



Department of Defense INSTRUCTION

NUMBER 1444.02, Volume 4
November 5, 2013

USD(P&R)

SUBJECT: Data Submission Requirements for DoD Civilian Personnel: Workforce and Address Dynamic Records

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 (DoDHRA).

b. Volume. This volume establishes policy and assigns responsibilities for submitting workforce and address dynamic records for:

(1) DoD appropriated fund (APF) and nonappropriated fund (NAF) civilians paid partly or wholly from DoD NAFs. They may be:

(a) U.S. citizens or non-U.S. citizens (legal resident aliens of the United States).

(b) Duty stationed within or outside the United States, without regard to pay status.

(2) Active duty members of the Military Services working at NAF instrumentalities 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, 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 civilian 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 civilian 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. In accordance with DoDD 8570.01, DoDD 5160.41E, DoD Instruction (DoDI) 5160.70, and the DoD Strategic Plan for Language Skills, Regional Expertise and Cultural Capabilities 2011-2016 (References (b) through (e)), extracts from the repository may be used to provide specialized reporting on the civilian workforce.

b. Personally identifiable information (PII) in the repository will be safeguarded following the requirements and procedures prescribed by DoDDs 5400.11-R, 5015.2, and 5100.87 (References (f) through (h)). 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. Civilian personnel records must be submitted using the DoD Electronic Data Interchange Person Identifier (DoD ID) or person social security number identifier (SSN) in accordance with Enclosure 2 of this volume.

(1) Personnel records for civilians who do not have a DoD ID or SSN 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 the personnel databases.

(2) Personnel records for civilians who are concurrently employed in more than one position must be submitted using the same identifier across every position. Person identifier data must support the capability to correct and update a person’s identity.

4. RESPONSIBILITIES

a. Under Secretary of Defense for Personnel and Readiness (USD(P&R)). The USD(P&R) provides overall policy guidance for submitting civilian personnel records within the DoD.

b. Director, DoDHRA. Under the authority, direction, and control of the USD(P&R) as identified in Reference (h), the Director, DoDHRA:

(1) Ensures proper custody of automated extracts of civilian personnel records and provides data quality control (QC) 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 DMDC data submission requirements and instructions provided in Enclosure 2 of this volume at least annually and develops changes, as required.

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

5. PROCEDURES. See Enclosure 2.

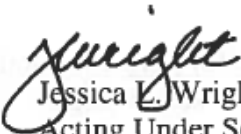
6. RELEASABILITY. **Unlimited**. This volume is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE

a. Full compliance with the 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 must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoDI 5025.01 (Reference (i)).

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 (i).


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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Directive 8570.01, “Information Assurance Training, Certification, and Workforce Management,” August 15, 2004
- (c) DoD Directive 5160.41E, “Defense Language Program (DLP),” October 21, 2005, as amended
- (d) DoD Instruction 5160.70, “Management of DoD Language and Regional Proficiency Capabilities,” June 12, 2007
- (e) DoD Strategic Plan for Language Skills, Regional Expertise and Cultural Capabilities; 2011-2016, February 11, 2011¹
- (f) DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- (g) DoD Directive 5015.2, “DoD Records Management Program,” March 6, 2000
- (h) DoD Directive 5100.87, “Department of Defense Human Resources Activity (DoDHRA),” February 19, 2008
- (i) DoD Instruction 5025.01, “DoD Directives Program,” September 26, 2012, as amended
- (j) Office of Personnel Management, “The Guide to Data Standards, Part A: Human Resources” current edition²
- (k) DoD Manual 1336.05, “Defense Manpower Data Center Domain Values for Military Personnel Data Extracts,” July 28, 2009, as amended

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

² Available at <http://www.opm.gov/feddata/guidance.asp>

ENCLOSURE 2

PROCEDURES

1. GENERAL GUIDANCE

a. This volume establishes requirements and provides guidance to collect and submit personnel data.

b. Submissions will follow the data field sequence in accordance with the coding instructions specified in Enclosures 3 and 4.

c. Data elements must adhere to Office of Personnel Management data standards (Reference (j)) when specified. Non-standard data elements and codes are documented in Enclosure 3 and Enclosure 4 of this volume. When source systems contain codes differing from the standards prescribed in this volume, the submitter will convert the codes so that they comply with the standards in this volume.

d. Submissions must comply with this volume on the first full month following the effective date of the 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. Data Quality. The data quality goal is 100 percent. At the DMDC, all transaction inputs are edited to ensure accuracy of the transaction's data and resulting reports. The DMDC will use QC reports to inform the data submitters of data quality and other issues as required.

