1985: member with entitlement under Chapter 34 of Reference (e) on active duty between 19 October 1984 and 1 July 1985 and continued on active duty without a break in service C Enrollment offered at initial entry on active duty D Enrollment or reenrollment offered at second entry on active duty following a break in service:	Reference (e)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			<p>member's initial period of service terminated because of a defective enlistment or induction based on minority, an erroneous enlistment or induction, or a defective enlistment agreement</p> <p>E Enrollment offered during 7-month "Open Season" beginning 1 December 1988: member declined enrollment at initial entry on active duty</p> <p>F Enrollment offered prior to involuntary separation from active duty</p> <p>G Enrollment offered prior to VSI or SSB separation from active duty</p> <p>H Enrollment offered during 9-month period beginning 9 October 1996: member's full-time National Guard duty, begun between 1 July 1985 and 29 November 1989, constituted initial obligated period to active duty</p> <p>J Enrollment offered during 1-year period beginning 9 October 1996: member on active duty and participating in Chapter 32 of Reference (e) on 9 October 1996</p> <p>K Enrollment offered during 1-year period beginning 1 November 2000: member on continuous active duty on or before 9 October 1996 through 30 April 2000 and participating in Chapter 32 of Reference (e)</p> <p>L Enrollment deferred based on participation in an active duty service Loan Repayment Program or other service education program</p> <p>M NCS member, MGIB offered upon reenlistment or extension</p> <p>N Member serving at least 2 years of continuous active duty in the Armed Forces</p>	
	722-729	b. MGIB-AD Enrollment Action Calendar Date	The date when a member made an MGIB-AD educational benefit program enrollment decision. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	730	c. MGIB-AD Enrollment Action Code	<p>The code that represents the MGIB-AD educational benefit program enrollment decision made by a member. If not applicable or unknown, report Z.</p> <p>A Accepted</p> <p>D Declined</p>	
	731-732	d. MGIB-AD Kicker Incentive Rate Code	The code that represents the monetary level of an MGIB-AD kicker incentive for which a member is entitled. See Reference (H) for a list of domain values and definitions. If not applicable or unknown, report ZZ.	Reference (H)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	733	e. MGIB-AD Initial Service Obligation Code	The code that represents the length of a member's active duty service obligation at the time of initial entry on active duty. Applicable only if MGIB-AD Enrollment Basis Code (Field 71a) equals C, D, E, H, or L. If not applicable or unknown, report 9.  2 Less than 3 years 3 3 or more years	
59	734	Original Veterans Educational Benefit Program Entitlement Code	The code that represents the educational benefit program under Reference (e) to which a member was entitled at the time of initial entry on active duty. If unknown, report 9.  1 Chapter 34 of Reference (e), "Veterans' Educational Assistance" (also known as "GI Bill" or "Old GI Bill") 2 Chapter 32 of Reference (e), "Post-Vietnam Era Educational Assistance Program" (also known as "Veterans Education Assistance Program") 3 Chapter 30 of Reference (e), "All-Volunteer Force Educational Assistance Program" (also known as "New GI Bill," "MGIB," or "MGIB-AD")	Reference (e)
60	<u>735-831</u>	Army Specific Data	Reporting that is unique to Army records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-736 737-739 740-741	a. Enlisted and Officer	Personnel Strength Status Distribution Management Level Movement Designator Travel Category	
	742-743 744-744 745-752	b. Enlisted Only	Immediate Reenlistment Prohibition Overseas Assignment Tour Type Code Date Completed Current Overseas Tour	
	753-760 761-768 769-770 771-778 779 780-787 788-789 790 791-798 799-806 807 808-815 816-823	c. Officer Only	Entry on Active Duty Current Tour Branch Related Skill (first four) Control Branch Expiration of Current Service Agreement Filler ASI (first four) [Applicable only to warrant officers.] Troop Command Status Troop Command Category Date Commissioned Command Assignment Date Termination of Command Assignment On-order Stabilized Tour Type Overseas Assignment Start Date Overseas Assignment End Date	
	824-826	d. Enlisted and Officer	Major Subject of Advanced Education	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
61	827-831	e. Filler	Report all blanks.	
	<u>735-831</u>	Navy Specific Data	Reporting that is unique to Navy records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-737	a. Enlisted and Officer	Bureau of Navy Personnel Loss Code (applicable only to loss and immediate reenlistment personnel status change transaction records.)	
	738		Ashore/Afloat Code	
	739-741		On-Board Accounting Category Code	
	742-751		Activity Code	
	752-759		Navy Geolocation Code	
	760-762	b. Filler	Report all blanks.	
	763-764	c. Officer Only	Officer Source Code	
	765		Aeronautical Designation	
62	766-768		AQD2	
	769-771		AQD3	
	772-774		AQD4	
	775-777		Gain Category Field	
	778-831	d. Filler	Report all blanks.	
	<u>735-831</u>	Marine Corps Specific Data	Reporting that is unique to Marine Corps records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735	a. Enlisted and Officer	Strength Category Code	
	736-737		Component Code	
	738-742		Pay Status	
	743		Record Status	
63	744		Duty Status Code	
	745-748		Source of Entry Code	
	749-754	b. Filler	Report all blanks.	
	755	c. Enlisted and Officer	Transaction Correction Code	
	756-831	d. Filler	Report all blanks.	
	<u>735-831</u>	Air Force-Specific Data	Reporting that is unique to Air Force records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-746	a. Enlisted and Officer	Office Symbol	
	747-748		PAS Code (first two positions of assigned unit)	
	749-750		REC-STAT-CURR (Record Status Current)	
	751-753		ADN-OFF-AMN (Accession Designation Number – Officer-Airmen)	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	754-755 756-757		Duty Status ADSCD-RSN-FOR (Active Duty Service Commitment Date – Reason For)	
	758-760 761		Filler Functional Category	
	762-765 766-771		DUTY-LOC-CURR (Duty Location Current) FUNCT-ACCT-CODE (applicable only to master records.)	
	772-777		GR-PROJ-PROM-SEQ-NR (Grade Projected Promotion Sequence Number)	
	778-785		Control AFSC	
	786 787 788	b. Officer Only	SOURCE-OF-COMM (Source of Commission) Aero-Rating-Current Graduate Professional Education Status	
	789-792	c. Enlisted and Officer	Major Subject of Study	
	793-793	d. Officer Only	Source of Accession Indicator	
	794-831	e. Filler	Report all blanks.	
64	<u>735-831</u>	Coast Guard-Specific Data	Reporting that is unique to Coast Guard records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735	a. Enlisted and Officer	Training Category Field	
	736-831	b. Filler	Report all blanks.	
65	832-839	Transaction Effective Calendar Date	The date when a transaction came into effect. For gain personnel status change records report the date of enlistment, transfer, or return to military control. For loss personnel status change records report the date of release, separation, transfer, retirement, death, or loss from military control. For extension and immediate reenlistment personnel status change records and for personnel data change records report the date the change came into effect. Format: YYYYMMDD. Applicable only to transaction records. If not applicable, report all zeroes.	
66	<u>840-843</u>	Separation Program Designator		
	840-842	a. Separation Program Designator Code	The code that <i>best</i> defines the <i>reason and</i> circumstances under which a member <del>ended</del> <i>was</i> <i>released or discharged from</i> a period of active or reserve service. <i>See the Deputy Assistant Secretary</i> <i>of Defense for Military Personnel Policy</i> <i>(DASD(MPP)) for list of applicable values.</i> <i>Secretaries of the Military Departments will forward</i>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			<p><i>requests to add, change, or delete SPD codes, with appropriate justification to the DASD(MPP) for approval.</i> Applicable only to loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report ZZZ.</p> <p><del>Provide the DMDC File Manager with documentation on all current Service specific domain values and on all changes to Service specific domain values as they occur.</del></p>	
	843	<del>b. Separation Program Designator Modifier Code Filler</del>	<p><del>The Marine Corps specific code that further defines the circumstances under which a member ended a period of active or reserve service. Applicable only to loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report 9. Provide the DMDC File Manager with documentation on all current domain values and on all changes to domain values as they occur. Report all blanks.</del></p>	
67	844	Military Service Characterization Code	<p>The code that represents the evaluation of a member's conduct and performance during a period of military service. Applicable only to loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report Z.</p> <p>A Honorable (Member's service reflected proper behavior and proficient performance of duty.)            B Under honorable conditions (Member's service reflected behavior and performance that was short of Honorable.)            D Bad conduct (Member's bad conduct was punished by a special or general court martial.)            E Under other than honorable conditions (Member was convicted of a felony by civil authorities.)            F Dishonorable (Member's bad conduct was punished by a general court martial.)            Y Uncharacterized (Member served 6 months or less and was assigned a separation reason of (a) entry level separation, (b) void enlistment or induction, or (c) dropped from strength.)</p>	
		Military Service Characterization Code (continued)		
68	845-846	Reenlistment Eligibility Code	<p>The Service-specific code that represents the eligibility of a member to reenlist for an additional period of active or reserve service. Applicable only to enlisted loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report ZZ. Provide the DMDC File Manager with documentation on all current domain values and on all changes to domain values as they occur.</p>	



Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	847-849	Filler	Report all blanks.	
69	850	Personnel Transaction Type Code	<p>The code that represents a type of personnel transaction. Applicable only to transaction records. If not applicable, report Z.</p> <p>D Change to personnel data S Change to personnel status</p>	
70	851	Personnel Data Change Transaction Type Code	<p>The code that represents a type of personnel data change transaction. Applicable only to personnel data change transaction records. If not applicable, report Z.</p> <p>A Social Security Number correction. Report the correct value in Person Social Security Number Identifier (Field 5) and the erroneous value in Prior Person Social Security Number Identifier (Field 23).</p> <p>B Name change. Report the new value in Person Name (Field 7).</p> <p>C Pay plan and/or grade change. Report the new value or values in Pay Plan Code (Field 40a), Pay Plan Grade Code (Field 40b), and/or Pay Grade Modifier Code (Field 40c).</p> <p>D Assigned and/or duty unit change. Report the new value or values in Assigned UIC (Field 60) and/or Duty UIC (Field 62).</p> <p>E Residence Mailing Address change. Report the new values in Person Residence Mailing Address (Field 19).</p> <p><i>F Person Attribute data element change. Report new value in at least one field not already covered in the above five transaction type codes.</i></p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
71	852-854	Personnel Status Change Transaction Type Code	<p>The code that represents a type of personnel status change transaction. Applicable only to personnel status change transaction records. If not applicable, report Z.</p> <p>111 Active duty (active service) gain  112 Active duty (active service) gain, non-prior service  115 Active duty (active service) gain, prior service, from reserve duty  117 Active duty (active service) gain, prior service, from retired (eligible for retired pay)  118 Active duty (active service) gain, prior service, delayed reenlistment  119 Active duty (active service) gain, prior service, enlisted to officer or vice versa  120 Active duty (active service) gain, prior service, return to military control  123 Active duty (active service) gain, prior service, other  131 Active duty (active service) loss  132 Active duty (active service) loss, to civil life  135 Active duty (active service) loss, to reserve duty  137 Active duty (active service) loss, to retired (eligible for retired pay)  138 Active duty (active service) loss, death  139 Active duty (active service) loss, enlisted to officer or vice versa, within same Service and Component  140 Active duty (active service) loss, drop from military control  151 Active duty (active service) change, immediate reenlistment  152 Active duty (active service) change, extension</p>	
	855-856	Filler	Reserved for Marine Corps-specific use	
72	857-858	Country of Original Citizenship Code	The code that represents the principal geopolitical entity of the world of citizenship at birth to which the member owed allegiance and by which he or she was entitled to be protected. See Reference (H) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.	Reference (H)
	859-859	Filler	Report all blanks.	
73	860-864	Person Place of Birth		
	860-861	a. Person Place of Birth	The alphabetic code that represents the principal	Reference (H)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References	
74		U.S. State Alpha Code	divisions and outlying and associated areas of the U.S. for the member's place of birth. See Reference (k) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.	Reference (k)	
	862-863	Person Place of Birth Country Code	The code that represents the principal geopolitical entity of the world for the member's place of birth. See Reference (k) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.		
	864-864	Filler	Report all blanks.		
	<u>865-871</u>	Home of Record			
	865-866	a. Home of Record U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the residence declared by a member at the time of the latest entry to active service. See Reference (k) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.		Reference (k)
	867-868	b. Home of Record Country Code	The code that represents the principal geopolitical entity of the world for the residence declared by a member at the time of the latest entry to active service. See Reference (k) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.		Reference (k)
	869-869	Filler	Report all blanks.		
75	870-889	c. Home of Record Postal Region City Place Name	The name of the highest level delivery station within a postal state, territory, or country for the residence declared by a member at the time of the latest entry to active service. If unknown, report all blanks.		
	890-897	Date of Estimated Return from Overseas	The date a member is estimated to return from an overseas assignment. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.		
	898-899	Filler	Report all blanks.		
76	<u>900-927</u>	NCS Program			
	900	a. NCS Program Incentive Code	The code that represents the NCS program incentive that a member chose. If not applicable or unknown, report Z.  A Cash bonus of \$5000		

