Department of Defense
INSTRUCTION

USD(P&R)

SUBJECT: Data Submission Requirements for DoD Civilian Personnel: Appropriated Fund
(APF) Civilians

References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own
purpose. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)),
the purpose of the overall instruction is to establish and implement policy, assign responsibilities,
prescribe procedures, and establish requirements for submitting DoD civilian personnel records
to the Defense Manpower Data Center (DMDC), a component of the Defense Human Resources
Activity.

b. Volume. This volume:

(1) Reissues DoD Instruction (DoDI) 1444.2 (Reference (b)).

(2) Establishes policy and prescribes procedures and requirements for submitting DoD
records on APF direct hire civilians paid exclusively from DoD APFs, including personnel
serving without compensation. This includes civilian personnel employed in accordance with
section 3101 of Title 5, United States Code (U.S.C.) (Reference (c)) or section 709 of Title 32,
U.S.C. (Reference (d)) (e.g., U.S. citizens in U.S. and non-U.S. duty locations, non-U.S. citizens
in U.S. duty locations, and military technicians).

2. APPLICABILITY. This volume:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs
of Staff, the Combatant Commands, the Office of the Inspector General of the Department of
Defense (IG, DoD), the Defense Agencies except as noted in paragraph 2b, the DoD Field
Activities, and all other organizational entities within the DoD (referred to collectively in this
volume as the "DoD Components").

b. Does not apply to intelligence and counterintelligence agencies, including the National
Reconnaissance Office, the National Security Agency, the National Geospatial-Intelligence
Agency, and the Defense Intelligence Agency.

3. <u>POLICY</u>. It is DoD policy that:

a. A comprehensive centralized repository of current and historical DoD civilian personnel data will be used for research, actuarial, and ad hoc analysis.

(1) In accordance with DoDI 3001.02, DoDI 6490.03, and DoDD 1404.10 (References (e), (f), and (g)), extracts are used to provide specialized reporting on the civilian workforce.

(2) In accordance with DoDD 1000.25, Homeland Security Presidential Directive 12, and Directive-type Memorandum 08-003 (References (h), (i), and (j)), extracts of the civilian data may be used in the Defense Enrollment and Eligibility Reporting System (DEERS) to create and modify elements relevant to identity management and issuance of Common Access Cards (CACs).

b. Personally identifiable information (PII) in the repository will be safeguarded following the requirements and procedures prescribed by DoD 5400.11-R (Reference (k)) and DoDD 5015.2 (Reference (l)). Individuals having access to PII may be held personally responsible and punishable for making unauthorized disclosures.

c. Civilian personnel records will be submitted using Social Security Numbers (SSNs) if available.

(1) Civilians who do not have SSNs must be submitted using a reliably generated and consistently used pseudo identifier. This identifier is to be centrally managed and not reused or simultaneously used across or within personnel databases.

(2) Civilians who are concurrently employed in more than one position must use the same identifier across every position. Person identifier data will support the capability to correct and update a person's identity information.

d. Computer matching programs, as prescribed by Reference (k), will be conducted with other federal and non-federal agencies to:

(1) Verify eligibility for benefit programs and determine continued compliance with benefit program requirements.

(2) Recover improper payments made to or delinquent debts owed by federal personnel, including current and former employees.

4. <u>RESPONSIBILITIES</u>

a. <u>USD(P&R)</u>. The USD(P&R) provides overall policy guidance for submitting civilian personnel records within the DoD.

b. <u>Director, Department of Defense Human Resources Activity (DoDHRA)</u>. Under the authority, direction and control of the USD(P&R) as identified in DoDD 5100.87 (Reference (m)), the Director, DoDHRA:

(1) Ensures proper custody of automated extracts of civilian personnel records and provides data quality control analysis and reporting, inquiry capabilities, and administrative and computer support.

(2) Ensures civilian submissions are accomplished through secure electronic data transfer.

(3) Ensures establishment of account numbers and passwords for all electronic submissions and provides additional system specifications.

(4) Ensures provision of record-level data, programming, reports, and analytical support, as requested, to the USD(P&R) for special studies requiring use of civilian personnel.

(5) Reviews the DMDC submission requirements and instructions provided in Enclosure 2 of this volume at least annually, and develops changes, as required.

d. <u>DoD Components Heads</u>. The DoD Components heads ensure that their respective Components implement this instruction.

5. <u>PROCEDURES</u>. See Enclosure 2.

6. <u>RELEASABILITY</u>. **Unlimited**. This volume is approved for public release and is available on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.

7. <u>EFFECTIVE DATE</u>

a. Full compliance with the data submission requirements established by this volume is required by September 30, 2014. All other provisions of this volume are effective November 5, 2013.

b. This volume:

(1) Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoDI 5025.01 (Reference (n)).

(2) Will expire effective November 5, 2023 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (n).

Jessica L. Wright
Acting Under Secretary of Defense
Personnel and Readiness

Enclosures
1. References
2. Procedures
3. Civilian APF Status and Dynamic Coding Instructions
Glossary

TABLE OF CONTENTS

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 1444.2, "Consolidation of Automated Civilian Personnel Records," September 16, 1987 (hereby cancelled)
(c) Section 3101 of Title 5, United States Code
(d) Section 709 of Title 32, United States Code
(e) DoD Instruction 3001.02, "Personnel Accountability In Conjunction With Natural Or Manmade Disasters," May 3, 2010
(f) DoD Instruction 6490.03, "Deployment Health," August 11, 2006
(g) DoD Directive 1404.10, "DoD Civilian Expeditionary Workforce," January 23, 2009
(h) DoD Directive 1000.25, "DoD Personnel Identity Protection (PIP) Program," July 19, 2004
(i) Homeland Security Presidential Directive 12, "Policy for a Common Identification Standard for Federal Employees and Contractors," August 27, 2004
(j) Directive-type Memorandum" 08-003, "Next Generation Common Access Card (CAC) Implementation Guidance" December 1, 2008[1], as amended
(k) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007, as amended
(l) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
(m) DoD Directive 5100.87, "Department of Defense Human Resources Activity (DoDHRA)," February 19, 2008
(n) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012
(o) Office of Personnel Management, "The Guide to Data Standards, Part A: Human Resources" current edition[2]
(p) Section 213 of Title 29, United States Code
(q) DoD Directive 7045.14, "The Planning, Programming, Budgeting, and Execution (PPBE) Process," January 25, 2013

---

[1] Available at http://www.dtic.mil/whs/directives/corres/dir3.html
[2] Available at http://www.opm.gov/feddata/guidance.asp

ENCLOSURE 2

PROCEDURES

1. GENERAL GUIDANCE

    a. This volume establishes requirements and provides data submission guidance for personnel data.

    b. Each submission file will include a 25 byte header record. Table 1 provides the header record.

Table 1. Header Record

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
1. File As Of Date	The "as of" date of the data submitted in the file	1	8 C
2. File Kind	The kind of file submitted. P Personnel W Workforce	9	1 C
3. File Type	File Type: S Status D Dynamic	10	1 C
4. Frequency	The frequency of the submission. M Monthly D Daily	11	1 C
5. Civilian Population	The civilian population type. AP Appropriated	12	2 C
6. Submission Order Number	Submission order number if multiple submission segments are required. If only 1 submission is required, then report 1.	14	1 N
7. Region	Submitting region, left justified	15	4 C
8. Record Count	The number of records contained in the submission.	19	7 C

    c. The submission of DoD records for APF direct hire civilian personnel, as identified in paragraph 1b(2) above the signature of this volume will follow the data field sequence in accordance with the coding instructions specified in Table 2 of Enclosure 3 of this volume.

    d. Data elements will adhere to data standards established by the Office of Personnel Management (OPM) (Reference (o)) when specified. Non-standard data elements and codes are documented in Table 2 of Enclosure 3 of this volume. When source systems contain codes differing from the standards prescribed in this volume, converting to standards is the responsibility of the submitter.

    e. The first submission to comply with this volume will be for the first full month following the effective date of this volume.

2. DMDC SUBMISSION INSTRUCTIONS

    a. Data Media. Data will be submitted to the DMDC via secure electronic data transfer in compliance with the data submission requirements of this volume.

    b. Submission Requirements

        (1) Monthly Status (Master) File Submission Requirements. Five working days after the end of each month, the Defense Civilian Personnel Advisory Service (DCPAS), or designated submitting site, will submit a status file for the APF civilian population in accordance with the layout contained in Enclosure 3 of this volume. The status file must reflect the status of the civilians as of the last day of the month. It must cover all current employees.

        (2) Daily Dynamic (Transaction) File Submission Requirements. The DCPAS or designated submitting site will submit dynamic files for the APF civilian population in accordance with the layout contained in Enclosures 3 of this volume. This must cover all transactions executed each day. Daily transactions should be submitted within 1 working day of the transaction's effective date. All dynamic file submissions should include personnel records processed and effective during or before the reporting period (late transactions). Information contained within the dynamic file will reflect the status of the civilian after each transaction has taken effect.

    c. Data Specifications

        (1) Order each file in ascending order by SSN.

