



Department of Defense
INSTRUCTION
AD-A270 178



September 16, 1987
 NUMBER 1444.2

ASD (FM&P)

2

SUBJECT: Consolidation of Automated Civilian Personnel Records

- References:
- (a) DoD Instruction 1444.2, subject as above, May 26, 1981 (hereby canceled)
 - (b) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
 - (c) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965
 - (d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," October 1986, authorized by DoD Instruction 5000.12, April 27, 1965
 - (e) through (r), see enclosure 1

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a).
2. Updates policies and procedures for reporting of selected personnel data for civilian employees of the Department of Defense.
3. Cancels Report Control Symbol DD-M(Q)1458.

B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments (including respective National Guard and Reserve components), the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Inspector General of the Department of Defense (IG, DoD) and the Defense Agencies with the exception of the National Security Agency/Central Security Service (NSA/CSS), and the Defense Intelligence Agency (DIA), (hereafter referred to collectively as "DoD Components").
2. Requires reporting on all direct-hire civilian personnel employed by DoD Components, excluding foreign national direct hires working outside the United States.

C. POLICY

It is DoD policy to provide a DoD centralized capability for analyzing and reporting of civilian personnel master file and transaction data. This reporting requirement does not alter current requirements for reporting civilian personnel data to the U.S. Office of Personnel Management (OPM).

This document has been approved for public release and sale; its distribution is unlimited.

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D. INFORMATION REQUIREMENTS

1. Procedures

a. Reporting shall be accomplished through magnetic tapes, labeled as specified in enclosure 2 and formatted as shown in enclosure 3.

b. Each report shall be accompanied by a letter of transmittal that:

(1) Identifies the files transmitted.

(2) States the number of records in each file.

c. DoD standard data elements and codes established by DoD Directive 5000.11 and DoD Instruction 5000.12 (references (b) and (c)) shall be used where specified.

(1) Other data elements and codes are nonstandard and may change after standardizing under references (b) and (c). Nonstandard data elements are being investigated for possible standardization.

(2) When source files contain codes differing from the standards published in DoD 5000.12-M (reference (d)), converting to DoD standards is the responsibility of the DoD Component.

(3) When no DoD standard exists, DoD Components shall submit data elements with the same coding used within submissions to FPM Supplement 298-1 (reference (e)).

2. Requirements

a. Two submissions are required for each reporting period.

(1) One submission covers all civilian personnel employed on the "as of" date of the reporting period (master file). The master file shall show only the latest action with the current status of the employee as formatted in enclosure 3. All data elements required in enclosure 3 shall be submitted. Nonrequired data elements shall be submitted blank until they become available to the sender's data system.

(2) The second submission shall contain one record for each transaction with a processing date in the quarter preceding the "as of" date of the reporting period (transaction file). A transaction is any action requiring reporting by the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) or by OPM under FPM Supplement 296-33 (reference (f)). OPM's data standards may be reviewed in FPM Supplement 292-1 (reference (g)).

(a) Information in the transaction file shall reflect the status of an employee after each transaction has taken effect.

(b) All data elements required in enclosure 3 shall be submitted for each transaction, including the latest action code and the affected data elements with updated status.

(c) For separation, the last current status and the separation code shall be reported.

(d) Data elements 14, 23, 41, 57 through 62, and 66 through 75 are required only if currently available. If these elements are not available now, but become available at a later date, reporting should commence at that time.

b. Reports shall be made under the following schedule and continually shall be made using this reporting pattern:

<u>MASTER FILE</u>		<u>TRANSACTION FILE</u>	
<u>File as of Date</u>	<u>Submission Date</u>	<u>Transaction Period</u>	<u>Submission Date</u>
Dec 31, 1986	Jan 31, 1987	Oct 1, 1986-Dec 31, 1986	Jan 31, 1987
Mar 31, 1987	Apr 30, 1987	Jan 1, 1987-Mar 31, 1987	Apr 30, 1987
Jun 30, 1987	Jul 31, 1987	Apr 1, 1987-Jun 30, 1987	Jul 31, 1987
Sep 30, 1987	Oct 31, 1987	Jul 1, 1987-Sep 30, 1987	Oct 31, 1987

c. The reporting requirements of this Instruction have been assigned Report Control Symbol DD-FM&P(Q)1458.

E. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.



