Department of Defense

MANUAL

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May 25, 2011
Incorporating Change 1, Effective October 17, 2013

USD(P&R)

SUBJECT: Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures

References: See Enclosure 1

1. PURPOSE

a. Manual. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this Manual implements policy, assigns responsibilities, describes procedures, identifies objectives, and provides overall guidance for the maintenance and reporting of personnel data pertaining to Reserve Component (RC) members pursuant to DoD Instruction (DoDI) 7730.54 (Reference (b)).

b. Volume This Volume assigns responsibilities, describes procedures, identifies objectives, and provides overall guidance for the maintenance and reporting of personnel data pertaining to members of the RCs.

2. APPLICABILITY. This Volume applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

b. Officers, warrant officers, and enlisted personnel assigned to the Ready Reserve and the Standby Reserve, and certain members of the Retired Reserve.

(1) All Service members of an RC serving in an active service status.

(2) All military technician (MILTECH) civilian employees of a Military Department who occupy MILTECH positions and who are required to be a member of the RC they support in pursuant with section 10216 of title 10, United States Code (U.S.C.) (Reference (c)).

(3) All members of the Retired Reserve in Reserve Component Category (RCC) and Training and Retirement Category (TRC) "V2" and those members of the Retired Reserve in RCC and TRC "V1" or "V4" when called in support of a named contingency operation.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy in accordance with Reference (b) that:

a. The Military Services shall maintain adequate and current personnel records on each RC member in accordance with sections 10204 and 12205 of Reference (c).

b. A computerized common database, the RCCPDS, shall be used for manpower planning; personnel strength accounting and budgeting; prevention of fraud, waste, and abuse; calculations relative to the DoD Military Retirement Fund (chapter 74 of Reference (c)); calculations relative to the DoD Education Benefits Fund (section 2006 of Reference (c)); and be the authoritative source for Defense Enrollment Eligibility Reporting System (DEERS) enrollment for legislatively mandated benefits and entitlements for all member of the RCs.

(1) The RCCPDS shall be used as the official source to provide statistical tabulations of RC strengths and related data for use throughout the DoD, by other Government agencies, and Congress and for appropriate public release by the Assistant to the Secretary of Defense for Public Affairs (ATSD(PA)).

(2) The RCCPDS may also be used in conjunction with DoD and other Government agency programs to prevent receipt of unauthorized compensation or benefits and help ensure the proper use of Government funds.

(3) DoD reporting procedures, data accuracy requirements, and reporting requirements for the RCCPDS as set forth in this Volume are pursuant to Reference (b).

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosures 3-11.

7. INFORMATION COLLECTION REQUIREMENTS

a. The RCCPDS Master File, referred to in paragraph 1a of Enclosure 3 and Enclosures 4 and 6 of this volume, has been assigned report control symbol DD-RA(M)1147 in accordance with the procedures in Directive-type Memorandum 12-004 (Reference (ae)) and DoD 8910.1-M (Reference (d)).

b. The RCCPDS Transaction File, referred to in paragraph 1b of Enclosure 3 and Enclosure 5 of this volume, has been assigned report control symbol DD-RA(D)1148 in accordance with the procedures in Reference (ae) and Reference (d).

c. The Civilian Employment Information (CEI) Transaction File, referred to in paragraph 1c of Enclosure 3 and Enclosure 7 of this volume, has been assigned report control symbol DD-RA(M)2171 in accordance with the procedures in Reference (ae) and Reference (d).

d. The RC Active Service Transaction File, referred to in paragraph 1d of Enclosure 3 and Enclosure 8 of this volume, has been assigned report control symbol DD-RA(D)2170 in accordance with the procedures in Reference (ae) and Reference (d).

e. The RC Benefits Transaction File, referred to in paragraph 1e of Enclosure 3 and Enclosure 9 of this volume, has been assigned report control symbol DD-RA(D)2302 in accordance with the procedures in Reference (ae) and Reference (d).

f. The RC Workforce Transaction File, referred to in paragraph 1f of Enclosure 3 and Enclosure 10 of this volume, has been assigned report control symbol DD-RA(D)2420 in accordance with the procedures in Reference (ae) and Reference (d).

g. The LOD Benefit Transaction File, referred to in paragraph 1g of Enclosure 3 and Enclosure 11 of this volume, has been assigned report control symbol DD-RA(AR)2421 in accordance with the procedures in Reference (ae) and Reference (d).

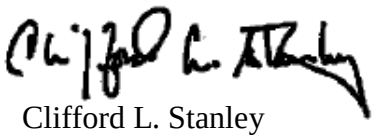
8. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.

9. EFFECTIVE DATE. This Volume:

a. Is effective May 25, 2011.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoD Instruction 5025.01 (Reference (af)).

c. Will expire effective May 25, 2021 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (af).



Clifford L. Stanley
Under Secretary of Defense for
Personnel and Readiness

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REFERENCES

(a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
(b) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," May 20, 2011
(c) Title 10, United States Code
(d) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
(e) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007, as amended
(f) DoD Directive 5125.01, "Assistant Secretary of Defense for Reserve Affairs (ASD(RA))," December 27, 2006, as amended
(g) Department of Defense Chief Information Officer Memorandum, "DoD Net-Centric Data Strategy," May 9, 2003[1]
(h) DoD Instruction 8320.02, "Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense," August 5, 2013
(i) DoD Instruction 8500.2, "Information Assurance (IA) Implementation," February 6, 2003
(j) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories," February 7, 2007, as amended
(k) Sections 276 and 712 of Title 14, United States Code
(l) Sections 112, 502, 708, and 709 of Title 32, United States Code
(m) DoD Directive 1200.7, "Screening the Ready Reserve," November 18, 1999
(n) American National Standards Institute, "Codes for the Identification of the States, the District of Columbia, Puerto Rico, and the Insular Areas of the United States" (Formerly Federal Information Processing Standards Publication 5-2)[2]
(o) Sections 204, 205, 302, 308, 325 and 354 of Title 37, United States Code
(p) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," Volume 7A, "Military Pay Policy and Procedures – Active Duty and Reserve Pay," September 2013
(q) DoD Instruction 1200.15, "Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay," September 18, 1997
(r) National Geospatial-Intelligence Agency, "Geopolitical Codes" (formerly Federal Information Processing Standards Publication 10-4)[3]
(s) Chapters 30, 32, 34, and 43 of Title 38, United States Code
(t) DoD Directive 1322.16, "Montgomery GI Bill (MGIB) Program," June 18, 2002
(u) DoD Instruction 1322.17, "Montgomery GI Bill-Selected Reserve (MGIB-SR)," November 29, 1999
(v) Section 416 of Public Law 108-375, "The Ronald W. Reagan National Defense

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1 Available from the Internet at http://www.defenselink.mil/cio-nii/docs/Net-Centric-Data-Strategy-2003-05-092.pdf.
2 Available from the Internet at http://www.census.gov/geo/www/ansi/statetables.html
3 Available from the Internet at http://earth-info.nga.mil/gns/html/gazetteers2.htm

Authorization Act for Fiscal Year 2005," October 28, 2004
(w) DoD Instruction 1332.14, "Enlisted Administrative Separations," August 28, 2008, as amended
(x) DoD Instruction 1332.30, "Separation of Regular and Reserve Commissioned Officers," December 11, 2008, as amended
(y) DoD Instruction 1215.13, "Reserve Component (RC) Member Participation Policy," May 11, 2009
(z) U.S. Department of Labor Standard Occupational Classification, "2010 Standard Occupational Classification System"[4]
(aa) DoD Instruction 5160.70, "Management of DoD Language and Regional Proficiency Capabilities," June 12, 2007
(ab) DoD Directive 8570.01, "Information Assurance Training, Certification, and Workforce Management," August 15, 2004
(ac) DoD 8570.01-M, "Information Assurance Workforce Improvement Program," December 19, 2005, as amended
(ad) DoD Instruction 1241.2, "Reserve Component Incapacitation System Management," May 30, 2001
(ae) Directive-type Memorandum 12-004, "DoD Internal Information Collections," April 24, 2012, as amended
(af) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
(ag) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007

[4] Available from the internet at http://www.bls.gov/soc/soc_majo.htm.

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

a. Develop policies, plans, and programs for Total Force management to ensure efficient and effective support of wartime and peacetime operations, contingency planning, and preparedness.

b. Oversee the Director, DoD Human Resources Activity (DoDHRA) consistent with paragraph 5.1.4.13 of Reference (a) to ensure, to the greatest extent possible, adequate resources are available and used by the Defense Manpower Data Center (DMDC) to fulfill the responsibilities in section 4 of this enclosure.

2. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). The ASD(RA), under the authority, direction, and control of the USD(P&R), shall:

a. Develop policies, conduct analyses, update data requirements, and provide accurate and effective guidance on RC personnel data management to the Military Departments.

b. Develop systems and standards for the administration and management of approved DoD RC plans and programs.

c. Develop policies and provide guidance to the DMDC on the content and use of the RCCPDS including data items, definitions, frequency, format, and the content of periodic and special RCCPDS reports in accordance with Reference (b), and DoDDs 5400.11 and 5125.01 (References (e) and (f)).

d. Use data elements standardized in accordance with Reference (e), the DoD Chief Information Officer Memorandum (Reference (g)), and DoDI 8320.02 (Reference (h)).

3. DIRECTOR, DoDHRA. Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA, oversees:

a. The Director, DMDC, who:

(1) Operates and maintains the RCCPDS to include computer support, software development, quality control, inquiry capabilities, and administrative support.

(2) Develops, produces, and distributes all periodic and ad hoc RCCPDS reports.

(3) Provides record-level data, programming, reports, and analytical support as requested to the ASD(RA) for studies and projects requiring use of the RCCPDS.

(4) Provides software modifications for the RCCPDS to reflect the changing nature of the RCs.

(5) Informs the ASD(RA) of data produced from the RCCPDS for other users and of the state of quality of the information submitted to the RCCPDS by the RCs.

(6) At least annually, reviews and defines submission requirements, providing changes as required, and report instructions that each RC shall use in preparing and sending their submissions. Enclosure 3 contains the DMDC submission requirements and report instructions.

(7) Follows the requirements and procedures prescribed by Reference (e), and the procedures to address breach reporting, notification, and migration in accordance with DoD 5400.11-R (Reference (ag)) to safeguard personal data contained in this reporting system and, in conjunction with the DoDHRA, ensure that the RCCPDS has an approved records schedule.

b. The Chief Actuary, Office of the Actuary, who identifies RC military personnel information requirements for actuarial valuations and effective Total Force military personnel management to the ASD(RA).

4. UNDER SECRETARY OF DEFENSE (COMPTROLLER) (USD(C))/CHIEF FINANCIAL OFFICER (CFO), DEPARTMENT OF DEFENSE. The USD(C)/CFO shall ensure that National Guard and Reserve personnel information requirements for program budget and accounting purposes are identified to the ASD(RA) in a timely manner.

5. ATSD(PA). The ATSD(PA) shall coordinate information on National Guard and Reserve personnel strengths prepared for release to the public with the ASD(RA).

6. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE U.S. COAST GUARD. The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard shall:

a. Provide their respective RCs with the necessary resources for the operation and maintenance of personnel data systems that meet the reporting requirements and standards set forth in this Manual.

b. Ensure that required reports are prepared and submitted to the DMDC and that a quality control validation of the data is performed before submission to the DMDC.

ENCLOSURE 3

PROCEDURES

1. REQUIRED REPORTS. RC Service members reported in RCCPDS shall not be reported in any Active Component (AC) military personnel strength. The required reports of the RC are:

a. An RCCPDS Officer Master File and an Enlisted Master File, described in Enclosure 4. Master file submissions shall be submitted within 15 calendar days after the end of each month.

b. An RCCPDS Officer Transaction File and an Enlisted Transaction File, described in Enclosure 5. Transaction file submission shall be submitted daily.

c. A Civilian Employment Information (CEI) Transaction File, described in Enclosure 7. The CEI transaction file submission shall be weekly; RCs using the DMDC Guard-Reserve Web Portal are excluded from this report format and shall ensure each member provides the data as required in Enclosure 7.

d. An RC Active Service Transaction File, described in Enclosure 8. The RC Active Service Transaction File shall be submitted daily.

e. An RC Benefits Transaction File, described in Enclosure 9. The RC Benefits Transaction File shall be submitted daily, as needed.

f. An RC Workforce Transaction File, described in Enclosure 10. The RC Workforce Transaction File shall be submitted at least weekly.

g. An RC Line of Duty (LOD) Benefit Transaction File, described in Enclosure 11. The RC LOD Benefit Transaction File will be submitted in real time as required in Enclosure 11.

2. SUBMISSION INSTRUCTIONS

a. General. The use of electronic means for submission of master and transaction files is required. To submit data to the DMDC electronically, the RC shall contact the Reserve personnel file manager, who shall establish an account number and password exclusively for these submissions and provide additional system specifications, including security protocols, appropriate to protect the data from compromise and consistent with standards established by the National Institute of Standards and Technology.

b. Reporting Enclosures. Order each transaction file by the RC member's Social Security number (SSN) in ascending order. Sort multiple transaction records with the same SSN on the ascending transaction effective date. Multiple transaction records with the same transaction effective date must be submitted in the order they are to be processed.

c. Data Formatting. Numeric data shall be right justified with leading zeros; alpha data shall be left justified with trailing blanks. All dates shall be reported as century, year, month, day (CCYYMMDD) unless otherwise instructed in the data element description. When required to enter alpha or alphanumeric type data values for not applicable ('W') or unknown ('Z'), or numeric type data values for not applicable ('6') or unknown ('9'), fill data record with the specified value for the entire length of the record field.

d. Transmission of Sensitive Information. The confidentiality level of data specified in this Manual and sent to the DMDC has been defined as sensitive as established by DoDI 8500.2 (Reference (i)). Sensitive information may be sent via the SECRET Internet Protocol Router Network or Non-Secure Internet Protocol Router Network (NIPRNET). Sensitive information sent via NIPRNET must be encrypted prior to transmission.

e. Transmission Protocol. The DMDC supports standard secure file transfer protocol and secure copy protocol software and can accept compressed (zipped) data files. Dataset names shall be 14 positions without spaces. To illustrate the file and dataset naming conventions, the United States Air Force Reserve (USAFR) enlisted weekly transaction file with a cut-off date of March 7, 2011, should have the name "fvet.w20110307" according to the naming convention outlined in Table 1. The submitting organization is responsible for the accuracy and completeness of each electronic data transfer.

Table 1. File and Dataset Naming Conventions

File and Dataset Naming Conventions	
VALUE	**MEANING**
"fvet.w20110307"	
"f" = Service Code	a = United States Army (USA) n = United States Navy (USN) m = United States Marine Corps (USMC) f = United States Air Force (USAF) c = United States Coast Guard (USCG)
"v" = Component Code	g = National Guard of the United States v = Reserve
"e" = Military Personnel Class	e = Enlisted o = Officer b = Both
"t" = Type of File	t = RCCPDS Transaction File (combined gains, losses, etc.) m = RCCPDS Master Files c = CEI Transaction File

Table 1. File and Dataset Naming Conventions, Continued

	a= RC Active Service (AS) Transaction File b = RC Benefits Transaction File w = RC Workforce Transaction File
DMDC-Generated Files and Reports	r = Report File d = Monthly Duplicates File q = Quarterly Duplicates File s = Monthly Edit Summary Statistics
"." "separator"	
"w" = Period Covered	d = Daily w = Weekly m = Monthly q = Quarterly f = Fiscal Year y = Calendar Year x = Other Time Period

3. REQUESTS FOR REPORTS. Requests to provide specifically tailored reports and inquiries to system users shall be directed to the following address or submitted through the DMDC Data Request System at https://www.dmdc.osd.mil/drs.

Defense Manpower Data Center (West)
ATTN: Reserve Personnel Project Manager
400 Gigling Road
Seaside, CA 93955-6771
831-583-2400

ENCLOSURE 4

RCCPDS MASTER FILE, DD-RA(M)1147

1. APPLICABILITY. The RCs shall report the required information of each officer, warrant officer, and enlisted member of the Ready Reserve, Standby Reserve, and the Retired Reserve as of the last day of the month. This report shall be the official personnel end strength, for the month, for the RC.

2. REPORTING REQUIREMENT

a. Master file records shall include all required record fields in the transaction file described in Table 4 in the appendix to this enclosure.

b. The RCs shall submit an officer master file and an enlisted master file reflecting the status of each Service member of their RC as of the last day of each month. Master file submissions shall be submitted within 15 calendar days after the end of each month.

c. The RCs shall report a record for all Service members of the Ready and Standby Reserve. Report a record for members of the Retired Reserve with an RCC and TRC of 'V2' and those members of the Retired Reserve in RCC and TRC 'V1' or 'V4' when called in support of a named contingency operation.

3. EDIT CONCEPT

a. All data submitted to the RCCPDS must be edited by the RC for validity, reliability, and consistency before submission to ensure that the RC strength matches the official strength produced from the RCCPDS. At the DMDC, all master files are edited before file update to ensure the accuracy of files and resulting reports. In order to screen all input:

(1) The DMDC will accept the first SSN occurrence of a duplicate personnel record and reject subsequent occurrences.

(2) The DMDC will check for duplicate records among RC master files. Identified duplicate records shall be identified to each RC to require the RC to determine to which component the Service member is assigned, and require an action to report correct and precise end strength.

b. Standard validity checks are made on all master file inputs to ensure they conform to the code structure in the appendix of this enclosure. Table 2 shows the critical data that must be reported and kept current for all RC members. The goal is 100-percent accuracy within the system. Errors in any of the 100-percent critical data items in a record shall cause the record to be rejected.

Table 2. RC Critical Reporting Data 100-Percent Accuracy Goals

RECORD FIELD	DATA ITEM	RECORD POSITION
1	RC	1 and 2
2.a.	RCC Designators	3
2.b.	TRC Designators	4
8	Person SSN	17 through 25
109	Transaction Codes (applicable to transaction file only)	830 and 831
110	Transaction Effective Date (applicable to transaction file only)	832 through 839

c. Table 3 shows the data elements as applicable in each RCC that shall have a goal of at least 98-percent accuracy.

Table 3. RCC Data 98-Percent Accuracy Goals

RECORD FIELD	DATA ITEM	RECORD POSITION
3	Full-Time Support Statute Identifier	5
10	Person Name	27 through 96
11	Person Birth Date	97 through 104
12	Gender Category Code	105
13	Person Marital Status Code	106
20	Education Designator Code	116
29	Pay Entry Base Date	284 through 291
32	Initial Appointment Date: a. through c. a. Date of Initial Appointment for a Commissioned Officer b. Date of Initial Appointment for a Warrant Officer c. Date of Initial Appointment for a Commissioned Warrant Officer	 295 through 302 303 through 310 311 through 318
38	Date of Expiration of Enlistment in the Ready Reserve	338 through 345
41	Date of Rank	362 through 369
42	Pay Grade, Uniformed Services	370 through 374
52	Armed Forces Qualification Test Percentile	420 through 421
53	Date Assigned Inactive Status: a. and b. a. Standby Reserve b. Retired Reserve	 422 through 429 430 through 437
61	Notification of Eligibility for Military Retirement Pay Indicator	467
69	Assigned Military Unit Identification Code	495 through 502
70	Assigned Unit Location: a. through c. a. Postal State Abbreviation b. Country Code c. Postal ZIP Code	 503 through 504 505 through 506 507 through 515
71	Duty Military Unit Identification Code	516 through 523
85	Montgomery GI Bill (MGIB) – Active Duty Enrollment Basis Code	721

Table 3. RCC Data 98-Percent Accuracy Goals, Continued

93	Montgomery GI Bill – Selected Reserve Basic Benefit Eligibility Status Code	745 through 746
103	RC Incentive Program Eligibility Effective Date	802 through 809
104	RC Incentive Program Type	810
105	RC Incentive Program Educational Type	811

d. The goal for all remaining data fields shall be 95-percent accuracy.

e. Although the goal is accuracy, data validity testing shall be used as a standard for judging the validity of the database and the results shall be made available to any audit or inspection agency reviewing their accuracy.

