



Department of Defense INSTRUCTION

NUMBER 7770.2

July 26, 1983

ASD(MRA&L)

SUBJECT: Magnetic Tape Extracts of Military Pay Records

- References: (a) DoD Directive 5124.1, "Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)," July 26, 1982
- (b) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
- (c) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965
- (d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," December 1982, authorized by DoD Instruction 5000.12, April 27, 1965
- (e) through (f), see enclosure 1

1. PURPOSE

This Instruction prescribes policy, assigns responsibilities, and establishes requirements for the reporting of magnetic tape extracts from the Joint Uniform Military Pay System files maintained by the Military Services.

2. APPLICABILITY AND SCOPE

2.1. This Instruction applies to the Office of the Secretary of Defense and the Military Departments. The term "Military Services," as used herein, refers to the Army, Navy, Air Force, and Marine Corps.

2.2. Its provisions cover all enlisted members, warrant officers, and commissioned officers on active duty on or after July 1, 1982, with the exception of reserve component personnel on active duty for a period of less than 180 days.

3. POLICY

It is the policy of the Department of Defense to provide a DoD centralized capability for the timely reporting of the pay and allowances of active duty military personnel. This reporting requirement provides information for interagency reporting, research, actuarial purposes, and evaluation of DoD programs and policies.

4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), consistent with reference (a), shall provide overall policy guidance regarding DoD reporting of active duty military pay and allowances.

4.2. The Heads of the Military Services shall implement this Instruction.

5. INFORMATION REQUIREMENTS

5.1. This Instruction establishes no new data collection requirement. The Military Services shall report only those data elements that are available on existing automated data collection systems.

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

5.3. Each report shall be accompanied by a letter of transmittal that identifies the files transmitted and states the number of records in each file.

5.4. DoD standard data elements and codes established by DoD Directive 5000.11 and DoD Instruction 5000.12 (references (b) and (c)) shall be used where specified. Other data elements and codes should be registered in the DoD Data Element Program. If specific coding instructions are not provided, reference shall be made to DoD 5000.12-M (reference (d)). The Military Service failing to comply either with the coding instructions contained herein or with codes registered in the DoD Data Element Program shall be responsible for the conversion costs in accomplishing data interchange.

5.5. Each fiscal year contains four reporting periods whose closing dates are December 31, March 31, June 30, and September 30.

5.6. The first report under this Instruction shall be for the period ending September 30, 1983, and shall be submitted by December 31, 1983. Subsequent reports shall be submitted within 30 days of the dates provided in subsection 5.5., above.

5.7. The reports prescribed herein are assigned Reports Control Symbol DD-M(Q)1628.

6. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.

A handwritten signature in black ink, appearing to read "J. Calhoun", with a stylized flourish at the end.

JERRY L. CALHOUN
Acting Assistant Secretary of Defense
(Manpower, Reserve Affairs, and Logistics)

Enclosures - 3

1. References
2. Submission Instructions
3. Record Format

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Title 37, United States Code, Section 101
- (f) DoD 7045.7-H, "FYDP Program Structure," June 1979, authorized by DoD Instruction 7045.7, "The Planning, Programming, and Budgeting System," October 29, 1969

E2. ENCLOSURE 2
SUBMISSION INSTRUCTIONS

E2.1. DATA SPECIFICATIONS

E2.1.1. Each report shall contain one record for each service member who is on the active payrolls as of the reporting date or who left the active payrolls during the preceding 3 months.

E2.1.2. Use blanks for inapplicable and unavailable data.

E2.1.3. Numeric data shall be right-justified with leading zeros, unless otherwise specified; alpha and alphanumeric data shall be left-justified with trailing blanks.

E2.1.4. All pay, allowance, allotment, and tax amounts shall be rounded to the nearest dollar, unless otherwise specified.