David J. Armor
Principal Deputy
Assistant Secretary of Defense
(Force Management and Personnel)

Enclosures - 4

1. References
2. Submission Instructions
3. Format for Master and Transaction Files
4. Coding Description

REFERENCES, continued

- (e) FPM Supplement 298-1, "The Central Personnel Data File," through Installment 7, June 12, 1985
- (f) FPM Supplement 296-33, "The Guide to Processing Personnel Actions," through Installment 22, June 17, 1986
- (g) FPM Supplement 292-1, "Personnel Data Standards" through Installment 8, October 29, 1985
- (h) GPO Stock Number 022-000-00193-1, "Worldwide Geographic Location Codes," April 1984
- (i) Public Law 99-335, June 6, 1986 (Title 5, United States Code, Section 8401)
- (j) DoD 7045.7-H, "FYDP Program Structure," September 1985, authorized by DoD Instruction 7045.7, May 23, 1984
- (k) Title 5 Code of Federal Regulations, part 351
- (l) FPM Letter 298-31, "Modification to the Central Personnel Data File (CPDF) for Performance Management and Recognition System Reporting Requirements," October 9, 1985
- (m) FPM Letter 292-34, "Update to Personnel Data Standards," July 7, 1986
- (n) GPO Stock Number 006-000-01288-4, "Union Recognition in the Federal Government," January 1985
- (o) GPO Stock Number 906-001-00000-4, "Federal Personnel Manual," April 1986
- (p) Executive Order 12356, "National Security Information," April 2, 1982
- (q) "Atomic Energy Act of 1954," August 30, 1954 (Title 42, United States Code, Section 2011, et. seq.)
- (r) FPM Letter 292-35, "Data Standards for the Redesigned Central Personnel Data File (CPDF)," September 24, 1986

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DTIC QUALITY INSPECTED 2

SUBMISSION INSTRUCTIONS

1. Tape Specifications

- a. No header or trailer labels
- b. Density--6250 BPI preferred/1600 BPI accepted
- c. Track--9 track
- d. Record Length--220
- e. Block size--11000 (220 x 50)
- f. Master File Sequence--Social Security Number (SSN)
- g. Transaction File Sequence--Effective Date (last date first) order within SSN
- h. Numeric data should be right-justified with leading zeros; alphas and alphanumeric data should be left-justified with trailing blanks
- i. All dates to be presented in year-month-day form (YYMMDD)
- j. Use blanks for inapplicable and unavailable data unless another code is specified
- k. Tape submissions must be compatible with IBM 370 series hardware

2. External Label

- a. File Type (Master or Transaction)
- b. Density
- c. Tracks
- d. Agency
- e. Submission Date
- f. Report Control Symbol
- g. Reel Sequence Number
- h. Report as of Date
- i. Record Count

3. Shipping Instructions

- a. Tapes shall be mailed (certified) to the following address:

Defense Manpower Data Center
Office of the Assistant Secretary of Defense (FM&P)
File Manager, Civilian Files
550 Camino El Estero, Suite 200
Monterey, CA 93940-3231

- b. To guarantee next day delivery of overdue tapes, ship with an overnight delivery service.

FORMAT FOR MASTER AND TRANSACTION FILES

DATA ELEMENTS

<u>Data Element Number</u>	<u>Record Field</u>	<u>Number of Characters</u>	<u>Description</u>	<u>DoD Standard Data Element Reference Number and Comments</u>
1	1-9	9N	Social Security Number	OPM Standard SOC-079 See enclosure 4
2	10-15	6N	Service Computation Date (Leave)	OPM Standard CAL-003 See enclosure 4
3	16	1N	Citizenship Status	OPM Standard CIT-001 See enclosure 4
4	17-22	6N	Date of Birth	DA-FA-AS See enclosure 4
5	23	1A	Work Schedule Code	OPM Standard WOR-003 See enclosure 4
6	24-27	4N	Personnel Office Identifier	OPM Standard SUB-081
7	28-33	6N	Effective Date of Personnel Action	OPM Standard CAL-003 See enclosure 4
8	34-39	6N	Salary	OPM Standard DOL-001 See enclosure 4
9	40-43	4N	Occupational Code	OPM Standard OCC-031 See enclosure 4
10	44-45	2N	Functional Classification of Scientists and Engineers	OPM Standard JOB-005 See enclosure 4
11	46-47	2AN	Location Code (State or Country)	OPM Standard GEO-007 See enclosure 4
12	48-51	4N	Location Code (City)	OPM Standard GEO-007 See enclosure 4
13	52-54	3N	Location Code (County)	OPM Standard GEO-007 See enclosure 4

<u>Data Element Number</u>	<u>Record Field</u>	<u>Number of Characters</u>	<u>Description</u>	<u>DoD Standard Data Element Reference Number and Comments</u>
14	55-56	2N	Time in Hours	10-TT-09 See enclosure 4
15	57-58	2N	Reportable Handicap	OPM Standard MED-001 See enclosure 4
16	59	1AN	Pay Rate Determinant	OPM Standard PAY-035 See enclosure 4
17	60-61	2A	Pay Basis Code	OPM Standard PAY-001 See enclosure 4
18	62	1N	Veterans' Preference Category	OPM Standard VET-001 See Enclosure 4
19	63	1N	Tenure Code (Employee Tenure Group)	OPM Standard TEN-001 See enclosure 4
20	64	1A	Federal Employees Group Life Insurance Status	FE-CB See enclosure 4
21	65	1AN	Retirement Plan (Civilian Retirement System)	OPM Standard RET-001 See enclosure 4
22	66	1N	Position Occupied (Position Service Identifier)	OPM Standard POS-039 See enclosure 4
23	67	1N	DoD Transfer Indicator	See enclosure 4
24	68	1A	Sex of Employee	OPM Standard SEX-001 See enclosure 4
25	69-72	4AN	Agency Code	OPM Standard ORG-001 See enclosure 4

