



Department of Defense INSTRUCTION

NUMBER 1336.05

July 28, 2009

USD(P&R)

SUBJECT: Automated Extract of Active Duty Military Personnel Records

References: See Enclosure 1

1. PURPOSE. Under the authority of DoD Directive (DoDD) 5124.02 (Reference (a)), this Instruction reissues DoD Instruction (DoDI) 1336.05 (Reference (b)), to update policy, responsibilities, procedures, and information requirements for reporting of active duty military personnel records.

2. APPLICABILITY. This Instruction applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

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

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

3. POLICY. It is DoD policy that:

a. A centralized database of active duty uniformed personnel be maintained to provide information for research, actuarial analysis, interagency reporting, and evaluation of DoD programs and policies. In addition, in accordance with DoDD 1000.25 (Reference (d)), extracts of the database are used in DEERS to create and modify:

(1) Demographic, service, and Common Access Card issuance eligibility information in the Defense Manpower Data Center (DMDC) Person Data Repository core subsystem.

(2) Eligibility information in the Montgomery GI Bill (MGIB) (chapter 30 of title 38, United States Code (U.S.C.) (Reference (e))) satellite database.

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

b. The requirements and procedures prescribed by DoD 5400.11-R (Reference (f)) must be followed to safeguard the personnel data comprised of personally identifiable information (PII) in this database. Individuals having access to identifiable personnel information may be held personally responsible and punishable for making unauthorized disclosures.

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

4. RESPONSIBILITIES

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

b. Director, Defense Human Resources Activity (DHRA). The Director, DHRA, under the authority, direction, and control of the USD(P&R) as identified in DoDD 5100.87 (Reference (g)) shall, through the Director of DMDC:

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

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

(3) Establish, for electronic submissions, an account number and password for reports and provide additional system specifications.

c. Secretaries of the Military Departments and the Commandant of the Coast Guard. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall ensure that the Military Services implement this Instruction.

5. PROCEDURES. See Enclosure 2.

6. INFORMATION REQUIREMENTS

a. The reporting of active duty military personnel records has been assigned Report Control Symbol (RCS) DD-P&R(AR)1221 in accordance with DoD 8910.1-M (Reference (h)).

b. All Master and Unit Identification Code (UIC) Address Files shall be submitted within 20 calendar days of the end of the month. All transaction records shall be submitted within 5 calendar days of the effective date of the transaction.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.



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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness, (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1336.5, "Automated Extract of Active Duty Military Personnel Records," May 2, 2001 (hereby canceled)
- (c) DoD Instruction 1120.11, "Programming and Accounting for Active Military Manpower," April 9, 1981
- (d) DoD Directive 1000.25, "DoD Personnel Identity Protection (PIP) Program," July 19, 2004
- (e) Chapters 30, 32, and 34 of title 38, United States Code
- (f) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (g) DoD Directive 5100.87, "Department of Defense Human Resources Activity (DoDHRA)," February 19, 2008
- (h) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (i) DoD Directive 8500.01E, "Information Assurance (IA)," October 24, 2002
- (j) DoD Instruction 8500.2, "Information Assurance (IA) Implementation," February 6, 2003
- (k) DoD Directive 8320.02, "Data Sharing in a Net-Centric Department of Defense," December 2, 2004
- (l) DoD Manual 1336.05-M, "Defense Manpower Data Center Domain Values for Military Personnel Data Extracts," July 28, 2009
- (m) DoD 7000.14-R, "Department of Defense Financial Management Regulation," as amended
- (n) Sections 2107, 2107a, and 12103 and chapter 109 of title 10, United States Code
- (o) DoD 7045.7-H, "Future Years Defense Program (FYDP) Structure," April 2004
- (p) DoD Instruction 7730.64, "Automated Extracts of Manpower and Unit Organizational Element Files," December 11, 2004
- (q) DoD 8570.01-M, "Information Assurance Workforce Improvement Program," December 19, 2005

ENCLOSURE 2

PROCEDURES

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

a. Electronic Submission. The submitting Military Service shall contact the DMDC Active Duty Personnel File Manager, who will establish an account number and password exclusively for these reports and provide additional system specifications. These specifications include file naming conventions and security protocols appropriate to protect the data from compromise consistent with DoDD 8500.01E (Reference (i)) and DoDI 8500.2 (Reference (j)). DMDC supports secure File Transfer Protocol software and can accept password-protected compressed (zipped) data files. The Military Service is responsible for the accuracy and completeness of each electronic data transfer.

b. Data Specifications. Order each file in ascending order by Person Social Security Number Identifier and Transaction Effective Calendar Date. For the Master and Regular Transaction Files (see Enclosure 3 of this Instruction), this refers to Field 5 and Field 79, respectively. For the Workforce Transaction File (see Enclosure 4 of this Instruction), this refers to Field 3 and Field 6, respectively. Multiple transaction records with the same date shall be submitted in the order they are to be processed.

2. REPORTING REQUIREMENTS

a. At the end of each month, each Military Service shall prepare separate Enlisted and Officer Master Files and a UIC Address File. The Master Files shall reflect the status of the members listed in sections 2.a.(2) and 2.a.(3) of the front matter of this Instruction as of the last day of the month. Master Files shall be formatted as described in Enclosure 3 of this Instruction. The UIC Address File shall continue to be reported in the current Service-specific format.

b. At the end of each reporting cycle, not less than daily, each Military Service shall prepare separate Enlisted and Officer Transaction Files. The Transaction Files shall include all personnel status change records and personnel data change records processed during the reporting period. Optionally, a Military Service may prepare separate status change and data change Transaction Files for the reporting period. A personnel status change record shall be reported for each active duty (active strength) gain, loss, enlistment extension, and immediate reenlistment. A personnel data change record shall be reported whenever there is a correction to a member's social security number or a change in a member's name, pay plan, pay plan grade, assigned unit, duty unit, and/or residence mailing address. Transaction Files shall be formatted as described in Enclosure 3 of this Instruction.

c. At the end of each reporting cycle, not less than daily, each Military Service shall prepare Workforce Transaction Files for personnel listed in section 2.a.(2) of the front matter of this Instruction. A Workforce Transaction record shall be reported whenever there is a change in language and/or information assurance (IA) skills, training, and certification. Workforce Transaction Files shall be formatted as described in Enclosure 4 of this Instruction.

3. DATA STANDARDS. Data standards, developed in support of DoD data administration policies as established by DoDD 8320.02 (Reference (k)), shall be used where specified. Supporting domain value sets can be found in DoDM 1336.05-M (Reference (l)). The Military Service failing to comply with the coding instructions in this Instruction shall be responsible for data interchange conversion costs.