3. WORKFORCE DYNAMIC TRANSACTION SUBMISSION REQUIREMENTS

a. The DCPAS, a component of the DoDHRA, or designated submitting site will submit, on a daily basis, workforce transaction records to manage civilian personnel information for language skills, information assurance (IA), regional proficiency (RP), and consent to be contacted and share information status information. Table 1 in Appendix 1 to this enclosure describes the submission requirements for:

(1) Language-RP and consent to be contacted and share information status data on APF civilians.

(2) IA data on APF and NAF civilians.

b. A full image record transaction as identified by the personnel workforce transaction type code must be submitted with each record. Information reported in add transactions and change transactions (field 10 of Table 1) will be current as of the personnel workforce transaction effective calendar date. The transaction records will include:

- (1) All required personnel information.
- (2) A personnel workforce transaction effective date (field 8 of Table 1).
- (3) A personnel workforce transaction type code (field 9 of Table 1).
- (4) A personnel workforce transaction action type code (field 10 of Table 1).
- (5) All transaction data in the appropriate section described in the transaction file provided in Table 1.

c. The DoD ID in field 1 of Table 1 or the SSN, last name (family), and date of birth information (fields 2, 6, and 7 of Table 1) will be used to establish the person's identity in the workforce transaction record.

(1) Use of the DoD ID establishes the person's identity and reduces the use of the SSN and other privacy act information. When the DoD ID is provided do not report the SSN, last name (family), and date of birth.

(2) When the DoD ID is not provided, the SSN, last name (family), and date of birth is required.

(3) The submitting organization will contact the civilian personnel file manager, who will assist in establishing contact with authorities at the Defense Enrollment Eligibility Reporting System (DEERS) to establish an interface needed to obtain the DoD ID. Each submitting organization is responsible for ensuring the accuracy of each DoD ID reported and is responsible for any conversion cost associated with adopting the DoD ID as a personnel identifying attribute.

d. Records will be ordered within each workforce transaction file in ascending order by DoD ID or SSN and personnel transaction effective calendar date. Transactions will be processed in the order they are submitted.

e. If the agency or administrative subdivision in which a person is employed changes, the gaining organization will submit new language, IA, RP, and consent to be contacted and share information status transaction records. Information from the losing organization will not be carried forward when the agency subelement (field 5 of Table 1) changes.

f. Personnel workforce transaction action type codes will be submitted to add, change, cancel, or end a personnel workforce transaction event.

(1) Add Transaction (“A”). Submit when adding new information or when reporting the most recent information for previously reported information.

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

(3) Cancel Transaction (“C”). Submit when canceling a transaction record on a previously reported add (“A”), change (“B”), or end (“D”) transaction type that was submitted in error or submitted incorrectly. If the record was submitted incorrectly, the correct information (if required) will be submitted as an add or end transaction after the cancellation transaction has been submitted. A cancel transaction will only affect individual records.

(4) End Transaction (“D”). Submit when a civilian employee discontinues in the IA workforce (personnel transaction workforce transaction type equals “3”). The end transaction can denote either a loss from the occupational workforce population or a loss from the agency and, where applicable, the administrative subelement strength. The personnel workforce transaction effective calendar date of an end transaction must be at least 1 day greater than the personnel workforce transaction effective calendar date of the add or change transaction that is being discontinued with the end transaction.

g. Personnel workforce transaction type codes will be submitted to identify the type of information in the personnel workforce transaction being submitted.

(1) Language Data (“1”). Submit this transaction type for language information in record field 9 of section 1 of Table 2 in Appendix 1 to this enclosure. The person’s identity, personnel workforce transaction effective calendar date, language code, and language proficiency source code must match the information in the existing language workforce record when submitting a change or cancel transaction.