<u>Data Element Number</u>	<u>Record Field</u>	<u>Number of Characters</u>	<u>Description</u>	<u>DoD Standard Data Element Reference Number and Comments</u>
26	73-74	2A	Pay Plan Code	OPM Standard PAY-002
27	75-76	2AN	Pay Grade Level	OPM Standard GRA-007 See enclosure 4
28	77-78	2N	Step or Rate	OPM Standard PAY-079 See enclosure 4
29	79-81	3N	Nature of Action (1) (Nature of Personnel Action)	OPM Standard NAT-009
30	82	1N	Supervisory or Nonsupervisory Indicator	OPM Standard SUP-077 See enclosure 4
31	83-84	2N	Education Level	OPM Standard EDU-003 See enclosure 4
32	85-86	2N	Year Degree Attained	OPM Standard YEA-003 See enclosure 4
33	87-90	4N	Academic Discipline	OPM Standard ACA-003 See enclosure 4
34	91	1A	Race and National Origin Identification	OPM Standard RAC-090 See enclosure 4
35	92-97	6AN	Unit Identification Indicator	Service specific See enclosure 4
36	98-103	6AN	Program Element Indicator	See enclosure 4
37	104	1N	Civil Function Indicator	See enclosure 4
38	105	1N	Military Technician Flag	See enclosure 4
39	106-109	4N	Appropriation	See enclosure 4

<u>Data Element Number</u>	<u>Record Field</u>	<u>Number of Characters</u>	<u>Description</u>	<u>DoD Standard Data Element Reference Number and Comments</u>
40	110	1N	Active Strength Flag (Active or Inactive Strength Flag)	See enclosure 4
41	111-112	2N	Year of Bachelor's Degree	See enclosure 4
42	113	1A	Performance Level Identifier	OPM Standard PER-003 See enclosure 4
43	114	1	Filler	Blank
44	115-119	5N	Performance Management and Recognition System (PMRS) Allocation (Merit Pay Pool)	OPM Standard BUD-010 See enclosure 4
45	120-123	4N	Bargaining Unit Status	OPM Standard BAR-003 See enclosure 4
46	124-146	23A	Employee Name	OPM Standard NAM-042
47	147	1N	Annuitant Indicator	OPM Standard ANN-007 See enclosure 4
48	148	1A	Fair Labor Standards Act Exemption Status	OPM Standard FAI-001 See enclosure 4
49	149-151	3AN	Legal Authority 1	OPM Standard LEG-008 and FPM Supplement 296-33 (reference (f)) See enclosure 4
50	152-154	3AN	Legal Authority 2	OPM Standard LEG-008 and reference (f) See enclosure 4
51	155	1A	Vietnam Era Veteran Indicator	OPM Standard VIE-003

<u>Data Element Number</u>	<u>Record Field</u>	<u>Number of Characters</u>	<u>Description</u>	<u>DoD Standard Data Element Reference Number and Comments</u>
52	156-158	3AN	Current Appointment Authority 1	OPM Standard LEG-008 and reference (f) See enclosure 4
53	159	1N	Overseas Emergency Essential Agreement Flag	See enclosure 4
54	160-164	5AN	Health Plan (Health Benefit Plan)	OPM Standard HEA-010 See enclosure 4
55	165-168	4N	Creditable Military Service	OPM Standard CAL-020 See enclosure 4
56	169-172	4	Filler	Blanks
57	173-176	4N	Date of Last Promotion	See enclosure 4
58	177-180	4N	Date Entered Current Grade	See enclosure 4
59	181	1N	Position Sensitivity	Proposed OPM Standard See enclosure 4
60	182	1N	Level of Access to Sensitive Information	Proposed OPM Standard See enclosure 4
61	183-186	4N	Date of Current Security Clearance	See enclosure 4
62	187	1AN	Security Investigation Type	See enclosure 4
63	188-191	4N	Frozen Civil Service Retirement System (CSRS) Service	OPM Standard CAL-020 See enclosure 4
64	192-193	2	Filler	Blanks
65	194	1A	Previous Retirement Coverage	OPM Standard PRE-010 See enclosure 4

<u>Data Element Number</u>	<u>Record Field</u>	<u>Number of Characters</u>	<u>Description</u>	<u>DoD Standard Data Element Reference Number and Comments</u>
66	195-196	2A	Language Identity (Foreign Language 1 -Identity)	LA-JM See enclosure 4
67	197-198	2N	Language Listening Proficiency Level (First Language)	LA-JX
68	199-200	2N	Language Reading Proficiency Level (First Language)	LA-JY
69	201-202	2N	Language Speaking Proficiency Level (First Language)	LA-JW
70	203-206	4N	Latest Proficiency Evaluation Date, First Language	DA-FA-AM See enclosure 4
71	207-208	2A	Language Identity (Foreign Language 2 -Identity)	LA-JW See enclosure 4
72	209-210	2N	Language Listening Proficiency Level (Second Language)	LA-JX
73	211-212	2N	Language Reading Proficiency Level (Second Language)	LA-JY
74	213-214	2N	Language Speaking Proficiency Level (Second Language)	LA-JW
75	215-218	4N	Language Proficiency Evaluation Date, Second Language	DA-FA-AN See enclosure 4
76	219-220	2	Filler	Blanks

