



## DoD MANUAL 7730.69, VOLUME 1

# UNIFORMED SERVICES HUMAN RESOURCES INFORMATION SYSTEM: MAIN REPORTING REQUIREMENTS

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**Purpose:** This manual is composed of several volumes, each containing its own purpose.

- The purpose of the manual is to provide procedures for the Uniformed Services Human Resources Information System (USHRIS) in accordance with the authority in DoD Directive 5124.10 and DoD Instruction (DoDI) 7730.68.
- This volume implements policy established in DoDI 7730.68, and provides detailed procedures for the:
  - Master person file.
  - Master person transaction file
  - Service Academy transaction file.
  - Civilian employment information (CEI) transaction file.
  - Active service transaction file.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This volume applies to:

- a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
- b. The Commissioned Corps of the United States Public Health Service (USPHS), under agreement with the Department of Health and Human Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA), under agreement with the Department of Commerce.
- c. Reporting requirements for uniformed service members, including:
  - (1) All members of the Regular Components of the Military Services.
  - (2) All members of the Reserve Components of the Military Services.
  - (3) All members of the Commissioned Corps of the NOAA.
  - (4) All members of the Regular Corps of the USPHS and Ready Reserve Corps of the USPHS Commissioned Corps.
  - (5) All cadets and midshipmen of the Military Service Academies, and the United States Coast Guard (USCG) Academy (USCGA).
  - (6) All living members on Regular or Reserve retired lists of the uniformed services.

### 1.2. POLICY.

Human resource data reported by the uniformed services will form a data warehouse referred to as the USHRIS. The USHRIS will serve as a single authoritative source for current and historical uniformed services human resource data for:

- a. Tracking and reporting official personnel strengths of the Regular Components and Reserve Components of the Military Services in accordance with Section 115 of Title 10, United States Code (U.S.C.).
- b. Creating information reports, statistical tabulations, and demographic information of the uniformed services for use throughout the DoD, by other government agencies, and the branches

of the Federal Government by appropriate coordination with the Assistant to the Secretary of Defense for Public Affairs (ATSD(PA)).

- c. Policy analysis, personnel planning, and budget analysis by OSD Components.
- d. Calculations and valuations by the DoD Actuary for the:
  - (1) DoD Military Retirement Fund of Chapter 74 of Title 10, U.S.C.
  - (2) DoD Education Benefits Fund of Section 2006 of Title 10, U.S.C.
  - (3) DoD Medicare Eligible Retiree Health Care Fund of Chapter 56 of Title 10, U.S.C.
- e. Sharing of uniformed services human resource data suitable for research and analysis with the federally funded research and development centers in accordance with DoDI 5000.77 and DoD research partners for use in DoD-sponsored studies and analysis.
- f. Sharing of uniformed services human resource data with the Defense Enrollment Eligibility Reporting System (DEERS) in accordance with DoDI 1341.02 for administering certain legislatively mandated benefits and entitlements of DoD programs and programs of other Federal agencies including:
  - (1) Personnel eligibility information for education programs.
  - (2) Personnel eligibility information for medical benefits.
  - (3) Personnel eligibility information for the Chapter 50 of Title 50, U.S.C., also known as the “Servicemembers Civil Relief Act.”
  - (4) Prior service (PS) enlistment eligibility information.
  - (5) Identity and Federal identification card information.
- g. Use in computer matching programs with other Federal and State agencies, in accordance with Section 552a of Title 5, U.S.C., also referred to as the “Privacy Act of 1974,” as amended, DoDI 5400.11, and DoD 5400.11-R.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA):

- a. Provides guidance, procedures, and standards for the administration and management of DoD policies, plans, and programs for the Regular and Reserve Components of the Military Services.
- b. Develops and updates data requirements, conducts analyses, and provides guidance and procedures for the collection, integration, and management of human resource data in the USHRIS.

