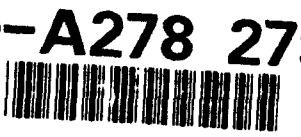
AD-A278 279



NAVAL HEALTH RESEARCH CENTER

# *OFFICE OF WORKERS' COMPENSATION PROGRAM (OWCP)*

# *DATA CODEBOOK*

***Version 1.0***
***December 1993***

DTIC
ELECTE
APR 1 9 1994
S F D

*E. Shaw*

*S. L. Shepherd*

94-11727

94 4 18 140

***Report No. 93-34***

DTIC QUALITY INSPECTED 3

Approved for public release: distribution unlimited.

NAVAL HEALTH RESEARCH CENTER
P. O. BOX 85122
SAN DIEGO, CALIFORNIA 92186 – 5122

NAVAL MEDICAL RESEARCH AND DEVELOPMENT COMMAND
BETHESDA, MARYLAND

# Office of Workers' Compensation Programs (OWCP) Data Codebook

Version 1.0
December 1993

Eddie Shaw
Steven L. Shepherd

Naval Health Research Center
Medical Information Systems and
Operations Research Department
P.O. Box 85122
San Diego, California 92186-5122

Report No. 93-34 was supported by the Chief of Naval Operations, Logistics (N-45) and by the Naval Medical Research and Development Command, Bethesda, MD, Department of the Navy, under Work Unit no. 63706N-M0096.004-6202. The views expressed in this article are those of the authors and do not reflect the official policy or position of the Department of the Navy, Department of Defense, or the U.S. Government. Approved for public release, distribution unlimited.

## Summary

This codebook was created to permit optimal use of occupational injury and illness claim data available from the Office of Workers' Compensation Programs (OWCP). These data, along with others, will be used by the Naval Health Research Center to develop the Mishap Cost-Reduction and Quality Assessment Model as part of the Navy Occupational Safety and Health Program. Although OWCP provides record layout information and limited record field information for the data it provides, no comprehensive codebook is available. This codebook provides information on the OWCP data system and a primary OWCP database--the summary chargeback records--along with a data tape layout and a data dictionary with code translation tables.

Accesion For
NTIS CRA&I
DTIC TAB
Unannounced
Justification
By
Distribution /
Availability Codes
Dist | Avail and / or Special
A-1

## Table of Contents


Summary . . . . . i

Table of Contents . . . . . ii

Section 1. Introduction . . . . . 1

Section 2. OWCP Database and Data System

2.1 Database Description . . . . . 2
2.2 Data System Description . . . . . 2
2.3 OWCP Summary vs. Detail Data Tapes . . . . . 2

Section 3. OWCP Data Tape . . . . . 4

Section 4. OWCP Data Codebook

4.1 Codebook Description . . . . . 5
4.2 Codebook Column Heading Definitions . . . . . 5
4.3 Data Codebook . . . . . 7

Figures:

1. OWCP District Office Map . . . . . 23
2. OWCP Data Flowchart . . . . . 24

Tables:

1. FECA Tape Record Layout . . . . . 26
2. FECA Detail Record Layout . . . . . 28

Appendix: OWCP Data Code Tables

1. Occupational Codes, Two Digits . . . . . 30
2. Occupational Codes, Four Digits . . . . . 31
3. DON Command/Organization (Agency) Codes . . . . . 40
4. DON Civilian Personnel Office (CPO) Codes . . . . . 41
5. Anatomical Location of Injury Codes . . . . . 54
6. Nature of Injury Codes . . . . . 56
7. Cause of Injury Codes . . . . . 58
8. OWCP Notice/Claim Form Number Codes . . . . . 59
9. Adjudication Status Codes . . . . . 60
10. Case Status Codes . . . . . 61
11. Rehabilitation Indicator Codes . . . . . 63
12. COBOL Trailing Sign Indicator Codes . . . . . 65


[illegible] CLASSIFIED 3

13. DON Unit Identification Codes (UICs) . . . . . 66

Index: OWCP Data Variables

1. List of Variables by Field Number . . . . . 71
2. Alphabetic List of Variables . . . . . 73

## Section 1. Introduction

The Office of Workers' Compensation Programs (OWCP), Employment Standards Administration, U.S. Department of Labor, is the government agency responsible for administering claims by federal employees who have experienced an occupational injury or illness and who are seeking benefits under the Federal Employee's Compensation Act. OWCP collects, stores, and maintains a vast database on these claims and their costs. Naval Health Research Center has obtained a copy of this dataset to use in developing a model for analyzing factors contributing to the costs of occupational injuries and illnesses among the Department of the Navy's civilian employees.

The OWCP Codebook was created to better understand OWCP data planned for use in the development of the Mishap Cost-Reduction and Quality Assessment Model for the Navy Occupational Safety and Health Program. The OWCP data will be merged with other datasets into a single database to be used in developing this model. OWCP provides database record layout information, but only limited information on field name definitions and variable code interpretation within these fields. No data dictionary was available from OWCP. Thus, this codebook was created to facilitate the use of the OWCP database.

Although this codebook was developed for use by the U.S. Navy, it is applicable to and usable by any other government agency interested in using or accessing the OWCP database.

## Section 2. OWCP Database and Data System

### 2.1 OWCP Database

The OWCP database is maintained through the daily transmission of information on both new cases and on old cases for which updated information is available from each of the 13 OWCP district offices across the United States (see Figure 1, page 23). It is the responsibility of the district offices to enter the information from the claims and notification forms submitted by the local personnel offices into the OWCP data system (see Figure 2, page 24). The OWCP office in Washington, D.C., manages the database and sends out data tapes and reports to various government agencies. The physical paper files for individual cases are maintained and kept at the district offices. However, sometimes new or updated information on a case can be placed in a claimant's physical file without the electronic datafile being updated. A case file is updated on the computer when accounting information (i.e., payments or charges) changes.

### 2.2 OWCP Data System

The OWCP data system consists of three parts: the Bill Pay System (BPS), which handles payments made for medical bills, the Compensation Pay System (CPS), which handles indemnity payments, and the Case Management File (CMF) system, which handles administrative changes in a claimant's case. Each of these systems is nationally standardized but allows for customization by the district office. The system is designed with internal edits and data checks to ensure that the information being entered is correct and accurate. Error and caution messages appear on the data entry screen when incorrect data is entered. The system is not foolproof, however. Key stroke errors are seen in the database on rare occasions.

For further information on the OWCP database or data system, please contact:

Mr. Ralph Slighter
U.S. Department of Labor
Office of Workers' Compensation
Division of Federal Employees' Compensation
Room S-3229 (Code E-014)
200 Constitution Avenue, NW
Washington, D.C. 20210
(202) 219-8455

### 2.3 OWCP Summary vs. Detail Data Tapes

The OWCP database consists of two different record types: summary and detail (see data variable number 4: "Record type"). The summary records contain basic case history information as well as cumulative, year-to-date, accounting information (see Table 1, page 26, for a complete record layout). In contrast, the detail records contain information on individual payments made in a compensation case (see Table 2, page 28, for the detail record layout). Each payment or other

monetary transaction, therefore, triggers the creation of a new detail record and the simultaneous updating of the appropriate cumulative total (medical or compensation) in the claimant's summary record. The time period for each year's data runs from July 1 to June 30.

## Section 3. OWCP Data Tape

This codebook describes data contained on tapes produced by the Naval Computer and Telecommunications Station, Jacksonville, Florida. These tapes represent the merging of taped data originally from the Office of Workers' Compensation Programs (OWCP), and from the Naval Civilian Personnel Data System (NCPDS) Center. The purpose of this merging is to identify the Navy activities at which an injured employee worked, thereby enabling the chargeback of the employee's benefit expenses to his or her employing activity. Functionally, the only data added as a result of this merge is the employing activity's Navy Unit Identification Code (UIC); the first 428 characters of data on the tapes from Jacksonville are exactly as they were provided by OWCP.

As of September 1993, this merged data tape resulted in a 1400-character-per-record layout (see Table 1, page 26).

## Section 4. OWCP Data Codebook

### 4.1 Codebook Description

This codebook describes the first 75 variables listed on the 1400-character FECA Tape Record Layout, which includes the entire computerized data available from OWCP.
This codebook is to be used in conjunction with the following sources of information:

Federal Personnel Manual Supplement 292-1, *Personnel Data Standards*
Federal Personnel Manual Chapter 810, *Injury Compensation*
FECA Bulletin No. 88-19, *Use of ICD-9 Codes*
OSHA Booklet 2014, *Recordkeeping and Reporting Guidelines for Federal Agencies*

### 4.2 Codebook Column Heading Definitions

**Field No.** Field number--the sequential position of the variable within the data file.

**Variable** Name of variable.

**(Field Name)** Name of the data field as it appears on the original OWCP record layout (Table 1, page 26).

**Type** The type of data that will appear in the data field. They are as follows:

A--Alpha or Alphanumeric
N--Numeric or Date

Note that the data types shown here may differ from that shown in the OWCP data layout. The data types indicated in this codebook are for the data as they exist on the data tapes.

**Lgth** Length--the maximum number of characters allowed for the variable. Fewer characters than the maximum are permissible.

**Position** The column numbers in the record layout where the data reside.

**Value** The type of values that will appear in the data field. They are as follows:

Code
Number
Date
Text
Dollar

**Value Description** Description and examples of the type of values that will occur in the data field. Note the convention used in this codebook: an "e.g." is used to provide representative value descriptions from among a larger list provided in the appendix. When no "e.g." is used, then all codes are listed under this column.