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

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

(2) IA Data (“3”). Submit this transaction type for IA information in record field 12 of section 2 of Table 1. The DoD ID or SSN, and personnel workforce transaction effective calendar date must match the information in the existing IA workforce record when submitting a change or cancel transaction.

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

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

(3) RP Data (“4”). Submit this transaction type for RP information in record field 13 of section 3 of Table 1. The DoD ID or SSN, personnel workforce transaction effective calendar date, and RP county code must match the information in the existing RP workforce record when submitting a change or cancel transaction.

(4) Consent to be Contacted and Share Information Status Data (“5”). Submit this transaction type for consent to be contacted and share information status data in record field 14 of section 4 of Table 1. The DoD ID or SSN, and personnel workforce transaction effective calendar date must match the information in the existing consent to be contacted and share information status data workforce record when submitting a change or cancel transaction.

4. ADDRESS DYNAMIC (TRANSACTION) SUBMISSION REQUIREMENTS. The DCPAS or designated submitting site will submit monthly address information for APF and NAF civilian personnel as identified in Table 2. Changes in duty location address (fields 10-19 of Table 2) or home mailing address (fields 20-28 of Table 2) will be submitted within 5 working days after the end of the submission month.

5. DATA SPECIFICATIONS

a. Record Order: DCPAS will submit civilian address transaction file records in Table 2 in ascending order by SSN. DCPAS will submit workforce transaction file records in Table 1 in accordance with instructions listed in paragraph 3d of this volume.

b. Formatting Justification. DCPAS will left justify all alphabetical data with trailing blanks in Tables 1 and 2.

c. Date Formats. DCPAS will format all dates as YYYYMMDD unless otherwise instructed in the data element description in Tables 1 and 2.

d. Secure Electronic Data Transfer. The DCPAS will contact the DMDC Civilian Personnel File Manager to establish an account number and password exclusively for these reports and provide additional system specifications. These specifications include file naming conventions and security protocols appropriate to protect the data from compromise. DMDC supports secure file transfer protocol software and can accept password-protected compressed data files. The file submitter is responsible for the accuracy and completeness of each electronic data transfer.

Appendixes

Civilian Workforce Transaction Coding Instructions

Civilian Address Transaction Coding Instructions

APPENDIX 1 TO ENCLOSURE 2CIVILIAN WORKFORCE TRANSACTION CODING INSTRUCTIONSTable 1. Workforce Transaction Coding Instructions

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
PERSON IDENTIFICATION			
1. 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.	1	10 C
2. Person Social Security Number Identifier	The number assigned to an employee's social security account. Adhere to Reference (I). Enter 9 numeric digits omitting hyphens for the person's SSN. If SSN is not provided, report not applicable, set I=6666666666	11	9 C
3. Filler	If not applicable, set I = W	20	2 C
4. Organization Funding Type Code	The code that indicates the type of civilian record being submitted. A = Nonappropriated fund civilian B = Appropriated fund civilian	22	1 C
5. Agency and Subelement	The agency and, where applicable, the administrative subdivision (i.e., subelement) 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 (i.e., subelement). If no subelements are assigned to an agency, the third and fourth positions are zeros (e.g., xx00). Adhere to Reference (I)	23	4 C
6. 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. If Last Name is not provided, report not applicable, set I=W	27	26 C

