Department of Defense
INSTRUCTION

SUBJECT: Automated Extract of Active Duty Military Personnel Records

References: See Enclosure 1

1. <u>PURPOSE</u>. Under the authority of DoD Directive (DoDD) 5124.02 (Reference (a)), this Instruction reissues DoD Instruction (DoDI) 1336.5 (Reference (b)), to update policy, assign responsibilities, provide procedures, and define information requirements for reporting of active duty military personnel records.

2. <u>APPLICABILITY</u>. This Instruction applies to:

   a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, Marine Corps, Space Force, and the Coast Guard. The term uniformed service, as used in this issuance, includes the Military Services as defined, the commissioned corps of the United States Public Health Service (USPHS), and National Oceanic and Atmospheric Administration (NOAA).

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

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

   d. Members of the Commissioned Corps of the USPHS by agreement with the Department of Health and Human Services and the Commissioned Corps of the NOAA by agreement with the Department of Commerce.

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

a. A centralized database of active duty uniformed personnel be maintained by the Defense Manpower Data Center (DMDC) as a single source of truth for official end strength accounting, information for research, actuarial analysis, interagency reporting, and evaluation of DoD programs and policies. This database must be used as the official source to provide statistical tabulations of Active Component strengths and related data for use throughout the Department of Defense, by other Government agencies, and the Congress, and for appropriate public release by the Assistant to the Secretary of Defense for Public Affairs. In addition, in accordance with DoDI 1000.25 (Reference (d)), extracts of the database are used in the Defense Enrollment Eligibility Reporting System in accordance with DoDI 1341.02 (Reference (e)) to create and modify:

    (1) Demographic, service, and Common Access Card issuance eligibility information.

    (2) Eligibility information in the Montgomery GI Bill (MGIB) (chapters 30 and 33 of title 38, United States Code (U.S.C.) (Reference (f))).

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

b. The requirements and procedures prescribed by DoD 5400.11-R (Reference (g)) must be followed to safeguard the personnel data comprised of personally identifiable information (PII) in this database. Additionally, the requirements and procedures of DoDI 1000.30 (Reference (h)) must be followed with respect to the use of Social Security numbers (SSNs). Individuals having access to PII may be held personally responsible and punishable for making unauthorized disclosures.

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

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

4. <u>RESPONSIBILITIES</u>

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

   b. <u>Assistant Secretary of Defense for Manpower and Reserve (ASD(M&RA))</u>. Under the authority, direction, and control of the USD(P&R), the ASD(M&RA) develops policies, develops procedures, and provides guidance in coordination, as appropriate, with the Director, Department of Defense Human Resources Activity (DoDHRA) for the content and use of the active duty military personnel data in accordance with this issuance.

   c. <u>Director, DoDHRA</u>. The Director, DoDHRA, under the authority, direction, and control of the USD(P&R) as identified in DoDD 5100.87 (Reference (i)), through the Director of DMDC:

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

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

      (3) Establishes, for electronic submissions, an account number and password for personnel data submissions and provides additional system specifications.

   d. <u>Secretaries of the Military Departments, Commandant of the Coast Guard, and the Secretaries of the Departments of Health and Human Services and Commerce</u>. The Secretaries of the Military Departments, Commandant of the Coast Guard, and the Secretaries of the Departments of Health and Human Services and Commerce ensure that the uniformed services implement this issuance for members under their authority, direction, and control.

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

6. <u>INFORMATION COLLECTION REQUIREMENTS</u>. The Master and Regular Transaction Files, the Workforce Transaction File, and the Unit Identification Code (UIC) Address files, referred to in Enclosures 2, 3, and 4 of this issuance, do not require licensing with a report control symbol in accordance with paragraph 1b(13) of Enclosure 3, Volume 1 of DoD Manual 8910.01 (Reference (j)).

7. <u>RELEASABILITY</u>. **Cleared for public release**. This Instruction is available on the Directives Division Website at https://www.esd.whs.mil/DD/.

8. SUMMARY OF CHANGE 3. The changes to this issuance:

   a. Add the capability to report to the U.S. Space Force in accordance with Public Law 116-92 (Reference (y)).

   b. Recognize and extend this issuance's applicability to the members of the USPHS and NOAA.

   c. Incorporate additional updates to responsibilities and reporting procedures.

   d. Update references for accuracy.

9. EFFECTIVE DATE. This Instruction is effective July 28, 2009.

Gail. H. McGinn
Deputy Under Secretary of Defense (Plans)
Performing the Duties of the
   Under Secretary of Defense for
   Personnel and Readiness

Enclosures
   1. References
   2. Master and Regular Transaction Files
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ENCLOSURE 1

REFERENCES

(a)   DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness, (USD(P&R))," June 23, 2008
(b)   DoD Instruction 1336.5, "Automated Extract of Active Duty Military Personnel Records," May 2, 2001 (hereby canceled)
(c)   DoD Instruction 1120.11, "Programming and Accounting for Active Component (AC) Military Manpower," March 17, 2015
(d)   DoD Instruction 1000.25, "DoD Personnel Identity Protection (PIP) Program," March 2, 2016
(e)   DoD Instruction 1341.02, "Defense Enrollment Eligibility Reporting System (DEERS) Program and Procedures," August 18, 2016
(f)   Chapters 30, 32, 33, and 34 of title 38, United States Code
(fg) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
(h)   DoD Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," August 1, 2012, as amended
(i)   DoD Directive 5100.87, "Department of Defense Human Resources Activity (DoDHRA)," February 19, 2008, as amended
(j)   DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, as amended
(k)   DoD Instruction 8500.01, "Cybersecurity," March 14, 2014, as amended
(l)   DoD Instruction 8320.02, "Data Sharing in a Net-Centric Department of Defense," August 5, 2013, as amended
(m) DoD Manual 1336.05, "Defense Manpower Data Center Domain Values for Military Personnel Data Extracts," July 28, 2009, as amended
(n)   Defense Manpower Data Center Website https://dwp.dmdc.osd.mil/dwp/app/dod-data-reports/workforce-reports
(o)   DoD Instruction 1300.28, "In-Service Transition for Transgender Service Members," April 30, 2021
(p)   DoD 7000.14-R, "Department of Defense Financial Management Regulation," as amended
(q)   Sections 2107, 2107a, and 12103 and chapter 109 of title 10, United States Code
(r)   OSD Cost Assessment and Program Evaluation Website, https://www.cape.osd.mil/
(s)   DoD Manual 8260.03, Volume 1, "Global Force Management Data Initiative (GFM DI) Implementation: Unique Identification (UID) for GFM," November 20, 2009
(t)   DoD Instruction 7730.64, "Automated Extracts of Manpower and Unit Organizational Element Files," December 11, 2004
(u)   DoD Directive 5160.41E, "Defense Language Program (DLP)," August 21, 2015, as amended
(v)   DoD Instruction 5160.70, "Management of the Defense Language, Regional Expertise, and Culture (LREC) Program," December 30, 2016
(w) DoD Directive 8140.01, "Cyberspace Workforce Management," October 5, 2020
(x)   DoD 8570.01-M, "Information Assurance Workforce Improvement Program," December 19, 2005, as amended

(y)   Public Law 116-92, "National Defense Authorization Act for Fiscal Year 2020,"
      December 20, 2019

ENCLOSURE 2

MASTER AND REGULAR TRANSACTION FILES

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

   a. Electronic Submission. The submitting uniformed service will contact the DMDC Active Duty Personnel File Manager, who will establish an account number and password exclusively for these personnel data submissions and provide additional system specifications. These specifications include file naming conventions and security protocols appropriate to protect the data from compromise consistent with DoDI 8500.01 (Reference (k)). DMDC supports secure File Transfer Protocol software. The uniformed service is responsible for the accuracy and completeness of each electronic data transfer.

   b. Data Specifications. For the master files (see Enclosure 3 of this Instruction) order each record by person SSN Identifier (Field 4). For regular transaction files (see Enclosure 3 of this Instruction) order each transaction by person SSN identifier (Field 4) and transaction effective calendar date (Field 66). For the Workforce Transaction File (see Enclosure 4 of this Instruction) order each transaction by DoD Electronic Data Interchange Person Identifier (EDI-PI) (Field 1) or person SSN identifier (Field 2) and personnel workforce transaction effective calendar date (Field 6), respectively.

2. REPORTING REQUIREMENTS

   a. At the end of each month, each uniformed service will prepare separate Enlisted and Officer Master Files and each Military Service will submit a UIC Address File. The Master Files reflect the status of the members listed in paragraphs 2.b. and 2.c. of this Instruction as of the last day of the month. Master Files will be formatted as described in Enclosure 3 of this Instruction. The UIC Address File will be formatted as described in Enclosure 4 of this issuance and be reported in the current Service-specific format. Master and UIC Address Files must be submitted within 7 calendar days of the end of the month.

   b. At the end of each reporting cycle, not less than daily, each uniformed service will prepare separate Enlisted and Officer Transaction Files. The Transaction Files will include all personnel status change records and personnel data change records processed during the reporting period. A personnel status change record will be reported for each active duty (active strength) gain, loss, enlistment extension, and immediate reenlistment. A personnel data change record will be reported whenever there is a correction to a member's SSN or a change in a member's name, pay plan, pay plan grade, assigned unit, duty unit, residence mailing address, person attribute, or sex code change. Transaction Files will be formatted as described in Enclosure 3 of this Instruction. All transaction records must be submitted within 5 calendar days of the effective date of the transaction.