E2.2. TAPE SPECIFICATIONS

No header or trailer labels

Density - 6250 bytes per inch (BPI) preferred/1600 BPI accepted

Track - 9 track

Record length - 500

Block size - 20 records per block

Sequence - social security number

External Label

Density

Tracks

Reporting Date (year, month, reference number YE-NH)

Reports Control Symbol

Reel Sequence Number

E2.3. SHIPPING INSTRUCTIONS

Mail tapes (certified) to the following address:

Office of the Assistant Secretary of Defense
(Manpower, Reserve Affairs, and Logistics)
Defense Manpower Data Center
550 Camino El Estero, Suite 200
Monterey, CA 93940

E3. ENCLOSURE 3RECORD FORMAT

<u>Data Element Number</u>	<u>Tape Location</u>	<u>Field Name</u>	<u>Description of DoD Standard Data Element Reference</u>
1	1	Military Service	DE-NM
2	2-28	Name, Individual (Last, First, Middle Initial)	NA-RG
3	29-37	Social Security Number	SO-CA (omit hyphens)
4	38	Sex	SE-XA
5	39-44	Pay Entry Base Data (YYMMDD)	DA-FA
6	45-50	Date of Original Entry (YYMMDD) Date of original membership in the Uniformed Services.	For definition see 37 U.S.C. 101 (reference (e)), Item 23. DA-FA.
7	51-56	Basic Active Service Date (YYMMDD)	DA-FA
8	57-59	Pay Grade, Uniformed Services	PA-SN
9	60	Special Pay Grade Designator C Serving as Head of a Military Service of Chairman of the Joint Chiefs of Staff E Pay grade is OØ1, OØ2, or OØ3 and member has over 4 years active duty enlisted or warrant service M Serving as senior enlisted member of a Military Service	
10	61-66	Date of Current Pay Grade (YYMMDD)	DA-FA
11	67-72	Date of Expiration of Term of Service (YYMMDD)	DA-FA
12	73-78	Projected Date of Separation (YYMMDD)	DA-FA
13	79-82	Number of Days of Lost Time (current quarter)	10-TT-03
14	83	Marital Status As declared for federal tax withholding purposes. M Married S Single	
15	84-85	Number of Exemptions and Allowances Number claimed for federal tax withholding purposes.	
16	86-87	Legal State of Residence As declared for state tax withholding purposes.	ST-GA
17	88-93	Unit Identification Code (UIC) Army and Navy - Report the UIC in positions 88-93. Air Force - Report an "F" in position 88, the unit portion of the PAS (Personnel Accounting Symbol) Code in positions 89-92, and a "Ø" in position 93. Marine Corps - Report an "M" in position 88 and the RUC (Reporting Unit Code) in positions 89-93.	

<u>Data Element Number</u>	<u>Tape Location</u>	<u>Field Name</u>	<u>Description of DoD Standard Data Element Reference</u>
18	94-98	Duty Location: Geographic Location Code Composed of a two-position state code and a three-position county code or a two-position country code and three blanks.	CO-WB, IN-FS, and CO-XV
19	99-107	Duty Location: ZIP Code of APO/FPO Number If only five positions of ZIP code are available, left-justify with trailing blanks.	NA-ZC
20	108	Current Pay Status 1 Active duty strength accountable 2 Active duty nonstrength accountable - reserve component personnel 3 Suspended pay account 4 Active duty nonstrength accountable - dropped from rolls (deserter) 5 Active duty nonstrength accountable - dropped from rolls (other) 6 Separated from active duty	
21	109-112	Basic Pay (monthly amount)	Dollars
22	113-116	Essential Service Pay (monthly amount)	Dollars
23	117-120	Saved Pay (monthly amount)	Dollars
24	121-124	Special Pay for Active Duty: Dental, Veterinary, and Optometry Officers (monthly amount)	Dollars
25	125-128	Variable Special Pay for Medical Officers (monthly amount)	Dollars
26	129-132	Board Certified Pay for Medical Officers (monthly amount)	Dollars
27	133-136	Special Pay for Active Duty of Reserve Medical Officers (monthly amount)	Dollars
28	137-140	Saved Pay for Health Professionals (amount current month) Combine amounts for saved continuation pay for dental officers and saved pay for medical officers.	Dollars
29	141-144	Foreign Duty Pay (monthly amount)	Dollars
30	145-148	Career Sea Pay (monthly amount)	Dollars
31	149-152	Career Sea Pay Premium (monthly amount)	Dollars
32	153-156	Proficiency Pay (monthly amount)	Dollars
33	157	Proficiency Pay Type 1 Shortage Specialty 2 Special Duty Assignment	
34	158-161	Hostile Fire Pay (monthly amount)	Dollars
35	162-165	Diving Duty Pay (monthly amount)	Dollars
36	166-169	Responsibility Pay (monthly amount)	Dollars
37	170-173	Overseas Extension Pay (monthly amount)	Dollars
38	174-177	Hazardous Duty Incentive Pay I (monthly amount)	Dollars