**Remarks** Additional information, description, or definition of the variable.

**Data Source** The information source used to create the variable.

## 4.3 Data Codebook

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 1 | Prefix (PREFIX) | A7 | 1-7 | Code:<br>U80#### | This is an internal OWCP code assigned for data management purposes only. It is of no use outside OWCP. Identifies major agency/departments. Not a unique identity. All DON files are designated with a "U" and files created after 1983 are designated with an "80." | OWCP |
| 2 | Agency rollup code (AGENCY-ROLLUP-CODE) | N4 | 8-11 | Code, e.g.:<br>6### = Dept of Navy<br>634# = NAVSEA<br>6438 = Shipyard<br><br>For more details, see "Agency" variable below. | Code for chargeback agency; includes rolled up Case Management File (CMF) codes for selected agencies. There are no agency rollup codes for DON since the Navy does not combine, or "roll up," its many similar activities into one code. Thus, the codes that appear in this field are the same as the code for chargeback agency and have been system-copied from the value entered for the "agency code" variable. See "agency code" variable, field number 24, below. | N/A |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 3 | Case number (CASE-NO) | A9 | 12-20 | Number:<br>Nine digits*<br><br>*Note: An interagency adjustment flag alpha character can occur in the first column of the case number. This occurs for Navy injury cases that have been billed to another agency (debit Navy) or another agency's case billed to the Navy (credit Navy). Each agency has its own set of alpha codes. The alpha codes for the Navy are as follows:<br><br>A = Debit Navy<br>B = Debit Navy<br>C = Debit Navy<br>D = Credit Navy<br>E = Credit Navy<br>F = Credit Navy | OWCP case identification number, automatically assigned by the system at the district office where the case was created. Note that a new case number is assigned for each new CA-1 or CA-2 claim that enters the system. Different case numbers can refer to the same individual if multiple unrelated incidents of injury/illness were experienced by the person. If an employee was injured on more than one anatomical site in a single incident, only one claim, and thus one case number, is filed.<br><br>For a recurrence of an old injury from a prior incident, a form CA-2a would be filed with the case number of the original claim and no new claim number would be assigned. | System-assigned, OWCP district office |
| 4 | Record type (REC-TYPE) | N1 | 21-21 | Code:<br>1 = Summary<br>2 = Detail | Identifies whether record is summary or detail. A detail record exists only for cases where an actual payment was made and will contain information (i.e., payee's name, date, amount, etc.) on each payment made (see sample FECA Detail Data Layout in Table 2, page 28).<br><br>Summary records contain information on payment totals for the chargeback year and information on the most recent payment made. All records in the data tapes provided to Naval Health Research Center for use in the Mishap Cost-Reduction Model are summary records. | OWCP district office |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 5 | Last payment district (LAST-PYMT-DIST) | N2 | 22-23 | Code:<br>01 = Boston<br>02 = New York<br>03 = Philadelphia<br>06 = Jacksonville<br>09 = Cleveland<br>10 = Chicago<br>11 = Kansas City<br>12 = Denver<br>13 = San Francisco<br>14 = Seattle<br>16 = Dallas<br>25 = Washington, D.C.<br>50 = Special Claims | OWCP district office making last payment in reported period. | OWCP-assigned code |
| 6 | Last payment date (LAST-PYMT-DATE) | N6 | 24-29 | Date will appear in YYMMDD format. | Date of most recent payment charged to the case. | OWCP |
| 7 | Last source indicator, CP or BP (LAST-SRCE-IND, CP-OR-BP) | A1 | 30-30 | Code:<br>B = Bill Pay System (BPS)<br>C = Comp Pay System (CPS) | Identifies type of most recent payment charged to the case. Linked to previous variable. | OWCP |
| 8 | Last source indicator, CP last roll (LAST-SRCE-IND, CP-LAST-ROLL) | A1 | 31-31 | Code:<br>D = Death<br>P = Periodic<br>S = Supplemental | Identifies type of Compensation Payment (CP) roll. A "death" roll type receives payment monthly. A "periodic" roll type receives a payment every 28 days. All compensation payments not designated "D" or "P" are designated "S" for "supplemental." The time periods for supplemental payments vary and include the daily roll. If the most recent payment was a bill pay type, the information contained here would reflect the last compensation payment made. This field will be blank if no compensation payments have been made. | OWCP |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 9 | Source payment type (SRCE-PYMT-TYPE) | A1 | 32-32 | Code:<br>1 = CP pay, cash<br>2 = CP credit, check<br>3 = CP credit, cash<br>4 = CP pay, check<br>B = BP pay, cash<br>C = BP credit, check<br>D = BP credit, cash<br>M = BP pay, check | Payment transaction type for the last payment made. This is an OWCP code that designates the type of payment made, bill pay or comp pay, and how the payment was made, i.e., by cash or check, and whether it was a positive dollar amount (payment) or a negative dollar amount (credit back or returned/canceled check). | OWCP |
| 10 | Case prior reference number (CASE-PTR) | N9 | 33-41 | Number:<br>Nine digits | Cross-reference to prior injury case number. If more than one injury to the same part of the body occurred at different times (i.e., two separate incidents that injured the same part of the body), and a claim was filed on each injury, all previous claims would be consolidated under one case number and referenced here. | OWCP |
| 11 | Case prior type (CASE-PTR-TYPE) | A1 | 42-42 | Code:<br>I = Independent<br>M = Master<br>S = Subsidiary | Type of association the present case has with prior referenced case if any (see "Case prior reference number" above). It describes the preceding variable. If there are no prior injury claim(s)(to same part of body), then the present case will be designated "I." Independent cases have no relationship to any other claim. If there are prior similar claims, OWCP will consolidate the physical paper files in its office. The case number under which all the physical paper files were consolidated will be designated "M," and all other related claims' case numbers will be designated "S." The "master" case is considered to be the principal case. A "subsidiary" case is a supporting claim of the "master" case. The data layout for the three case types are the same. | OWCP |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 12 | Claimant's name-last (CLM-NAME-LAST) | A20 | 43-62 | Text:<br>Up to 20 characters of claimant's last name. | Employee's last name. | Form CA-1 or CA-2, box 2 |
| 13 | Claimant's name-first (CLM-NAME-FIRST) | A10 | 63-72 | Text:<br>Up to 10 characters of claimant's first name. | Employee's first name. | Form CA-1 or CA-2, box 1 |
| 14 | Claimant's name-middle (CLM-NAME-MIDDLE) | A10 | 73-82 | Text:<br>Up to 10 characters of claimant's middle name. | Employee's middle name. | Form CA-1 or CA-2, box 1 |
| 15 | Claimant's name-title (CLM-NAME-TITLE) | A3 | 83-85 | Text:<br>Up to 3 characters of claimant's title. | Employee's title (e.g., Jr). | Form CA-1 or CA-2, box 1 |
| 16 | Social Security number (SSAN) | N9 | 86-94 | Number:<br>Nine digits. | Employee's Social Security number. | Form CA-1 or CA-2, box 2 |
| 17 | Sex (SEX) | A1 | 95-95 | Code:<br>F = Female<br>M = Male | Employee's gender. | Form CA-1 or CA-2, box 4 |
| 18 | Date of birth (DOB) | N6 | 96-101 | Date will appear in YYMMDD format. | Employee's date of birth. | Form CA-1 or CA-2, box 3 |
| 19 | Claimant's address-street (CLM-ADDR-STREET) | A35 | 102-136 | Text:<br>Up to 35 characters of street name. | Employee's home mailing street address. | Form CA-1 or CA-2, box 7 |
| 20 | Claimant's address-city (CLM-ADDR-CITY) | A20 | 137-156 | Text:<br>Up to 20 characters of city name. | Employee's home mailing address city. | Form CA-1 or CA-2, box 7 |
| 21 | Claimant's address-state (CLM-ADDR-STATE) | A2 | 157-158 | Code:<br>Two-letter postal service state code. | Employee's home mailing address state. | Form CA-1 or CA-2, box 7 |
| 22 | Claimant's address-zip code (CLM-ADDR-ZIP) | N5 | 159-163 | Number:<br>Five-digit zip code. | Employee's home mailing address zip code. | Form CA-1 or CA-2, box 7 |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 23 | Occupational code (OCC-CODE) | A5 | 164-168 | Code, e.g.:<br>01 = Aeronautical engineer<br>02 = Ash and trash collector<br>G0301 = Clerk<br>W2805 = Electrician<br>Z9999 = No occupation information provided<br><br>See Appendix 1, page 30, for a detailed list of two-digit codes, and Appendix 2, page 31, for four-digit codes. | Employee's occupation. Two coding conventions are in use. The first is a two-digit OWCP code. The second is a four-digit OSHA code, which is identical to the occupational codes used by Naval Civilian Personnel Data System (NCPDS) and listed in NCPDS Central Table 466. The four-digit OSHA codes are preceded by a "G" for General Schedule or General Management, a "W" for Wage Grade, and a "Z" for Missing Occupational Codes. Cases created after 1986 should have a four-digit occupation code. However, some personnel offices still use the old two-digit occupational codes. Instructions for entering the OSHA codes are contained in OSHA Booklet 2014. | Form CA-1, box 12 & shaded box "a," or form CA-2, box 9 & shaded box "a" |
| 24 | Agency code (AGENCY-CODE) | N4 | 169-172 | Code, e.g.:<br>6### = Dept of Navy<br>643# = NAVSEA<br>6438 = Shipyard<br><br>See Appendix 3, page 40, for a detailed list. | Identifies the employing agency (DON, etc.) and major claimant/command (NAVSEA, etc.) of the injured employee. The 6000 codes (6000 - 6999) are for the Department of the Navy. The first digit thus refers to DON. The next two digits refer to the major claimant/command within DON. The last digit refers to the type of activity within the major claimant/command. | Form CA-1, box 17, or CA-2, box 19 |
| 25 | Agency building (AGENCY-BLDG) | A2 | 173-174 | Code, e.g.:<br>KA = Portsmouth Naval Shipyard<br>LB = Naval Submarine Base New London<br>JX = Military Sealift Command, Atlantic<br><br>See Appendix 4, page 41, for a detailed list. | Identifies employee's Civilian Personnel Office (CPO). This is the servicing personnel office code. This two-letter code identifies the CPO where the injury claim is serviced. This is not necessarily the same office where the claim was originally filed. Each CPO has its own assigned two-letter code. | OWCP |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 26 | Geographic location (GEO-LOC) | A9 | 175-183 | Code:<br>Alphanumeric. | OSHA site code. This variable is not presently being used. This data field was originally created so that an OSHA site code, which is similar to a military Unit Identification Code, for nonmilitary agencies could be coded here. OSHA site codes for DON would start with the two-letter alpha code "DN" and then the five-digit Navy UIC. | N/A |
| 27 | Date of injury (DOI) | N6 | 184-189 | Date will appear in YYMMDD format. | Date employee was injured or, for illnesses, date of last exposure. | Form CA-1, boxes 10 & 21 or CA-2, box 12 |
| 28 | Date of death (DOD) | N6 | 190-195 | Date will appear in YYMMDD format. | Date of employee's death. If employee's death occurred at a later date as the result of an earlier occupational injury, and a claim was already filed on that injury, a CA-5 or CA-5b claim form would be filed by the subject's surviving party of interest (i.e., spouse, children). If employee's death was immediate, a CA-6 reporting form would be filed by the employee's official superior notifying OWCP of the death. | Form CA-5, CA-5b, or CA-6, box 10 |
| 29 | Injury zip code (INJ-ZIP) | N5 | 196-200 | Code:<br>Five digits. | Zip code where employee's injury occurred. | Form CA-1, box 18 |
| 30 | Extent of injury (EXTENT-INJ) | A1 | 201-201 | Code:<br>0 = Fatal<br>1 = No lost time<br>2 = First aid<br>8 = Inoculation<br>X = Nonfatal lost time | Extent of employee's injury. This variable is linked to the "fatal indicator" variable below. If "0" is coded here, the system will ask for a "fatal indicator" code. | OWCP-assigned code from claims examiner's interpretation of information on form CA-1 |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 31 | Status of injury (STATUS-INJ) | N1 | 202-202 | Code:<br>0 = No lost time, first aid, inoculation, or non-fatal lost time<br>1 = Fatal | Status of employee's injury. This variable is also linked to the "fatal indicator" variable below. If "1" is coded here, the system will ask for a "fatal indicator" code. This is an internal consistency check for the previous variable to make sure fatal injuries were properly identified. Thus, a "1" coded here should have a "0" code for "extent of injury" and a "0" here should have a "1," "2," "8," or "X." | OWCP-assigned code from information on form CA-1 |
| 32 | Fatal indicator (FATAL-IND) | N1 | 203-203 | Code:<br>0 = Deceased, not injury related<br>1 = Death immediate<br>2 = Later fatal | Fatality code. Describes how fatality occurred for those employees who die. For an employee who dies immediately as a result of an occupationally related accident, the employee's official superior would file a form CA-6. If the subject was previously injured and has already filed a claim on form CA-1 or CA-2, and then died later, whether injury-related or not, then the interested party (i.e., spouse, children, etc.) would file a form CA-5 or CA-5b. If employee did not die, this field will be blank. | Form CA-5, CA-5b for codes "0" or "2" and form CA-6 for code "1" |
| 33 | Anatomical location of injury (ANAT-LOC) | A2 | 204-205 | Code, e.g.:<br>AB = Arm and wrist<br>AS = Arm or wrist<br>B1 = Single breast<br>B2 = Both breasts<br><br>See Appendix 5, page 54, for a detailed list. | Anatomical location of employee's injury. | OWCP-assigned code from information on form CA-1 or CA-2 |
| 34 | Nature of injury (NATURE) | A2 | 206-207 | Code, e.g.:<br>DA = Arthritis; bursitis<br>DB = Back strain/sprain<br>DC = Cerebral vascular condition; stroke<br>DD = Endemic disease<br><br>See Appendix 6, page 56, for a detailed list. | Nature of employee's injury. Type of injury or illness. These are not ICD-9 codes. | OWCP-assigned code from claims examiner's interpretation of information on form CA-1 or CA-2, box 14 |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 35 | Cause of injury (CAUSE) | N2 | 208-209 | Code, e.g.:<br>01 = Railroad and street cars<br>12 = Electricity<br>68 = Fall from ladder<br>97 = Enemy action<br><br>See Appendix 7, page 58, for a detailed list. | Cause of employee's injury. | OWCP-assigned code from claims examiner's interpretation of information on form CA-1 or CA-2, box 13 |
| 36 | Current/ previous owners (CURR-PREV-OWNERS) | A7 | 210-216 | Code:<br>######X | Previous OWCP district office (current to past), if any. If a case originated at one district office and later transferred to another office, the previous office's two-digit code, e.g., "01" for Boston district office, will appear here (refer to codes listed above in variable "last district office"). The length of the field allows for entry of 3 previous offices and an "X" designator for 4 or more offices. | OWCP |
| 37 | Date received (DATE-RCVD) | N6 | 217-222 | Date will appear in YYMMDD format. | Date OWCP received first notice of injury/illness (CA-1, CA-2, etc.). This date is stamped on the envelope when the claim form is received. | OWCP district office date stamp |
| 38 | Forms received (FORMS-RCVD) | A2 | 223-224 | Code:<br>1 = CA-1<br>2 = CA-2<br>4 = CA-4<br>5 = CA-5<br>6 = CA-6<br>7 = CA-7<br>16 = CA-16<br>L = Letter of intent | Form number of the initial report used to notify OWCP of the employee's injury/illness. See Appendix 8, page 59, for a description of the CA forms used for this data variable as well as other CA claim forms from OWCP. See variable "compensation claim indicator." | OWCP |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 39 | Date case created (DATE-CASE-CREATED) | N6 | 225-230 | Date will appear in YYMMDD format. | Date case entered by claims examiner into the Case Management File (CMF). This is the date that information from the claim form (CA-1, CA-2, etc.) was entered into the system and a case number assigned. OWCP uses this variable along with the previous variable "date received" as an internal check of the length of time it takes a claim to enter the CMF system once OWCP receives the claim form. | OWCP |
| 40 | Adjudication status (ADJUD-STATUS) | A2 | 231-232 | Code, e.g.:<br>A# = Case accepted<br>D# = Case denied<br><br>Where "#" is a code indicating the reasons or conditions for acceptance or denial. See Appendix 9, page 60, for a detailed list. | Current adjudication status of the case. A code is established each time a case is adjudicated. The code indicates whether the case/condition was accepted or denied and the extent of FECA entitlement. Note that for cases occurring late in the chargeback year (May or June), and with no payments charged to the case during the following chargeback year, this field may be blank, even if the case has been adjudicated. However, paper record of the adjudication will be filed in the claimant's physical file folder. Electronic datafile updates occur only if accounting information (payments) changes. | OWCP |
| 41 | Adjudication status date (ADJUD-STATUS-DATE) | N6 | 233-238 | Date will appear in YYMMDD format. | Date claim adjudicated. Effective date of the case's current adjudication status. Linked to previous variable. | OWCP |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 42 | Current case status (CURR-CASE-STATUS) | A2 | 239-240 | Code, e.g.:<br>C1 = Case closed, no further payments, no lost time<br>DE = Entitled to payment on periodic roll for death benefits<br>MC = Case approved for payment or medical care<br><br>See Appendix 10, page 61, for a detailed list. | Current status of case as of the last time the case file was accessed or as of the end of the year. | OWCP |
| 43 | Current case status date (CURR-STATUS-DATE) | N6 | 241-246 | Date will appear in YYMMDD format. | Date of current status. Linked to previous variable. | OWCP |
| 44 | Early referral (EARLY-REF) | A2 | 247-248 | Code:<br>First character:<br>T = Test group case<br>C = Control group case<br><br>Second character:<br>1 = Early referral not recommended<br>2 = Early referral recommend<br>3 = Referral<br>4 = Referral recommended | OWCP no longer uses this variable. It was originally used between 1987 and 1990 in a study done by OWCP on *emplyees experiencing serious* injuries and who had not returned to work. | OWCP |
| 45 | Case Management File code (CMF-CODE) | N1 | 249-249 | Code:<br>1 = Not serious<br>2 = Serious<br>3 = Most serious | OWCP no longer usese this variable. It was originally used between 1983 and 1991 to look at the "most serious" cases. | OWCP |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 46 | Reported accepted condition (REP-ACCPT-COND) | A45 | 250-294 | Text or Code:<br>Narrative or ICD-9 code. | Description of the injury/illness sustained by the employee, or the ICD-9 code for accepted cases after FY89 (For more information on the use of ICD-9 codes, see FECA Bulletin 88-19 listed in the reference). Note that the OWCP claims examiner assigns the ICD-9 code to accepted cases. This code will replace the original narrative description of the injury/illness entered in this field. If the case is not accepted, this field will contain the original narrative. Length of field can be longer than code(s) or text. | Form CA-16, part B |
| 47 | Reported accepted condition flag (REP-ACCPT-COND-FLAG) | A1 | 295-295 | Code:<br>C = Administrative closure<br>N = No<br>Y = Yes | Indicates whether claims examiner accepts described condition given above (see previous variable). Linked to previous variable.<br><br>Y = claims examiner accepts description and that it is compensable.<br><br>C = Short form or administrative closure. For those cases that do not involve lost time or payments, and thus do not need claims examiner to review. OWCP District Office staff will close out the case and no further review will be made. | OWCP |
| 48 | Third party indicator (THIRD-PARTY-IND) | N1 | 296-296 | Code:<br>0 = No third party<br>1 = Third party not referred<br>2 = Case referred<br>4 = Case closed "minor"<br>5 = Case closed "other"<br>6 = Case settled no refund<br>7 = Case settled refund not received<br>8 = Case settled refund received no credit<br>9 = Case settled refund received credit | Describes whether a third party was involved with the occurrence of the injury. | OWCP-assigned code from information on form CA-1, boxes 29 & 30 |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 49 | Rehabilitation indicator (REHAB-IND) | A1 | 297-297 | Code, e.g.:<br>1 = Closed from referral<br>D = Plan development<br>M = Medical rehab<br><br>See Appendix 11, page 63, for a detailed list. | Code indicating the current status of rehabilitation action. | OWCP |
| 50 | Rehabilitation date (REHAB-DATE) | N6 | 298-303 | Date will appear in YYMMDD format. | Date rehabilitation code most recently changed. Effective date of rehabilitation status code. *Linked to previous* variable. | OWCP |
| 51 | Payment disposition (PYMT-DISP) | A1 | 304-304 | Code:<br>N = No<br>Y = Yes | Continuation of Pay (COP) terminated or not by agency. | Form CA-1 |
| 52 | COP type (COP-TYPE) | A1 | 305-305 | Code:<br>N = No<br>Y = Yes | COP requested or not by employee. | Form CA-1, box 15a |
| 53 | Controverted indicator (CNTRVTD-IND) | A1 | 306-306 | Code:<br>N = No<br>Y = Yes | COP controverted or not by agency. | Form CA-1, box 35 |
| 54 | Compensation claim indicator (CMP-CLM-IND) | N1 | 307-307 | Code:<br>4 = CA-4<br>5 = CA-5<br>6 = CA-6<br>7 = CA-7<br>8 = CA-8 | Claim form (CA-4, CA-5, etc.) submitted for payment of compensation beyond the COP period. See Appendix 8, page 59, for a description of the claim forms used in this data variable as well as other OWCP CA notification forms. See also variable "forms received". | OWCP |
| 55 | Compensation claim date (CMP-CLM-DATE) | N6 | 308-313 | Date will appear in YYMMDD format. | Date of compensation claim. Linked to previous variable. | Date on CA form |
| 56 | Total amount (TOTAL-AMT) | N9 | 314-322 | Actual dollar amount represented as ##########X, where X represents a COBOL trailing sign indicator. See Appendix 12, page 65, for more details. | Grand total of benefits paid for the chargeback year (1 July - 30 June). Sum of payments from the BP and CP systems. | OWCP |

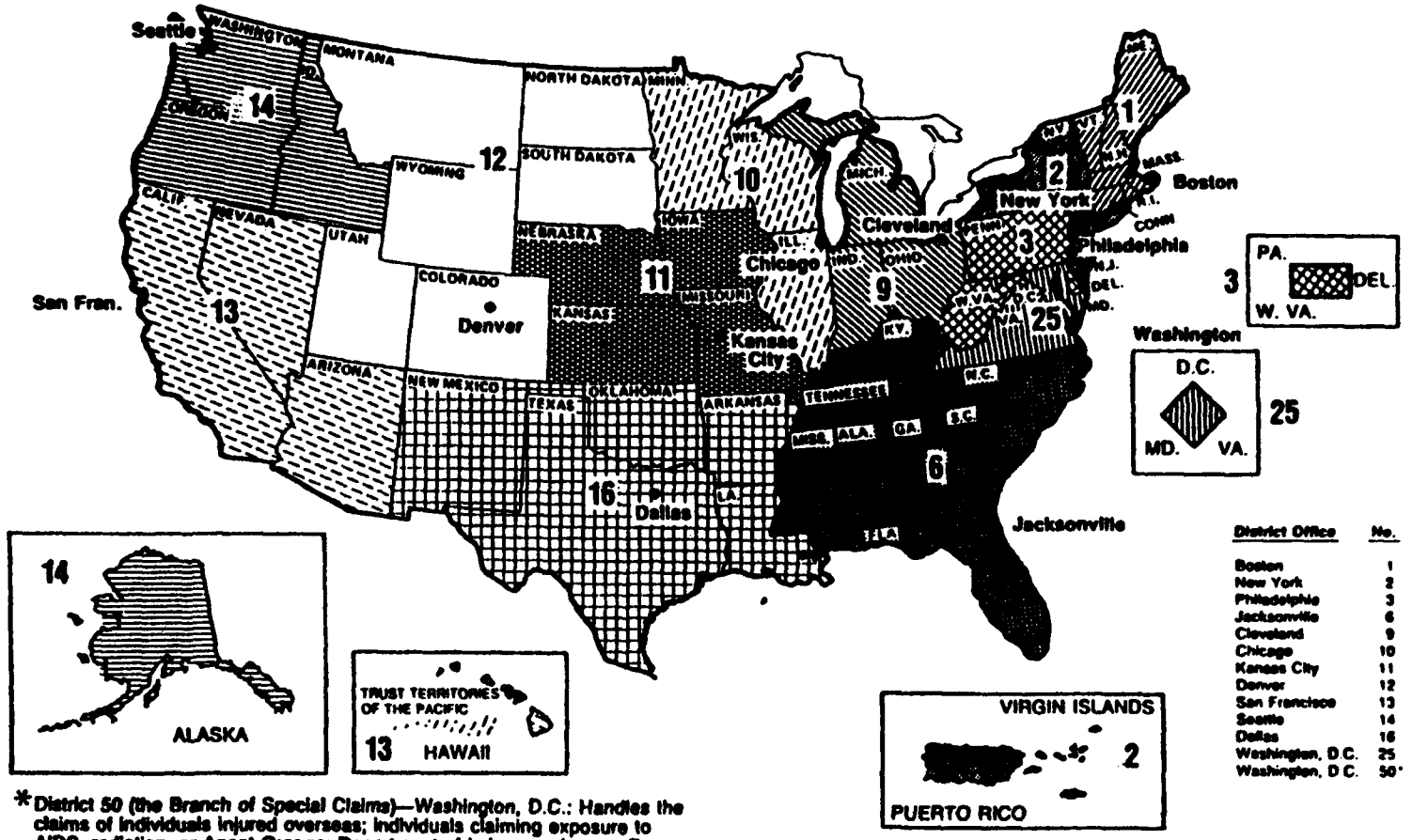
| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 57 | BPS number (BPS-NO) | N5 | 323-327 | Actual number of payments. | Total number of Bill Pay System (BPS) payments to medical providers during the chargeback year. Length of field can be longer than actual numbers. | OWCP |
| 58 | BPS amount (BPS-AMT) | N9 | 328-336 | Actual dollar amount represented as #########X, where X represents a COBOL trailing sign indicator. See Appendix 12, page 65, for more details. | Total dollar amount of medical (BPS) payments during the chargeback year. | OWCP |
| 59 | CP number (CP-NO) | N5 | 337-341 | Actual number of payments. | Total number of Compensation Pay System (CPS) payments to claimant during the chargeback year. Length of field can be longer than actual numbers. | OWCP |
| 60 | CP amount (CP-AMT) | N11 | 342-350 | Actual dollar amount represented as #########X, where X represents a COBOL trailing sign indicator. See Appendix 12, page 65, for more details. | Total dollar amount of CPS payments during the chargeback year. | OWCP |
| 61 | CP flag (CP-FLAG) | A1 | 351-351 | Code:<br>Y = Yes<br>N = No | Indicates whether charges are included in compensation payments. | OWCP |
| 62 | Summary active code (SUM-ACTV-CODE) | A1 | 352-352 | Code:<br>Y = Yes<br>N = No | Indicates whether summary file is active. Yes = payment(s) were made and summary file is considered "active." | OWCP-system generated |
| 63 | Billable flag (BILLABLE-FLAG) | A1 | 361-361 | Code:<br>Y = Yes<br>N = No | Indicates whether charges are included in comp and bill pay. This is true for cases with date of injury prior to 11 Dec 1960. | OWCP-system generated |
| 64 | Error code counter (ERROR-CODE-CNTR) | N2 | 362-363 | Actual number of errors found. | Error code counter. Counts the number of errors ("U") in the following field. Indicates the number of erroneous payment(s) made and the original check was returned. Note that these errors are accounting in nature only and do not refer to the quality of the data. | OWCP-system generated |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 65 | Error codes (ERROR-CODES) | A26 | 364-389 | Code:<br>U = Error(s) exist | Error condition codes. For cases coded "U" an erroneous payment was made and the original check was returned; in this case the previous code counter will be greater than zero. | OWCP-system generated |
| 66 | Health Benefit Insurance / Optional Life Insurance flag (HBI-OLI-FLG) | A1 | 390-390 | Code:<br>Y = Yes<br>N = No | Indicates whether the employee has Health Benefit Insurance (HBI) or Optional Life Insurance (OLI), which would affect the dollar amount of payment the injured employee would receive. Yes = employee has one or both forms of insurance. | OWCP-system generated |
| 67 | Canceled check flag (CANCEL-CK-FLG) | A1 | 391-391 | Code:<br>Y = Yes<br>N = No | Indicates whether an erroneous payment was made (i.e., two payments for the same medical service). When OWCP is notified by the payee of such an error, it will cancel the second check. Yes = a check was canceled. | OWCP-system generated |
| 68 | Duplicate flag (DUP-FLG) | A1 | 392-392 | Code:<br>Y = Yes<br>N = No | Indicates whether an overpayment was made. The original payment check was not canceled. Rather, the payee simply returned the amount of overpayment. | OWCP-system generated |
| 69 | Health Benefit Insurance / Optional Life Insurance adjustment count (HBI-OLI-ADJ-CNT) | N2 | 393-394 | Actual number of adjustments. | This is a count of the number of adjustments made to the employee's account due to HBI or OLI. | OWCP-system generated |
| 70 | Canceled check adjustment count (CANCEL-CK-ADJ-CNT) | N2 | 395-396 | Actual number of adjustments. | This is a count of the number of adjustments made to the employee's account due to an erroneous payment. | OWCP-system generated |
| 71 | Duplicate adjustment count (DUP-ADJ-CNT) | N2 | 397-398 | Actual number of adjustments. | This is a count of the number of adjustments made to the employee's account due to an overpayment. | OWCP-system generated |

| Field No. | Variable (Field Name) | Type and Lgth | Position | Value and Value Descriptions | Remarks | Data Source |
|---|---|---|---|---|---|---|
| 72 | Health Benefit Insurance / Optional Life Insurance adjustment amount (HBI-OLI-ADJ-AMT) | N10 | 399-408 | Actual dollar amount represented as #########X, where X represents a COBOL trailing sign indicator. See Appendix 12, page 65, for more details. | The dollar amount of adjustment made to the employee's account to offset payment employee received from HBI or OLI. | OWCP |
| 73 | Canceled check adjustment amount (CANCEL-CK-ADJ-AMT) | N10 | 409-418 | Actual dollar amount represented as #########X, where X represents a COBOL trailing sign indicator. See Appendix 12, page 65, for more details. | The dollar amount of the canceled check. This is the amount by which the employee's account will be adjusted. | OWCP |
| 74 | Duplicate adjustment amount (DUP-ADJ-AMT) | N10 | 419-428 | Actual dollar amount represented as #########X, where X represents a COBOL trailing sign indicator. See Appendix 12, page 65, for more details. | The dollar amount of the adjustment made to the employee's account due to an overpayment. | OWCP |
| 75 | Unit Identification Code (UIC) | N5 | 451-455 | Code, five digits, e.g.:<br>00014 = OCNR<br>00024 = NAVSEA HG<br><br>See Appendix 13, page 66, for a detailed list of the 150 UICs to be used in the Mishap Cost-Reduction Model. See the Navy Comptroller Manual, Vol. 2, Chapter 5, for a complete list of all Navy UICs. | Identifies employee's activity. UICs exist only for military agencies. | Naval Civilian Personnel Data System Center, DON |