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

3. <u>DATA STANDARDS</u>.

a. Data standards, developed in support of DoD data administration policies as established by DoDD 8320.02 (Reference (l)), will be used where specified. Military Services that fail to comply with the coding instructions in this issuance will be responsible for data interchange conversion costs.

b. Domain value sets in DoD Manual 1336.05 (Reference (m)) are found at the Defense Manpower Date Center website (Reference (n)). Updates to these domain value sets will be approved by the ASD(M&RA) and posted at Reference (n).

c. The data quality requirement is 100 percent validity for the following data elements in the master and transaction files: uniformed service branch classification code (Field 1), uniformed service organized component code (Field 2), active duty strength accounting code (Field 3), person SSN identifier (Field 4), person name (Field 5), person birth calendar date (Field 6), person sex code (Field 7), transaction effective date (Field 66), active service characterization code (Field 68), personnel transaction type code (Field 70), personnel data change transaction type code (Field 71), and personnel status change transaction type code (Field 72). All other data elements will have a goal of 100 percent validity.

d. DMDC will review submission inputs to ensure accuracy of the data and resulting personnel data submissions. DMDC will use quality control information for the data submitters for data quality and other issues as required. The data submitter may consult file managers at DMDC for the data edit procedure or expectation of data field.

APPENDIX TO ENCLOSURE 2

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
1	001	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A Army C Coast Guard F Air Force H Public Health Service, Commissioned Corps M Marine Corps N Navy O National Oceanic and Atmospheric Administration, Commissioned Corps S Space Force	
2	002	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. If unknown, report Z. G Guard R Regular V Reserve	
3	003-005	Active Duty Strength Accounting Code	The code that represents an accounting and programming category used by DoD to classify active duty positions and personnel. Applicable to the Coast Guard, NOAA, and USPHS. See Reference (n) for a list of domain values and definitions. If unknown, report ZZZ.	Reference (n)
	006-016	Filler	Report all blanks.	
4	017-025	Person Social Security Number Identifier	The identifier assigned by the Social Security Administration (SSA) to a person.	
	026	Filler	Report all blanks.	
5	027-096	Person Name		
	027-052	a. Person Surname Text	The text of a designation applied to a person, generally referred to as the last or family name.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	053-072	b. Person Forename Text	The text of a designation applied to a person, generally referred to as the first name.	
	073-092	c. Person Middle Name Text	The text of a designation applied to a person, commonly used between the first and last names. If not applicable, report all blanks.	
	093-096	d. Person Cadency Name Text	The text of a designation applied to a person that designates family succession. Examples include JR, SR, II, and III. If not applicable, report all blanks.	
6	097-104	Person Birth Calendar Date	The date when a person was born. Format: YYYYMMDD. If unknown, report all zeroes.	
7	105	Person Sex Code	The sex reflected on the source documentation provided by the Service member at his or her accession into the military, or the sex recognized by the Military Services concerned in accordance with DoDI 1300.28 (Reference (o)). If unknown report Z. F Female M Male	Reference (o)
8	106	Marital Status Code	The code that represents a legal status with respect to marriage. If unknown, report Z. A Annulled D Divorced I Interlocutory L Legally separated M Married N Never married W Widowed	
9	107	Race Code	The code that represents a nonscientific division of the population based on assumed primordial biological properties. See Reference (n) for a list of domain values and definitions. If unknown, report zero.	Reference (n)
10	108-109	Ethnic Group Code	The code that represents a cultural background with which a member identifies.	
		Ethnic Group Code (continued)	YA Hispanic or Latino YB Not Hispanic or Latino YC No declaration provided	
11	110-111	Faith and Belief Code	The code that represents a category of common faiths and beliefs. See Reference (n) for a list of domain values and definitions	Reference (n)

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
12	112-115	Citizenship		
	112	U.S. Citizenship Status Code	The code that represents the status of an individual regarding U.S. citizenship. If unknown, report Z. A U.S. national. (A non-U.S. citizen, owing permanent allegiance to the United States, who was a resident of American Samoa and Swains Island at the time of its association with the United States, or was born in one of the above named entities after its association with the United States to U.S. national, non-U.S. citizen, parents.) C U.S. citizen I Immigrant Alien (Lawful Permanent Resident) J Non-immigrant Foreign National N Non-U.S. citizen or national	
	113	Filler	Report all blanks.	
	114	U.S. Citizen Citizenship Origin Code	The code that represents the means by which a U.S. citizen established citizenship. If not applicable or unknown, report Z. A Born within the United States, Guam, Puerto Rico, or Virgin Islands B Born outside the United States, Guam, Puerto Rico, or Virgin Islands to non-U.S. citizen parents and subsequently became a U.S. citizen when at least one parent became a citizen by naturalization C Born outside the United States, Guam, Puerto Rico, or Virgin Islands to at least one citizen parent D Born outside the United States, Guam, Puerto Rico, or Virgin Islands to non-U.S. citizen parents and subsequently became a U.S. citizen by naturalization	
	115	Filler	Report all blanks.	
13	116-119	Education		
	116	a. Educational Designator Code	The code that represents an educational status or level attained by a member. See Reference (n) for a list of domain values and definitions. If unknown, report Z.	Reference (n)
	117-119	b. Filler	Report all blanks.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
14	120-231	Person Residence Mailing Address		
	120-154	a. Residence Mailing Address Line 1 Text	The text of the detailed portion of a member's residence mailing address. This may include street number and name, apartment number, building number or name, post office box number, or rural route number and box number. If Line 2 is unused, report all blanks for that line. If unknown, report all blanks.	
	155-189	Residence Mailing Address Line 2 Text		
	190-209	b. Residence Mailing Address Postal Region City Place Name	The name of the highest level delivery station within a postal state, territory, or country for a member's residence mailing address. If unknown, report all blanks.	
	210-211	c. Residence Mailing Address U.S. Postal Region State Code	The code that represents the state, territory, or military overseas or afloat designation as the highest level subdivision of a U.S. postal region for a member's residence mailing address. See Reference (n) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.	Reference (n)
	212-213	d. Residence Mailing Address Country Code	The code that represents the principal geopolitical entity of the world for a member's residence mailing address. See Reference (n) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and, excepting Armed Forces addresses, the appropriate value for other U.S. and all non-U.S. territory. If military overseas or afloat or unknown, report ZZ.	Reference (n)
	214-214	Filler	Report all blanks.	
	215-223	e. Residence Mailing Address U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents the designated United States Postal Service (USPS) mail service region and the definitive delivery drop within the region for a member's residence mailing address. If the Extension Identifier is unknown, report all zeroes in the last four positions of the field. If non-USPS or unknown, report all zeroes.	
	224-231	f. Residence Mailing Address Effective Calendar Date	The date when the residence mailing address of a member came into effect. Format: YYYYMMDD. If unknown, report all zeroes.	
15	232-240	Joint Service Spouse Social Security Number Identifier	The identifier assigned by the SSA to a Service member's active, reserve, or retired military spouse. If not applicable or unknown, report all zeroes.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
16	241-247	Dependents		
	241-242	a. Dependents Quantity	The number of persons for whom a military sponsor provides support. See applicable provisions of Volume 7A of DoD 7000.14-R (Reference (p)). Range of valid values: 00-30. If unknown, report 99.	Reference (p)
	243	b. Collocated Dependents Type Code	The code that represents the types of persons for whom a military sponsor provides support and who reside with the military sponsor. If not applicable or unknown, report Z. A Spouse only B Spouse and children only C Children only D Spouse, children, and other dependents E Spouse and other dependents only F Children and other dependents only G Other dependents only	
	244-245	c. Collocated Dependents Quantity	The number of persons for whom a military sponsor provides support and who reside with the military sponsor. Range of valid values: 00-30. If not applicable or unknown, report 99.	
	246-247	d. Command-Sponsored Dependents Quantity	The number of persons for whom a military sponsor provides support, who reside with the military sponsor outside the continental United States (OCONUS), and whose presence OCONUS is Command-sponsored. Range of valid values: 00-30. If not applicable or unknown, report 99.	
17	248-256	Prior Person Social Security Number Identifier	The identifier assigned by the SSA previously associated with a person. Applicable only if Personnel Data Change Transaction Type Code (Field 70) equals A. If not applicable, report all zeroes.	
18	257-262	Educational Discipline Code	The code established by the Department of Education that represents a subject of study. See Reference (n) for a list of domain values and definitions. Report the educational discipline that is the basis for the highest postsecondary certificate, degree, or diploma awarded to a member. Applicable only if Educational Designator Code (Field 13a) equals D, G, K, N, R, W, U, or V. If not applicable or unknown, report all zeroes.	Reference (n)
	263-267	Filler	Report all blanks.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
19	268-275	Uniformed Service Initial Entry Calendar Date	The date when an individual was first appointed, enlisted, or conscripted into a uniformed service. The reported date may equal the date of enlistment in the regular component Delayed Entry Program (DEP) under section 12103(d) of title 10, U.S.C. (Reference (q)) as a Reservist in the senior Reserve Officers' Training Corps (ROTC) program; or as a scholarship cadet or midshipman under sections 2107 or 2107a of Reference (q), or the date of entrance as a cadet or midshipman at one of the Military Service Academies. This data element is also known as Date of Initial Entry to a uniformed service. Format: YYYYMMDD. If unknown, report all zeroes.	Reference (q)
20	276-283	Active Federal Military Service Base Calendar Date	The constructed date that establishes the beginning of a member's creditable active Federal military service. The reported date may have been adjusted for breaks in service and lost time. This data element is also known as Active Duty Base Date and Basic Active Service Date. Format: YYYYMMDD. If unknown, report all zeroes. See related Field 34.	
21	284-291	Military Longevity Pay Service Base Calendar Date	The constructed date that establishes the beginning of a member's creditable military service for longevity increases to Basic Pay and other items of military compensation. The reported date may have been adjusted for breaks in service. This data element is also known as Pay Entry Base Date. Format: YYYYMMDD. If unknown, report all zeroes.	
22	<u>292-294</u>	Accession Program Source		
	292	a. Enlisted Accession Program Source Code	The code that represents the accession program by which a member first obtained enlisted status (also known as Means of Initial Entry into Military Service, Enlisted.) Applicable only to enlisted members. If not applicable or unknown, report Z. A Induction B Voluntary enlistment in a regular component C Voluntary enlistment in a Reserve component for service in a regular component DEP D Voluntary enlistment in a Reserve component for service in a non-regular component DEP E Voluntary enlistment in a Regular component under the National Call to Service (NCS) program.	
	293	b. Commissioned Officer Accession Program Source Code	The code that represents the accession program in accordance with Sections 2107 and 2107a of Reference (q) by which a member first obtained	Reference (q)