Appendix

Coding Instruction - RCCPDS Master File, DD-RA(M)1147

APPENDIX TO ENCLOSURE 4

CODING INSTRUCTION – RCCPDS MASTER FILE, DD-RA(M)1147

Table 4. RCCPDS Master File, DD-RA(M)1147

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
1. RC	Enter the two-character code from the following list that identifies the RC affiliation.	1-2	2 A	X	X	X	X
a. Uniformed Service Branch Classification Code	A = USA N = USN M = USMC F = USAF C = USCG	1	1 A	X	X	X	X
b. Uniformed Service Organization Component Code	G = National Guard of the United States V = Reserve	2	1 A	X	X	X	X
2. RCC and TRC Designators	In accordance with DoDI 1215.06 (Reference (j)), each Service member must be placed in one of the RCC and TRC designators.	3-4	2 AN	X	X	X	X
a. RCC Designators	The code that represents an accounting and programming category used by the DoD to classify RC members based on their obligations to meet mission requirements. See Enclosure 1 of Volume 2 of this Manual for the list of RCC designator codes and definitions.	3	1 A	X	X	X	X
b. TRC Designators	The code that represents an accounting and programming category used by the DoD to classify RC members based on their obligations to meet mission requirements. See Enclosure 2 of Volume 2 of this Manual for the list of TRC designator codes and definitions.	4	1 AN	X	X	X	X
3. Full-Time Support Statute Identifier	Identifies members of the Selected Reserve (SELRES) who are civilian employees that must have dual status as military members of the SELRES. Also identifies the specific statutory authority reason under which an Active Guard or Reserve AGR serves. Includes USN AGR personnel and United States Coast Guard Reserve (USCGR) Reserve personnel administrators, and other full time military. A = Reserve Forces Policy Board and Committees (section 10301-10305 of Reference (c)) B = AGR (section 10211 of Reference (c)) C = [Historic] ~~Section 12301(d) of Reference (c)~~ D = AGR (section 12310 of Reference (c)) E = AGR (section 12501 of Reference (c)) F = [Historic] ~~Sections 3015, 3019, and 8019 of Reference (c)~~ G = [Historic] ~~Sections 3033 and 8033 of Reference (c)~~ H = [Historic] ~~Sections 3496 and 8496 of Reference (c)~~ I = AGR (section 276 of title 14, U.S.C. (Reference (k)))	5	1 A	X			

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	J = [Historic] ~~Section 502(f) of Reference (l)~~ K = [Historic] ~~Section 503 of Reference (l)~~ L = United States Property and Fiscal Officer (section 708 of title 32, U.S.C. (Reference (l)) M = MILTECH (section 10216 of Reference (c) and section 709 of Reference (l)) N = Section 112 of Reference (l) (Drug Interdiction) O = [Historic] ~~Section 504 of Reference (l)~~ P = [Historic] ~~Section 505 of Reference (l)~~ Q = [Historic] ~~Section 508 of Reference (l)~~ X = Other If not applicable, set I=W If unknown, set I=Z						
4. Key Employees	Report Federal key employees in the Standby Reserve in an active and inactive status and those in a Retired Reserve status in accordance with DoDD 1200.7 (Reference (m)). C = Key employee If not applicable, set I=W If unknown, set I=Z	6	1 A			X	X
5. Individual Ready Reserve (IRR) Drilling Status	Identifies those IRR members authorized to perform inactive duty according to section 10147 of Reference (c). A = IRR authorized to perform duty in accordance with section 10147 of Reference (c) If not applicable, set I=W If unknown, set I=Z	7	1 A		X		
6. AGR Order Authority	Identifies the order authority that current AGR was ordered or called to active duty (AD) or full-time National Guard Duty (FTNGD). A = Section 12301(d) of Reference (c) B = Section 12402(d) of Reference (c) M = Section 502(f)(1) of Reference (l) If not applicable, set I=W If unknown, set I=Z	8	1 A	X			
7. Filler	If not applicable, set I = WWWWWWWW	9-16	8 AN	X	X	X	X
8. Person Social Security Number	Enter nine numeric digits omitting hyphens for the Service member's Social Security Number (SSN).	17-25	9 N	X	X	X	X
9. Verification Status of SSN	Enter verification status of Service member SSN, name, date of birth (DOB), and gender with the Social Security Administration (SSA). A = SSN verified on name, DOB, and gender B = SSN not in SSA numerical identification file C = Name matches, DOB matches, gender code does not match D = Name matches, DOB does not match, gender code matches	26	1 A	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	E = Name matches, DOB and gender code do not match F = Name does not match, DOB and gender code not checked G = Input SSN not verified; SSA located and verified a different SSN K = SSN has been submitted for verification but no reply has been received V = SSN has not been submitted for verification If not applicable, set I=W If unknown, set I=Z						
10. Person Name	The Service member's full legal name.	27-96	70 A	X	X	X	X
a. Person Surname Text	The text of a designation applied to a person generally referred to as the last or family name.	27-52	26 A	X	X	X	X
b. Person Forename Text	The text of a designation applied to a person generally referred to as the first name.	53-72	20 A	X	X	X	X
c. Person Middle Name Text	The text of a designation applied to a person commonly used between the first and last names.	73-92	20 A	X	X	X	X
d. Person Cadency Name Text	The text of a designation applied to a person that designates family succession.	93-96	4 A	X	X	X	X
11. Person Birth Date	The date on which an individual was born. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	97-104	8 N	X	X	X	X
12. Gender Category Code	The property or quality by which a Service member is classified as female or male. M = Male F = Female If unknown, set I=Z	105	1 A	X	X	X	X
13. Person Marital Status Code	Legal status of a Service member as it relates to marriage. A = Marriage annulled D = Divorced I = Interlocutory L = Legally separated M = Married N = Never married W = Widowed If unknown, set I=Z	106	1 A	X	X	X	X
14. Race Code	The code that represents a nonscientific division of the population based on assumed primordial biological properties. See Enclosure 3 of Volume 2 of this Manual for a list of codes and definitions.	107	1 A	X	X	X	X
15. Ethnic Group	Applicable to a member from a segment population that possesses common characteristics or cultural heritage with which a member identifies.	108-109	2 AN	X	X	X	
a. Ethnic Group Code	See Enclosure 4 of Volume 2 of this Manual for a list of codes and definitions.	108	1 AN	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
b. Filler	If not applicable, set I = W	109	1 AN	X	X	X	X
16. Faith Group Code	The name of a sector or group of individuals having similar theological beliefs. See Enclosure 5 of Volume 2 of this Manual for a listing of the code values.	110-111	2 A	X	X	X	X
17. Citizenship Status	The status of a Service member regarding U.S. citizenship.	112-113	2 A	X	X	X	X
a. Citizenship Status Code	C = U.S. Citizen – Citizenship may have been established by birth or naturalization. A = U.S. National – A non-U.S. citizen owing permanent allegiance to the United States who was a resident of American Samoa, the Federated States of Micronesia, the Marshall Islands, the North Mariana Islands, or Palau at the time of its association with the United States, or was born in one of the above named entities after its association with the United States to U.S. national, non-U.S. citizen parents. N = Non-U.S. citizen or national If unknown, set I=Z	112	1 A	X	X	X	X
b. Filler	If not applicable, set I = W	113	1 AN	X	X	X	X
18. Citizenship Origin Code	The legal (statutory) origin by which a Service member acquired U.S. citizenship. A = Born within the United States, Guam, Puerto Rico, or the Virgin Islands. B = Born outside the United States, Guam, Puerto Rico, or the Virgin Islands to non-U.S. citizen parents and subsequently became a U.S. citizen when at least one parent became a citizen by naturalization. C = Born outside the United States, Guam, Puerto Rico, or the Virgin Islands to at least one citizen parent. D = Born outside the United States, Guam, Puerto Rico, or the Virgin Islands to non-U.S. citizen parents and subsequently became a U.S. citizen by naturalization. If not applicable, set I=W If unknown, set I=Z	114	1 A	X	X	X	X
19. Disputed Record Indicator	Indicates if the Service member has filed a statement of disagreement as provided by the Defense Privacy and Civil Liberties Office (Reference (e)) regardless of informational item in dispute. 1 = No statement of disagreement filed 2 = A statement of disagreement filed	115	1 N	X	X	X	X
20. Education Designator Code	The code that represents a classification of a specific kind of certification pertaining to education. See Enclosure 6 of Volume 2 of this Manual for a list of education designator codes.	116	1 AN	X	X	X	X
21. Filler	If not applicable, set I = W	117-119	3 AN	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
22. Home Mailing Address	Include the present home mailing address for ALL personnel.	120-222	103 AN	X	X	X	X
a. Street Address	Recipient's street address, post office box number, rural route number and box number, or highway contract route number and box number using the following.	120-189	70 AN	X	X	X	X
1. United States Postal Service (USPS) Postal Address Primary Text	Line 1	120-154	35 AN	X	X	X	X
2. USPS Postal Address Secondary Text	Line 2	155-189	35 AN	X	X	X	X
b. United States Postal Region City Place Name	The name of the highest level delivery station in a state.	190-209	20 A	X	X	X	X
c. United States Postal Region State Code	See Enclosure 7 of Volume 2 of this Manual for the listing of the codes for the identification of the States, the District of Columbia, Puerto Rico, and the Insular Areas of the United States (Reference (n)). Enter "UM" for the U.S.-associated territories or commonwealths (other). Enter "AA," "AE," or "AP" for the appropriate armed forces overseas postal code. Enter WW for foreign countries.	210-211	2 A	X	X	X	X
d. Country Code	See Enclosure 8 of Volume 2 of this Manual for a listing of foreign country identifier codes.	212-213	2 A	X	X	X	X
e. Postal ZIP Code	Enter USPS ZIP Code Lookup (http://zip4.usps.com/zip4/welcome.jsp). Enter the nine-digit ZIP code:	214-222	9 AN	X	X	X	X
1. United States Postal Region ZIP Code Identifier	If available, enter the first five digits. If not applicable, set I = WWWWW If unknown, set I = ZZZZZ	214-218	5 N	X	X	X	X
2. United States Postal Region Subdivision ZIP Code Add-On Identifier	If available, enter the four digits. If not applicable, set I = WWWW If unknown, set I = ZZZZ	219-222	4 N	X	X	X	X
23. Date Home Mailing Address Last Reported	The date of the Service member's last reported home mailing address. Enter: CCYYMMDD	223-230	8 N	X	X	X	X
24. Mailing Address Status Indicator	Enter the mailing address status of the RC Service member: 1 = Undeliverable or not locatable (include postmaster's reports of death) 2 = Restricted mailing (no bulk) 3 = Restricted mailing (foreign address – special handling) 4 = Overseas address 5 = Army post office (APO) or fleet post office (FPO) 7 = Other good address (other than those above) If not applicable, set I=6	231	1 N	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	If unknown, set I=9						
25. Social Security Number of Military Spouse	Enter nine numeric digits omitting hyphens for the SSN of the Service member's lawful wife or husband who is a member of the Military Services including AC, RC, and retired. If not applicable, set I =666666666 If unknown, set I = 999999999	232-240	9 N	X	X	X	X
26. Filler	If not applicable, set I = W (entire field)	241-267	27 AN	X	X	X	X
27. Date of Initial Entry Uniformed Service	The date a Service member was first appointed, enlisted, or conscripted into any uniformed service of the United States (AC or RC). That date is fixed and is not adjusted for breaks in service. INCLUDES: – Enlistment as a Reservist in the senior Reserve Officer Training Corps (ROTC) Program or as a scholarship cadet or midshipman according to sections 2107 or 2107(a) of Reference (c). – Enlistment according to section 12103(d) of Reference (c). – Enlistment in the AC Delayed Enlistment Program (DEP), and entrance as a cadet or midshipman at the United States Military Academy (USMA), United States Naval Academy (USNA), United States Air Force Academy (USAFA), and United States Coast Guard Academy (USCGA). EXCLUDES: – The United States Merchant Marine Academy (USMMA) Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	268-275	8 N	X	X	X	X
28. Date of Initial Entry Reserve Forces	The date a Service member affiliates or enlists in any RC for the first time. That date is fixed and is not adjusted for breaks in RC service. That does not include time in the AC DEP, the ROTC, or the professional appointment program. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	276-283	8 N	X	X	X	X
29. Pay Entry Base Date (PEBD)	PEBD is a computed date that represents the date when all creditable service for pay purposes (section 205 of title 37, U.S.C. (Reference (o)) would have begun if it were continuous to the present. It incorporates all service in any of the uniformed services of the United States, active and inactive, officer and enlisted. (See DoD 7000.14-R (Reference (p)). Enter: CCYYMMDD If unknown, set I = 99999999	284-291	8 N	X	X	X	X
30. Means of Initial Entry into Military Service for Enlisted Members	Designates the initial entry into the Military Services as an enlisted Service member. The data is intended to be a permanent record entry and	292	1 A	X	X	X	

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	should only change if an error is found. A = Induction (any Service) B = Voluntary enlistment in a regular component C = Voluntary enlistment in an RC for service in a regular component DEP, any Service, according to section 12103 of Reference (c) or, after November 1989, section 513 of Reference (c). D = Voluntary enlistment in the RC, any Service, according to section 511 of Reference (c). Excludes the DEP. E = Voluntary enlistment in a regular component according to the National Call to Service (NCS) Program according to section 510 of Reference (c). X = Other If not applicable, set I=W If unknown, set I=Z						
31. Source of Initial Commission or Appointment	The accession program source or method of an officer's original initial commission. Once recorded, the entry should not change except for corrections.	293-294	2 AN	X	X	X	X
a. Source of Initial Commission for a Commissioned Officer	Commission source by which officer was initially appointed a commissioned officer. A = Academy graduate, USMA B = Academy graduate, USNA C = Academy graduate, USAFA D = Academy graduate, USCGA E = Academy graduate, USMMA F = Academy graduate, Academy of Military Sciences G = ROTC scholarship program according to section 2107(b) of Reference (c) H = ROTC or Naval ROTC (non-scholarship) J = Officer Candidate School (OCS) or Aviation Officer Candidate School (AOCS) or Officer Training School (OTS) or Platoon Leader Course (PLC) K = Aviation cadet L = National Guard State OCS M = Direct appointment (professional – medical, dental, lawyer, chaplain, etc.) N = Direct appointment (all others, includes Navy limited-duty officer) P = Aviation training program (exclusive of OCS, AOCS, OTS, and PLC) Q = Limited-duty officer program – Former senior enlisted person or Chief Warrant Officer selected to become a commissioned officer other than through OCS, AOCS, OTS, or PLC R = ROTC scholarship program according to section 2107a of Reference (c) X = Other If not applicable, set I=W If unknown, set I=Z	293	1 A	X	X	X	X
b. Source of Initial	Method by which a Service member was initially	294	1 N	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
Appointment for a Warrant Officer	appointed a warrant officer or commissioned warrant officer. 1 = Appointment as a warrant officer 2 = Appointment as a commissioned warrant officer 3 = Appointment as an aviation warrant officer 8 = Other If not applicable, set I=6 If unknown, set I=9						
32. Initial Appointment Date	Actual date of acceptance of initial commission of an officer. That does not include constructive credit awarded.	295-318	24 N	X	X	X	X
a. Date of Initial Appointment for a Commissioned Officer	Calendar date of acceptance of initial commission to officer status. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	295-302	8 N	X	X	X	X
b. Date of Initial Appointment for a Warrant Officer	Calendar date of acceptance of initial appointment to warrant officer. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	303-310	8 N	X	X	X	X
c. Date of Initial Appointment for a Commissioned Warrant Officer	Actual date of acceptance of initial commission to warrant officer. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	311-318	8 N	X	X	X	X
33. Prior Service Regular Component Status Indicator	At point of latest accession to current component, report if the Service member has had prior service in the regular component of any Military Service for 180 continuous days or more. Y = Yes N = No If not applicable, set I=W If unknown, set I=Z	319	1 A	X	X	X	
34. Filler	If not applicable, set I = W	320	1 AN	X	X	X	X
35. Length of Current SELRES Agreement or Service Commitment	This record field captures information on Service members that have incurred a specific obligation to serve in the SELRES. For enlisted Service members, this period may coincide with the period of enlistment in the RC or be for a shorter period. For officers and warrant officers, this agreement may be made to qualify for educational assistance according to the MGIB, etc. All non-prior service enlistees shall have a specific SELRES agreement. A = No specific obligation B = 1-year obligation C = 2-year obligation D = 3-year obligation E = 4-year obligation	321	1 A	X			

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	F = 5-year obligation G = 6-year obligation H = 7-year obligation J = 8-year obligation V = Indefinite If not applicable, set I=W If unknown, set I=Z						
36. Active Service Start Date	Report the date on which the Service member began a period, or consecutive periods of active service that total, or will total, more than 30 consecutive days. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	322-329	8 N	X	X	X	X
37. Active Service Stop Date	Report the date on which the Service member terminates a period, or consecutive periods, of active service that total, or will total, more than 30 consecutive days. Enter: CCYYMMDD If an indefinite tour, set I = 55555555 If not applicable, set I = 66666666 If unknown, set I = 99999999	330-337	8 N	X	X	X	X
38. Date of Expiration of Enlistment in the Ready Reserve	The constructed date on which a Service member's period of service in the Ready Reserve, incurred through contractual provisions, expires or will expire. Enter: CCYYMMDD If an indefinite tour, set I = 55555555 If not applicable, set I = 66666666 If unknown, set I = 99999999	338-345	8 N	X	X		
39. Effective Date of Current Enlistment, Reenlistment, or Extension of Enlistment Agreement	Reporting requirement applies to enlisted personnel. Report effective date. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	346-353	8 N	X	X	X	
40. Date of Expiration of SELRES Obligation	Report the expiration of a Service member's current, or last, SELRES obligation. Enter: CCYYMMDD If an indefinite tour, set I = 55555555 If not applicable, set I = 66666666 If unknown, set I = 99999999	354-361	8 N	X			
41. Date of Rank	The date that establishes the relative seniority of an officer or enlisted Service member among others who possess the same grade. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	362-369	8 N	X	X	X	X
42. Pay Grade, Uniformed Services	The code that represents a schedule for monetary compensation.	370-374	5 AN	X	X	X	X
a. Pay Plan Code	ME = Enlisted (includes OCS students)	370-371	2 A	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	MW = Warrant officer MO = Commissioned officer						
b. Pay Plan Grade Code	The identifier that represents a sequential level within a schedule for monetary compensation.	372-373	2 N	X	X	X	X
c. Pay Grade Modifier Code	Enter the designator that identifies an increased level of compensation for one or more grades within a pay plan. C = Serving as a Chief of Service or as Chairman or Vice Chairman of the Joint Chiefs of Staff (applicable only if Pay Plan and Grade Code equals MO10 E = Member has over 4 years of active enlisted or warrant officer service (applicable only if Pay Plan and Grade Code equals MO01, MO02, or MO03 M = Serving as the senior enlisted member of an Armed Force (applicable only if Pay Plan and Grade Code equals ME09 If not applicable, set I = W If unknown, set I=Z	374	1 AN	X	X	X	X
43. Total Days Active Federal Military Service	Enter the total number of days of Active Federal Military service to include AD and FTNGD while a member of the AC or RC (Reference (j)). If not applicable, set I = 66666 If unknown, set I = 99999	375-379	5 N	X	X	X	X
44. Date of Expiration of Statutory Military Service Obligation (MSO)	The date a Service member will complete, or has completed, a period of service required by statute (the date of expiration of a Service member's statutory MSO) (section 651 of Reference (c)). Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	380-387	8 N	X	X	X	
45. Military Aeronautical Rating	Applicable to both officer and enlisted Service members in aeronautical service. The code defines the Service member's aeronautical rating for the Military Services. A = Astronaut B = Fixed-wing pilot C = Rotary-wing pilot D = Fixed- and rotary-wing pilot E = Navigator or weapons system F = Observer G = Flight surgeon H = Crew member (other) J = Non-crew member K = Naval flight officer L = Student aviator If not applicable, set I=W If unknown, set I=Z	388	1A	X	X		
46. State of Affiliation	Enter the National Guard State of affiliation of the Service member. See Enclosure 7 of Volume 2 of this Manual for the listing of the codes for the	389-390	2 AN	X	X		

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	identification of the States, the District of Columbia, Puerto Rico, the Virgin Islands and Guam. If not applicable, set I = WW						
47. Service Occupation Code Primary	Enter the primary military skill held by the Service member. Report: Army Enlisted: Military Occupational Specialty (MOS) Skill level Special Qualification Identifier (SQI) Additional Skill Identifier (ASI) Army Warrant Officer: MOS SQI ASI Set I = BLANK Army Officer: Area of Concentration (AOC) ASI-1 ASI-2 Set I = BLANK Navy Enlisted: Navy Enlisted Code (NEC) Rating Set I = BLANK Navy Warrant Officer and Officer Navy Officer Billet Classification (NOBC) Subspecialty Code (SSP) Marine Corps: MOS Set I = BLANK Air Force Enlisted: Air Force Specialty Code (AFSC) Prefix AFSC AFSC Suffix Set I = BLANK Air Force Officer: AFSC Prefix AFSC AFSC Suffix Set I = BLANK Coast Guard Enlisted: Rating Set I = BLANK Coast Guard Warrant Officer: Specialty Set I = BLANK Coast Guard Officer: Officer Specialty Code (OSC) Set I = BLANK If not applicable, set I=BLANK If unknown, set I = BLANK	391-398 391-393 394-395 396 397-398 391-394 395 396-397 398 391-393 394-395 396-397 398 391-394 395-397 398 391-394 395-398 391-394 395-398 391 392-396 397 398 391 392-395 396 397-398 391-393 394-398 391-394 395-398 391-394 395-398	8 AN 3 AN 2 AN 1 AN 2 AN 4 AN 1 AN 2 AN 1 AN 3 AN 2 AN 2 AN 1 AN 4 AN 3 AN 1 AN 4 AN 4 AN 4 AN 4 AN 1 AN 5 AN 1 AN 1 AN 1 AN 4 AN 1 AN 2 AN 3 AN 5 AN 4 AN 4 AN 4 AN 4 AN	X	X	X	X
48. Service Occupation Code Secondary	Enter the secondary military skill held by the Service member. Report: Army Enlisted: MOS Skill level SQI	399-406 399-401 402-403 404	8 AN 3 AN 2 AN 1 AN	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	ASI	405-406	2 AN				
	Army Warrant Officer:						
	MOS	399-402	4 AN				
	SQI	403	1 AN				
	ASI	404-405	2 AN				
	Set I = BLANK	406	1 AN				
	Army Officer:						
	AOC	399-401	3 AN				
	ASI-1	402-403	2 AN				
	ASI-2	404-405	2 AN				
	Set I = BLANK	406	1 AN				
	Navy Enlisted:						
	NEC	399-402	4 AN				
	Rating	403-405	3 AN				
	Set I = BLANK	406	1 AN				
	Navy Warrant Officer and Officer						
	NOBC	399-402	4 AN				
	SSP	403-406	4 AN				
	Marine Corps:						
	MOS	399-402	4 AN				
	Set I = BLANK	403-406	4 AN				
	Air Force Enlisted:						
	AFSC Prefix	399	1 AN				
	AFSC	400-404	5 AN				
	AFSC Suffix	405	1 AN				
	Set I = BLANK	406	1 AN				
	Air Force Officer:						
	AFSC Prefix	399	1 AN				
	AFSC	400-403	4 AN				
	AFSC Suffix	404	1 AN				
	Set I = BLANK	405-406	2 AN				
	Coast Guard Enlisted:						
	Rating	399-401	3 AN				
	Set I = BLANK	402-406	5 AN				
	Coast Guard Warrant Officer:						
	Specialty	399-402	4 AN				
	Set I = BLANK	403-406	4 AN				
	Coast Guard Officer:						
	OSC	399-402	4 AN				
	Set I = BLANK	403-406	4 AN				
	If not applicable, set I=BLANK If unknown, set I = BLANK						
49. Basic Branch or Specialty	The code that represents the assigned career field of an officer. See Enclosure 9 of Volume 2 of this Manual for a list of basic branch codes for officers.	407-408	2 A	X	X	X	X
50. Professional Military Education (PME) Level	The PME completed by an officer in residency, seminar, or correspondence. See Enclosure 10 of Volume 2 of this Manual for a list of schools and courses that are included under each level. Applicable only to officers.	409-418	10 AN	X	X	X	X
a. Basic PME Level Code	The code that represents the highest level of military education completed by an officer in residency, seminar, or correspondence. See Enclosure 10 of Volume 2 of this Manual for a list of schools included under each level. Applicable only to officers.	409	1 AN	X	X	X	X
b. Joint Professional Military Education (JPME) Level Code	The code that represents the highest level of JPME completed by an officer in residency, seminar, or correspondence. See Enclosure 10 of Volume 2 of	410	1A	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	this Manual for a list of schools and courses that are included under each level. Applicable only to officers. A = Phase II JPME B = Advanced JPME C = Phase I JPME D = General Officer JPME CAPSTONE Y = None If not applicable, set I=W If unknown, set I=Z						
c. PME Level Completion Date	Enter the date that a Service member completed the highest level of PME (reference data item 50.a.). Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	411-418	8 N	X	X	X	X
51. Command Status of Commissioned Officer	The status applies to all commissioned officers that are qualified to serve as a unit commander. 1 = Currently in command of a unit 2 = Previously commanded a unit 3 = Never commanded a unit If not applicable, set I=6 If unknown, set I=9	419	1 N	X	X	X	
52. Armed Forces Qualification Test (AFQT) Percentile Score	Report for enlisted Service members an AFQT percentile score or equivalent. If the score on a classification test is available instead, convert the classification test score to an AFQT percentile score and provide a description of the conversion method. Convert percentile scores of 100 to 99. If not applicable, set I = WW If unknown, set I = ZZ	420-421	2 AN	X	X	X	
53. Date Assigned Inactive Status	The calendar date a Service member was last assigned to inactive status.	422-437	16 N			X	X
a. Standby Reserve	The calendar date a Service member was assigned to a Reserve category in the Inactive Standby Reserve (section 1209 of Reference (c)). Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	422-429	8 N			X	
b. Retired Reserve	The calendar date a Service member was assigned to any Reserve category in the Retired Reserve. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	430-437	8 N				X
54. Expiration Date of Voluntary Separation Incentive (VSI), Special Separation Benefits, and Involuntary Separation Pay	Provide the expiration date of the Reserve obligation for VSI or of the Ready Reserve obligation for Special Separation Benefits (SSB) or Involuntary Separation Pay (ISP). (Refer to record field 56 in this table.)	438-445	8 N	X	X	X	