# Figure 1.

## DISTRICT OFFICE TERRITORIAL JURISDICTION UNDER THE FEDERAL EMPLOYEES' COMPENSATION ACT

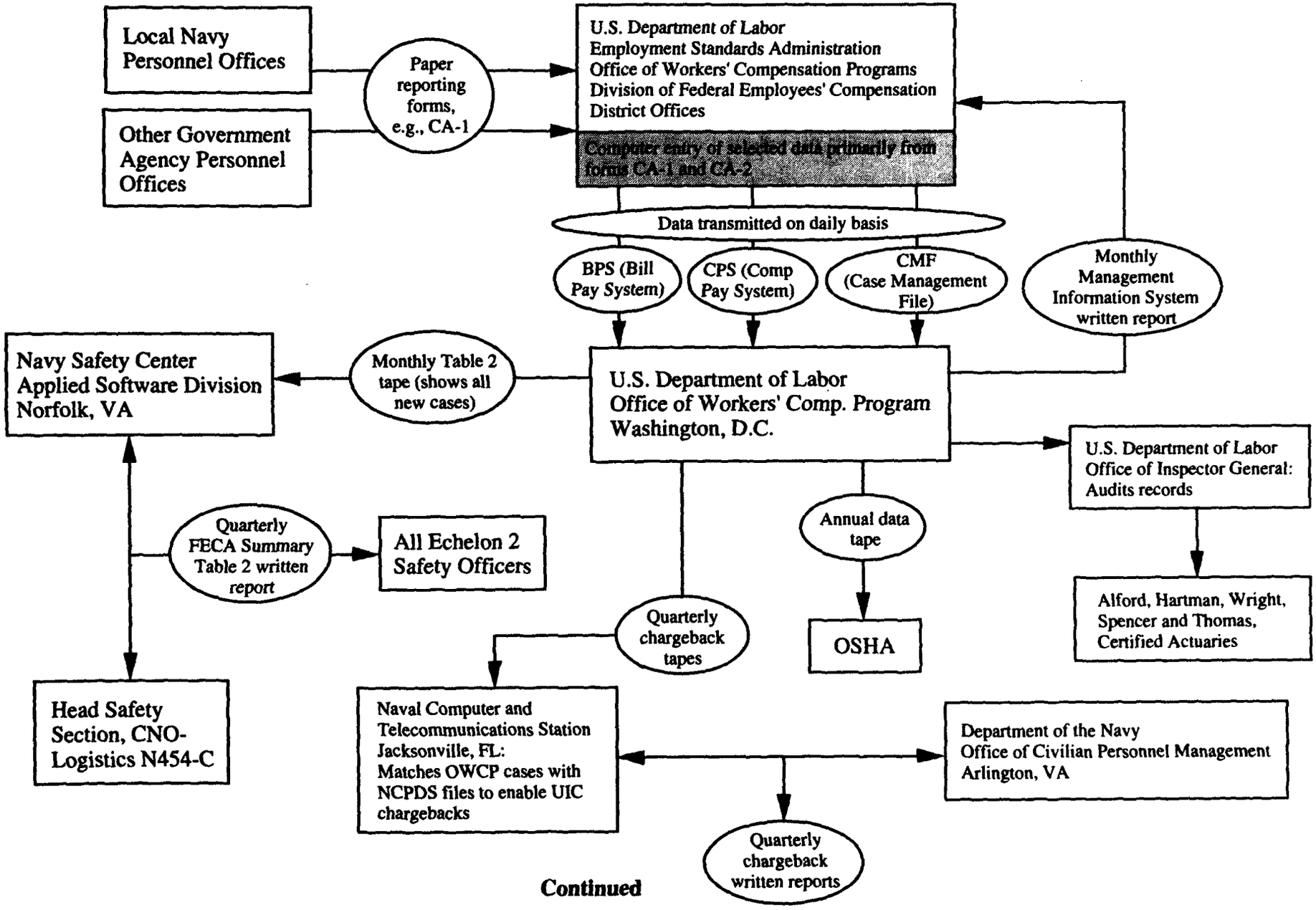



| District Office | No. |
|---|---|
| Boston | 1 |
| New York | 2 |
| Philadelphia | 3 |
| Jacksonville | 6 |
| Cleveland | 9 |
| Chicago | 10 |
| Kansas City | 11 |
| Denver | 12 |
| San Francisco | 13 |
| Seattle | 14 |
| Dallas | 16 |
| Washington, D.C. | 25 |
| Washington, D.C. | 50* |

*District 50 (the Branch of Special Claims)—Washington, D.C.: Handles the claims of individuals injured overseas; individuals claiming exposure to AIDS, radiation, or Agent Orange; Department of Labor employees; Peace Corps and Vista volunteers; Members of Congress and their staffs; White House officials and employees; Reserve Officer Training Corps (ROTC) Cadets; members of the Coast Guard Auxiliary and temporary members of the Coast Guard Reserve; individuals whose cases involve security considerations; and certain non-Federal claims.

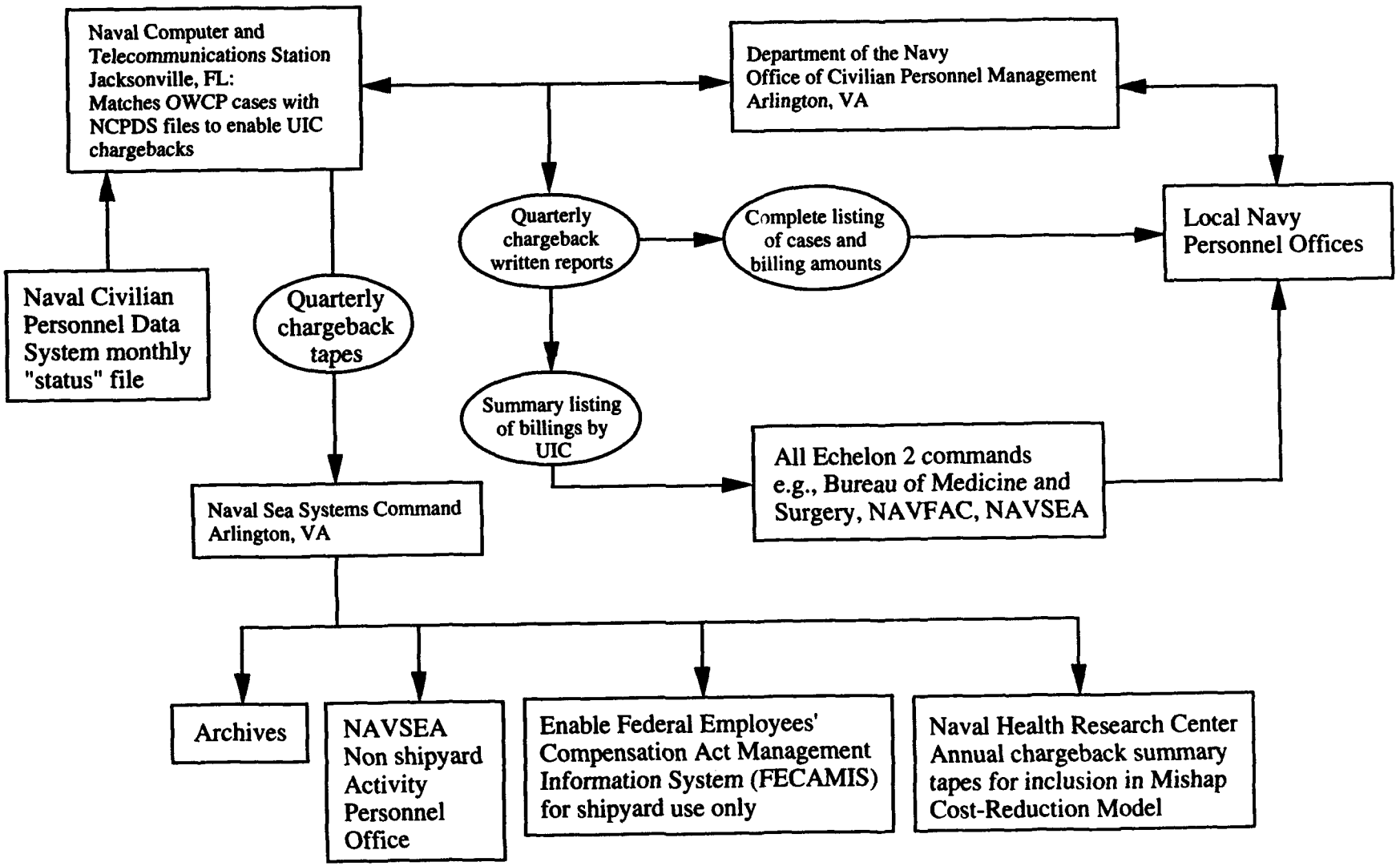
U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATI
*Office of Workers' Compensation Programs*

## Figure 2. Flow of Navy-Related OWCP Data




**Continued**

## Figure 2. Flow of Navy-Related OWCP Data (Continued)



## Table 1. OWCP FECA Summary Tape Record Layout (1400 Characters)

| Field | Positions | | | Field Name | Rep | Length |
|---|---|---|---|---|---|---|
| 1 | 1 | - | 7 | PREFIX | AN | 7 |
| 2 | 8 | - | 11 | AGENCY-ROLLUP-CODE | AN | 4 |
| 3 | 12 | - | 20 | CASE-NO | AN | 9 |
| 4 | 21 | - | 21 | REC-TYPE | AN | 1 |
| 5 | 22 | - | 23 | LAST-PYMT-DIST | AN | 2 |
| 6 | 24 | - | 29 | LAST-PYMT-DATE | AN | 6 |
| 7 | 30 | - | 30 | LAST-SRCE-IND (CP-OR-BP) | AN | 1 |
| 8 | 31 | - | 31 | LAST-SRCE-IND (CP-LAST-ROLL) | AN | 1 |
| 9 | 32 | - | 32 | SRCE-PYMT-TYPE | AN | 1 |
| 10 | 33 | - | 41 | CASE-PTR | AN | 9 |
| 11 | 42 | - | 42 | CASE-PTR-TYPE | AN | 1 |
| 12 | 43 | - | 62 | FECA-CLM-NAME-LAST | AN | 20 |
| 13 | 63 | - | 72 | FECA-CLM-NAME-FIRST | AN | 10 |
| 14 | 73 | - | 82 | FECA-CLM-NAME-MIDDLE | AN | 10 |
| 15 | 83 | - | 85 | FECA-CLM-NAME-TITLE | AN | 3 |
| 16 | 86 | - | 94 | FECA-SSAN | AN | 9 |
| 17 | 95 | - | 95 | FECA-SEX | AN | 1 |
| 18 | 96 | - | 101 | FECA-DOB (YYMMDD) | AN | 6 |
| 19 | 102 | - | 136 | FECA-CLM-ADDR-STREET | AN | 35 |
| 20 | 137 | - | 156 | FECA-CLM-ADDR-CITY | AN | 20 |
| 21 | 157 | - | 158 | FECA-CLM-ADDR-STATE | AN | 2 |
| 22 | 159 | - | 163 | FECA-CLM-ADDR-ZIP | AN | 5 |
| 23 | 164 | - | 161 | FECA-OCC-CODE | AN | 5 |
| 24 | 169 | - | 172 | FECA-AGENCY-CODE | AN | 4 |
| 25 | 173 | - | 174 | FECA-AGENCY-BLDG | AN | 2 |
| 26 | 175 | - | 123 | FECA-GEO-LOC | AN | 9 |
| 27 | 184 | - | 189 | FECA-DOI (YYMMDD) | AN | 6 |
| 28 | 190 | - | 195 | FECA-DOD (YYMMDD) | AN | 6 |
| 29 | 196 | - | 200 | FECA-INJ-ZIP | AN | 5 |
| 30 | 201 | - | 201 | FECA-EXTENT-INJ | AN | 1 |
| 31 | 202 | - | 202 | FECA-STATUS-INJ | AN | 1 |
| 32 | 203 | - | 203 | FECA-FATAL-IND | AN | 1 |
| 33 | 204 | - | 205 | FECA-ANAT-LOC | AN | 2 |
| 34 | 206 | - | 207 | FECA-NATURE (NOI) | AN | 2 |
| 35 | 208 | - | 209 | FECA-CAUSE | AN | 2 |
| 36 | 210 | - | 216 | FECA-CURR-PREV-OWNERS | AN | 7 |
| 37 | 217 | - | 222 | FECA-DATE-RECVD (YYMMDD) | AN | 6 |
| 38 | 223 | - | 224 | FECA-FORMS-RECVD | AN | 2 |
| 39 | 225 | - | 230 | FECA-DATE-CASE-CREATED (YYMMDD) | AN | 6 |
| 40 | 231 | - | 232 | FECA-ADJUD-STATUS | AN | 2 |
| 41 | 233 | - | 238 | FECA-ADJUD-STATUS-DATE (YYMMDD) | AN | 6 |
| 42 | 239 | - | 239 | FECA-CURR-CASE-STATUS-1 | AN | 1 |
| | 240 | - | 240 | FILLER | AN | 1 |
| 43 | 241 | - | 246 | FECA-CURR-CASE-STATUS-DATE (YYMMDD) | AN | 6 |
| 44 | 247 | - | 248 | FECA-EARLY-REF | AN | 2 |
| 45 | 249 | - | 249 | FECA-CMF-CODE | AN | 1 |
| 46 | 250 | - | 294 | FECA-REP-ACCPT-COND | AN | 45 |
| 47 | 295 | - | 295 | FECA-REP-ACCPT-COND-FLAG | AN | 1 |
| 48 | 296 | - | 296 | FECA-3RD-PARTY-IND | AN | 1 |

**Continued**

**Table 1. OWCP FECA Summary Tape Record Layout (1400 Characters) (Continued)**

| Field | Positions | | | Field Name | Rep | Length |
|---|---|---|---|---|---|---|
| 49 | 297 | - | 297 | FECA-REHAB-IND | AN | 1 |
| 50 | 298 | - | 303 | FECA-REHAB-DATE (YYMMDD) | AN | 6 |
| 51 | 304 | - | 304 | FECA-PYMT-DISP | AN | 1 |
| 52 | 305 | - | 305 | FECA-COP-TYPE | AN | 1 |
| 53 | 306 | - | 306 | FECA-CNTRVTD-IND | AN | 1 |
| 54 | 307 | - | 307 | FECA-CMP-CLM-IND | AN | 1 |
| 55 | 308 | | 313 | FECA-CMP-CLM-DATE (YYMMDD) | AN | 6 |
| 56 | 314 | - | 322 | FECA-TOTAL-AMT | N | 9 |
| 57 | 323 | - | 327 | FECA-BPS-NO | N | 6 |
| 58 | 328 | - | 336 | FECA-BPS-AMT | N | 9 |
| 59 | 337 | - | 341 | FECA-CP-NO | N | 6 |
| 60 | 342 | - | 350 | FECA-CP-AMT | N | 9 |
| 61 | 351 | - | 351 | FECA-CP-FLAG | AN | 1 |
| 62 | 352 | - | 352 | FECA-SUM-ACTV-CODE | AN | 1 |
| | 353 | - | 360 | FILLER | AN | 8 |
| 63 | 361 | - | 361 | FECA-BILLABLE-FLAG | AN | 1 |
| 64 | 362 | - | 363 | FECA-ERROR-CODE-CNTR | AN | 2 |
| 65 | 364 | - | 389 | FECA-ERROR-CODES | AN | 26 |
| 66 | 390 | - | 390 | FECA-HBI-OLI-FLG | AN | 1 |
| 67 | 391 | - | 391 | FECA-CANCEL-CK-FLG | AN | 1 |
| 68 | 392 | - | 392 | FECA-DUP-FLG | AN | 1 |
| 69 | 393 | - | 394 | FECA-HBI-OLI-ADJ-CNT | N | 2 |
| 70 | 335 | - | 396 | FECA-CANCEL-CK-ADJ-CNT | N | 2 |
| 71 | 397 | - | 398 | FECA-DUP-ADJ-CNT | N | 2 |
| 72 | 399 | - | 408 | FECA-HBI-OLI-ADJ-AMT | N | 10 |
| 73 | 409 | - | 418 | FECA-CANCEL-CK-ADJ-AMT | N | 10 |
| 74 | 419 | - | 428 | FECA-DUP-ADJ-AMT | N | 10 |
| | 429 | - | 450 | FILLER | AN | 22 |
| | | | | NCPDS-EMPLOYEE-DATA | | |
| 75 | 451 | - | 455 | UIC | AN | 5 |
| | 456 | - | 1400 | NAVY PERSONNEL DATA | | |

## Table 2. OWCP FECA Detail Tape Record Layout (223 Characters)

| Field | Positions | | | Field Name | Type | Length |
|---|---|---|---|---|---|---|
| 1 | 1 | - | 7 | PREFIX | Chara | 7 |
| 2 | 9 | - | 17 | CASE-NO | Chara | 9 |
| 3 | 19 | - | 20 | LAST-PYMT-DIST | Chara | 2 |
| 4 | 22 | - | 22 | SRCE-PYMT-TYPE | Chara | 1 |
| 5 | 24 | - | 33 | PYMT-AMT | Numeric | 10 |
| 6 | 35 | - | 40 | PYMT-FROM-DATE (YYMMDD) | Chara | 6 |
| 7 | 42 | - | 47 | PYMT-TO-DATE (YYMMDD) | Chara | 6 |
| 8 | 49 | - | 83 | PAYEE-NAME | Chara | 35 |
| 9 | 85 | - | 217 | PAYEE-ADDR | Chara | 133 |
| 10 | 219 | - | 219 | CP-PAY-TYPE | Chara | 1 |
| 11 | 221 | - | 221 | BP-REIMB-CODE | Chara | 1 |
| 12 | 223 | - | 223 | ADJ-IND | Chara | 1 |

## Appendices: OWCP Data Code Tables

## Appendix 1. Occupational Codes, Two Digits

| Code | Description |
|---|---|
| 01 | Aeronautical engineer |
| 02 | Ash and trash collector |
| 03 | Blacksmith |
| 04 | Boilermaker |
| 05 | Brakeman |
| 06 | Heavy equipment operator |
| 07 | Air traffic controller |
| 08 | Carpenter |
| 09 | Charwoman |
| 10 | Chauffeur |
| 11 | Checker |
| 12 | Chemical engineer |
| 13 | Chipper and caulker |
| 14 | Civil engineer |
| 15 | Cook |
| 16 | Reader |
| 17 | Carrier, rural mail |
| 18 | Coremaker |
| 19 | Crane operator |
| 20 | Crater |
| 21 | Doctor; Dentist |
| 22 | Draftsman; Tracer |
| 23 | Driver; Mechanic |
| 24 | *Electrical engineer* |
| 25 | Electrician; Lineman |
| 26 | Elevator operator |
| 27 | Engineering aide; Helper |
| 28 | Firefighter |
| 29 | Fireman |
| 30 | Fleet workman |
| 31 | Foreman |
| 32 | Forester |
| 33 | Forest ranger |
| 34 | Forklift/tug/tractor operator |
| 35 | Guard |
| 36 | Inspector |
| 37 | Instrument worker |
| 38 | Investigator |
| 39 | Ironworker |
| 40 | Janitor |
| 41 | Laboratory worker |
| 42 | Laborer |
| 43 | Laundry worker |
| 44 | Lockman |
| 45 | Longshoreman |
| 46 | Machinist; Machine operator |
| 47 | Carrier, city mail |
| 48 | Mail clerk |
| 49 | Mail handler |
| 50 | Mason |
| 51 | Meat cutter |
| 52 | Meat inspector |
| 53 | Mechanic; Repairman |
| 54 | Mechanical engineer |
| 55 | Melter |
| 56 | Mess attendant |
| 57 | Messenger (not post office) |
| 58 | Mimeograph operator |
| 59 | Moulder |
| 60 | Munition handler |
| 61 | Nurse |
| 62 | Office worker |
| 63 | Oiler |
| 64 | Operating engineer |
| 65 | Packer |
| 66 | Painter |
| 67 | Patrolman |
| 68 | Patternmaker |
| 69 | Pile driver |
| 70 | Pipe coverer |
| 71 | Pipefitter |
| 72 | Plasterer |
| 73 | Plumber |
| 74 | Pressman |
| 75 | Printer |
| 76 | Radio engineer; Technician |
| 77 | Railroad worker |
| 78 | Railway postal personnel |
| 79 | Rigger |
| 80 | Safety engineer |
| 81 | Sandblaster |
| 82 | Seaman; Crew member |
| 83 | Sewer |
| 84 | Sheetmetal worker |
| 85 | Shipfitter |
| 86 | Shipwright |
| 87 | Soil conservationist |
| 88 | Stationary engineer |
| 89 | Stock clerk |
| 90 | Storekeeper |
| 91 | Tabulating machine/key punch operator |
| 92 | Toolmaker |
| 93 | Truck driver |
| 94 | Veterinarian |
| 95 | Warehouseman; Freight handler |
| 96 | Ward attendant |
| 97 | Welder |
| 98 | Teacher |
| 99 | Other occupation |