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			commissioned officer, other than commissioned warrant officer, status (also known as Source of Initial Commission). Applicable only to commissioned officers, other than commissioned warrant officers. If not applicable or unknown, report Z. A U.S. Military Academy B U.S. Naval Academy C U.S. Air Force Academy D U.S. Coast Guard Academy E U.S. Merchant Marine Academy F Air National Guard Academy of Military Sciences G ROTC or Naval Reserve Officer Training Corps (NROTC) scholarship under section 2107(b) of Reference (q) H ROTC or NROTC non-scholarship program J Officer Candidate School (OCS), Aviation OCS (AOCS), Officer Training School (OTS), or Platoon Leaders Course (PLC) K Aviation Cadet program L National Guard State OCS M Direct appointment authority, commissioned officer, professional N Direct appointment authority, commissioned officer, all other P Aviation training program other than OCS, AOCS, OTS, or PLC Q Limited duty officer program. Former senior enlisted personnel or commissioned warrant officer (CWO) selected to become a commissioned officer other than through OCS, AOCS, OTS, or PLC R ROTC scholarship program under section 2107a of Reference (q) S Military Service enlisted commissioning program other than OCS, AOCS, OTS, or PLC X Other	
	294	c. Warrant Officer Accession Program Source Code	The code that represents the accession program by which a member first obtained warrant officer, including CWO, status (also known as Source of Initial Appointment). Applicable only to warrant officers. If not applicable or unknown, report Z. 1 Direct appointment authority, warrant officer 2 Direct appointment authority, commissioned warrant officer 3 Warrant Officer Aviation Training Program	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
23	295-318	Officer Appointment Date		
	295-302	a. Commissioned Officer Appointment Calendar Date	The date when a member was first appointed a commissioned officer, other than a commissioned warrant officer. Format: YYYYMMDD. Applicable only to commissioned officers, other than commissioned warrant officers. If not applicable or unknown, report all zeroes.	
	303-310	b. Warrant Officer Appointment Calendar Date	The date when a member was first appointed a warrant officer, other than a commissioned warrant officer. Format: YYYYMMDD. Applicable only to warrant officers, other than commissioned warrant officers. If not applicable or unknown, report all zeroes.	
	311-318	c. Commissioned Warrant Officer Appointment Calendar Date	The date when a member was first appointed a commissioned warrant officer. Format: YYYYMM DD. Applicable only to commissioned warrant officers. If not applicable or unknown, report all zeroes.	
24	319	Enlisted Career Status Code	The code that represents the career status of an enlisted member. Applicable only to enlisted members. If not applicable or unknown, report 9. 1 First term 2 Second term 3 Careerist	
25	320	Active Duty Involuntary Retention Reason Code	The code that represents the basis for the involuntary retention of a member on active duty. If not applicable or unknown, report Z. A Temporary "stop loss" legal authority B Medical status of member C Legal status of member D Retention determined to be "essential to the public interests" (applicable only to Navy and Marine Corps enlisted members serving on a naval vessel in foreign waters.) X Retention otherwise unavoidable, desirable, or beneficial	
26	321	Enlisted Active Service Agreement Duration Years Quantity	The length in years of the current enlisted active service agreement (also known as Term of Enlistment). The agreement may result from involuntary induction or voluntary enlistment,	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			reenlistment, or extension of enlistment. Report whole years only. Valid values: 0-8. Applicable only to enlisted members. If not applicable or unknown, report 9.	
27	322-329	Officer Active Service Obligation End Calendar Date	The date when an officer will fulfill his or her active service obligation and be eligible for separation, transfer, or retirement (also known as Obligated Service Date). The service obligation may result from the conditions of appointment as an officer, promotion to a higher grade, and/or entry into a training or education program. Format: YYYYMMDD. Applicable only to officers. If the value is indefinite, report the projected date of retirement. If not applicable or unknown, report all zeroes.	
28	330-337	Officer Active Service Projected End Calendar Date	The date when an officer is projected to leave active service (also known as Expected Active Duty Loss Date, Officer). Format: YYYYMMDD. Applicable only to officers. If the value is indefinite, report 5555555). If not applicable or unknown, report all zeroes.	
29	338-345	Enlisted Active Service Obligation End Calendar Date	The date when an enlisted member will fulfill his or her active service obligation and be eligible for separation, transfer, or retirement (also known as Date of Expiration of Enlistment on Active Duty). The date will reflect periods of lost time and executed agreements to extend enlistment that have become operative. Format: YYYYMMDD. Applicable only to Navy, Marine Corps, Air Force, and Space Force enlisted members. If the value is indefinite, report 55555555. If not applicable or unknown, report all zeroes.	
30	346-353	Enlisted Active Service Agreement Begin Calendar Date	The date when the current enlisted active service agreement came into effect (also known as Effective Date of Current Enlistment, Reenlistment, or Extension). The agreement may result from involuntary induction or voluntary enlistment, reenlistment, or extension of enlistment. Format: YYYYMMDD. Applicable only to enlisted members. If not applicable or unknown, report all zeroes.	
31	354-361	Enlisted Active Service Projected End Calendar Date	The date when an enlisted member is projected to leave active service (also known as Date of Expected Termination of Enlisted Active Service). The date will reflect executed agreements to extend enlistment,	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			whether or not they have become operative. Format: YYYYMMDD. Applicable only to enlisted members. If the value is indefinite, report 55555555. If not applicable or unknown, report all zeroes.	
32	362-369	Uniformed Service Rank Effective Calendar Date	The date that establishes the relative seniority of a member among others who possess the same pay grade. Format: YYYYMMDD. If unknown, report all zeroes.	
33	370-377	Pay Plan and Grade	Reporting related to a schedule for monetary compensation and a sequential level within that schedule used to determine the rate of military Basic Pay.	
	370-371	a. Pay Plan Code	The code that represents a schedule for monetary compensation. ME Enlisted MW Warrant Officer MO Commissioned Officer	
	372-373	b. Pay Plan Grade Code	The code that represents a sequential level within a pay plan. The valid domain values for each value of Pay Plan Code are as follows: ME 01-09 Enlisted grades 1 to 9 MW 01-05 Warrant Officer grades 1 to 5 MO 01-11 Commissioned Officer grades 1 to 11	
	374	c. Pay Grade Modifier Code	The code that identifies an increased level of compensation for one or more grades within a pay plan. If not applicable, report Z. M Serving as the senior enlisted member of an Armed Force (applicable only if Pay Plan Code equals ME and Pay Plan Grade Code equals 09) E Member has over 4 years of active enlisted and/or warrant officer service (applicable only if Pay Plan Code equals MO and Pay Plan Grade Code equals 01, 02, or 03) C Serving as a Chief of Service or as Chairman or Vice Chairman of the Joint Chiefs of Staff (applicable only if Pay Plan Code equals MO and Pay Plan Grade Code equals 10 or 11)	
	375-377	Uniformed Service Rank Code	The code that represents a designation of a level of authority within a uniformed service. See Reference (n) for a list of domain values and definitions. (Note	Reference (n)