        (2) Submit hourly dollar amounts with implied decimal.

        (3) Right justify all other dollar amounts with leading zeroes and without decimals.

        (4) Right justify numeric data that are not dollar amounts with leading zeroes.

        (5) Left justify alpha data with trailing blanks.

        (6) Format all dates as "YYYYMMDD" unless otherwise instructed in the data element description.

    d. Secure Electronic Data Transfer. The DCPAS, or designated submitting site, will contact the DMDC Civilian Personnel File Manager to establish an account number and password exclusively for these submissions and provide additional system specifications. These specifications include file naming conventions and security protocols appropriate to protect the data from compromise. DMDC supports secure File Transfer Protocol software. The file submitter is responsible for the accuracy and completeness of each electronic data transfer.

ENCLOSURE 3

CIVILIAN APF STATUS AND DYNAMIC CODING INSTRUCTIONS

Table 2. APF Civilian Coding Instructions

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
1. Social Security Number	The number assigned to an employee's social security account. Adhere to Reference (o).	1	9 C
2. DoD Electronic Data Interchange Person Identifier	Enter the ten numeric digit number obtained from DEERS that uniquely identifies the person being reported. If DoD ID is not provided, report not applicable, set I=6666666666.	10	10 C
3. Social Security Number Being Corrected	The SSN, previously submitted, that is being corrected. Adhere to Reference (o).	20	9 C
4. Pseudo SSN1	The identifier used to uniquely identify an employee when they do not have an SSN.	29	9 C
5. Pseudo SSN2		38	9 C
6. Pseudo SSN3		47	9 C
7. Defense Civilian Personnel Data System (DCPDS) Oracle Employee Number	The 12 digit number assigned to an employee in DCPDS. This is a unique number only within each region.	56	12 C
8. Last Name (Family)	Non-chosen/inherited/married name by which a person is known or designated on all official transactions. This will include suffixes such as Jr., II, SR., III.	68	35 C
9. First Name (Given)	Given or chosen first name by which a person is known or designated on all official transactions.	103	35 C
10. Middle Name	Middle name or initial by which a person is known or designated on all official transactions.	138	35 C
11. Date of Birth	An employee's date of birth. Adhere to Reference (o).	173	8 C
12. Sex	An employee's sex. Adhere to Reference (o).	181	1 C
13. U.S. Citizenship	The indicator of whether an employee is a U.S. citizen. Adhere to Reference (o).	182	1 N
14. Citizenship Country Code	Employee's country of citizenship. Adhere to Reference (o).	183	2 C
15. Citizenship Basis Code	The code that represents the means by which a U.S. citizen established citizenship. A = Immigrant Alien K = U.S. citizen, born abroad of U.S. parents in U.S. territories L = Dual citizen N = Non U.S. citizen P = Philippine non immigrant alien S = U.S. citizen naturalized U = U.S. citizen by birth, born in the U.S. X = Citizenship not recorded in personnel database. Z = unknown despite research to establish it	185	1 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
16. Race or National Origin	An employee's race or national origin. Adhere to Reference (o). Applies only to those accessed prior to July 1, 2006.	186	1 C
17-22. Ethnicity and Race Identification:	An employee's ethnicity and race identification. Applies only to those employees accessed on or after January 1, 2006. Adhere to Reference (o). in the order as follows:		
17. Race Identifier	American Indian or Alaska Native	187	1 N
18. Race Identifier	Asian	188	1 N
19. Race Identifier	Black or African American	189	1 N
20. Race Identifier	Native Hawaiian or Other Pacific Islander	190	1 N
21. Race Identifier	White	191	1 N
22. Ethnicity Identifier	Hispanic or Latino	192	1 N
23. Education Level	The extent of an employee's educational attainment from an accredited institution. Adhere to Reference (o).	193	2 N
24. Year Degree or Certificate Attained	The calendar year during which the employee received the degree or certificate shown for "Education Level," Record field number 23 above. Adhere to Reference (o).	195	4 C
25. Instructional Program	An employee's major field of study. Adhere to Reference (o).	199	6 N
26. Pay Plan	A particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees. Adhere to Reference (o).	205	2 C
27. Grade, Level, Class, Rank, or Pay Band	An indicator of hierarchical relationships among positions covered by the same pay plan or system. Adhere to Reference (o).	207	2 C
28. Step or Rate	An indicator of a specific salary within a grade, level, class, rate, or pay band. Adhere to Reference (o).	209	2 N
29. Date of Last Promotion	Date the employee received the last permanent promotion. Leave blank only if the employee has never been promoted since the most recent accession into the civil service.	211	8 C
30. Date Entered Current Grade	The date when the current pay grade became effective. This is the effective date of a promotion or a demotion.	219	8 C
31. Work Schedule	The time basis on which an employee is scheduled to work. Adhere to Reference (o).	227	1 C
32. Term or Temporary Appointment Not to Exceed (NTE) Date	The date a temporary or term appointment is projected to end.	228	8 C
33. Employee Pay Status	Indicates if the employee is or is not being paid. There are two categories of employees not being	236	1 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	paid: Those who are temporarily not working (i.e., on leave without pay, furlough, or suspension) and those who are working, but are not paid for their services (i.e., whose pay basis code indicates "without pay"). N = Placed in nonpay status P = Placed in pay status in the federal civilian workforce		
34. Tenure	For purposes of reduction in force (RIF), the retention group in which an employee is placed based on the employee's type of appointment. Adhere to Reference (o).	237	1 N
35. Hours Scheduled	The number of scheduled work hours 00 through 72 per week. Report 00 for workers with no prearranged scheduled tour of duty. For example, employees with work schedule code of intermittent I or intermittent seasonal J. All employees with non I or J work schedules should have time in hours reported 01 through 72.	238	2 N
36. Pay Basis	The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee. Adhere to Reference (o).	240	2 C
37. Agency Subelement	The agency and, where applicable, the administrative subdivision (i.e., sub-element) in which a person is employed. The first and second positions of the code indicate the agency. The third and fourth positions indicate the administrative subdivision. If no sub-elements are assigned to an agency, the third and fourth positions are zeros (xx00). Adhere to Reference (o).	242	4 C
38. Organizational Component	The lowest administrative subdivision of an agency to which an employee is assigned. Each agency maintains its own codes and provides OPM with a copy. Information about the codes can be obtained directly from the agency. Adhere to Reference (o).	246	18 C
39. Unit Identification Code (UIC)	The lowest unit to which the employee is assigned. Service codes are translated in the UIC address file. Defense Agency UICs are not translated in that file.	264	6 C
40. Personnel Base Closure Type Code	The code that represents the base closure type. C = Closing Base Realignment and Closure (BRAC) activity E = Losing realignment BRAC activity-entitled to BRAC leave G = Gaining realignment BRAC activity L = Losing realignment BRAC activity-not entitled to BRAC leave	270	1 C
41. Personnel Office Identifier	The identification of the federal civilian personnel office authorized to appoint and separate an employee, and to the extent that such functions have	271	4 N