## Appendix 2. Occupational Codes, Four Digits

| Code | Description |
|---|---|
| 0006 | Correctional institution administration |
| 0007 | Correctional officer |
| 0011 | Bond sales promotion |
| 0018 | Safety management |
| 0019 | Safety technician |
| 0020 | Community planning |
| 0021 | Community planning technician |
| 0023 | Outdoor recreation planning |
| 0028 | Environmental protection specialist |
| 0029 | Environmental protection assistant |
| 0030 | Sports specialist |
| 0050 | Funeral directing |
| 0060 | Chaplain |
| 0062 | Clothing design |
| 0080 | Security administration |
| 0081 | Fire protection and prevention |
| 0082 | United States Marshal |
| 0083 | Police |
| 0084 | Nuclear materials courier |
| 0085 | Security guard |
| 0086 | Security, clerical and assistance |
| 0090 | Guide |
| 0095 | Foreign law specialist |
| 0099 | General student trainee |
| 0101 | Social science |
| 0102 | Social science aid and technician |
| 0105 | Social insurance administration |
| 0106 | Unemployment insurance |
| 0110 | Economist |
| 0119 | Economics assistant |
| 0120 | Food assistance program specialist |
| 0130 | Foreign affairs |
| 0131 | International relations |
| 0132 | Intelligence |
| 0134 | Intelligence aid and clerk |
| 0135 | Foreign agricultural affairs |
| 0136 | International cooperation |
| 0140 | Manpower research and analysis |
| 0142 | Manpower development |
| 0150 | Geography |
| 0160 | Civil rights analysis |
| 0170 | History |
| 0180 | Psychology |
| 0181 | Psychology aid and technician |
| 0184 | Sociology |
| 0185 | Social work |
| 0186 | Social services aid and assistant |
| 0187 | Social services |
| 0188 | Recreation specialist |
| 0189 | Recreation aid and assistant |
| 0193 | Archeology |
| 0199 | Social science student trainee |
| 0201 | Personnel management |
| 0203 | Personnel, clerical and assistance |
| 0204 | Military personnel, clerical and technician |
| 0205 | Military personnel management |
| 0212 | Personnel staffing |
| 0221 | Position classification |
| 0222 | Occupational analysis |
| 0223 | Salary and wage administration |
| 0230 | Employee relations |
| 0233 | Labor relations |
| 0235 | Employee development |
| 0241 | Mediation |
| 0243 | Apprenticeship and training |
| 0244 | Labor management relations examining |
| 0246 | Contractor industrial relations |
| 0249 | Wage and hour compliance |
| 0260 | Equal employment opportunity |
| 0299 | Personnel management student trainee |
| 0301 | Miscellaneous administration and program |
| 0302 | Messenger |
| 0303 | Miscellaneous clerk and assistant |
| 0304 | Information receptionist |
| 0305 | Mail and file |
| 0309 | Correspondence clerk |
| 0312 | Clerk, stenographer and reporter |
| 0313 | Work unit supervising |
| 0318 | Secretary |
| 0319 | Closed microphone reporting |
| 0322 | Clerk typist |
| 0326 | Office automation clerical and assist series |
| 0332 | Computer operation |
| 0334 | Computer specialist |
| 0335 | Computer clerk and assistant |
| 0340 | Program management |
| 0341 | Administrative officer |
| 0342 | Support services administration |
| 0343 | Management and program analysis |
| 0344 | Management clerical and assistance |
| 0346 | Logistics management |
| 0350 | Equipment operator |
| 0351 | Printing, clerical |
| 0356 | Data transcriber |
| 0357 | Coding |
| 0359 | Electric accounting machine operation |
| 0360 | Equal opportunity compliance |
| 0361 | Equal opportunity assistance |
| 0362 | Eam project planning |
| 0382 | Telephone operating |

**Continued**

## Appendix 2. Occupational Codes, Four Digits (Continued)

| Code | Description |
|---|---|
| 0385 | Teletypist |
| 0388 | Cryptographic equipment operation |
| 0389 | Radio operating |
| 0390 | Communications relay operation |
| 0391 | Communications management |
| 0392 | General communications |
| 0393 | Communications specialist |
| 0394 | Communications, clerical |
| 0399 | Administrative/Office support student trainee |
| 0401 | General biological science |
| 0403 | Microbiology |
| 0404 | Biological technician |
| 0405 | Pharmacology |
| 0406 | Agricultural extension |
| 0408 | Ecology |
| 0410 | Zoology |
| 0413 | Physiology |
| 0414 | Entomology |
| 0415 | Toxicology |
| 0421 | Plant protection technician |
| 0430 | Botany |
| 0434 | Plant pathology |
| 0435 | Plant physiology |
| 0436 | Plant protection and quarantine |
| 0437 | Horticulture |
| 0440 | Genetics |
| 0454 | Range conservation |
| 0455 | Range technician |
| 0457 | Soil conservation |
| 0458 | Soil conservation technician |
| 0459 | Irrigation system operation |
| 0460 | Forestry |
| 0462 | Forestry technician |
| 0470 | Soil science |
| 0471 | Agronomy |
| 0475 | Agricultural management |
| 0480 | General fish and wildlife administration |
| 0482 | Fishery biology |
| 0485 | Wildlife refuge management |
| 0486 | Wildlife biology |
| 0487 | Husbandry |
| 0493 | Home economics |
| 0499 | Biological science student trainee |
| 0501 | Financial administration and program |
| 0503 | Financial, clerical and assistance |
| 0505 | Financial management |
| 0510 | Accounting |
| 0511 | Auditor |
| 0512 | Internal revenue agent |
| 0525 | Accounting technician |
| 0526 | Tax technician |
| 0530 | Cash processing |
| 0540 | Voucher examining |
| 0544 | Payroll |
| 0545 | Military pay |
| 0560 | Budget administration |
| 0561 | Budget, clerical and assistance |
| 0570 | Financial institution examining |
| 0590 | Time and leave |
| 0593 | Insurance accounts |
| 0599 | Financial management student trainee |
| 0601 | General health science |
| 0602 | Medical officer |
| 0603 | Physician's assistant |
| 0610 | Nurse |
| 0620 | Practical nurse |
| 0621 | Nursing assistant |
| 0622 | Medical supply aide and technician |
| 0625 | Autopsy assistant |
| 0630 | Dietitian and nutritionist |
| 0631 | Occupational therapist |
| 0633 | Physical therapist |
| 0635 | Corrective therapist |
| 0636 | Rehabilitation therapy assistant |
| 0637 | Manual arts therapist |
| 0638 | Recreation/creative arts therapist |
| 0639 | Educational therapist |
| 0640 | Health aid and technician |
| 0642 | Nuclear medicine technician |
| 0644 | Medical technologist |
| 0645 | Medical technician |
| 0646 | Pathology technician |
| 0647 | Diagnostic radiologic technician |
| 0648 | Therapeutic radiologic technician |
| 0649 | Medical machine technician |
| 0650 | Medical technical assistant |
| 0651 | Respiratory therapy |
| 0660 | Pharmacist |
| 0661 | Pharmacy technician |
| 0662 | Optometrist |
| 0664 | Restoration technician |
| 0665 | Speech pathology and audiology |
| 0667 | Orthotist and prosthetist |
| 0668 | Podiatrist |
| 0669 | Medical record librarian |
| 0670 | Health system administration |
| 0671 | Health system specialist |
| 0672 | Prosthetic representative |
| 0673 | Hospital housekeeping management |
| 0675 | Medical record technician |

**Continued**

## Appendix 2. Occupational Codes, Four Digits (Continued)

| Code | Description |
|---|---|
| 0679 | Medical clerk |
| 0680 | Dental officer |
| 0681 | Dental assistant |
| 0682 | Dental hygiene |
| 0683 | Dental laboratory aid and technician |
| 0685 | Public health program specialist |
| 0688 | Sanitarian |
| 0690 | Industrial hygiene |
| 0696 | Consumer safety |
| 0698 | Environmental health technician |
| 0699 | Medical and health student trainee |
| 0701 | Veterinary medical science |
| 0704 | Animal health technician |
| 0799 | Veterinary student trainee |
| 0801 | General engineering |
| 0802 | Engineering technician |
| 0803 | Safety engineering |
| 0804 | Fire prevention engineering |
| 0805 | Engineering technology |
| 0806 | Materials engineering |
| 0807 | Landscape architecture |
| 0808 | Architecture |
| 0809 | Construction control |
| 0810 | Civil engineering |
| 0817 | Surveying technician |
| 0818 | Engineering drafting |
| 0819 | Environmental engineering |
| 0828 | Construction analyst |
| 0830 | Mechanical engineering |
| 0840 | Nuclear engineering |
| 0850 | Electrical engineering |
| 0854 | Computer engineering |
| 0855 | Electronics engineering |
| 0856 | Electronics technician |
| 0858 | Biomedical engineering |
| 0861 | Aerospace engineering |
| 0871 | Naval architecture |
| 0873 | Ship surveying |
| 0880 | Mining engineering |
| 0881 | Petroleum engineering |
| 0890 | Agricultural engineering |
| 0892 | Ceramic engineering |
| 0893 | Chemical engineering |
| 0894 | Welding engineering |
| 0895 | Industrial engineering technician |
| 0896 | Industrial engineering |
| 0899 | Engineering and architecture student trainee |
| 0904 | Law clerk |
| 0905 | General attorney |
| 0920 | Estate tax examining |
| 0930 | Hearings and appeals |
| 0935 | Administrative law judge |
| 0945 | Clerk of court |
| 0950 | Paralegal specialist |
| 0962 | Contact representative |
| 0965 | Land law examining |
| 0967 | Passport and visa examining |
| 0986 | Legal clerk and technician |
| 0987 | Tax law specialist |
| 0990 | General claims examining |
| 0991 | Workers' compensation claims examining |
| 0992 | Loss and damage claims examining |
| 0993 | Social insurance claims examining |
| 0994 | Unemployment comp claims examining |
| 0995 | Dependents and estates claims examining |
| 0996 | Veterans claims examining |
| 0997 | Civil service retirement claims examining |
| 0998 | Claims clerical |
| 0999 | Legal occupation student trainee |
| 1001 | General arts and information |
| 1008 | Interior design |
| 1010 | Exhibits specialist |
| 1015 | Museum curator |
| 1016 | Museum specialist and technician |
| 1020 | Illustrating |
| 1021 | Office drafting |
| 1035 | Public affairs |
| 1040 | Language specialist |
| 1046 | Language clerk |
| 1048 | Foreign language broadcasting |
| 1051 | Music specialist |
| 1054 | Theater specialist |
| 1056 | Art specialist |
| 1060 | Photography |
| 1071 | Audiovisual production |
| 1082 | Writing and editing |
| 1083 | Technical writing and editing |
| 1084 | Visual information |
| 1087 | Editorial assistance |
| 1099 | Information and arts student trainee |
| 1101 | General business and industry |
| 1102 | Contract and procurement |
| 1103 | Industrial property management |
| 1104 | Property disposal |
| 1105 | Purchasing |
| 1106 | Procurement, clerical and assistance |
| 1107 | Property disposal, clerical and technician |
| 1130 | Public utilities specialist |
| 1140 | Trade specialist |
| 1144 | Commissary store management |

**Continued**

## Appendix 2. Occupational Codes, Four Digits (Continued)

| Code | Description |
|---|---|
| 1145 | Agricultural program specialist |
| 1146 | Agricultural marketing |
| 1147 | Agricultural market reporting |
| 1149 | Wage and hour law administration |
| 1150 | Industrial specialist |
| 1152 | Production control |
| 1160 | Financial analysis |
| 1161 | Crop insurance administrator |
| 1162 | Crop insurance underwriter |
| 1163 | Insurance examining |
| 1165 | Loan specialist |
| 1169 | Internal revenue officer |
| 1170 | Realty |
| 1171 | Appraising and assessing |
| 1173 | Housing management |
| 1176 | Building management |
| 1199 | Business and industry student trainee |
| 1202 | Patent technician |
| 1210 | Copyright examining |
| 1211 | Copyright technician |
| 1220 | Patent administration |
| 1221 | Patent adviser |
| 1222 | Patent attorney |
| 1223 | Patent classifying |
| 1224 | Patent examining |
| 1225 | Patent interference examining |
| 1226 | Design patent examining |
| 1299 | Copyright and patent student trainee |
| 1301 | General physical science |
| 1306 | Health physics |
| 1310 | Physics |
| 1311 | Physical science technician |
| 1313 | Geophysics |
| 1315 | Hydrology |
| 1316 | Hydrologic technician |
| 1320 | Chemistry |
| 1321 | Metallurgy |
| 1330 | Astronomy and space science |
| 1340 | Meteorology |
| 1341 | Meteorological technician |
| 1350 | Geology |
| 1360 | Oceanography |
| 1361 | Navigational information |
| 1370 | Cartography |
| 1371 | Cartographic technician |
| 1372 | Geodesy |
| 1373 | Land surveying |
| 1374 | Geodetic technician |
| 1380 | Forest products technology |
| 1382 | Food technology |
| 1384 | Textile technology |
| 1386 | Photographic technology |
| 1397 | Document analysis |
| 1399 | Physical science student trainee |
| 1410 | Librarian |
| 1411 | Library technician |
| 1412 | Technical information services |
| 1420 | Archivist |
| 1421 | Archives technician |
| 1499 | Library and archives student trainee |
| 1510 | Actuary |
| 1515 | Operations research |
| 1520 | Mathematics |
| 1521 | Mathematics technician |
| 1529 | Mathematical statistician |
| 1530 | Statistician |
| 1531 | Statistical assistant |
| 1540 | Cryptography |
| 1541 | Cryptanalysis |
| 1550 | Computer science |
| 1599 | Mathematics and statistics student trainee |
| 1601 | General facilities and equipment management |
| 1630 | Cemetery administration |
| 1640 | Facility management |
| 1654 | Printing management |
| 1658 | Laundry and dry cleaning plant management |
| 1667 | Steward |
| 1670 | Equipment specialist |
| 1699 | Equipment and facilities mgmt student trainee |
| 1701 | General education and training |
| 1702 | Education and training technician |
| 1710 | Education and vocational training |
| 1712 | Training instruction |
| 1715 | Vocational rehabilitation |
| 1720 | Education research and program |
| 1722 | School administration |
| 1725 | Public health educator |
| 1740 | Education services |
| 1750 | Instructional systems |
| 1755 | Vocational/technical instructor |
| 1799 | Education student trainee |
| 1801 | General inspection investigation & compliance |
| 1802 | Compliance inspection and support |
| 1810 | General investigating |
| 1811 | Criminal investigating |
| 1812 | Game law enforcement |
| 1815 | Air safety investigating |
| 1816 | Immigration inspection |
| 1822 | Mine safety and health |
| 1825 | Aviation safety officer |

**Continued**

## Appendix 2. Occupational Codes, Four Digits (Continued)

| Code | Description | Code | Description |
|---|---|---|---|
| 1831 | Securities compliance examining | 2502 | Telephone mechanic |
| 1850 | Agricultural commodity warehouse examining | 2504 | Wire communications cable splicing |
| 1854 | Alcohol, tobacco and firearms inspection | 2508 | Communications line installing and repairing |
| 1862 | Consumer safety inspection | 2511 | Wire communications equip installing & repair |
| 1863 | Food inspection | 2601 | Misc electronic equipment installing and maint |
| 1864 | Public health quarantine inspection | 2602 | Electronic measurement equipment mechanic |
| 1884 | Customs patrol officer | 2604 | Electronics mechanic |
| 1889 | Import specialist | 2606 | Electronic industrial controls mechanic |
| 1890 | Customs inspection | 2608 | Electronic digital computer mechanic |
| 1894 | Customs entry and liquidating | 2610 | Electronic integrated systems mechanic |
| 1895 | Customs warehouse officer | 2801 | Miscellaneous electrical installing and maint |
| 1896 | Border patrol agent | 2805 | Electrician |
| 1898 | Admeasurement | 2810 | Electrician (high voltage) |
| 1899 | Investigation student trainee | 2854 | Electrical equipment repairing |
| 1910 | Quality assurance | 2892 | Aircraft electrician |
| 1980 | Agricultural commodity grading | 3101 | Miscellaneous fabric and leather work |
| 1981 | Agricultural commodity aid | 3103 | Shoe repairing |
| 1999 | Quality inspection student trainee | 3105 | Fabric working |
| 2001 | General supply | 3106 | Upholstering |
| 2003 | Supply program management | 3111 | Sewing machine operating |
| 2005 | Supply, clerical and technician | 3119 | Broom- and brushmaking |
| 2010 | Inventory management | 3301 | Miscellaneous instrument work |
| 2030 | Distribution facilities and storage management | 3306 | Optical instrument repairing |
| 2032 | Packaging | 3314 | Instrumentmaking |
| 2050 | Supply cataloging | 3341 | Scale building, installing & repairing |
| 2091 | Sales store, clerical | 3359 | Instrument mechanic |
| 2099 | Supply student trainee | 3364 | Projection equipment repairing |
| 2101 | Transportation specialist | 3401 | Miscellaneous machine tool work |
| 2102 | Transportation clerk and assistant | 3414 | Machining |
| 2110 | Transportation industry analysis | 3416 | Toolmaking |
| 2121 | Railroad safety and service inspection | 3417 | Tool grinding |
| 2123 | Motor carrier safety | 3422 | Power saw operating |
| 2125 | Highway safety specialist | 3428 | Die sinking |
| 2130 | Traffic management | 3431 | Machine tool operating |
| 2131 | Freight rate | 3501 | Misc general services and support work |
| 2132 | Travel | 3502 | Laboring |
| 2133 | Passenger rate | 3506 | Summer aid/Student aid |
| 2134 | Shipment, clerical and assistance | 3508 | Pipeline working |
| 2135 | Transportation loss and damage claims exam | 3511 | Laboratory working |
| 2144 | Cargo scheduling | 3513 | Coin/currency checking |
| 2150 | Transportation operations | 3515 | Laboratory support working |
| 2151 | Dispatching | 3543 | Stevedoring |
| 2152 | Air traffic control | 3546 | Railroad repairing |
| 2154 | Air traffic assisting | 3566 | Custodial working |
| 2161 | Marine cargo | 3601 | Miscellaneous structural and finishing work |
| 2181 | Aircraft operation | 3602 | Cement finishing |
| 2183 | Air navigation | 3603 | Masonry |
| 2185 | Air crew technician | 3604 | Tile setting |
| 2199 | Transportation student trainee | 3605 | Plastering |
| 2501 | Misc wire commo equipment instl & maint | 3606 | Roofing |