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			that some values are not applicable to U.S. Military Service members.) If unknown, report 999.	
	378-379	Filler	Report all blanks.	
34	380-387	Active Federal Military Officer Service Base Calendar Date	The constructed date that establishes the beginning of a member's creditable active federal military service as an officer (also known as Basic Active Officer Service Date). This date is adjusted for breaks in service and lost time. Applicable only to officers. Format: YYYYMMDD. If not applicable or unknown, report all zeroes. See related Field 20.	
35	388	Military Aeronautical Rating Code	The code that represents a member's rating for aeronautical service. Potentially applicable to both enlisted members and officers. If not applicable or unknown, report Z. A Astronaut B Fixed wing pilot C Rotary wing pilot D Fixed or rotary wing pilot E Navigator or weapons system operator F Observer G Flight Surgeon H Crew member, other J Non-crew member K Naval flight officer L Student aviator	
36	389-390	Enlisted Career Category Code	The Service-specific code that represents the assigned career field of an enlisted member (also known as Career Management Field). Applicable only to Army enlisted members. If not applicable or unknown, report 99.	
37	391-398	Primary Service Occupation Code	The Service-unique code or set of codes that represents the primary military occupation of a member. If any portion is not applicable or unknown, report all blanks for that portion.	
	391-397	a. Enlisted	Army: Report the primary Military Occupational Skill (MOS), Skill Level, Skill Qualification Identifier (SQI), and Additional Skill Identifier (ASI). Navy: Report the primary Rating and Navy Enlisted Classification (NEC). Marine Corps: Report the primary MOS and three blanks.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

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

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

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

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			C Initial	
	411-418	c. Joint Professional Military Education Effective Calendar Date	The date when an officer's highest level of joint professional military education came into effect. Format: YYYYMMDD. Applicable only to officers. If not applicable or unknown, report all zeroes.	
41	419	Command Status Code	The code that represents the command status of an officer who is qualified to serve as a unit commander, regardless of current eligibility for administrative or functional pay. Applicable only to commissioned officers. If not applicable or unknown, report 9. 1 Currently in command of a unit 2 Previously commanded a unit 3 Never commanded a unit	
42	420-421	Armed Forces Qualification Test (AFQT) Percentile Score Quantity	The number that represents the percentile score calculated from the raw scores of designated subtests of the Armed Services Vocational Aptitude Battery, or of predecessor military enlistment entrance tests designated as the basis for calculation of the AFQT percentile. Valid values: 01-99. Applicable only to enlisted members. If not applicable or unknown, report 00.	
43	422-445	Permanent Duty Station		
	422-429	a. Permanent Duty Station Arrival Calendar Date	The date when a member arrived at his or her current permanent duty station. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	430-437	b. Permanent Duty Station Departure Calendar Date	The date when a member departed his or her last permanent duty station. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	438-445	Filler	Report all blanks.	
44	446-453	Officer Active Status Projected End Calendar Date	The date when an officer must be removed from active status due to applicable maximum service, time in grade, or age criteria (also known as Officer Mandatory Removal Date). Format: YYYYMMDD. Applicable only to officers. If the value is indefinite, report the projected date of retirement. If not applicable or unknown, report all zeroes.	
45	454-463	Active Duty Loss Incentive Data		

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	454-461	a. Active Duty Loss Incentive Eligibility Begin Calendar Date	The date when a member became eligible for an active duty early separation, transfer, or retirement incentive program. Format: YYYYMMDD. If not applicable, report all zeroes.	
	462	b. Active Duty Loss Incentive Status Code	The code that represents the status of a member in regards to an active duty early separation, transfer, or retirement incentive program. If not applicable, report Z. A Member is eligible for one or more programs B Member has applied for a program C Member's application for a program has been approved D Member's application for a program has been denied	
	463	c. Active Duty Loss Incentive Type Code	The code that represents the kind of active duty early separation, transfer, or retirement incentive for which a member is eligible or has applied. Values A and B are applicable only if Active Duty Loss Incentive Status Code (Field 45b) equals A. If not applicable, report Z. A Voluntary Separation Incentive (VSI), Special Separation Bonus (SSB), or early retirement B VSI or SSB E Early retirement, voluntary F Early retirement, involuntary S SSB V VSI	
	464-485	Filler	Report all blanks.	
46	486-491	Filler	Report all blanks.	
47	492-494	Assigned Unit Major Command Code	The Service-unique code that represents the highest level organization of the assigned unit. If unknown, report ZZZ. Army: Report the Command Assignment Code and one blank. Navy: Report the Navy Claimant Code and one blank. Marine Corps: Report the Monitored Command Code. Air Force: Report the Personnel Accounting Symbol (PAS) Major Command Identifier and PAS Subcommand Identifier. Space Force: Report the PAS Major Command Identifier and PAS Subcommand Identifier.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			Coast Guard: Report three blanks.	
	495-502	Assigned UIC	The Service-unique code that represents the unit to which a member is assigned. If unknown, report all Z's. Army: Report a W, the UIC, and two blanks. Navy: Report an N, the UIC, and two blanks. Marine Corps: Report an M, the Reporting Unit Code (RUC), and two blanks. Air Force: Report an F, the unit portion of the PAS Code, and three blanks. Space Force: Report an S, the unit portion of the PAS Code, and three blanks. Coast Guard: Report the UIC.	
48	503-516	Assigned Unit Location		
	503-504	a. Assigned Unit Location U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the normal shore or homeport location of the unit to which a member is assigned. See Reference (n) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.	Reference (n)
	505-506	b. Assigned Unit Location Country Code	The code that represents the principal geopolitical entity of the world for the normal shore or homeport location of the unit to which a member is assigned. See Reference (n) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.	Reference (n)
	507-507	Filler	Report all blanks.	
	508-516	c. Assigned Unit Location U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents a designated USPS mail service region and a definitive delivery drop within the region for the normal shore or homeport location of the unit to which a member is assigned. If the Extension Identifier is unknown, report all zeroes in the last four positions of the field. If non-USPS or unknown, report all zeroes.	
49	517-524	Duty UIC	The Service-unique code that represents the unit to which a member has reported for duty. If unknown, report all Z's. Army: Report a W, the UIC, and two blanks. Navy: Report an N, the UIC, and two blanks.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			Marine Corps: Report an M, the RUC, and two blanks. Air Force: Report an F, the unit portion of the PAS Code, and three blanks. Space Force: Report an S, the unit portion of the PAS Code, and three blanks. Coast Guard: Report the UIC.	
50	525-532	Duty Service Occupation Code	The Service-unique code or set of codes that represents the military occupation of a member's duty position. If any portion is not applicable or unknown, report all blanks for that portion.	
	525-532	a. Enlisted	Army: Report the duty MOS, Skill Level, SQI, and ASI. Navy: Report the distributed Rating and NEC. Marine Corps: Report the duty MOS and three blanks. Air Force: Report the duty AFSC, including prefix and suffix. Space Force: Report the duty AFSC, including prefix and suffix. Coast Guard: Report the duty Grade/Rate Structure Code and two blanks.	
	525-532	b. Warrant Officer	Army: Report the duty MOS, SQI, and ASI. Navy: Report the Navy Officer Billet Code (NOBC) and three blanks. Marine Corps: Report the duty MOS and three blanks. Air Force: Report seven blanks. Space Force: Report seven blanks. Coast Guard: Report the Officer Billet Code System and three blanks.	
	525-532	c. Commissioned Officer	Army: Report the primary Duty Branch/Functional Area/Immaterial Code, AOC, and SI Code. Navy: Report the NOBC and three blanks. Marine Corps: Report the duty MOS and three blanks. Air Force: Report the duty AFSC, including prefix and suffix. Space Force: Report the duty AFSC, including prefix and suffix. Coast Guard: Report the Officer Billet Code System and three blanks.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
51	533	Military Flying Status Code	The code that represents whether a member is receiving flight pay for current duties. If not applicable or unknown, report 9. 1 On flying status 2 Not on flying status	
52	534-543	Defense Program Planning Code	The code that represents a primary object in the Future Years Defense Program that corresponds to a particular mission within a major defense program (also known as Program Element Code). See OSD Cost Assessment and Program Evaluation Website (Reference (r)),. This code provides the linkage between the planning, programming, and budgeting phase and the execution phase of the budget and accounting cycle. If no value is available for Army members, report a value derived from the Army Management Structure Code. If unknown, report all Z	Reference (r)
53	544-549	Filler	Report all blanks	
54	550-552	Duty Unit Major Command Code	The Service-unique code that represents the highest level organization of the unit to which a member has reported for duty. If unknown, report ZZZ. Army: Report the Command Assignment Code and one blank. Navy: Report the Navy Claimant Code and one blank. Marine Corps: Report the Monitored Command Code. Air Force: Report the PAS Major Command and Subcommand Identifiers. Space Force: Report the PAS Major Command and Subcommand Identifiers. Coast Guard: Report three blanks.	
55	553-568	Duty Unit Location		
	553-554	a. Duty Unit Location U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the actual shore or port location of the unit to which a member has reported for duty. See Reference (n) for a list of domain values and definitions. If non-U.S., afloat at sea, or unknown, report ZZ.	Reference (n)
	555-556	b. Duty Unit Location Country Code	The code that represents the principal geopolitical entity of the world for the actual shore or port location of the unit to which a member has reported	Reference (n)

