



Department of Defense

INSTRUCTION

NUMBER 1444.02, Volume 2
November 5, 2013

USD(P&R)

SUBJECT: Data Submission Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) 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 Department of Defense Human Resources Activity.

b. Volume. This volume:

(1) Incorporates and cancels subchapter 1411 of DoD Instruction (DoDI) 1400.25 (Reference (b)).

(2) Establishes policy, assigns responsibilities, and prescribes procedures and requirements for submitting personnel records of NAF direct hire civilians paid partly or wholly from DoD NAFs, (collectively referred to in this volume as “NAF personnel”), both U.S. citizens and non-U.S. citizens (legal resident aliens of the United States), whether duty stationed within or outside the United States, without regard to pay status; as well as active duty Military Service members working at non-appropriated fund instrumentalities (NAFIs) during off-duty hours.

2. APPLICABILITY. This volume:

a. Applies to OSD, the Military Departments, 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 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.

c. The Army and Air Force Exchange Service may be considered a DoD Component for the purpose of this volume if delegated authority to submit NAF personnel data requirements by the Secretaries of the Army and the Air Force, as applicable.

d. The United States Marine Corps, the Navy Exchange Service Command, and the Commander, Navy Installations Command, may be considered DoD Components for the purpose of this volume if delegated authority to submit NAF personnel data requirements by the Secretary of the Navy.

3. POLICY. 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 (c) through (e)), extracts from the repository may be used to provide specialized reporting on the civilian workforce.

(2) In accordance with DoDD 1000.25, Homeland Security Presidential Directive 12, and Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandum (References (f) through (h)), extracts from the repository may be used in the Defense Enrollment Eligibility Reporting System to create and modify elements relevant to identity management and issuance of common access cards.

b. Personally identifiable information (PII) in the repository will be safeguarded following the requirements and procedures prescribed by DoD 5400.11-R (Reference (i)) and DoDD 5015.2 (Reference (j)). Individuals having access to PII may be held personally responsible and subject to criminal penalties, administrative disciplinary action, or both for making unauthorized disclosures.

c. NAF personnel records will be submitted using social security numbers (SSN).

(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.

d. Computer matching programs will be used as prescribed by Reference (i). Computer matching is 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. RESPONSIBILITIES

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

b. Director, Department of Defense Human Resources Activity (DoDHRA). Under the authority, direction, and control of the USD(P&R) as identified in DoDD 5100.87 (Reference (k)), 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 at least annually and develops changes, as required.

c. DoD Components Heads. The DoD Components heads ensure that their respective Components implement this volume.

5. PROCEDURES. See Enclosure 2.

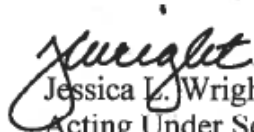
6. RELEASABILITY. **Unlimited**. This volume is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE

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

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

c. This volume 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 (1).


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Enclosures

1. References
2. Procedures
3. Civilian NAF Status and Dynamic Coding Instructions

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) Subchapter 1411 of DoD Instruction 1400.25, "DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Corporate Personnel Management Information System (MIS)," December 1996, as amended, (hereby cancelled)
- (c) DoD Instruction 3001.02, "Personnel Accountability in Conjunction With Natural or Manmade Disasters," May 3, 2010
- (d) DoD Instruction 6490.03, "Deployment Health," August 11, 2006
- (e) DoD Directive 1404.10, "DoD Civilian Expeditionary Workforce," January 23, 2009
- (f) DoD Directive 1000.25, "DoD Personnel Identity Protection (PIP) Program," July 19, 2004
- (g) Homeland Security Presidential Directive 12, "Policy for a Common Identification Standard for Federal Employees and Contractors," August 27, 2004
- (h) Under Secretary of Defense for Personnel and Readiness Memorandum "Directive-Type Memorandum (DTM) 08-003, Next Generation Common Access Card (CAC) Implementation Guidance," as amended, December 1, 2008
- (i) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (j) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (k) DoD Directive 5100.87, "Department of Defense Human Resources Activity (DoDHRA)," February 19, 2008
- (l) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (m) Office of Personnel Management (OPM) "The Guide to Data Standards, Part A: Human Resources," current version.¹
- (n) Public Law 101-508, "Omnibus Budget Reconciliation Act of 1990," November 5, 1990
- (o) Public Law 104-106, "The National Defense Authorization Act for Fiscal Year 1996," February 10, 1996
- (p) Presidential Memorandum, "Government Employment for Welfare Recipients," March 8, 1997

¹ Available at <http://www.opm.gov/feddata/guidance.asp>

ENCLOSURE 2PROCEDURES1. GENERAL GUIDANCE

- a. This volume establishes requirements and provides guidance to submit personnel data records.
- b. Each submission file will include a 25-byte header record identifying the items in Table 1.