### **2.2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Director, Department of Defense Human Resources Activity:

- a. Maintains custody of and oversees the support, administration, and information management for the USHRIS in accordance with DoDI 5400.11, DoD 5400.11-R, and DoDI 8320.02.
- b. Implements the requirements, procedures, and guidance in this issuance for use in operational systems, programs, and applications, as well as makes data available to support the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) enterprise-wide, analytic environment.
- c. Provides personnel data for use by the federally funded research and development centers, and other government-sponsored research partners within the OUSD(P&R) enterprise-wide, analytic environment.
- d. Provides query and report capabilities for the USHRIS. Develops, produces, and distributes USHRIS administrative reports to requesting customers from the OUSD(P&R) enterprise-wide, analytic environment.
- e. Develops, produces, and provides USHRIS data analytics products for the OUSD(P&R) and appropriate government customers. Performs analytics and research support for evaluating policy questions and decision support for effective total force military personnel management.
- f. Keeps the ASD(M&RA) informed of:
  - (1) Proposed uses of the USHRIS:

- (a) For information exchanges.
  - (b) To support DoD programs, systems, and applications.
- (2) Assessments of the validity and accuracy of the human resource data submitted to the USHRIS by the uniformed services.
- (3) Assessments and reviews of submission requirements with the uniformed services in preparing and sending their required submissions of the USHRIS.
- (4) Procedures and processing guidelines for the human resource data in USHRIS that explain data curation, procedures, and data quality in accordance with this issuance.
- (5) Recommended data information requirements for effective total force military personnel management through research and analysis.
- g. Coordinates these interface requirements and uses with the:
    - (1) ASD(M&RA).
    - (2) Secretaries of the Military Departments.
    - (3) Commandant of the USCG.
    - (4) Director, Commissioned Corps of the NOAA.
    - (5) Director, Division of Commissioned Corps Personnel and Readiness, USPHS.
  - h. Arranges agreements with the providers of human resource data to USHRIS through established interface control documents (ICD) in Paragraph 3.2. for each required report submission in Sections 4 through 8 of this volume.

### **2.3. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE.**

The Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, identifies personnel information requirements for program, budget, and accounting purposes to the ASD(M&RA).

### **2.4. ATSD(PA).**

The ATSD(PA) coordinates information on DoD Military Service personnel strengths and informational reports prepared for release to the public with the ASD(M&RA).

## **2.5. SECRETARIES OF THE MILITARY DEPARTMENTS.**

The Secretaries of the Military Departments:

- a. Implement the requirements, procedures, and guidance in this volume.
- b. Direct and oversee submission requirements for the required informational reports in Sections 4 through 8 of this volume.
- c. Directs Military Service components to execute an ICD with the Director, Defense Manpower Data Center (DMDC), for reporting of uniformed services for the required informational reports in Sections 4 through 8 of this volume.

## **2.6. COMMANDANT, USCG.**

The Commandant of the USCG:

- a. Implements the requirements, procedures, and guidance in this volume.
- b. Direct and oversee submission requirements for the required informational reports in Sections 4 through 8 of this volume.
- c. Directs the USCG's Regular and Reserve Components to file an ICD with Director, DMDC for reporting of uniformed services required informational reports in this volume.
- d. Provides NOAA human resource data in accordance with the 2016 Service Agreement between the National Oceanic and Atmospheric Administration Department of Commerce and the United States Coast Guard Department of Homeland Security Regarding Personnel and Payroll Services Provided by the U.S. Coast Guard Pay & Personnel Center.

## **2.7. DIRECTOR, NOAA CORPS.**

The Director, NOAA Corps, implements the requirements of this volume as required through interagency agreements with the USCG.

## **2.8. DIRECTOR, COMMISSIONED CORPS HEADQUARTERS, USPHS COMMISSIONED CORPS.**

The Director, Commissioned Corps Headquarters, USPHS Commissioned Corps:

- a. Implements the requirements, procedures, and guidance in this volume.
- b. Directs their representing human resource site to file an ICD with the Director, DMDC, for reporting of USPHS required informational reports described in Sections 4 through 8 of this volume.