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			<p>B Repayment of qualifying student loan (principal and interest), up to \$18,000</p> <p>C Education allowance, for up to 12 months</p> <p>D Education allowance, for up to 36 months</p>	
	901-908	b. NCS Program Eligibility Status Effective Date	The date the NCS Program eligibility status became effective. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	909-910	c. NCS Program Eligibility Status Code	<p>The code that represents the eligibility status of a member enrolled in the NCS program. If not applicable or unknown, report ZZ.</p> <p>AB No entitlement: member has executed a qualifying contract or service obligation after 30 September 2003 but has not completed initial active duty obligation</p> <p>AC No entitlement: member erroneously reported as eligible</p> <p>BA Eligible: member completed Initial Active Duty for Training (IADT) and 15 month active duty enlistment term</p> <p>BC Eligible: member completed remainder of military service obligation on active duty</p> <p>DA Eligibility terminated: member has not completed IADT and/or a qualifying contract or service obligation and is subject to a recoupment action</p> <p>DB Eligibility terminated: member has not completed IADT and/or a qualifying contract or service obligation and is not subject to a recoupment action</p>	
	911-918	d. Filler		
	919-926	e. NCS Active Duty 15-Month Enlistment End Calendar Date	The date a member completed the NCS 15-month active duty enlistment term. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
77	927-946	Organization Position Identifier	<p>The identifier that represents a member's unique position as defined by the DoD Component. See DoDI 7730.64 (Reference (<del>¶</del>q)). If unknown, report all Z's.</p> <p>Army: Report Paragraph, Sub-Paragraph, Line Number, and unique record identifier.</p> <p>Air Force: Report the Major Command Code and Position Number.</p> <p>Navy: Report the Billet Identification Number.</p> <p>Marine Corps: Report the Billet Identification Number.</p>	Reference (( <del>¶</del> q))
78	947-954	Initial Entry Training End	The date a member completed initial entry training,	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
79		Calendar Date	including skill training. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	<u>955-971</u>	Active Duty Loan Repayment Incentive Program		
	955-962	a. Active Duty Loan Repayment Incentive Program Eligibility Effective Date	The begin date of a Service member's commitment based on eligibility for an educational incentive under the Active Duty Loan Repayment Incentive Program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	963	b. Active Duty Loan Repayment Incentive Program Educational Type Code	The type of active duty educational incentive for a Service member who is appointed, enlists, reenlists, affiliates, or extends in an Active Duty Loan Repayment Incentive Program. If not applicable or unknown, report Z.  A Educational loan repayment assistance	Chapter 109 of Reference (am)
80	<u>964-971</u>	c. Active Duty Loan Repayment Incentive Program Eligibility Completion Date	The completion date of a Service member's commitment based on eligibility for an educational incentive under the Active Duty Loan Repayment Incentive Program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	<u>972-975</u>	Post 9/11 GI Bill Incentive Program		
	972-973	a. Post 9/11 GI Bill Kicker Incentive Rate Code	The code that represents the monetary level of a Post 9/11 GI Bill kicker incentive for which a member is entitled upon enlistment or affiliation. See Reference (k) for a list of domain values and definitions. If not applicable or unknown, report ZZ.	Reference (k)
	974-975	b. Post 9/11 GI Bill Reenlistment Kicker Incentive Rate Code	The code that represents the monetary level of a Post 9/11 GI Bill reenlistment kicker incentive for which a member is entitled. See Reference (k) for a list of domain values and definitions. If not applicable or unknown, report ZZ.	Reference (k)
81	976-977 978-979 980-983 984-989	Army Officer Only	Current Procurement Program Number Previous Procurement Program Number Civilian Education Degree Civilian Education Institution)	
	990-1000	Filler	Report all blanks.	