Table 1. Workforce Transaction Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
7. Date of Birth	An employee's date of birth. Adhere to Reference (j) If unknown, set I = 99999999 If Date of Birth is not provided, report not applicable, set I=66666666	53	8 C
WORKFORCE ADMINISTRATION DATA			
8. Personnel Workforce Transaction Effective Calendar Date	The effective date when the workforce transaction came into effect. The effective calendar date is used to select which workforce transaction records will be used for reporting purposes at any certain point in time.	61	8 C
9. Personnel Workforce Transaction Type Code	The code that represents a type of personnel workforce transaction. 1 = Language data 2 = Do not use (applicable to military reporting only) 3 = IA data 4 = RP data 5 = Consent to be contacted and share information status data	69	1 N
10. Personnel Workforce Transaction Action Type Code	The code that represents a type of action represented by the transaction. A = Add new transaction information B = Change an existing transaction (correct action) C = Cancel an existing transaction D = End an existing transaction (applicable to Information Assurance transaction only)	70	1 C
SECTION 1: LANGUAGE DATA: FOR PERSONNEL WORKFORCE TRANSACTION TYPE CODE = "1"			
11. Language	Applicable only if personnel workforce transaction type code (record field 9) = 6 or 7.	71-130	60 AN
a. Language Code	The code that represents a means of communication based on a formalized system of sounds and symbols. Report the language, other than English, in which a member exhibits proficiency. See Enclosure 7 of DoD Manual 1336.05 (Reference (k)) for a list of domain values and definitions. Use QAX to report a language for which there is no valid language code available. Contact the Defense Language and National Security Education Office to request adding a code to the DoD Language List for the language being reported as QAX. Do not report unknown (QAZ) or not applicable (QAW)	071	3 C

Table 1. Workforce Transaction Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	transactions.		
b. Language Speaking Proficiency Code	<p>The code that represents the degree of speaking competence in the language being reported.</p> <p>00 = No proficiency 06 = Memorized proficiency 10 = Elementary proficiency 16 = Elementary proficiency, plus 20 = Limited working proficiency 26 = Limited working proficiency, plus 30 = General professional proficiency 36 = General professional proficiency, plus 40 = Advanced professional proficiency 46 = Advanced professional proficiency, plus 50 = Functionally native proficiency</p> <p>If unknown, set I=99 If personnel workforce transaction action type code= C (Cancel Transaction) set I=66</p>	74	2 N
c. Language Listening Proficiency Code	The code that represents the degree of listening competence in the language being reported. See record field 11.b. for a list of domain values and definitions.	76	2 N
d. Language Reading Proficiency Code	The code that represents the degree of reading competence in the language being reported. See record field 11.b. for a list of domain values and definitions.	78	2 N
e. Language Skill Source Code	<p>The code that represents the origin of the skill in the language being reported. If more than one code applies report the most applicable code.</p> <p>A = Civilian school course B = Defense Language Institute (DLI) C = Foreign residence D = Home environment E = Military school other than DLI F = Self-study G = Survival-level language course X = Other</p> <p>If unknown, set I=Z If personnel workforce transaction action type code= C (Cancel Transaction) set I=W</p>	80	1 C
f. Language Proficiency Source Code	<p>The code that represents the source of the proficiency evaluation.</p> <p>A = Formally assessed B = Self-reported</p>	81	11 C

Table 1. Workforce Transaction Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
g. Language Evaluation Calendar Date	The date when competence in the language in which a member possesses the most current proficiency was tested, generally by administration of a defense language proficiency test, or otherwise formally assessed. If unknown, set I = 99999999 If personnel workforce transaction type code = 7 (self-reported) or personnel workforce transaction action type code = C (cancel transaction), set I = 66666666.	82	8 N
h. Filler	If not applicable set I=W (entire field)	90	40 C
SECTION 2: IA DATA: FOR WORKFORCE TRANSACTION CODE = "3"			
12. IA	Applicable only if personnel workforce transaction type code (record field 9) = 3.	71-130	60 C
a. IA Category Code	The code that represents the category in which the member has received certification or in which the certification is being waived to perform the duties. 1 = information assurance technical 2 = information assurance management 3 = designated accrediting authority 4 = computer network defense service provider 5 = information assurance system architect and engineer If unknown, set I=Z If personnel workforce transaction action type code=C (cancel transaction) or D (end transaction), set I = W	71	1 C
b. IA Category Level Code	The code that represents the level of the IA category. 1 = Level 1 2 = Level 2 3 = Level 3 A = e computer network defense analyst B = computer network defense infrastructure support C = computer network defense incident responder D = computer network defense auditor E = computer network defense manager If unknown, set I=Z If personnel workforce transaction action type code=C (cancel transaction) or D (end transaction), set I =W	72	1 C
c. IA Duty Code	A code that identifies whether the IA duties are their primary duty, additional duty, or embedded duty. A = Primary (25-40 hrs/week) B = Additional (15-24 hrs/week) C = Embedded (1-14 hrs/week)	73	1 C