ENCLOSURE 3RECORD FORMAT: MASTER AND REGULAR TRANSACTION FILES

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
1	001	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A Army N Navy M Marine Corps F Air Force C Coast Guard H Public Health Services, Commissioned Corps O National Oceanic and Atmospheric Administration, Commissioned Corps	
2	002	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. If unknown, report Z. R Regular G Guard V Reserve	
3	003-005	Active Duty Strength Accounting Code	The code that represents an accounting and programming category used by DoD to classify active duty positions and personnel. See Reference (1) for a list of domain values and definitions. If unknown, report <i>ZZZ</i> .	Reference (1)
4	006-016	Filler	Report all blanks.	
5	017-025	Person Social Security Number Identifier	The identifier assigned by the Social Security Administration (SSA) to a person.	
6	026	Filler	Report all blanks.	
7	<u>027-096</u>	Person Name		
	027-052	a. Person Surname Text	The text of a designation applied to a person, generally referred to as the last or family name.	
	053-072	b. Person Forename Text	The text of a designation applied to a person, generally referred to as the first name.	
	073-092	c. Person Middle Name Text	The text of a designation applied to a person, commonly used between the first and last names. If not applicable, report all blanks.	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	093-096	d. Person Cadency Name Text	The text of a designation applied to a person that designates family succession. Examples include JR, SR, II, and III. If not applicable, report all blanks.	
8	097-104	Person Birth Calendar Date	The date when a person was born. Format: YYYYMMDD. If unknown, report all zeroes.	
9	105	Person Sex Code	The code that represents a classification of a person based on reproductive function. If unknown, report Z. F Female M Male	
10	106	Marital Status Code	The code that represents a legal status with respect to marriage. If unknown, report Z. A Annulled D Divorced I Interlocutory L Legally separated M Married N Never married W Widowed	
11	107	Race Code	The code that represents a nonscientific division of the population based on assumed primordial biological properties. See Reference (1) for a list of domain values and definitions. If unknown, report zero.	Reference (1)
12	108-109	Ethnic Affinity Code	The code that represents a cultural background with which a member identifies. If unknown, report ZZ. AA Asian Indian AB Chinese AC Filipino AD Guamanian AF Japanese AG Korean AI Vietnamese AJ Other Asian descent AK Mexican AL Puerto Rican AM Cuban AN Latin American AO Other Hispanic descent AP Aleut AQ Eskimo AR U.S./Canadian Indian tribes AS Melanesian	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
		Ethnic Affinity Code (continued)	AT Micronesian AU Polynesian AV Other Pacific island descent BG Other BH None [Not associated with any above ethnic affinity.]	
13	110-111	Faith Group Code	The code that represents a category of common beliefs. (Service members are requested to voluntarily provide this information to assist the Military Services in planning chaplain services.) See Reference (I) for a list of domain values and definitions with equivalent domain values for the previous standard data element, Religious Denomination. If unknown, report ZZ.	Reference (I)
14	112	U.S. Citizenship Status Code	The code that represents the status of an individual regarding U.S. citizenship. If unknown, report Z. A U.S. national. (A non-U.S. citizen, owing permanent allegiance to the United States, who was a resident of American Samoa, Federated States of Micronesia, Marshall Islands, Northern Mariana Islands, or Palau at the time of its association with the United States, or was born in one of the above named entities after its association with the United States to U.S. national, non-U.S. citizen, parents.) C U.S. citizen N Non-U.S. citizen or national	
15	113	Filler	Report all blanks.	
16	114	U.S. Citizen Citizenship Origin Code	The code that represents the means by which a U.S. citizen established citizenship. If not applicable or unknown, report Z. A Born within the United States, Guam, Puerto Rico, or Virgin Islands B Born outside the United States, Guam, Puerto Rico, or Virgin Islands to non-U.S. citizen parents and subsequently became a U.S. citizen when at least one parent became a citizen by naturalization C Born outside the United States, Guam, Puerto Rico, or Virgin Islands to at least one citizen parent D Born outside the United States, Guam, Puerto Rico, or Virgin Islands to non-U.S. citizen parents and subsequently became a U.S. citizen by naturalization	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
17	115	Filler	Report all blanks.	
18	<u>116-119</u>	Education		
	116	a. Educational Designator Code	The code that represents an educational status or level attained by a member. See Reference (1) for a list of domain values and definitions. If unknown, report Z.	Reference (1)
	117-119	b. Filler	Reserved for future reporting of education-related data. Report all blanks.	
19	<u>120-230</u>	Person Residence Mailing Address		
	120-154	a. Residence Mailing Address Line 1 Text	The text of the detailed portion of a member's residence mailing address. This may include street number and name, apartment number, building number or name, post office box number, or rural route number and box number. If Line 2 is unused, report all blanks for that line. If unknown, report all blanks.	
	155-189	Residence Mailing Address Line 2 Text		
	190-209	b. Residence Mailing Address Postal Region City Place Name	The name of the highest level delivery station within a postal state, territory, or country for a member's residence mailing address. If unknown, report all blanks.	
	210-211	c. Residence Mailing Address U.S. Postal Region State Code	The code that represents the state, territory, or military overseas or afloat designation as the highest level subdivision of a U.S. postal region for a member's residence mailing address. See Reference (1) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.	Reference (1)
	212-213	d. Residence Mailing Address Country Code	The code that represents the principal geopolitical entity of the world for a member's residence mailing address. See Reference (1) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and, excepting Armed Forces addresses, the appropriate value for other U.S. and all non-U.S. territory. If military overseas or afloat or unknown, report ZZ.	Reference (1)
	214-222	e. Residence Mailing Address U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents the designated United States Postal Service (USPS) mail service region and the definitive delivery drop within the region for a member's residence mailing address. If the Extension Identifier is unknown, report all zeroes in the last four positions of the field. If non-USPS or unknown, report all zeroes.	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	223-230	f. Residence Mailing Address Effective Calendar Date	The date when the residence mailing address of a member came into effect. Format: YYYYMMDD. If unknown, report all zeroes.	
20	231	Filler	Report all blanks.	
21	232-240	Joint Service Spouse Social Security Number Identifier	The identifier assigned by the SSA to a member's active, reserve, or retired military spouse. If not applicable or unknown, report all zeroes.	
22	<u>241-247</u>	Dependents		
	241-242	a. Dependents Quantity	The number of persons for whom a military sponsor provides support. See applicable provisions of Volume 7A of DoD 7000.14-R (Reference (m)). Range of valid values: 00-30. If unknown, report 99.	Reference (m)
	243	b. Collocated Dependents Type Code	The code that represents the types of persons for whom a military sponsor provides support and who reside with the military sponsor. If not applicable or unknown, report Z. A Spouse only B Spouse and children only C Children only D Spouse, children, and other dependents E Spouse and other dependents only F Children and other dependents only G Other dependents only	
	244-245	c. Collocated Dependents Quantity	The number of persons for whom a military sponsor provides support and who reside with the military sponsor. Range of valid values: 00-30. If not applicable or unknown, report 99.	
	246-247	d. Command-Sponsored Dependents Quantity	The number of persons for whom a military sponsor provides support, who reside with the military sponsor outside the continental United States (OCONUS), and whose presence OCONUS is Command-sponsored. Range of valid values: 00-30. If not applicable or unknown, report 99.	
23	248-256	Prior Person Social Security Number Identifier	The identifier assigned by the SSA previously associated with a person. Applicable only if Personnel Data Change Transaction Type Code (Field 85) equals A. If not applicable, report all zeroes.	
24	257-262	Educational Discipline Code	The code established by the Department of Education that represents a subject of study. See Reference (l) for a list of domain values and definitions. Report	Reference (l)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
25	263-267	Filler	<p>the educational discipline that is the basis for the highest postsecondary certificate, degree, or diploma awarded to a member. Applicable only if Educational Designator Code (Field 18a) equals D, G, K, N, R, W, U, or V. If not applicable or unknown, report all zeroes.</p> <p>Report all blanks.</p>	
26	268-275	Uniformed Service Initial Entry Calendar Date	<p>The date when an individual was first appointed, enlisted, or conscripted into a Uniformed Service. The reported date may equal the date of enlistment in the regular component Delayed Entry Program (DEP) under section 12103(d) of title 10, U.S.C. (Reference (n)); as a Reservist in the senior Reserve Officer Training Corps (ROTC) program; or as a scholarship cadet or midshipman under sections 2107 or 2107a of Reference (n), or the date of entrance as a cadet or midshipman at one of the Service military academies. This data element is also known as Date of Initial Entry to a Uniformed Service. Format: YYYYMMDD. If unknown, report all zeroes.</p>	Reference (n)
27	276-283	Active Federal Military Service Base Calendar Date	<p>The constructed date that establishes the beginning of a member's creditable active Federal military service. The reported date may have been adjusted for breaks in service and lost time. This data element is also known as Active Duty Base Date and Basic Active Service Date. Format: YYYYMMDD. If unknown, report all zeroes. See related Field 43.</p>	
28	284-291	Military Longevity Pay Service Base Calendar Date	<p>The constructed date that establishes the beginning of a member's creditable military service for longevity increases to Basic Pay and other items of military compensation. The reported date may have been adjusted for breaks in service. This data element is also known as Pay Entry Base Date. Format: YYYYMMDD. If unknown, report all zeroes.</p>	
29	<u>292-294</u>	Accession Program Source		
	292	a. Enlisted Accession Program Source Code	<p>The code that represents the accession program by which a member first obtained enlisted status (also known as Means of Initial Entry into Military Service, Enlisted.) Applicable only to enlisted members. If not applicable or unknown, report Z.</p> <p>A Induction B Voluntary enlistment in a regular component C Voluntary enlistment in a Reserve component for service in a regular component DEP D Voluntary enlistment in a Reserve component for</p>	