ENCLOSURE 4

WORKFORCE TRANSACTION FILE

1. APPLICABILITY. Report Active Component workforce transaction data to manage the personnel information required for language, DLAB, IA, and ~~RP skills military award information~~ for active duty personnel.

a. Language. DoDD 5160.41E (Reference (~~sr~~)) and DoDI 5160.70 (Reference (~~ts~~)) require language data on all Service members of the Active Component to document the proficiencies and capabilities for managing and reporting of foreign language skills.

b. IA. DoDD 8570.01 (Reference (~~ut~~)) and DoD 8570.01-M (Reference (~~vu~~)) require tracking the IA requirements of positions as well as the IA certification information of Service members. DMDC will separately track the certification and certification data award begin and end dates.

~~c. RP. The DoD Strategic Plan for Language Skills, Regional Expertise, and Cultural Capabilities (Reference (~~w~~)) requires RP data on all Active Component Service members to document the proficiencies and capabilities for RP skills.~~

*c. Military Awards. Active service medal and award information will be used to establish eligibility for benefits and entitlements administered by the Department of Veterans Affairs.*

2. REPORTING REQUIREMENTS

a. The workforce transaction records will include copies of all required personnel information, a personnel workforce transaction effective calendar date, a personnel workforce transaction type code, a personnel workforce transaction action type code (Fields 6, 7, and 8 in *the Table 2 of in* this enclosure), and all associated transaction data in the appropriate section described in *the Table 2* in this enclosure.

b. At least annually, DMDC reviews and defines submission requirements, providing changes as required, and reporting instructions that each Service shall use in preparing and sending their submissions. Enclosure 2 contains the DMDC submission requirements and reporting instructions.

*c. Initial load of military awards requires a one-time load of all military award information required by section 4 of the Table, with most recently awarded devices, for all Active Component Service members. After initial load, report military awards as earned by the Service member while in an Active Component.*

3. EDIT CONCEPT

a. Submit either the EDI-PI in record Field 1 in *the Table 2 of this enclosure* or the set of information comprising the social security number, the person surname information, and the person date of birth record Fields 2, 4, and 5 in *the Table 2 of this enclosure* as the person's identity for a transaction record for the workforce transaction file.

b. If the service affiliation changes, the gaining organization is required to submit new language, DLAB, IA, and ~~RP~~ *military award* transaction records. Information from the losing DoD Component will not be carried forward when the Uniformed Service Branch Classification Code in Field 3.a. of this enclosure changes.

c. Submit personnel workforce transaction action type codes to add, change, cancel, or end a personnel workforce transition event.