**Continued**

## Appendix 2. Occupational Codes, Four Digits (Continued)

| Code | Description |
|---|---|
| 3609 | Floor covering installing |
| 3610 | Insulating |
| 3611 | Glazing |
| 3653 | Asphalt working |
| 3701 | Miscellaneous metal processing |
| 3702 | Flame/Arc cutting |
| 3703 | Welding |
| 3705 | Nondestructive testing |
| 3707 | Metalizing |
| 3708 | Metal process working |
| 3711 | Electroplating |
| 3712 | Heat treating |
| 3716 | Lead burning |
| 3720 | Brazing and soldering |
| 3722 | Cold working |
| 3725 | Battery repairing |
| 3727 | Buffing and polishing |
| 3735 | Metal photo transferring |
| 3736 | Circuit board making |
| 3741 | Furnace operating |
| 3769 | Shot peening machine operating |
| 3801 | Miscellaneous metal work |
| 3802 | Forging machine operating |
| 3804 | Coppersmithing |
| 3806 | Sheet metal mechanic |
| 3807 | Structural/ornamental iron working |
| 3808 | Boilermaking |
| 3809 | Mobile equipment metal mechanic |
| 3815 | Pneumatic tool operating |
| 3816 | Engraving |
| 3818 | Springmaking |
| 3819 | Airframe jig fitting |
| 3820 | Shipfitting |
| 3830 | Blacksmithing |
| 3832 | Medalmaking |
| 3833 | Transfer engraving |
| 3858 | Metal tank and radiator repairing |
| 3869 | Metal forming machine operating |
| 3872 | Metal tube making, installing and repair |
| 3901 | Misc mot pict, radio, tv & sound equip optn |
| 3910 | Motion picture projection |
| 3911 | Sound recording equip operating |
| 3919 | Television equipment operating |
| 3940 | Broadcasting equipment operating |
| 3941 | Public address equipment operating |
| 4001 | Miscellaneous lens and crystal work |
| 4005 | Optical element working |
| 4010 | Prescription eyeglass making |
| 4015 | Quartz crystal working |
| 4101 | Miscellaneous painting and paperhanging |
| 4102 | Painting |
| 4103 | Paperhanging |
| 4104 | Sign painting |
| 4157 | Instrument dial painting |
| 4201 | Miscellaneous plumbing and pipefitting |
| 4204 | Pipefitting |
| 4206 | Plumbing |
| 4255 | Fuel distribution system mechanic |
| 4301 | Miscellaneous pliable materials work |
| 4351 | Plastic molding equipment operating |
| 4352 | Plastic fabricating |
| 4360 | Rubber products molding |
| 4361 | Rubber equipment repairing |
| 4370 | Glassblowing |
| 4371 | Plaster pattern casting |
| 4373 | Molding |
| 4374 | Coremaking |
| 4401 | Miscellaneous printing |
| 4402 | Bindery working |
| 4403 | Hand composing |
| 4405 | Film assembly, stripping |
| 4406 | Letterpress operating |
| 4407 | Linotype machine operating |
| 4413 | Negative engraving |
| 4414 | Offset photography |
| 4416 | Platemaking |
| 4417 | Offset press operating |
| 4419 | Silkscreen making and printing |
| 4422 | Dot etching |
| 4425 | Photoengraving |
| 4440 | Stereotype platemaking |
| 4441 | Bookbinding |
| 4445 | Bank note designing |
| 4446 | Bank note engraving |
| 4447 | Sculptural engraving |
| 4448 | Siderographic transferring |
| 4449 | Electrolytic intaglio platemaking |
| 4450 | Intaglio die and plate finishing |
| 4454 | Intaglio press operating |
| 4601 | Miscellaneous woodwork |
| 4602 | Blocking and bracing |
| 4604 | Woodworking |
| 4605 | Woodcrafting |
| 4607 | Carpentry |
| 4616 | Patternmaking |
| 4618 | Woodworking machine operating |
| 4620 | Shoe last repairing |
| 4639 | Timber working |
| 4654 | Form block making |
| 4701 | Misc general maintenance and operations work |

Continued

## Appendix 2. Occupational Codes, Four Digits (Continued)

| Code | Description |
|---|---|
| 4714 | Modelmaking |
| 4715 | Exhibits making/modeling |
| 4716 | Railroad car repairing |
| 4717 | Boat building and repairing |
| 4737 | General equipment mechanic |
| 4741 | General equipment operating |
| 4742 | Utility systems repairing/operating |
| 4745 | Research laboratory mechanic |
| 4749 | Maintenance mechanic |
| 4754 | Cemetery caretaking |
| 4801 | Miscellaneous general equipment maintenance |
| 4802 | Musical instrument repairing |
| 4804 | Locksmithing |
| 4805 | Medical equipment repairing |
| 4806 | Office appliance repairing |
| 4807 | Chemical equipment repairing |
| 4808 | Custodial equipment servicing |
| 4812 | Saw reconditioning |
| 4816 | Protective & safety equip fabricating & rprng |
| 4818 | Aircraft survival and flight equipment |
| 4819 | Bowling equipment repairing |
| 4820 | Vending machine repairing |
| 4839 | Film processing equipment repairing |
| 4840 | Tool and equipment repairing |
| 4841 | Window shade assembling/installing/repairing |
| 4843 | Navigation aid repairing |
| 4844 | Bicycle repairing |
| 4845 | Orthopedic appliance repairing |
| 4848 | Mechanical parts repairing |
| 4850 | Bearing reconditioner |
| 4851 | Reclamation working |
| 4855 | Domestic appliance repairing |
| 5001 | Miscellaneous plant and animal work |
| 5002 | Farming |
| 5003 | Gardening |
| 5026 | Pest controlling |
| 5031 | Insects production working |
| 5034 | Dairy farming |
| 5035 | Livestock ranching/wrangling |
| 5042 | Tree working |
| 5048 | Animal caretaking |
| 5201 | Miscellaneous occupations |
| 5205 | Gas and radiation detecting |
| 5210 | Rigging |
| 5220 | Shipwright |
| 5221 | Lofting |
| 5222 | Fiving |
| 5235 | Test range tracking |
| 5301 | Misc industrial equipment maintenance |
| 5306 | Air conditioning equipment mechanic |
| 5309 | Heating and boiler plant equipment mechanic |
| 5310 | Kitchen/bakery equipment repairing |
| 5312 | Sewing machine repairing |
| 5313 | Elevator mechanic |
| 5317 | Laundry and dry cleaning equipment repairing |
| 5318 | Lock and dam repairing |
| 5323 | Oiling and greasing |
| 5324 | Powerhouse equipment repairing |
| 5326 | Drawbridge repairing |
| 5330 | Printing equipment repairing |
| 5334 | Marine machinery mechanic |
| 5335 | Wind tunnel mechanic |
| 5341 | Industrial furnace building and repairing |
| 5350 | Production machinery mechanic |
| 5352 | Industrial equipment mechanic |
| 5364 | Door systems mechanic |
| 5365 | Physiological trainer mechanic |
| 5378 | Powered support systems mechanic |
| 5384 | Gas dynamic facility installing and repairing |
| 5401 | Miscellaneous industrial equipment operation |
| 5402 | Boiler plant operating |
| 5403 | Incinerator operating |
| 5406 | Utility systems operating |
| 5407 | Electric power controlling |
| 5408 | Sewage disposal plant operating |
| 5409 | Water treatment plant operating |
| 5413 | Fuel distribution system operating |
| 5414 | Baling machine operating |
| 5415 | Air conditioning equipment operating |
| 5419 | Stationary-engine operating |
| 5423 | Sandblasting |
| 5424 | Weighing machine operating |
| 5426 | Lock and dam operating |
| 5427 | Chemical plant operator |
| 5430 | Drawbridge operating |
| 5433 | Gas generating plant operating |
| 5435 | Carton/bag making machine operating |
| 5438 | Elevator operating |
| 5439 | Testing equipment operating |
| 5440 | Packaging machine operating |
| 5444 | Food/feed processing equipment operating |
| 5446 | Textile equipment operating |
| 5450 | Conveyor operating |
| 5454 | Solvent still operating |
| 5455 | Paper pulping machine operating |
| 5473 | Oil reclamation equipment operating |
| 5478 | Portable equipment operating |
| 5479 | Dredging equipment operating |
| 5484 | Counting machine operating |
| 5485 | Aircraft weight and balance operating |

**Continued**

## Appendix 2. Occupational Codes, Four Digits (Continued)

| Code | Description |
|---|---|
| 5486 | Swimming pool operating |
| 5701 | Transportation/mobile equipment operating |
| 5703 | Motor vehicle operating |
| 5704 | Fork lift operating |
| 5705 | Tractor operating |
| 5706 | Road sweeper operating |
| 5707 | Tank driving |
| 5716 | Engineering equipment operating |
| 5725 | Crane operating |
| 5729 | Drill rig operating |
| 5731 | Mining/tunneling machine operating |
| 5736 | Braking, switching and conducting |
| 5737 | Locomotive engineering |
| 5738 | Railroad maintenance vehicle operating |
| 5767 | Airfield clearing equipment operating |
| 5782 | Ship operating |
| 5786 | Small craft operating |
| 5788 | Deckhand |
| 5801 | Transportation/mobile equipment maintenance |
| 5803 | Heavy mobile equipment mechanic |
| 5806 | Mobile equipment servicing |
| 5823 | Automotive mechanic |
| 5876 | Electromotive equipment mechanic |
| 6501 | Misc ammo, explosive, & toxic materials wk |
| 6502 | Explosives operating |
| 6505 | Munitions destroying |
| 6511 | Missile/toxic materials handling |
| 6517 | Explosives test operating |
| 6601 | Miscellaneous armament work |
| 6605 | Artillery repairing |
| 6606 | Artillery testing |
| 6610 | Small arms repairing |
| 6641 | Ordnance equipment mechanic |
| 6652 | Aircraft ordnance systems mechanic |
| 6656 | Special weapons systems mechanic |
| 6901 | Misc warehousing and stock handling |
| 6902 | Lumber handling |
| 6903 | Coal handling |
| 6904 | Tool and parts attending |
| 6907 | Materials handling |
| 6910 | Materials expediting |
| 6912 | Materials examining and identifying |
| 6914 | Store working |
| 6941 | Bulk money handling |
| 6968 | Aircraft freight loading |
| 7001 | Miscellaneous packing and processing |
| 7002 | Packing |
| 7004 | Preservation packaging |
| 7006 | Preservation servicing |
| 7009 | Equipment cleaning |
| 7010 | Parachute packing |
| 7301 | Misc laundry, dry cleaning, and pressing |
| 7304 | Laundry working |
| 7305 | Laundry machine operating |
| 7306 | Pressing |
| 7307 | Dry cleaning |
| 7401 | Miscellaneous food preparation and serving |
| 7402 | Baking |
| 7404 | Cooking |
| 7405 | Bartending |
| 7407 | Meat cutting |
| 7408 | Food service working |
| 7420 | Waiter |
| 7601 | Miscellaneous personal services |
| 7603 | Barbering |
| 7640 | Bus attending |
| 7641 | Beautician |
| 8201 | Miscellaneous fluid systems maintenance |
| 8255 | Pneudraulic systems mechanic |
| 8268 | Aircraft pneudraulic systems mechanic |
| 8601 | Miscellaneous engine overhaul |
| 8602 | Aircraft engine mechanic |
| 8610 | Small engine mechanic |
| 8675 | Liquid fuel rocket engine mechanic |
| 8801 | Miscellaneous aircraft overhaul |
| 8807 | Aircraft propeller/Rotor mechanic |
| 8810 | Aircraft propeller mechanic |
| 8840 | Aircraft mechanic parts repair |
| 8852 | Aircraft mechanic |
| 8862 | Aircraft servicing |
| 8863 | Aircraft tire mounting |
| 8882 | Airframe test operating |
| 9001 | Miscellaneous film processing |
| 9003 | Film assembling and repairing |
| 9004 | Motion picture develop/printing mach optng |
| 9055 | Photo solution mixing |
| 9902 | Master |
| 9903 | Chief officer cable |
| 9904 | Ship pilot |
| 9905 | First officer |
| 9906 | Second officer |
| 9907 | Third officer |
| 9908 | Junior deck officer |
| 9909 | Radio officer |
| 9910 | First assistant radio officer |
| 9911 | Radio electronics officer |
| 9912 | First assistant radio electronics officer |
| 9913 | Relief deck officer |
| 9914 | Damage control officer |
| 9915 | Assistant damage control officer |

**Continued**

## Appendix 2. Occupational Codes, Four Digits (Continued)

| Code | Description |
|---|---|
| 9916 | Master-mate (fishing vessel) |
| 9917 | Deck midshipman |
| 9918 | Damage control leader |
| 9919 | Damage control assistant leader |
| 9920 | Boatswain |
| 9921 | Carpenter |
| 9922 | Carpenter, maintenance |
| 9923 | Boatswains mate |
| 9924 | Able seaman |
| 9925 | Able seaman, maintenance |
| 9926 | Quartermaster |
| 9927 | Seaman/fisherman |
| 9928 | Ordinary seaman |
| 9929 | Damage controlman |
| 9931 | Chief engineer |
| 9932 | First assistant engineer |
| 9933 | Second assistant engineer |
| 9934 | Third assistant engineer |
| 9935 | Relief engineer |
| 9936 | Engine midshipman |
| 9939 | Chief electrician |
| 9940 | Electrician |
| 9941 | Electrician, maintenance |
| 9942 | Second electrician |
| 9943 | Third electrician |
| 9944 | Electronics technician |
| 9945 | Refrigeration engineer |
| 9946 | Second refrigeration engineer |
| 9947 | Third refrigeration engineer |
| 9948 | Plumber |
| 9949 | Assistant plumber |
| 9950 | Plumber, machinist |
| 9951 | Deck engineer |
| 9952 | Deck engineer, machinist |
| 9953 | Deck engineer, mechanic |
| 9954 | Unlicensed junior engineer |
| 9955 | Pumpman |
| 9956 | Engineman |
| 9957 | Engine utilityman |
| 9958 | Evaporator utilityman |
| 9959 | Machinist |
| 9960 | Oiler |
| 9961 | Oiler diesel |
| 9962 | Refrigeration oiler |
| 9963 | Fireman |
| 9964 | Fireman/watertender |
| 9965 | Wiper |
| 9968 | Chief steward |
| 9969 | Third steward |
| 9971 | Chief cook |
| 9972 | Steward cook |
| 9973 | Second cook |
| 9974 | Third cook |
| 9975 | Assistant cook |
| 9976 | Cook/baker |
| 9977 | Second cook/baker |
| 9978 | Night cook/baker |
| 9979 | Steward baker |
| 9980 | Third pantryman |
| 9981 | Galleyman |
| 9982 | Laundryman |
| 9983 | Assistant laundryman |
| 9984 | Messman |
| 9985 | Steward utilityman |
| 9988 | Purser |
| 9989 | Junior purser |
| 9990 | Disbursing officer |
| 9991 | Supply officer |
| 9992 | Assistant supply officer |
| 9993 | Junior supply officer |
| 9994 | Assistant storekeeper |
| 9996 | Nurse |
| 9998 | Yeoman/storekeeper |
| 9999 | Occupational series code is missing |

## Appendix 3. Department of the Navy Command/Organization (Agency) Codes

| Code* | Command/Organization |
|---|---|
| 603x | U.S. Naval Forces, Europe |
| 604x | Naval Laboratory Programs |
| 607x | Department of the Navy Field Offices |
| 608x | Immediate Office of the Secretary of the Navy |
| 609x | Chief of Naval Operations |
| 618x | Naval Medical Command |
| 635x | Office of Naval Research |
| 636x | Naval Intelligence Command |
| 637x | Naval Material Command |
| 638x | Naval Air Systems Command |
| 639x | Naval Electronic Systems Command |
| 640x | Naval Supply Systems Command |
| 643x | Naval Sea Systems Command |
| 644x | Naval Facilities Engineering Command |
| 647x | Navy Special Projects Office |
| 648x | Navy Joint Cruise Missile Project |
| 650x | Naval Military Personnel Command |
| 651x | Marine Corps |
| 652x | Military Sealift Command |
| 653x | U.S. Naval Forces, Atlantic Fleet |
| 654x | Chief of Naval Education and Training |
| 655x | Naval Oceanography Command |
| 656x | Naval Computer and Telecommunications Command |
| 657x | U.S. Naval Forces, Pacific Fleet |
| 658x | Naval Reserve Forces |
| 659x | Naval Security Group Command |
| 6990 | Navy Reports, Not Precoded |
| 6980 | All Other Navy, Not Otherwise Classified |

* The fourth digit, to replace the "x," must be any numeric code, 0 through 9, with the organization interpretations indicated in the key below. Thus, any 3-digit code, plus a 4th digit, 0-9, is acceptable as the 4-digit numeric code.

"x" Key
0 = All others
1 = Headquarters office
2 = Regional commands, offices, divisions, 01CCs, and NAVPROs
3 = Stations, bases, NARFs, and CBCs
4 = Centers and sup ships
5 = Support offices or activities
6 = Program or project management office
7 = Air stations
8 = Shipyards
9 = Inactive facilities

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes

### District #1

| Civilian Personnel Office | Code |
|---|---|
| Commanding Officer<br>Portsmouth Naval Shipyard<br>Civilian Personnel Office<br>Portsmouth, NH 03801 | KA |
| Supervisor of Shipbuilding<br>Conversion and Repair<br>Consolidated CPO<br>495 Summer St.<br>Boston, MA 02210 | KB |
| Director<br>Naval Submarine Base New London<br>Consolidated CPO<br>Groton, Box 20<br>Groton, CT 06349 | LB |
| Commanding Officer<br>Naval Underwater Systems Center<br>Code 03-B-109<br>Newport, RI 02841 | LP |
| Director<br>Naval Education & Training Center<br>Consolidated CPO<br>Nimitz Hall, Wing 5<br>Newport, RI 02841 | OP |



Continued

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #2

| Civilian Personnel Office | Code |
|---|---|
| Commander<br>Military Sealift Command, Atlantic<br>Civilian Personnel Office<br>Military Ocean Terminal-Bldg 42/4<br>Bayonne, NJ 07002 | JX |
| Commanding Officer<br>Naval Weapons Station, Earle<br>Civilian Personnel Office<br>Colts Neck, NJ 07722 | KC |
| US Naval Station, Roosevelt Roads<br>Civilian Personnel Office, Box 3019<br>FPO Miami, FL 34051 | LL |
| Commanding Officer<br>Naval Air Propulsion Center<br>P.O. Box 7176<br>Trenton, NJ 08628 | NE |
| Commanding Officer<br>Naval Air Engineering Center<br>Civilian Personnel Office<br>Lakehurst, NJ 08733 | NF |

Continued

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #3

| Civilian Personnel Office | Code |
|---|---|
| Commanding Officer<br>Philadelphia Naval Shipyard<br>Civilian Personnel Office<br>Philadelphia, PA 19112 | KD |
| Director<br>Philadelphia Naval Base<br>Consolidated CPO<br>Building 75/1<br>Philadelphia, PA 19112-5073 | LC |
| Commander<br>*Naval Air Development Center*<br>Civilian Personnel Office<br>Warminister, PA 18974 | LQ |
| Commanding Officer<br>Naval Aviation Supply Office<br>Consolidated CPO<br>780 Robbins Avenue<br>Philadelphia, PA 19111 | NL |
| Commanding Officer<br>Naval Ships Parts Control Center<br>Consolidated CPO - Code 06<br>P.O. Box 2020<br>Mechanicsburg, PA 17055 | NM |