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

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
30	295-318	Officer Appointment Date	3 Warrant Officer Aviation Training Program	
	295-302	a. Commissioned Officer Appointment Calendar Date	The date when a member was first appointed a commissioned officer, other than a commissioned warrant officer. Format: YYYYMMDD. Applicable only to commissioned officers, other than commissioned warrant officers. If not applicable or unknown, report all zeroes.	
	303-310	b. Warrant Officer Appointment Calendar Date	The date when a member was first appointed a warrant officer, other than a commissioned warrant officer. Format: YYYYMMDD. Applicable only to warrant officers, other than commissioned warrant officers. If not applicable or unknown, report all zeroes.	
	311-318	c. Commissioned Warrant Officer Appointment Calendar Date	The date when a member was first appointed a commissioned warrant officer. Format: YYYYMMDD. Applicable only to commissioned warrant officers. If not applicable or unknown, report all zeroes.	
31	319	Enlisted Career Status Code	The code that represents the career status of an enlisted member. Applicable only to enlisted members. If not applicable or unknown, report 9. 1 First term 2 Second term 3 Careerist	
32	320	Active Duty Involuntary Retention Reason Code	The code that represents the basis for the involuntary retention of a member on active duty. If not applicable or unknown, report Z. A Temporary "stop loss" legal authority B Medical status of member C Legal status of member D Retention determined to be "essential to the public interests" (applicable only to Navy and Marine Corps enlisted members serving on a naval vessel in foreign waters.) X Retention otherwise unavoidable, desirable, or beneficial	
33	321	Enlisted Active Service Agreement Duration Years Quantity	The length in years of the current enlisted active service agreement (also known as Term of Enlistment). The agreement may result from involuntary induction or voluntary enlistment, reenlistment, or extension of enlistment. Report whole years only. Valid values: 0-8. Applicable	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
34	322-329	Officer Active Service Obligation End Calendar Date	<p>only to enlisted members. If not applicable or unknown, report 9.</p> <p>The date when an officer will fulfill his or her active service obligation and be eligible for separation, transfer, or retirement (also known as Obligated Service Date). The service obligation may result from the conditions of appointment as an officer, promotion to a higher grade, and/or entry into a training or education program. Format: YYYYMMDD. Applicable only to officers. If the value is indefinite, report the projected date of retirement. If not applicable or unknown, report all zeroes.</p>	
35	330-337	Officer Active Service Projected End Calendar Date	<p>The date when an officer is projected to leave active service (also known as Expected Active Duty Loss Date, Officer). Format: YYYYMMDD. Applicable only to officers. If the value is indefinite, report the projected date of retirement. If not applicable or unknown, report all zeroes.</p>	
36	338-345	Enlisted Active Service Obligation End Calendar Date	<p>The date when an enlisted member will fulfill his or her active service obligation and be eligible for separation, transfer, or retirement (also known as Date of Expiration of Enlistment on Active Duty). The date will reflect periods of lost time and executed agreements to extend enlistment that have become operative. Format: YYYYMMDD. Applicable only to Navy, Marine Corps, and Air Force enlisted members. If the value is indefinite, report 40000930. If not applicable or unknown, report all zeroes.</p>	
37	346-353	Enlisted Active Service Agreement Begin Calendar Date	<p>The date when the current enlisted active service agreement came into effect (also known as Effective Date of Current Enlistment, Reenlistment, or Extension). The agreement may result from involuntary induction or voluntary enlistment, reenlistment, or extension of enlistment. Format: YYYYMMDD. Applicable only to enlisted members. If not applicable or unknown, report all zeroes.</p>	
38	354-361	Enlisted Active Service Projected End Calendar Date	<p>The date when an enlisted member is projected to leave active service (also known as Date of Expected Termination of Enlisted Active Service). The date will reflect executed agreements to extend enlistment, whether or not they have become operative. Format: YYYYMMDD. Applicable only to enlisted members. If the value is indefinite, report 40000930. If not applicable or unknown, report all zeroes.</p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
39	362-369	Uniformed Service Rank Effective Calendar Date	The date that establishes the relative seniority of a member among others who possess the same pay grade. Format: YYYYMMDD. If unknown, report all zeroes.	
40	370-374	Pay Plan and Grade	Reporting related to a schedule for monetary compensation and a sequential level within that schedule used to determine the rate of military Basic Pay.	
	370-371	a. Pay Plan Code	The code that represents a schedule for monetary compensation. ME Enlisted MW Warrant Officer MO Commissioned Officer	
	372-373	b. Pay Plan Grade Code	The code that represents a sequential level within a pay plan. The valid domain values for each value of Pay Plan Code are as follows: ME 01-09 Enlisted grades 1 to 9 MW 01-05 Warrant Officer grades 1 to 5 MO 01-11 Commissioned Officer grades 1 to 11	
	374	c. Pay Grade Modifier Code	The code that identifies an increased level of compensation for one or more grades within a pay plan. If not applicable, report Z. M Serving as the senior enlisted member of an Armed Force (applicable only if Pay Plan Code equals ME and Pay Plan Grade Code equals 09) E Member has over 4 years of active enlisted and/or warrant officer service (applicable only if Pay Plan Code equals MO and Pay Plan Grade Code equals 01, 02, or 03) C Serving as a Chief of Service or as Chairman or Vice Chairman of the Joint Chiefs of Staff (applicable only if Pay Plan Code equals MO and Pay Plan Grade Code equals 10 or 11)	
41	375-377	Uniformed Service Rank Code	The code that represents a designation of a level of authority within a Uniformed Service. See Reference (1) for a list of domain values and definitions. (Note that some values are not applicable to U.S. Military Service members.) If unknown, report 999.	Reference (1)
42	378-379	Filler	Report all blanks.	
43	380-387	Active Federal Military Officer Service Base Calendar Date	The constructed date that establishes the beginning of a member's creditable active federal military service as an officer (also known as Basic Active Officer	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
44	388	Military Aeronautical Rating Code	<p>Service Date). This date is adjusted for breaks in service and lost time. Applicable only to officers. Format: YYYYMMDD. If not applicable or unknown, report all zeroes. See related Field 27.</p> <p>The code that represents a member's rating for aeronautical service. Potentially applicable to both enlisted members and officers. If not applicable or unknown, report Z.</p> <p>A Astronaut B Fixed wing pilot C Rotary wing pilot D Fixed or rotary wing pilot E Navigator or weapons system operator F Observer G Flight Surgeon H Crew member, other J Non-crew member K Naval flight officer L Student aviator</p>	
45	389-390	Enlisted Career Category Code	<p>The Service-specific code that represents the assigned career field of an enlisted member (also known as Career Management Field). Applicable only to Army enlisted members. If not applicable or unknown, report 99.</p>	
46	391-398	Primary Service Occupation Code	<p>The Service-unique code or set of codes that represents the primary military occupation of a member. If any portion is not applicable or unknown, report all blanks for that portion.</p>	
	391-397	a. Enlisted	<p>Army: Report the primary Military Occupational Skill (MOS), Skill Level, Skill Qualification Identifier (SQI), and Additional Skill Identifier (ASI).</p> <p>Navy: Report the primary Rating and Navy Enlisted Classification (NEC).</p> <p>Marine Corps: Report the primary MOS and three blanks.</p> <p>Air Force: Report the primary Air Force Specialty Code (AFSC), including prefix and suffix.</p> <p>Coast Guard: Report the primary Grade/Rate Structure Code and two blanks.</p>	
	391-397	b. Warrant Officer	<p>Army: Report the primary MOS, SQI, and ASI.</p> <p>Navy: Report the Designator and Additional Qualification Designator (AQD).</p> <p>Marine Corps: Report the primary MOS and three blanks.</p> <p>Air Force: Report seven blanks.</p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
47	391-397	c. Commissioned Officer	Coast Guard: Report the primary Grade/Rate Occupation Code and four blanks. Army: Report the Branch Area of Concentration (AOC), first Skill Identifier (SI), and second SI. Navy: Report the Designator and first AQD. Marine Corps: Report the primary MOS and three blanks. Air Force: Report the primary AFSC, including prefix and suffix. Coast Guard: Report the primary Occupational Field, Occupied Billet Code, and four blanks.	
	398	d. Filler	Report all blanks.	
	<u>399-406</u>	Secondary Service Occupation Code	The Service-unique code or set of codes that represents the secondary military occupation of a member. If any portion is not applicable or unknown, report all blanks for that portion.	
	399-405	a. Enlisted	Army: Report the secondary MOS, Skill Level, SQI, and ASI. Navy: Report the secondary Rating and NEC. Marine Corps: Report the secondary MOS and three blanks. Air Force: Report the secondary AFSC, including prefix and suffix. Coast Guard: Report seven blanks.	
	399-405	b. Warrant Officer	Army: Report the secondary MOS, SQI, and ASI. Navy: Report the Subspecialty Code and two blanks. Marine Corps: Report the secondary MOS and three blanks. Air Force: Report seven blanks. Coast Guard: Report seven blanks.	
48	399-405	c. Commissioned Officer	Army: Report the Secondary Branch/Functional Area Code, and SI code. Navy: Report the Subspecialty Code and two blanks. Marine Corps: Report the secondary MOS and three blanks. Air Force: Report the secondary AFSC, including prefix and suffix. Coast Guard: Report the secondary Occupational Field, Occupied Billet Code, and four blanks.	
	406	d. Filler	Report all blanks.	
	407-408	Officer Career Category Code	The code that represents the assigned career field of an officer. See Reference (1) for a list of domain values and definitions. In general, the value can be derived from the value of the primary Service	Reference (1)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
49	409-418	Professional Military Education	Occupation Code (also known as Basic Branch and Competitive Category). Applicable only to officers. If not applicable or unknown, report ZZ.	
	409	a. Professional Military Education Level Code	The code that represents the highest level of professional military education completed by an officer in person or by correspondence. See Reference (1) for a list of schools and courses that are included under each level. Applicable only to officers. If not applicable or unknown, report 9. 1 Senior Service school 2 Intermediate Service school 3 Skill progression school 4 Initial skill school	Reference (1)
	410	b. Joint Professional Military Education Level Code	The code that represents the highest level of joint professional military education completed by an officer in person or by correspondence. See Reference (1) for a list of schools that are included under each level. Applicable only to officers. If not applicable or unknown, report Z. A Advanced B Intermediate C Initial	Reference (1)
	411-418	c. Joint Professional Military Education Effective Calendar Date	The date when an officer's highest level of joint professional military education came into effect. Format: YYYYMMDD. Applicable only to officers. If not applicable or unknown, report all zeroes.	
50	419	Command Status Code	The code that represents the command status of an officer who is qualified to serve as a unit commander, regardless of current eligibility for administrative or functional pay. Applicable only to commissioned officers. If not applicable or unknown, report 9. 1 Currently in command of a unit 2 Previously commanded a unit 3 Never commanded a unit	