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			for duty. See Reference (n) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If afloat at sea or unknown, report ZZ.	
	557-557	Filler	Report all blanks.	
	558-566	c. Duty Unit Location U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents a designated USPS mail service region and a definitive delivery drop within the region for the actual shore or afloat location of the unit to which a member has reported for duty. If the Extension Identifier is unknown, report all zeroes in the last four positions of the field. If non-USPS or unknown, report all zeroes.	
	567-568	d. Duty Unit Location Major Body of Water Code	The code that represents the major body of water for the actual afloat location of the unit to which a member has reported for duty. See Reference (n) for a list of domain values and definitions. Applicable only if the duty unit is afloat at sea. If not applicable or unknown, report ZZ.	Reference (n)
56	569-588	Organization Unique Identifier	The code that uniquely distinguishes one DoD organizational element from another, allowing DoD systems to identify organizations across the DoD enterprise in accordance with Volume 1 of DoD Manual 8260.03 (Reference (s)).	Reference (s)
	589-701	Filler	Report all blanks.	
57	702-720	Career Status Bonus		
	702	a. Career Status Bonus Program Status Code	The code that represents a member's eligibility for the Career Status Bonus program. If not applicable or unknown, report Z. A Eligible to elect the Career Status Bonus B Not eligible to elect the Career Status Bonus	
	703	b. Career Status Bonus Program Category Code	The code that represents the status of a member's notification of eligibility for the Career Status Bonus program. If not applicable or unknown, report Z. K Notification	
	704-711	c. Career Status Bonus Program Category Calendar Date	The date of notification of eligibility to participate in the Career Status Bonus program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	712	d. Career Status Bonus Program Type Code	The code that represents a member's Career Status Bonus program participation status. If not applicable or unknown, report Z.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			E Elected to participate in the Career Status Bonus program F Declined participation in the Career Status Bonus program	
	713-720	e. Career Status Bonus Program Participation Calendar Date	The date when a member made a decision on participation in the Career Status Bonus program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
58	721-733	MGIB-Active Duty (MGIB-AD)		
	721	a. MGIB-AD Enrollment Basis Code	The code that represents the conditions under which a member was authorized or offered enrollment in the MGIB-AD educational benefit program in accordance with Reference (f). If unknown, report Z. A Enrollment not authorized or offered B Enrollment authorized on 1 July 1985: member with entitlement under Chapter 34 of Reference (f) on active duty between 19 October 1984 and 1 July 1985 and continued on active duty without a break in service C Enrollment offered at initial entry on active duty D Enrollment or reenrollment offered at second entry on active duty following a break in service: member's initial period of service terminated because of a defective enlistment or induction based on minority, an erroneous enlistment or induction, or a defective enlistment agreement E Enrollment offered during 7-month "Open Season" beginning 1 December 1988: member declined enrollment at initial entry on active duty F Enrollment offered prior to involuntary separation from active duty G Enrollment offered prior to VSI or SSB separation from active duty H Enrollment offered during 9-month period beginning 9 October 1996: member's full-time National Guard duty, begun between 1 July 1985 and 29 November 1989, constituted initial obligated period to active duty J Enrollment offered during 1-year period beginning 9 October 1996: member on active duty and participating in Chapter 32 of Reference (f) on 9 October 1996 K Enrollment offered during 1-year period beginning 1 November 2000: member on continuous active duty on or before 9 October 1996 through 30 April 2000 and participating in Chapter 32 of Reference (f)	Reference (f)

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			L Enrollment deferred based on participation in an active duty service Loan Repayment Program or other service education program M NCS member, MGIB offered upon reenlistment or extension N Member serving at least 2 years of continuous active duty in the Armed Forces	
	722-729	b. MGIB-AD Enrollment Action Calendar Date	The date when a member made an MGIB-AD educational benefit program enrollment decision. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	730	c. MGIB-AD Enrollment Action Code	The code that represents the MGIB-AD educational benefit program enrollment decision made by a member. If not applicable or unknown, report Z. A Accepted D Declined	
	731-732	d. MGIB-AD Kicker Incentive Rate Code	The code that represents the monetary level of an MGIB-AD kicker incentive for which a member is entitled. See Reference (n) for a list of domain values and definitions. If not applicable or unknown, report ZZ.	Reference (n)
	733	e. MGIB-AD Initial Service Obligation Code	The code that represents the length of a member's active duty service obligation at the time of initial entry on active duty. Applicable only if MGIB-AD Enrollment Basis Code (Field 58a) equals C, D, E, H, or L. If not applicable or unknown, report 9. 2 Less than 3 years 3 3 or more years	
59	734	Original Veterans Educational Benefit Program Entitlement Code	The code that represents the educational benefit program under Reference (f) to which a member was entitled at the time of initial entry on active duty. If unknown, report 9. 1 Chapter 34 of Reference (f), "Veterans' Educational Assistance" (also known as "GI Bill" or "Old GI Bill") 2 Chapter 32 of Reference (f), "Post-Vietnam Era Educational Assistance Program" (also known as "Veterans Education Assistance Program") 3 Chapter 30 of Reference (f), "All-Volunteer Force Educational Assistance Program" (also known as "New GI Bill," "MGIB," or "MGIB-AD")	Reference (f)