**Continued**

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #6

| Civilian Personnel Office | Code |
|---|---|
| Naval Oceanographic Office<br>Civilian Personnel Office<br>NSTL Station<br>Bay St. Louis, MS 39522 | JW |
| Commanding Officer<br>Naval Ordnance Station<br>Civilian Personnel Office<br>Louisville, KY 40214 | KK |
| Commanding Officer<br>Charleston Naval Shipyard<br>Naval Base, Code 170<br>Civilian Personnel Office<br>Charleston, SC 29408 | KL |
| Commanding Officer<br>Naval Weapons Station<br>Civilian Personnel Office<br>Charleston, SC 29408 | KM |
| Supervisor of Shipbuilding<br>Conversion and Repair<br>Civilian Personnel Office<br>Pascagoula, MS 39567 | KN |
| Commanding Officer<br>Naval Air Station<br>Civilian Personnel Office, Box 22<br>Jacksonville, FL 32212 | LH |
| Commanding Officer<br>Naval Air Station<br>Civilian Personnel Office<br>Cecil Field, FL 32215 | LI |
| Commanding Officer<br>Naval Station<br>Civilian Personnel Office<br>Mayport, FL 32228 | LJ |
| Commanding Officer<br>Naval Air Station<br>Civilian Personnel Office<br>Key West, FL 33040 | LK |
| Commanding Officer<br>Naval Coastal Systems Center<br>Civilian Personnel Office<br>Panama City, FL 32407 | LT |
| Director<br>Marine Corps Air Station<br>Civilian Personnel Office<br>Cherry Point, NC 28533 | MD |
| Commanding General<br>Marine Corps Base<br>Civilian Personnel Office<br>Camp LeJeune, NC 28542 | ME |
| Commanding Officer<br>Marine Corps Air Station<br>Civilian Personnel Office<br>Beaufort, SC 29904 | MF |
| Commanding General<br>Marine Corps Recruit Depot<br>Civilian Personnel Office<br>Parris Island, SC 29905 | MG |
| Commanding General<br>Marine Corps Logistics Base<br>Civilian Personnel Office, Code 180<br>Albany, GA 31704 | MH |
| Naval Submarine Support Base<br>Code N-121<br>Civilian Personnel Office<br>Kings Bay, GA 31547-5121 | NB |

**Continued**

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #6 (continued)

| Civilian Personnel Office | Code |
|---|---|
| Commanding Officer<br>Naval Supply Center<br>Consolidated CPO<br>Charleston, SC 29408 | NP |
| Commanding Officer<br>Naval Constr Battalion Center<br>Civilian Personnel Office<br>Gulfport, MS 39501 | NV |
| Commanding Officer<br>Naval Air Station Memphis<br>Civilian Personnel Office<br>Wellington, TN 38054 | OR |
| Commander<br>Naval Training Center<br>Civilian Personnel Office<br>Orlando, FL 32813 | OS |
| Commanding Officer<br>Naval Air Station Whiting Field<br>Civilian Personnel Office<br>Milton, FL 32570 | OT |
| Commanding Officer<br>Naval Air Station<br>Consolidated CPO<br>Building 1<br>Pensacola, FL 32508 | OU |
| Commanding Officer<br>Naval Air Station<br>Civilian Personnel Office<br>Meridian, MS 39309 | OV |

**Continued**

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #9

| Civilian Personnel Office | Code |
|---|---|
| Commanding Officer<br>Navy Finance Center<br>Civilian Personnel Office<br>A J Celebreeze Federal Building<br>Cleveland, OH 44199 | JH |
| Commanding Officer<br>Naval Weapons Support Center<br>Civilian Personnel Office<br>Crane, IN 47522 | KE |
| Commanding Officer<br>Naval Avionics Center<br>Civilian Personnel Office<br>6001 East 21st Street<br>Indianapolis, IN 46218 | NG |

### District #10

| Civilian Personnel Office | Code |
|---|---|
| Commander<br>Great Lakes Naval Training Center<br>Consolidated CPO<br>Building #1<br>Great Lakes, IL 60088 | OQ |

### District #11

| Civilian Personnel Office | Code |
|---|---|
| Commanding Officer<br>Marine Corps Finance Center<br>Civilian Personnel Office<br>1500 East Bannister Road<br>Kansas City, MO 64197 | MA |

Continued

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #13

| Civilian Personnel Office | Code |
|---|---|
| Superintendent<br>Naval Postgraduate School<br>Civilian Personnel Office<br>Monterey, CA 93943 | JO |
| Commander<br>Military Sealift Command, Pacific<br>Civilian Personnel Office<br>Oakland, CA 94625 | JY |
| Commanding Officer<br>Mare Island Naval Shipyard<br>Civilian Personnel Office<br>Vallejo, CA 94592 | KQ |
| Commanding Officer<br>Naval Weapons Station<br>Civilian Personnel Office<br>Concord, CA 94520 | KR |
| Commanding Officer<br>Naval Weapon Systems Engineering Station<br>Civilian Personnel Office<br>Port Hueneme, CA 93043 | KS |
| Commander<br>Long Beach Naval Shipyard<br>Civilian Personnel Office, Code 150<br>Long Beach, CA 90822 | KT |
| Commanding Officer<br>Naval Weapons Station<br>Civilian Personnel Office<br>Seal Beach, CA 90740 | KU |
| Commander<br>Pearl Harbor Naval Shipyard<br>Industrial Relations Office<br>Box 400 (Code 150)<br>Pearl Harbor, HI 96861 | KV |
| Commanding Officer<br>Naval Weapons Center<br>Civilian Personnel Office<br>China Lake, CA 93555 | KU |
| Commander<br>Naval Ocean Systems Center<br>Civilian Personnel Office<br>San Diego, CA 92152 | LV |
| Commanding Officer<br>Naval Electronic Systems Engineering Center<br>P.O. Box 80337<br>San Diego, CA 92138 | LY |
| Commander<br>El Toro Marine Corps Air Station<br>Civilian Personnel Office, Code 1BF1<br>Santa Ana, CA 92709 | MI |
| Commanding General<br>Marine Corps Base<br>Civilian Personnel Office<br>Camp Pendleton, CA 92055 | MJ |
| Commanding General<br>Marine Corps Recruit Depot,<br>Western Recruiting Station<br>San Diego, CA 92140-5001 | MK |
| Commanding Officer<br>Marine Corps Air Ground Combat Center<br>Civilian Personnel Office<br>Twentynine Palms, CA 92278 | ML |
| Commander<br>Marine Corps Air Station<br>Civilian Personnel Office<br>Yuma, AZ 85369-5001 | MN |
| Commanding General<br>Marine Corps Logistics Support Base<br>Civilian Personnel Office<br>Barstow, CA 92311 | MO |
| Commanding Officer<br>Marine Corps Air Station<br>Civilian Personnel Office<br>Kaneohe Bay, HI 96863 | MP |

**Continued**

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #13 (continued)

| Civilian Personnel Office | Code |
|---|---|
| Commanding Officer<br>Naval Hospital<br>Civilian Personnel Office<br>Oakland, CA 94627 | MV |
| Commanding Officer<br>Naval Hospital<br>Civilian Personnel Office<br>San Diego, CA 92134 | MW |
| Naval Plant Representative Officer<br>Strategic Systems Project Office<br>Lockheed Missiles Space Company<br>Sunnyvale, CA 94086 | NC |
| Commander<br>Pacific Missile Test Center<br>Civilian Personnel Office<br>Point Mugu, CA 93042 | NJ |
| Commanding Officer<br>Naval Supply Center<br>Civilian Personnel Office (Code 25)<br>Oakland, CA 94625 | NR |
| Commanding Officer<br>Naval Supply Center<br>Civilian Personnel Office<br>937 North Harbor Drive<br>San Diego, CA 92132 | NS |
| Commanding Officer<br>Naval Facilities Engineering Command<br>P.O. Box 727<br>San Bruno, CA 94066 | NW |
| Commanding Officer<br>Naval Construct Battalion Center<br>Civilian Personnel Office (Code 23)<br>Port Hueneme, CA 93043 | NX |
| Commanding Officer<br>Naval Public Works Center<br>Civilian Personnel Office (Code 48)<br>San Diego, CA 92136 | NY |
| Pearl Harbor Naval Base<br>Consolidated CPO<br>4308 Radford Drive<br>Honolulu, HI 96818 | NZ |
| Treasure Island Naval Station<br>Consolidated CPO<br>San Francisco, CA 94130 | OD |
| Commanding Officer<br>Naval Air Station<br>Civilian Personnel Office<br>Moffett Field, CA 9403 | OE |
| Commanding Officer<br>Naval Air Station<br>Civilian Personnel Office (Code 1114B)<br>Alameda, CA 94501 | OF |
| Director<br>Naval Air Station<br>Civilian Personnel Office<br>Lemoore, CA 93245 | OG |
| Director<br>Long Beach Naval Station<br>Consolidated CPO, Building #1<br>Long Beach, CA 90822 | OH |
| Commanding Officer<br>Naval Air Station North Island<br>Civilian Personnel Office (Code 12)<br>San Diego, CA 92135 | OI |
| Commanding Officer<br>Naval Air Facility<br>Civilian Personnel Office<br>El Centro, CA 92243 | OJ |
| Commander<br>Naval Training Center<br>Civilian Personnel Office<br>San Diego, CA 92133 | OW |

**Continued**

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #14

| Civilian Personnel Office | Code |
|---|---|
| Commanding Officer<br>Naval Undersea Warfare Engineering Station<br>Civilian Personnel Office<br>Keyport, WA 98345 | KO |
| Commander<br>Puget Sound Naval Shipyard<br>Civilian Personnel Office<br>Bremerton, WA 98314 | KP |
| Commanding Officer<br>Puget Sound Naval Supply Center<br>Civilian Personnel Office<br>Bremerton, WA 98314 | NQ |
| Naval Station, Adak<br>Civilian Personnel Office<br>FPO Seattle, WA 98791 | OA |
| Commanding Officer<br>Whidbey Island Naval Air Station<br>Civilian Personnel Office<br>Oak Harbor, WA 98278 | OB |
| Commanding Officer<br>Bangor Naval Submarine Base<br>Civilian Personnel Office<br>Bremerton, WA 98315 | OC |

**Continued**

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #16

| Civilian Personnel Office | Code |
|---|---|
| Naval Support Activity<br>Consolidated CPO<br>New Orleans, LA 70146 | JU |
| Commanding Officer<br>Naval Air Station<br>Civilian Personnel Office (Bldg 37)<br>Corpus Christi, TX 78419 | OX |
| Commanding Officer<br>Naval Air Station, Chase Field<br>Civilian Personnel Office<br>Beeville, TX 78103 | OY |
| Commanding Officer<br>Naval Air Station<br>Civilian Personnel Office<br>Kingsville, TX 78363 | OZ |

Continued

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #25

| Civilian Personnel Office | Code |
|---|---|
| Office of the Secretary HQ<br>Civilian Personnel Office<br>Crystal Plaza #6, Room 500<br>Washington, DC 20360 | JG |
| Naval Sea Systems Command, HQ<br>Civilian Personnel Office<br>Code 002<br>Washington, DC 20362-5101 | JI |
| Office of Naval Research<br>Civilian Personnel Office<br>800 N. Quincy Street<br>Arlington, VA 22217 | JK |
| Naval Research Laboratory<br>Civilian Personnel Office-1851<br>4555 Overlook Ave., SW<br>Washington, DC 20375 | JL |
| Superintendent<br>U.S. Naval Academy<br>Code 76<br>Annapolis, MD 21402 | JM |
| Washington Navy Yard<br>Consolidated CPO<br>Bldg 200-G<br>Washington, DC 20374 | JN |
| Naval Ordnance Station<br>Civilian Personnel Office<br>Code 06<br>Indian Head, MD 20640 | KF |
| Naval Weapons Station<br>Civilian Personnel Office<br>Yorktown, VA 23691 | KG |
| Naval Sea Combat Systems<br>Engineering Station<br>Civilian Personnel Office<br>Norfolk, VA 23511 | KH |
| Norfolk Naval Shipyard<br>Employee Services, Code 165<br>Portsmouth, VA 23709 | KJ |
| Norfolk Naval Base<br>Civilian Personnel Office<br>Norfolk, VA 23511 | LE |
| Naval Amphibious Base<br>Little Creek<br>Civilian Personnel Office, Bldg 3129<br>Norfolk, VA 23521 | LF |
| Naval Air Station, Oceana<br>Civilian Personnel Office<br>Virginia Beach, VA 23460 | LG |
| David W. Taylor Naval Ship<br>Research & Development Center<br>Civilian Personnel Office<br>Bethesda, MD 20084 | LR |
| Naval Surface Weapons Center<br>Dahlgren Laboratory<br>Civilian Personnel Office<br>Dahlgren, VA 22448 | LS |
| Commanding Officer<br>Naval Electronic Systems Engineering<br>P.O. Box 55<br>Portsmouth, YA 23705 | LX |
| Marine Corps Development<br>& Education Command<br>Consolidated CPO<br>Quantico, VA 22134 | MB |
| Commandant of the Marine Corps<br>HQ, US Marine Corps<br>Civilian Personnel Office - HQSG<br>Washington, DC 20380 | MC |

**Continued**

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #25 (continued)

| Civilian Personnel Office | Code |
|---|---|
| National Medical Command,<br>National Capital Region<br>Consolidated CPO<br>8901 Wisconsin Avenue<br>Bethesda, MD 20814 | MT |
| Portsmouth Naval Hospital<br>Civilian Personnel Office<br>Portsmouth, VA 23708 | MU |
| Consolidated CPO<br>1931 Jefferson Davis Highway<br>Crystal Mall #2<br>Washington, DC 20376 | NA |
| Naval Air Station<br>Civilian Personnel Office<br>Patuxent River, MD 20670 | NH |
| Naval Supply Center<br>Civilian Personnel Office<br>Building W-143-1<br>Norfolk, VA 23512 | NO |
| Naval Public Works Center<br>Civilian Personnel Office<br>Norfolk, VA 23511 | NU |

### District #25 (FPO Addresses)

| | |
|---|---|
| US Naval Activities<br>Civilian Personnel Office<br>FPO New York, NY 09510 | JP |
| US Naval Station, Rota<br>Civilian Personnel Office<br>FPO New York, NY 09540 | JQ |
| US Naval Support Activity, Naples<br>Civilian Personnel Office<br>FPO New York, NY 09521 | JR |
| US Naval Facility, Argentina<br>Civilian Personnel Office<br>FPO New York, NY 09597 | LA |
| US Naval Station, Keflavik<br>Civilian Personnel Office<br>FPO New York, NY 09571 | LD |
| US Naval Station,<br>Guantanamo Naval Base<br>Civilian Personnel Office, Box 77<br>FPO New York, NY 09593 | LM |
| Naval Air Station, Bermuda<br>Civilian Personnel Office<br>FPO New York, NY 09560 | LN |
| Camp Smedley D. Butler<br>Marine Corps Base, Okinawa<br>Civilian Personnel Office<br>FPO Seattle, WA 98773 | MQ |
| US Marine Corps Air Station, Iwakuni<br>Civilian Personnel Office<br>FPO Seattle, WA 98764 | MR |
| US Naval Medical Reserve, Unit #3<br>Civilian Personnel Office<br>FPO New York, NY 09527 | MX |
| US Naval Communications Station, Heh<br>Civilian Personnel Office<br>FPO San Francisco, CA 96680 | MY |

**Continued**

## Appendix 4. DON Civilian Personnel Offices (CPO) Codes (Continued)

### District #25 (continued - FPO Addresses)

| Civilian Personnel Office | Code | Civilian Personnel Office | Code |
|---|---|---|---|
| US Naval Station<br>Consolidated CPO, Box 31<br>FPO San Francisco, CA 96651 | OK | Fleet Activities, Sasebo<br>Civilian Personnel Office<br>FPO Seattle, WA 98766 | OM |
| US Naval Station, Guam<br>Box 183, CIRO<br>FPO San Francisco, CA 96638 | OL | Administrative Support Unit<br>Civilian Personnel Office<br>FPO New York, NY 09526 | OO |

## Appendix 5. Anatomical Location Codes

| Code | General Body Area | Detail Body Area |
|---|---|---|
| AB | Arm/Wrist | Arm and wrist |
| AS | Arm/Wrist | Arm or wrist |
| BA | Trunk, external musculature | Abdomen |
| BC | Trunk, external musculature | Chest |
| BL | Trunk, external musculature | Lower back |
| BP | Trunk, external musculature | Penis |
| BS | Trunk, external musculature | Side |
| BU | Trunk, external musculature | Upper back |
| BW | Trunk, external musculature | Waist |
| BZ | Trunk, external musculature | Not otherwise classified |
| B1 | Trunk, external musculature | Single breast |
| B2 | Trunk, external musculature | Both breasts |
| B3 | Trunk, external musculature | Single testicle |
| B4 | Trunk, external musculature | Both testicles |
| CB | Head, internal | Brain |
| CC | Head, internal | Cranial bones |
| CD | Head, internal | Teeth |
| CJ | Head, internal | Jaw |
| CL | Head, internal | Throat; larynx |
| CM | Head, internal | Mouth |
| CN | Head, internal | Nose |
| CR | Head, internal | Throat; other |
| CT | Head, internal | Tongue |
| CZ | Head, internal | Not otherwise classified |
| C1 | Head, internal | Single ear (internal) |
| C2 | Head, internal | Both ears (internal) |
| C3 | Head, internal | Single eye (internal) |
| C4 | Head, internal | Both eyes (internal) |
| EB | Elbow | Both elbows |
| ES | Elbow | Single elbow |
| F1 | Finger | Single first finger |
| F2 | Finger | Both first fingers |
| F3 | Finger | Single second finger |
| F4 | Finger | Both second fingers |
| F5 | Finger | Single third finger |
| F6 | Finger | Both third fingers |
| F7 | Finger | Single fourth finger |
| F8 | Finger | Both fourth fingers |
| G1 | Toe | Single great toe |
| G2 | Toe | Both great toes |
| G3 | Toe | Single other toes |
| G4 | Toe | Multiple other toes |
| HC | Head, external | Chin |
| HF | Head, external | Face |
| HK | Head, external | Neck/Throat |
| HM | Head, external | Mouth/Lips |
| HN | Head, external | Nose |
| HS | Head, external | Scalp |
| H1 | Head, external | Single eye (external) |

**Continued**

## Appendix 5. Anatomical Location Codes (Continued)

| Code | General Body Area | Detail Body Area |
|---|---|---|
| H2 | Head, external | Both eyes (external) |
| H3 | Head, external | Single ear (external) |
| H4 | Head, external | Both ears (external) |
| KB | Knee | Both knees |
| KS | Knee | Single knee |
| LB | Leg, hip, ankle, buttock | Both legs/Hips/Ankles/Buttock |
| LS | Leg, hip, ankle, buttock | Single leg/Hip/Ankle/Buttock |
| MB | Hand | Both hands |
| MS | Hand | Single hand |
| PB | Foot | Both feet |
| PS | Foot | Single foot |
| RB | Trunk, bones | Rib |
| RS | Trunk, bones | Sternum (breast bone) |
| RV | Trunk, bones | Vertebrae (spine; disc) |
| RZ | Trunk, bones | Trunk, bones unclassified |
| R1 | Trunk, bones | Single clavicle (collar bone) |
| R2 | Trunk, bones | Both clavicles (collar bones) |
| R3 | Trunk, bones | Single scapula (shoulder blade) |
| R4 | Trunk, bones | Both scapulas (shoulder blades) |
| SB | Shoulder | Both shoulders |
| SS | Shoulder | Single shoulder |
| TB | Thumb | Both thumbs |
| TS | Thumb | Single thumb |
| VH | Trunk, internal organs | Heart |
| VL | Trunk, internal organs | Liver |
| VR | Trunk, internal organs | Reproductive organs |
| VS | Trunk, internal organs | Stomach |
| VV | Trunk, internal organs | Intestines |
| VZ | Trunk, internal organs | Trunk, internal; unclassified |
| V1 | Trunk, internal organs | Lung, single |
| V2 | Trunk, internal organs | Lungs, both |
| V3 | Trunk, internal organs | Kidney, single |
| V4 | Trunk, internal organs | Kidneys, both |