51	420-421	Armed Forces Qualification Test (AFQT) Percentile Score Quantity	The number that represents the percentile score calculated from the raw scores of designated subtests of the Armed Services Vocational Aptitude Battery, or of predecessor military enlistment entrance tests designated as the basis for calculation of the AFQT percentile. Valid values: 01-99. Applicable only to enlisted members. If not applicable or unknown, report 00.	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
52	422-429	Permanent Duty Station Arrival Calendar Date	The date when a member arrived at his or her current permanent duty station. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
53	430-437	Permanent Duty Station Departure Calendar Date	The date when a member departed his or her last permanent duty station. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
54	438-445	Filler	Report all blanks.	
55	446-453	Officer Active Status Projected End Calendar Date	The date when an officer must be removed from active status due to applicable maximum service, time in grade, or age criteria (also known as Officer Mandatory Removal Date). Format: YYYYMMDD. Applicable only to officers. If the value is indefinite, report the projected date of retirement. If not applicable or unknown, report all zeroes.	
56	<u>454-463</u>	Active Duty Loss Incentive Data		
	454-461	a. Active Duty Loss Incentive Eligibility Begin Calendar Date	The date when a member became eligible for an active duty early separation, transfer, or retirement incentive program. Format: YYYYMMDD. If not applicable, report all zeroes.	
	462	b. Active Duty Loss Incentive Status Code	The code that represents the status of a member in regards to an active duty early separation, transfer, or retirement incentive program. If not applicable, report Z. A Member is eligible for one or more programs B Member has applied for a program C Member's application for a program has been approved D Member's application for a program has been denied	
	463	c. Active Duty Loss Incentive Type Code	The code that represents the kind of active duty early separation, transfer, or retirement incentive for which a member is eligible or has applied. Values A and B are applicable only if Active Duty Loss Incentive Status Code (Field 56b) equals A. If not applicable, report Z. A Voluntary Separation Incentive (VSI), Special Separation Bonus (SSB), or early retirement B VSI or SSB E Early retirement, voluntary F Early retirement, involuntary S SSB V VSI	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
57	464-485	Filler	Report all blanks.	
58	486-491	Assigned Base Facility Identifier	The identifier that represents the base to which a member is assigned. See Reference (1) for a list of domain values and definitions. If unknown, report all zeroes.	Reference (1)
59	492-494	Assigned Unit Major Command Code	The Service-unique code that represents the highest level organization of the assigned unit. If unknown, report <i>ZZZ</i> . Army: Report the Command Assignment Code and one blank. Navy: Report the Navy Claimant Code and one blank. Marine Corps: Report the Monitored Command Code. Air Force: Report the Personnel Accounting Symbol (PAS) Major Command Identifier and PAS Subcommand Identifier. Coast Guard: Report three blanks.	
60	495-502	Assigned UIC	The Service-unique code that represents the unit to which a member is assigned. If unknown, report all Z's. Army: Report a W, the UIC, and two blanks. Navy: Report an N, the UIC, and two blanks. Marine Corps: Report an M, the Reporting Unit Code (RUC), and two blanks. Air Force: Report an F, the unit portion of the PAS Code, and three blanks. Coast Guard: Report the UIC.	
61	<u>503-515</u>	Assigned Unit Location		
	503-504	a. Assigned Unit Location U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the normal shore or homeport location of the unit to which a member is assigned. See Reference (1) for a list of domain values and definitions. If non-U.S. or unknown, report <i>ZZ</i> .	Reference (1)
	505-506	b. Assigned Unit Location Country Code	The code that represents the principal geopolitical entity of the world for the normal shore or homeport location of the unit to which a member is assigned. See Reference (1) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report <i>ZZ</i> .	Reference (1)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	507-515	c. Assigned Unit Location U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents a designated USPS mail service region and a definitive delivery drop within the region for the normal shore or homeport location of the unit to which a member is assigned. If the Extension Identifier is unknown, report all zeroes in the last four positions of the field. If non-USPS or unknown, report all zeroes.	
62	516-523	Duty UIC	<p>The Service-unique code that represents the unit to which a member has reported for duty. If unknown, report all Z's.</p> <p>Army: Report a W, the UIC, and two blanks. Navy: Report an N, the UIC, and two blanks. Marine Corps: Report an M, the RUC, and two blanks. Air Force: Report an F, the unit portion of the PAS Code, and three blanks. Coast Guard: Report the UIC.</p>	
63	<u>524-531</u>	Duty Service Occupation Code	The Service-unique code or set of codes that represents the military occupation of a member's duty position. If any portion is not applicable or unknown, report all blanks for that portion.	
	524-530	a. Enlisted	<p>Army: Report the duty MOS, Skill Level, SQI, and ASI. Navy: Report the distributed Rating and NEC. Marine Corps: Report the duty MOS and three blanks. Air Force: Report the duty AFSC, including prefix and suffix. Coast Guard: Report the duty Grade/Rate Structure Code and two blanks.</p>	
	524-530	b. Warrant Officer	<p>Army: Report the duty MOS, SQI, and ASI. Navy: Report the Navy Officer Billet Code (NOBC) and three blanks. Marine Corps: Report the duty MOS and three blanks. Air Force: Report seven blanks. Coast Guard: Report the Officer Billet Code System and three blanks.</p>	
	524-530	c. Commissioned Officer	<p>Army: Report the primary Duty Branch/Functional Area/Immaterial Code, AOC, and SI Code. Navy: Report the NOBC and three blanks. Marine Corps: Report the duty MOS and three blanks. Air Force: Report the duty AFSC, including prefix and suffix. Coast Guard: Report the Officer Billet Code System</p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
64	531	d. Filler	and three blanks. Report all blanks.	
	532	Military Flying Status Code	The code that represents whether a member is receiving flight pay for current duties. If not applicable or unknown, report 9. 1 On flying status 2 Not on flying status	
65	<u>533-542</u>	Defense Program Planning		
	533-540	a. Defense Program Planning Code	The code that represents a primary object in the Future Years Defense Program that corresponds to a particular mission within a major defense program (also known as Program Element Code). See DoD 7045.7-H (Reference (o)) for a list of domain values and definitions. This code provides the linkage between the planning, programming, and budgeting phase and the execution phase of the budget and accounting cycle. If no value is available for Army members, report a value derived from the Army Management Structure Code. If unknown, report all Zs.	Reference (o)
66	541-542	b. Filler	Report all blanks.	
	543-548	Duty Base Facility Identifier	The identifier that represents the base to which a member has reported for duty. See Reference (l) for a list of domain values and definitions. If unknown, report all zeroes.	Reference (l)
67	549-551	Duty Unit Major Command Code	The Service-unique code that represents the highest level organization of the unit to which a member has reported for duty. If unknown, report ZZZ. Army: Report the Command Assignment Code and one blank. Navy: Report the Navy Claimant Code and one blank. Marine Corps: Report the Monitored Command Code. Air Force: Report the PAS Major Command and Subcommand Identifiers. Coast Guard: Report three blanks.	
68	<u>552-566</u>	Duty Unit Location		
	552-553	a. Duty Unit Location U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the actual shore or port location of the unit to	Reference (l)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	554-555	b. Duty Unit Location Country Code	<p>which a member has reported for duty. See Reference (1) for a list of domain values and definitions. If non-U.S., afloat at sea, or unknown, report ZZ.</p> <p>The code that represents the principal geopolitical entity of the world for the actual shore or port location of the unit to which a member has reported for duty. See Reference (1) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If afloat at sea or unknown, report ZZ.</p>	Reference (1)
	556-564	c. Duty Unit Location U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents a designated USPS mail service region and a definitive delivery drop within the region for the actual shore or afloat location of the unit to which a member has reported for duty. If the Extension Identifier is unknown, report all zeroes in the last four positions of the field. If non-USPS or unknown, report all zeroes.	
	565-566	d. Duty Unit Location Major Body of Water Code	The code that represents the major body of water for the actual afloat location of the unit to which a member has reported for duty. See Reference (1) for a list of domain values and definitions. Applicable only if the duty unit is afloat at sea. If not applicable or unknown, report ZZ.	Reference (1)
69	567-701	Filler	Report all blanks.	
70	<u>702-720</u> 702	a. Career Status Bonus Program Status Code	<p>The code that represents a member's eligibility for the Career Status Bonus program. If not applicable or unknown, report Z.</p> <p>A Eligible to elect the Career Status Bonus B Not eligible to elect the Career Status Bonus</p>	
	703	b. Career Status Bonus Program Category Code	<p>The code that represents the status of a member's notification of eligibility for the Career Status Bonus program. If not applicable or unknown, report Z.</p> <p>K Notification</p>	
	<u>704-711</u>	c. Career Status Bonus Program Category Calendar Date	The date of notification of eligibility to participate in the Career Status Bonus program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	712	d. Career Status Bonus Program Type Code	<p>The code that represents a member's Career Status Bonus program participation status. If not applicable or unknown, report Z.</p> <p>E Elected to participate in the Career Status Bonus program</p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
71	713-720	e. Career Status Bonus Program Participation Calendar Date	<p>F Declined participation in the Career Status Bonus program</p> <p>The date when a member made a decision on participation in the Career Status Bonus program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.</p>	Reference (e)
	721-733	MGIB-Active Duty (MGIB-AD)		
	721	a. MGIB-AD Enrollment Basis Code	<p>The code that represents the conditions under which a member was authorized or offered enrollment in the MGIB-AD educational benefit program. If unknown, report Z.</p> <p>A Enrollment not authorized or offered B Enrollment authorized on 1 July 1985: member with entitlement under Chapter 34 of Reference (e) on active duty between 19 October 1984 and 1 July 1985 and continued on active duty without a break in service C Enrollment offered at initial entry on active duty D Enrollment or reenrollment offered at second entry on active duty following a break in service: member's initial period of service terminated because of a defective enlistment or induction based on minority, an erroneous enlistment or induction, or a defective enlistment agreement E Enrollment offered during 7-month "Open Season" beginning 1 December 1988: member declined enrollment at initial entry on active duty F Enrollment offered prior to involuntary separation from active duty G Enrollment offered prior to VSI or SSB separation from active duty H Enrollment offered during 9-month period beginning 9 October 1996: member's full-time National Guard duty, begun between 1 July 1985 and 29 November 1989, constituted initial obligated period to active duty J Enrollment offered during 1-year period beginning 9 October 1996: member on active duty and participating in Chapter 32 of Reference (e) on 9 October 1996 K Enrollment offered during 1-year period beginning 1 November 2000: member on continuous active duty on or before 9 October 1996 through 30 April 2000 and participating in Chapter 32 of Reference (e) L Enrollment deferred based on participation in an active duty service Loan Repayment Program or other service education program M NCS member, MGIB offered upon reenlistment</p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			<p>or extension</p> <p>N Member serving at least 2 years of continuous active duty in the Armed Forces</p>	