(1) Add Transaction ("A"). Submit when adding new information. An Add Transaction must be used when reporting new information pertaining to workforce or when reporting the most recent information for previously reported workforce information.

(2) Change Transaction ("B"). Submit when changing data on a currently submitted workforce transaction type that was submitted incorrectly.

(3) Cancel Transaction ("C"). Submit when canceling a transaction record on a previously reported Add, Change, or End Transaction that was submitted in error or submitted incorrectly. If the record was submitted incorrectly, the correct information (if required) must be submitted as an Add or End transaction after the cancellation transaction has been submitted. Global Cancel Transactions will not be processed.

(4) End Transaction ("D"). Submit when a member discontinues in the IA workforce. The End Transaction can denote either a loss from the occupational workforce population or a loss from the Service component strength. This transaction should only be used on IA transactions (personnel transaction workforce transaction type equals "3"). The personnel workforce transaction effective calendar date of an End Transaction must be at least one day greater than the personnel workforce transaction effective calendar date of the Add or Change Transaction that is being discontinued with the End Transaction.

d. Submit personnel workforce transaction type codes to identify the type of information in the personnel workforce transaction being submitted.

(1) Language Data ("1"). Submit this transaction type for language information in record Field 9 of section 1 of *the Table 2 of this enclosure*. The person's identity, personnel workforce transaction effective calendar date, language code and language proficiency source code must match the information in the existing language workforce record when submitting a Change or Cancel Transaction.

(a) All available tested proficiency scores must be reported when submitting language data transaction.

(b) Do not report self-reported information if formally assessed information has been reported for the same language for the same individual.

(2) DLAB (“2”). Submit this transaction type for DLAB Score information in record Field 10 of section 2 of *the Table 2 of this enclosure*. The person’s identity and personnel workforce transaction effective calendar date must match the information in the existing DLAB Score workforce record when submitting a Change or Cancel Transaction.

(3) IA Data (“3”). Submit this transaction type for IA information in record Field 11 in section 3 of *the Table 2 of this enclosure*. The person’s identity and personnel workforce transaction effective calendar date must match the information in the existing IA workforce record when submitting a Change or Cancel Transaction.

(a) For each Service member’s job position that entails application of IA knowledge and skill sets, transaction records will be required to identify the IA job category and skill level that is formally designated for the position. For positions that entail a varied range of IA skill sets and skill levels, guidance should be sought from Reference (u) to identify the specific IA category and level for which the job position is officially designated.

(b) If there is a break in service or IA job function, an End Transaction is submitted to indicate termination of IA job function and separation from the IA workforce. Reentry into the IA workforce on a future date would be indicated by submitting an Add transaction.

~~(4) RP (“4”). Submit this transaction type for RP information in record Field 12 in section 4 of Table 2-1 of this enclosure. The person identity, personnel workforce transaction effective calendar date and RP county code must match the information in the existing RP workforce record when submitting a Change or Cancel Transaction.~~

~~(4) Military Award Data (“5”). Submit this transaction type for military awards information in record field 12 in section 4 of the Table. The person’s identity (personnel workforce transaction effective calendar date, military award, and military award device) must match the information in the existing military awards workforce record when submitting a change or cancellation transaction.~~

~~e. Report the personnel workforce transaction effective date in record field 6 of the Table with the following definition, depending on the personnel workforce transaction action type code submitted:~~

~~(1) Language. For section 1 of the Table, submit the calendar date of the most current competence in the language in which a member possesses the proficiency that was tested, generally by administration of a defense language proficiency test or other formal assessment. For language proficiency that is self-reported, use the date when the Service member reports the language information.~~

~~(2) DLAB. For section 2 of the Table, submit the calendar date of the effective date of the DLAB score.~~



(3) IA. For section 3 of the Table, submit the calendar date of the effective date of the IA transaction event.

(4) Military Awards. For section 4 of the Table, submit the calendar date of the start of the period of service or the date of the act or achievement that the Service member or unit receives the military award.

TABLE 2: Workforce Transaction File Coding Instructions

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
PERSONNEL IDENTIFICATION				
1.	001-010	EDI-PI	Enter the 10 numeric digit number obtained from DEERS that uniquely identifies the person being reported.  If EDI-PI is not provided, report Not applicable, set I=6666666666	
2.	011-019	Person Social Security Number Identifier	Enter the nine numeric digits omitting hyphens for the member's SSN.  If SSN is not provided, report Not applicable, set I=6666666666	
3.	020-026	Person Affiliation	Enter a two-character code from the following list that identifies the affiliation.	
	020	a. Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community.  A Army N Navy M Marine Corps F Air Force C Coast Guard H Public Health Services, Commissioned Corps O National Oceanic and Atmospheric Administration, Commissioned Corps	
	021	b. Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire.  R Regular G Guard V Reserve  If unknown, set I=Z	
	022-026	c. Filler	If not applicable, set I = W ( <i>Entire Field</i> )	
4.	027-052	a. Person Surname Text	The text of a designation applied to a person, generally referred to as the last or family name.  If Person Surname Text is not provided, report Not applicable, set I=W ( <i>Entire Field</i> )	