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. NA Nonappropriated	12	2 C
6. Submission Order Number	Submission order number if multiple submission segments are required. If only 1 submission is required, 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. Reporting must follow the data field sequence in accordance with the coding instructions specified in Table 2 of Enclosure 3 of this volume.

d. Data elements must adhere to data standards established by the Office of Personnel Management (OPM) (Reference (m)) 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 data 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 must 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 DCPAS, or designated submitting site, must submit a status file for the NAF civilian population. The status file must reflect the status of the civilians as of the last day of the month. It must cover all workers less those no longer employed. Enclosure 3 contains the layout to be used.

(2) Daily Dynamic (Transaction) File Submission Requirements. The DCPAS, or designated submitting, site must submit dynamic files for the NAF civilian population using the file layout identified in Enclosure 3 that covers 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 submission period (late transactions). Information contained within the dynamic file will reflect the status of a 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 alphabetic 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 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 3CIVILIAN NAF STATUS AND DYNAMIC CODING INSTRUCTIONSTable 2. NAF Coding Instructions

RECORD FIELD AND DATA ITEM	CODING AND REMARKS/ PERSON DATA	RECORD POSITION	LENGTH CLASS
1. SSN	The number assigned to an employee's social security account. Adhere to Reference (m).	1	9 C
2. SSN Being Corrected	The SSN, previously submitted, that is being corrected. Adhere to Reference (m).	10	9 C
3. Dual SSN	NAF dual SSN is used anytime an employee holds multiple assignments under their official SSN. Their official SSN will be stored in the SSN field, and a locally established NAF dual SSN will be reflected in their second (or subsequent) assignments.	19	9 C
4. Oracle Employee ID Number	The 12-digit number assigned to an employee in Defense Civilian Personnel Data System (DCPDS). This is unique only within each region.	28	12 C
5. Last Name (Family)	Non-chosen, inherited, or married name by which a person is known or designated on all official transactions. This will include suffixes such as Jr., II, Sr., III, etc.	40	35 C
6. First Name (Given)	Given, chosen, or often used first name by which a person is known or designated on all official transactions. Adhere to Reference (m).	75	35 C
7. Middle Name	Middle name or initial by which a person is known or designated on all official transactions. Adhere to Reference (m).	110	35 C
8. Date of Birth	An employee's date of birth. Adhere to Reference (m).	145	8 C
9. Sex	An employee's sex. Adhere to Reference (m).	153	1 C
10. U.S. Citizenship	The indicator of whether an employee is a U.S. citizen. Adhere to Reference (m).	154	1 N
11. Citizenship Country Code	Employee's country of citizenship. Adhere to Reference (m).	155	2 C
12. Race or National Origin	An employee's race or national origin. Adhere to Reference (m). Applies only to those accessed prior to July 1, 2006.	157	1 C
13-18. Ethnicity and Race Identification:			
13. Race Identifier	American Indian or Alaska Native	158	1 N
14. Race Identifier	Asian	159	1 N
15. Race Identifier	Black or African American	160	1 N
16. Race Identifier	Native Hawaiian or Other Pacific Islander	161	1 N
17. Race Identifier	White	162	1 N
18. Ethnicity Identifier	Hispanic or Latino	163	1 N
19. Education Level	The extent of an employee's education attainment from an accredited institution. Adhere to Reference (m).	164	2 N