NOTE: General information for personnel processing this report is as follows:

1. Data elements and coding must be indicated as in this Instruction. When specific coding instruction is not provided, reference must be made to DoD 5000.12-M (reference (d)). Noncompliance with either the coding instructions in DoD Instruction 1444.2 (reference (a)) or those in the DoD Data Element Program shall make the noncomplying organization responsible for required concessions in data base communication. Cost of data conversions shall be borne by the manager with a data element category lacking in precedence.
2. Submission of the following data elements is optional at the present time: numbers 14, 23, 41, 57 through 62 and 66 through 75. You must submit these data elements when they become available to your system.

CODING DESCRIPTION

Data Element
Number

DESCRIPTION

OPM Standard

Refers to the coding standards developed by OPM under FPM Supplement 298-1 (reference (e)). Those standards may be reviewed in FPM Supplement 292-1 (reference (g)).

1 Social Security Number

Valid ranges are 001000000 through 626999999 and 700000000 through 728999999. Numerals of the account number assigned by the Social Security Administration (or the pseudo SSN created in special circumstances) are the code. If a valid number is not available, see subchapter 3-1(e) of (reference (e)) for instructions on creating a pseudo SSN.

2, 4, 7 Service Computation Date (Leave) and Date of Birth and Effective Date of Personnel Action

YYMMDD sequence. Year: 00-99. Month: 01-12. Day: 01-31.

3 Citizenship Status

1 = U.S. Citizen (including U.S. Nationals)
8 = Non-U.S. Citizen

5 Work Schedule Code

F = Full-time
P = Part-time
I = Intermittent
G = Full-time seasonal
Q = Part-time seasonal
J = Intermittent seasonal
H = Full-time on-call
R = Part-time on-call

8 Salary

OPM is now requiring scheduled salary while the Defense Manpower Data Center (DMDC) continues to need payable salary. See Book III, CPDF-DOL-001 of reference (g) for additional information.

<u>Data Element Number</u>	<u>DESCRIPTION</u>
9	<p><u>Occupational Code</u></p> <p>See FPM Supplement 292-1, Book III (reference (g)) for additional advice on coding.</p>
10	<p><u>Functional Classification of Scientists and Engineers</u></p> <p>00, or 11-99. (Blanks are not valid.) See reference (g).</p>
11, 12, 13	<p><u>Location Code (State or Country, City, County)</u></p> <p>These three data elements shall comply with codes in GPO Stock Number 022-000-00193-1 (reference (h)) and with the update of these codes in reference (g). U.S. Territories and foreign countries are alphabetically coded. States (including the District of Columbia), counties, and cities are coded numerically.</p>
14	<p><u>Time in Hours</u></p> <p>The number of scheduled work hours (01 through 40) per week.</p>
15	<p><u>Reportable Handicap</u></p> <p>Allowable codes are in the range 01-94. For valid codes, see reference (g). The following codes no longer are acceptable and should not be submitted: 00, 10, 11, 20, 21, 30, 31, 40 through 43, 50 through 56, and 99.</p>
16	<p><u>Pay Rate Determinant</u></p> <p>Allowable codes are 0, 2-8, A-B, E-F, J-K, R-S, and U-V. See CPDF-PAY.035 (reference (g)) for explanation of codes.</p>
17	<p><u>Pay Basis Code</u></p> <p>PA = Per annum PD = Per diem PH = Per hour PM = Per month FB = Fee basis PW = Piece work WC = Without compensation BW = Bi-weekly</p>

Data Element
Number

DESCRIPTION

- 18 Veterans' Preference Category
- 1 = None
 - 2 = 5 points
 - 3 = 10 points (disability)
 - 4 = 10 points (compensable)
 - 5 = 10 points (other)
 - 6 = 10 points (30 percent compensable)
- 19 Tenure Code (Employee Tenure Group)
- 0 = No tenure group
 - 1 = Career appointment
 - 2 = Career conditional appointment
 - 3 = Temporary appointment
- See FPM Supplement 292-1, Book III, CPDF-TEN-001 (reference (g)) for additional details.
- 20 Federal Employees Group Life Insurance
- (Codes 1 through 4 are no longer valid and should not be submitted.) See reference (g) for definition of valid codes A-Z.
- 21 Retirement Plan (Civilian Retirement System)
- Single Systems
- 1 = CSRS
 - 2 = Social Security System (FICA)
 - 3 = Foreign Service Retirement and Disability System (FS)
 - 4 = None (no Federal retirement system.)
 - 5 = Other (for example, Teachers Insurance Retirement Annuity Plan for professors at the Uniformed Services University of the Health Sciences and State government retirement systems for National Guard Technicians.)
 - 6 = Civil Service Retirement System--Special (for law enforcement officers and firefighters.)
- Combination FICA and Partial Contributions
- Employee makes full contribution to FICA and partial contribution to other system. Beginning January 1, 1987, once an employee's basic pay exceeds the maximum FICA wage base and is no longer subject to the FICA tax, full contributions are withheld for CSRS, CSRS--special, FS, or other retirement system; e.g., 7 or 7.5 percent rate.