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations. Adhere to Reference (o).		
42. Personnel Servicing Center Code	The employee's servicing office identification code 41 = Selfridge Air National Guard Bureau, MI 48045 42 = Westover Air Reserve Base (ARB) MA 4A = Brooks ARB TX 78235 4B = Regional Service Center (RSC) Navy Pac, Pearl Harbor HI 4C = Naval Surface Warfare Center (NSWC), Indian Head MD 4D = Ellsworth Air Force Base (AFB) SD 57706 4E = NSWC, Silver Spring MD 4F = Naval Intelligence Command (NIC), Suitland MD 4G = NSWC, Naval Ship Research and Development Center, Carderock MD 4H = Office of Naval Research (ONR), Arlington VA 4I = Human Resource Office (HRO) Secretariat, Washington DC 4J = Naval Academy, Annapolis MD 4K = Whiteman AFB MO 65305 4L = Altus AFB OK 73521 4O = Beale AFB CA 95903 4Q = Cannon AFB NM 88103 4R = Carswell Air Reserve Statsion (ARS) TX 4U = Charleston AFB SC 29404 4V = Davis-Monthan AFB AZ 85707 4W = Dover AFB DE 4X = Dyess AFB TX 4Y = Fairchild AFB WA 99011 4Z = F E Warren AFB WY 82005 5A = Goodfellow AFB TX 76908 5B = Grissom AFB IN 5C = Holloman AFB NM 88330 5D = Homestead AFB FL 33030 5E = Laughlin AFB TX 78840 5F = Little Rock AFB AR 72076 5H = Denver Air Reserve Personnel Center CO 80230 5I = MacDill AFB FL 33608 5J = Malmstrom AFB MT 59402 5K = March ARB CA 92508 5M = McChord AFB WA 98438 5N = McGuire AFB NJ 08641 5O = Moody AFB GA 31601	275	2 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	5P = Mt Home AFB ID 83648 5R = Patrick AFB FL 32925 5T = Pope AFB NC 28308 5V = Seymour Johnson AFB NC 27531 5W = Shaw AFB SC 29152 5X = Travis AFB CA 5Y = Vance AFB OK 5Z = Vandenburg AFB CA 93437 6L = Willow Grove ARS PA 6M = Gen Mitchell International Airport (IAP) ARS, WI 6N = Youngstown Municipal Airport OH 6O = Grand Forks AFB ND 58205 6P = New Orleans Naval Air Station (NAS) LA 70143-0400 6Q = Niagara Falls ARS (IAP) NY 6R = Dobbins AFB GA 6T = Greater Pittsburgh IAP PA 6U = Battle Creek MI 6V = Buckley AFB CO 80011 6W = United States Air Force Academy (USAFA) Colorado Springs CO 80840 6X = Peterson AFB CO 80914 6Y = Aviano Air Base (AB) Italy 09604 6Z = Edwards AFB CA 93523 7A = Ft Sam Houston TX 7C = Military Traffic Management Command (MTMC) Eastern Area Bayonne NJ 07002 7D = United States University Health Sciences (USUHS) Bethesda MD 20814 7E = Croughton Royal Air Force (RAF) Station United Kingdom 7I = Luke AFB AZ 85309 7J = DoD Education Activity (DoDEA) Stateside Dependents Schools, Arlington VA 7K = Tyndall AFB FL 32401 7N = Spangdahlem AB Germany 7Q = McConnell AFB KS 67221 7R = MTMC West Area headquarters (HQ), Oakland CA 7S = Minneapolis/St Paul IAP MN 55450 7T = Onizuka AFB CA 7W = Hanscom AFB MA 01731 7X = DoDEA Arlington VA 8A = Ankara AB Turkey 8B = Arnold AFB TN 37389 8C = Menwith Hill nonappropriated fund (NAF) HRO United Kingdom 09468 8D = Andersen AFB Guam 96543 8E = Barksdale AFB LA 71110 8F = Offutt AFB NE 68113		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	8G = Columbus AFB MS 39701		
	8H = Ft Detrick MD		
	8I = Eglin AFB FL 32542		
	8J = Hurlburt Field FL 32544		
	8K = Izmir AB Turkey		
	8L = Hill AFB UT 84056		
	8M = Alconbury NAF HRO United Kingdom 09470		
	8O = Minot AFB ND 58705		
	8P = Otis ARS MA		
	8Q = Andrews AFB MD 20762		
	8R = Howard AFB Panama 34001		
	8S = Incirlik AB Turkey		
	8T = Kadena AB Japan 96239		
	8V = Keesler AFB MS 39534		
	8W = Kelly AFB TX 78241 (Air Logistics Center)		
	8X = Kelly AFB TX 78243 (HQ AIA)		
	8Y = Kirtland AFB NM 87115		
	8Z = Lackland AFB TX 78236		
	9A = Lajes Fld Azores 09406		
	9B = Langley AFB, VA 23665		
	9C = Schriever AFB, CO 80912		
	9D = Los Angeles AFB, CA 90245-4659		
	9E = Eielson AFB, AK 99702		
	9F = McClellan AFB, CA 95652		
	9G = Mildenhall RAF Station UK 09127		
	9H = Nellis AFB, NV 89191		
	9I = Molesworth RAF Station UK		
	9J = HQ Air Force Reserve Center NAF HRO, Robins AFB GA 31098		
	9K = Osan AB Korea 96570		
	9L = Air Force Pentagon, DC 20330		
	9M = Elmendorf AFB, AK 99506		
	9N = Ramstein AB, Germany 09012		
	9O = Lakenheath NAF HRO, United Kingdom 09464		
	9P = Randolph AFB, TX 78150		
	9Q = Hickam AFB HI 96853		
	9R = Robins AFB, GA 31093		
	9S = Scott AFB, IL 62225		
	9T = Misawa AB, JA 96319		
	9U = Sheppard AFB, TX 76311		
	9V = Tinker AFB, OK 73145		
	9W = Portland IAP, OR 97218		
	9X = Wright Patterson AFB OH 45433		
	9Y = Yokota AB, Japan 96328		
	9Z = Maxwell AFB, AL 36112		
	AA = Corpus Christi Army Depot Civilian Personnel Advisory Center (CPAC)		
	AB = Letterkenny Army Depot CPAC		
	AC = Adelphi CPAC		
	AE = HQ Army Materiel Command (AMC) CPAC		

Table 2. <u>APF Civilian Coding Instructions</u>, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	AG = Aberdeen Proving Ground CPAC AH = Anniston Army Depot CPAC AI = Tobyhanna Army Depot CPAC AJ = Watervliet Arsenal CPAC AL = Fort Monmouth CPAC AN = Walter Reed Army Medical Center CPAC AP = Hq MTMC Falls Church VA 22041 AQ = Fort Lee CPAC AR = Fort Monroe CPAC AS = Fort Belvoir CPAC AU = Blue Grass Army Depot CPAC AW = Fort Buchanan CPAC BA = Picatinny Arsenal CPAC BB = Fort Detrick CPAC BC = Ft Ritchie Army Garrison MD 21719 BD = Fort Dix CPAC BE = Field Support Center Ft Meade MD 20755 BF = Fort Meade CPAC BG = Rock Island Arsenal CPAC BH = US Army Aviation and Troop Command St Louis MO BI = Savanna Army Depot IL 61704 BJ = Vint Hill Farms Station, Warrenton VA BK = Redstone Arsenal CPAC BN = Fort Drum CPAC BQ = Ft Hamilton NY BR = West Point CPAC BS = Pine Bluff Arsenal CPAC BT = McAlester Army Ammunition Plant CPAC BV = Detroit Arsenal CPAC BW = White Sands Missile Range CPAC CC = Family and Morale, Welfare and Recreation Command HRO CG = Defense Finance and Accounting Service Indianapolis IN 46249-6400 CT = US Army Corps of Engineers (COE), Charleston District SC D4 = Defense Information Technology Contracting Office Scott AFB, IL DA = Civilian Intelligence Personnel – Centralized, Fort Huachuca, AZ DB = Soldier Systems Center CPAC DE = Fort McCoy CPAC DG = Defense Logistics Agency (DLA), Washington Headquarters Service Columbus OH 43216-5000 DH = IG, DoD, Washington DC DI = TRICARE Support Office (CHAMPUS) Aurora CO DJ = Dugway Proving Ground CPAC DK = Joint Staff (Pentagon)		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	DL = Fort Campbell CPAC DM = Fort Knox CPAC DN = Fort Bragg CPAC DP = Sunny Point CPAC DQ = Carlisle Barracks CPAC DS = Sierra Army Depot CPAC DU = Fort Jackson CPAC DV = Fort McPherson CPAC DW = Fort Stewart CPAC DX = Red River Army Depot CPAC DZ = Fort Gordon CPAC EA = Fort Benning CPAC EC = Fort McClellan CPAC EF = Fort Hood CPAC EG = Fort Rucker CPAC EI = Fort Carson CPAC EJ = Fort Huachuca CPAC EK = Fort Sill CPAC EM = Fort Riley CPAC EN = Executive Services Division, Pentagon EO = EOP Washington DC 20503 EP = Fort Polk CPAC EQ = Fort Bliss CPAC ER = Fort Eustis CPAC ES = Fitzsimmons Army Medical Center Aurora CO ET = Fort Irwin CPAC EU = Fort Lewis CPAC EV = Fort Richardson CPAC EW = Fort Shafter CPAC EX = Fort Leavenworth CPAC EY = Presidio of Monterey CPAC EZ = Taegu CPAC, Area IV FC = Camp Zama CPAC FD = Yongsan CPAC, Area II FE = National Imagery and Mapping Agency, St Louis MO FH = Saudi Arabia CPAC FK = Humphreys CPAC, Area III FL = Humphreys Engineer Center Support Activity CPAC FP = Fort Myer CPAC FQ = Tooele Army Depot CPAC FR = Fort Sam Houston CPAC FS = New York District CPAC FT = Buffalo District (serviced by Great Lakes and Ohio River Division (LRD) CPAC FU = New England District CPAC FV = Trans Atlantic (serviced by Humphreys Engineer Center Support Act CPAC) FW = Norfolk District CPAC FX = Dragon Hill Lodge NAF HRO		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	FY = Korean Service Corps FZ = Red Cloud CPAC, Area I GA = Philadelphia District CPAC GB = Pittsburgh District (serviced by LRD CPAC) GC = US Army COE, Ohio River Division, Cincinnati OH GE = Baltimore District CPAC GG = St Paul District CPAC GH = Kansas City District CPAC GI = St Louis District CPAC GJ = LRD CPAC GK = Savannah District CPAC GL = Memphis District CPAC GM = Nashville District (serviced by LRD CPAC) GN = Huntington District (serviced by LRD CPAC) GP = Wilmington District CPAC GQ = Defense Threat Reduction Agency, Dulles VA GR = Mississippi Valley Division CPAC GT = Charleston District CPAC GU = Mobile District CPAC GV = Jacksonville District CPAC GY = New Orleans District CPAC GZ = Eng Is Anchorage AK 99506 H1 = DLA, New Cumberland PA 17070-5001 H2 = DLA, Ft. Belvoir VA 22060 H3 = Army Serviced Defense Contract Management Activity (DCMA), El Segundo CA 90245-4320 H4 = DLA, Stockton CA 95296-0400 H5 = DLA, Richmond VA 23297-5313 H6 = DLA, Columbus OH 43216-5000 H7 = DLA, Battle Creek MI 49017-3092 H8 = Army Serviced DCMA, Boston MA 02210-2184 H9 = DLA, Philadelphia PA 19145-5099 HB = Southwestern Division CPAC HE = Portland District CPAC HF = Seattle District CPAC HG = Walla Walla District CPAC HI = Omaha District CPAC HJ = Franconia CPAC HK = Civilian Personnel Office (CPO) Frankfurt Germany HM = Heidelberg CPAC HN = CPO Augsburg Germany HQ = Defense Information Systems Agency Arlington VA 22204 HR = Stuttgart CPAC HS = CPO Neurenburg Germany HT = HQ DA CPAC HU = Kaiserslautern CPAC IA = Defense Investigative Service (DIS) Baltimore		