	722-729	b. MGIB-AD Enrollment Action Calendar Date	The date when a member made an MGIB-AD educational benefit program enrollment decision. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	730	c. MGIB-AD Enrollment Action Code	<p>The code that represents the MGIB-AD educational benefit program enrollment decision made by a member. If not applicable or unknown, report Z.</p> <p>A Accepted D Declined</p>	
	731-732	d. MGIB-AD Kicker Incentive Rate Code	The code that represents the monetary level of an MGIB-AD kicker incentive for which a member is entitled. See Reference (l) for a list of domain values and definitions. If not applicable or unknown, report ZZ.	Reference (l)
	733	e. MGIB-AD Initial Service Obligation Code	<p>The code that represents the length of a member's active duty service obligation at the time of initial entry on active duty. Applicable only if MGIB-AD Enrollment Basis Code (Field 71a) equals C, D, E, H, or L. If not applicable or unknown, report 9.</p> <p>2 Less than 3 years 3 3 or more years</p>	
72	734	Original Veterans Educational Benefit Program Entitlement Code	<p>The code that represents the educational benefit program under Reference (e) to which a member was entitled at the time of initial entry on active duty. If unknown, report 9.</p> <p>1 Chapter 34 of Reference (e), "Veterans' Educational Assistance" (also known as "GI Bill" or "Old GI Bill") 2 Chapter 32 of Reference (e), "Post-Vietnam Era Educational Assistance Program" (also known as "Veterans Education Assistance Program") 3 Chapter 30 of Reference (e), "All-Volunteer Force Educational Assistance Program" (also known as "New GI Bill," "MGIB," or "MGIB-AD")</p>	Reference (e)
73	<u>735-829</u>	Army Specific Data	Reporting that is unique to Army records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-736	a. Enlisted and Officer	Personnel Strength Status	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	737-739 740-741		Distribution Management Level Movement Designator Travel Category	
	742-743 744-744 745-752	b. Enlisted Only	Immediate Reenlistment Prohibition Overseas Assignment Tour Type Code Date Completed Current Overseas Tour	
	753-760 761-768 769-770 771-778 779 780-787 788-789 790 791-798 799-806 807 808-815 816-823	c. Officer Only	Entry on Active Duty Current Tour Branch Related Skill (first four) Control Branch Expiration of Current Service Agreement Filler ASI (first four) [Applicable only to warrant officers.] Troop Command Status Troop Command Category Date Commissioned Command Assignment Date Termination of Command Assignment On-order Stabilized Tour Type Overseas Assignment Start Date Overseas Assignment End Date	
	824-826	d. Enlisted and Officer	Major Subject of Advanced Education	
	827-829	e. Filler	Report all blanks.	
74	<u>735-829</u>	Navy Specific Data	Reporting that is unique to Navy records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-737 738 739-741 742-751 752-759	a. Enlisted and Officer	Bureau of Navy Personnel Loss Code (applicable only to loss and immediate reenlistment personnel status change transaction records.) Ashore/Afloat Code On-Board Accounting Category Code Activity Code Navy Geolocation Code	
	760-762	b. Filler	Report all blanks.	
	763-764 765 766-768 769-771 772-774	c. Officer Only	Officer Source Code Aeronautical Designation AQD2 AQD3 AQD4	
	775-829	d. Filler	Report all blanks.	
75	<u>735-829</u>	Marine Corps Specific Data	Reporting that is unique to Marine Corps records. If any data element is not applicable or unknown, report all blanks for that data element.	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
76	735 736-737 738-742 743 744 745-748	a. Enlisted and Officer	Strength Category Code Component Code Pay Status Record Status Duty Status Code Source of Entry Code	
	749-754	b. Filler	Report all blanks.	
	755	c. Enlisted and Officer	Transaction Correction Code	
	756-829	d. Filler	Report all blanks.	
	<u>735-829</u>	Air Force-Specific Data	Reporting that is unique to Air Force records. If any data element is not applicable or unknown, report all blanks for that data element.	
	735-746 747-748 749-750 751-753	a. Enlisted and Officer	Office Symbol PAS Code (first two positions of assigned unit) REC-STAT-CURR (Record Status Current) ADN-OFF-AMN (Accession Designation Number – Officer-Airmen)	
	754-755 756-757		Duty Status ADSCD-RSN-FOR (Active Duty Service Commitment Date – Reason For)	
	758-760 761 762-765 766-771		Filler Functional Category DUTY-LOC-CURR (Duty Location Current) FUNCT-ACCT-CODE (applicable only to master records.)	
	772-777		GR-PROJ-PROM-SEQ-NR (Grade Projected Promotion Sequence Number)	
	778-785	b. Enlisted Only	Control AFSC	
	786 787	c. Officer Only	SOURCE-OF-COMM (Source of Commission) Aero-Rating-Current	
	788-791	d. Enlisted and Officer	Major Subject of Study	
	792-829	e. Filler	Report all blanks.	
	77	<u>735-829</u>	Coast Guard-Specific Data	Reporting that is unique to Coast Guard records. If any data element is not applicable or unknown, report all blanks for that data element.
78	735	a. Enlisted and Officer	Training Category Field	
	736-829	b. Filler	Report all blanks.	
	830-831	Filler	Report all blanks.	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
79	832-839	Transaction Effective Calendar Date	The date when a transaction came into effect. For gain personnel status change records report the date of enlistment, transfer, or return to military control. For loss personnel status change records report the date of release, separation, transfer, retirement, death, or loss from military control. For extension and immediate reenlistment personnel status change records and for personnel data change records report the date the change came into effect. Format: YYYYMMDD. Applicable only to transaction records. If not applicable, report all zeroes.	
80	<u>840-843</u>	Separation Program Designator		
	840-842	a. Separation Program Designator Code	The code that defines the circumstances under which a member ended a period of active or reserve service. Applicable only to loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report ZZZ. Provide the DMDC File Manager with documentation on all current Service-specific domain values and on all changes to Service-specific domain values as they occur.	
	843	b. Separation Program Designator Modifier Code	The Marine Corps-specific code that further defines the circumstances under which a member ended a period of active or reserve service. Applicable only to loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report 9. Provide the DMDC File Manager with documentation on all current domain values and on all changes to domain values as they occur.	
81	844	Military Service Characterization Code	<p>The code that represents the evaluation of a member's conduct and performance during a period of military service. Applicable only to loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report Z.</p> <p>A Honorable (Member's service reflected proper behavior and proficient performance of duty.) B Under honorable conditions (Member's service reflected behavior and performance that was short of Honorable.) D Bad conduct (Member's bad conduct was punished by a special or general court martial.) E Under other than honorable conditions (Member was convicted of a felony by civil authorities.) F Dishonorable (Member's bad conduct was punished by a general court martial.)</p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
		Military Service Characterization Code (continued)	Y Uncharacterized (Member served 6 months or less and was assigned a separation reason of (a) entry level separation, (b) void enlistment or induction, or (c) dropped from strength.)	
82	845-846	Reenlistment Eligibility Code	The Service-specific code that represents the eligibility of a member to reenlist for an additional period of active or reserve service. Applicable only to enlisted loss and immediate reenlistment personnel status change transaction records. If not applicable or unknown, report ZZ. Provide the DMDC File Manager with documentation on all current domain values and on all changes to domain values as they occur.	
83	847-849	Accession Designator Code	The Service-specific code that represents the means by which a member began a period of active service. Applicable only to gain and extension personnel status change transaction records. If not applicable or unknown, report ZZZ. Provide the DMDC File Manager with documentation on all current domain values and on all changes to domain values as they occur.	
84	850	Personnel Transaction Type Code	The code that represents a type of personnel transaction. Applicable only to transaction records. If not applicable, report Z. D Change to personnel data S Change to personnel status	
85	851	Personnel Data Change Transaction Type Code	The code that represents a type of personnel data change transaction. Applicable only to personnel data change transaction records. If not applicable, report Z. A Social Security Number correction. Report the correct value in Person Social Security Number Identifier (Field 5) and the erroneous value in Prior Person Social Security Number Identifier (Field 23). B Name change. Report the new value in Person Name (Field 7). C Pay plan and/or grade change. Report the new value or values in Pay Plan Code (Field 40a), Pay Plan Grade Code (Field 40b), and/or Pay Grade Modifier Code (Field 40c). D Assigned and/or duty unit change. Report the new value or values in Assigned UIC (Field 60) and/or Duty UIC (Field 62). E Residence Mailing Address change. Report the new values in Person Residence Mailing Address (Field 19).	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
86	852-854	Personnel Status Change Transaction Type Code	<p>The code that represents a type of personnel status change transaction. Applicable only to personnel status change transaction records. If not applicable, report Z.</p> <p>111 Active duty (active service) gain 112 Active duty (active service) gain, non-prior service 115 Active duty (active service) gain, prior service, from reserve duty 117 Active duty (active service) gain, prior service, from retired (eligible for retired pay) 118 Active duty (active service) gain, prior service, delayed reenlistment 119 Active duty (active service) gain, prior service, enlisted to officer or vice versa 120 Active duty (active service) gain, prior service, return to military control 123 Active duty (active service) gain, prior service, other 131 Active duty (active service) loss 132 Active duty (active service) loss, to civil life 135 Active duty (active service) loss, to reserve duty 137 Active duty (active service) loss, to retired (eligible for retired pay) 138 Active duty (active service) loss, death 139 Active duty (active service) loss, enlisted to officer or vice versa 140 Active duty (active service) loss, drop from military control 151 Active duty (active service) change, immediate reenlistment 152 Active duty (active service) change, extension</p>	
87	855-856	Filler	Reserved for Marine Corps-specific use	
88	857-858	Country of Original Citizenship Code	The code that represents the principal geopolitical entity of the world of citizenship at birth to which the member owed allegiance and by which he or she was entitled to be protected. See Reference (1) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.	Reference (1)
89	<u>859-862</u>	Person Place of Birth		
	859-860	a. Person Place of Birth U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the member's place of birth. See Reference	Reference (1)