Table 2. NAF Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS/ PERSON DATA	RECORD POSITION	LENGTH CLASS
20. Year Degree or Certificate Attained	The calendar year during which the employee received the degree or certificate shown for EDUCATIONAL LEVEL. Adhere to Reference (m).	166	4 C
21. Pay Plan	The code that indicates an employee's pay category or schedule for monetary compensation. NA = NAF, crafts and trades worker NL = NAF, crafts and trades leader NS = NAF, crafts and trades supervisory NF = NAF, pay band CY = NAF, child and youth	170	2 C
22. Grade, Level, Class, Rank, or Pay Band	An indicator of hierarchical relationships among positions covered by the same pay plan or system.	172	2 C
23. Step or Rate	An indicator or a specific salary within a grade, level, class, rate, or pay band.	174	2 N
24. Work Schedule	The time basis on which an employee is scheduled to work. F = Full-time P = Part-time Z = Unknown	176	1 C
25. Hourly Rate of Pay	Employee's hourly rate of pay. Applicable only if pay is distributed in U.S. currency. Report the amount of salary or wages paid per hour of work.	177	5 N
26. Employee Pay Status	Indicates if the employee is or is not being paid. There are two categories of employees not being paid: Those who are "temporarily" not working (e.g, on leave without pay, furlough, or suspension) N = Placed in leave without pay status P = Placed in pay status in the federal civilian workforce	182	1 C
27. 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.	183	8 C
28. Date Entered Current Grade	The date when the current pay grade became effective. This is the effective date of a promotion or a demotion.	191	8 C
29. Employment Code	The code that represents the work schedule agreement duration type code. R = Regular F = Flexible	199	1 C
30. Occupation Code	An employee's occupational series. Adhere to Reference (m).	200	4 N
31. Filler	Report blanks in this field.	204	2 C
32. Off Duty Military Code	The code that represents an employee's military affiliation. Y = Yes, this person is a military member on active duty (employed by an NAF activity during off duty hours) N = No, this is not a military member on active duty	206	1 C
33. Dependent-Sponsor Relationship Code	The code that identifies the relationship between the dependent and the sponsor. The first position identifies whether the dependent sponsor is military (M) or civilian (C). The second position indicates the type of dependent. MA = Spouse of military member on active duty MB = Other dependent of military member on active duty	207	2 C

Table 2. NAF Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS/ PERSON DATA	RECORD POSITION	LENGTH CLASS
	CA = Spouse of one not a military member on active duty CB = Other dependent of one not a military member on active duty ZZ = Not applicable		
34. Unit Identification Code (UIC)	The lowest unit to which the employee is assigned. Service codes are translated in the UIC address file. Defense Agency UIC's are not translated in that file.	209	6 C
35. Agency and Sub-element	The agency and, where applicable, the administrative subdivision (e.g., 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 (e.g., xx00). Adhere to Reference (m).	215	4 C
36. Personnel Office Identifier	The code that represents the NAF Personnel Office Identifier (includes UIC, Activity ID Code, Personnel Office Identifier (POI), Navy Personnel MW Code).	219	4 N
37. Personnel Servicing Center Code	The on-site personnel office that handles the face-to-face customer activities for civilian personnel operations.	223	2 C
38. Date Arrived at Personnel Servicing Center	The date the employee's official personnel folder began to be serviced by the personnel office.	225	8 C
39-41. Duty Station (to include Duty Station State or Country, and City)	The location of an employee's official worksite. Combined length of 9 bytes. Adhere to Public Law 101-508 (Reference (n)).		
39. Duty Station State or 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).	233	2 C
40. Duty Station City	Indicates the city	235	4 N
41. Duty Station County	Indicates the county	239	3 N
42. Duty Station Zone Improvement Code (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.	242	9 C
43. Service Computation Date (Leave)	An employee's service computation date for leave accrual purposes. This will include military service time. Adhere to Reference (m).	251	8 C
44. Date Expected to Return from Overseas	The date an overseas assignment is projected to end.	259	8 C
45. Term or Temporary Appointment Not To Exceed Date (NTE)	The date a temporary or term appointment is projected to end.	267	8 C
46. 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 (E-E) position during a crisis situation and whether or not the employee currently works in a position designated as E-E. 0 = Employee does not occupy an 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	275	1 C