Table 2. <u>APF Civilian Coding Instructions</u>, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	MD 21203-1211 IB = DIS HQ Alexandria VA 22314-1651 IC = DIS Cherry Hill NJ 08034-1908 ID = DIS Southeast Region, Smyrna GA 30080-7606 IE = DIS Southwest Region, Irving TX 75062-2795 IF = DIS Pacific Region, Long Beach CA 90807-4013 IH = Defense Contract Audit Agency (DCAA) Central Region Irving TX IJ = DCAA Eastern Region Smyrna GA IK = DCAA, Ft Belvoir VA J4 = Defense Commissary Agency (DECA) Midwest J5 = DECA Eastern J6 = DECA Western Pacific J7 = DLA, Philadelphia PA 19111-5096 J8 = DLA Columbus OH 43216-5000 J9 = Army Serviced DCMA, Ft. Belvoir VA 22060-6221 JB = United States Army Europe (USAREUR) Civilian Personnel Operations Center (CPOC) Seckenheim Germany JC = USAREUR CPOC Seckenheim Germany JD = Wiesbaden CPAC JE = CPO Baumholder Germany JF = CPAC Bad Aibling Germany JI = CPO Garmisch Germany JJ = Grafenwoehr CPAC JM = CPAC Menwith Hill United Kingdom JN = Vicenza CPAC JP = Livorno CPAC JR = CPO Schinnen Netherlands JU = Benelux CPAC JV = CPAC Hythe UK JX = DLA (DoD) Columbus OH 43216-5000 K0 = Human Resource Center, Naval Sea Systems Command, Crystal City, Arlington VA K1 = Naval District, Washington DC K3 = USU HS K4 = Marine Corps Activities, National Capitol Region (Arlington-Quantico VA) K6 = NAF Sasebo,(Yokosuka), Sasebo, Japan (SW) K7 = Naval Air Warfare Center (NAWC), Patuxent River MD K9 = Naval Research Lab,Washington DC KA = Fort Leonard Wood CPAC KC = Southern Pacific Division (SPD) CPAC KD = Detroit District (serviced by LRD CPAC) KE = Defense District Region East L1 = Naval Inventory Control Point (NICP),		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	Philadelphia PA L4 = NICP, Mechanicsburg PA L6 = Naval Shipyard, Portsmouth NH L7 = NSWC, Crane IN L9 = Armed Forces Retirement Home – Gulfport MS LB = Submarine Base, Groton CT LL = Afloat Personnel Management Center, Virginia Beach VA LM = DCAA Western Region LaMirada CA LN = Naval Air Warfare Center, Lakehurst NJ LO = NAS, Brunswick, (Groton CT), Brunswick NJ LV = Naval Education and Training Center, Newport RI LX = Naval Undersea Warfare Center, Newport RI LZ = National Weather Service (NWS) Yorktown, Colts Neck NJ M3 = Chief, Naval Education and Training, Pensacola FL M4 = Marine Corps Base, Kaneohe HI M9 = NSWC, Panama City FL MC = Human Capital Office MH = HRO Norfolk II, Norfolk VA MI = RSC Navy SE, New Orleans LA MJ = HRO Norfolk _I, Norfolk VA MK = Marine Corps Recruit Depot, Parris Island SC MM = Marine Corps Air Station (MCAS), Cherry Point NC MQ = Marine Corps Base, Camp Lejeune (Sat Cherry Pt),Camp Lejeune, NC MR = Marine Corps Logistics Base (MCLB), Albany GA MZ = NAS, Jacksonville FL N2 = Fleet Activities Okinawa (Yokosuka) N3 = HRO Naval Support Activity (NAVSUPPACT) Souda Bay Greece N4 = HRO Naval Medical Research Cairo Egypt N5 = HRO NAVSUPPACT Bahrain N6 = NAVSUPPACT, Naples IT N7 = Naval Station, Guam GQ N8 = Naval Station, Rota SP N9 = Marine Corps Base, Camp Butler, Okinawa JA NA = Construction Battalion Center, Gulfport MS NB = Naval Oceanographic Research and Development Activity, Gulfport MS NE = DCAA Northeast Region Lexington MA NH = HRO Space and Naval Warfare Systems Command Charleston SC NI = Fleet & Industrial Supply Center, Norfolk VA NL = Naval Training Systems Center, Orlando FL NM = Naval Weapons Station, Charleston SC		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	NO = Naval Shipyard, Portsmouth VA NR = Naval Base, Guantanamo Bay Cuba NT = NAF Atsugi, (Yokosuka), Atsugi, Japan NU = Naval Station, Roosevelt Roads, PR NW = NavSea, Portsmouth VA NX = Supervisory of Shipbuilding, Conversion and Repair Newport News VA NY = Naval Shipyard, Pearl Harbor HI NZ = NAS, Sigonella IT P0 = Naval Air Weapons Center (China Lake-Point Mugu CA), Port Hueneme CA P1 = NAS, Keflavik Iceland P2 = Naval Weapons Support Activity, Seal Beach CA P3 = Fleet Activities, Naval Base, Yokosuka JA (SW) P4 = Hale Koa Hotel NAF Human Resources Office P5 = Public Works Center, San Diego CA P9 = MCAS, Iwakuni Japan (MCHQ) PA = HRO Coronado Complex PB = HRO Point Loma Complex PC = HRO Naval Medical Center (NAVMEDCTR), San Diego PD = HRO Naval Hospital Camp Pendleton PE = HRO MCAS Miramar PF = HRO MC Recruiting Depot PG = HRO 29 Palms PH = HRO MCLB Barstow PJ = HRO MCAS Yuma PK = Marine Corps Activities SW, Camp Pendleton CA PL = MCLB, Barstow CA PM = NAS, Lemoore CA PN = HRO NSWC Port Hueneme PP = Construction Battalion Center, Port Hueneme CA PQ = DCAA Mid Atlantic Region Philadelphia PA PR = HRO Human Resource Service Center (HRSC)-SW San Diego CA PU = Naval Medical Center, San Diego CA PW = RSC Navy Europe, Eastcote UK PX = NAF Sasebo,(Yokosuka), Sasebo, Japan (NW) PY = Fleet Activities, Naval Base, Yokosuka JA (NW) QA = NWS, Concord CA QB = Naval Shipyard MI, Vallejo CA QH = Naval Postgraduate School, Monterey CA QJ = US University of Health Sciences QK = RSC Navy NW, Bremerton WA QN = Naval Undersea Warfare Center, Keyport WA QO = Naval Shipyard, Puget Sound WA		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	QS = RSC Navy NE, Philadelphia PA RC = Edelweiss Lodge and Resort NAF Human Resources Office RS = US Army Reserve Personnel Center, St Louis MO SG = Shades of Green NAF Human Resources Office SH = Armed Forces Retirement Home WA SS = European Stars and Stripes, Frankfurt, Germany ST = Defense Civilian Intelligence Personnel System Fort Huachuca CPAC TA = Montgomery AL 36116-0711 TB = Anchorage AK 99502 TC = Phoenix AZ 85026 TD = Little Rock AR 72201 TF = Sacramento CA 95813 TG = Denver CO 80202 TH = Hartford CT 06101 TI = Wilmington DE 19850 TJ = Barrigada GU 96913 TK = Washington DC 20013 TL = St Augustine FL 32085 TM = Atlanta GA 30304 TO = Honolulu HI 96820 TQ = Boise ID 83708 TR = Springfield IL 62703 TS = Indianapolis IN 46206 TT = Johnston IA 50131 TV = Topeka KS 66603 TW = Frankfort KY 40601 TY = New Orleans LA 70113 TZ = Augusta ME 04330 UB = Baltimore MD 21233 UC = Natick MA 01760 UD = Lansing MI 48924 UE = St Paul MN 55101 UF = Jackson MS 39205 UG = Jefferson City MO 65101 UH = Helena MT 59601 UI = Lincoln NE 68501 UJ = Carson City NV 89701 UK = Concord NH 03301 UL = Trenton NJ 08650 UM = Santa Fe NM 87501 UN = Latham NY 10016 UO = Raleigh NC 27611 UQ = Bismarck, ND 58501 UR = Columbus OH 43216 UT = Oklahoma City OK 73125 UU = Salem OR 97309		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	UV = Annville PA 17003 UW = San Juan PR 00936 UX = Providence RI 02940 UY = Columbia SC 29201 UZ = Rapid City SD 57701 VO = Voice of America Washington, DC WA = Nashville TN 37202 WC = Austin TX 78710 WD = Draper UT 84020 WF = Winooski VT 05404 WH = Richmond VA 23232 WI = St Croix US VI 00820 WJ = Tacoma WA 98413 WK = Charleston WV 25301 WL = Madison WI 53707 WM = Cheyenne WY 82001 YU = Yuma Proving Ground CPAC Z9 = DLA NAF		
43. Date Arrived at Personnel Servicing Center	The date the employee's official personnel folder (OPF) began to be serviced by the personnel office.	277	8 C
44-46. Duty Station (to include Duty Station State/Country, City and County)	The location of an employee's official worksite. Combined length of nine bytes. Adhere to Reference (o).		
44. Duty Station State/Country	Indicates the state (if the code is numeric) or the U.S. possession, U.S. administered area, or foreign country (if the code is alphabetic).	285	2 C
45. Duty Station City	Indicates the city.	287	4 N
46. Duty Station County	Indicates the U.S. county.	291	3 N
47. Duty Station Zip Code	Report the ZIP code and extension for the employee's duty location. If only the five position ZIP code is available, report it in the first five positions followed by four zeroes.	294	9 C
48. Occupation	An employee's occupational series. Adhere to Reference (o).	303	4 C
49. Occupational Category Code	The category to which an occupational series belongs. Adhere to Reference (o).	307	1 C
50. Functional Classification	An employee's primary work function as a scientist or engineer. Adhere to Reference (o).	308	2 N
51. Filler 1	Fill this field with blanks	310	8 C
52. Filler 2	Fill this field with blanks	318	1 C
53. Filler 3	Fill this field with blanks	319	1 C
54. Reserve Category Code	The category of reserves an employee belongs to. 1 = Retired reserve (retired on points. Under age 60.) Nonpaid 2 = Active duty regular retired (under age 60, not for disability). 3 = Active duty reserve retirement (20 years plus	320	1 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	active duty/fleet reserve under 60, not for disability 4 = Category III (reserve/regular/retired, either over age 60 and/or 30 percent disabled) 5 = Draft eligible 6 = Reserve technician/selected reserve (dual status Army only) 7 = Reserve technician/individual ready reserve (dual status Army only) 8 = Reserve technician/standby reserve (dual status Army only) 9 = Reserve technician (non-dual status Army only) A = Individual mobilization augmentee, Air Force B = Individual mobilization augmentee, Army C = Individual mobilization augmentee, Coast Guard D = Individual mobilization augmentee, Marine Corps E = Individual mobilization augmentee, Navy F = Selected reserve, Air Force G = Selected reserve, Army H = Selected reserve, Coast Guard I = Selected reserve, Marine Corps J = Selected reserve, Navy K = Air National Guard L = Army National Guard (active) M = Individual ready reserve, Air Force N = Individual ready reserve, Army O = Individual ready reserve, Coast Guard P = Individual ready reserve, Marine Corps Q = Individual ready reserve, Navy R = Army National Guard (inactive) S = Standby reserve, Air Force T = Standby reserve, Army U = Standby reserve, Coast Guard V = Standby reserve, Marine Corps W = Standby reserve, Navy X = Navy reserve, Merchant Marine Y = Not applicable		
55. Filler 4	Fill this field with blanks	321	3 C
56. Filler 5	Fill this field with blanks	324	1 C
57. Position Occupied	An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service. Adhere to Reference (o).	3250	1 N
58. Type of Appointment	The type of appointment under which an employee is serving. 10 = Career (competitive service permanent) 15 = Career-conditional (competitive service permanent) 1A = Competitive – career 1B = Career executive assignment – career	326	2 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	1C = Excepted – career. 1D = Canal Zone career. 1L = Non-career executive assignment. 20 = Nonpermanent (competitive service nonpermanent) 2A = Competitive – career conditional 2B = Career executive assignment – conditional 2C = Excepted – conditional 2D = Canal Zone – conditional 2F = Veterans readjustment appointment. 30 = Schedule A (excepted service permanent) 32 = Schedule B (excepted service permanent) 34 = Schedule C (excepted service permanent 36 = Executive (excepted service permanent) 38 = Other (excepted service permanent) 3A = Temporary Appointment NTE 3C = Excepted appointment – NTE 3D = Canal Zone temporary appointment – NTE 3E = Canal Zone term appointment – NTE 3F = Term appointment – NTE 3H = Overseas limited appointment – NTE 3J = Overseas temporary appointment – NTE 40 = Schedule A (excepted service nonpermanent) 42 = Schedule B (excepted service nonpermanent) 44 = Schedule C (excepted service nonpermanent) 46 = Executive (excepted service nonpermanent) 48 = Other (excepted service nonpermanent) 4A = Temporary appointment pending establishment of register (TAPER) 4B = Limited executive assignment 4C = Excepted indefinite 4D = Canal Zone TAPER 4E = Canal Zone retention in status quo 4F = Special tenure 4G = Indefinite appointment 4H = Overseas limited appointment 4J = Emergency-indefinite 4K = Retention in status quo 4L = Non-career executive assignment – TAPER/indefinite 4M = Provisional appointment NTE. 50 = Career (senior executive service permanent) 55 = Noncareer (senior executive service permanent) 5A = SES – career 5B = SES – noncareer – permanent 5C = SES limited term appointment NTE 5D = SES – limited emergency appointment 5E = SES – noncareer – indefinite 5F = SES – provisional appointment NTE 60 = Limited term (senior executive service nonpermanent)		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	65 = Limited emergency (senior executive service nonpermanent)		
59. Career Management Program	An indicator of coverage in a Department of the Army civilian career program as determined by the employee's occupational series, pay plan, and grade. Non-Army civilians can also participate. 10 = Civilian personnel administration 11 = Comptroller 12 = Safety management 13 = Supply management 14 = Contracting and acquisition 15 = Quality and reliability assurance 16 = Engineers and scientists (non-construction) 17 = Materiel maintenance management 18 = Engineers and scientists (construction) 19 = Security 20 = Quality assurance specialists (ammunition surveillance) 22 = Public affairs and communication media 24 = Transportation management 26 = Manpower and force management 27 = Housing management 28 = Equal employment opportunity 29 = Commissary management 31 = Education services 32 = Training 33 = Ammunition management 34 = Information mission area (IMA) 35 Intelligence (excepted services only) Blank = not applicable	328	2 N
60. Position Description Number	A value used to describe or designate specific positions for administrative human resource purposes. When used in conjunction with the Sequence Number it ensures a unique position is established within a database.	330	15 C
61. Sequence Number	A system generated number that is unique to a particular position. When used in conjunction with the Position Description Number it ensures a unique position is established within a database.	345	15 C
62. Supervisor's Name	Employee supervisor's name	360	50 C
63. Position Start Date	The date a position is established or started.	410	8 C
64. Position NTE Date	The date determined by management officials for a position to no longer be valid for such purposes as funding, manpower authorizations, or date a position will expire.	418	8 C
65. Position Title Description	Official classification title description of the position of the employee. Adhere to Reference (o).	426	50 C
66. Rating of Record (Pattern)	The specific summary levels that can be assigned to a rating of record under an appraisal program.	476	1 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	Adhere to Reference (o).		
67. Rating of Record (Level)	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Adhere to Reference (o).	477	1 C
68. Rating of Record Period End Date	Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Adhere to Reference (o).	478	6 C
69. Service Computation Date (Retirement)	An employee's service computation date for retirement purposes. Adhere to Reference (o).	484	8 C
70. Service Computation Date (Special Retirement)	An employee's service computation date for special retirement purposes.	492	8 C
71. Service Computation Date (Leave)	An employee's service computation date for leave accrual purposes. This will include military service time. Adhere to Reference (o).	500	8 C
72. Service Computation Date (Civilian Leave)	An employee's service computation date for leave accrual purposes. This will include only civilian service time. Adhere to Reference (o).	508	8 C
73-74. Creditable Military Service	The years and months of military service that are creditable for annual leave accrual purposes. Adhere to Reference (o).		
73. Creditable Military Years		516	2 N
74. Creditable Military Months		518	2 N
75-76. Frozen Service	The total years and months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a Federal Employee Retirement System (FERS) employee (retirement plan _codes K, L, M, and N), or, in the case of a CSRS Offset employee (retirement plan codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS. Adhere to Reference (o).		
75. Frozen Service Years	Years.	520	2 N
76. Frozen Service Months	Months.	522	2 N
77. Retirement Plan	The civilian retirement systems to which deductions from an employee's pay are credited. Adhere to Reference (o).	524	2 C
78. FERS Election Indicator	Indicates employee's election or non-election of FERS coverage. This data element only applies to employees who are not automatically covered by FERS but who are eligible to elect FERS coverage under certain circumstances. Y = Yes N = No Z = Not applicable/unknown	526	1 C
79. Previous Retirement Coverage	The indicator of whether an employee has, at the time of most recent appointment to the Federal	527	1 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	service, previously been covered by the CSRS or the FERS. Adhere to Reference (o).		
80. Annuitant Indicator	The status of an annuitant appointed to a position in the federal civilian service. Adhere to Reference (o).	528	1 C
81. Health Plan	The health benefits plan (carrier and enrollment category) in which an employee is currently enrolled. Adhere to Reference (o).	529	3 C
82. Federal Employees' Group Life Insurance (FEGLI) Coverage Codes	An employee's coverage or non-coverage under the FEGLI Program. Adhere to Reference (o).	532	2 C
83. Fair Labor Standards Act (FLSA)Category	The status of a federal civilian employee under the authority of Section 213 of Title 29, U.S.C. (Reference (p)). Adhere to Reference (o) for coding.	534	1 C
84. Current Appointment Authority 1	Represents the most current legal authority: law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee. Adhere to Reference (o), Legal Authority Code, for coding.	535	3 C
85. Current Appointment Authority 2	The law, executive order, rule, regulation, or other basis that, in addition to legal authority (1), authorizes the appointing officer to effect a personnel action on an employee. Adhere to Reference (o).	538	3 C
86. Position Sensitivity	The designation of the level of risk associated with a position.	541	1 N
87. Financial Statement	Data element used to prescribe standards of conduct and determine the reports(s) required for determination of actual or potential conflicts of interest between an employee's public responsibilities and private interests and activities. 0 = Not Applicable 1 = SF-278 2 = SF-450 3 = DD-1787 4 = SF-450 and DD-1787 5 = SF-278 and DD-1787	542	1 N
88. Security Access	The level of authorization to obtain knowledge of classified information. 0 = No Access Required:; ENTNAC/NAC/NACI Required 1 = Secret Access Required: ENTNAC/NAC/NACI/BI Required 2 = Top Secret Access Required: BI Required 3 = Top Secret SIOP/ESI Required: SBI Required 4 = Child Care Background Check Required 5 = Single Scope Background Investigation (SSBI) 6 = National Agency Check, Local Agency Checks and Credit (NACLC) 7 = Access National Agency Check and Inquiries	543	1 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	(ANACI) 8 = National Agency Check Plus Inquiries (NACI) 9 = National Agency Check (NAC) C = Confidential S = Top Secret SCI Required; SBI		
89. Computer Position Indicator	The indicator of whether an employee has access to and can modify or alter information residing in a database or program. Adhere to Reference (o). Make default Z.	544	1 C
90. Handicap	The physical or mental impairment that substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others. Adhere to Reference (o).	545	2 C
91. Bargaining Unit	An employee's bargaining unit. Adhere to Reference (o).	547	4 N
92. Overseas Emergency-Essential Agreement Flag	The code that represents whether or not the employee has signed DD Form 2365, "DoD Civilian Employee Overseas Emergency- Essential Position Agreement" to occupy an emergency-essential position during a crisis situation and whether or not the employee currently works in a position designated as emergency-essential. 0 = Employee does not occupy an emergency-essential (E-E) position, nor is the employee a designated alternate to perform the duties of an E-E position 1 = The employee is in an E-E position and has signed the E-E position agreement (DD Form 2365) to remain overseas or to deploy from CONUS, Alaska, or Hawaii 2 = The employee is in an E-E position and has not signed the E-E position agreement (DD Form 2365) 3 = The employee is not an emergency position, agreement signed 4 = The employee is assigned as Alternative Emergency Employee / Agreement Not Signed 5 = Designated a Key Employee, must be removed from military recall status. J = Position Based Non-Combat K = Capability Based Volunteers	551	1 C
93. Filler 6	Submit blanks in this field.	552	8 C
94. Date Overseas Tour Expires	The date an overseas assignment is projected to end.	560	8 C
95. Veterans Status (Active Military Service)	The indicator of whether an employee is a veteran(i.e., a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable). Adhere to Reference (o).	568	1 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
96. Veterans Preference (Appointment)	An employee's category of entitlement to preference at time of appointment in the Federal service based on active military service that terminated honorably. Adhere to Reference (o).	569	1 N
97. Veterans Preference for RIF	Indicates whether employee has preference for RIF purpose. Adhere to OPM's GPDS except make default = Z.	570	1 C
98. Civil Function Indicator	Primarily associated with the Army Corps of Engineers, this program encompasses planning, programming, designing, construction, and operating Federal water resource projects for navigation, flood control, hydroelectric power, water supply, recreation, and related activities. Civil functions also include cemetery workers (Army) and a conservation management employee (Air Force). All other employees are military function. 1 = Military Function 2 = Civil Function	571	1 N
99. Military Technician Flag	The code that represents the status of a person with respect to being a military technician. 1 = National Guard Technician 2 = Reserve Technician 0 = Not a Military Technician	572	1 N
100. Supervisory Status	The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position. Adhere to Reference (o).	573	1 N
101. Supervisory Differential	The annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised. Adhere to Reference (o).	574	5 N
102. Program Element Code	Report program element code as documented in DoDD 7045.14 (Reference (q)). Left justify the data with trailing blanks, if necessary.	579	9 C
103. Pay Rate Determinant	A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay. Adhere to Reference (o).	5588	1 C
104. Basic Pay	The employee's rate of basic pay. Exclude locality pay, supplements, adjustments, allowances, differentials, incentives, or other similar additional payments. Adhere to Reference (o).	589	6 N
105. Locality Adjustment	Adjusted basic pay minus basic pay . Adhere to Reference (o).	595	5 N
106. Adjusted Basic Pay	The sum of an employee's rate of basic pay and any basic pay supplement (standard or special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay, locality) for non-overtime hours of work that is creditable as basic pay for retirement	600	6 N