<u>Data Element Number</u>	<u>Tape Location</u>	<u>Field Name</u>	<u>Description of DoD Standard Data Element Reference</u>
39	178	Hazardous Duty Type I A Flying Pay (crew member) B Flying Pay (noncrew member) C Air Weapons Controller Crew Member Pay D Operational Submarine Duty Pay E Continuous Submarine Duty Pay F Parachute Duty Pay G Flight Deck Duty Pay H Demolition Duty Pay I Experimental Stress Duty Pay J Leprosarium Duty Pay K Toxic Fuels Exposure Pay L Toxic Viruses Exposure Pay	
40	179-182	Hazardous Duty Incentive Pay II (monthly amount)	Dollars
41	183	Hazardous Duty Type II See data element 39 for coding structure.	
42	184-187	Aviation Career Incentive Pay (monthly amount) Report reduced amount if member has concurrent entitlement to aviation officer continuation pay.	Dollars
43	188-192	Special Continuation Pay for Dental Officers (original entitlement)	Dollars
44	193-197	Special Continuation Pay for Dental Officers (entitlement paid to date)	Dollars
45	198-202	Additional Special Pay for Medical Officers (original entitlement)	Dollars
46	203-207	Additional Special Pay for Medical Officers (entitlement paid to date)	Dollars
47	208-212	Incentive Special Pay for Medical Officers (original entitlement)	Dollars
48	213-217	Incentive Special Pay for Medical Officers (entitlement paid to date)	Dollars
49	218-222	Enlistment Bonus (original entitlement)	Dollars
50	223-227	Enlistment Bonus (entitlement paid to date)	Dollars
51	228-232	Selective Reenlistment Bonus (SRB) (original entitlement)	Dollars
52	233-237	Selective Reenlistment Bonus (entitlement paid to date)	Dollars
53	238-244	Military Specialty for Which SRB Was Paid	
54	245-250	Date of SRB Award (YYMMDD)	DA-FA
55	251-253	SRB Multiplier	One-position whole number plus two- position fraction (implied decimal)
56	254-255	Length of Reenlistment in Months or Number of Months on Which SRB Award Is Based Round to the nearest month.	10-TT-14
57	256-260	Regular Reenlistment Bonus (original entitlement)	Dollars
58	261-265	Regular Reenlistment Bonus (entitlement paid to date)	Dollars