TABLE 2: Workforce Transaction File Coding Instructions, *Continued*

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
5.	053-060	Person Birth Calendar Date	The date on which an individual was born.  Format: YYYYMMDD.  If unknown, set I=99999999 If Person Birth Calendar Date is not provided report Not applicable, set I=66666666	
WORKFORCE ADMINISTRATION DATA				
6.	061-068	Personnel Workforce Transaction Effective Calendar Date	The effective date when the workforce transaction came into effect. The Effective Calendar date is used to select which Workforce Transaction record(s) will be used for reporting purposes at any certain point in time.  Format: YYYYMMDD.	
7.	069	Personnel Workforce Transaction Type Code	The code that represents a type of personnel workforce transaction.  1 = Language data 2 = DLAB Score 3 = IA data <del>4 = RP data</del> 5 = <del>Do not use (applicable to civilian reporting only)</del> <i>Military award data</i>	
8.	070	Personnel Workforce Transaction Action Type Code	The code that represents a type of action represented by the transaction.  A = Add new transaction information B = Change an existing transaction (correct action) C = Cancel an existing transaction D = End an existing transaction (applicable to IA transaction only)	
SECTION 1: LANGUAGE DATA: FOR WORKFORCE TRANSACTION CODE = "1"				
9.	071-130	Language	Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 1.	
	071-073	a. Language Code	The code that represents a means of communication based on a formalized system of sounds and symbols. Report the language, other than English, in which a member possesses the proficiency. See Reference ( <del>k</del> ) for a list of domain values and definitions.	Reference ( <del>k</del> )

TABLE 2: Workforce Transaction File Coding Instructions, *Continued*

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	074-075	b. Language Speaking Proficiency Code	<p>The code that represents the current degree of speaking competence in the language being reported.</p> <p>00 = No proficiency  06 = Memorized proficiency  10 = Elementary proficiency  16 = Elementary proficiency, plus  20 = Limited working proficiency  26 = Limited working proficiency, plus  30 = General professional proficiency  36 = General professional proficiency, plus  40 = Advanced professional proficiency  46 = Advanced professional proficiency, plus  50 = Functionally native proficiency</p> <p>If unknown, set I=99  If Personnel Workforce Transaction Action Type Code= C (Cancel Transaction) set I=66</p>	
	076-077	c. Language Listening Proficiency Code	<p>The code that represents the current degree of listening competence in the language being reported. See record Field 9b for a list of domain values and definitions.</p>	
	078-079	d. Language Reading Proficiency Code	<p>The code that represents the current degree of reading competence in the language being reported. See record Field 9b for a list of domain values and definitions.</p>	

TABLE 2: Workforce Transaction File Coding Instructions, *Continued*

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	080	e. Language Skill Source Code	<p>The code that represents the origin of the skill in the language being reported. If more than one code applies, report the most applicable code.</p> <p>A = Civilian school course                      B = Defense Language Institute (DLI)                      C = Foreign residence                      D = Home environment                      E = Military school other than DLI                      F = Self-study                      G = Survival-level language course                      X = Other</p> <p>If unknown, set I=Z                      If Personnel Workforce Transaction Action Type Code= C (Cancel Transaction) set I=W</p>	
	081	f. Language Proficiency Source Code	<p>The code that represents the source of the proficiency evaluation.</p> <p>A Formally assessed                      B Self-reported</p>	
	082-089	g. Language Proficiency Evaluation Calendar Date	<p>The date when competence in the language in which a member possesses the most current proficiency was tested, generally by administration of a Defense Language Proficiency Test, or otherwise formally assessed. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.</p>	
	090-130	h. Filler	<p>If not applicable, set I = W (entire field)</p>	
SECTION 2: DLAB DATA: FOR WORKFORCE TRANSACTION TYPE CODE = "2"				
10.	071-130	DLAB	<p>Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 2</p>	
	071-073	a. DLAB Quantity	<p>The score achieved on the Defense Language Aptitude Battery. Valid values: 012-164.</p> <p>If Personnel Workforce Transaction Action Type Code= C (Cancel Transaction) set I=WWW</p>	
	74-130	b. Filler	<p>If not applicable, set I = W (entire field)</p>	
SECTION 3: IA DATA: FOR WORKFORCE TRANSACTION TYPE CODE = "3"				