Data Element
Number

DESCRIPTION

C = FICA and CSRS (partial)
E = FICA and CSRS--Special (partial)
G = FICA and FS (partial)
J = FICA and Other (partial)
K = FERS and FICA (The Federal Employees' Retirement System (FERS) was established January 1, 1987, by Public Law 99-335, June 6, 1986 (reference (i).)
L = FERS and FICA--Air Traffic Controllers
M = FERS and FICA--Special (for law enforcement officers and firefighters)
N = FERS and FICA--Reserve Technicians
P = Foreign Service Pension System (FSPS) and FICA (The FSPS was established under (reference (i).)

Combinations of FICA and Full Contributions

Employee makes full contribution to FICA and full contribution to other system.

R = FICA and CSRS (full)
T = FICA and CSRS--Special (full)
W = FICA and FS (full)
X = FICA and Other (full)

22 Position Occupied (Position Service Identifier)

1 = Competitive service
2 = Excepted service
3 = SES (general)
4 = SES (career reserved)

23 DoD Transfer Indicator

1 = Transfer to another DoD Agency from this DoD Agency
2 = Transfer from another DoD Agency to this DoD Agency
3 = Transfer from the Department of Defense to a non-DoD Agency of the U.S Government
4 = Transfer from a non-DoD Agency of the U.S. Government to the Department of Defense

DoD transfer indicator must be present on both transfer-in and transfer-out transaction records. The indicator must also be reported in each subsequent master file record of an employee whose accession was by transfer (i.e, codes 2 and 4 above).

Data Element
Number

DESCRIPTION

24 Sex of Employee

M = Male
F = Female

25 Agency Code

DD = Defense Agencies; bureaus are 01-30
AR = Army; bureaus are AG-X8
NV = Navy; bureaus are 08-78 (27 = Marines)
AF = Air Force; bureaus are OA-OY, 01-34, 1S-1X, NG,
2C-2W and 3F-3V

Place the Agency portion of the code in record positions
69-70 and the bureau portion in positions 71-72.

27 Pay Grade Level

00 = Not applicable (e.g., SES); otherwise, 01-99 or,
if Agency is Office of Dependents Schools (DD17)
and pay plan is TP, then grade should be submitted
alphabetically.

28 Step or Rate

00 = Not applicable; otherwise 01-15.

30 Supervisory or Nonsupervisory Indicator

1 = Supervisory
3 = Managerial
4 = Supervisor (CSRA)
5 = Management official (CSRA)
6 = Leader
8 = All other (nonsupervisor and nonmanager)

31 Education Level

01-22 (code 00 is no longer valid). See FPM Supplement
292-1, Book III, CPDF-EDU-003 (reference (g)).

32 Year Degree Attained

Year of attainment of highest educational degree. Submit
00-99 if educational level code is 13-22; leave blank if
educational level code is blank or 01-12.

Data Element
Number

DESCRIPTION

33 Academic Discipline

Submit 0101-4999, if educational level is baccalaureate or higher.

If educational level code is blank or 01-12, leave this field blank.

See FPM Supplement 292-1, Book III, CPDF-ACA-003 (reference (g)) for additional details.

34 Race and National Origin Identification

(Code Z became invalid after September 1981)

A = American Indian or Alaskan Native

B = Asian or Pacific Islander. (For Asians or Pacific Islanders in Hawaii, use codes F-Q)

C = Black, not of Hispanic origin

D = Hispanic

E = White, not of Hispanic origin

Y = Non-Hispanic in Puerto Rico

If race is Asian or Pacific Islander and location is Hawaii, substitute the following codes.

F = Asian Indian

G = Chinese

H = Filipino

J = Guamanian

K = Hawaiian

L = Japanese

M = Korean

N = Samoan

P = Vietnamese

Q = All other Asians or Pacific Islanders

35 Unit Identification Indicator

(Lowest unit to which the employee is assigned)

Army = "W" or "M" in first position, followed by five AN characters.

Navy = "N" in first position, followed by five AN characters
NAV comptroller code (N).

Air Force = "F" in first position, followed by the last four AN characters of the PAS code, followed by a zero in position six of the field.

Data Element
Number

DESCRIPTION

Defense Logistics Agency = "D" in first position, three zeros, followed by the two character activity code.

Defense Investigative Service = First five AN characters of this Agency's office symbol followed by the seventh character of DIS's office symbol. If the seventh office symbol character is a blank, then submit a zero in position 97.

Other Defense Agencies = "DD" in first and second positions followed by four AN characters.