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	861-862	b. Person Place of Birth Country Code	(I) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ. The code that represents the principal geopolitical entity of the world for the member's place of birth. See Reference (I) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.	Reference (I)
90	<u>863-871</u>	Home of Record		
	863-864	a. Home of Record U.S. State Alpha Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. for the residence declared by a member at the time of the latest entry to active service. See Reference (I) for a list of domain values and definitions. If non-U.S. or unknown, report ZZ.	Reference (I)
	865-866	b. Home of Record Country Code	The code that represents the principal geopolitical entity of the world for the residence declared by a member at the time of the latest entry to active service. See Reference (I) for a list of domain values and definitions. Report U.S. for the 50 States and District of Columbia and the appropriate value for other U.S. and all non-U.S. territory. If unknown, report ZZ.	Reference (I)
	867-886	c. Home of Record Postal Region City Place Name	The name of the highest level delivery station within a postal state, territory, or country for the residence declared by a member at the time of the latest entry to active service. If unknown, report all blanks.	
91	887-894	Date of Estimated Return from Overseas	The date a member is estimated to return from an overseas assignment. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
92	895-899	Filler	Report all blanks.	
93	<u>900-927</u>	NCS Program		
	900	a. NCS Program Incentive Code	The code that represents the NCS program incentive that a member chose. If not applicable or unknown, report Z. A Cash bonus of \$5000 B Repayment of qualifying student loan (principal and interest), up to \$18,000 C Education allowance, for up to 12 months D Education allowance, for up to 36 months	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	901-908	b. NCS Program Eligibility Status Effective Date	The date the NCS Program eligibility status became effective. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	909-910	c. NCS Program Eligibility Status Code	The code that represents the eligibility status of a member enrolled in the NCS program. If not applicable or unknown, report ZZ. AB No entitlement: member has executed a qualifying contract or service obligation after 30 September 2003 but has not completed initial active duty obligation AC No entitlement: member erroneously reported as eligible BA Eligible: member completed Initial Active Duty for Training (IADT) and 15 month active duty enlistment term BC Eligible: member completed remainder of military service obligation on active duty DA Eligibility terminated: member has not completed IADT and/or a qualifying contract or service obligation and is subject to a recoupment action DB Eligibility terminated: member has not completed IADT and/or a qualifying contract or service obligation and is not subject to a recoupment action	
	911-918 919-926	d. Filler e. NCS Active Duty 15-Month Enlistment End Calendar Date	The date a member completed the NCS 15-month active duty enlistment term. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
94	927-946	Organization Position Identifier	The identifier that represents a member's unique position as defined by the DoD Component. See DoDI 7730.64 (Reference (p)). If unknown, report all Z's. Army: Report Paragraph, Sub-Paragraph, Line Number, and unique record identifier. Air Force: Report the Major Command Code and Position Number. Navy: Report the Billet Identification Number. Marine Corps: Report the Billet Identification Number.	Reference (p)
95	947-954	Initial Entry Training End Calendar Date	The date a member completed initial entry training, including skill training. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
96	955-971	Active Duty Loan Repayment Incentive Program		