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I= 99999999						
55. Officer Mandatory Removal Date	The calendar date an officer must be removed from active status due to mandatory service, grade, and age criteria. Include any extension due to a waiver (age, promotion, law, etc.). Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	446-453	8 N	X	X	X	
56. Separation Incentive Benefit Pay Indicator	To account for benefits received by an AC member transferred to an RC for the listed voluntary or involuntary separation program. V = VSI (section 1175 of Reference (c)) S = SSB (section 1174a of Reference (c)) P = ISP (section 1174 of Reference (c)) If not applicable, set I=W If unknown, set I=Z	454	1 A	X	X	X	
57. Separation Incentive Benefits or Pay Indicator	To account for benefits received by RC members according to the Reserve Transition Assistance program. R = Special separation pay (involuntary separation) V = Special separation pay (voluntary separation) Q = Early qualification for retired pay at age 60 (involuntary separation) E = Early qualification for retired pay at age 60 (voluntary separation) L = Separation pay (6-15 years of service) M = Early qualification for Reserve retirement – medically disqualified members of the SELRES X = Other If not applicable, set I=W If unknown, set I=Z	455	1 A	X	X	X	
58. RC Accumulated Total Creditable Retirement Points Earned Last Anniversary Year	Enter total RC retirement points (to be used in the retirement calculations) earned by a Service member during the most recently completed anniversary year (chapter 1223 of Reference (c)). If not applicable, set I = 666 If unknown, set I = 999	456-458	3 N	X	X	X	
59. RC Total Number of Accumulated Paid Points Earned in the Current Year	Enter total RC paid points earned by the Service member during the current anniversary year. "Paid" refers to any point for which the Service member received basic pay or pay for inactive duty training whether creditable or not creditable toward retirement (chapter 1223 of Reference (c)). If not applicable, set I = 666 If unknown, set I = 999	459-461	3 N	X	X	X	
60. RC Total Number of	Enter RC career total points earned by the Service	462-466	5 N	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
Accumulated Creditable Points Earned During Career Toward Retirement	member creditable toward retirement through the most recently completed anniversary year (chapter 1223 of Reference (c)). If not applicable, set I = 66666 If unknown, set I = 99999						
61. Notification of Eligibility for Military Retirement Pay Indicator	Indicates that a Service member has or has not been issued notification of eligibility for retired pay on completion of all requirements of section 12731(d) of Reference (c), and DoDI 1200.15 (Reference (q)). The synonymous name is "20-year letter indicator." 0 = Notification of eligibility for retired pay not issued 1 = Notification of eligibility for retired pay issued If not applicable, set I=6 If unknown, set I=9	467	1 N	X	X	X	X
62. Number of Years Creditable for Reserve Retirement	Enter number of years creditable toward Reserve retirement of the most recently completed anniversary year according to section 12731 of Reference (c). Reporting for AGR personnel is optional. If not applicable, set I = 66 If unknown, set I = 99	468-469	2 N	X	X	X	X
63. RC Total Number of Accumulated Non-Paid Points Earned Last Anniversary Year	Enter total RC non-paid points earned by the Service member during the most recently completed anniversary year. "Non-paid points" refers to any point for which the Service member earned credit only toward retirement If not applicable, set I = 666 If unknown, set I = 999	470-472	3 N	X	X	X	
64. Total Days Active Federal Military Service in RC	Enter the total number of days of active Federal military service to include AD and FTNGD while a member of a RC. If not applicable, set I = 66666 If unknown, set I = 99999	473-477	5 N	X	X	X	
65. Filler	If not applicable, set I = W	478	1 AN	X	X	X	X
66. Initial Entry Training End Completion Date	The calendar date a Service member completes initial entry training, to include basic and skill training. Do not adjust for split-tours in initial active duty for training (IADT). Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	479-486	8 N	X	X	X	X
67. IRR Screening Status	Enter current status of continuous screening requirement of a Service member assigned to the IRR of the Ready Reserve according to Reference (m). A = Screened by AD B = Screened by muster	487	1 AN		X		

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	C = Screened by U.S. mail D = Screened by virtual muster E = No response to muster F = No response to U.S. mail G = No response to virtual muster M = Excused N = Exempt If not applicable, set I=W If unknown, set I=Z						
68. Filler	If not applicable, set I = WWWWWWWW	488-494	7 AN	X	X	X	X
69. Assigned Military Unit Identification Code (UIC)	Enter UIC of unit to which Service member is assigned. Individual mobilization augmentees (IMAs) shall carry the code of the unit to which they are assigned. (Army to submit UIC; Navy to submit UIC; Marine Corps to submit Reporting Unit Code (RUC) and Monitored Command Code (MCC); Coast Guard to submit Operating Facilities (OPFAC). If not applicable, set I = WWWWWWWW If unknown, set I = ZZZZZZZZ	495-502	8 AN	X			
70. Assigned Unit Location	Enter the address information of the assigned UIC.	503-515	13 AN	X			
a. United States Postal Region State Code	See Enclosure 7 of Volume 2 of this Manual for the listing of the codes for the identification of the States, the District of Columbia, Puerto Rico, and the Insular Areas of the United States (Reference (n)). Enter WW for foreign countries.	503-504	2 A	X			
b. Country Code	Enter "US" for the 50 States, the District of Columbia, and APO or FPO. Enter ALPHA (Geopolitical Codes, formerly Federal Information Processing Standards (FIPS) Publication 10-4 (Reference (r))) for the U.S.-associated territories or commonwealths and countries. See Enclosure 8 of Volume 2 of this Manual for the listing of the code values.	505-506	2 A	X			
c. Postal ZIP Code	Enter postal ZIP code found at (http://zip4.usps.com/zip4/welcome.jsp). Enter the nine-digit ZIP code:	507-515	9 AN	X			
1. United States Postal Region ZIP Code Identifier	If available, enter the first five digits. If not applicable, set I = WWWWW If unknown, set I = ZZZZZ	507-511	5 AN	X			
2. United States Postal Region Subdivision ZIP Code Add-On Identifier	If available, enter the last four digits. If not applicable, set I = WWWW If unknown, set I = ZZZZ	512-515	4 AN	X			
71. Duty Military UIC	Enter UIC of unit where Service member is actually performing duty or training. IMAs shall carry the code of the unit where they perform duty or training. (Army to submit UIC; Navy to submit UIC; Marine Corps to submit RUC and MCC; Coast Guard to submit OPFAC.	516-523	8 AN	X			

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	If not applicable, set I = WWWWWWWW If unknown, set I = ZZZZZZZZZ						
72. Service Occupation Code Duty	Enter the duty military skill held by the Service member. Report: Army Enlisted: MOS Skill level SQI ASI Army Warrant Officer: MOS SQI ASI Set I = BLANK Army Officer: AOC ASI-1 ASI-2 Set I = BLANK Navy Enlisted: NEC Rating Set I = BLANK Navy Warrant Officer and Officer NOBC SSP Marine Corps: MOS Set I = BLANK Air Force Enlisted: AFSC Prefix AFSC AFSC Suffix Set I = BLANK Air Force Officer: AFSC Prefix AFSC AFSC Suffix Set I = BLANK Coast Guard Enlisted: Rating Set I = BLANK Coast Guard Warrant Officer: Specialty Set I = BLANK Coast Guard Officer: OSC Set I = BLANK If not applicable, set I=BLANK If unknown, set I = BLANK	524-531 524-526 527-528 529 530-531 524-527 528 529-530 531 524-526 527-528 529-530 531 524-527 528-530 531 524-527 528-531 524-527 528-531 524 525-529 530 531 524 525-528 529 530-531 524-526 527-531 524-527 528-531 524-527 528-531	8 AN 3 AN 2 AN 1 AN 2 AN 4 AN 1 AN 2 AN 1 AN 3 AN 2 AN 2 AN 1 AN 4 AN 3 AN 1 AN 4 AN 4 AN 4 AN 4 AN 1 AN 5 AN 1 AN 1 AN 1 AN 4 AN 1 AN 2 AN 3 AN 5 AN 4 AN 4 AN 4 AN 4 AN	X			
73. Military Flying Status Indicator	The code defines whether an officer or enlisted Service member draws some type of flying pay for current duties. A Service member must have a current aeronautical rating shown in record field 45 before an entry in this field is required. 1 = On flying status 2 = Not on flying status If not applicable, set I=6	532	1 N	X	X		

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	If unknown, set I=9						
74. Future Years Defense Program (FYDP) Program Structure PEC)	PEC represents the approved designation for tracking resources in accordance with DoD 7045.7-H (Reference (s)). Resources are defined to include forces, manpower, materiel quantities, and cost, as applicable. Programs listed are those that have resources in 2 prior years and the current FYDP or in any subsequent year. IMAs shall carry the PEC of the position to which they are assigned. If not applicable, set I = WWWWWWWW If unknown, set I = ZZZZZZZZ	533-540	8 AN	X			
75. Organization Position Identifier	The identifier that represents a member's unique position as defined by the DoD Component: - Army: Report paragraph, subparagraph, line number, and unique record identifier - Navy: Report the Billet Identification Number - Marine Corps: Report the Billet Identification Number - Air Force: Report the Major Command Code and Position Number – Coast Guard: Not required to report If not applicable, set I = W (entire field) If unknown, set I = Z (entire field)	541-560	20 AN	X			
76. Filler	If not applicable, set I = W (entire field)	561-567	7 AN	X	X	X	X
77. Date of Award of Current Security Clearance	Enter the calendar date of the current security clearance. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	568-575	8 N	X	X		
78. Authorized Security Clearance Access	The current security clearance level authorized to a Service member designating the highest level of classified information to which the Service member has access. However, security clearance eligibility may be at a higher level. C = Confidential S = Secret T = Top Secret Y = None If not applicable, set I=W If unknown, set I=Z	576	1 A	X	X		
79. Formal Inquiry Code	The code that represents the most recent personnel security investigation completed on a Service member. See Enclosure 11 of Volume 2 of this Manual for a list of codes and definitions.	577-578	2 A	X	X		
80. Filler	If not applicable, set I = W (entire field)	579-594	16 AN	X	X	X	X
81. IRR Screening Status Date	Calendar date of IRR Screening (refer to data field 67) Enter: CCYYMMDD If not applicable, set I=66666666 If unknown, set I=99999999	595-602	8 N		X		

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
82. Reserve Component Survivor Benefit Plan (RCSBP) Program	Information about the RCSBP election and type of coverage selected by a Service member who has qualified for a non-regular retirement.	603-610	8 AN	X	X	X	X
a. RCSBP Plan Election	Current election by Service member for the RCSBP: A = No participation (Option A) B = Coverage, no annuity until age 60 (Option B) C = Coverage, immediate annuity (Option C) If not applicable, set I=W If unknown, set I=Z	603	1 A	X	X	X	X
b. RCSBP Type Coverage	Type of coverage RC Service member elects for RCSBP: A = Spouse only B = Spouse and child(ren) C = Child(ren) only D = Former spouse E = Former spouse and child(ren) F = Natural person with an insurable interest If not applicable, set I=W If unknown, set I=Z	604	1 A	X	X	X	X
c. RCSBP Level of Coverage	The monthly amount of retired pay on which the Service member wishes to base the survivor annuity. A = Full retired pay B = Reduced amount of retired pay If not applicable, set I=W If unknown, set I=Z	605	1 A	X	X	X	X
d. RCSBP Amount of Reduced Coverage	Reduced amount of retired pay on which survivor annuity will be based. If not applicable, set I = BLANK If unknown set I = BLANK	606-610	5 N	X	X	X	X
83. Filler	If not applicable, set I = W (entire field)	611-701	91 AN	X	X	X	X
84. Career Status Bonus (CSB) Program	CSB for members who completed 15 years of active duty in the uniformed services and entered service on or after August 1, 1986 (section 354 of Reference (o)).	702-720	19 AN	X			
a. CSB Program Status Code	Enter the eligibility status of a Service member for the CSB. A = Eligible to elect the CSB B = Not eligible to elect the CSB If not applicable, set I=W If unknown, set I=Z	702	1 A	X			
b. CSB Program Category Code	Enter the CSB program category code. K = Notification If not applicable, set I=W If unknown, set I=Z	703	1 A	X			

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
c. CSB Program Category Calendar Date	Enter the calendar date of the CSB program category code. Enter: CCYYMMDD If not applicable, set I=66666666 If unknown, set I=99999999	704-711	8 N	X			
d. CSB Program Type Code	Enter the status of the CSB program type code. E = Acceptance – section IV (as electing to receive) F = Declination – section V (as electing to not receive) If not applicable, set I=W If unknown, set I=Z	712	1 A	X			
e. CSB Program Participation Calendar Date	Enter the calendar date of the CSB program type code. Enter: CCYYMMDD If not applicable, set I=66666666 If unknown, set I=99999999	713-720	8 N	X			
85. MGIB-AD Enrollment Basis Code	The code that represents the conditions according to chapter 30 of title 38, U.S.C. (Reference (s)), under which an active duty Service member was authorized or offered enrollment in the MGIB-AD educational benefit program in accordance with DoDD 1322.16 (Reference (t)). See Enclosure 12 of Volume 2 of this Manual for the list of MGIB-AD enrollment basis codes.	721	1 A	X			
86. MGIB-AD Enrollment Action Date	The date that an active duty Service member accepted or declined enrollment in the MGIB-AD educational benefit program. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	722-729	8 N	X			
87. MGIB-AD Enrollment Action Code	The code that represents the decision made by an active duty Service member regarding enrollment in the MGIB-AD educational benefit program. A = Accepted D = Declined If not applicable, set I=W If unknown, set I=Z	730	1 A	X			
88. MGIB-AD Kicker Incentive Rate Code	The code that represents the monetary level of MGIB-AD kicker incentive for which an active duty member is entitled according to chapter 30 of Reference (s). See Enclosure 13 of Volume 2 of this Manual for the list of kicker codes and definitions. If not applicable, set I = WW If unknown, set I = ZZ	731-732	2 A	X			
89. MGIB-AD Initial Obligation Years Code	The code that represents the length of a Service member's active duty service obligation at the time of initial entry on active duty.	733	1 N	X			

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	2 = Less than 3 years 3 = 3 or more years If not applicable, set I=6 If unknown, set I=9						
90. Original Veterans Educational Benefit Program Entitlement Code	The code that represents the educational benefit program according to Reference (s) for which a Service member had entitlement at the time of initial entry on active duty. 1 = Chapter 34 of Reference (s), "Veterans' Educational Assistance" (also known as "GI Bill" or "Old GI Bill") 2 = Chapter 32 of Reference (s), "Post-Vietnam Era Educational Assistance Program" (also known as "Veterans Education Assistance Program") 3 = Chapter 30 of Reference (s), "All-Volunteer Force Educational Assistance Program" (also known as "New GI Bill," "Montgomery GI Bill (MGIB)," or "Montgomery GI Bill – Active Duty (MGIB-AD)") If not applicable, set I=6 If unknown, set I=9	734	1 N	X			
91. MGIB-Selected Reserve (MGIB-SR) Basic Benefit Obligated Service Begin Date	The date a Service member executed a 6-year enlistment, reenlistment, or extension of service in the SELRES, in the case of an enlisted member, or agreed to serve in the SELRES for 6 years beyond any existing SELRES service obligation, in the case of an officer, after June 30, 1985. Such an agreement is a requirement for entitlement to the MGIB-SR basic benefit. (See chapter 1606 of Reference (c) and DoDI 1322.17 (Reference (u)). The DMDC MGIB database maintains two dates. A second begin date is applicable if entitlement to the basic benefit was established at the time of or subsequent to the first begin date; the first begin date is prior to October 1, 1990; and the second begin date is on or after October 1, 1990. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	735-742	8 N	X			
92. Filler	If not applicable, set I = WW	743-744	2 AN	X	X	X	X
93. MGIB-SR Basic Benefit Eligibility Status Code	The code that represents a Service member's standing regarding eligibility (chapter 1606 of Reference (c)) for the MGIB-SR basic benefit. See Enclosure 14 of Volume 2 of this Manual for the list of eligibility status codes and definitions. If not applicable, set I = WW If unknown, set I = ZZ	745-746	2 A	X	X		
94. MGIB-SR Basic Benefit Eligibility Status Effective Date	The date a Service member's standing regarding MGIB-SR basic benefit eligibility was established. Enter: CCYYMMDD If not applicable, set I = 66666666	747-754	8 N	X			

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	If unknown, set I = 99999999						
95. Filler	If not applicable, set I = W	755	1 AN	X	X	X	X
96. MGIB-SR Kicker Incentive Obligated Service Begin Date	The date a Service member agreed to serve for 6 years in a designated SELRES critical specialty or skill duty position or critical unit. Such an agreement is a requirement for eligibility for an MGIB-SR kicker incentive. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	756-763	8 N	X			
97. MGIB-SR Kicker Incentive Basis Code	The code that represents the contractual basis for the MGIB-SR kicker incentive. A = Critical specialty or skill duty position B = Critical unit C = Both critical specialty or skill duty position and critical unit If not applicable, set I=W If unknown, set I=Z	764	1 A	X			
98. MGIB-SR Kicker Incentive Rate Code	The code that represents the monetary level of an MGIB-SR kicker incentive. RA = $100 per month RB = $200 per month RC = $350 per month If not applicable, set I=WW If unknown, set I=ZZ	765-766	2 A	X			
99. MGIB-SR Kicker Incentive Eligibility Status Code	The code that represents a Service member's standing regarding eligibility (chapter 1606 of Reference (c)) for the MGIB-SR kicker incentive. See Enclosure 15 of Volume 2 of this Manual for a list of incentive eligibility status codes and definitions.	767-768	2 A	X			
100. MGIB-SR Kicker Incentive Eligibility Status Effective Date	The date a Service member's standing regarding eligibility for the MGIB-SR kicker incentive was established. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	769-776	8 N	X			
101. Operational Support (OS) Duty Strength Accounting	Operational support duty strength accounting is conducted in compliance with Reference (j) and section 416 of Public Law 108-375 (2004) (Reference (v)). The term "operational support" is defined in the Glossary of this Manual.	777-801	17 AN	X	X	X	X
a. OS Duty Strength Accounting Code	This code represents the source of the appropriation used to cross a 1,095-day threshold for OS duty accounting (subparagraph 6.1.4.2.1. of Reference (j)). The values are: M = Military personnel appropriations (MPA) R = Reserve personnel appropriations (RPA) If not applicable, set I=W	777	1A	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	If unknown, set I=Z						
b. OS Duty Strength Accounting Begin Date	Report the date on which the Service member exceeds or last exceeded the 1,095-day threshold for OS duty accounting. For 1,095 consecutive OS duty days, this is the begin date of the order that shows the intent to cross the OS duty 1,095-day threshold. If the 1,095 days are not consecutive, this is the date the member actually exceeds the OS duty 1,095- day threshold of the previous 1,460 days. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	778-785	8N	X	X	X	X
c. OS Duty Strength Accounting Stop Date	Report the ending date on which the Service member will terminate or last terminated the OS duty order exceeding the accounting threshold of 1,095 consecutive OS duty days or 1,095 OS duty days of the previous 1,460 days. Enter: CCYYMMDD If an indefinite tour, set I = 55555555 If not applicable, set I = 66666666 If unknown, set I = 99999999	786-793	8N	X	X	X	X
102. Filler	If not applicable, set I = WWWWWWWW	794-801	8 AN	X	X	X	X
103. RC Incentive Program Eligibility Effective Date	Enter the date that a Service member of the Ready Reserve became eligible, or last became eligible, for a bonus or stipend for an RC incentive program. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	802-809	8 N	X	X		
104. RC Incentive Program Type	Enter the type of bonus or stipend for any Service member of the Ready Reserve who is appointed, enlists, reenlists, affiliates, or extends using an RC incentive program. A = Enlistment bonus (3-year, prior service only) according to section 308i of Reference (o) B = Enlistment bonus (6-year, prior service only) according to section 308i of Reference (o) C = Enlistment bonus (6-year, non-prior service only-Accession) according to section 308c of Reference (o) D = [Historic] ~~Enlistment bonus (converted from educational assistance)~~ E = Reenlistment bonus (3-year, SELRES) according to section 308b of Reference (o) F = Reenlistment bonus (6-year, SELRES) according to section 308b of Reference (o) G = Reenlistment bonus (3-year, IRR) according to section 308h of Reference (o) H = Reenlistment bonus (6-year, IRR) according to section 308h of Reference (o) I = Reenlistment bonus (second 3-year, SELRES) according to section 308b of Reference (o) J = [Historic] ~~Affiliation bonus (18 months or~~	810	1A	X	X		

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	~~less left on MSO) according to section 308e of Reference (o)~~ K = [Historic] ~~Affiliation bonus (18 months or more left on MSO) according to section 308e of Reference (o)~~ L = [Historic] ~~Stipend under HPSP (health professionals, officers ONLY)~~ M = Health Professional Scholarship Program for health professional officers only, FY 1988 according to section 16201 of Reference (c) N = RC Incentive Program Eligibility suspended – Service member has been granted a period of authorized non-availability (missionary) P = RC Incentive Program Eligibility suspended – Service member has been granted a period of authorized non-availability (all others) Q = RC Incentive Program Eligibility reinstated – Service member affiliates with SELRES following a period of authorized non-availability R = [Historic] ~~Enlistment bonus (3-year, SELRES)~~ S = Enlistment bonus (6-year, SELRES-Affiliation) according to section 308c of Reference (o) U = Enlistment bonus (second 3-year, prior service only) according to section 308i of Reference (o) V = Special pay for SELRES health care professionals (3 years) according to section 302g of Reference (o) X = Officer Affiliation bonus according to section 308j of Reference (o) Y = Officer Accession bonus according to section 308j of Reference (o) 1 = Conversion bonus according to section 327 of Reference (o) If not applicable, set I=W If unknown, set I=Z						
105. RC Incentive Program Educational Type	Enter the type of RC educational incentive for a Service member of the Ready Reserve who is appointed, enlists, reenlists, affiliates, or extends in an RC incentive program. (This does not include the MGIB-SR (chapter 1606 of Reference (c)) or the Reserve Educational Assistance Program (REAP) (chapter 1607 of Reference (c).) A = Educational assistance (other than MGIB chapters 1606 and 1607 of Reference (c)) B = Educational assistance (converted from bonus) C = Educational loan repayment (enlisted only) assistance in accordance with section 16301 of Reference (c) D = Educational loan repayment (health professionals, officers only) in accordance with section 16302 of Reference (c) E = Educational loan repayment (Chaplains) in accordance with to section 16303 of Reference (c) If not applicable, set I=W	811	1 A	X	X		