Table 2. NAF Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS/ PERSON DATA	RECORD POSITION	LENGTH CLASS
	E-E position agreement (DD Form 2365) to remain overseas or to deploy from continental United States, 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 in an E-E position, agreement signed 4 = The employee is assigned as Alternative E-E 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		
47. Filler	Submit blanks in this field.	276	7 C
48. Retirement Plan Code Defined Benefit (Non-Tax Deferred Annuity Agreement Type Code)	The code that represents the employee's retirement plan. A = Civil Service Retirement System (CSRS) C = Federal Insurance Contribution Act D = Federal Employees Retirement System (FERS) N = NAF, Army P = NAF, Navy Q = NAF, Navy/NEXCOM R = NAF, Marine Corps S = NAF, Air Force T = NAF, Army and Air Force Exchange Service (AAFES) Z = None	283	2 C
49. Savings Plan Defined Contribution (Tax Deferred Annuity Agreement Type Code)	The code that represents the employee's savings plan. A = Thrift Savings Plan D = Army NAFI 401-K E = CNIC 401-K F = NEXCOM 401-K G = Marine Corps NAFI 401-K H = Air Force NAFI 401-K J = AAFES 401-K Z = None	285	1 C
50. Health Plan	The health benefits plan (carrier and enrollment category) in which an employee is currently enrolled. Adhere to Reference (m).	286	3 C
51. Portability of Benefits Status Code	The code that identifies the portability of benefits. Identifies employees who moved after January 1, 1987 without a break in service of more than 3 days, to DoD NAF positions from DoD civil service positions. Y = Covered by Reference (n) N = Not covered	289	1 C
52. Portability Retirement Election Code	Identifies employees who elected to remain in a civil service retirement plan, either CSRS or FERS, upon moving to NAF without a break in service of more than 1 year. The code also identifies those employees who made a retroactive election in accordance with the provisions of Public Law 104-106 (Reference (o)). A = Employee elected to remain in civil service retirement plan	290	1 C

Table 2. NAF Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS/ PERSON DATA	RECORD POSITION	LENGTH CLASS
	B = Elected to return to CSRS or FERS C = Elected to have FERS service credited for eligibility D = Elected to have FERS service credited for eligibility and computation Z = None of the above		
53. Bargaining Unit Membership Status Code	The code that indicates an employee's membership in a bargaining unit. Y = Member of a bargaining unit N = Not a member of a bargaining unit	291	1 C
54. 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 (m). Not applicable to non-U.S. citizens employed outside of the United States and its territories and associated areas.	292	2 C
55. Morale Welfare Recreation Fund Category Code	The code that indicates an MWR fund category code. A = MWR activity funded wholly by appropriated funds B = MWR activity funded by a mix of appropriated and NAFs C = MWR activity funded wholly by NAFs	294	1 C
56. Morale Welfare Recreation Activity Code	01 = Armed Forces professional entertainment program overseas 02 = Free admission motion pictures 03 = Physical fitness and aquatic training 04 = Library programs and information services 05 = On-installation parks and picnic areas 06 = Basic social recreation activities 07 = Shipboard, company, and unit level programs 08 = Sports and athletics (self-directed, unit level, intramural) 09 = Child development programs 10 = Youth activities 11 = Family child care 12 = School age care 13 = Resource and referral 14 = Cable or community television 15 = Recreation information, tickets, and tours services 16 = Recreational swimming 17 = Directed outdoor programs 18 = Outdoor recreation equipment checkout 19 = Boating without resale or private berthing 20 = Camping (primitive and/or tents) 21 = Riding stables, Government-owned or leased 22 = Amateur radio 23 = Performing arts (music, drama, and theater) 24 = Arts and crafts skill development 25 = Automotive crafts skill development 26 = Bowling (12 lanes or less) 27 = Sports programs (above intramural level) 28 = Joint service facilities or armed forces recreation centers	295	2 N

Table 2. NAF Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS/ PERSON DATA	RECORD POSITION	LENGTH CLASS
	29 = Membership club program 30 = Non-membership program 31 = Snack bars incidentals to operation of other programs 32 = Recreational lodging 33 = Permanent change of station lodging facilities 34 = Flying program 35 = Parachute and sky diving program 36 = Rod and gun program 37 = Scuba diving program 38 = Horseback riding 39 = Video program 40 = Resale 41 = Amusement and recreation machines or gaming. 42 = Bowling (over 12 lanes) 43 = Golf 44 = Boating with resale or private boat berthing 45 = Equipment rental 46 = Unofficial commercial travel services 47 = Armed services exchanges and related activities		
57. Appropriated Fund Severance Pay Entitlement	Identifies employees who were involuntarily separated from a DoD civil service position under conditions conveying severance pay eligibility. Appropriated fund severance payments were suspended because the employee moved to a DoD NAF position without a break in service of more than 3 days. Appropriated fund severance pay eligibility will resume if the employee is involuntarily separated from NAF. Indicate the NAF employee's appropriated fund severance pay entitlement. Y = Appropriated fund severance pay was suspended upon movement to NAF. N = Not applicable.	295	1 C
58. Welfare to Work Hire Code	Code indicating relation of person to the Welfare to Work program. To capture information on Welfare to Work hiring in response to the President's memorandum (Reference (q)), hiring refers to "off the street" additions to the federal employment rolls. Hiring does not include transfers between NAFI agencies or from appropriated fund federal employment to NAFI employment. However, it does include any such hire preceded by a break in federal service of greater than 3 days (which is not considered a transfer). Indicate the NAF employee's Welfare to Work Code. A = Employee was hired on or after March 8, 1997 and checked box A on OPM Form 1635, "Welfare to Work Program" B = Employee was hired on or after March 8, 1997 and checked box B on OPM Form 1635 C = Employee was hired on or after March 8, 1997 and did not check either box A or box B on OPM Form 1635 D = Employee was hired on or before March 7, 1997 E = Unknown hire date	296	1 C
59. Nature of Action Code 1	In the dynamic file report the specific personnel action used	299	3 C