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	955-962	a. Active Duty Loan Repayment Incentive Program Eligibility Effective Date	The begin date of a Service member's commitment based on eligibility for an educational incentive under the Active Duty Loan Repayment Incentive Program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
	963	b. Active Duty Loan Repayment Incentive Program Educational Type Code	The type of active duty educational incentive for a Service member who is appointed, enlists, reenlists, affiliates, or extends in an Active Duty Loan Repayment Incentive Program. If not applicable or unknown, report Z. A Educational loan repayment assistance	Chapter 109 of Reference (n)
	964-971	c. Active Duty Loan Repayment Incentive Program Eligibility Completion Date	The completion date of a Service member's commitment based on eligibility for an educational incentive under the Active Duty Loan Repayment Incentive Program. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.	
97	<u>972-975</u>	Post 9/11 GI Bill Incentive Program		
	972-973	a. Post 9/11 GI Bill Kicker Incentive Rate Code	The code that represents the monetary level of a Post 9/11 GI Bill kicker incentive for which a member is entitled upon enlistment or affiliation. See Reference (l) for a list of domain values and definitions. If not applicable or unknown, report ZZ.	Reference (l)
	974-975	b. Post 9/11 GI Bill Reenlistment Kicker Incentive Rate Code	The code that represents the monetary level of a Post 9/11 GI Bill reenlistment kicker incentive for which a member is entitled. See Reference (l) for a list of domain values and definitions. If not applicable or unknown, report ZZ.	Reference (l)
98	976-1000	Filler	Report all blanks.	