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			4 Chapter 33 of Reference (f), "Post 9/11 Educational Assistance"	
60	735-831	Army Specific Data	Reporting that is unique to Army records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-736 737-739 740-741	a. Enlisted and Officer	Personnel Strength Status Distribution Management Level Movement Designator Travel Category	
	742-743 744-744 745-752	b. Enlisted Only	Immediate Reenlistment Prohibition Overseas Assignment Tour Type Code Date Completed Current Overseas Tour	
	753-760 761-768 769-770 771-778 779 780-787 788-789 790 791-798 799-806 807 808-815 816-823	c. Officer Only	Entry on Active Duty Current Tour Branch Related Skill (first four) Control Branch Expiration of Current Service Agreement Filler ASI (first four) [Applicable only to warrant officers.] Troop Command Status Troop Command Category Date Commissioned Command Assignment Date Termination of Command Assignment On-order Stabilized Tour Type Overseas Assignment Start Date Overseas Assignment End Date	
	824-826	d. Enlisted and Officer	Major Subject of Advanced Education	
	827-831	e. Filler	Report all blanks.	
61	735-831	Navy Specific Data	Reporting that is unique to Navy records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-737 738 739-741 742-751 752-759	a. Enlisted and Officer	Bureau of Navy Personnel Loss Code (applicable only to loss and immediate reenlistment personnel status change transaction records.) Ashore/Afloat Code On-Board Accounting Category Code Activity Code Navy Geolocation Code	
	760-762	b. Filler	Report all blanks.	
	763-764 765 766-768	c. Officer Only	Officer Source Code Aeronautical Designation AQD2	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	769-771		AQD3	
	772-774		AQD4	
	775-777		Gain Category Field	
	778-831	d. Filler	Report all blanks.	
62	735-831	Marine Corps Specific Data	Reporting that is unique to Marine Corps records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735	a. Enlisted and Officer	Strength Category Code	
	736-737		Component Code	
	738-742		Pay Status	
	743		Record Status	
	744		Duty Status Code	
	745-748		Source of Entry Code	
	749-754	b. Filler	Report all blanks.	
	755	c. Enlisted and Officer	Transaction Correction Code	
	756-831	d. Filler	Report all blanks.	
63	735-831	Air Force-Specific Data	Reporting that is unique to Air Force records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-746	a. Enlisted and Officer	Office Symbol	
	747-748		PAS Code (first two positions of assigned unit)	
	749-750		REC-STAT-CURR (Record Status Current)	
	751-753		ADN-OFF-AMN (Accession Designation Number – Officer-Airmen)	
	754-755		Duty Status	
	756-757		ADSCD-RSN-FOR (Active Duty Service Commitment Date – Reason for)	
	758-760		ASG-AVAILABILITY-CODE	
	761		Functional Category	
	762-765		DUTY-LOC-CURR (Duty Location Current)	
	766-771		FUNCT-ACCT-CODE (applicable only to master records.)	
	772-777		GR-PROJ-PROM-SEQ-NR (Grade Projected Promotion Sequence Number)	
	778-785		Control AFSC	
	786	b. Officer Only	SOURCE-OF-COMM (Source of Commission)	
	787		Aero-Rating-Current	
	788		Graduate Professional Education Status	
	789-792	c. Enlisted and Officer	Major Subject of Study	
	793-793	d. Officer Only	Source of Accession Indicator	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	794-831	e. Filler	Report all blanks.	
64	<u>735-831</u>	Space Force-Specific Data	Reporting that is unique to Space Force records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-746	a. Enlisted and Officer	Office Symbol	
	747-748		PAS Code (first two positions of assigned unit)	
	749-750		REC-STAT-CURR (Record Status Current)	
	751-753		ADN-OFF-AMN (Accession Designation Number – Officer-Airmen)	
	754-755		Duty Status	
	756-757		ADSCD-RSN-FOR (Active Duty Service Commitment Date – Reason for)	
	758-760		ASG-AVAILABILITY-CODE	
	761		Functional Category	
	762-765		DUTY-LOC-CURR (Duty Location Current)	
	766-771		FUNCT-ACCT-CODE (applicable only to master records.)	
	772-777		GR-PROJ-PROM-SEQ-NR (Grade Projected Promotion Sequence Number)	
	778-785		Control AFSC	
	786	b. Officer Only	SOURCE-OF-COMM (Source of Commission)	
	787		Aero-Rating-Current	
	788		Graduate Professional Education Status	
	789-792	c. Enlisted and Officer	Major Subject of Study	
	793-793	d. Officer Only	Source of Accession Indicator	
	794-831	e. Filler	Report all blanks.	
65	<u>735-831</u>	Coast Guard-Specific Data	Reporting that is unique to Coast Guard records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735	a. Enlisted and Officer	Training Category Field	
	736-831	b. Filler	Report all blanks.	
66	832-839	Transaction Effective Calendar Date	The date when a transaction came into effect. For gain personnel status change records report the date of enlistment, transfer, or return to military control. For loss personnel status change records report the date of release, separation, transfer, retirement, death, or loss from military control. For extension and immediate reenlistment personnel status change records and for personnel data change records report the date the change came into effect. Format:	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			YYYYMMDD. Applicable only to transaction records. If not applicable, report all zeroes.	
67	840-843	Separation Program Designator		
	840-842	a. Separation Program Designator Code	The code that best defines the reason and circumstances under which a member was released or discharged from a period of active or reserve service. See the Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD(MPP)) for list of applicable values. Secretaries of the Military Departments will forward requests to add, change, or delete SPD codes, with appropriate justification to the DASD(MPP) for approval. Applicable only to loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report ZZZ.	
	843	b. Filler	Report all blanks.	
68	844	Active Service Characterization Code	The code that represents the evaluation of a member's conduct and performance during a period of military service. Applicable only to loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report Z. A Honorable (Member's service reflected proper behavior and proficient performance of duty.) B Under honorable conditions (Member's service reflected behavior and performance that was short of Honorable.) D Bad conduct (Member's bad conduct was punished by a special or general court martial.) E Under other than honorable conditions (Member was convicted of a felony by civil authorities.) F Dishonorable (Member's bad conduct was punished by a general court martial.) Y Uncharacterized (Member served 6 months or less and was assigned a separation reason of (a) entry level separation, (b) void enlistment or induction, or (c) dropped from strength.)	
69	845-846	Reenlistment Eligibility Code	The Service-specific code that represents the eligibility of a member to reenlist for an additional period of active or reserve service. Applicable only to enlisted loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report ZZ. Provide the DMDC File Manager with documentation on all current domain	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			values and on all changes to domain values as they occur.	
	847-849	Filler	Report all blanks.	
70	850	Personnel Transaction Type Code	The code that represents a type of personnel transaction. Applicable only to transaction records. If not applicable, report Z. D Change to personnel data S Change to personnel status	
71	851	Personnel Data Change Transaction Type Code	The code that represents a type of personnel data change transaction. Applicable only to personnel data change transaction records. If not applicable, report Z. A Social Security Number correction. Report the correct value in Person Social Security Number Identifier (Field 4) and the erroneous value in Prior Person Social Security Number Identifier (Field 17). B Name change. Report the new value in Person Name (Field 5). C Pay plan and/or grade change. Report the new value or values in Pay Plan Code (Field 33a), Pay Plan Grade Code (Field 33b), and/or Pay Grade Modifier Code (Field 33c). D Assigned and/or duty unit change. Report the new value or values in Assigned UIC (Field 47) and/or Duty UIC (Field 49). E Residence Mailing Address change. Report the new values in Person Residence Mailing Address (Field 14). F Person Attribute data element change. Report new value in at least one field not already covered in the other transaction type codes. G Sex code administrative change. Report the new value in Person Sex Code (Field 7)	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
72	852-854	Personnel Status Change Transaction Type Code	The code that represents a type of personnel status change transaction. Applicable only to personnel status change transaction records. If not applicable, report Z. 111 Active duty (active service) gain 112 Active duty (active service) gain, non-prior service 115 Active duty (active service) gain, prior service, from reserve duty 117 Active duty (active service) gain, prior service, from retired (eligible for retired pay) 118 Active duty (active service) gain, prior service, delayed reenlistment 119 Active duty (active service) gain, prior service, enlisted to officer or vice versa 120 Active duty (active service) gain, prior service, return to military control 123 Active duty (active service) gain, prior service, other 131 Active duty (active service) loss 132 Active duty (active service) loss, to civil life 135 Active duty (active service) loss, to reserve duty 137 Active duty (active service) loss, to retired (eligible for retired pay) 138 Active duty (active service) loss, death 139 Active duty (active service) loss, enlisted to officer or vice versa, within same Service and Component 140 Active duty (active service) loss, drop from military control 151 Active duty (active service) change, immediate reenlistment 152 Active duty (active service) change, extension	
	855-856	Filler	Report all blanks	
73	857-858	Country of Original Citizenship Code	The code that represents the principal geopolitical entity of the world of citizenship at birth to which the member owed allegiance and by which he or she was entitled to be protected. See Reference (n) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.	Reference (n)
	859-859	Filler	Report all blanks.	
74	860-864	Person Place of Birth		

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	860-861	a. Person Place of Birth U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the member's place of birth. See Reference (n) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.	Reference (n)
	862-863	Person Place of Birth Country Code	The code that represents the principal geopolitical entity of the world for the member's place of birth. See Reference (n) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.	Reference (n)
	864-864	Filler	Report all blanks.	
75	865-871	Home of Record		
	865-866	a. Home of Record U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the residence declared by a member at the time of the latest entry to active service. See Reference (n) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.	Reference (n)
	867-868	b. Home of Record Country Code	The code that represents the principal geopolitical entity of the world for the residence declared by a member at the time of the latest entry to active service. See Reference (n) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.	Reference (n)
	869-869	Filler	Report all blanks.	
	870-889	c. Home of Record Postal Region City Place Name	The name of the highest level delivery station within a postal state, territory, or country for the residence declared by a member at the time of the latest entry to active service. If unknown, report all blanks.	
76	890-897	Date of Estimated Return from Overseas	The date a member is estimated to return from an overseas assignment. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	898-899	Filler	Report all blanks.	
77	900-927	NCS Program		
	900	a. NCS Program Incentive Code	The code that represents the NCS program incentive that a member chose. If not applicable or unknown, report Z.	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			A Cash bonus of $5000 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	
	901-908	b. NCS Program Eligibility Status Effective Date	The date the NCS Program eligibility status became effective. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	909-910	c. NCS Program Eligibility Status Code	The code that represents the eligibility status of a member enrolled in the NCS program. If not applicable or unknown, report ZZ. AB No entitlement: member has executed a qualifying contract or service obligation after 30 September 2003 but has not completed initial active duty obligation AC No entitlement: member erroneously reported as eligible BA Eligible: member completed initial active duty for training (IADT) and 15-month active duty enlistment term BC Eligible: member completed remainder of military service obligation on active duty DA Eligibility terminated: member has not completed IADT and/or a qualifying contract or service obligation and is subject to a recoupment action DB Eligibility terminated: member has not completed IADT and/or a qualifying contract or service obligation and is not subject to a recoupment action	
	911-918	d. Filler		
	919-926	e. NCS Active Duty 15-Month Enlistment End Calendar Date	The date a member completed the NCS 15-month active duty enlistment term. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
78	927-946	Organization Position Identifier	The identifier that represents a member's unique position as defined by the DoD Component. See DoDI 7730.64 (Reference (t)). If unknown, report all Z's. Army: Report Paragraph, Sub-Paragraph, Line Number, and unique record identifier. Air Force: Report the Major Command Code and Position Number.	Reference (t)

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			Space Force: Report the Major Command Code and Position Number. Navy: Report the Billet Identification Number. Marine Corps: Report the Billet Identification Number.	
79	947-954	Initial Entry Training End Calendar Date	The date a member completed initial entry training, including skill training. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
80	955-971	Active Duty Loan Repayment Incentive Program		
	955-962	a. Active Duty Loan Repayment Incentive Program Eligibility Effective Date	The begin date of a Service member's commitment based on eligibility for an educational incentive under the Active Duty Loan Repayment Incentive Program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	963	b. Active Duty Loan Repayment Incentive Program Educational Type Code	The type of active duty educational incentive for a Service member who is appointed, enlists, reenlists, affiliates, or extends in an Active Duty Loan Repayment Incentive Program in accordance with Chapter 109 of Reference (q). If not applicable or unknown, report Z. A Educational loan repayment assistance	Reference (q)
	964-971	c. Active Duty Loan Repayment Incentive Program Eligibility Completion Date	The completion date of a Service member's commitment based on eligibility for an educational incentive under the Active Duty Loan Repayment Incentive Program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
81	972-975	Post 9/11 GI Bill Incentive Program		
	972-973	a. Post 9/11 GI Bill Kicker Incentive Rate Code	The code that represents the monetary level of a Post 9/11 GI Bill kicker incentive for which a member is entitled upon enlistment or affiliation. See Reference (n) for a list of domain values and definitions. If not applicable or unknown, report ZZ.	Reference (n)
	974-975	b. Post 9/11 GI Bill Reenlistment Kicker Incentive Rate Code	The code that represents the monetary level of a Post 9/11 GI Bill reenlistment kicker incentive for which a member is entitled. See Reference (n) for a list of domain values and definitions. If not applicable or unknown, report ZZ.	Reference (n)
82	976-977 978-979	Army Officer Only	Current Procurement Program Number Previous Procurement Program Number	

Table 1: RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES,
Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	980-983		Civilian Education Degree	
	984-989		Civilian Education Institution)	
	990-1000	Filler	Report all blanks.	