**Continued**

## Appendix 6. Nature of Injury Codes

| Code | General Description | Detailed Description |
|---|---|---|
| DA | Disability, occupational | Arthritis, bursitis |
| DB | Disability, occupational | Back strain; back sprain |
| DC | Disability, occupational | Cerebral vascular condition; stroke |
| DD | Disability, occupational | Endemic disease (other than r and s) |
| DE | Disability, occupational | Effect of environmental condition |
| DH | Disability, occupational | Hearing loss |
| DK | Disability, occupational | Heart condition |
| DM | Disability, occupational | Mental disorder; emotional stress; nervous condition |
| DR | Disability, occupational | Radiation |
| DS | Disability, occupational | Strain, multiple |
| DU | Disability, occupational | Ulcer |
| DV | Disability, occupational | Other vascular conditions |
| D9 | Disability, occupational | Disability, unclassified |
| RA | Respiratory disease | Asbestosis |
| RB | Respiratory disease | Bronchitis |
| RE | Respiratory disease | Emphysema |
| RP | Respiratory disease | Pneumoconiosis |
| RS | Respiratory disease | Silicosis |
| R9 | Respiratory disease | Respiratory disease, unclassified |
| SC | Skin disease or condition | Chemical |
| S9 | Skin disease or condition | Dermatitis, unclassified |
| TA | Traumatic injury or disability (and incident) | Amputation |
| TB | Traumatic injury or disability (and incident) | Back strain |
| TC | Traumatic injury or disability (and incident) | Contusion; bruise; abrasion |
| TD | Traumatic injury or disability (and incident) | Dislocation |
| TF | Traumatic injury or disability (and incident) | Fracture |
| TH | Traumatic injury or disability (and incident) | Hernia |
| TI | Traumatic injury or disability (and incident) | Traumatic skin diseases/conditions, including dermatitis |
| TI | Traumatic injury or disability (and incident) | Traumatic cerebral vascular condition; stroke |
| TK | Traumatic injury or disability (and incident) | Concussion |
| TL | Traumatic injury or disability (and incident) | Laceration; cut |
| TP | Traumatic injury or disability (and incident) | Puncture |
| TQ | Traumatic injury or disability (and incident) | Traumatic food poisoning |
| TR | Traumatic injury or disability (and incident) | Traumatic respiratory disease |
| TS | Traumatic injury or disability (and incident) | Strain, multiple |
| TU | Traumatic injury or disability (and incident) | Burn, scald, sunburn |
| TW | Traumatic injury or disability (and incident) | Traumatic tuberculosis |
| TX | Traumatic injury or disability (and incident) | Traumatic virological/infective/parasitic diseases |
| T2 | Traumatic injury or disability (and incident) | Traumatic hearing loss |
| T3 | Traumatic injury or disability (and incident) | Traumatic heart condition |
| T4 | Traumatic injury or disability (and incident) | Traumatic mental disorder; stress; nervous condition |
| T8 | Traumatic injury or disability (and incident) | Traumatic disability; other |
| T9 | Traumatic injury or disability (and incident) | Traumatic injury, unclass. (except disease, disability, illness) |
| VB | Virological, infective, and parasitic diseases | Brucellosis |
| VC | Virological, infective, and parasitic diseases | Coccidioidomycosis |
| VF | Virological, infective, and parasitic diseases | Food poisoning |
| VH | Virological, infective, and parasitic diseases | Hepatitis |
| VM | Virological, infective, and parasitic diseases | Malaria |
| VS | Virological, infective, and parasitic diseases | Staphylococcus |

**Continued**

## Appendix 6. Nature of Injury Codes (Continued)

| Code | General Description | Detailed Description |
|---|---|---|
| VT | Virological, infective, and parasitic diseases | Tuberculosis |
| V9 | Virological, infective, and parasitic diseases | Virological/infective/parasitic, unclassified |

## Appendix 7. Cause of Injury Codes

| Code | Value |
|---|---|
| 01 | Railroad and street cars |
| 02 | Aircraft |
| 03 | Watercraft |
| 04 | Elevator |
| 05 | Vehicle: driver |
| 06 | Vehicle: passenger |
| 07 | Vehicle: pedestrian |
| 08 | Working on/around vehicles |
| 09 | Pressure equipment |
| 10 | Explosion |
| 11 | Fire/smoke |
| 12 | Electricity |
| 13 | Flash burn |
| 14 | Galvo fume poisoning |
| 15 | Paint; paint fumes; lead |
| 16 | Carbon monoxide |
| 17 | Oil |
| 18 | Zinc |
| 19 | Solvents |
| 20 | Fiberglass |
| 21 | Carbon dioxide |
| 22 | Silica |
| 23 | Other dust gas or chemical |
| 24 | Packaged material handling; weight stated |
| 25 | Packaged material handling; wt. not stated |
| 26 | Handling unpackaged fabrication metals |
| 27 | Handling unpackaged vehicular equipment |
| 28 | Handling unpackaged machinery |
| 29 | Handling unpackaged tools, instruments |
| 30 | Handling unpackaged fabric containers |
| 31 | Handling unpackaged misc mail containers |
| 32 | Handling unpackaged lumber, dunnage |
| 33 | Handling unpackaged furniture, ofc eqpmt |
| 34 | Handling hand trucks, dollies, etc. |
| 35 | Handling bombs, shells, cannons, guns |
| 36 | Handling cable, rope, nets, chains, etc. |
| 37 | Using windows or doors |
| 38 | Handling wire |
| 39 | Handling stone, clay, glass, cement |
| 40 | Handling trash |
| 41 | Handling or using ladders |
| 42 | Handling or using scaffolds |
| 43 | Using gangways or platforms |
| 44 | Handling pallets, strngbks, hatchboards |
| 45 | Handling electrical equipment |
| 46 | Handling magazines, paper |
| 47 | Handling tool boxes |
| 48 | Handling fire extinguishers |
| 49 | Cranking motors |
| 50 | Changing tires |
| 51 | Other manual handling and equipment |
| 52 | Falling desk or chair |
| 53 | Falling work bench, table |
| 54 | Falling hand truck, dolly, etc. |
| 55 | Falling objects, ladder |
| 56 | Falling objects, scaffold |
| 57 | Falling objects, window/window ledge |
| 58 | Falling objects shelving |
| 59 | Falling cargo, stacked or piled |
| 60 | Falling objects, wall/ceiling radiator |
| 61 | Falling file case, or objects from |
| 62 | Objects from machinery |
| 63 | Other falling objects |
| 64 | Fall/slip floor, work surface, aisleway |
| 65 | Fall/slip stairway, steps |
| 66 | Fall/slip walkways, curbs, porches |
| 67 | Fall from scaffold, staging, platform |
| 68 | Fall from ladder |
| 69 | Fall from chair, stool, restbar, bench |
| 70 | Fall from desk, table, or workbench |
| 71 | Fall into hold, hatch, manhole, chute |
| 72 | Fall on deck |
| 73 | Fall on road, highway, or street |
| 74 | Fall from piled or stacked cargo |
| 75 | Fall from hill, slope |
| 76 | Fall from ramp, runway, gangplank |
| 77 | Fall off dock |
| 78 | Fall off machinery |
| 79 | Fall from stopped vehicle |
| 80 | Fall getting on or off elevator |
| 81 | Fall inside moving vehicle |
| 82 | Other falls |
| 83 | Jumping to or from places |
| 84 | Striking against material equipment |
| 85 | Flying particles |
| 86 | Hand tools |
| 87 | Machinery |
| 88 | Cave-ins |
| 89 | Drowning |
| 90 | Violence |
| 91 | Slip on or in, not falling |
| 92 | Slip, twist, trip, not falling |
| 93 | Weather exposure |
| 94 | Poison ivy, oak, sumac |
| 95 | Animals, insects |
| 96 | Accidental shooting |
| 97 | Enemy action |
| 98 | Dog bites |
| 99 | Unclassified |

## Appendix 8. OWCP Notice/Claim Form Number Codes

| Code | Form Number | Form Name/Title |
|---|---|---|
| 1 | CA-1 | Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation |
| 2 | CA-2 | Notice of Occupational Disease and Claim for Compensation |
| 4 | CA-4 | Claim for Compensation Due to Occupational Disease (NO LONGER USED--has been replaced with CA-7) |
| 5 | CA-5 | Claim for Compensation by Widow, Widower, and/or Children |
| 5b | CA-5b | Claim for Compensation by Parents, Brothers, Sisters, Grandparents, or Grandchildren |
| 6 | CA-6 | Official Superior's Report of Employee's Death |
| 7 | CA-7 | Claim for Compensation Due to Traumatic Injury or Occupational Disease |
| 16 | CA-16 | Authorization for Examination and/or Treatment |
| G | | Telegram |
| L | | Letter of Intent |

## Appendix 9. Adjudication Status Codes

| Code | Description |
|---|---|
| AC | Case accepted, medical payments authorized, and some entitlement to Continuation of Pay (COP) that has been elected is approved. |
| AD | Case accepted, medical payments authorized, and some period of entitlement to compensation is/was accepted. |
| AF | Death accepted as job-related; some beneficiary was or is entitled to death benefits. |
| AL | Case accepted, and medical payments authorized. Absence from work covered by leave elected by employee. |
| AM | Case accepted, entitled to medical payments only. |
| AP | Case accepted, medical payments authorized, and some period of entitlement to compensation is/was accepted. Case will/has been placed on the periodic roll due to prolonged disability. |
| AT | Case accepted but compensation denied; entitled to medical benefits only. |
| A0 | Case accepted, but no payments of any kind are authorized. Examiner needs more information before payments can be authorized. |
| D1 | Case denied, claim is not timely filed. No entitlement to medical benefits. |
| D2 | Case denied, claimant is not a civilian federal employee. |
| D3 | Case denied, fact of injury has not been established. |
| D4 | Case denied, claimant was not in the performance of duty when injured. |
| D5 | Case denied, medical condition is/was not causally related to job injury or to factors of federal employment, or disability due to injury has ceased. Benefits may have been payable for period in the past. |
| D6 | Case denied, claimant has not established entitlement to benefits by failing to meet his/her burden or proof in submitting information sufficient to reach a decision. |
| D7 | Case initially denied, remanded for further action by the employee's compensation appeals board. |
| D8 | Case initially denied, remanded for further action by the branch of hearings and review. |
| D9 | Case initially denied, claimant has requested a reconsideration of the denial of the claim. |

## Appendix 10. Case Status Codes

| Code | Description |
|---|---|
| C1 | Case closed, no further payments anticipated, no time lost from work. |
| C2 | Case closed, no further payments anticipated, lost time from work covered by sick or annual leave elected by employee. |
| C3 | Case closed, benefits denied. |
| C4 | Case closed, lost time covered by continuation of pay, no further payments anticipated. |
| C5 | Case closed, other; no further payments anticipated. |
| CL | Closed, administrative. |
| DE | Entitled to payment on periodic roll for death benefits; paid to surviving dependents of deceased federal employee. |
| DR | Case approved and entitled to payment on daily roll; used for finite period of wage loss or leave repurchase. |
| MC | Case approved for payment of medical care. |
| ON | Overpayment exists; final decision has been made on issues of fault and waiver. Claimant not on periodic roll. |
| OP | Overpayment exists; final decision has been made on issues of fault and waiver. Claimant currently on periodic roll. |
| PI | Entitled to disability payment for a short term, generally 60 days or less. Prolonged disability not yet indicated. |
| PN | Entitled to payment on periodic roll; formally determined to have no wage-earning capacity or re-employment potential for indefinite future. |
| PR | Entitled to payment on periodic roll; re-employment or earning capacity not yet determined. |
| PS | Entitled to payment for a scheduled award for permanent partial loss of use of member or function of body. |
| PV | Entitled to payment on periodic roll at temporary rate while in training or re-employment program supervised by vocational rehabilitation. |
| PW | Entitled to payment on periodic roll at reduced rate, reflecting a partial wage-earning capacity or actual earnings. |
| RT | Case file has been retired to the Federal Records Center. |
| SU | Benefits have been suspended (not terminated) for failure to report for a scheduled medical examination; case has not been otherwise adjudicated. |

**Continued**

## Appendix 10. Case Status Codes (Continued)

| Code | Description |
|---|---|
| UD | Under development. Used whenever further development is needed, after initial review, if there is not enough evidence for acceptance or denial. |
| UN | Case created, not reviewed. This status is automatically generated at the time of case creation, and is not changed until the case has been reviewed by an examiner or bill for treatment authorized by CA-16 has been filed. |
| XX | Case file is awaiting destruction; applies to cases that have been in a C1 status for at least five years. |
| ZZ | Undefined. |

## Appendix 11. Rehabilitation Indicator Codes

| Code | Description |
|---|---|
| A | Initial Interview Held - Begins with the date the initial interview is held with the injured worker. |
| B | Open - Nurse Intervention Project |
| D | Plan Development - Active case that is reviewed by the Rehabilitation Specialist (RS) for development of a training plan, after referral to the previous employer has not been successful. This would apply when the employer does not have a viable rehabilitation selective placement program, when further rehabilitation services (possibly including training) are needed before re-employment by the previous employer, or when the employer does not make a good-faith job offer to the employee. |
| E | Employed - Active case where the injured worker has been employed for less than two months in a modified or new job. The RS is responsible for following up a minimum of two months after employment to ensure that the injured worker has adjusted and that the occupation is appropriate. |
| G | Placement - Assisted Re-employment Program - A decision has been made to authorize a Rehabilitation Counselor (RC) to offer a salary subsidy to a prospective employer. |
| M | Medical Rehabilitation - Active case where the RS recommends and coordinates an evaluation and medical rehabilitation program. |
| N | Placement - Previous Employer - Without Other Services - Active case referred for placement by the RS, after an initial interview. The RS attempts selective placement with the previous employer as the first option in a rehabilitation effort, including modification of an existing job or reassignment to another job. |
| O | Other Referral - Referral made to the RS after seven months of the date of injury. |
| P | Placement - New Employer - Active case where the injured worker is seeking a job with a new employer, with or without services in medical rehabilitation or training. The injured worker is assisted in the placement process by the RS, training facility, and/or the RC. |
| R | Early Referral - Referral made to the RS within seven months of the date of injury. Early referrals are made whenever the need for rehabilitation services is indicated, or the injured worker receiving compensation has not returned to work within 6 months of the date of injury. |
| S | Self-Employment - Active case where a business venture is approved by the RS as the injured worker's best option, regardless of the source of referral or the sponsor. |
| T | Training - Active case when training is approved by the RS regardless of the source of the referral or the sponsor. Training may be prevocational, personal adjustment, on-the-job, or vocational. |
| V | Employed - Assisted Re-employment Program - RC Followup - When the employee has returned to work, under the Assisted Re-employment Program, for at least 60 days. |
| W | Placement - Previous Employer - With Other Services - Active case that the RS refers to the previous employer for selective placement concurrent with or after plan development, medical rehabilitation, and/or training. Selective placement includes modification of an existing job or reassignment to another job. |
| X | Service Interrupted - Active case where plan development or the rehabilitation program is interrupted because the injured worker develops physical, social, or emotional problems. |

**Continued**

## Appendix 11. Rehabilitation Indicator Codes (Continued)

| Code | Description |
|---|---|
| Z | Post-Employment Services - Case where the injured worker was closed, rehabilitated within the past year, and needs additional short-term rehabilitation services to maintain the vocational goal met at closing. Services will be for no longer than two months and may include placement, training, medical rehabilitation, or self-employment services. |
| 1 | Closed From Referral - Referral closed by the RS only after an initial interview or an attempt to contact the injured worker has been made by the RS. Usually closed for one of the following reasons: not interested, unrealistic plan, did not respond to letters, lost contact, medical condition too severe, or chose retirement. |
| 2 | Closed Rehabilitated - New Employer - Injured worker returns to work with a new employer to an appropriate occupation within his/her physical, emotional, educational and social limits, after receiving substantial services from the RS. Employment is full-time when the employee's limitations are considered. |
| 3 | Returned to Work - Referral Screening - Injured worker is re-employed under the Assisted Re-employment Program after follow-up is completed. |
| 4 | Closed Rehabilitated - Previous Employer - Injured worker returns to work with the previous employer and meets the conditions for rehabilitation noted in status 2 above. |
| 5 | Closed Other - Injured worker accepted for OWCP rehabilitation services who does not return to employment, or who does return to employment under one of the following conditions: did not return to an occupation within his/her capabilities, or did not receive substantial services from the RS upon returning to work. Also includes cases transferred to another OWCP district office. Includes: Reason code H - Nurse intervention is unsuccessful and no further rehabilitation activity is planned; Reason code I - Assisted Re-employment is unsuccessful; Reason code J - Rehabilitation did not result in placement, but the injured worker is reemployable, at least two jobs in the commuting area have been identified, and processing of a formal LWEC is recommended. |
| 6 | Closed Post-Employment Services - Injured worker is stabilized in the rehabilitated job and needs no additional services to maintain the job. |
| 7 | Closed - Nurse Intervention Program - Injured worker returns to duty after assistance through OWCP's Nurse Intervention Program. |
| 8 | Returned to Work by Self - Injured worker has received periodic roll payments and subsequently returned to full-time employment without significant assistance from the OWCP claims examiner, RS, or the RC. |
| 9 | Returned to Work by Claims Examiner - Injured worker has received periodic roll payments and subsequently returned to full-time employment after the Claims Examiner (CE) interacted with the agency on his/her behalf, but without assistance from the RS or RC. |

## Appendix 12. COBOL Trailing Sign Indicator Codes

This indicator is used in COBOL to show simultaneously the value of the last digit in a number and whether the entire number is positive or negative. The dollar amount fields on the chargeback tapes have a "trailing sign indicator" in the last column. The COBOL values for the characters in this column and their digit and sign association are as follows:

| Digit Positive | Cent Value |
|---|---|
| { | 0 |
| A | 1 |
| B | 2 |
| C | 3 |
| D | 4 |
| E | 5 |
| F | 6 |
| G | 7 |
| H | 8 |
| T | 9 |

| Digit Negative | Cent Value |
|---|---|
| } | 0 |
| J | 1 |
| K | 2 |
| L | 3 |
| M | 4 |
| N | 5 |
| O | 6 |
| P | 7 |
| Q | 8 |
| R | 9 |

Examples: A value of 000124E in field 56 (FECA TOTAL-AMT) from OWCP's Summary Tape Layout (page 26) equals $12.45. A value of 0423567N in this same field equals -$42,356.75.