36

Program Element Identifier

NOTE: The code for position six is shown in the following partial listing. (See DoD 7045.7-H (reference (j) for additional coding information for the first five positions of this 6AN data element.)

- A = Army
- B = Defense Mapping Agency
- C = Strategic Defense Initiatives Organization
- D = Office of the Secretary of Defense
 - Armed Forces Information Service
 - Department of Defense Dependents Schools
 - Office of the Civilian Health and Medical Program of the Uniformed Services
 - Defense Medical Support Activity (includes TRIMIS)
 - Defense Security Assistance Agency
 - U.S. Court of Military Appeals
 - Washington Headquarters Services
 - Office of Economic Adjustment
 - Defense Legal Services
- E = Defense Advanced Research Project Agency
- F = Air Force

Data Element
Number

DESCRIPTION

G = National Security Agency, Central Security Service
H = Defense Nuclear Agency
I = Defense Reconnaissance Support Program
J = Joint Chiefs of Staff
K = Defense Communications Agency
L = Defense Intelligence Agency
M = Marines
N = Navy
R = Defense Contract Audit Agency
S = Defense Logistics Agency
U = Undistributed Resources (for use only by the Office of the Assistant Secretary of Defense (Comptroller) OASD(C))
V = Defense Investigative Service
W = Uniformed Services University of the Health Sciences
X = Inspector General

37 Civil Function Indicator

1 = Military function. (Defined organizationally to include all U.S. Army employees--except U.S. Army Corps of Engineers employees performing the Corps' civil functions and Arlington National Cemetery employees-- and to include all employees of all other DoD Agencies and Services.)
2 = Civil Function. (Limited to employees of the U.S. Army Corps of Engineers performing the Corps' civil functions; e.g., dam building for the Nation's rivers, and to all employees of Arlington National Cemetery.)

38 Military Technician Flag

0 = Neither a National Guard technician nor a Reserve technician
1 = National Guard technician
2 = Reserve technician

39 Appropriation

0300-0598. Assign the appropriation resource identification code taken from DoD 7045.7-H (reference (j)).

40 Active Strength Flag (Active or Inactive Strength Flag)

1 = Active, strength accountable (including veteran readjustment appointees)

Data Element
Number

DESCRIPTION

- 2 = Active, not ceiling strength accountable (including persons on leave with pay--NOA 462; "stay-in-school campaign" employees--NOA 171 or 571 and current appointment authority code WWM; "summer aids"--pay plan code YV; "Federal junior fellowship" employees--NOA 170 or 570 and current appointment authority code YAM; and first-year-hired worker trainee opportunities program employees)
- 3 = Inactive, strength accountable (including leave without pay (LWOP) less than 30 days, e.g., temporary absence due to work related injury--NOA 460 and legal authority code QCM)
- 4 = Inactive, not strength accountable (including LWOP greater than 30 days)

NOTE: "Active" means currently being paid; "strength accountable" means this worker counts toward OMB's ceiling strength.

41 Year of Bachelor's Degree

Leave blank for education levels lower than the Bachelor's degree (i.e., education level codes 01-12 or blank). Otherwise submit year of attainment of first Bachelor's degree (00-99). (If an employee has an advanced degree above the Bachelor's degree level, then the year degree attained field (data element 32) should have the advanced degree and this field (data element 41) should have the first Bachelor's degree year.)

42 Performance Level Identifier

Required for all employees.

- A, B, C = Outstanding
D, E, F = Exceeds fully successful
G, H, J = Fully successful
K, L, M = Minimally satisfactory
N = Unsatisfactory
X = Not applicable. Code should be entered for GS 1 through 15 employees not having a performance evaluation during the fiscal year and for PMRS (GM) employees having no current rating of record that is usable for PMRS payout purposes.

Data Element
Number

DESCRIPTION

W = GS employee without summary rating. Code may be entered only for GS 1 through 15 employees not having performance plans requiring a summary rating (other than the highest and lowest ratings required by 5 CFR 351, reference (k)).

44 PMRS Allocation (Merit Pay Pool)

Required in transaction records holding a nature of action code of 891 (PMRS merit increase). Optional in all other master or transaction file records. Do not submit zeros in lieu of blanks in records defined as optional.

Formerly titled "merit pay unit designator." The PMRS performance budget allocation is a five-digit, numeric, Agency-assigned code for identifying individuals who have been grouped together for performance management purposes. The fifth character position of this code identifies the fiscal year of the funds from which any performance awards to this group are to be paid. If performance awards are paid by an Agency from a single budget allocation, zero-fill the performance budget allocation portion of the field, but include fiscal year from which the performance award is paid. See FPM Letter 298-31 (reference (l)) and FPM Letter 292-34 (reference (m)), for additional guidance on coding.

45 Bargaining Unit Status

The code of the bargaining unit representing the employee may be found in GPO Stock Number 006-000-01288-4 (reference (n)) at the last four digits of the "OLMR Number."

7777 = Eligible but not in a bargaining unit

8888 = Ineligible for including in a bargaining unit

47 Annuitant Indicator

1 = Employee whose annuity under the CSRS continues after appointment. (Reemployed annuitant.)