TABLE 2: Workforce Transaction File Coding Instructions, *Continued*

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
11.	71-130	IA	Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 3.	
	071	a. IA Category Code	<p>The code that represents the category in which the member has received certification or in which the certification is being waived to perform the duties.</p> <p>1 = Technical  2 = Management  3 = Designated Approving Authority (DAA) (only applicable to the IA Category of Management)  4 = Computer Network Defense (CND) Service Provider  5 = IA System Architect and Engineer</p> <p>If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) or D (End Transaction), set I = W</p>	
	072	b. IA Category Level Code	<p>The code that represents the level of the IA category.</p> <p>1 = Level 1  2 = Level 2  3 = Level 3  A = CND Analyst  B = CND Infrastructure Support  C = CND Incident Responder  D = CND Auditor  E = CND Manager</p> <p>If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) or D (End Transaction), set I = W</p>	
	073	c. IA Duty Code	<p>The code that identifies whether the IA duties are their primary duty, additional duty, or embedded duty.</p> <p>A = Primary (25-40 hours/week)  B = Additional (15-24 hours/week)  C = Embedded (1-14 hours/week)</p> <p>If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) or D (End Transaction), set I = W</p>	

TABLE 2: Workforce Transaction File Coding Instructions, *Continued*

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	74-81	d. IA Waiver Effective Calendar Date	The date the IA certification waiver did or will expire.  Format: YYYYMMDD. If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) or D (End Transaction), set I =66666666	
	82-89	e. IA Waiver Expiration Date	The date the IA certification waiver did or will expire.  Format: YYYYMMDD. If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) or D (End Transaction), set I =66666666	
	90	f. IA Computing Environment Certification	Indicates whether the IA professional is certified in his computing environment. Certification must be current and unexpired.  Y = Yes N = No  If unknown, set I = Z If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) or D (End Transaction), set I =W	
	91	g. IA On-the-Job Evaluation	Indicates whether the IA professional has received an on-the-job evaluation. Evaluation is current and unexpired.  Y = Yes N = No  If unknown, set I = Z If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) or D (End Transaction), set I =W	
	92	h. IA Signed Privileged Access Agreement	Indicates whether the IA professional has signed a Privileged Access Agreement. Agreement is current and unexpired.  Y = Yes N = No  If unknown, set I = Z If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) or D (End Transaction), set I =W	

TABLE 2: Workforce Transaction File Coding Instructions, *Continued*

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	93-130	j. Filler	If not applicable, set I = W (entire field)	
<b>SECTION 4: RP DATA: FOR WORKFORCE TRANSACTION CODE = "4"</b>				
12.	<del>071-130</del>	<del>RP</del>	<del>Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 4.</del>	
	<del>071</del>	<del>a. RP Skill Level</del>	<del>The skill levels represent an individual's awareness and understanding of the historical, political, cultural, sociological, economic, and geographic factors of a foreign country or specific global region.</del>  <del>0 = Pre novice 1 = Novice 2 = Associate 3 = Professional 4 = Senior Professional 5 = Expert</del>  <del>If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) set I=W</del>	
	<del>072-079</del>	<del>b. RP Level Award Date</del>	<del>Calendar date of award for current RP skill level.</del>  <del>Format: YYYYMMDD.</del> <del>If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) set I=66666666</del>	
	<del>80-81</del>	<del>e. RP Country Code</del>	<del>Country code of RP skill level. See Reference (1) for a list of domain values and definitions.</del>	<del>Reference (1)</del>
	<del>82-130</del>	<del>d. Filler</del>	<del>If not applicable, set I = W (entire field)</del>	
<b>SECTION 4: MILITARY AWARD DATA: FOR WORKFORCE TRANSACTION CODE = "5"</b>				
12.	071-130	Military Award	Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 5.	
	071-074	a. Military Award	Enter the code for the military award  A001 = Medal of Honor, Department of the Army A002 = Army Distinguished Service Cross A003 = Army Distinguished Service Medal A004 = Soldiers Medal A005 = Army Commendation Medal A006 = Army Achievement Medal  C001 = Medal of Honor, Coast Guard C002 = Coast Guard Distinguished Service Medal C003 = Coast Guard Commendation Medal C004 = Coast Guard Achievement Medal C005 = Coast Guard Medal	