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	If unknown, set I=Z						
106. RC Incentive Program Eligibility Termination Date	The date the Service member's eligibility for an RC bonus or stipend will be terminated, or was last terminated, for an RC incentive program. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	812-819	8 N	X	X		
107. Post-9/11 GI Bill Kicker Incentives Coding	The monetary level of a Post-9/11 GI Bill kicker incentive for which a Service member is entitled upon enlistment or affiliation.	820-823	4 AN	X	X		
a. Post-9/11 GI Bill Enlistment and Affiliation Incentive Kicker Rate Code	The code that represents the monetary level of a Post-9/11 GI Bill kicker incentive for which a Service member is entitled upon enlistment or affiliation. See Enclosure 16 of Volume 2 of this Manual for the list of enlistment and affiliation incentive eligibility status codes and definitions.	820-821	2 AN	X	X		
b. Post-9/11 GI Bill Reenlistment Incentive Kicker Rate Code	The code that represents the monetary level of a Post-9/11 GI Bill reenlistment kicker incentive for which a Service member is reenlisted. See Enclosure 17 of Volume 2 of this Manual for the list of reenlistment incentive eligibility status codes and definitions.	822-823	2 AN	X	X		
108. Filler	If not applicable, set I = WWWWWW	824-829	6 AN	X	X	X	X
109. Transaction Codes	For master record set I = WW	830-831	2 AN				
110. Transaction Effective Date	For master record set I = 66666666	832-839	8 N				
111. Separation Program Designator (SPD)	For master record set I = WWWW	840-843	4 AN				
a. SPD Code	For master record set I = WWW	840-842	3 AN				
b. Service Specific SPD Modifier Code	For master record set I = W	843	1 AN				
112. Character of Service	For master record set I = W	844	1 A				
113. Reenlistment Eligibility Code	For master record set I = WW	845-846	2 AN				
114. Reason for Loss or Transfer from SELRES	For master record set I = WW	847-848	2 A				
115. Transition Indicator Involuntary Separation Indicator	For master record set I = W	849	1 A				
116. Filler	For master record set I = WWWWWWW	850-856	7 AN				
117. Country of Original Citizenship	This is the country of citizenship at birth to which the person owed allegiance and by which he or she was entitled to be protected. Since U.S. nationals owe permanent allegiance to the United States, they should be coded as "US."	857-862	6 A	X	X	X	X
a. Country of Original Citizenship Code	Enter ALPHA (Geopolitical Codes, formerly FIPS Publication 10-4, of Reference (r)) for countries, dependencies, areas of special sovereignty, and	857-858	2 A	X	X	X	X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	their principal administrative divisions. See Enclosure 8 of Volume 2 of this Manual for the listing of the code values.						
b. Place of Birth – U.S. State Code	Enter ALPHA (Codes for the Identification of States and Insular Areas, formerly FIPS Pub. 5-2 of Reference (n))for the 50 States, U.S.-associated territories or commonwealths (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, U.S. Virgin Islands), and the District of Columbia. See Enclosure 7 of Volume 2 of this Manual for the listing of the code values. Enter WW for foreign countries.	859-860	2 A	X	X	X	X
c. Place of Birth – Country Code	Enter "US" for the 50 States, the District of Columbia, and for APO or FPO. Enter ALPHA (Geopolitical Codes, formerly FIPS Publication 10-4, of Reference (r)) for countries, dependencies, areas of special sovereignty, and their principal administrative divisions. See Enclosure 8 of Volume 2 of this Manual for the listing of the code values.	861-862	2 A	X	X	X	X
118. Filler	If not applicable, set I = W (entire field)	863-899	37 AN	X	X	X	X
119. NCS Program Information	Information that identifies a member's participation in the NCS Program.	900-927	28 AN	X	X	X	
a. NCS Program Incentive Code	The code that represents the NCS Program incentive that a member chose on DD Form 2863, "National Call to Service (NCS), Election of Options" (section 510 of Reference (c)). A = Cash bonus of $5,000 B = Repayment of qualifying student loan (principal and interest) up to $18,000 C = Education allowance for up to 12 months D = Education allowance for up to 36 months If not applicable, set I=W If unknown, set I=Z	900	1 A	X			
b. NCS SELRES Service Waiver Indicator Code	The code that represents whether or not the Service member received a waiver excusing completion of the 24 months of SELRES service as granted by the Secretary of the Military Department or designee (section 510 of Reference (c)). Y = Member has been granted a waiver excusing completion of his or her SELRES service If not applicable, set I=W If unknown, set I=Z	901	1 A	X	X	X	
c. NCS SELRES 24-Month Enlistment End Calendar Date	The date an individual completes the 24-month SELRES enlistment term (section 510 of Reference (c)). Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	902-909	8 N	X	X	X	

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
d. NCS Program Eligibility Status Code	The code that represents the eligibility status of a member enrolled in the NCS Program. DA = Eligibility Terminated: Member has not completed IADT or qualifying contract or service obligation and is subject to a recoupment action. DB = Eligibility Terminated: Member has not completed IADT or qualifying contract or service obligation and is NOT subject to a recoupment action. If not applicable, set I=WW If unknown, set I=ZZ	910-911	2 A	X			
e. NCS Program Eligibility Status Effective Calendar Date	The date the NCS Program eligibility status became effective. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	912-919	8 AN	X			
f. NCS SELRES Service Waiver Calendar Date	The date on which the NCS SELRES service waiver was granted. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	920-927	8 AN	X			
120. Filler	If not applicable, set I = W (entire field)	928-950	23 AN	X	X	X	X
121. RC Unique Data	Specific data unique to each RC	951-1000	50 AN	X	X	X	X
a. ARNGUS	Specific data unique to the ARNGUS Assignment or Loss Reason Date of Assignment or Loss Reason Qualitative and Selective Retention Identifier Months of Obligated Service Remaining If not applicable, set I = W (remaining field))	951-1000 951-952 953-960 961 962-963 964-1000	50 AN 2 AN 8 AN 1 AN 2 AN 37 AN	X X X X X X	X X X X X X	 X	 X
b. United States Army Reserve (USAR)	Specific data unique to the USAR Date Start Basic Training Date Graduated Basic Training Basic Training UIC Date Start Advanced Individual Training (AIT) Date Completed AIT AIT UIC Major USAR Command USAR Command of Assignment If not applicable, set I = WW	951-1000 951-958 959-966 967-972 973-980 981-988 989-994 995-996 997-998 999-1000	50 AN 8 N 8 N 6 AN 8 N 8 N 6 AN 2 AN 2 AN 2 AN	X X X X X X X X X X	X X X X X X X X X X	X X X X X X X X X X	X X X X X X X X X X
c. United States Navy Reserve (USNR)	Specific data unique to the USNR Additional Qualification Designator (AQD) – Duty AQD – Primary AQD – Secondary Officer Designator Code Special Program Indicator Code Branch or Class APC IMS Code MAS Code If not applicable, set I = W (remaining field)	951-1000 951-953 954-956 957-959 960-963 964-965 966-967 968-974 975-977 978-980 981-1000	50 AN 3 AN 3 AN 3 AN 4 AN 2 AN 2 AN 7 AN 3 AN 3 AN 20 AN	X X X X X X X X X X X	X X X X X X X X X X	X X X X X X X X X X	X X X X X X X X X X

Table 4. RCCPDS Master File, DD-RA(M)1147, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic Codes Are No Longer Applicable For Current Use.)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
d. United States Marine Corps Reserve (USMCR)	Specific data unique to the USMCR	951-1000	50 AN	X	X	X	X
	RC Code	951-952	2 AN	X	X	X	X
	Training Category Pay Group	953	1 AN	X	X	X	X
	Reserve Record Status Code	954	1 AN	X	X	X	X
	Component Code	955-956	2 AN	X	X	X	X
	Record Status Code	957-958	2 AN	X	X	X	X
	Transaction Correction Code	959	1 AN	X	X	X	X
	If not applicable, set I = W (remaining field)	960-1000	41 AN	X	X	X	X
e. Air National Guard United States (ANGUS)	Specific data unique to the ANGUS	951-1000	50 AN	X			
	ANG_Tech_ID	951	1 AN	X			
	ANG_ACDU_Status	952	1 AN	X			
	If not applicable, set I = W (remaining field)	953-1000	48 AN	X	X	X	X
f. United States Air Force Reserve (USAFR)	Specific data unique to the USAFR	951-1000	50 AN	X	X	X	X
	Record _Status	951-952	2 AN	X	X	X	X
	Civ_ART_ID	953	1 AN	X			
	AFR_Section_ID	954-955	2 AN	X	X	X	X
	Reserve_Active_Duty_Reason	956	1 AN	X	X	X	X
	If not applicable, set I = W (remaining field)	957-1000	44 AN	X	X	X	X
g. United States Coast Guard Reserve (USCGR)	Specific data unique to the USCGR	951-1000	50 AN	X	X	X	X
	Employee Identification Number	951-957	7AN	X	X	X	X
	If not applicable, set I = W (remaining field)	958-1000	43 AN	X	X	X	X

ENCLOSURE 5

RCCPDS TRANSACTION FILE, DD-RA(D)1148

1. APPLICABILITY. The RCs shall report the required information for all gain, loss, transfer, reenlistment, extension, and change transactions for all officers, warrant officers, and enlisted members of the Ready Reserve, Standby Reserve, and Retired Reserve, with effective dated transactions dated on or before the "as of" date of the transaction file.

2. REPORTING REQUIREMENTS

a. Transaction records shall include all required personnel information and the associated transaction data described in Table 5 in the appendix to this enclosure.

b. Transaction files shall be submitted daily with transactions having a transaction effective date on or before the file submission date.

c. Transaction inputs are subject to validity checks to ensure they conform to the code structure shown in Table 5 in the appendix to this enclosure. Errors in any of the 100-percent critical data items (see Table 2 in Enclosure 4) in a record will cause the record to reject.

d. Report the applicable RCC and TRC for all transactions. Use the applicable transaction codes shown in Table 5 in the appendix to this enclosure:

(1) For accessions, use codes for gaining categories listed in record field 109.a. Report the RCC and TRC to which the Service member will be assigned.

(2) For losses, use codes for categories from which loss occurred listed in record field 109.b. Report the RCC and TRC from which the Service member has left.

(3) For transfers, use codes for categories to which transferred listed in record field 109.c. Report the RCC and TRC to which the Service member will be assigned.

(4) For reenlistments and extensions, use codes for these categories listed in record field 109.d. Report the RCC and TRC to which the Service member will be assigned.

(5) For changes, use codes for modified or changed data items in record field 109.e.

e. The following conditions exemplify acceptable transfer, gain, or loss transaction practices.

(1) When a Service member is transferred from the IRR to the Standby Reserve, submit a transfer transaction ("TN") and an UIC change transaction ("E6").

(2) If a Service member transfers from one State to another and continues in the SELRES of the same RC, submit no gain or loss transaction.

(3) If a Service member's RCC and TRC changes, within an RC, submit a transfer transaction.

(4) A loss from the RC to the AC shall be reported in the RCCPDS when a member either accepts an appointment as a commissioned officer or executes a regular enlistment contract in an AC of a uniformed military Service (loss code "L4"). A loss from RC strength to AC strength does not occur if RC members performing OS duty exceed any of the operational support duty thresholds as described in record field and data item 101 in Table 4 in the appendix to Enclosure 4. These RC members shall continue to be reported in the RCCPDS in their current RCC and TRC while performing OS duty.

f. For occurrences of multiple transactions during a single reporting period, these conditions shall apply:

(1) Include only valid gains, losses, transfers, reenlistments, extensions, and changes.

(2) Do not report record corrections resulting from erroneous gains, losses, reenlistments, or extensions. For example, if an erroneous loss is processed and then a corresponding gain is initiated during the same reporting cycle, do not report those transactions.

(3) Ensure gain, loss, transfer, and change transactions in the same submission for the same record are chronologically correct. For example, a gain transaction cannot follow a change transaction and a change transaction cannot follow a loss.

3. EDIT CONCEPT

a. All data submitted to the RCCPDS must be edited by the RC for validity, reliability, and consistency before submission to ensure that the RC strength matches the official strength produced from the RCCPDS. At the DMDC, all transaction file inputs are edited before file update to ensure the accuracy of files and resulting reports. Use the following edit procedures to screen all input:

(1) Check all gain and transfer transactions for Service member status on the previous month's master file submission.

(a) A gain from outside the RC is valid only if the Service member record did not exist on the RC's last month's master file. If the Service member record already exists in the last month's master file, the transaction shall be rejected and not be counted.

(b) A transfer within the RC (e.g., from IRR to SELRES) is valid if the Service member record existed on the RC's last month's master file. If that condition is not satisfied, the transaction shall be rejected and not be counted.

(2) All current loss transactions are validated with Service member status on last month's master file. A loss to the RC is valid only if the Service member record previously existed. If not, the loss transaction shall be rejected and not be counted.

(3) Where simultaneous gain, loss, reenlistment, or extension transactions occur against the same record (SSN) during one reporting period, count each transaction.

(4) A reenlistment or extension transaction is acceptable to the RCCPDS if the record identifies the Service member as an RC member and that record is in the RC's master file of the previous month. When those conditions cannot be validated, the transaction shall be rejected and not be counted.

(5) Multiple change transactions should be submitted in instances where there is more than one change transaction of the same type on the same record.

b. During the month's reporting cycle, each gain, loss, reenlistment, extension, or change transaction shall have a corresponding impact on the master file for the same period. All transactions that cannot satisfy the following relationships to the current master file shall be rejected and not be counted.

(1) When a gain transaction is submitted, report a master file record on that Service member during the same cycle.

(2) When a loss transaction is reported, eliminate the master file record showing the Service member as an RC member.

(3) When a reenlistment or extension transaction is submitted, the corresponding master file for the same period must reflect the individual as being in an RC.

(4) When a transfer transaction occurs, the corresponding master file for the same period must reflect the individual as being in the new RC category.

(5) When a change transaction occurs, the corresponding master file for the same period must reflect the latest data per change transaction type.

c. When the current master file is available, a transaction shall be generated for each gain, loss, reenlistment, extension, or change for which the required transaction from the RC was not submitted during the month's reporting cycle. The generated transaction will be the official transaction to correctly resolve and account for the end strength for the current master file and shall be counted in the reporting period.

d. Transactions with an effective date in the future shall be rejected.

Appendix
Coding Instruction – RCCPDS Transaction File, DD-RA(D)1148

APPENDIX TO ENCLOSURE 5

CODING INSTRUCTION – RCCPDS TRANSACTION FILE, DD-RA(D)1148

Table 5. RCCPDS Transaction File, DD-RA(D)1148

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic codes are no longer applicable for current use)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
1-121. Transaction File	In addition to a master record, a transaction record shall include transaction codes and the transaction effective date.	1-1000	1000 AN	X	X	X	X
1-108. Master Record (Part I)	The first 829 positions of data for the transaction record shall be identical to the master record. (See Table 4 in the appendix to Enclosure 4.)	1-829	829 AN	X	X	X	X
109. Transaction Codes	Transaction codes for RCs (for both officers and enlisted):	830-831	2 AN	X	X	X	X
a. Gains	For gains to the RCs (for both officers and enlisted): G1 = Non-prior service: An individual from civilian status who has not served previously in an AC or RC, and has not received credit toward fulfillment of his or her MSO G3 = From civil life (prior Service) G4 = Direct from AC to RC G5 = Gain from another RC (e.g., the USNR to the USAFR, the USAR to the ARNGUS) G7 = Other gain G8 = From enlisted to officer status or vice versa (shall appear as a gain in the officer file and a loss in the enlisted file or vice versa) G0 = Reenlistment gain: Service members with a break in service of more than 24 hours but less than 91 days who have reenlisted. This transaction assumes the Service member was a previous loss to strength.						
b. Losses	For losses from the RCs (for both officers and enlisted): L1 = Discharged to civil life (a final or complete discharge that severs all contractual service or statutory obligations) L2 = [Historic] ~~To EAD any Service only if change from Reserve appropriations to AC appropriations~~ L3 = Loss to another RC (e.g., the USNR to the USMCR, the ANGUS to USCGR) L4 = Loss to AC (officer accepts a regular appointment; enlisted member executes a regular enlistment contract) L7 = Death L8 = From enlisted to officer status or vice versa (shall appear as a loss in the enlisted file and a gain in the officer file or vice versa) L0 = Other losses that cannot be classified into the above codes						

Table 5. RCCPDS Transaction File, DD-RA(D)1148, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic codes are no longer applicable for current use)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
c. Transfers	For intra-component transfers between Reserve categories: TA = SELRES (other than AGR) to AGR TB = SELRES (other than AGR) to IRR TC = SELRES (other than AGR) to Inactive National Guard (ING) TD = SELRES (other than AGR) to Standby Reserve (section 10150 of Reference (c)) TE = SELRES (other than AGR) to Retired Reserve (V2) TF = AGR to SELRES (other than AGR) TG = AGR to IRR TH = AGR to ING TJ = AGR to Standby Reserve TK = AGR to Retired Reserve (V2) TL = IRR to AGR TM = IRR to SELRES (other than AGR) TN = IRR to Standby Reserve TP = IRR to Retired Reserve (V2) TQ = ING to AGR TR = ING to SELRES (other than AGR) TU = Standby Reserve to AGR TV = Standby Reserve to SELRES (other than AGR) TW = Standby Reserve to IRR TY = Standby Reserve to Retired Reserve (V2) TZ = Retired Reserve (V2) to AGR T1 = Retired Reserve (V2) to SELRES (other than AGR) T2 = Retired Reserve (V2) to IRR T3 = Retired Reserve (V2) to Standby Reserve For intra-component transfers within Reserve Categories: T7 = SELRES (other than AGR) to SELRES (other than AGR) T8 = IRR to IRR T9 = Standby Reserve to Standby Reserve For retired status other than V2: P0 = Retired Reserve (V2) transferred to retired status other than V2 P1 = SELRES transferred to retired status other than V2 P2 = AGR transferred to retired status other than V2 P3 = IRR transferred to retired status other than V2 P4 = Standby Reserve transferred to retired status other than V2 For inter-component transfer within the same Service: N1 = Guard to SELRES in same Service N2 = Guard (other than AGR) to Reserve IRR N3 = Guard (other than AGR) to Standby Reserve for reason other than retirement N4 = Guard (other than AGR) to Reserve for the purpose of retirement N5 = Guard AGR to Reserve IRR N6 = Guard AGR to Standby Reserve for reason other than retirement N7 = Guard AGR to Reserve for the purpose of retirement						

Table 5. RCCPDS Transaction File, DD-RA(D)1148, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic codes are no longer applicable for current use)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
d. Reenlistments or Extensions	For immediate (within 24 hours) reenlistments or extensions in the RC. M1 = Immediate reenlistment M2 = Extension of current enlistment contract or agreement						
e. Changes 1. MGIB Program	Changes to a Service member's MGIB data. Transaction Codes: E1 = Change to MGIB data (for MGIB-AD and MGIB-SR) E2 = Reserved	830-831	2 AN	X			
2. Member's DEERS Data	Changes to a Service member's DEERS data that affects entitlements and incentives. Transaction Codes: E3 = [Historic] ~~Change to DEERS data (AD start and stop date data, assigned UIC, duty UIC, pay grade)~~ E4 = Change to home mailing address E5 = Change to active service start date or stop date E6 = Change to assigned UIC, duty UIC E7 = Change to pay grade	830-831	2 AN	X	X	X	X
3. SSN or Name	Only changes to a Service member's SSN or name shall be submitted using the abbreviated record format consisting of: RC Filler, set I = W Old SSN Filler, set I = W Old Name DOB New SSN New Name Filler, set I = W Pay Grade Filler, set I = W Transaction Code: S1 = Change to Service member's SSN S2 = Change to Service member's name Transaction Effective Date Filler, set I = W (entire field)	830-831 1-2 3-16 17-25 26 27-96 97-104 105-113 114-183 184-369 370-374 375-829 830-831 832-839 840-1000	2 AN 2 A 14 AN 9 N 1 AN 70 A 8 N 9 N 70 A 186 AN 5 A 455 AN 2 AN 8 N 161 AN	X	X	X	X
110. Transaction Effective Date	The effective date of a gain, loss, transfer, reenlistment, or extension in the RC. The date supports the transaction code defined in record field 109 and shall be submitted with the transaction code. Enter: CCYYMMDD	832-839	8 N	X	X	X	X
111. SPD	A code that indicates the conditions under which a member was released, separated, or discharged from a period of active service.	840-843	4 AN	X	X	X	X
a. SPD Code	For use in describing losses from the RC (for officers, warrant officers, and enlisted Service members) If not applicable, set I = WWW	840-842	3AN	X	X	X	
b. Filler	If not applicable, set I = W (entire field)	843	1 AN	X	X	X	X

Table 5. RCCPDS Transaction File, DD-RA(D)1148, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS (Historic codes are no longer applicable for current use)	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
112. Character of Service	The characterization at separation based upon the quality of the Service member's service pursuant to DoDIs 1332.14 and 1332.30 (References (w) and (x)). A = Honorable B = General – under honorable conditions D = Bad conduct E = Under other than honorable conditions F = Dishonorable – dismissal Y = Uncharacterized If not applicable, set I=W If unknown, set I=Z	844	1 A	X	X	X	
113. Reenlistment Eligibility Code	Report the Service specific code representing the eligibility of an enlisted Service member to enlist for an additional period of active or reserve service. Each RC will provide the current domain values, and changes to domain value, to the DMDC RCCPDS File manager. If not applicable, set I = WW If unknown, set I = ZZ	845-846	2 AN	X	X	X	
114. Reason for Loss or Transfer from SELRES	Reporting requirements apply to all Service members of the SELRES who transfer from the SELRES to another RCC in the same RC, other RC or AC, or who are discharged. For Service members assigned an SPD, reporting must be consistent with data reported in record field 112, Character of Service, of the transaction file coding instruction. FA = Force shaping or force reduction HA = Disability HB = Disability, existed prior to Military Service PA = Physical or mental condition interfering with performance of duty RA = Hardship UP = Unsatisfactory participation as defined in DoDI 1215.13 (Reference (y)) US = Misconduct (to include misconduct for purely military offenses) XX = Other If not applicable, set I=WW If unknown, set I=ZZ	847-848	2 A	X			
115. Transition Indicator Involuntary Separation	To indicate members who are involuntarily separated or transferred from the SELRES and are eligible for transition assistance. T = Involuntary separation eligible for transition assistance If not applicable, set I=W If unknown, set I=Z	849	1 A	X			
116. Filler	If not applicable, set I = W (entire field)	850-856	7 AN	X	X	X	X
117-121. Master Record (Part II)	The last 144 positions of data for the transaction record shall be identical to the master record. (See Table 4 in the appendix to Enclosure 4.)	857-1000	144 AN	X	X	X	X

ENCLOSURE 6

RCCPDS MASTER FILE, DD-RA(M)1147, RECORD LAYOUT

Table 6. Master File, DD-RA(M)1147, Record Layout

RECORD FIELD	DATA ITEM	FIELD POSITION	PAGE
1	RC		
	a. Uniformed Service Organization Code	1	17
	b. Uniformed Service Organization Component Code	2	17
2	RCC and TRC Designators		
	a. RCC Designators	3	17
	b. TRC Designators	4	17
3	Full-Time Support Statute Identifier	5	17
4	Key Employees	6	18
5	IRR Drilling Status	7	18
6	AGR Order Authority	8	18
7	Filler	9-16	18
8	Person Social Security Identifier	17-25	18
9	Verification Status of SSN	26	18
10	Name		
	a. Person Surname Text	27-52	19
	b. Person Forename Text	53-72	19
	c. Person Middle Name Text	73-92	19
	d. Person Cadency Name Text	93-96	19
11	Person Birth Date	97-104	19
12	Gender Category Code	105	19
13	Person Marital Status Code	106	19
14	Race Code	107	19
15	Ethnic Group		
	a. Ethnic Group Code	108	19
	b. Filler	109	19
16	Faith Group Code	110-111	20
17	Citizenship Status		
	a. Citizenship Status Code	112	20
	b. Filler	113	20
18	Citizenship Origin Code	114	20
19	Disputed Record Indicator	115	20
20	Education Designator Code	116	20
21	Filler	117-119	20
22	Home Mailing Address		
	a. Street Address		
	1. USPS Postal Address Primary Text	120-154	21
	2. USPS Postal Address Secondary Text	155-189	21
	b. United States Postal Region City Place Name	190-209	21
	c. United States Postal Region State Code	210-211	21
	d. Country Code	212-213	21
	e. Postal ZIP Code		
	1. United States Postal Region ZIP Code Identifier	214-218	21
	2. United States Postal Region Subdivision ZIP Code Add-On Identifier	219-222	21
23	Date Home Mailing Address Last Reported	223-230	21
24	Mailing Address Status Indicator	231	21