<u>Data Element Number</u>	<u>Tape Location</u>	<u>Field Name</u>	<u>Description of DoD Standard Data Element Reference</u>
59	266-270	Nuclear Career Accession Bonus (original entitlement)	Dollars
60	271-275	Nuclear Career Accession Bonus (entitlement paid to date)	Dollars
61	276-280	Nuclear Qualified Officer Continuation Pay (original entitlement)	Dollars
62	281-285	Nuclear Qualified Officer Continuation Pay (entitlement paid to date)	Dollars
63	286-290	Nuclear Career Annual Incentive Bonus (original entitlement)	Dollars
64	291-295	Nuclear Career Annual Incentive Bonus (entitlement paid to date)	Dollars
65	296-300	Nuclear Officer Accession Bonus (original entitlement)	Dollars
66	301-305	Nuclear Officer Accession Bonus (entitlement paid to date)	Dollars
67	306-310	Aviation Officer Continuation Pay (original entitlement)	Dollars
68	311-315	Aviation Officer Continuation Pay (entitlement paid to date)	Dollars
69	316-319	Basic Allowance for Subsistence (30-day standard rate)	Dollars
70	320-323	Basic Allowance for Quarters (BAQ) (monthly amount)	Dollars
71	324	BAQ Payment Status 1 Receiving with dependents BAQ 2 Receiving without dependents BAQ 3 Receiving partial BAQ 4 Receiving with dependents BAQ - living in inadequate government quarters 5 Not receiving BAQ - living in adequate government quarters	
72	325-328	Rental Charge for Inadequate Government Quarters (monthly amount)	Dollars
73	329-332	Family Separation Allowance (monthly amount) Combine amounts for Type I and Type II	Dollars
74	333-336	Overseas Cost of Living Allowance (monthly amount)	Dollars
75	337-340	Overseas Housing/Rent-Plus allowance (monthly amount)	Dollars
76	341	Overseas Allowance Basis Code 1 With dependents 2 Without dependents	
77	342-345	Variable Housing Allowance (monthly amount)	Dollars
78	346-350	Variable Housing Allowance ZIP Code	NA-ZC
79	351-354	Clothing/Uniform and Equipment Allowance (amount current month) Include both regular and civilian allowances, initial or continuing.	Dollars
80	355-358	Personal Money Allowance (monthly amount)	Dollars
81	359-362	Veterans Education Assistance Plan (VEAP) Allotment (monthly amount)	Dollars
82	363-367	VEAP Amount Contributed to Date	Dollars
83	368-373	VEAP Original Start Date (YYMMDD)	DA-FA
84	374-379	Effective Date of Latest VEAP Status Change (YYMMDD)	DA-FA

<u>Data Element Number</u>	<u>Tape Location</u>	<u>Field Name</u>	<u>Description of DoD Standard Data Element Reference</u>
85	380	VEAP Status Change Code 1 New start 2 Change in allotment amount 3 Restart 4 Stop - member retired 5 Stop - member died 6 Stop - member absent without leave 7 Stop - member discharged 8 Stop - member's request	
86	381-386	Deduction for Servicemen's Group Life Insurance (SGLI) (monthly amount)	Dollars and Cents (implied decimal)
87	387-392	Amount of SGLI Coverage Elected	Dollars
88	393-398	Effective Date of Current SGLI Coverage Amount (YYMMDD)	DA-FA
89	399-403	Federal Taxable Wages (total amount year to date)	Dollars
90	404-408	Federal Tax Withheld (total amount year to date)	Dollars
91	409-413	State Taxable Wages (total amount year to date) Amount applicable for the state reported under data element 16.	Dollars
92	414-418	State Tax Withheld (total amount year to date) Amount applicable for the state reported under data element 16.	Dollars
93	419-422	Basic Pay (average monthly amount) The average of the highest 36 months of basic pay.	Dollars
94	423-428	Program Element Code	See DoD 7045.7-H (reference (f))
<u>Code data element 95 only if Current Pay Status (data element 20) equals 4, 5, or 6.</u>			
95	429-434	Date of Separation or Dropped from Rolls	DA-FA
<u>Code data elements 96 to 100 only if Current Pay Status (data element 20) equals 6.</u>			
96	435-437	Separation Program Designator	SE-KY
97	438-442	Amount of Accrued Leave Pay	Dollars
98	443-447	Amount of Separation Payment	Dollars
99	448	Type of Separation Payment 1 Separation Pay 2 Readjustment Pay 3 Severance Pay (Other Than Disability) 4 Disability Severance Pay 5 Discharge Gratuity 6 Death Gratuity	
100	449-453	Amount of Contract Cancellation Pay and Allowances	Dollars
101	454-462	Prior Social Security Number Applicable only if the member's social security number has changed during the reporting period.	SO-CA (omit hyphens)
102	463-500	Filler	