## Appendix 13. 150 Navy Facilities to Be Used in the Mishap Cost-Reduction Model (Selected Based on Size of U.S. Citizen Civilian Workforce as of 30 June 1991) Listed in Ascending Order by UIC Number

| Major Claimant/ Command* | UIC | UIC Description | City, State |
|---|---|---|---|
| 14 | 00014 | OCNR | Washington, DC |
| 19 | 00019 | COMNAVAIRSYSCOM | Arlington, VA |
| 24 | 00024 | NAVSEA HG | Washington, DC |
| 25 | 00025 | COMNAVFACENGCOMHQ | Washington, DC |
| 27 | 00027 | MANAGEMENT HDQTRS MC | Washington, DC |
| 30 | 00030 | DIRSSPO | Washington, DC |
| 24 | 00102 | NAVSHIPYD | Portsmouth, NH |
| 23 | 00104 | SPCC | Mechanicsburg, PA |
| 24 | 00109 | WPNSTA | Yorktown, VA |
| 60 | 00129 | SUB BASE | New London, CT |
| 27 | 00146 | MCAS | Cherry Point, NC |
| 24 | 00151 | NAVSHIPYD | Philadelphia, PA |
| 11 | 00161 | USNA | Annapolis, MD |
| 19 | 00163 | NAVAVIONICCEN | Indianapolis, IN |
| 24 | 00164 | NAVWPNSUPPCEN | Crane, IN |
| 39 | 00167 | DTNSRDC | Bethesda, MD |
| 18 | 00168 | NAVMEDCOM NATCAPREG | Bethesda, MD |
| 11 | 00171 | COMNAVDIST | Washington, DC |
| 14 | 00173 | NRL | Washington, DC |
| 24 | 00174 | NORORDSTA | Indian Head, MD |
| 24 | 00181 | NAVSHIPYD NORFOLK | Portsmouth, VA |
| 18 | 00183 | NAVHOSP | Portsmouth, VA |
| 25 | 00187 | PWC | Norfolk, VA |
| 23 | 00189 | NSC | Norfolk, VA |
| 24 | 00191 | NAVSHIPYD | Charleston, SC |
| 24 | 00193 | WPNSTA | Charleston, SC |
| 24 | 00197 | NAVORDSTA | Louisville, KY |
| 62 | 00204 | NAS | Pensacola, FL |
| 60 | 00207 | NAS | Jacksonville, FL |
| 60 | 00213 | NAS | Key West, FL |
| 62 | 00216 | NAS | Corpus Christi, TX |
| 24 | 00221 | NAVSHIPYD | Mare Island, CA |
| 23 | 00228 | NSC | Oakland, CA |
| 18 | 00232 | NAVHOSP | Jacksonville, FL |
| 70 | 00236 | NAS | Alameda, CA |
| 23 | 00244 | NSC | San Diego, CA |
| 70 | 00246 | NAS NO ISLE | San Diego, CA |
| 24 | 00251 | NAVSHIPYD PUGET SOUND | Bremerton, WA |
| 24 | 00253 | NAVUSEAWARENGSTA | Keyport, WA |
| 18 | 00259 | NAVHOSP | San Diego, CA |
| 27 | 00264 | MCCDC | Quantico, VA |
| 70 | 00296 | NAS | Moffett Field, CA |
| 24 | 00311 | NAVSHIPYD | Pearl Harbor, HI |
| 27 | 00318 | MCAS | Kanehoe Bay, HI |
| 23 | 00367 | FLEMATSUPPO | Mechanicsburg, PA |

Continued

## Appendix 13. 150 Navy Facilities (Continued)

| Major Claimant/ Command* | UIC | UIC Description | City, State |
|---|---|---|---|
| 23 | 00383 | ASO | Philadelphia, PA |
| 23 | 00406 | NSC PUGET SOUND | Bremerton, WA |
| 19 | 00421 | NAVAIRTESTCEN | Pax River, MD |
| 23 | 00604 | NSC | Pearl Harbor, HI |
| 23 | 00612 | NSC | Charleston, SC |
| 18 | 00619 | NAVHOSP | Oakland, CA |
| 70 | 00620 | NAS | Whidbey Island, WA |
| 27 | 00681 | MCB | Camp Pendleton, CA |
| 19 | 42191 | NAVAIR-OPER SUPP FLD | Washington, DC |
| 24 | 42192 | NAVSEA-OPER SUPP FLD | Washington, DC |
| 39 | 42200 | NAVELEX PO | Arlington, VA |
| 60 | 42237 | SUB BASE | Kings Bay, GA |
| 60 | 44466 | TRIREFFAC | Kings Bay, GA |
| 11 | 47039 | OFC NAVOPER | Arlington, VA |
| 24 | 60036 | WPNSTA | Concord, CA |
| 27 | 60050 | MCAS EL TORO | Santa Ana, CA |
| 60 | 60191 | NAS OCEANA | Virginia Beach, VA |
| 60 | 60200 | NAS | Cecil Field, FL |
| 24 | 60258 | NAVSHIPYD | Long Beach, CA |
| 70 | 60259 | NAS MIRAMAR | San Diego, CA |
| 24 | 60478 | WPNSTA | Earle Colts Neck, NJ |
| 39 | 60530 | NAVWPNSCEN | China Lake, CA |
| 24 | 60701 | WPNSTA | Seal Beach , CA |
| 39 | 60921 | NAVSWC | Dahlgren, MD |
| 60 | 60951 | FAADCLANT | Norfolk, VA |
| 70 | 60957 | FAADCPAC | San Diego, CA |
| 39 | 61331 | NAVCOASTSYSCEN | Panama City, FL |
| 19 | 61339 | NAVTRASYSCEN | Orlando, FL |
| 60 | 61414 | NAVPHIBASE | Little Creek, VA |
| 60 | 61463 | NAVBASE | Norfolk, VA |
| 27 | 62204 | MCLB | Barstow, CA |
| 39 | 62269 | NAVAIRDEVCEN | Warminster, PA |
| 11 | 62271 | NAVPGSCOL | Monterey, CA |
| 65 | 62306 | NACOCEANO | Stennis Space Center, MS |
| 19 | 62376 | NAVAIRPROPCEN | Trenton, NJ |
| 33 | 62381 | MSC | Bayonne, NJ |
| 33 | 62383 | MSC PAC AREA | Oakland, CA |
| 25 | 62467 | SOUTHNAVFACENGCOM | Charleston, SC |
| 25 | 62470 | LANTNAVFACENGCOM | Norfolk, VA |
| 25 | 62472 | NAVFACENGCOMNORDIV | Philadelphia, PA |
| 25 | 62474 | WESTNAVFACENGCOM | San Bruno, CA |
| 25 | 62477 | CHESNAVFACENGCOM | Washington, DC |
| 25 | 62583 | CBC | Port Hueneme, CA |
| 25 | 62604 | CBC | Gulfport, MS |
| 62 | 62661 | NETC | Newport, RI |
| 24 | 62678 | SUPSHIP C/R USN | Portsmouth, VA |
| 25 | 62742 | PACNAVFACENGCOM | Pearl Harbor, HI |

Continued

## Appendix 13. 150 Navy Facilities (Continued)

| Major Claimant/ Command* | UIC | UIC Description | City, State |
|---|---|---|---|
| 25 | 62755 | PWC | Pearl Harbor, HI |
| 19 | 62767 | NAVAIRTECHSERFAC | Philadelphia, PA |
| 24 | 62789 | SUPSHIP C/R | Groton, CT |
| 24 | 62791 | SUPSHIP C/R | San Diego, CA |
| 24 | 62793 | SUPSHIP C/R | Newport News, VA |
| 24 | 62795 | SUPSHIP C/R | Pascagoula, MS |
| 70 | 62813 | NAVSTA | Pearl Harbor, HI |
| 19 | 62849 | NAESU | Philadelphia, PA |
| 22 | 62980 | COMNAVMILPERSCOM | Washington, DC |
| 30 | 63028 | POMFLANT | Charleston, SC |
| 70 | 63042 | NAS | Lemoore, CA |
| 19 | 63126 | COMPACMISTESTCEN | Point Mugu, CA |
| 11 | 63285 | NAVINVESTSERCMD | Washington, DC |
| 25 | 63387 | PWC | San Diego, CA |
| 24 | 63394 | NAVSHIPWPNSYSENGSTA | Port Hueneme, CA |
| 23 | 63408 | NAVMTO | Norfolk, VA |
| 24 | 64267 | NAVWARFARE ASSMT CTR | Corona, CA |
| 24 | 64281 | NAVSEA NORFOLK DET | Norfolk, VA |
| 25 | 65113 | PWC | Great Lakes, IL |
| 25 | 65114 | PWC | Pensacola, FL |
| 39 | 65236 | NAVELEXSYSENGCEN | Charleston, SC |
| 24 | 65538 | NAVSEALOGSUPENGACT | Mechanicsburg, PA |
| 24 | 65540 | NAVSSES | Philadelphia, PA |
| 39 | 65580 | NAVELEXSYSENGCEN | Portsmouth, VA |
| 39 | 65584 | NAVELEXSYSENGCEN | San Diego, CA |
| 19 | 65885 | NAVAVNDEPOT NAS | Alameda, CA |
| 19 | 65886 | NAVAVNDEPOT | Jacksonville, FL |
| 19 | 65887 | NAVAVNDEPOT | Norfolk, VA |
| 19 | 65888 | NAVAVNDEPOT | North Island, CA |
| 19 | 65889 | NAVAVNDEPOT | Pensacola, FL |
| 24 | 65912 | NAVSEACENLANT | Portsmouth, VA |
| 24 | 65913 | NAVSEACENPAC | San Diego, CA |
| 19 | 65923 | NAVAVNDEPOT | Cherry Point, NC |
| 62 | 65928 | NTC | Orlando, FL |
| 39 | 65980 | NAVELEXSYSENGACT | St. Inigoes, MD |
| 39 | 66001 | NAVOCEANSYSCEN | San Diego, CA |
| 39 | 66604 | NUSC | Newport, RI |
| 27 | 67001 | MCB | Camp Lejeune, NC |
| 27 | 67004 | MCLB | Albany, GA |
| 27 | 67399 | MCAGCC | Twentynine Palms, CA |
| 27 | 67439 | MARCORSUPACT | Kansas City, MO |
| 27 | 67854 | MCRDAC | Washington, DC |
| 63 | 68057 | NARDAC | Norfolk, VA |
| 18 | 68084 | NAVHOSP | Charleston, SC |
| 18 | 68093 | NAVHOSP | Camp Lejeune, NC |
| 18 | 68094 | NRMC | Camp Pendleton, CA |
| 15 | 68166 | NISC | Suitland, MD |

**Continued**

## Appendix 13. 150 Navy Facilities (Continued)

| Major Claimant/ Command* | UIC | UIC Description | City, State |
|---|---|---|---|
| 25 | 68305 | NAVCIVENGRLAB CBC | Port Hueneme, CA |
| 62 | 68322 | NAVEDTRAPRODEVCEN | Pensacola, FL |
| 19 | 68335 | NAVAIRENGCEN | Lakehurst, NJ |
| 19 | 68346 | NAVAIR PMO | Washington, DC |
| 25 | 68378 | PWC | San Francisco, CA |
| 24 | 68381 | NAVSEA PMO | Washington, DC |
| 70 | 68438 | TRIREFFAC BANGFOR | Bremerton, WA |
| 14 | 68462 | NORDA | Bay St Louis, MS |
| 25 | 68711 | SWNNAVFACENGCOM | San Diego, CA |
| 23 | 68836 | NSC | Jacksonville, FL |
| 23 | 68860 | NAVSUPCEN | Pensacola, FL |

* Major Claimant/Command Codes:

| | |
|---|---|
| 08 | Immediate Office of the Secretary |
| 09 | Navy Department Staff Offices |
| 10 | Department of the Navy Field Offices |
| 11 | Office of the Chief of Naval Operations |
| 14 | Office of the Chief of Naval Research |
| 15 | Naval Intelligence Command |
| 18 | Bureau of Medicine and Surgery |
| 19 | Naval Air Systems Command |
| 22 | Naval Military Personnel Command |
| 23 | Naval Supply Systems Command |
| 24 | Naval Sea Systems Command |
| 25 | Naval Facilities Engineering Command |
| 27 | Marine Corps |
| 30 | Special Programs Office |
| 33 | Military Sealift Command |
| 39 | Space and Naval Warfare Systems Command |
| 60 | Commander in Chief, U.S. Atlantic Fleet |
| 61 | Commander in Chief, U.S. Naval Forces Europe |
| 62 | Chief of Naval Education and Training |
| 63 | Naval Telecommunications Command |
| 65 | Naval Oceanography Command |
| 69 | Naval Security Group Command |
| 70 | Commander in Chief, U.S. Pacific Fleet |
| 72 | Office of the Chief of Naval Reserve |

**Indices: OWCP Data Variables**

## Index 1. List of Variables by Field Number


| Field Number | Variable | Page |
|---|---|---|
| 1 | Prefix | 7 |
| 2 | Agency rollup code | 7 |
| 3 | Case number | 8 |
| 4 | Record type | 8 |
| 5 | Last payment district | 9 |
| 6 | Last payment date | 9 |
| 7 | Last source indicator (CP or BP) | 9 |
| 8 | Last source indicator (CP last roll) | 9 |
| 9 | Source payment type | 10 |
| 10 | Case prior reference number | 10 |
| 11 | Case prior type | 10 |
| 12 | Claimant's name-last | 11 |
| 13 | Claimant's name-first | 11 |
| 14 | Claimant's name-middle | 11 |
| 15 | Claimant's name-title | 11 |
| 16 | Social Security number | 11 |
| 17 | Sex | 11 |
| 18 | Date of birth | 11 |
| 19 | Claimant's address-street | 11 |
| 20 | Claimant's address-city | 11 |
| 21 | Claimant's address-state | 11 |
| 22 | Claimant's address-zip code | 11 |
| 23 | Occupational code | 12 |
| 24 | Agency code | 12 |
| 25 | Agency building | 12 |
| 26 | Geographic location | 13 |
| 27 | Date of injury | 13 |
| 28 | Date of death | 13 |
| 29 | Injury zip code | 13 |
| 30 | Extent of injury | 13 |
| 31 | Status of injury | 14 |
| 32 | Fatal indicator | 14 |
| 33 | Anatomical location of injury | 14 |
| 34 | Nature of injury | 14 |
| 35 | Cause of injury | 15 |
| 36 | Current/previous owners | 15 |
| 37 | Date received | 15 |
| 38 | Forms received | 15 |
| 39 | Date case created | 16 |
| 40 | Adjudication status | 16 |
| 41 | Adjudication status date | 16 |

| Field Number | Variable | Page |
|---|---|---|
| 42 | Current case status | 17 |
| 43 | Current case status date | 17 |
| 44 | Early referral | 17 |
| 45 | Case Management File code | 17 |
| 46 | Reported accepted condition | 18 |
| 47 | Reported accepted condition flag | 18 |
| 48 | Third party indicator | 18 |
| 49 | Rehabilitation indicator | 19 |
| 50 | Rehabilitation date | 19 |
| 51 | Payment disposition | 19 |
| 52 | COP type | 19 |
| 53 | Controverted indicator | 19 |
| 54 | Compensation claim indicator | 19 |
| 55 | Compensation claim date | 19 |
| 56 | Total amount | 19 |
| 57 | BPS number | 19 |
| 58 | BPS amount | 20 |
| 59 | CP number | 20 |
| 60 | CP amount | 20 |
| 61 | CP flag | 20 |
| 62 | Summary active code | 20 |
| 63 | Billable flag | 20 |
| 64 | Error code counter | 20 |
| 65 | Error codes | 20 |
| 66 | HBI/OLI flag | 21 |
| 67 | Canceled check flag | 21 |
| 68 | Duplicate flag | 21 |
| 69 | HBI/OLI adjustment count | 21 |
| 70 | Canceled check adjustment count | 21 |
| 71 | Duplicate adjustment count | 21 |
| 72 | HBI/OLI adjustment amount | 21 |
| 73 | Canceled check adjustment amount | 22 |
| 74 | Duplicate adjustment amount | 22 |
| 75 | Unit Identification Code | 22 |

## Index 2. Alphabetic List of Variables


| Field Number | Variable | Page |
|---|---|---|
| 40 | Adjudication status | 16 |
| 41 | Adjudication status date | 16 |
| 25 | Agency building | 12 |
| 24 | Agency code | 12 |
| 2 | Agency rollup code | 7 |
| 33 | Anatomical location of injury | 14 |
| 63 | Billable flag | 20 |
| 58 | BPS amount | 20 |
| 57 | BPS number | 19 |
| 73 | Canceled check adjustment amount | 22 |
| 70 | Canceled check adjustment count | 21 |
| 67 | Canceled check flag | 21 |
| 45 | Case Management File code | 17 |
| 3 | Case number | 8 |
| 10 | Case prior reference number | 10 |
| 11 | Case prior type | 10 |
| 35 | Cause of injury | 15 |
| 20 | Claimant's address-city | 11 |
| 21 | Claimant's address-state | 11 |
| 19 | Claimant's address-street | 11 |
| 22 | Claimant's address-zip code | 11 |
| 13 | Claimant's name-first | 11 |
| 12 | Claimant's name-last | 11 |
| 14 | Claimant's name-middle | 11 |
| 15 | Claimant's name-title | 11 |
| 55 | Compensation claim date | 19 |
| 54 | Compensation claim indicator | 19 |
| 53 | Controverted indicator | 19 |
| 52 | COP type | 19 |
| 60 | CP amount | 20 |
| 61 | CP flag | 20 |
| 59 | CP number | 20 |
| 42 | Current case status | 17 |
| 43 | Current case status date | 17 |
| 36 | Current/previous owners | 15 |
| 39 | Date case created | 16 |
| 18 | Date of birth | 11 |
| 28 | Date of death | 13 |
| 27 | Date of injury | 13 |
| 37 | Date received | 15 |
| 74 | Duplicate adjustment amount | 22 |

| Field Number | Variable | Page |
|---|---|---|
| 71 | Duplicate adjustment count | 21 |
| 68 | Duplicate flag | 21 |
| 44 | Early referral | 17 |
| 64 | Error code counter | 20 |
| 65 | Error codes | 20 |
| 30 | Extent of injury | 13 |
| 32 | Fatal indicator | 14 |
| 38 | Forms received | 15 |
| 26 | Geographic location | 13 |
| 72 | HBI/OLI adjustment amount | 21 |
| 69 | HBI/OLI adjustment count | 21 |
| 66 | HBI/OLI flag | 21 |
| 29 | Injury zip code | 13 |
| 6 | Last payment date | 9 |
| 5 | Last payment district | 9 |
| 8 | Last source indicator (CP last roll) | 9 |
| 7 | Last source indicator (CP or BP) | 9 |
| 34 | Nature of injury | 14 |
| 23 | Occupational code | 12 |
| 51 | Payment disposition | 19 |
| 1 | Prefix | 7 |
| 4 | Record type | 8 |
| 50 | Rehabilitation date | 19 |
| 49 | Rehabilitation indicator | 19 |
| 46 | Reported accepted condition | 18 |
| 47 | Reported accepted condition flag | 18 |
| 17 | Sex | 11 |
| 16 | Social Security number | 11 |
| 9 | Source payment type | 10 |
| 31 | Status of injury | 14 |
| 62 | Summary active code | 20 |
| 48 | Third party indicator | 18 |
| 56 | Total amount | 19 |
| 75 | Unit Identification Code | 22 |

# REPORT DOCUMENTATION PAGE

*Form Approved*
*OMB No. 0704-0188*

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

| 1. AGENCY USE ONLY *(Leave blank)* | 2. REPORT DATE | 3. REPORT TYPE AND DATE COVERED |
|---|---|---|
| | December 1993 | Final July - December 1993 |

**4. TITLE AND SUBTITLE**
Office of Workers; Compensation Programs (OWCP) Data Codebook, Version 1.0

**5. FUNDING NUMBERS**
Program Element: 63706N
Work Unit Number: M0095.004-6202

**6. AUTHOR(S)**
Eddie Shaw and Steven L. Shepherd

**7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)**
Naval Health Research Center
P. O. Box 85122
San Diego, CA 92186-5122

**8. PERFORMING ORGANIZATION**
Report No. 93-34

**9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)**
Naval Medical Research and Development Command
National Naval Medical Center
Building 1, Tower 2
Bethesda, MD 20889-5044

**10. SPONSORING/MONITORING AGENCY REPORT NUMBER**

**11. SUPPLEMENTARY NOTES**

**12a. DISTRIBUTION/AVAILABILITY STATEMENT**
Approved for public release; distribution is unlimited.

**12b. DISTRIBUTION CODE**

**13. ABSTRACT** *(Maximum 200 words)*

The Office of Workers' Compensation Programs (OWCP) Data Codebook was created to permit optimal use of occupational injury and illness claim data available from OWCP. These data, along with others, will be used by the Naval Health Research Center to develop the Mishap Cost-Reduction and Quality Assessment Model as part of the Navy Occupational Safety and Health Progtam. Although OWCP provides record layout information and limited record field information for the data it provides, no comprehensive codebook is available. This codebook provides information on the OWCP data system and a primary OWCP database - the summary chargeback records - along with a data tape layout and a data dictionary with code translation tables.

**14. SUBJECT TERMS**
Office of Workers' Compensation Programs
OWCP
Codebook
Data dictionary
Data system
Database

**15. NUMBER OF PAGES**
78

**16. PRICE CODE**

| 17. SECURITY CLASSIFICATION OF REPORT | 18. SECURITY CLASSIFICATION OF THIS PAGE | 19. SECURITY CLASSIFICATION OF ABSTRACT | 20. LIMITATION OF ABSTRACT |
|---|---|---|---|
| Unclassified | Unclassified | Unclassified | Unlimited |