Table 6. Master File, DD-RA(M)1147, Record Layout, Continued

RECORD FIELD	DATA ITEM	FIELD POSITION	PAGE
25	SSN of Military Spouse	232-240	22
26	Filler	241-267	22
27	Date of Initial Entry Uniformed Service	268-275	22
28	Date Initial Entry Reserve Forces	276-283	22
29	Pay Entry Base Date	284-291	22
30	Means of Initial Entry into Military Service for Enlisted Members	292	22
31	Source of Initial Commission or Appointment a. Source of Initial Commission for a Commissioned Officer b. Source of Initial Appointment for a Warrant Officer	 293 294	 23 23
32	Initial Appointment Date a. Date of Initial Appointment for a Commissioned Officer b. Date of Initial Appointment for a Warrant Officer c. Date of Initial Appointment for a Commissioned Warrant Officer	 295-302 303-310 311-318	 24 24 24
33	Prior Service Regular Component Status Indicator	319	24
34	Filler	320	24
35	Length of Current SELRES Agreement or Service Commitment	321	24
36	Active Service Start Date	322-329	25
37	Active Service Stop Date	330-337	25
38	Date of Expiration of Enlistment in the Ready Reserve	338-345	25
39	Effective Date of Current Enlistment, Reenlistment, or Extension of Enlistment Agreement	346-353	25
40	Date of Expiration of SELRES Obligation	354-361	25
41	Date of Rank	362-369	25
42	Pay Grade, Uniformed Services a. Pay Plan Code b. Pay Plan Grade Code c. Pay Grade Modifier Code	 370-371 372-373 374	 25 26 26
43	Total Days Active Federal Military Service	375-379	26
44	Date of Expiration of Statutory MSO	380-387	26
45	Military Aeronautical Rating	388	26
46	State of Affiliation	389-390	26
47	Service Occupation Code Primary	391-398	27
48	Service Occupation Code Secondary	399-406	27
49	Basic Branch or Specialty	407-408	28
50	PME Level a. Basic PME Level Code b. Joint Professional Military Education (JPME) Level Code c. PME Level Completion Date	 409 410 411-418	 28 28 29
51	Command Status of Commissioned Officer	419	29
52	AFQT Percentile Score	420-421	29
53	Date Assigned Inactive Status a. Standby Reserve b. Retired Reserve	 422-429 430-437	 29 29
54	Expiration Date of VSI, SSB, and ISP	438-445	29
55	Officer Mandatory Removal Date	446-453	30
56	Separation Incentive Benefit Pay Indicator	454	30
57	Separation Incentive Benefits or Pay Indicator	455	30
58	RC Accumulated Total Creditable Retirement Points Earned Last Anniversary Year	456-458	30

Table 6. Master File, DD-RA(M)1147, Record Layout, Continued

RECORD FIELD	DATA ITEM	FIELD POSITION	PAGE
59	RC Total Number of Accumulated Paid Points Earned in the Current Year	459-461	30
60	RC Total Number of Accumulated Creditable Points Earned During Career Toward Retirement	462-466	30
61	Notification of Eligibility for Military Retirement Pay Indicator	467	31
62	Number of Years Creditable for Reserve Retirement	468-469	31
63	RC Total Number of Accumulated Non-Paid Points Earned in the Current Year	470-472	31
64	Total Days Active Federal Military Service in RC	473-477	31
65	Filler	478	31
66	Initial Entry Training End Completion Date	479-486	31
67	IRR Screening Status	487	31
68	Filler	488-494	32
69	Assigned Military Unit Identification Code	495-502	32
70	Assigned Unit Location a. United States Postal Region State Code b. Country Code c. Postal ZIP Code 1. United States Postal Region ZIP Code Identifier 2. United States Postal Region Subdivision ZIP Code Add-On Identifier	 503-504 505-506 507-511 512-515	 32 32 32 32
71	Duty Military Unit Identification Code	516-523	32
72	Service Occupation Code Duty	524-531	32
73	Military Flying Status Indicator	532	33
74	FYDP Program Structure PEC	533-540	33
75	Organization Position Identifier	541-560	34
76	Filler	561-567	34
77	Date of Award of Current Security Clearance	568-575	34
78	Authorized Security Clearance Access	576	34
79	Formal Inquiry Code	577-578	34
80	Filler	579-594	34
81	IRR Screening Status Date	595-602	34
82	RCSBP Program a. RCSBP Benefit Plan Election b. RCSBP Type Coverage c. RCSBP Level of Coverage d. RCSBP Amount of Reduced Coverage	 603 604 605 606-610	 35 35 35 35
83	Filler	611-701	35
84	CSB Program a. CSB Program Status Code b. CSB Program Category Code c. CSB Program Category Calendar Date d. CSB Program Type Code e. CSB Program Participation Calendar Date	 702 703 704-711 712 713-720	 35 35 35 35 35
85	MGIB-AD Enrollment Basis Code	721	36
86	MGIB-AD Enrollment Action Date	722-729	36
87	MGIB-AD Enrollment Action Code	730	36
88	MGIB-AD Kicker Incentive Rate Code	731-732	36
89	MGIB-AD Initial Obligation Years Code	733	36
90	Original Veterans Educational Benefit Program Entitlement Code	734	37
91	MGIB-SR Basic Benefit Obligated Service Begin Date	735-742	37
92	Filler	743-744	37

Table 6. Master File, DD-RA(M)1147, Record Layout, Continued

RECORD FIELD	DATA ITEM	FIELD POSITION	PAGE
93	MGIB-SR Basic Benefit Eligibility Status Code	745-746	37
94	MGIB-SR Basic Benefit Eligibility Status Effective Date	747-754	37
95	Filler	755	38
96	MGIB-SR Kicker Incentive Obligated Service Begin Date	756-763	38
97	MGIB-SR Kicker Incentive Basis Code	764	38
98	MGIB-SR Kicker Incentive Rate Code	765-766	38
99	MGIB-SR Kicker Incentive Eligibility Status Code	767-768	38
100	MGIB-SR Kicker Incentive Eligibility Status Effective Date	769-776	38
101	Operational Support Duty Strength Accounting a. Operational Support Duty Strength Accounting Code b. Operational Support Duty Strength Accounting Begin Date c. Operational Support Duty Strength Accounting Stop Date	 777 778-785 786-793	 38 39 39
102	Filler	794-801	39
103	RC Incentive Program Eligibility Effective Date	802-809	39
104	RC Incentive Program Type	810	39
105	RC Incentive Program Educational Type	811	40
106	RC Incentive Program Eligibility Termination Date	812-819	41
107	Post-9/11 GI Bill Kicker Incentive Coding a. Post-9/11 GI Bill Enlistment and Affiliation Incentive Kicker Rate Code b. Post-9/11 GI Bill Reenlistment Incentive Kicker Rate Code	 820-821 822-823	 41 41
108	Filler	824-829	41
109	Transaction Codes	830-831	41
110	Transaction Effective Date	832-839	41
111	SPD a. SPD Codes b. Service Specific SPD Modifier Code	 840-842 843	 41 41
112	Character of Service	844	41
113	Reenlistment Eligibility Code	845-846	41
114	Reason for Loss or Transfer from SELRES	847-848	41
115	Transition Indicator Involuntary Separation	849	41
116	Filler	850-856	41
117	Country of Original Citizenship a. Country of Original Citizenship Code b. Place of Birth – State Code c. Place of Birth – Country Code	 857-858 859-860 861-862	 41 42 42
118	Filler	863-899	42
119	NCS Program Information a. NCS Program Incentive Code b. NCS SELRES Service Waiver Indicator Code c. NCS SELRES 24-Month Enlistment End Calendar Date d. NCS Program Eligibility Status Code e. NCS Program Eligibility Status Effective Calendar Date f. NCS SELRES Service Waiver Calendar Date	 900 901 902-909 910-911 912-919 920-927	 42 42 42 42 43 43
120	Filler	928-950	43
121	RC Service Unique Data a. ARNGUS b. USAR c. USNR d. USMCR e. ANGUS	 951-1000 951-1000 951-1000 951-1000 951-1000	 43 43 43 43 44

Table 6. Master File, DD-RA(M)1147, Record Layout, Continued

RECORD FIELD	DATA ITEM	FIELD POSITION	PAGE
	f. USAFR	951-1000	44
	g. USCGR	951-1000	44

ENCLOSURE 7

CEI TRANSACTION FILE, DD-RA(M)2171

1. APPLICABILITY

a. The RCs shall implement the reporting requirements for civilian employment-related information provided in Appendixes 1 and 2 to this enclosure for each officer, warrant officer, and enlisted Service member assigned to the Ready Reserve.

(1) The CEI program data is the personal identification and civilian employer information defined in Table 7 in Appendix 1 to this enclosure that the RCs are required to maintain for each Service member in the Ready Reserve.

(2) The CEI civilian skills data is the skill information defined in Table 8 in Appendix 2 to this enclosure that will comprise the "Civilian Skills Database." RC Service members who voluntarily enter their civilian skill information consent to use of this information by their respective RC.

b. The allowable uses of the CEI program data are carefully controlled and limited in accordance with Reference (e) to protect the privacy of the RC Service member's civilian employment and civilian skill information.

(1) CEI program data will be used to effectively consider the civilian employment necessary to maintain national health, safety, or interest when considering members for recall in accordance with section 12302(a)(3) of Reference (c).

(2) CEI program data will be used to ensure members having critical civilian skills are not retained in the Ready Reserve in numbers beyond what the Department of Defense needs for those skills in accordance with section 10149 of Reference (c).

(3) CEI program data will be used to inform the employers of RC Service members of their rights and responsibilities according to chapter 43 of Reference (s) (also known as the "Uniformed Services Employment and Reemployment Rights Act," as amended).

c. In addition to the allowable uses in subparagraphs 1.b.(1) – 1.b.(3), the CEI program data may be used for strategic planning, policy planning and development, and for research and decision making within the Department of Defense.

d. The information contained in the CEI program data shall not be used to identify any RC Service member for consideration for any type of call or order to active service or to force an RC Service member to serve outside his or her primary or secondary MOS, without the prior consent of such RC Service member.

e. The civilian employers of RC Service members shall not be contacted in any manner using CEI program data that would identify the RC Service member employed by that employer without the prior consent of such RC Service member.

2. REPORTING REQUIREMENTS

a. Report a CEI program data record for each current employment status for RC Service members in the Ready Reserve for the CEI program data. The data quality goal is 100 percent. Each RC shall require their Service members to annually review, verify, and update their CEI program data. SELRES AGR Service members are not required to report their full-time military employment data as CEI but may enter any part-time, student, or specified volunteer employment status.

b. Each RC shall be accountable for ensuring CEI program data compliance such that every Employment Status Code satisfies the annual recertification, each with valid and accurate CEI program data.

(1) Service members of the SELRES shall, at least annually, review and update their CEI. There shall be 95-percent compliance for SELRES members in RCC and TRC "SA" and "TB."

(2) Service members of the IRR or ING shall, at least annually, review and update their CEI. There shall be 75-percent compliance for IRR or ING members in RCC and TRC "RE" and "RM" that have a valid home address indicator other than a code value equal to "1."

c. There shall be no requirement for an RC Service member to update or verify the additional civilian skills information in the RC "Civilian Skills Database."

d. Reporting for the CEI program data shall be accomplished by one of these two methods:

(1) The DMDC Guard and Reserve Web Portal at https://www.dmdc.osd.mil/appj/esgr (for common access card (CAC) users only), or, at https://www.dmdc.osd.mil/mydodbenefits/ (for non-CAC users).

(2) A transaction file described in Appendix 1 to this enclosure, prepared each week to be submitted each Monday by 9:00 a.m. Pacific Standard Time to the DMDC.

e. Reporting for the Civilian Skills Database shall be accomplished through the DMDC Guard and Reserve Web Portal at https://www.dmdc.osd.mil/appj/esgr.

3. EDIT CONCEPT

a. All data submitted for the CEI program must be edited by each RC for validity and consistency before submission. At the DMDC, all transaction inputs are edited before file updates are made to ensure the accuracy of files and resulting reports.

b. A description of the detailed edit logic for a valid and compliant CEI transaction record is maintained by the CEI file manager at the DMDC. The minimum requirement for valid and accurate CEI program data requires a valid SSN, an Employment Status Code with a position begin date, a standard occupational classification (SOC) code (Reference (z)), a self-employment indicator, a first responder designation, an employer name, employer address State code, employer address country code, and an annual review date.

Appendixes

1. Coding Instruction - CEI Transaction File, DD-RA(M)2171
2. Coding Instruction - CEI Civilian Skills File, DD-RA(M)2171

APPENDIX 1 TO ENCLOSURE 7

CODING INSTRUCTION – CEI TRANSACTION FILE, DD-RA(M)2171

Table 7. CEI Transaction File, DD-RA(M)2171

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
1. Person Social Security Number	Enter nine numeric digits omitting hyphens for the Service member's SSN.	1-9	9 N	X	X		
2. RC	Enter a two-character code from the following list that identifies the RC affiliation.	10-11	2 A	X	X		
a. Uniformed Service Branch Classification Code	A = USA N = USN M = USMC F = USAF C = USCG	10	1 A	X	X		
b. Uniformed Service Organization Component Code	G = National Guard of the United States V = Reserve	11	1 A	X	X		
3. Civilian Employment Status Code	A code that represents a Service member's civilian employment status. Employment status and employer for the purposes of this Manual include students and specified voluntary service. A = Full-Time Employment B = Part-Time Employment C = Specified Voluntary Service D = Student E = Not Currently Employed (none of the above civilian employment status codes are applicable)	12	1 A	X	X		
4. Current Position Title	Identify job title assigned by civilian employer.	13-52	40 AN	X	X		
5. Current Position Begin Date	The calendar date member started current position with civilian employer. If status code = "E," submit date period began. Enter: CCYYMMDD If DAY or MONTH not known, provide an estimated date; do not leave blank.	53-60	8 AN	X	X		
6. Current Position End Date	The calendar date member ended current position with employer or end of period not currently employed. Enter: CCYYMMDD If DAY or MONTH not known, provide an estimated date; do not leave blank. If not applicable for current employment position, set I = 66666666	61-68	8 AN	X	X		
7. Current Position SOC	Identify the U.S. Department of Labor 2010 SOC (Reference (z)) that best defines the member's self-assessed civilian skill. The SOC codes may be found at http://www.bls.gov/soc/soc_majo.htm. Enter six characters, left justified, indicating the current civilian occupation held by a Service member. Do not use the SOC 55-XXXX, "Military Specialties," or a SOC ending in "0" that signifies a major or minor grouping definition.	69-74	6 AN	X	X		
8. Self-Employment	Indicates whether a Service member is or is not	75	1 A	X	X		

Table 7. CEI Transaction File, DD-RA(M)2171, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
Indicator	self-employed for this employment status. (See Glossary.) Y = Yes N = No						
9. Employer Name	For Employment Status Code = A, B, or C, provide registered name of the civilian business, service organization, or Government entity. For Government entities, provide as follows: Military technicians enter MILTECH Federal Government employees enter US GOV State government employees enter ST GOV Local government employees enter LOCAL GOV For Employment Status Code = D, provide name of institution of education. For Employment Status Code = E, use not applicable, set I = W	76-115	40 AN	X	X		
10. Employer Address	Include the present civilian employer's local mailing address. For Employment Status Code = A, B, or C, provide address of the civilian business or service organization. For Employment Status Code = D, provide address of institution of education. For Employment Status Code = E, use not applicable, set I = W	116-228	140 AN	X	X		
a. Street Address	Civilian employer's street address, post office box number, rural route number and box number, or highway contract route number and box number using the following. For foreign addresses, enter: the name of the city or town, other principal subdivision (such as Province, State, or Country) and Postal Code (if known). (In some countries, the postal code may precede the city or town name.)	116-195	80 AN	X	X		
1. USPS Postal Address Primary Text	Line 1	116-155	40 AN	X	X		
2. USPS Postal Address Secondary Text	Line 2	156-195	40 AN	X	X		
b. United States Postal Region City Place Name	The name of the highest delivery station in a State.	196-215	20 A	X	X		
c. United States Postal Region State Code	See Enclosure 7 of Volume 2 of this Manual for the listing of the codes for the identification of the States, the District of Columbia, Puerto Rico, and the Insular Areas of the United States (Reference (n)). Enter WW for foreign countries.	216-217	2 A	X	X		
d. Postal ZIP Code	Enter postal ZIP code found at (http://zip4.usps.com/zip4/welcome.jsp). Enter the nine-digit ZIP code:	218-226	9 AN	X	X		
1. United States Postal Region ZIP Code Identifier	If available, enter the first five digits. If not applicable, set I = WWWWW If unknown, set I = ZZZZZ	218-222	5 AN	X	X		
2. United States Postal	If available, enter the last four digits.	223-226	4 AN	X	X		

Table 7. CEI Transaction File, DD-RA(M)2171, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
Region Subdivision ZIP Code Add-On Identifier	If not applicable, set I = WWWW If unknown, set I = ZZZZ						
e. Country Code	Enter "US" for the 50 States, the District of Columbia, and APO or FPO. Enter ALPHA (Geopolitical Codes, formerly FIPS Publication 10-4, of Reference (r)) for the U.S.-associated territories or commonwealths and countries. See Enclosure 8 of Volume 2 of this Manual for the listing of the code values.	227-228	2 A	X	X		
11. First Responder Indicator	Enter the character code indicating whether this employment status code is considered a first responder. (See "first responder" in the Glossary). For Employment Status Code = A, B, C, D, or E: Y = Yes – Service member self declares as a first responder. N = No – Service member does not self-declare as a first responder.	229-229	1 A	X	X		
12. CEI Annual Review Date	Enter the date member reviewed or updated his or her CEI. Members of the Ready Reserve shall annually review and update their CEI. (See subparagraphs 2.b.(1) and 2.b.(2) in Enclosure 7.) Enter: CCYYMMDD	230-237	8 N	X	X		
13. Filler	If not applicable, set I = W (entire field)	238-300	63 AN	X	X		

APPENDIX 2 TO ENCLOSURE 7

CODING INSTRUCTION – CEI CIVILIAN SKILLS FILE, DD-RA(M)2171

Table 8. CEI Civilian Skills File, DD-RA(M)2171

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
1. Person Social Security Number	Enter nine numeric digits omitting hyphens for the Service member's SSN.	1-9	9 N	X	X		
2. RC	Enter a two-character code from the following list that identifies the RC affiliation.	10-11	2 A	X	X		
a. Uniformed Service Branch Classification Code	A = USA N = USN M = USMC F = USAF C = USCG	10	1 A	X	X		
b. Uniformed Service Organization Component Code	G = National Guard of the United States V = Reserve	11	1 A	X	X		
3. Civilian Skill SOC	Identify the U.S. Department of Labor 2010 SOC (Reference (z)) that best defines the member's self-assessed civilian skill. The SOC may be found at http://www.bls.gov/soc/soc_majo.htm. Enter six characters, left justified, indicating the current civilian occupation held by a Service member. Do not use the SOC 55-XXXX, "Military Specialties," or a SOC ending in "0" that signifies a major or minor grouping definition.	12-17	6 AN	X	X		
4. Civilian Skill Status Code	Member's consent authorizing the release of their civilian skills information for additional uses by the RCs for considerations such as a call to active service outside of his or her primary or secondary military occupational skills. Y = Member consents for the release of civilian skills information to the respective RC. N = Member does not consent for the release of civilian skills information to the respective RC.	18	1 A	X	X		
5. Date of Civilian Skill Status Code Update	The date the member enters, or updates, his or her civilian skills information on the DMDC Guard and Reserve Web Portal. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	19-26	8 N	X	X		
6. Filler	If not applicable, set I = W (entire field)	27-300	274 AN	X	X		

ENCLOSURE 8

RC ACTIVE SERVICE TRANSACTION FILE, DD-RA(D)2170

1. APPLICABILITY. The Department of Defense requires this information to provide a source for accurate reporting of the active service of RC Service members in the Ready Reserve, Standby Reserve, and Retired Reserve ordered to AD or FTNGD for mobilization, support, training, other missions when authorized by the President or the Secretary of Defense (SecDef) and supported by Federal funds, or for AD when authorized by the Secretary of the Department of Homeland Security. This information will be used to establish eligibility for any benefits and entitlements predicated upon participation and to establish a registry of participants for active service since September 11, 2001 for:

a. Named Contingency Information. Service members ordered to active service in support of a named contingency as defined in section 101(a)(13)(B) of Reference (c), and members of the ARNGUS and the ANGUS performing FTNGD in accordance with section 502(f)(1) of Reference (l) when authorized by the President or the Secretary of Defense for the purpose of responding to a national emergency declared by the President and supported by Federal funds. Report both voluntary and involuntary active service orders according to the guidance provided in the appendix to this enclosure.

b. Major Disaster Information. Major disaster support is authorized by the President or the Secretary of Defense, supported with Federal funds or authorized by the Secretary of the Department of Homeland Security for emergency augmentation of the regular Coast Guard pursuant to section 712 of Reference (k) and is usually of relatively short duration and occurs with little notice in response to an event. As such, coding instructions are event driven. Report both voluntary and involuntary active service orders according to the guidance provided in the appendix to this enclosure.

c. Border Patrol Information. Information on border patrol activities authorized by the President or the Secretary of Defense and supported with Federal funds is necessary to capture the duty performed by ARNGUS and the ANGUS members participating voluntarily according to section 502(f)(1)(B) of Reference (l), maintaining the duration force, and by those serving on involuntary annual training (AT) according to section 502(a) of Reference (l). Report both voluntary and involuntary active service orders in accordance with the guidance provided in the appendix to this enclosure.

d. Other Active Service. All other AD and FTNGD, both voluntary and involuntary, that is not in support of a named contingency, major disaster, or border patrol shall be tracked according to the Active Service Reporting Codes provided in the appendix to this enclosure.

2. REPORTING REQUIREMENTS

a. The Department of Defense requires this information to provide a source for accurate reporting of RC Service members in active service for mobilization, support, and training missions when authorized by the Secretary of Defense and supported by Federal funds.

b. Reporting shall be accomplished by submission of a daily transaction file as described in the appendix to this enclosure. Transactions will be processed in the order they are submitted.

c. The data quality goal is 100-percent accuracy and 100-percent compliance on all members called or ordered to active service under the conditions described in section 1.

d. The ASD(RA) shall publish specific operation codes for named contingency and national emergency, major disaster, or border patrol by memorandum to the Military Service's Assistant Secretaries for Manpower and Reserve Affairs.

e. The Department of Defense requires operational support information to provide a source for accurate accounting of the operational support program, including personnel strength accounting pursuant to section 115 of Reference (c), and for preparing reports and responses to Congress. An RC member who exceeds the operational support duty accounting thresholds shall have the OS duty strength accounting indicator set according to record field and data item 101.a. and the OS duty accounting begin and end dates set according to record field and data items 101.b. and 101.c. (See Table 4 in the appendix to Enclosure 4.)