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. Adhere to Reference (o).		
107. Total Salary	The sum of adjusted basic pay plus any administratively uncontrollable overtime (AUO) pay, availability pay, or supervisory differential after taking into account all pay caps that may be applicable. (Note that, in the Central Personnel Data File system, Total Salary is a system generated data element that does not include AUO pay or availability pay).	606	6 N
108. Retention Incentive	The annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.	612	5 N
109. Special Pay Table Identifier	The identification of a special pay table. Adhere to Reference (o).	617	4 C
110. AUO	The percentage of basic pay paid on an annual basis for duty that cannot be controlled administratively and that requires substantial amounts of irregular or occasional overtime work. The percent is right justified. AUO is reported in percentage increments of five to a maximum of 25. 00 is not applicable.	621	2 N
111. Drawdown Action Indicator	The DoD response to a drawdown-related personnel action. 1 = Separation incentive paid from DoD central funds 2 = Separation incentive paid from component funds 3 = Noncompetitive temporary promotion NTE 179 days 4 = Noncompetitive detail to a higher grade position NTE 179 days 5 = Moved to a continuing position in a job swap 6 = Retained on annual leave beyond RIF date to attain retirement eligibility 7 = Outplacement subsidy	623	1 N
112. Award amount	Report only in the dynamic file: (1) The gross dollar amount of availability pay, an award given as cash, a bonus, or a separation incentive. (2) The number of hours given as a time-off award. (3) The percent of basic pay authorized on an annual basis as premium pay for AUO. (4) The student loan repayment amount authorized to be paid during the fiscal (not calendar) year. (5) The re-designation bonus payment amount	624	6 N