ENCLOSURE 4RECORD FORMAT: WORKFORCE TRANSACTION FILE

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
1	001	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A Army N Navy M Marine Corps F Air Force C Coast Guard H Public Health Services, Commissioned Corps O National Oceanic and Atmospheric Administration, Commissioned Corps	
2	002	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. If unknown, report Z. R Regular G Guard V Reserve	
3	003-011	Person Social Security Number Identifier	The identifier assigned by the SSA to a person.	
4	<u>012-081</u>	Person Name		
	012-037	a. Person Surname Text	The text of a designation applied to a person, generally referred to as the last or family name.	
	038-057	b. Person Forename Text	The text of a designation applied to a person, generally referred to as the first name.	
	058-077	c. Person Middle Name Text	The text of a designation applied to a person, commonly used between the first and last names. If not applicable, report all blanks.	
	078-081	d. Person Cadency Name Text	The text of a designation applied to a person that designates family succession. Examples include JR, SR, II, and III. If not applicable, report all blanks.	
5	082-089	Person Birth Calendar Date	The date when a person was born. Format: YYYYMMDD. If unknown, report all zeroes.	
6	090-097	Personnel Workforce Transaction Effective Calendar Date	The date when a transaction came into effect. Format: YYYYMMDD.	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
7	098	Personnel Workforce Transaction Type Code	<p>The code that represents a type of personnel workforce transaction.</p> <p>1 Change to Language data 2 Change to Defense Language Aptitude Battery Score 3 Change to Information Assurance data</p>	
8	099	Personnel Workforce Transaction Action Type Code	<p>The code that represents a type of action represented by the transaction.</p> <p>A Add a new transaction B Update an existing transaction C Cancel an existing transaction</p>	
9	<u>100-126</u>	Language	Applicable only if Personnel Workforce Transaction Type Code (Field 7) equals 1.	
	100-102	a. Language Code	<p>The code that represents a means of communication based on a formalized system of sounds and/or symbols. Report the language, other than English, in which a member possesses the highest proficiency. See Reference (1) for a list of domain values and definitions. If not applicable, report ZZZ.</p>	Reference (1)
	103-104	b. Language Speaking Proficiency Code	<p>The code that represents the degree of speaking competence in the language in which a member possesses the highest proficiency. If not applicable or unknown, report 99.</p> <p>00 No proficiency 06 Memorized proficiency 10 Elementary proficiency 16 Elementary proficiency, plus 20 Limited working proficiency 26 Limited working proficiency, plus 30 General professional proficiency 36 General professional proficiency, plus 40 Advanced professional proficiency 46 Advanced professional proficiency, plus 50 Functionally native proficiency</p>	
	106-107	c. Language Listening Proficiency Code	<p>The code that represents the degree of listening competence in the language in which a member possesses the highest proficiency. See Field 9b for a list of domain values and definitions. If not applicable or unknown, report 99.</p>	
	108-109	d. Language Reading Proficiency Code	<p>The code that represents the degree of reading competence in the language in which a member possesses the highest proficiency. See Field 9b for a list of domain values and definitions. If not</p>	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
			applicable or unknown, report 99.	
	110	e. Language Skill Source Code	The code that represents the origin of the skill in the language in which a member possesses the highest proficiency. If not applicable or unknown, report Z. A Civilian school course B Defense Language Institute (DLI) C Foreign residence D Home environment E Military school other than DLI F Self-study G Survival level language course	
	111	f. Language Proficiency Source Code	The code that represents the source of the proficiency evaluation. If not applicable or unknown, report Z. A Formally assessed B Self-reported	
	112-113	g. Language Proficiency Evaluation Calendar Date	The date when competence in the language in which a member possesses the third highest proficiency was tested, generally by administration of a Defense Language Proficiency Test, or otherwise formally assessed. Format: YYYYMM DD. If not applicable or unknown, report all zeroes.	
	114-126	h. Filler	Report all blanks.	
10	127-129	Defense Language Aptitude Battery Score Quantity	The score achieved on the Defense Language Aptitude Battery. Valid values: 012-164. Applicable only if Personnel Workforce Transaction Type Code (Field 7) equals 2. If not applicable or unknown, report 999.	
11	<u>130-142</u>	IA	Reporting related to IA personnel. Applicable only if Personnel Workforce Transaction Type Code (Field 7) equals 3.	DoD 8570.01-M (Reference (q))
	130	a. IA Category Code	The code that represents the category in which the member has received certification or in which the certification is being waived to perform the duties. If not applicable or unknown, report zero. 1 Technical 2 Management 3 Designated Approving Authority (DAA) (only applicable to the IA Category of Management)	
	131	b. IA Category Level Code	The code that represents the level of the IA category. If not applicable or unknown, report zero. 1 Level 1	

Field	Position	Data Element Name	Description, Coding Instructions, and Remarks	References
	132	c. IA Training Waiver Indicator Code	<p>2 Level 2 3 Level 3</p> <p>A code that identifies if the member's training requirement has been temporarily waived while he or she performs duties at this IA Category and Level. If not applicable or unknown, report zero.</p> <p>1 Yes 2 No</p>	
	133-140	d. IA Certification Effective Calendar Date	<p>The date that the IA Category Level or DAA certification was effective. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.</p>	
	141-148	e. IA Certification Expiration Calendar Date	<p>The date, past or future, that the IA Category Level or DAA certification did or will expire. If the member is in waiver status for the certification, report the date the waiver will or did expire. Format: YYYYMMDD. If not applicable or unknown, report all zeroes.</p>	
	149-300	Filler	Report all blanks.	

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AFQT	Armed Forces Qualification Test
AFSC	Air Force Specialty Code
AOC	area of concentration
AOCS	Aviation Officer Candidate School
AQD	Additional Qualification Designator
ASI	Additional Skill Identifier
CWO	Commissioned Warrant Officer
DAA	Designated Approving Authority
DEERS	Defense Enrollment Eligibility Reporting System
DEP	Delayed Entry Program
DHRA	Defense Human Resources Activity
DLI	Defense Language Institute
DMDC	Defense Manpower Data Center
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
IA	information assurance
IADT	initial active duty for training
MC	Marine Corps
MGIB	Montgomery GI Bill
MGIB-AD	Montgomery GI Bill – Active Duty
MOS	Military Occupational Skill
NCS	National Call to Service
NEC	Navy Enlisted Classification
NOBC	Navy Officer Billet Code
NROTC	Naval Reserve Officer Training Corps
OCONUS	outside the continental United States
OCS	Officer Candidate School
OTS	Officer Training School
PAS	Personnel Accounting Symbol
PII	personally identifiable information
PLC	Platoon Leaders Course
ROTC	Reserve Officer Training Corps
RUC	Reporting Unit Code

SI	Skill Identifier
SQI	Skill Qualification Identifier
SSA	Social Security Administration
SSB	Special Separation Bonus
UIC	Unit Identification Code
U.S.	United States
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USPS	United States Postal Service
VSI	Voluntary Separation Incentive