Table 1. Workforce Transaction Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	If unknown, set I = Z If personnel workforce transaction action type code=C (cancel transaction) or D (end transaction), set I=W		
d. IA Waiver Effective Calendar Date	The date the IA certification waiver was effective. If unknown, set I = 99999999 If personnel workforce transaction action type code=C (cancel transaction) or D (end transaction), set I =66666666	74	8 N
e. IA Waiver Expiration Date	The date the IA certification waiver did or will expire. If unknown, set I = 99999999 If personnel workforce transaction action type code=C (cancel transaction) or D (end transaction), set I =66666666	82	8 N
f. IA Computing Environment Certification	Indicates whether the IA professional is certified in his computing environment. Certification must be current and unexpired. Y = Yes N = No If unknown, set I = Z If personnel workforce transaction action type code = C (cancel transaction) or D (end transaction), set I=W	90	1 C
g. IA On-the-Job Evaluation	Indicates whether the IA professional has received an on-the-job evaluation. Evaluation is current and unexpired. Y = Yes N = No If unknown, set I = Z If personnel workforce transaction action type code = C (cancel transaction) or D (end transaction), set I=W	91	1 C
h. IA Signed Privileged Access Agreement	Indicates whether the IA professional has signed a privileged access agreement. Agreement is current and unexpired. Y = Yes N = No If unknown, set I = Z If personnel workforce transaction action type code = C	92	1 C

Table 1. Workforce Transaction Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	(cancel transaction) or D (end transaction), set I =W		
i. Filler	If not applicable, set I = W	93	38 C
SECTION 3: REGIONAL PROFICIENCY DATA: FOR WORKFORCE TRANSACTION CODE = "4"			
13. RP	Reporting related to regional proficiency. Applicable only if personnel workforce transaction type code (record field 9) = 4.	71-130	60 C
a. Regional Proficiency Skill Level	The skill levels represent an individual's awareness and understanding of the historical, political, cultural, sociological, economic, and geographic factors of a foreign country or specific global region. 0 = Pre-novice 1 = Novice 2 = Associate 3 = Professional 4 = Senior Professional 5 = Expert If personnel workforce transaction action type code= C (cancel transaction) set I=W	71	1 C
b. Regional Proficiency Level Award Date	Calendar date of award for current regional proficiency skill level. If unknown set I = 99999999 If personnel workforce transaction action type code= C (cancel transaction), set I=66666666	72	8 N
c. Regional Proficiency Country Code	Country code of regional proficiency skill level. See Enclosure 3 of Reference (k) for a list of domain values and definitions.	80	2 C
d. Filler	If not applicable, set I = W	82	49 C
SECTION 4: CONSENT TO BE CONTACTED AND SHARE INFORMATION STATUS DATA: FOR WORKFORCE TRANSACTION CODE = "5"			
14. Consent to be Contacted and Share Information Status data	Reporting related to consent to be contacted and share information. Applicable only if personnel workforce transaction type code (record field 9) = 5.	71-130	60 C
a. Consent to be Contacted Regarding Language Skills	Upon separation or retirement, the civilian employee will provide authorization whether they agree to be contacted in regards to their language skills after separation from DoD	71	1 C

Table 1. Workforce Transaction Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
	employment. Y = Yes N = No If personnel workforce transaction action type code= C (cancel transaction) set I=W		
b. Consent to Share Regarding Language Skills.	Upon separation or retirement, the civilian employee will provide authorization whether their language information can be shared with other agencies. Y = Yes N = No If personnel workforce transaction action type code= C (cancel transaction) set I=W	72	1 C
c. Filler	If not applicable, set I = W	73	58 C