Table 2. NAF Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS/ PERSON DATA	RECORD POSITION	LENGTH CLASS
	to create or change a civilian personnel record. Adhere to Reference (m). In addition, include all deployment related transactions as well as any alphabetic transactions (e.g., M2M). In the Status file report the last nature of action to have taken place in the reporting month.		
60. Nature of Action Code 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 Reference (m) for Nature of Action 1. In the Status file report the last nature of action to have taken place in the reporting month.	302	3 C
61. Effective Date of Personnel Action	The effective date of a personnel action. In the Status file report the date of the last personnel action taken in the reporting month.	305	8 C
62. Non-Nature of Action Transaction Reason Flag	In the dynamic file report data element change that prompted a non-nature of action code transaction to be generated. 1 = Gender 2 = Race or ethnic identifiers 3 = UIC 4 = POI 5 = Civil function code 6 = Overseas emergency-essential agreement flag	313	1 N
63. Filler	Report blanks in this field	314	2 C
64. Oracle Date/Time Stamp Transaction Processed in DCPDS or Other Personnel System	In the dynamic file only report the date and time the Request for Personnel Action (RPA) was updated in DCPDS or other personnel system.	316	16 C
65. Personnel Departure from Pre-Deployment Location Date	The date the employee departed from the pre-deployment duty location to support a DoD operation (e.g., detail, temporary duty). Report if the transaction documents the deployment-related personnel action (currently DCPDS Nature of Action Codes (NOACs) 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	332	8 C
66. 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.	340	8 C
67. Personnel Deployment Duty Location Country Code	The state or country code where 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.	348	2 C
68. 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	350	8 C

Table 2. NAF Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS/ PERSON DATA	RECORD POSITION	LENGTH CLASS
	(currently DPCDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.		
69. 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.	358	8 C
70. 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.	366	8 C
71. 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 place.	374	3 C
72. MIA Status Date	The date an employee was reported as missing in action.	377	8 C
73. KIA Status Date	The date an employee was reported killed in action.	385	8 C
74. POW Status Date	The date an employee was reported as a prisoner of war.	393	8 C
75 Medical Evacuation Date	Medical evacuation date	401	8 C
76. Filler	Report filler in this field	409	42

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AAFES	Army and Air Force Exchange Service
CSRS	Civil Service Retirement System
DCPAS	Defense Civilian Personnel Advisory Service
DCPDS	Defense Civilian Personnel Data Center
DMDC	Defense Manpower Data Center
DoDD	DoD Directive
DoDI	DoD Instruction
DoDHRA	Department of Defense Human Resources Activity
E-E	emergency essential
FERS	Federal Employees Retirement System
NAF	nonappropriated fund
NAFI	nonappropriated fund instrumentalities
NOAC	nature of action code
NTE	not to exceed
OPM	Office of Personnel Management
PII	personally identifiable information
POI	personnel office identifier
SSN	social security number
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
UIC	unit identification code
ZIP	Zone Improvement Plan

PART II. DEFINITIONS

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

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.

NAF. Funds to pay employees comes in part or wholly from funds generated by DoD Military and civilian employees and their dependents. These funds may augment funds appropriated by the Congress to provide comprehensive morale building, welfare, religious, educational, and recreational programs. Within DoD this means AAFES, Army and Air Force Motion Picture Service, Navy Ship's Stores Ashore, Navy Exchanges, and other instrumentalities of the United States under the jurisdiction of the Armed Forces. They may include U.S. citizens or non-U.S. citizens in U.S. or non-U.S. duty locations.

pseudo SSN. Personnel identifier created 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.