3. EDIT CONCEPT

a. Transaction records shall include all required personnel information, a statute code and project code, and the associated transaction data described in the transaction file provided in Table 9 in the appendix to this enclosure.

b. All data submitted for the transaction file must be edited by the RCs for validity and consistency before submission. At the DMDC, all transaction inputs are edited to ensure accuracy of the transactions, the transaction's data, and resulting reports.

c. Use the following transaction type codes for reporting transactions for all active service:

(1) Begin Transaction ("GA"). Submit when the member is ordered or called to active service under the conditions described in section 1. This transaction shall contain the actual date the member begins the duty (hereafter referred to as "begin date"). A begin transaction ("GA") must be closed by an end ("LA") or cancellation ("GX") transaction before another begin transaction ("GA") shall be accepted. To correct transaction data for a currently submitted ("GA") transaction, submit a ("GA") transaction with the original begin date and the transaction data.

(2) End Transaction ("LA"). Submit when a member completes the active service under the conditions described in section 1 (hereafter referred to as the "end date"). An end transaction ("LA") shall only be accepted if the member has a corresponding begin transaction ("GA") with the same begin date. Submit an "LA" transaction to correct transaction data for a currently submitted "LA" transaction with the original begin date and the transaction data.

(3) Historical Event Transaction ("BA"). Submit when an RC member has completed active service in support of a named contingency, major disaster, border patrol, operational support duty, or other active service under the conditions described in section 1 and the member's event information has not been previously submitted as a "GA" or "LA" transaction. Submit a "BA" transaction to correct transaction data for a currently submitted "BA" transaction with the original begin date and the transaction data.

(4) Change to Statute Code ("NB"). If a statute code was incorrectly reported on a previous RC AS submission, submit this transaction with the original begin date, the new statute code, and the remaining transaction data.

(5) Cancellations. Submit a cancellation to a transaction record whenever a previously reported begin, end, or historical event transaction was submitted in error or submitted incorrectly and the active service start date has changed from the previously reported begin, end, or historical event active service start date. If the record was submitted incorrectly, the correct information shall be submitted as a new begin, end, or historical event transaction after the cancellation transaction has been submitted.

(a) Begin Cancellation ("GX"). Use to cancel a begin transaction ("GA") with the same begin date, a set of begin and end transactions ("GA" and "LA") with the same begin and end dates, or a historical event transaction ("BA") with the same begin date.

(b) End Cancellation ("LX"). Use to cancel an end transaction ("LA") with the same begin and end dates for the purpose of establishing the original "GA" transaction. Submit a "LX" transaction to correct transaction data for a currently submitted "LA" transaction with the same begin date, the same end date, and the new projected end date and the transaction data.

d. The Active Service Reporting Codes ("A99" and "B99") are to be used to quantify AD or FTNGD that is not supporting a named contingency, major disaster, or border patrol mission and the actual active service begin and end date are not directly known but are "derived" from some other data source such as pay data or retirement points data.

e. A call or order to active service with 1-day duration shall be coded with the same active service begin date and active service projected or actual end date.

Appendix
Coding Instruction – RC Active Service Transaction File, DD-RA(D)2170

APPENDIX TO ENCLOSURE 8

CODING INSTRUCTION – RC ACTIVE SERVICE TRANSACTION FILE, DD-RA(D)2170

Table 9. RC Active Service Transaction File, DD-RA(D)2170

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
1. Person Social Security Number	Enter nine numeric digits omitting hyphens for the Service member's SSN.	1-9	9 N	X	X	X	X
2. RC	Enter a two-character code from the following list that identifies the RC affiliation.	10-11	2 A	X	X	X	X
a. Uniformed Service Branch Classification Code	A = USA N = USN M = USMC F = USAF C = USCG	10	1 A	X	X	X	X
b. Uniformed Service Organization Component Code	G = National Guard of the United States V = Reserve	11	1 A	X	X	X	X
3. Statute Code	Law under which RC member is activated for AD or FTNGD under the conditions described in paragraph E8.1.	12-13	2 AN	X	X	X	X
a. Statute Code	A = Section 688 of Reference (c) B = Section 12301(a) of Reference (c) C = Section 12301(d) of Reference (c) D = Section 12302 of Reference (c) E = Section 12304 of Reference (c) F = [Historic] ~~Section 331 of Reference (k)~~* G = [Historic] ~~Section 359 of Reference (k)~~ H = [Historic] ~~Section 367 of Reference (k)~~ I = Section 12406 of Reference (c) J = [Historic] ~~Section 502(f) of Reference (l)~~ K = Section 12301(h) of Reference (c) L = Section 712 of Reference (k) M = Section 12301(b) of Reference (c) N = Section 502(f)(1)(B) of Reference (l) O = [Historic] ~~Section 10147 of Reference (c)~~ P = Section 502(a) of Reference (l) Q = Section 502(f)(1)(A) of Reference (l) R = Section 12322 of Reference (c) S = Section 12301(g) of Reference (c) T = Section 10148 of Reference (c) U = Section 12303 of Reference (c) V = Section 332 of Reference (c) W = Section 333 of Reference (c) X = Section 12402 of Reference (c) Y = Section 802 of Reference (c) Z = Unknown (for use with Project Code A99 or B99)	12	1 AN	X	X	X	X
b. Filler	If not applicable, set I = W	13	1 AN	X	X	X	X
4. Activation Authority	When activated to support a named contingency or a national emergency, based on an Executive order (EO) number or SecDef memorandum identification (SecDef memo ID) number. Provide appropriate activation authority. – EO Number. The formal number assigned to a named contingency or a national emergency declared by the President and supported by Federal funds. – SecDef Memo ID Number. The formal correspondence identification number of the	14-23	10 AN	X	X	X	X

Table 9. RC Active Service Transaction File, DD-RA(D)2170, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	memorandum. Left justify entry. If not applicable, set I = WWWWWWWWW						
5. Project Code	The unique code to identify a contingency operation, major disaster, border patrol or type of active serve. a. Named Contingency Information Reporting Code 3JT = UNIFIED RESPONSE 9BU = SOUTHERN WATCH/DESERT THUNDER 9EC = UPHOLD DEMOCRACY 9EV = JOINT ENDEAVOR/GUARD 9FF = JOINT FORGE 9GF = OVERSEAS CONTINGENCY OPERATION 9FS = ALLIED FORCE 9FV = JOINT GUARDIAN b. Major Disaster Information Reporting Code 9GY = HURRICANE KATRINA 9HA = HURRICANE OPHELIA 9HB = HURRICANE RITA 9HC = PAKISTAN 3GC = DEEPWATER HORIZON c. Border Patrol Information Reporting Code 3JO = Border Patrol (Jump Start) d. Active Service Reporting Code - The code assigned to active service that is not in support of a named contingency, national emergency, major disaster, or border patrol mission. A20 = AD – active duty training (ADT) - IADT A21 = AD - ADT - AT A22 = AD - ADT – other training duty (OTD) A25 = AD – active duty other than for training (ADOT) - ADOS A26 = AD - ADOT - AGR A27 = AD - ADOT - Involuntary A28 = AD - Other A99 = AD - Unknown (derived period) B21 = FTNGD - AT B22 = FTNGD - OTD B25 = FTNGD - OS B26 = FTNGD - AGR B27 = FTNGD - Involuntary B99 = FTNGD - Unknown (derived period)	24-26	3 AN	X	X	X	X
6. Filler	If not applicable, set I = WWWWWWWW	27-34	8 AN	X	X	X	X
7. Active Service Begin Date	The calendar date the member begins active service under the conditions described in section 1 of Enclosure 8. Enter: CCYYMMDD	35-42	8 N	X	X	X	X
8. Active Service Projected End Date	The calendar date the member is projected to complete active service under the conditions described in section 1 of Enclosure 8. Enter: CCYYMMDD If not applicable, set I = 66666666	43-50	8 N	X	X	X	X
9. Active Service Actual	The calendar date the member completes active	51-58	8 N	X	X	X	X

Table 9. RC Active Service Transaction File, DD-RA(D)2170, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
End Date	service under the conditions described in section 1 of Enclosure 8. Enter: CCYYMMDD If not applicable, set I = 66666666						
10. Funding Appropriation	The source of appropriation used to fund orders. M = MPA R = RPA If not applicable, set I=W If unknown, set I=Z	59	1 A	X	X	X	X
11. RCC and TRC Code	Report member's RCC and TRC code for current duty status.	60-61	2 AN	X	X	X	X
a. RCC Designators	The code that represents an accounting and programming category used by the Department of Defense to classify RC members based on their obligations to meet mission requirements. See Enclosure 1 of Volume 2 of this Manual for a list of RCC designator codes and definitions.	60	1 A				
b. TRC Designators	The code that represents an accounting and programming category used by the Department of Defense to classify RC members based on their obligations to meet mission requirements. See Enclosure 2 of Volume 2 of this Manual for a list of TRC designator codes and definitions.	61	1 AN				
12. SPD	A code that indicates the conditions under which a member was released, separated, or discharged from a period of active service.	62-65	4 A	X	X	X	X
a. SPD Code	For use in describing the release from active service for both officers and enlisted Service members. Include on the "LA" or "BA" transaction type. If not applicable, set I = WWW	62-64	3 A	X	X	X	X
b. Filler	If not applicable, set I = W (entire field)	65	1 AN	X	X	X	X
13. Character of Service	The characterization at separation based upon the quality of the member's service pursuant to References (w) and (x). Include on the "LA" or "BA" transaction type. A = Honorable B = General – under honorable conditions D = Bad conduct E = Under other than honorable conditions F = Dishonorable – dismissal Y = Uncharacterized If not applicable, set I=W If unknown, set I=Z	66	1 A	X	X	X	X
14. Reenlistment Eligibility Code	Report the Service specific code representing the eligibility of an enlisted Service member to enlist for an additional period of active or reserve service. Each RC will provide the current domain values, and changes to domain value, to the DMDC RCCPDS File manager. If not applicable, set I = WW If unknown, set I = ZZ	67-68	2 AN				
15. Filler	If not applicable, set I = W (entire field)	69-84	16 AN	X	X	X	X

Table 9. RC Active Service Transaction File, DD-RA(D)2170, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
16. Transaction Type Code	The code that represents the type of transaction being processed. GA = AS Begin Transaction LA = AS End Transaction BA = AS Historical Event. Submit when member has completed AD or FTNGD under the conditions described in section 1 of Enclosure 8 and the member's information has not been previously submitted. NB = AS Change to Statute Code GX = AS Begin Cancellation LX = AS End Cancellation	85-86	2 A	X	X	X	X
17. Filler	If not applicable, set I = W (entire field)	87 - 100	14 AN	X	X	X	X

ENCLOSURE 9

RC BENEFITS TRANSACTION FILE, DD-RA(D)2302

1. APPLICABILITY. The RCs shall implement the reporting requirements for RC benefits to ensure accurate identification for Service members benefits for early eligibility for TRICARE, REAP, and eligibility for TRICARE of newly commissioned Reserve officers for TRICARE.

a. Section 1, Early Identification (E-ID) of Service Members Called Up in Support of a Named Contingency for Establishing Early TRICARE Eligibility

(1) The Department of Defense requires this information to provide a source for establishing a registry of RC Service members issued a delayed-effective-date active-duty order, or covered by such an order, that is for a period of active duty of more than 30 days in support of a contingency operation as defined in section 101(a)(13)(B) of Reference (c). This information shall be the basis for establishing early TRICARE eligibility for Service members and their family members.

(2) The delayed-effective-date active duty-order is an official document prescribing the order to active duty of a RC member or members on a specified date after the date of the order for a period of more than 30 days in support of a contingency operation as defined in section 101(a)(13)(B) of Reference (c). Such an order may be either an individual mobilization order or a unit mobilization order provided it specifies an order authority, a start date and the duration of the activation. To qualify, the unit mobilization order shall apply to all unit members or have an annex, approved by a senior authorized individual for the unit or higher headquarters, identifying all individuals to whom individual mobilization orders shall be issued (section 1074(d) of Reference (c)).

(3) E-ID eligibility for TRICARE is the later of:

(a) Ninety days prior to the start of activation or the date of the delayed-effective-date active-duty order, for a delayed-effective-date active-duty order on or after November 24, 2003, and before October 28, 2009.

(b) One hundred eighty days prior to the start of activation or the date of the delayed-effective-date active-duty order, for a delayed-effective-date active-duty order on or after October 28, 2009.

(4) If a Service member (sponsor) dies during the period of E-ID eligibility, the surviving spouse shall be entitled to 3 years of active duty TRICARE cost-share and the children remain eligible and get active duty cost-share until they lose TRICARE eligibility.

b. Section 2, Chapter 1607 of Reference (c) REAP Benefits for National Guard and Reserve Members

(1) The Department of Defense requires this information to establish a registry of RC Service members entitled to receive educational assistance in recognition of the sacrifices that those Service members make in support of a named contingency or national emergency as described in paragraph 1.a. in Enclosure 8.

(2) REAP eligibility data will be reported to the Department of Veterans Affairs by the DMDC MGIB satellite database.

c. Section 3, Eligibility for Newly Commissioned Reserve Officers for TRICARE

(1) The Department of Defense requires this information to establish eligibility for newly commissioned RC officers awaiting initial active duty (RC-IAD) for medical and dental care under the TRICARE benefit program specified in section 1074(a)(2)(B) of Reference (c). Newly commissioned RC officers are eligible for TRICARE if they satisfy the following conditions:

(a) The RC officer has an approved request for initial active duty orders for a period of more than 30 days.

(b) The RC officer order to initial active duty is approved and will be or has been issued but has not yet started the active duty.

(c) The RC officer does not have health care insurance and is not covered by any other health benefits plan.

(2) For the purposes of implementing the provisions of the TRICARE benefit program for newly commissioned RC-IAD, the initial period of active duty is the first set of orders to active duty for a period of more than 30 days. The newly commissioned RC officer is limited to one benefit period of active duty for more than 30 days; the initial period ends when the member is separated or released from the active duty relating to that set of orders.

2. REPORTING REQUIREMENTS

a. The transaction records shall include all required personnel information, a benefit type code, and the associated transaction data in the appropriate section described in the transaction file provided in Table 10 in the appendix to this enclosure.

b. All data submitted for the "RC BENEFITS" enclosure must be edited by the RCs for validity and consistency before submission. At the DMDC, all transaction inputs are edited before file updates are made to ensure the accuracy of files and resulting reports. Use the following edit procedures to screen all input:

(1) Section 1, E-ID of Service Members Called Up in Support of a Named Contingency for Establishing Early TRICARE Eligibility

(a) Reporting shall be accomplished with a daily submission authorized as of the date of submission using the transaction file described in section 1 of Table 10 in the appendix to this enclosure. Transactions shall be processed in the order they are submitted.

(b) The data quality goal is 100-percent accuracy and 100-percent compliance on all members activated by a delayed-effective-date active-duty order or ordered by such an order in support of or supporting a named contingency.

(2) Section 2, Chapter 1607 of Reference (c) REAP Benefits for National Guard and Reserve Members

(a) Reporting shall be accomplished with a daily submission authorized as of the date of submission using the transaction file described in section 2 of Table 10 in the appendix to this enclosure. Transactions shall be processed in the order they are submitted.

(b) The data quality goal is 100-percent accuracy and 100-percent compliance on all members called or ordered to active service in response to a named contingency.

(3) Section 3, Eligibility for Newly Commissioned Reserve Officers for TRICARE

(a) Reporting shall be accomplished by an as-needed submission of a daily submission authorized as of the date of the submission, on an as needed basis, using the transaction file described in section 3 of Table 10 in the appendix to this enclosure. Transactions will be processed in the order they are submitted.

(b) Submission of an RC-IAD begin transaction establishes and confirms eligibility for the Service member only for medical and dental care under RC-IAD.

(c) The data quality goal is 100-percent accuracy and 100-percent compliance on all members. All data elements shall pass standard data edits.

3. EDIT CONCEPT

a. Section 1, E-ID of Service Members Called Up in Support of a Named Contingency or National Emergency for Establishing Early TRICARE Eligibility. Submit member data using the following E-ID transaction types:

(1) E-ID Begin Transaction ("EA"). E-ID begin transaction.

(2) Change Transaction ("EC"). If orders are amended to delay the active service start date, submit a change transaction if the new projected active duty date is within 60 days of being effective. If the projected active duty start date is beyond 60 days of being effective, submit an E-ID End Transaction, "EE," for the current eligibility status and submit, when appropriate, an "EA" for the next new period of entitlement.

(3) E-ID End Transaction ("EE"). Submit an end transaction when an active service start date has changed beyond the original 180-day window, when a member has been removed from the activation list, or when the activation has been canceled.

(4) E-ID Cancel Transaction ("EX"). Submit to cancel an event when data has been erroneously submitted. An "EX" transaction should be submitted prior to the activation start date of the "EA". The "EX" transaction will nullify an "EA", E-ID begin transaction, and will require recoupment action for any TRICARE medical expenses incurred by the member, or family member, subsequent to the "EA" or "EC" transaction.

b. Section 2, Chapter 1607 of Reference (c) REAP Benefits for National Guard and Reserve Members. Establish initial REAP eligibility when member has completed the 90th consecutive day of qualifying active service in support of a named contingency or national emergency according to section 16163 of Reference (c).

c. Section 3, Eligibility for Newly Commissioned Reserve Officers for TRICARE

(1) Transaction Codes.

(a) RC-IAD Begin Transaction ("RA"). Submit when a member's eligibility for RC-IAD has been established and verified. This date, as certified by the Service approving authority, is the beginning of TRICARE eligibility for the Service member only, not to include any family members. This transaction shall contain the date when a member has met ALL eligibility criteria for RC-IAD (hereafter referred to as "begin date"). A begin transaction must be closed by an end transaction ("SA") or a cancellation transaction ("RX") before the system will accept another begin transaction ("RA").

(b) RC-IAD End Transaction ("SA"). Submit the calendar date when a member no longer meets the entitlement criteria for RC-IAD eligibility. For members not executing the approved initial active duty order, this date is the end of eligibility for RC-IAD. An end transaction ("SA") will only be accepted if the member has a begin transaction ("RA") with the same begin date in the system.

(c) RC-IAD Change Transaction ("RC"). If orders are amended (not cancelled) to change the member's active duty start date, submit a change transaction ("RC").

(d) Cancellations. Submit a cancellation to a transaction record whenever a previously reported transaction begin or end record was submitted in error or submitted incorrectly. If the record was submitted incorrectly, the correct information shall be submitted as a new begin or end transaction record after the cancellation transaction has been submitted.

1. RC-IAD Begin Cancellation ("RX"). Use to cancel a begin transaction ("RA") with the same begin date or to cancel a set of begin and end transactions ("RA" and "SA") with the same begin and end dates.

2. RC-IAD End Cancellation ("SX"). Use to cancel an end transaction ("SA") with the same begin and end dates.

(e) RC-IAD Historical Event Transaction ("QA"). Submit when an RC member's initial period of RC-IAD is established and the member's event information has not been previously submitted as an "RA" or "SA" transaction.

(2) System Lock Out. Once the Reserve officer has commenced his or her initial period of active duty, these data fields will be locked and can no longer be used to establish additional eligibility.

Appendix
Coding Instruction – RC Benefits Transaction File, DD-RA(D)2302

APPENDIX TO ENCLOSURE 9

CODING INSTRUCTION – RC BENEFITS TRANSACTION FILE, DD-RA(D)2302

Table 10. RC Benefits Transaction File, DD-RA(D)2302

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
PERSONNEL IDENTIFICATION							
1. Person Social Security Number	Enter nine numeric digits omitting hyphens for the Service member's SSN.	1-9	9 N	X	X	X	X
2. RC	Enter a two-character code from the following list that identifies the RC affiliation.	10-11	2 A	X	X	X	X
a. Uniformed Service Branch Classification Code	A = USA N = USN M = USMC F = USAF C = USCG	10	1 A				
b. Uniformed Service Organization Component Code	G = National Guard of the United States V = Reserve	11	1 A				
3. Benefit Code Type	RC benefit type: A = E-ID B = REAP C = Other TRICARE Eligibility	12	1 A	X	X	X	X
SECTION 1, BENEFIT CODE TYPE = A							
4. E-ID Eligibility Data	Early identification for TRICARE for supporting named contingency operations.	13-100	88 AN	X	X	X	X
a. E-ID Notification Date	The calendar date the delayed-effective-date active-duty order is issued. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	13-20	8 N				
b. E-ID Projected Active Service Start Date	The calendar date the member is projected to begin the first day of active duty. This start date will begin the initial phase of call-up orders during which medical screening will normally occur. Enter: CCYYMMDD If not applicable, set I = 66666666	21-28	8 N				
c. E-ID Stop Date	The calendar date the member is removed from current E-ID call-up status. E-ID TRICARE eligibility ends. Service member will not go on active duty as projected. Enter: CCYYMMDD If not applicable, set I = 66666666	29-36	8 N				
d. E-ID Named Contingency Code	Named Contingency Information Reporting Code - The unique code assigned to the named contingency or national emergency. 3JT = UNIFIED RESPONSE (Haiti) 9BU = SOUTHERN WATCH/DESERT THUNDER 9EC = UPHOLD DEMOCRACY 9EV = JOINT ENDEAVOR/GUARD 9FF = JOINT FORGE 9FS = ALLIED FORGE	37-39	3 AN				

Table 10. RC Benefits Transaction File, DD-RA(M)2302, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	9FV = JOINT GUARDIAN 9GF = OVERSEAS CONTINGENCY OPERATIONS						
e. Transaction Type Code	The code that represents the type of transaction being processed. EA = E-ID Begin Transaction EC = E-ID Change Transaction. If orders are amended to delay the active service start date, submit a change transaction if the new projected active service date is within 60 days of being effective. If projected active service start date is beyond 60 days of being effective, submit an "EE" (end transaction) for the current eligibility status and submit, when appropriate, an "EA" (begin transaction) for the next new period of entitlement. EE = E-ID End Transaction EX = E-ID Cancel Transaction. Data erroneously submitted, cancel event.	40-41	2 A				
f. Filler	If not applicable, set I = W (entire field)	42-100	59 AN				
SECTION 2, BENEFIT CODE TYPE = B							
5. Chapter 1607 REAP Data	This information establishes eligibility for educational benefits from chapter 1607 of Reference (c).	13-100	88 AN	X	X	X	X
a. Active Service Begin Date	The calendar date the member begins active service in support of the named contingency or national emergency under the conditions described in section 1 of Enclosure 8. Enter: CCYYMMDD	13-20	8 N				
b. Active Service Projected End Date	The calendar date the member is projected to complete orders in support of the named contingency or national emergency under the conditions described in section 1 of Enclosure 8. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set l = 99999999	21-28	8 N				
c. Active Service Actual End Date	The calendar date the member completes orders in support of the named contingency or national emergency under the conditions described in section 1 of Enclosure 8. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set l = 99999999	29-36	8 N				
d. Chapter 1607 REAP Eligibility Status Code	The unique code that represents a Service member's standing regarding the REAP eligibility defined by chapter 1607 of Reference (c). See Enclosure 18 of Volume 2 of this Manual for a list of chapter 1607 REAP eligibility status codes and definitions.	37-38	2 AN				
e. Chapter 1607 REAP Eligibility Status Code Effective Date	The effective date for the REAP eligibility codes. This date supports the eligibility status defined in record field 6.a.	39-46	8 N				

Table 10. RC Benefits Transaction File, DD-RA(M)2302, Continued

RECORD FIELD AND DATA ITEM	CODING AND REMARKS	RECORD POSITION	LENGTH CLASS	SEL RES	IRR/ ING	STBY RES	RET RES
	Enter: CCYYMMDD If not applicable, set I = 66666666						
f. Filler	If not applicable, set I = W	47 -100	54 AN				
SECTION 3: BENEFIT CODE TYPE = C							
6. RC-IAD Eligibility Data	This information establishes members-only eligibility for medical and dental care under TRICARE for newly commissioned Reserve officers meeting the eligibility criteria specified in section 1074(a)(2)(B) of Reference (c).	13-100	88 AN	X	X		
a. RC-IAD Begin Date	The calendar date the member meets the eligibility criteria for RC-IAD as outlined in paragraph 1.c. of Enclosure 9. This date is the beginning of the member's TRICARE eligibility. Enter: CCYYMMDD	13-20	8 N				
b. RC-IAD End Date	The calendar date the member no longer meets the entitlement criteria for RC-IAD as outlined in paragraph 1.c. of Enclosure 9. Enter: CCYYMMDD	21-28	8 N				
c. RC-IAD Active Duty Begin Date	The calendar date the member begins the first day of IAD for a period of more than 30 days for the purposes of completing individual skills training. Enter: CCYYMMDD	29-36	8 N				
d. Transaction Type Code Newly Commissioned	Submit when member has met all eligibility criteria as outlined in paragraph 1.c. of Enclosure 9 and the member's event information has not been previously submitted. RA = RC-IAD Begin Transaction SA = RC-IAD End Transaction RC = RC-IAD Change Transaction RX = RC-IAD Begin Cancellation SX = RC-IAD End Cancellation QA = RC-IAD Historical Event	37-38	2 AN				
e. Filler	If not applicable, set I = W (entire field)	39-100	62 AN				

ENCLOSURE 10

RC WORKFORCE TRANSACTION FILE, DD-RA(D)2420

1. APPLICABILITY. Report RC workforce transaction data to manage the personnel information required for the language skills, regional proficiency skills, and military awards for all members of the Ready, Standby, and Retired Reserve of the RCs. Reporting for information assurance (IA) information is required for members of the SELRES of the Ready Reserve.

a. Language. DoDI 5160.70 (Reference (aa)) requires language data on all Service members of the RCs to document the proficiencies and capabilities for managing and reporting of foreign language skills.

b. IA. DoDD 8570.01 and DoD 8570.01-M (References (ab) and (ac)) require tracking the IA requirements of positions as well as the IA certification information of Service members. The certification and certification data award begin and end dates shall be tracked separately by the DMDC.

c. Regional Proficiency. Reference (aa) requires regional proficiency data on all RC Service members to document the proficiencies and capabilities for regional proficiency skills.

d. Military Awards. Medal and award information will be used to establish eligibility for benefits and entitlements administered by the Department of Veterans Affairs.