2 = Employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or warrant officer. (The uniformed services are Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.) (Retired uniformed service officer.)

3 = Employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-officer (or enlisted) service. (Retired uniformed service enlisted.)

Data Element
Number

DESCRIPTION

- 4 = Employee is both a retired uniformed service commissioned or warrant officer and a reemployed annuitant. (Retired uniformed service officer and reemployed annuitant.)
- 5 = Employee is both a retired uniformed Service enlisted member and a reemployed annuitant. (Retired enlisted and reemployed annuitant.)
- 9 = Not applicable--none of the above codes apply.
- 48 Fair Labor Standards Act Exemption Status
- E = Exempt employee
N = Non-exempt employee
- See FPM Supplement 292-1, Book III, CPDF-FAI-001 (reference (g)) for additional details.
- 49 Legal Authority 1
- Primary law, Executive order, rule, regulation, or other basis authorizing the appointing officer to effect a personnel action on an employee.
- See FPM Supplement 296-33 (reference (f)) for guidance on legal authority codes.
- 50 Legal Authority 2
- Secondary or additional authority for the personnel action.
- 52 Current Appointment Authority 1
- Consists of the primary legal authority describing the basis for a hiring action and must always reflect the employee's most recent appointment or conversion. Code ZZZ should be reported for all employees whose most recent appointment or conversion was to a competitive service position and was before January 1982.
- 53 Overseas Emergency-Essential Agreement Flag
- 1 = Employee is in an overseas emergency-essential position and has signed the Emergency-Essential Position Agreement.
- 2 = Employee is in an overseas emergency-essential position and has not signed the Emergency-Essential Position Agreement.
- 3 = Employee is in an overseas emergency-essential position designated as critical and has signed the Emergency-Essential Position Agreement.

Data Element
Number

DESCRIPTION

4 = Employee is in an overseas emergency-essential position designated as critical and has not signed the Emergency-Essential Position Agreement.

0 = Not applicable and unknown.

NOTE: An employee in a critical position should be coded 3 or 4, not 1 or 2.

NOTE: DMDC shall accept emergency-essential data on CONUS employees.

54 Health Plan (Health Benefit Plan)

Required in master file records for March and September. Optional in June and December master file records and all transaction records.

The OPM has revised its requirements for this data element from 5 AN to 3 AN, but advises that there is a possibility that this data element shall be expanded to 5 AN by 1988. Therefore DMDC submissions shall contain zeros in positions 160 and 161. Positions 162 and 163 shall contain the health plan carrier code (e.g., 20 = Aetna) and position 164 shall indicate the enrollment category and option.

NOTE: Some carriers do not have all options.

- 1 = Self only--high option
- 2 = Self and family--high option
- 4 = Self only--low option
- 5 = Self and family--low option
- X = Pending. Employee has not elected coverage, but is eligible to do so.
- Y = Declined enrollment or canceled policy
- Z = Not eligible

See FPM Supplemental 292-1, Book III, CPDF-HEA-010 (reference (g)) for additional information.

55 Creditable Military Service

The data to be reported represent the total years and months of a covered employee's military service that is creditable for annual leave accrual. The data should be reported on all employees under the CSRS or under the FERS. If a covered employee's creditable military service is unknown, submit blanks, not zeroes. Enter zeros when the covered employee has no creditable military service.

Data Element
Number

DESCRIPTION

A covered employee's master file record should report creditable military service data. A covered employee's transaction file record should report the data if the nature of action(1) is 100-199 or 500-599 or 882; or if nature of action(1) is 002 and nature of action(2) is 100-199, 500-599, or 882. The data should be left blank in all other situations; i.e., if the employee is not covered.

See FPM Supplement 296-33, appendix A to subchapter 6, reference (f) for guidance on calculating creditable military service. See reference (g) for additional information.

57 Date of Last Promotion

Date (YYMM sequence) the employee received the last permanent promotion. Leave blank only if the employee has never been promoted since the most recent accession into the Civil Service. Year is 00-99, month is 01-12.

58 Date Entered Current Grade (DECG)

Effective date (YYMM sequence) of personnel action that moved the individual to current pay system and grade or step. For most pay systems, DECG is based on an accession or a change of pay system and/or grade. For the ES pay system, the DECG is based on pay system and step. This element should always be submitted; i.e., never with blanks.

59 Position Sensitivity

Coding is used to show the overall sensitivity designation of the position for U.S. national security under Federal Personnel Manual, GPO Stock Number 906-001-00000-4, chapter 732 (reference (o)). Reflects the suitability risk (potential for adverse impact on service efficiency) in chapter 731 of reference (o), associated with the position or activity. The suitability sensitivity assessment or designation is part of the designation process. For full explanations of the following sensitivity levels, refer to chapter 731, subchapter 2 and chapter 732, subchapter 2 of reference (o).

0 = Not designated. Not valid for use on SF's 50 or 52, OF-8, or equivalent Agency form.