TABLE 2: Workforce Transaction File Coding Instructions, *Continued*

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			<p><i>C006 = Coast Guard Cross</i></p> <p><i>D001 = Silver Star Medal</i>  <i>D002 = Legion of Merit</i>  <i>D003 = Distinguished Flying Cross</i>  <i>D004 = Bronze Star Medal</i>  <i>D005 = Purple Heart</i>  <i>D006 = Meritorious Service Medal</i>  <i>D007 = Air Medal</i>  <i>D008 = Prisoner of War Medal</i>  <i>D009 = National Defense Service Medal</i>  <i>D010 = Antarctica Service Medal</i>  <i>D011 = Armed Forces Expeditionary Medal</i>  <i>D012 = Vietnam Service Medal</i>  <i>D013 = Southwest Asia Service Medal</i>  <i>D014 = Kosovo Campaign Medal</i>  <i>D015 = Afghanistan Campaign Medal</i>  <i>D016 = Iraq Campaign Medal</i>  <i>D017 = Global War on Terrorism Expeditionary Medal</i>  <i>D018 = Global War on Terrorism Service Medal</i>  <i>D019 = Korean Defense Service Medal</i>  <i>D020 = Armed Forces Service Medal</i>  <i>D021 = Humanitarian Service Medal</i>  <i>D022 = Military Outstanding Volunteer Service Medal</i>  <i>D023 = Armed Forces Reserve Medal</i>  <i>D024 = Presidential Unit Citation</i></p> <p><i>F001 = Medal of Honor, Department of the Air Force</i>  <i>F002 = Air Force Cross</i>  <i>F003 = Air Force Distinguished Service Medal</i>  <i>F004 = Airmen's Medal</i>  <i>F005 = Air Force Aerial Achievement Medal</i>  <i>F006 = Air Force Commendation Medal</i>  <i>F007 = Air Force Achievement Medal</i>  <i>F008 = Air Force Combat Action Medal</i></p> <p><i>N001 = Medal of Honor, Department of the Navy</i>  <i>N002 = Navy Cross, Department of the Navy</i>  <i>N003 = Distinguished Service Medal, Department of Navy</i>  <i>N004 = Navy and Marine Corps Medal</i>  <i>N005 = Navy and Marine Corps Commendation Medal</i>  <i>N006 = Navy and Marine Corps Achievement Medal</i>  <i>N007 = Navy Expeditionary Medal</i>  <i>N008 = Marine Corps Expeditionary Medal</i></p> <p><i>O001 = Defense Distinguished Service Medal</i>  <i>O002 = Defense Superior Service Medal</i></p>	

TABLE 2: Workforce Transaction File Coding Instructions, *Continued*

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			<p>0003 = Defense Meritorious Service Medal  0004 = Joint Service Commendation Medal  0005 = Joint Service Achievement Medal  0006 = Joint Meritorious Unit Award  S001 = Combat Action Badge (Army)  S002 = Combat Action Ribbon (USCG)  S003 = Combat Action Ribbon (USN and USMC)  S004 = Combat Infantry Badge (Army)  S005 = Combat Medical Badge (Army)</p>	
	075	Military Award Device	<p>Enter the authorized device for the military award</p> <p>A = V Device  B = Oak leaf cluster  C = 3/16 inch Service Star  D = Campaign Star (3/16 inch)  E = 3/16 inch Battle Star  F = Antarctica Service Medal Winter-Over Clasp  G = Antarctica Service Medal Winter-Over Disk  H = Arrowhead Device  I = Hourglass Device  J = Fleet Marine Force Combat Ops Insignia  K = Arabic Numerals  L = Mobilization  M = 5/16 inch Star</p> <p>If not applicable, set I = W</p>	
	076	Military Award Device Number	<p>Enter the number of authorized military devices for the authorized military device in record field 12b of this appendix.</p> <p>1 = One  2 = Two  3 = Three  4 = Four  5 = Five  6 = Six  7 = Seven  8 = Eight or more</p> <p>If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction) set I=W If unknown, set I = Z</p>	
	77-84	Military Award Approval Calendar Date	<p>The calendar date of the approval of the military award.</p> <p>Enter: CCYYMMDD  If unknown set I = 99999999  If Personnel Workforce Transaction Action Type Code = C (Cancel Transaction), set I = 66666666</p>	
	085-130	Filler	Not applicable, set I = W (entire field)	

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AFQT	Armed Forces Qualification Test
AFSC	Air Force Specialty Code
AOC	area of concentration
AOCS	Aviation Officer Candidate School
AQD	Additional Qualification Designator
ASI	Additional Skill Identifier
CWO	Commissioned Warrant Officer
DAA	Designated Approving Authority
<i>DASD(MPP)</i>	<i>Deputy Assistant Secretary of Defense for Military Personnel Policy</i>
DEERS	Defense Enrollment Eligibility Reporting System
DEP	Delayed Entry Program
DHRA	Defense Human Resources Activity
DLAB	Defense Language Aptitude Battery
DLI	Defense Language Institute
DMDC	Defense Manpower Data Center
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
EDI-PI	DoD Electronic Data Interchange Person Identifier
IA	information assurance
IADT	initial active duty for training
MC	Marine Corps
MGIB	Montgomery GI Bill
MGIB-AD	Montgomery GI Bill – Active Duty
MOS	Military Occupational Skill
NCS	National Call to Service
NEC	Navy Enlisted Classification
NOBC	Navy Officer Billet Code
NROTC	Naval Reserve Officer Training Corps
OCONUS	outside the continental United States
OCS	Officer Candidate School
OTS	Officer Training School
PAS	Personnel Accounting Symbol
PII	personally identifiable information

PLC	Platoon Leaders Course
QC	quality control
ROTC	Reserve Officers' Training Corps
RP	Regional Proficiency
RPSUID	Real Property Site Unique Identifier
RUC	Reporting Unit Code
SI	Skill Identifier
SQI	Skill Qualification Identifier
SSA	Social Security Administration
SSB	Special Separation Bonus
SSN	social security number
UIC	Unit Identification Code
U.S.	United States
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USPS	United States Postal Service
VSI	Voluntary Separation Incentive