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	authorized to be paid during the fiscal (not calendar) year. The bonus payment amount is for use by the National Aeronautics and Space Administration only. (6) Authorized amount of a recruitment incentive or relocation incentive over the entire life of the service agreement.		
113. Oracle Date/Time Stamp Transaction Processed in DCPDS	In the dynamic file only report the Date/Time the Request for Personnel Action was updated in DCPDS.	630	16 C
114. Nature of Action (1)	In the dynamic file report the specific personnel action used to create or change a civilian personnel record. Adhere to Reference (o). Also include all deployment related transactions as well as any alpha transactions, e.g., M2M. In the status file report, the last nature of action to have taken place in the reporting month.	646	3 C
115. Nature of Action (2)	In the dynamic file report, the specific personnel action used to create or change a civilian personnel record. This is used only when Nature of Action 1 is 001 (cancellation) or 002 (correction). Otherwise submit blanks in this field. Adhere to OPM's GPDS for Nature of Action 1. In the status file report the last nature of action to have taken place in the reporting month.	649	3 C
116. Nature of Action Being Corrected	In the dynamic file, report the nature of action, previously submitted to the Enterprise Human Resources Integration that is being corrected. In the status file report, the last nature of action to have taken place in the reporting month.	652	3 C
117. Non-Nature of Action Transaction Reason Flag	Identifies the data element change that prompted a non-nature of action code transaction to be generated. 1 = Gender 2 = Race or Ethnic identifiers 3 = Unit Identifier Code (UIC) 4 = Personnel Office Identifier (POI) 5 = Civil Function code 6 = Overseas Emergency-Essential Agreement Flag Report only in the dynamic file.	655	1 N
118. Filler	Report blanks in this field	656	2 C
119. Reason for Separation Code	Report only in the dynamic file when there are loss transactions 300-399. 01 = Retirement-Mandatory 02 = Retirement-Disability 03 = Retirement-Voluntary 04 = Retirement-Optional (Based On Disability) 05 = Retirement-Optional (RIF) 06 = Retirement-Optional (Position Abolished 07 = Retirement-Optional (Displacement)	658	2 C