Data Element
Number

DESCRIPTION

- 1 = Non-sensitive (NS). U.S. National security risk: Potentially prejudicial to the U.S. national security. Adversely impacting on Service efficiency. Potential for impact involving duties of limited relation to the Agency mission with program responsibilities affecting Service efficiency.
- 2 = Noncritical-sensitive (NCS). U.S. national security risk: Potential for damage to potential for serious damage to U.S. national security. Adversely impacting on Service efficiency. Potential for moderate to serious impact involving duties of considerable importance to the Agency mission with significant program responsibilities affecting Service efficiency.
- 3 = Critical-sensitive (CS). U.S. National security risk. Potential for exceptionally grave damage to the national security. Adversely impacting on Service efficiency. Potential for exceptionally grave impact involving duties of major importance to the Agency mission with major program responsibilities affecting Service efficiency.
- 4 = National security risk (SS). Potential for inestimable damage to U.S. national security adversely impacting on Service efficiency. Potential for inestimable impact involving duties critical to Agency mission with broad scope and authority (e.g., extremely important responsibilities affecting Service efficiency).

60 Level of Access to Sensitive Information

Level of access to information and materials under chapter 732 (reference (o)) or other authority.

- 0 = Not required
1 = Confidential (as defined in E.O. 12356 (reference (p)))
2 = Secret (reference (p))
3 = Top secret (reference (p))
4 = Sensitive compartmented information (Director of Central Intelligence Directive 1/14)
5 = "Q" clearance (as defined in the Atomic Energy Act of 1954 (reference (q)))
6 = "L" clearance (reference (q))

61 Date of Current Security Clearance

Year 00-99
Month 01-12

Data Element
Number

DESCRIPTION

62

Security Investigation Type

The basis of the current security clearance.

blank = No investigation

1 = Entrance national agency check (ENAC)

2 = National agency check (NAC)

3 = NAC plus written inquiries (NACI)

4 = Background investigation (BI)

5 = Special BI (SBI)

6 = NAC plus ten years service (obsolete)

7 = NAC plus special investigative inquiry (NACL)

8 = ENAC plus special investigative inquiry (ENAL)

9 = Interview oriented BI (IBI)

0 = Defense NAC plus written inquiries (DNAC)

A = Expanded NAC (XNAC)

B = Local records check and NAC plus written inquiries requested
(LRCN)

C = NAC plus written inquiries requested (NACW)

D = NAC (or NACI) plus BI or IBI requested (NACB)

E = NAC plus SBI requested (NACS)

F = BI or IBI (10 year scope) (BITN)

G = Periodic reinvestigation of BI or IBI (BIPR)

H = NAC plus partial SBI (NPSB)

I = Character investigation (CI)

J = Periodic reinvestigation of SBI (SBPR)

K = Limited BI--OPM (LBI)

L = Minimum BI--OPM (MBI)

M = SBI plus current NAC (SBIP)

N = NACI plus current NAC (NNAC)

O = Special investigative inquiry (SII)

P = IBI or BI plus current NAC (IBIP)

Q = MBI plus current NAC (MBIP)

R = LBI plus current NAC (LBIP)

S = SBI plus current BI or IBI (SBBI)

T = IBI or BI requested (IBIR)

U = Unknown (UNKN)

V = SBI requested (SBIR)

W = Local records check (LRC)

X = MBI--expanded (MBIX)

Y = LBI--expanded (LBIX)

Z = Other investigation

Data Element
Number

DESCRIPTION

63 Frozen CSRS Service

The data to be reported represent the total years and months of a covered employee's service under the CSRS at the time the employee changed to the FERS. The data should be reported only for employees participating in the FERS. If a covered employee's frozen CSRS service is unknown, submit blanks, not zeroes. Enter zeroes when the covered employee has no frozen CSRS service.

A covered employee's master file record should report frozen CSRS service. A covered employee's transaction file record should contain frozen CSRS service data if nature of action(1) is 100-199, 500-599, 803 or 882, or; if nature of action(1) is 002 and nature of action(2) is 100-199, 500-599, 803 or 882. The data should be left blank in all other situations; i.e. noncovered employees.

See FPM Supplement 292-1, Book III (reference (g)) for additional details.

65 Previous Retirement Coverage

Whether the employee has, at the most recent appointment to Federal service, previously been covered by either the CSRS or by the FERS. Required to be reported if the transaction record has a nature of action(1) value of 1XX, 5XX or 882; or a nature of action(1) value of 002 and a nature of action(2) value of 1XX, 5XX or 882; and current retirement coverage is under the CSRS or the FERS.

Optionally reported in other transaction and master file records, or leave blank.

See FPM Letter 292-35 (reference (r)) for additional information.

P = Previously covered
N = Never covered

66, 71 Language Identity (Foreign Language 1 and 2)

See FPM Supplement 292-1, Book IV, OPT-LAN-020 (reference (g)) for additional details.

70, 75 Latest Proficiency Evaluation Date, First Language and Latest Proficiency Evaluation Date, Second Language

YYMM sequence. Year: 00-99. Month: 01-12.