2. REPORTING REQUIREMENTS

a. The transaction records shall include all required personnel information, a Personnel Workforce Transaction Action Type Code and a Personnel Workforce Transaction Type Code, and the associated transaction data elements in the appropriate section described in the transaction file provided in Table 11 in the appendix to this enclosure.

b. The data quality goal is 100 percent. Reporting shall be accomplished with a weekly submission authorized as of the date of submission using the transaction file described in Table 11 in the appendix to this enclosure. Transactions shall be processed in the order they are submitted.

c. Initial load of military awards requires a one-time load of all military award information required by section 5 of Table 11 in the appendix to this enclosure, with most recently awarded devices, for all RC Service members. After initial load, report military awards as earned by the Service member while in an RC.

3. EDIT CONCEPT

a. At the DMDC, all transaction inputs are edited to ensure accuracy of the transaction's data and resulting reports. Use the transaction type codes listed in paragraphs 3*c* and 3*d* for reporting transactions for all RC personnel workforce transactions.

b. Submit, as the unique identifier for a transaction record for the RC Workforce Transaction File, either:

(1) The DoD electronic data interchange person identifier (EDI-PI) in record field 1 in Table 11 in the appendix to this enclosure; or

(2) The set of information comprising the SSN, the person surname text, and the person birth date, record fields 2, 4, and 5 in Table 11 in the appendix to this enclosure.

~~b~~c. Submit Personnel Workforce Transaction Action Type codes to create, update, ~~or~~ cancel, or end a personnel workforce transaction event.

(1) Add Transaction ("A"). Submit when adding a new workforce transaction type.

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

(3) Cancel Transaction ("C"). Submit when canceling a previously submitted Add ("A"), Update ("B"), or End ("D") transaction type that was submitted in error or submitted incorrectly.

(4) End Transaction ("D"). Submit when a member is discontinued in a specialized workforce, such as the IA Workforce.

d. Submit Personnel Workforce Transaction Type codes to identify the type of change to personnel workforce data.

(1) Language Data ("1"). Submit this transaction type for changes to existing workforce language information in record field ~~6~~9 in section 1 of Table 11 in the appendix to this enclosure. The unique identifier of paragraphs 3b(1) or 3b(2) of this enclosure, Personnel Workforce Transaction Effective Calendar Date, Language Code, and language proficiency source code must match the information in the existing Language Data Workforce record to submit a Workforce Transaction Action Type Code.

(2) Defense Language Aptitude Battery (DLAB) Score ("2"). Submit this transaction type for changes to existing workforce DLAB Score information in record field 10 in section 2 of Table 11 in the appendix to this enclosure. The unique identifier of paragraphs 3b(1) or 3b(2) of this enclosure and Personnel Workforce Transaction Effective Calendar Date must match the information in the existing DLAB Score Workforce record to submit a Personnel Workforce Transaction Action Type Code.

(3) IA Data ("3"). Submit this transaction type for changes to IA information in record field 11 in section 3 of Table 11 in the appendix to this enclosure. The unique identifier of paragraphs 3b(1) or 3b(2) of this enclosure, and Personnel Workforce Transaction Effective Calendar Date must match the information in the existing IA Data Workforce record to submit a Personnel Workforce Transaction Action Type Code.

(4) Regional Proficiency Data ("4"). Submit this transaction type for all changes to regional proficiency information in record field 12 in section 4 of Table 11 in the appendix to this enclosure. The unique identifier of paragraphs 3b(1) or 3b(2) of this enclosure, Personnel Workforce Transaction Effective Calendar Date and Regional Proficiency County Code must match the information in the existing Regional Proficiency Data Workforce record to submit a Personnel Workforce Transaction Action Type Code.

(5) Military Awards Data ("5"). Submit this transaction type for all changes to military awards information in record field 13 in section 5 of Table 11 in the appendix to this enclosure. The unique identifier of paragraphs 3b(1) or 3b(2) of this enclosure, personnel workforce transaction effective calendar date, military award, and military award device must match the information in the existing military awards workforce record to submit a personnel workforce transaction action type code.

e. Report the personnel workforce transaction effective date in record field 6 in the appendix to this enclosure with the following definition depending on the personnel workforce transaction type code submitted:

(1) Language. For section 1 of the appendix of this enclosure submit the calendar date of the most current competence in the language in which a member possesses the proficiency that was tested, generally by administration of a defense language proficiency test, or otherwise formally assessed. For language proficiency that is self-reported, use the date when the Service member reports the language information.

(2) DLAB. For section 2 of the appendix of this enclosure submit the calendar date of the effective date of the DLAB score.

(3) IA. For section 3 of the appendix of this enclosure submit the calendar date of the effective date of the IA transaction event.

(4) RP. For section 4 of the appendix of this enclosure submit the calendar date of the award for the reported regional proficiency.

(5) Military Awards. For section 5 of the appendix of this enclosure submit the calendar date of the start of the period of service, or the date of the act or achievement, that the Service member, or unit, receives the military award.

f. When submitting the personnel workforce transaction action type, cancel transaction ("C") or end transaction ("D") of paragraph c(3) and c(4) of this section, ensure the required

transaction information identified for the personnel workforce transaction type of paragraph d of this section is submitted to uniquely identify the transaction to cancel or end. Submit not applicable (“W”) or not applicable (“6”) for the remaining transaction data elements.

Appendix

Coding Instruction – RC Workforce Transaction File DD-RA(D)2420

APPENDIX TO ENCLOSURE 10

CODING INSTRUCTION - RC WORKFORCE TRANSACTION FILE DD-RA(D)2420

Table 11. RC Workforce Transaction File, DD-RA(D)2420

Record Field And Data Item	Coding And Remarks	Record Position	Length Class	SEL RES	IRR/ ING	STBY RES	RET RES
Personnel Identification							
1. DoD Electronic Data Interchange Person Identifier	Enter the ten numeric digits that is used to uniquely identify a person within a DoD, EDI-PI. If not applicable, set I=6666666666	1-10	10 N	X	X	X	X
2. Person SSN	Enter nine numeric digits omitting hyphens for the Service member's SSN. If not applicable, set I=6666666666	11-19	9 N	X	X	X	X
3. RC	The two-character code that identifies the RC affiliation.	20-21	2 A	X	X	X	X
a. Uniformed Service Branch Classification Code	A = USA N = USN M = USMC F = USAF C = USCG	20	1 A	X	X	X	X
b. Uniformed Service Organization Component Code	G = National Guard of the United States V = Reserve	21	1 A	X	X	X	X
c. Filler	Not applicable, set I = W (entire field)	22-26	5 AN	X	X	X	X
4. Person Surname Text	The text of a designation applied to a person generally referred to as the last or family name. If not applicable, set I = W (entire field)	27-52	26 A	X	X	X	X
5. Person Birth Date	The date on which the individual was born Enter: CCYYMMDD If not applicable, set I = 66666666	53-60	8 N	X	X	X	X
Workforce Administration Data							
6. Personnel Workforce Transaction Effective Calendar Date	The effective date when the workforce transaction came into effect. Enter: CCYYMMDD	61-68	8 N	X	X	X	X
7. Personnel Workforce Transaction Type Code	The code that represents a type of personnel workforce transaction. 1 = Language data 2 = DLAB score 3 = IA data 4 = Regional proficiency data 5 = Military award data	69	1 AN	X	X	X	X

Table 11. RC Workforce Transaction File, DD-RA(D)2420, Continued

Record Field And Data Item	Coding And Remarks	Record Position	Length Class	SEL RES	IRR/ ING	STBY RES	RET RES
8. Personnel Workforce Transaction Action Type Code	The code that represents a type of action represented by the transaction. A = Add a new transaction B = Change an existing transaction C = Cancel an existing transaction D = End an existing transaction	70	1 A	X	X	X	X
Section 1: Language Data: for Workforce Transaction Code = "1"							
9. Language	Applicable only if Personnel Workforce Transaction Type Code (record field 7) = 1.	71-130	60 AN	X	X	X	X
a. Language Code	The code that represents a means of communication based on a formalized system of sounds and symbols. Report the language, other than English, in which a member possesses the highest proficiency. See Enclosure 19 of Volume 2 of this Manual for a list of domain values and definitions.	71-73	3 AN	X	X	X	X
b. Language Speaking Proficiency Code	The code that represents the degree of speaking competence in the language in which a member possesses the highest proficiency. 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 If not applicable , set I = WW	74-75	2 AN	X	X	X	X
c. Language Listening Proficiency Code	The code that represents the degree of listening competence in the language in which a member possesses the highest proficiency. See record field 9b of this table for a list of domain values and definitions. If not applicable , set I = WW	76-77	2 AN	X	X	X	X
d. Language Reading Proficiency Code	The code that represents the degree of reading competence in the language in which a member possesses the highest proficiency. See record field 9b of this table for a list of domain values and definitions. If not applicable, set I = WW	78-79	2 AN	X	X	X	X
e. Language Skill Source Code	The code that represents the origin of the skill in the language in which a member possesses the highest proficiency.	80	1 A	X	X	X	X

Table 11. RC Workforce Transaction File, DD-RA(D)2420, Continued

Record Field And Data Item	Coding And Remarks	Record Position	Length Class	SEL RES	IRR/ ING	STB Y RES	RET RES
	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 If not applicable , set I = W						
f. Language Proficiency Source Code	The code that represents the source of the proficiency evaluation. A = Formally assessed B = Self-reported	81	1 A	X	X	X	X
g. Filler	If not applicable, set I = W (entire field)	82-130	49	X	X	X	X
Section 2: DLAB Data: for Workforce Transaction Code = "2"							
10. DLAB	Applicable only if Personnel Workforce Transaction Type Code (record field 7) = 2.	71-130	60 AN	X	X	X	X
a. DLAB Score Quantity	The score achieved on the DLAB. Valid values: 012-164. If not applicable , set I = 666	71-73	3 N	X	X	X	X
b. Filler	If not applicable, set I = W (entire field)	74-130	57 AN	X	X	X	X
Section 3: IA Data: for Workforce Transaction Code = "3"							
11. IA	Applicable only if Personnel Workforce Transaction Type Code (record field 7) = 3.	71-130	60 AN	X			
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 = IA Technical 2 = IA Manager 3 = Designated Accrediting Authority 4 = Computer Network Defense Service Provider 5 = IA System Architect and Engineer If not applicable, set I=W	71	1 AN	X			
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 = Computer Network Defense Analyst B = Computer Network Defense Infrastructure Support C = Computer Network Defense Information	72	1 AN	X			

Table 11. RC Workforce Transaction File, DD-RA(D)2420, Continued

Record Field And Data Item	Coding And Remarks	Record Position	Length Class	SEL RES	IRR/ ING	STB Y RES	RET RES
	Responder D = Computer Network Defense Auditor E = Computer Network Defense Service Provider Manager If not applicable, set I=W						
c. IA Duty Code	The code that identifies whether the IA duties are their primary duty, additional duty, or embedded duty. A = Primary (25-40 hours a week) B = Additional (15-24 hours a week) C = Embedded (1-14 hours a week) If not applicable, set I=W	73	1 A	X			
d. IA Waiver Effective Calendar Date	The calendar date the IA certification waiver was established. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	74-81	8 N	X			
e. IA Waiver Expiration Calendar Date	The date the IA certification waiver expired or will expire. Enter: CCYYMMDD If not applicable, set I = 66666666 If unknown, set I = 99999999	82-89	8 N	X			
f. IA Computing Environment Certification Indicator	The indicator whether an IA professional is certified in his or her computing environment. The certification must be current and not expired. Y = Yes N = No If not applicable, set I=W	90	1 A	X			
g. IA On-the-job Evaluation	The indicator whether the IA professional has an on-the-job evaluation. The evaluation must be current and unexpired. Y = Yes N = No If not applicable, set I=W	91	1 A	X			
h. IA Signed Privileged Access Agreement	The indicator whether the IA professional has signed a Privileged Access Agreement. The Agreement must be current and unexpired. Y = Yes N = No If not applicable, set I=W	92	1 A	X			
i. Filler	If not applicable, set I = W (entire field)	93-130	38 AN	X			

Table 11. RC Workforce Transaction File, DD-RA(D)2420, Continued

Record Field And Data Item	Coding And Remarks	Record Position	Length Class	SEL RES	IRR/ ING	STBY RES	RET RES
Section 4: Regional Proficiency: for Workforce Transaction Code = "4"							
12. Regional Proficiency	Reporting related to regional proficiency. Applicable only if Personnel Workforce Transaction Type Code (record field 7) = 4.	71-130	60 AN	X	X	X	X
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 not applicable , set I = W	71	1 AN	X	X	X	X
b. Regional Proficiency Country Code	Country code of regional proficiency skill level. See Enclosure 8 of Volume 2 of this manual for a listing of foreign country identifier codes.	72-73	2 AN	X	X	X	X
c. Filler	If not applicable, set I = W (entire field)	74-130	57 AN	X	X	X	X
Section 5: Military Awards: for Workforce Transaction Code = "5"							
13. Military Awards	Reporting related to military awards. Applicable only if Personnel Workforce Transaction Type Code (record field 7) = "5"	71-130	60 AN	X	X	X	X
a. Military Award	Enter the code for the military award A001 = Medal of Honor, Department of the Army A002 = Army Distinguished Service Cross A003 = Army Distinguished Service Medal A004 = Soldiers Medal A005 = Army Commendation Medal A006 = Army Achievement Medal C001 = Medal of Honor, Coast Guard C002 = Coast Guard Distinguished Service Medal C003 = Coast Guard Commendation Medal C004 = Coast Guard Achievement Medal C005 = Coast Guard Medal D001 = Silver Star Medal D002 = Legion of Merit D003 = Distinguished Flying Cross D004 = Bronze Star Medal D005 = Purple Heart D006 = Meritorious Service Medal D007 = Air Medal D008 = Prisoner of War Medal	71-74	4 AN	X	X	X	X

Table 11. RC Workforce Transaction File, DD-RA(D)2420, Continued

Record Field And Data Item	Coding And Remarks	Record Position	Length Class	SEL RES	IRR/ ING	STBY RES	RET RES
	D009 = National Defense Service Medal D010 = Antarctica Service Medal D011 = Armed Forces Expeditionary Medal D012 = Vietnam Service Medal D013 = Southwest Asia Service Medal D014 = Kosovo Campaign Medal D015 = Afghanistan Campaign Medal D016 = Iraq Campaign Medal D017 = Global War on Terrorism Expeditionary Medal D018 = Global War on Terrorism Service Medal D019 = Korean Defense Service Medal D020 = Armed Forces Service Medal D021 = Humanitarian Service Medal D022 = Military Outstanding Volunteer Service Medal D023 = Armed Forces Reserve Medal D024 = Presidential Unit Citation F001 = Medal of Honor, Department of the Air Force F002 = Air Force Cross F003 = Air Force Distinguished Service Medal F004 = Airmen's Medal F005 = Air Force Aerial Achievement Medal F006 = Air Force Commendation Medal F007 = Air Force Achievement Medal F008 = Air Force Combat Action Medal N001 = Medal of Honor, Department of the Navy N002 = Department of Navy - Navy Cross N003 = Department of Navy Distinguished Service Medal N004 = Navy and Marine Corps Medal N005 = Navy and Marine Corps Commendation Medal N006 = Navy and Marine Corps Achievement Medal N007 = Navy Expeditionary Medal N008 = Marine Corps Expeditionary Medal O001 = Defense Distinguished Service Medal O002 = Defense Superior Service Medal O003 = Defense Meritorious Service Medal O004 = Joint Service Commendation Medal O005 = Joint Service Achievement Medal O006 = Joint Meritorious Unit Award S001 = Combat Action Badge (USA) S002 = Combat Action Ribbon (USCG) S003 = Combat Action Ribbon (USN and USMC) S004 = Combat Infantry Badge (Army) S005 = Combat Medical Badge (Army)						

Table 11. RC Workforce Transaction File, DD-RA(D)2420, Continued

Record Field And Data Item	Coding And Remarks	Record Position	Length Class	SEL RES	IRR/ ING	STBY RES	RET RES
b. Military Award Device	Enter the authorized device for the military award A = V Device B = Oak leaf cluster C = 3/16 inch Service Star D = Campaign Star (3/16 inch) E = 3/16 inch Battle Star F = Antarctica Service Medal Winter-Over Clasp G = Antarctica Service Medal Winter-Over Disk H = Arrowhead Device I = Hourglass Device J = Fleet Marine Force Combat Ops Insignia K = Arabic Numerals L = Mobilization M = 5/16 inch Star If not applicable , set I = W	75	1 A	X	X	X	X
c. Military Award Device Number	Enter the number of authorized military devices for the authorized military device in record field 13b of this appendix. 1 = One 2 = Two 3 = Three 4 = Four 5 = Five 6 = Six 7 = Seven 8 = Eight or more If not applicable , set I = W If unknown , set I = Z	76	1 AN	X	X	X	X
d. Military Award Approval Calendar Date	The calendar date of the approval of the military award. Enter: CCYYMMDD If unknown set I = 99999999	77-84	8 N	X	X	X	X
e. Filler	If not applicable, set I = W (entire field)	85-130	46 AN	X	X	X	X

ENCLOSURE 11

LOD BENEFIT TRANSACTION FILE, DD-RA(AR)2421

1 APPLICABILITY

a. The Military Services shall implement the LOD benefit information reporting requirements contained in Appendixes 1 and 2 to this enclosure for each officer, warrant officer, and enlisted member of the RCs to identify episodes of medical and dental care for RC Service members who incur or aggravate an injury, illness, disease, or death while in the LOD in accordance with the policy and procedures of DoDI 1241.2 (Reference (ad)).

b. Specifically, an RC Service member who incurs or aggravates an injury, illness, disease, or death while in a duty status described in Reference (j) is authorized medical and dental treatment in accordance with sections 1074, 1074(c)(1), and 1074a of Reference (c). The LOD findings will also determine eligibility for continued medical or dental care. A member's entitlement to health care under an LOD shall be terminated on the date a terminating event occurs as described in Reference (ad).

2. REPORTING REQUIREMENTS

a. Report a transaction for each RC Service member when the RC determines with an interim or formal LOD determination as to whether an injury, illness, disease, or death was incurred or aggravated while performing duty, and that the injury, illness, disease, or death was not the result of gross negligence or misconduct of the member. Data shall be reported in accordance with paragraph 2.c.

b. Data quality goal is 100 percent. All data elements shall pass standard data edits. There shall be 100-percent compliance for all reported RC Service members with an LOD that authorizes medical or dental care.

c. Reporting shall be accomplished by the transaction file described in Appendix 1 or 2 of this enclosure using the Web service of Simple Object Access Protocol (SOAP) Extensible Markup Language using Hypertext Transfer Protocol Secure (HTTPS).

3. EDIT CONCEPT

a. All data submitted for the LOD must be edited by the RCs for validity and consistency before submission. At the DMDC, all inputs are edited before database updates to ensure the accuracy of the transaction's data and resulting reports. Use the following transaction type codes for reporting transactions for all LOD cases (for all transaction type code events, report all data in Table 12 in Appendix 1 of this enclosure):

(1) Create Transaction ("LC"). Submit when the member incurs or aggravates an injury, illness, or disease described in paragraph 2.a.of this enclosure. This transaction shall contain the actual date the member begins the LOD benefit period (hereafter referred to as "Benefit Eligibility Begin Date". An LOD benefit begin transaction must be closed by a termination ("LE") or cancellation ("LX") transaction.

(2) Update Transaction ("LU"). Submit an update ("LU") transaction to correct transaction data for a currently submitted "LC," "LE," or "LO" transaction with a same LOD unique identifier.

(3) Terminate Transaction ("LE"). Submit when a member completes the LOD under the conditions described in paragraph 2.a. (hereafter referred to as the "LOD end date"). An end transaction ("LE") shall only be accepted if the member has a begin transaction ("LC" or "LU") with the same LOD unique ID or the LOD determination results in the Service member's death.