Table 2. <u>APF Civilian Coding Instructions</u>, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	08 = Retirement-Optional (Decline Relocation) 09 = Retirement-Optional (Decline Assignment Out Of Commuting Area) 10 = Retirement-Discontinued Service (RIF) 11 = Retirement-Discontinued Service (Position Abolished) 12 = Retirement-Voluntary Discontinued Service (Major RIF) 13 = Retirement-Discontinued Service (Displacement) 14 = Retirement-Discontinued Service (Decline Relocation) 15 = Retirement-Discontinued Service (Decline Asgmt Out Of Commuting Area) 16 = Retirement/Resigned-Health Reasons 17 = Retirement-Discontinued Service (Performance) 18 = Retirement/Resigned-To Accept Another Position 19 = Resigned While RIF Pending 20 = Resign-Receipt Of Notice Of Sep Demotion Or Susp 21 = Resign-In Lieu Of Separation Demotion Or Suspension 22 = Resign-Position Abolished 23 = Resign-Displacement 24 = Resign-Decline Relocation 25 = Resign-Decline Assignment Out Of Commuting Area 26 = Resign-RIF 27 = Resign-Undesirable Duty Hours 28 = Resign-Too Much Pressure 29 = Resign-Too Much Work 30 = Resign-Too Much Travel 31 = Resign-Too Little Work 32 = Resign-Work Environment Too Dusty 33 = Resign-Work Environment Too Noisy 34 = Resign-Work Environment Too Cold 35 = Resign-Work Environment Too Hot 36 = Resign-Work Environment Too Humid 37 = Resign-Inadequate Facilities and/or Equipment 38 = Resign-Insufficient Challenge 39 = Resign-Insufficient Prestige 40 = Resign-Skills Not Fully Utilized 41 = Resign-Dislikes Or Is Not Suited To Type Of Work 42 = Resign-Job Is Not In Line With Career Plans 43 = Resign-Not Enough Recognition For Accomplishment 44 = Resign-Inadequate Pay 45 = Resign-Not Enough Fringe Benefits		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	46 = Resign-Not Enough Promotional Opportunity 47 = Resign-Lack Of Job Security 48 = Resign-Physical Disability 49 = Resign-Psychological Or Nervous Disorders 50 = Resign-Pregnancy 51 = Resign-Marriage 52 = Resign-Children Require Full Time Attention = 53 = Resign-Illness In Family 54 = Resign-To Accompany Spouse 55 = Resign-To Move Nearer Home 56 = Resign-Further Education 57 = Resign-Opportunity For More On The Job Training 58 = Resign-To Broaden Experience 59 = Resign-Does Not Get Along With Fellow Employees 60 = Resign-Does Not Get Along With Supervisors 61 = Resign-Favoritism In Assignments, Promotions, Etc. 62 = Resign-Discrimination Because Of Race-Color-Origin 63 = Resign-Discrimination Because Of Sex 64 = Resign-Discrimination Because Of Religion 65 = Resign-Discrimination Because Of Age 66 = Resign-To Accept Appointment In Another Agency 67 = Resign-To Enter Military Service 68 = Resign-No Return From Military Furlough 69 = Resign-Combination Of Reasons 70 = Resign-To Accept Position In Private Industry 71 = Resign-To Go Into Business For Self 72 = Resign-No Reason Provided-No Other Info Available 73 = Resign-Moving Out Of The Area 74 = Resign-To Remain At Home 75 = Resign-Other 76 = Resign-Personal Reasons 77 = Termination-Business Based Action 78 = Termination-Other = 79 = Removal-Other 80 = Termination-Appointment In Another Agency 81 = Termination-To Enter Military Service 82 = Termination-No Return From Military Service 83 = Removal-Performance 85 = Termination-RIF 86 = Termination-Disability 87 = Removal-Instructed By OPM/ Merit Service Protection Board 88 = Termination-Performance 89 = Termination-Failure To Return From O/S Assignment		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	90 = Resign-Public Law 101-508 91 = Termination-Due To Conversion To NAF Position 92 = Termination-National Security-P.L. 99-569 93 = Termination-Security Clearance 94 = Termination-Decline Relocation 95 = Termination-Decline Assignment Out Of Commuting Area 96 = Discharge-Pre-Employment Considerations 97 = Termination-For Cause 98 = Termination-Failure To Qualify For Conversion Reg315.704 99 = Termination-Inefficiency AA = Term-Displacement AB = Term-Lack Of Work AC = Term-Lack Of Funds AD = Term-Expiration Of Appointment AE = Discharge-Performance Based During SES Probation AF = Termination – Performance-Based After SES Probation Completed AG = Retirement Discontinued Service (SES Performance) AK = Removal Cause AQ = Change Appointing Office-Promotion AR = Change Appointing Office-Reassignment AS = Change Appointing Office-Demotion AT = Change Appointing Office-Conversion AU = Change Appointing Office-Position AV = Change Appointing Office – Change In Personnel Office ID AW = Change Appointing Office – Realignment AZ = Death CA = Retirement?-Voluntary? (Directly related to Competitive Sourcing and Privatization (CS&P)) CB = Ret-Opt-(Directly related to CS&P) CC = Ret-Discontinued Service (Directly related to CS&P) CD = Ret-Vol Discontinued Service (Directly related to Competitive Sourcing & Privatization CS&P)) CE = Ret-Vol with Voluntary Separation Incentive Pay (VSIP) (Directly related to CS&P) CF = Ret-Opt-with VSIP (Directly related to CS&P) CG = Ret-Discontinued Service with VSIP (Directly related to CS&P) CH = Ret-Vol Discontinued Service with VSIP (Directly related to CS&P) CI = Resign-Position Abolished (Directly related to CS&P) CJ = Resign-Position Abolished with VSIP (Directly		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	related to CS&P)		
	CK = Resign-VSIP (Directly related to CS&P)		
	CL = Separation-RIF (Directly related to CS&P)		
	CM = Ret-Spec Op (Directly related to CS&P)		
	CN = Ret-Spec Op with VSIP (Directly related to CS&P)		
	DA = Failure To Complete Civilian Employee Assistance Program (CEAP) Recommended Counseling & Treatment		
	DB = Illegal Drug Use		
	DC = Refusal To Cooperate With CEAP Referral		
	DE = Refusal To Submit To Urinalysis Drug Testing		
	DF = Tampering With Drug Test Specimen		
	DG = Verified Positive Follow-Up Drug Testing		
	DH = Verified Positive Drug Test Result		
	GA = Termination-Relocation Of Sponsor		
	GB = Termination-Abandonment Of Position		
	GC = Termination-Out Of Court Settlement		
	GD = Termination-During Probation		
	GE = Termination-Ordinary Notice		
	GF = Termination-Extraordinary Notice		
	GG = Termination-Annulment Contract-RIF		
	GH = Termination-Annulment Contract-Other		
	HA = Separation-Transfer		
	HB = Separation-Mass Transfer		
	HC = Termination-Loss Of Compatible Military Membership		
	HD = Termination-Loss Of Military Security Clearance		
	HE = Retirement-Loss Of Compatible Military Membership		
	HF = Retirement-Voluntary-Loss Of Military Membership		
	HG = Termination-Loss Of Security Clearance		
	HJ = Termination-Summer Hire		
	JB = Transfer Out- Joint Basing		
	NA = Resign-Permanent Change of Station		
	NB = Resign-Due to Illness		
	NC = Resign-To Accompany Family Member		
	ND = Resign-Conflicting Duty Hours		
	NE = Resign-BBA		
	V1 = Ret-Spec Opt – Voluntary Early Retirement Authority (VERA) based on downsizing		
	V2 = Ret-Spec Opt – VERA based on restructuring		
	V3 = Retirement-Special Optional –VERA downsizing and directly related to BRAC		
	V4 = Ret-Spec Opt – VERA based on restructuring and directly related to BRAC		
	V5 = Retirement-Optional with VSIP based on downsizing		
	V6 = Retirement-Optional with VSIP based on		