ENCLOSURE 3

WORKFORCE TRANSACTION FILE

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

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

b. <u>IA</u>. DoDD 8140.01 (Reference (w)) and DoD 8570.01-M (Reference (x)) require tracking the IA requirements of positions as well as the IA certification information of Service members. DMDC will separately track the certification and certification data award begin and end dates.

c. <u>RP</u>. DoDI 5160.70 (Reference (v)) requires RP data on all Active Component Service members to document the proficiencies and capabilities for RP skills.

d. <u>Military Awards</u>. Active service medal and award information will be used to establish eligibility for benefits and entitlements administered by the Department of Veterans Affairs.

2. <u>REPORTING REQUIREMENTS</u>

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

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

c. Initial load of military awards requires a one-time load of all military award information required by section 4 of Table 2, with most recently awarded devices, for all Active Component Service members. After initial load, report military awards as earned by the Service member while in an Active Component.

3. <u>EDIT CONCEPT</u>

a. Submit either the EDI-PI in record Field 1 in the Table or the set of information comprising the SSN, the person surname information, and the person date of birth record Fields

2, 4, and 5 in the Table as the person's identity for a transaction record for the workforce transaction file.

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

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

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

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

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

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

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

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

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

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

(2) <u>DLAB ("2")</u>. Submit this transaction type for DLAB Score information in record Field 10 of section 2 of the Table. The person's identity and personnel workforce transaction effective calendar date must match the information in the existing DLAB Score workforce record when submitting a Change or Cancel Transaction.

(3) <u>IA Data ("3")</u>. Submit this transaction type for IA information in record Field 11 in section 3 of the Table. The person's identity and personnel workforce transaction effective calendar date must match the information in the existing IA workforce record when submitting a Change or Cancel Transaction.

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

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

(4) <u>RP ("4")</u>. Submit this transaction type for RP information in record Field 12 in section 4 of Table 2. The person identity, personnel workforce transaction effective calendar date, and RP county code must match the information in the existing RP workforce record when submitting a change or cancel transaction.

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

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

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

(2) <u>DLAB</u>. For section 2 of the Table, submit the calendar date of the effective date of the DLAB score.

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

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

APPENDIX TO ENCLOSURE 3

TABLE 2: WORKFORCE TRANSACTION FILE CODING INSTRUCTIONS

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			PERSONNEL IDENTIFICATION	
1.	001-010	EDI-PI	Enter the 10 numeric digit number obtained from the Defense Enrollment Eligibility Reporting System that uniquely identifies the person being reported. If EDI-PI is not provided, report Not applicable, report 6666666666	
2.	011-019	Person Social Security Number Identifier	Enter the nine numeric digits omitting hyphens for the member's SSN. If SSN is not provided, report Not applicable, report 666666666	
3.	020-026	Person Affiliation	Enter a two-character code from the following list that identifies the affiliation.	
	020	a. Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A Army C Coast Guard F Air Force M Marine Corps N Navy S Space Force	
	021	b. Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G Guard R Regular V Reserve If unknown, report Z	
	022-026	c. Filler	If not applicable, report W (Entire Field)	
4.	027-052	a. Person Surname Text	The text of a designation applied to a person, generally referred to as the last or family name. If Person Surname Text is not provided, report Not applicable, report W (Entire Field)	
5.	053-060	Person Birth Calendar Date	The date on which an individual was born. Format: YYYYMMDD. If unknown, report 99999999 If Person Birth Calendar Date is not provided report Not applicable, report 66666666	

TABLE 2: WORKFORCE TRANSACTION FILE CODING INSTRUCTIONS, Continued

			WORKFORCE ADMINISTRATION DATA	
6.	061-068	Personnel Workforce Transaction Effective Calendar Date	The effective date when the workforce transaction came into effect. The Effective Calendar date is used to select which Workforce Transaction record(s) will be used for reporting purposes at any certain point in time. Format: YYYYMMDD.	
7.	069	Personnel Workforce Transaction Type Code	The code that represents a type of personnel workforce transaction. 1 Language data 2 DLAB Score 3 IA data 4 RP data 5 Military award data	
8.	070	Personnel Workforce Transaction Action Type Code	The code that represents a type of action represented by the transaction. A Add new transaction information B Change an existing transaction (correct action) C Cancel an existing transaction D End an existing transaction (applicable to IA transaction only)	
			SECTION 1: LANGUAGE DATA: FOR WORKFORCE TRANSACTION CODE = "1"	
9.	071-130	Language	Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 1.	
	071-073	a. Language Code	The code that represents a means of communication based on a formalized system of sounds and symbols. Report the language, other than English, in which a member possesses the proficiency. See Reference (n) for a list of domain values and definitions.	Reference (n)
	074-075	b. Language Speaking Proficiency Code	The code that represents the current degree of speaking competence in the language being reported. 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 unknown, report 99	

TABLE 2: WORKFORCE TRANSACTION FILE CODING INSTRUCTIONS, Continued

		WORKFORCE ADMINISTRATION DATA		
	076-077	c. Language Listening Proficiency Code	The code that represents the current degree of listening competence in the language being reported. See record Field 9b for a list of domain values and definitions.	
	078-079	d. Language Reading Proficiency Code	The code that represents the current degree of reading competence in the language being reported. See record Field 9b for a list of domain values and definitions.	
	080	e. Language Skill Source Code	The code that represents the origin of the skill in the language being reported. If more than one code applies, report the most applicable code. 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 unknown, report Z The code that represents the source of the proficiency evaluation. A Formally assessed B Self-reported	
	081	f. Language Proficiency Source Code	The date when competence in the language in which a member possesses the most current proficiency was tested, generally by administration of a Defense Language Proficiency Test, or otherwise formally assessed. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	082-089	g. Language Proficiency Evaluation Calendar Date		
	090-130	h. Filler	If not applicable, report W (entire field)	
SECTION 2: DLAB DATA: FOR WORKFORCE TRANSACTION TYPE CODE = "2"				
10.	071-130	DLAB	Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 2	
	071-073	a. DLAB Quantity	The score achieved on the Defense Language Aptitude Battery. Valid values: 012-164.	
	74-130	b. Filler	If not applicable, report W (entire field)	
SECTION 3: IA DATA: FOR WORKFORCE TRANSACTION TYPE CODE = "3"				
11.	71-130	IA	Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 3.	

TABLE 2: WORKFORCE TRANSACTION FILE CODING INSTRUCTIONS, Continued

WORKFORCE ADMINISTRATION DATA			
071	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 Approving Authority (DAA) (only applicable to the IA Category of Management) 4 Computer Network Defense (CND) Service Provider 5 IA System Architect and Engineer	
072	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 CND Analyst B CND Infrastructure Support C CND Incident Responder D CND Auditor E CND Manager	
073	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/week) B Additional (15-24 hours/week) C Embedded (1-14 hours/week)	
74-81	d. IA Waiver Effective Calendar Date	The date the IA certification waiver did or will expire. Format: YYYYMMDD.	
82-89	e. IA Waiver Expiration Date	The date the IA certification waiver did or will expire. Format: YYYYMMDD.	
90	f. IA Computing Environment Certification	Indicates whether the IA professional is certified in his computing environment. Certification must be current and unexpired. Y Yes N No If unknown, report Z	
91	g. IA On-the-Job Evaluation	Indicates whether the IA professional has received an on-the-job evaluation. Evaluation is current and unexpired. Y Yes N No If unknown, report Z	