(4) Open Terminated LOD Transaction ("LO"). Submit when an RC member has an LOD case reopened because of an appeal and medical and dental benefits are extended. An LOD begin transaction must be closed by a termination ("LE") or cancellation ("LX") transaction.

(5) End Cancellation ("LX"). Use to cancel an end transaction ("LC" or "LU"). Submit a cancellation to a transaction record whenever a previously reported LOD transaction was submitted in error or the member was never eligible for the LOD benefit and did not receive any medical or dental care.

b. Submit either the DoD EDI-PI or the set of information comprising the person identifier, the person name information, and the person DOB. Once the EDI-PI is established by the DMDC and used in an LOD benefit transaction by the Service, the reporting Service shall use EDI-PI for all subsequent transactions for the LOD benefit event.

c. The wounded, ill, or injured (WII) ID is a DMDC-created unique identifier of the wounded, ill, or injured reporting event and will be created and returned to the reporting Service in the LOD Acknowledgment File (see Table 13 in Appendix 2 to this enclosure) to identify the unique WII reporting event. The submitting Service shall use the WII ID in all subsequent transactions for the LOD benefit event.

d. The LOD benefit end date will be set at the best approximation for the end of health care authorized for the LOD determination, and updated as the Service member's health care advances. If the benefit eligibility end date is unknown, then code for 12 months from the LOD benefit start date.

e. Multiple occurrences of record fields 4.k. and 4.l. in Table 12 in Appendix 1 to this enclosure are permitted.

Appendixes

1. Coding Instruction – LOD Transaction File, DD-RA(AR)2421
2. Coding Instruction – LOD Acknowledgment File Coding Layout

APPENDIX 1 TO ENCLOSURE 11

CODING INSTRUCTION – LOD TRANSACTION FILE, DD-RA(AR)2421

Table 12. LOD Transaction File, DD-RA(AR)2421

DATA ITEM	ELEMENT NAME	ELEMENT NAME AND DESCRIPTION	LENGTH CLASS
1. Header Information (HTTPS)		Information about the data element comprising the header file.	
a. Application Identifier	appID	A DMDC-assigned unique identifier that is assigned to each reporting client.	4 AN
b. Transaction Type Code	transactionTypeCode	Enter the one-character code identifying the transaction's function: 1 = Inquiry 2 = Maintenance U = Update	1 AN
c. Application Version Identifier	appVersionID	The two-character value that indicates the version of the Web application processing this transaction. Enter: "01"	2 AN
d. Transaction Date	transactionDate	System-generated calendar date the LOD transaction was processed. Enter: CCYYMMDD	8 N
e. Transaction Time	transactionTime	System generated time of day the LOD transaction was processed. Enter: HHMMSS	6 N
f. Transaction Return Status Code	returnStatus	System-generated code that indicates whether the transaction was technically successful. Enter 'BLANK'	1 AN
g. Transaction Return Code	returnCode	System-generated code that indicates the transaction result to the user. Enter 'BLANK'	5 AN
h. Submission Identifier	submissionID	For DEERS Use Enter 'BLANK'	8 AN
i. Run Identifier	runID	System-generated ID code identifying this transaction. Enter '00000000' on first inquiry	8 AN
j. Security Identifier	securityID	Enter 8 "spaces" only.	8 AN
k. Site Identifier	siteID	Enter the six characters provided by the DMDC that identify the site submitting this transaction. Sent as Assigned by the DMDC	6 AN
l. User Identifier	userID	Reserved for use by the DMDC Enter "00000000"	8 AN
2. Message Control		Information about the data element comprising the Message Control.	
a. System Identifier	systemIdentifier	Return as sent	7 AN
b. Message Control Identifier	messageControlIdentifier	Return as sent	8 AN
3. LOD Administration Data		Enter the two-character code from the following list that identifies the RC affiliation.	
a. Benefit Reporting Uniformed Service Branch Classification Code	benefitRptService	A = USA N = USN M = USMC F = USAF C = USCG	
b. Benefit Reporting Uniformed Service Organization Component Code	benefitServiceCOMP	G = National Guard of the United States V = Reserve	1 A

Table 12. LOD Transaction File, DD-RA(AR)2421, Continued

DATA ITEM	ELEMENT NAME	ELEMENT NAME AND DESCRIPTION	LENGTH CLASS
c. LOD Benefit Unique Identifier	LODserviceIdfentifier	Service-unique identifiers of LOD benefit case.	15 AN
d. LOD Benefit Transaction Type Code	LODtransactionType	LOD Benefit Case Transaction Type: LC = Create LOD Benefit LU = Update LOD Benefit LE = Terminate LOD Benefit LO = Open Terminated LOD Benefit LX = Cancel LOD Benefit	2 AN
e. WII Unique Identifier	WIIidentifer	DMDC-unique identifier of the WII reporting event.	10 AN
4. PI		Information about the data element comprising the Message Control.	
a. Uniformed Service Branch Classification Code	service	Enter the two-character code from the following list that identifies the RC affiliation. A = USA N = USN M = USMC F = USAF C = USCG	1 A
b. Uniformed Service Organization Component Code	serviceCOMP	G = National Guard of the United States V = Reserve	1 A
c. DoD EDI-PI	dodEdiPersonId	The identifier that is used to represent the person within a DoD EDI-PI.	10 AN
d. Person SSN	personID	Enter nine numeric digits omitting hyphens for the Service member's SSN.	9 N
1. Person Surname Text	personLastName	The text of a designation applied to a person generally referred to as the last or family name.	26 A
2. Person Forename Text	personFirstName	The text of a designation applied to a person generally referred to as the first name.	20 A
3. Person Middle Name Text	personMiddleName	The text of a designation applied to a person commonly used between the first and last names.	20 A
4. Person Cadency Name Text	personCadencyName	The text of a designation applied to a person that designates family succession.	4 A
e. Person Birth Date	personBirthDate	The date on which an individual was born. Enter: CCYYMMDD	8 N
5. Incident Information		Information about the incident requiring an LOD.	
a. LOD Incident Date	incidentDate	Calendar date of the LOD incident. Must be set to valid date. Enter: CCYYMMDD	8 N
b. LOD Incident Time	incidentTime	Time of the LOD Incident. Must be set to valid time. Enter: HHMMSS	
c. LOD Duty Status	personDutyStatus	Service member's duty status at LOD incident date. 00 = Unterminated 01 = AD less than 31 days 02 = AD more than 30 days 03 = FTNGD less than 31 days 04 = FTNGD more than 30 days 05 = Funeral honors 06 = Inactive duty 07 = Inactive duty - Travel	2 AN

Table 12. LOD Transaction File, DD-RA(AR)2421, Continued

DATA ITEM	ELEMENT NAME	ELEMENT NAME AND DESCRIPTION	LENGTH CLASS
		09 = Inactive duty - Sponsored Events	
d. LOD Case Status	LODStatus	Current status of the LOD case. 01 = Formal (final) 02 = Informal (interim or presumptive) 03 = Appeal	2 AN
e. Benefit Eligibility Begin Date	benefitBELGDate	The calendar date indicating the date that the eligibility commences for receipt of medical or dental care for the LOD injury. Must be set to valid date. Enter: CCYYMMDD	8 N
f. Benefit Eligibility Begin Time	benefitBELGTime	The time the LOD benefit is determined to begin (no earlier than the LOD incident time). Must be set to valid time. Enter: HHMMSS	6 N
g. Benefit Eligibility End Date	benefitEELGDate	The calendar date indicating the expected date that eligibility for medical or dental care for the LOD injury will terminate. (If unreported, the DMDC will assign LOD Benefit Eligibility Begin Date + 12 months.) Enter: CCYYMMDD	8 N
h. Benefit Eligibility End Date Time	benefitEELGTime	The time the LOD benefit is determined to end on the LOD Benefit Eligibility End Date. The time is normally presumed to be as of midnight on the Eligibility End Date. Must be set to valid time. Enter: HHMMSS	6 N
i. Benefit Termination Date	benefitTermDate	The actual calendar date indicating the date that eligibility for medical or dental care for the LOD injury will terminate. Enter: CCYYMMDD	8 N
j. Benefit Termination Reason Code	benefitTermReason	The code identifying the reason why eligibility for the LOD is terminated. 01 = Return to duty 02 = No LOD – misconduct 03 = No LOD – no misconduct 04 = No LOD – existed prior to Service (EPTS) 05 = EPTS – service aggravated 06 = Separation or retirement 07 = Death related to LOD 08 = Death not related to LOD 09 = Noncompliance with care	2 AN
k. Incident International Classification of Diseases (ICD) Procedure Code	incidentICDprocedure	Actual ICD code (multiple codes accepted). See http://www.who.int/classifications/icd/en/.	3 AN
l. Incident Description	incidentDescrip	Narrative description of injury, illness, or disease associated with LOD. Plain language description of associated ICD (multiple codes accepted).	250 AN
m. Incident Type Code	incidentType	Assessment of injury type for current LOD: 01 = Wounded 02 = Illness 03 = Injury 04 = Disease 05 = Death	2 AN
n. Incident Severity Code	incidentSeverity	Overall assessment of severity of initial LOD case determination. 00 = Death	2 AN

Table 12. LOD Transaction File, DD-RA(AR)2421, Continued

DATA ITEM	ELEMENT NAME	ELEMENT NAME AND DESCRIPTION	LENGTH CLASS
		01 = Severe 02 = Very severe 03 = Serious 04 = Very serious 05 = Catastrophic 06 = Incapacitating (Not serious or Very serious)	
o. Disease Qualifier	diseaseQualifier	Assessment of injury type code for disease for current LOD. 01 = Traumatic brain injury 02 = Post-traumatic Stress Disorder	2 AN
p. Combat Action Code	combatAction	Assessment of LOD resulting from a combat situation. 01 = Combat 03 = Non-combat	2 AN
q. Hostile Action Code	hostileAction	Assessment of LOD resulting from hostile action. 01 = Hostile 02 = Non-hostile	2 AN
r. Disability Referral Type Code	disabilityReferral	Referral to Disability Evaluation System. 01 = Medical Evaluation Board 02 = Physical Evaluation Board 03 = Referral to Secretary of the Military Department	2 AN
s. Date to AD for Medical Care	activedutyMedicalDate	Calendar date that Service member is called to AD for medical care. Enter: CCYYMMDD	8 N
t. Incapacitation Pay Start Date	incapPayStartDate	The calendar date indicating the date that pay and allowances less earned income as authorized in sections 204(g) and 204 (h) of Reference (o) begins. Enter: CCYYMMDD	8 N
u. Incapacitation Pay End Date	incapPayEndDate	The calendar date indicating the date that pay and allowances less earned income as authorized in sections 204(g) and 204 (h) of Reference (o) ends. Enter: CCYYMMDD	8 N

Figure 1. Sample Header and Transaction File Layout for LOD

```
</Header>
</SOAP-ENV:Header>
<SOAP-ENV:Body>
    <AppHeader>
        <AppID>0000</ AppID >
        <TransactionTypeCode>1</ TransactionTypeCode >
        <AppVersionId>01</AppVersionId>
        <TransactionDate>CCYYMMDD</ TransactionDate >
        <TransactionTime>HHMMSS</ TransactionTime >
        <ReturnStatus>0</ ReturnStatus >
        <ReturnCode>00000</ ReturnCode >
        <SecurityId>00000000</SecurityId>
        <SiteId>123456</SiteId>
        <UserId>00000000</UserId>
    </AppHeader>
    <AppMessageControl>
        <SystemIdentifer>1234567</SystemIdentifier>
        <MessageContolIdentifier>12345678</MessageContolIdentifier>
    </AppMessageControl>
    <AppBody>
        <LodAdministration>
            <BenefitReportServiceCode>A</BenefitReportServiceCode>
                <BenefitReportServiceComponentCode>V</BenefitReportServiceComponentCode>
            <LodServiceId>000000000000000</LodServiceId>
                <LodTransactionCode>LC</LodTransactionCode >
                <WiiId>0000000000</WiiId>
        </LodAdministration>
            <PersonnelInformation>
                <ServiceCode>A</ServiceCode>
                <ServiceComponentCode>V</ServiceCompoentCode>
                <DodEdiPersonId>00000000000</DodEdiPersonId>
                <PersonId>000000000</PersonId>
                <PersonLastName>ABCDEFGHIJKLMNOPQRSTUVWXYZ</personLastName>
                <PersonFirstName>ABCDEFGHIJKLMINOPQRST</personFirstName>
                <PersonMiddleName>ABCDEFGHIJKLMNOPQRST</personMiddleName>
                <PersonCadencyName>ABCD</PersonCadencyName>
                <PersonBirthDate>CCYYMMDD</PersonBirthDate>
        </PersonnelInformation>
        <IncidentInformation>
                <IncidentDate>CCYYMMDD</IncidentDate>
                <IncidentTime>HHMMSS</IncidentTime>
                <PersonDutyStatusCode>01</PersonDutyStatusCode>
                <LodCaseStatusCode>02</LodCaseStatusCode>
                <BenefitEligibityBeginDate>CCYYMMDD</BenefitEligibilityBeginDate>
                <BenefitEligibilityBeginTime>HHMMSS</BenefitEligibilityBeginTime>
                <BenefitEligibityEndDate>CCYYMMDD</BenefitEligibilityEndDate>
                <BenefitEligibilityEndTime>HHMMSS</BenefitEligibilityEndTime>
                <BenefitTermDate>CCYYMMDD</BenefitTermDate>
                <BenefitTermReasonCode>00</BenefitTermReasonCode>
                <IncidentIcdProcedureCode>000</IncidentIcdProcedureCode>
                <IncidentDescription>Text</IncidentDescription>
```

Figure 1. Sample Header and Transaction File Layout for LOD, Continued

```
<IncidentTypeCode>03</ IncidentTypeCode >
                    <IncidentSeverityCode>06< IncidentSeverityCode >
                    <DiseaseQualifierCode>00</DiseaseQualifierCode>
                    <CombatActionCode>00</CombatActionCode>
                    <HostileActionCode>00</HostileActionCode>
                    <DisabilityReferralCode>00</DisabiltiyReferralCode>
                    <ActiveDutyMedicalDate>CCYYMMDD</ActiveDutyMedicalDate>
                    <IncapacityPayStartDate>CCYYMMDD</IncapacityPayStartDate>
                    <IncapacityPayEndDate>CCYYMMDD</IncapacityPayEndDate>
          </IncidentInformation>
     </AppBody>
</SOAP-ENV:Body>
</SOAP-ENV:Envelope>
```

APPENDIX 2 TO ENCLOSURE 11

CODING INSTRUCTION – LOD ACKNOWLEDGMENT FILE CODING LAYOUT

Table 13. LOD Acknowledgement File Coding Layout

DATA ITEM	TAG NAME	CODING AND REMARKS	LENGTH CLASS
1. Header Information (HTTPS)			
a. Application Identifier	appId	A DMDC-assigned unique identifier that is assigned to each reporting client.	4 AN
b. Transaction Type Code	transactionTypeCode	A = Acknowledgement or accepted E = Error, rejected W = Warning, accepted	1 AN
c. Application Version Identifier	appVersionID	Enter: "01"	2 AN
d. Transaction Date	transactionDate	Enter: CCYYMMDD	8 N
e. Transaction Time	transactionTime	Enter: HHMMSS	6 N
f. Transaction Return Status Code	returnStatus	Enter: 1 'BLANK'	1 AN
g. Transaction Return Code	returnCode	Enter: 1 'BLANK'	5 AN
h. Submission Identifier	submissionID	Enter: 'BLANK'	8 AN
i. Run Identifier	runID	Enter: "00000000" on first inquiry	8 AN
j. Security Identifier	securityID	Enter: 8 'BLANKS'	8 AN
k. Site Identifier	siteID	Sent as Assigned by the DMDC	6 AN
l. User Identifier	userID	Enter: "00000000"	8 AN
2. Message Control			
a. System Identifier	systemIdentifier	Return as sent	7 AN
b. Message Control Identifier	messageControlIdentifier	Return as sent	8 AN
3. Event Identification			
a. LOD Service Benefit Identifier	LODserviceIdfentifier	Service-unique identifier of LOD case.	15 AN
b. WII Identifier	WIIidentifier	A DMDC-assigned identifier that maintains the relationship of the WII event to all parties. The receiving activity needs to store this ID and use it for future communications about this event with the DMDC. All updates to this event will require this ID. If a transaction is received without a WII ID, it will generate a new event entry.	10 AN
c. DoD EDI-PI	dodEDIPersonId	The identifier that is used to represent the person within a DOD EDI-PI.	10 AN
d. Person SSN	personID	Enter nine numeric digits omitting hyphens for the Service member's SSN.	9 N

Figure 2. Sample Acknowledgement File Layout

```
<ResponseStatus>
      <ResponseCode>00000</ResponseCode>
      <ResponseCategoryText>30Characters…</ResponseCategoryText>
      <ResponseDescriptionText>200Characters…</ResponseDescriptionText>
</ResponseStatus>
<AppHeader>
      <AppId>0000</ AppId>
      <TransactionTypeCode>1</ TransactionTypeCode >
      <AppVersionID>01</AppVersionID>
      <TransactionDate>CCYYMMDD</ TransactionDate >
      <TransactionTime>HHMMSS</ TransactionTime >
      <ReturnStatusCode>0</ ReturnStatusCode >
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GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AC	Active Component
AD	active duty
ADT	active duty for training
ADOT	active duty other than for training
AFQT	Armed Forces Qualification Test
AFSC	Air Force specialty code
AGR	Active Guard and Reserve
AIT	Advanced Individual Training
ANGUS	Air National Guard of the United States
AOC	area of concentration
AOCS	Aviation Officer Candidate School
APO	Army Post Office
AQD	Additional Qualification Designator
ARNGUS	Army National Guard of the United States
AS	active service
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
ASI	additional skill identifier
AT	annual training
ATSD(PA)	Assistant to the Secretary of Defense for Public Affairs
CAC	Common Access Card
CEI	Civilian Employment Information
CSB	Career Status Bonus
DEERS	Defense Enrollment Eligibility Reporting System
DEP	Delayed Entry Program
DLAB	Defense Language Aptitude Battery
DLI	Defense Language Institute
DMDC	Defense Manpower Data Center
DOB	date of birth
DoDD	DoD Directive
DoDHRA	DoD Human Resources Activity
DoDI	DoD Instruction
EDI-PI	electronic data interchange person identifier
E-ID	Early Identification (of members called up in support of a named contingency)
EMPLID	Employer Identification
EO	Executive order
EPTS	existed prior to Service
FIPS	Federal Information Processing Standards

FPO	Fleet Post Office
FTNGD	full-time National Guard duty
FYDP	Future Years Defense Program
HTTPS	Hypertext Transfer Protocol Secure
IA	information assurance
IADT	Initial Active Duty for Training
ICD	International Classification of Disease
ID	identification
IMA	Individual Mobilization Augmentee
ING	Inactive National Guard
IRR	Individual Ready Reserve
ISP	Involuntary Separation Pay
JPME	joint professional military education
LOD	line of duty
MCC	Monitored Command Code
MGIB	Montgomery GI Bill
MGIB-SR	Montgomery GI Bill – Selected Reserve
MILTECH	military technician
MOS	Military Occupational Specialty
MPA	Military Personnel Appropriations
MSO	military service obligation
NCS	National Call to Service
NEC	Navy Enlisted Classification
NIPRNET	Non-Secure Internet Protocol Router Network
NOBC	Navy Officer Billet Classification
OCS	Officer Candidate School
OPFAC	operating facilities
OS	operational support
OSC	officer specialty code
OTD	other training duty
OTS	Officer Training School
PEBD	Pay Entry Base Date
PEC	program element code
PLC	Platoon Leader Course
PME	professional military education
RC	Reserve Component
RCC	Reserve Component Category

RCCPDS	Reserve Components Common Personnel Data System
RC-IAD	Newly Commissioned Reserve Officers – Initial Active Duty (refers to the TRICARE benefit program for newly commissioned Reserve officers awaiting initial active duty)
RCS	Report Control Symbols
RCSBP	Reserve Component Survivor Benefit Plan
REAP	Reserve Educational Assistance Program
ROTC	Reserve Officer Training Corps
RPA	Reserve Personnel Appropriations
RUC	Reporting Unit Code
SecDef	Secretary of Defense
SELRES	Selected Reserve
SOAP	Simple Object Access Protocol
SOC	Standard Occupational Classification
SPD	Separation Program Designator
SQI	Special Qualification Identifier
SSA	Social Security Administration
SSB	Special Separation Benefits
SSP	Subspecialty Code
SSN	Social Security Number
TRC	Training and Retirement Category
UIC	unit identification code
USA	United States Army
USAF	United States Air Force
USAFA	United States Air Force Academy
USAFR	United States Air Force Reserve
USAR	United States Army Reserve
U.S.C.	United States Code
USCG	United States Coast Guard
USCGA	United States Coast Guard Academy
USCGR	United States Coast Guard Reserve
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USMA	United States Military Academy
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USMMA	United States Merchant Marine Academy
USN	United States Navy
USNA	United States Naval Academy
USNR	United States Navy Reserve
USPS	United States Postal Service
VSI	Voluntary Separation Incentive

WII wounded, ill, or injured

PART II. DEFINITIONS

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

delayed-effective-date active duty-order. An official document prescribing the order to active duty of an RC member or members on a specified date after the date of issuance of the order for a period of more than 30 days in support of a contingency operation as defined in section 101(a)(13)(B) of Reference (c)). Such an order may be either an individual mobilization order or a unit mobilization order provided it specifies an order authority, a start date, and the duration of the activation. To qualify, the unit mobilization order shall apply to all unit members or have an annex, approved by a senior authorized individual for the unit or higher headquarters, identifying all individuals to whom individual mobilization orders will be issued (section 1074(d) of Reference (c)).

employment-related information. Any occupation, work, or study that a member of the Ready Reserve engages in or is compensated for excluding duties performed as a member of an RC. This term also identifies RC members who are not employed. Statuses included in this definition are full-time employment, part-time employment, specified voluntary service, student, and currently not employed.

first responders. The persons who are first on the scene, in an official capacity, as a domestic natural or manmade disaster unfolds. First responders are generally State and local law enforcement officers (to include special weapons and tactics teams, bomb-dog teams, and bomb squads), firefighters (including hazardous material and search and rescue personnel), and emergency medical technicians.

full-time/part-time employment. For the purposes of CEI reporting, a Service member is a full-time employee if the member's employer considers him or her to be a full-time employee; the member is a part-time employee if the employer considers him or her a part-time employee.

member's CEI annual review date. The date the RC member entered, reviewed, or updated his or her CEI information and provided all changes needed to reflect the current status. This review shall be completed in accordance with section 2 of Enclosure 7.

operational support. Defined in Reference (j).

self-employed. The employment status of a person who works for himself or herself and draws income from a trade or business instead of as an employee of another person or organization. A person running a business as a sole proprietorship or a limited liability corporation is considered self-employed. The sole shareholder of an S corporation is not considered to be self-employed; such a person is considered to be an employee of the corporation.

specified voluntary service. Only those activities performed as a member of a Military Service auxiliary (such as the United States Coast Guard Auxiliary and the Civil Air Patrol) or as a volunteer to a community service organization in the health, safety, or national interest if the service organization relies on the volunteer's availability and presence to perform its services or mission.