APPENDIX 2 TO ENCLOSURE 2CIVILIAN ADDRESS TRANSACTION CODING INSTRUCTIONSTable 2. Address 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 (j)	1	9 C
2. 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.	10	35 C
3. First Name (Given)	Given, chosen, or often used first name by which a person is known or designated on all official transactions.	45	35 C
4. Middle Name	Middle name or initial by which a person is known or designated on all official transactions.	80	35 C
5. Date of Birth	An employee's date of birth. Adhere to Reference (j)	115	8 C
6. Sex	An employee's sex. Adhere to Reference (j)	123	1 C
7. Personnel Office Identifier	The identification of the federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have 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 (j)	124	4 N
8. Agency and Subelement	The agency and, where applicable, the administrative subdivision (i.e., subelement) 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 subelements are assigned to an agency, the third and fourth positions are zeros (e.g., xx00). Adhere to Reference (j)	128	4 C
9. 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.	132	6 C
10. Duty Location Work Address1	Address line 1 of an employee's place of work.	138	35 C
11. Duty Location Work Address2	Address line 2 of an employee's place of work.	173	35 C
12. Duty Location Work Address3	Address line 3 of an employee's place of work.	208	35 C
13. Duty Location Work Address4	Address line 4 of an employee's place of work.	243	35 C
14. Duty Location Work City	The city of an employee's place of work.	278	20 C

Table 2. Address Coding Instructions, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS
15. Duty Station Work State or Country	The State of an employee's place of work. Indicates State if numeric. Adhere to Reference (j)	298	2 C
16. Duty Location Work Region	To be populated only if employee is in a foreign country.	300	2 C
17. Duty Location Zone Improvement Plan (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 blanks.	302	9 C
18. Duty Location Work Phone Number	Work phone to include area code. No dashes.	311	10 N
19. Duty Location Work Email Address	Work email address.	321	30 C
20. Residence Mailing Address Line1	The text of the detailed portion of a member's residence mailing address. This may include street number and name, apartment number, building number or name, post office box number, or rural route number and box number. If lines 2 or 3 are unused, report all blanks for those lines. If unknown, report all blanks.	351	35 C
21. Residence Mailing Address Line2	Address line 2.	386	35 C
22. Residence Mailing Address Line3	Address line 3.	421	35 C
23. Residence Mailing Address City	The name of the highest level delivery station within a postal State, territory, or country for a member's residence mailing address. If unknown, report all blanks.	456	20 C
24. Residence Mailing Address State	The State of an employee's residence mailing address. Indicates State if numeric. Adhere to Reference (j)	476	2 C
25. Residence Mailing Address Country	The country of an employee's resident mailing address. Indicates a U.S. possession or foreign country if alphabetic. Adhere to Reference (j)	478	2 C
26. Residence Mailing Address Region	To be populated only if employee's resident address is in a foreign country.	480	2 C
27. Residence Mailing Address Zip Code	Report the ZIP code and extension for the employee's residence in this field. If only the five position ZIP code is available, report it in the first five positions followed by four blanks.	482	9 C
28. Residence Phone Number	Residence phone to include area code. No dashes.	491	10 N
29. Record Population Type	Code that indicates what type of civilian record was submitted. 1 = APF civilians 2 = NAF civilians 3 = foreign national (FN) civilians	501	1 C
30. Personnel Workforce Transaction Action Type Code	The code that indicates what type of action the transaction is generating. A = Add a new transaction B = Update an existing transaction C = Cancel an existing transaction	502	1 C
31. File as of Date	As of date of the data in the file.	503	8 C

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

APF	appropriated fund
DCPAS	Defense Civilian Personnel Advisory Service
DCPDS	Defense Civilian Personnel Data System
DEERS	Defense Enrollment Eligibility Reporting System
DLI	Defense Language Institute
DMDC	Defense Manpower Data Center
DoDD	DoD Directive
DoDHRA	Director, Department of Defense Human Resources Activity
DoDI	DoD Instruction
DoD ID	DoD Electronic Data Interchange Person Identifier
LN	local national
IA	information assurance
IAT	information assurance technical
NAF	nonappropriated fund
PII	personally identifiable information
QC	quality control
RP	regional proficiency
SSN	Person Social Security Number Identifier
UIC	unit identification code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
ZIP	Zone Improvement Plan

PART II. DEFINITIONS

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

APF. Funds to pay employees are provided by congressional appropriations act legislation.

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 the Army and Air Force Exchange Service, 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.

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