TABLE 2: WORKFORCE TRANSACTION FILE CODING INSTRUCTIONS, Continued

			WORKFORCE ADMINISTRATION DATA		
	92	h. IA Signed Privileged Access Agreement	Indicates whether the IA professional has signed a Privileged Access Agreement. Agreement is current and unexpired. Y Yes N No If unknown, report Z	
	93-130	j. Filler	If not applicable, report W (entire field)	
			SECTION 4: RP DATA: FOR WORKFORCE TRANSACTION CODE = "4"		
12.	071-130	RP	Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 4. 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.	
	071	a. RP Skill Level	0 Pre-novice 1 Novice 2 Associate 3 Professional 4 Senior Professional 5 Expert	
	072-073	b. RP Country Code	Country Code of RP skill level.	Reference (m)
			SECTION 5: MILITARY AWARD DATA: FOR WORKFORCE TRANSACTION CODE = "5"		
12.	071-130	Military Award	Applicable only if Personnel Workforce Transaction Type Code (record Field 7) equals 5.	
	071-074	a. Military Award	Enter the code for the military award A001 Medal of Honor, Department of the Army A002 Army Distinguished Service Cross A003 Army Distinguished Service Medal A004 Soldiers Medal A005 Army Commendation Medal A006 Army Achievement Medal C001 Medal of Honor, Coast Guard C002 Coast Guard Distinguished Service Medal C003 Coast Guard Commendation Medal C004 Coast Guard Achievement Medal C005 Coast Guard Medal C006 Coast Guard Cross 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	

TABLE 2: WORKFORCE TRANSACTION FILE CODING INSTRUCTIONS, Continued

WORKFORCE ADMINISTRATION DATA					
			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	
			D025	Inherent Resolve Campaign Medal	
			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	Navy Cross, Department of the Navy	
			N003	Distinguished Service Medal, Department of Navy	
			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 (Army)	
			S002	Combat Action Ribbon (USCG)	
			S003	Combat Action Ribbon (USN and USMC)	
			S004	Combat Infantry Badge (Army)	

TABLE 2: WORKFORCE TRANSACTION FILE CODING INSTRUCTIONS, Continued

WORKFORCE ADMINISTRATION DATA			
	075	Military Award Device	S005 Combat Medical Badge (Army) 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 N R-Device (remote impact) O C-Device (meritorious, combat) If not applicable , report W
	076	Military Award Device Number	Enter the number of authorized military devices for the authorized military device in record field 12b of this appendix. 1 One 2 Two 3 Three 4 Four 5 Five 6 Six 7 Seven 8 Eight or more
	77-84	Military Award Approval Calendar Date	The calendar date of the approval of the military award. Enter: CCYYMMDD If unknown report 99999999
	085-130	Filler	Not applicable, report W (entire field)

ENCLOSURE 4

UIC ADDRESS TRANSACTION FILE

1. <u>APPLICABILITY</u>. Report UIC address information from the Military Services for all active duty personnel records that are reported in accordance with Enclosure 2.

2. <u>REPORTING REQUIREMENTS</u>. UIC address transaction records will include copies of all required information specified by the section for each Military Service in Table 3.

3. <u>EDIT CONCEPT</u>

   a. Service-specific data is reported as specified by the reporting Military Service. Data validation will not be applied to unit information records.

   b. If any data element is not applicable or unknown, report all blanks for that specific data element.

APPENDIX TO ENCLOSURE 4

TABLE 3: UIC ADDRESS TRANSACTION FILE

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
Army Specific Data			
1	1-6	Unit Identification Code		
2	7-32	Unit Title		
3	33-36	Filler	All blanks	
4	37-65	Street Address Line 1		
5	66-82	City		
6	83-84	State Code		
7	85-93	Zip Code		
8	94-95	Country Code		
9	96	Contiguous United States Code		
10	97-98	Service Component Code		
11	99	Unit Operational Status Code		
12	100-297	Filler	All blanks	
Navy Specific Data			
1	1-5	Unit Identification Code	Submitted without preceding "N"	
2	6-35	Unit Title		
3	36-85	Attention Line		
4	86-135	Street Address Line 1		
5	136-185	Street Address Line 2		
6	186-235	Street Address Line 3		
7	236-272	City/State	City and State in same field	
8	273-282	Zip Code		
9	283-285	Filler	All blanks	
10	286-287	Geo Homeport Location Code		
11	288-289	Country/State Code	Either country or numeric State code	
12	290-293	Geolocation Code		
13	294	Activity Designator Code		
14	295	Sea/Shore Code		
15	296-297	Activity Mission Code		
Marine Corps Specific Data			
1	1-5	Reporting Unit Code	Part of UIC	
2	6-21	Filler	All blanks	
3	22-24	Monitoring Command Code	Part of UIC	
4	25-51	Filler	All blanks	
5	52-98	Unit Title		
6	99-140	Street Address Line 2		
7	141-145	Filler	All blanks	
8	146-162	City		
9	163-183	Filler	All blanks	
10	184-185	State Coder		
11	186-215	Filler	All blanks	
12	216-220	Zip Code		
13	221-225	Filler	All blanks	
14	226-227	Jurisdiction Code		
15	228-297	Filler	All blanks	

TABLE 3: UIC ADDRESS TRANSACTION FILE, Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
		Air Force Specific Data		
1	1-2	Military Personnel Flight Identification (ID) Code		
2	3-4	Major Command Code	Middle 4-bytes of UIC	
3	5-8	PAS – Unit		
4	9-10	Filler	All blanks	
5	11-40	Unit Title	Attention line	
6	41-70	Unit Name		
7	71-100	Street Address Line 1		
8	101-130	Street Address Line 2		
9	131-145	City		
10	146-160	Filler	All blanks	
11	161-162	State Code		
12	163-171	Zip Code		
13	172-173	Country/State Code	Numeric State Code or Country Code	
14	174-178	Country Abbreviated Name Text		
15	179-180	Filler	All blanks	
16	181	Contiguous United States Code	Blank	
17	182	Service Code		
18	183	Component Code		
19	184-257	Filler	All blanks	
20	258-261	Location ID Code		
21	262-266	Unit Type Code		
22	267-269	Installation Type Code		
23	270-274	Unit ID Code	First 5-bytes of UIC	
24	275	Unit ID Code	Last byte of UIC	
25	276-297	Filler	All blanks	
		Space Force Specific Data		
1	1-2	Military Personnel Flight Identification (ID) Code		
2	3-4	Major Command Code	Middle 4-bytes of UIC	
3	5-8	PAS – Unit		
4	9-10	Filler	All blanks	
5	11-40	Unit Title	Attention line	
6	41-70	Unit Name		
7	71-100	Street Address Line 1		
8	101-130	Street Address Line 2		
9	131-145	City		
10	146-160	Filler	All blanks	
11	161-162	State Code		
12	163-171	Zip Code		
13	172-173	Country/State Code	Numeric State Code or Country Code	
14	174-178	Country Abbreviated Name Text		
15	179-180	Filler	All blanks	
16	181	Contiguous United States Code	Blank	
17	182	Service Code		
18	183	Component Code		
19	184-257	Filler	All blanks	
20	258-261	Location ID Code		
21	262-266	Unit Type Code		

TABLE 3: UIC ADDRESS TRANSACTION FILE, Continued

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
22	267-269	Installation Type Code		
23	270-274	Unit ID Code	First 5-bytes of UIC	
24	275	Unit ID Code	Last byte of UIC	
25	276-297	Filler	All blanks	
Coast Guard Specific Data				
1	1-2	District Code	First part of UIC	
2	3-8	Department ID Code	Second part of UIC	
3	9-38	Unit Title		
4	39-43	Filler	All blanks	
5	44-78	Street Address 1		
6	79-108	City		
7	109-110	State Code		
8	111-119	Zip Code		
9	120-121	Country Code		
10	122-297	Filler	All blanks	

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFQT	Armed Forces Qualification Test
AFSC	Air Force Specialty Code
AOC	Area of Concentration
AOCS	Aviation Officer Candidate School
AQD	Additional Qualification Designator
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ASI	Additional Skill Identifier
CWO	commissioned warrant officer
DAA	Designated Approving Authority
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DEP	Delayed Entry Program
DHRA	Defense Human Resources Activity
DLAB	Defense Language Aptitude Battery
DLI	Defense Language Institute
DMDC	Defense Manpower Data Center
DoDD	DoD directive
DoDI	DoD instruction
DoDHRA	Department of Defense Human Resource Activity
EDI-PI	DoD Electronic Data Interchange Person Identifier
IA	information assurance
IADT	initial active duty for training
ID	identification
MC	Marine Corps
MGIB	Montgomery GI Bill
MGIB-AD	Montgomery GI Bill – Active Duty
MOS	Military Occupational Skill
NCS	National Call to Service
NEC	Navy Enlisted Classification
NOAA	National Oceanic and Atmospheric Administration
NOBC	Navy Officer Billet Code
NROTC	Naval Reserve Officer Training Corps
OCONUS	outside the continental United States
OCS	Officer Candidate School
OTS	Officer Training School

PAS	Personnel Accounting Symbol
PII	personally identifiable information
PLC	Platoon Leaders Course
RP	regional proficiency
RUC	Reporting Unit Code
SI	Skill Identifier
SQI	Skill Qualification Identifier
SSA	Social Security Administration
SSB	Special Separation Bonus
SSN	social security number
UIC	Unit Identification Code
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USPHS	United States Public Health Service
USPS	United States Postal Service
VSI	Voluntary Separation Incentive

PART II. DEFINITIONS

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

<u>Military Services</u>. The Army, Navy, Air Force, Marine Corps, Space Force, and the Coast Guard.

<u>uniformed services</u>. The Military Services, the commissioned corps of the USPHS, and NOAA.