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	restructuring V7 = Ret-Optional with VSIP based on downsizing and directly related to BRAC V8 = Ret-Optional with VSIP based on restructuring and directly related to BRAC V9 = Resignation with VSIP based on downsizing VA = Resignation with VSIP based on restructuring VB = Resignation with VSIP based on downsizing and directly related to BRAC VC = Resignation with VSIP based on restructuring and directly related to BRAC VD = Ret-Spec-Opt – VERA with VSIP based on downsizing VE = Ret-Spec-Opt – VERA with VSIP based on restructuring VF = Ret-Spec-Opt – VERA with VSIP based on downsizing and directly related to BRAC VG = Ret-Spec-Opt – VERA with VSIP based on restructuring and directly related to BRAC VH = Ret-Spec-Opt – VERA with VSIP based on downsizing and directly related to CS and P VI = Ret-Spec-Opt – VERA with VSIP based on restructuring and directly related to CS and P ZZ = Not Applicable		
120. Effective Date of Personnel Action	The effective date of a personnel transaction. In the status file report, the date of the last personnel action taken in the reporting month.	660	8 C
121. Prior Last Name (Family)	Employee's prior last name. This will include suffix if there is one. Report only in dynamic file.	668	35 C
122. Prior First Name (Given)	Employee's prior first name. Report only in dynamic file.	703	35 C
123. Prior Middle Name	Employee's prior middle name. Report only in dynamic file.	738	35 C
124. Remarks Code – 1	The first remark that explains the personnel action recorded on the Standard Form 50. Report only in the dynamic file. Adhere to Reference (o).	773	3 C
125. Remarks Code – 2	The second remark that explains the personnel action recorded on the Standard Form 50. Report only in the dynamic file. Adhere to Reference (o).	776	3 C
126. Remarks Code – 3	The third remark that explains the personnel action recorded on the Standard Form 50. Report only in the dynamic file. Adhere to Reference (o).	779	3 C
127. Temporary Reassignment NTE Date	The date a temporary reassignment is projected to end.	782	8 C
128. Personnel Departure from Pre-deployment Location Date	The date the employee departed from the pre-deployment duty location to support a DoD operation. Report if the transaction documents the deployment-related personnel action (currently DPCDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take	790	8 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	place.		
129. Personnel Arrival in Theater Date	The date the deployed employee arrived in theater to support a DoD operation. Report if the transaction documents the deployment-related personnel action (currently DPCDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	798	8 C
130. Personnel Deployment Duty Location Country Code	The state or country code that the employee was deployed to support a DoD operation. Report if the transaction documents the deployment-related personnel action (currently DPCDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	806	2 C
131. Personnel Deployment Unit Identifier	The unit identifier code of an employee while deployed to support a DoD operation. The unit identifier will be for the attached (not the assigned) unit. Report if the transaction documents the deployment-related personnel action (currently DPCDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	808	8 C
132. Personnel Departure from Theater Date	The date the deployed employee departed from theater after supporting a DoD operation. In the status file, report the reassignment NTE date or the extension of reassignment NTE date while the employee remains in theater. After departing theater, report the actual departure date and continue to report it as long as the employee remains in a post-deployment assigned duty location. If the employee re-deploys, report only the new reassignment NTE date or the new extension of reassignment NTE date. Report if the transaction documents the deployment-related personnel action (currently DPCDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	816	8 C
133. Personnel Arrival Post-deployment Duty Location Date	The date the formerly deployed employee returned to the post-deployment duty location after supporting a DoD operation. Report blanks while the employee is deployed. Report if the transaction documents the deployment-related personnel action (currently DPCDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	824	8 C
134. Personnel Deployment Operation Code	The alpha-numeric operation code identifying the DoD operation aided by the employee while deployed. Report if the transaction documents the deployment-related personnel action (currently DPCDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take	832	3 C

Table 2. APF Civilian Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	PERSON DATA		
	place.		
135. MIA Status Date	The date an employee was reported as Missing In Action.	835	8 C
136. KIA Status Date	The date an employee was reported as Killed in Action.	843	8 C
137. POW Status Date	The date an employee was reported as a Prisoner of War.	851	8 C
138. Medical Evacuation Date	The date an employee was medically evacuated.	859	8 C
139. Filler	Report filler in this field	867	134 C

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AB	Air Base
AFB	Air Force Base
AFRC	Air Force Reserve Center
APF	appropriated fund
ARB	Air Reserve Base
ARS	Air Reserve Station
AUO	Administratively Uncontrollable Overtime
BRAC	Base Realignment and Closure
CEAP	Civilian Employee Assistance Program
CHAMPUS	Civilian Health and Medical Program of the Uniformed Services
COE	Corps of Engineers
CPAC	Civilian Personnel Advisory Center
CPO	Civilian Personnel Office
CPOC	Civilian Personnel Operations Center
CS&P	Competitive Sourcing and Privatization
CSRS	Civil Service Retirement System
DA	Defense Agencies
DCAA	Defense Contract Audit Agency
DCMA	Defense Contract Management Agency
DCPAS	Defense Civilian Personnel Advisory Service
DCPDS	Defense Civilian Personnel Data System
DECA	Defense Commissary Agency
DEERS	Defense Enrollment and Eligibility Reporting System
DIS	Defense Investigative Service
DLA	Defense Logistics Agency
DMDC	Defense Manpower Data Center
DoDD	Department of Defense directive
DoDEA	Department of Defense Education Activity
DoDHRA	DoD Human Resource Activity
DoDI	Department of Defense instruction
E-E	emergency essential
FERS	Federal Employee Retirement System
HQ	headquarters

HRO	Human Resource Office
IAP	international airport
IG, DoD	Inspector General
LRD	Great Lakes and Ohio River division
MCAS	Marine Corps Air Station
MCLB	Marine Corps Logistics Base
MTMC	Military Traffic Management Command
NAF	nonappropriated fund
NAS	Naval Air Station
NAVMEDCTR	Naval Medical Center
NAVSUPPACT	Naval Support Activity
NAWC	Naval Air Warfare Center
NICP	Naval Inventory Control Point
NSWC	Naval Surface Warfare Center
NTE	not to exceed
NWS	National Weather Service
ONR	Office of Naval Research
OPM	Office of Personnel Management
PII	personally identifiable information
RAF	Royal Air Force
RIF	reduction in Force
RSC	Regional Service Center
SSN	Social Security Number
USAREUR	United States Army Europe
USAFR	United States Air Force Reserve
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USUHS	United States University Health Science
VERA	Voluntary Early Retirement Authority
VSIP	Voluntary Separation Incentive Pay

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this volume.

APF. A fund used to pay employees that is provided by congressional appropriations act legislation.

bargaining unit. A specific group of employees represented by one authorized union for the purposes of collective bargaining.

direct hire. Employees hired and paid directly out of DoD appropriations. U.S. forces are the legal employer and assume responsibility for all administrative and management functions.

emergency-essential. A position-based designation to support the success of combat operations or the availability of combat-essential systems.

indirect hire. U.S. forces are not the legal employer. Employees are hired by the host country's government and are assigned to work with the U.S. forces on a reimbursable cost or other financial basis.

LN. Non U.S. citizen working for DoD outside the United States.

NAF. A fund used to pay employees that comes in part or wholly from funds generated by DoD military and civilian employees and their dependents. NAFs may augment funds appropriated by the Congress to provide comprehensive morale building, welfare, religious, educational, and recreational programs. Within DoD, this means the Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ships's Stores Ashore, Navy Exchanges, Marine Corps Exchanges, Coast Guard Exchanges, and other instrumentalities of the United States under the jurisdiction of the Military Services.

pseudo SSN. Identification provided by OPM for noncitizens who do not have a valid SSN and who are working primarily outside the United States.

submitting site. The site DCPAS designates to have functional responsibility for inputting data on civilian employees to the personnel system.

TRICARE. The health care program for uniformed service members, retirees and their families worldwide.