## SECTION 3: GENERAL PROCEDURES

### 3.1. GENERAL GUIDANCE.

a. This volume establishes requirements and provides guidance to collect and report personnel data pertaining to those data items that are available on existing uniformed services automated information processing systems.

b. Reporting of personnel data will follow the guidelines in this section and the specific guidance and procedures in the section for that required transaction file.

### 3.2. REPORT INSTRUCTIONS.

Each reporting uniformed service component will execute an ICD with DMDC, to specify reporting requirements, data specifications, file naming conventions and submission requirements for the USHRIS.

#### a. Report Requirements.

Each uniformed service component providing personnel data will:

(1) Submit each required report to the DMDC via secure electronic transmission in compliance with the data submission requirements of an ICD.

(2) Submit the required report by the next workday according to the frequency and due date requirement.

#### b. Data Specification.

Each uniformed service component providing personnel data will:

(1) Order records on all data files by person SSN identifier in ascending order.

(2) Right-justify numeric data with leading zeros if needed, or left-justify character data, or alpha-numeric data, with trailing BLANKs if needed.

(a) If the character data item is not available, not required, or not applicable, report the data item as a BLANK field.

(b) Exceptions will be noted in the record field coding remarks of the coding formats of the transaction files.

(3) Report numeric data that are calendar dates as “YYYYMMDD” unless otherwise instructed in the data item description.

(a) If the calendar date is required to report as an indefinite date report “55555555”.

(b) If the calendar date is not available, or not required, or not applicable, report the data item as a BLANK field.

(4) Report country codes with the 3-byte geopolitical entities, names, and codes (GENC) standard found on the National Geospatial-Intelligence Agency website as the country code standard. Use the “Codes for Historical Country Names” at the National Geospatial-Intelligence Agency website for historic country codes not included in the current GENC standard.

(5) Report State codes using the postal region State code table on the DMDC website.

(6) State codes not used in a postal address will use the 6-byte administrative sub-division code of the GENC standard found on the National Geospatial-Intelligence Agency website as the State code standard.

**c. File Naming Conventions.**

Data set names, when needed, will be specified in the respective ICD.

**d. Electronic Secure Submission.**

**(1) Data Submission.**

Each uniformed services component will maintain a capability for electronically submitting data to the DMDC. The respective ICD will address additional system specifications, including security protocols appropriate to protect data from being compromised and consistent with the standards established in DoDI 8500.01.

**(2) Transmission of Sensitive Information.**

The confidentiality level of data sent to the DMDC, is sensitive in accordance with the guidance contained in DoDI 8500.01. Encrypt sensitive information sent via the Non-classified Internet Protocol Router Network prior to transmission, as specified in the respective ICD.

## SECTION 4: MASTER PERSON FILE

### 4.1. APPLICABILITY.

a. The uniformed services will use the master person file format described in Table 3 to report personnel information for each officer, warrant officer, and enlisted member in a uniformed service component.

b. For each reported member referenced in Table 1, the reporting uniformed service component will establish the uniformed service and component association using the:

- (1) Uniformed service branch classification code and component (record field 1, Table 3).
- (2) Uniformed service organization component code (record field 2, Table 3).

**Table 1. Uniformed Service Component Association Types**

Service/Component	Regular Component	Reserve Component	Reserve Component - Guard	Regular Retired	Fleet Reserve, Fleet Marine Corps Reserve
United States Air Force (USAF)	FR	FV	FG	FX	
United States Army (USA)	AR	AV	AG	AX	
USCG	CR	CV		CX	
United States Marine Corps (USMC)	MR	MV		MX	MY
United States Navy (USN)	NR	NV		NX	NY
NOAA	OR			OX	
USPHS	HR	HV		HX	
United States Space Force (USSF)	SR	SV	SG	SX	

c. The master person files will be used as an official source for administering and managing:

- (1) Official personnel strength accounting for the DoD Military Services.
- (2) Determining entitlement for medical benefits:
  - (a) In accordance with Section 1074 of Title 10, U.S.C.
  - (b) Eligibility to administer TRICARE Reserve Select and TRICARE Retired Reserve eligibility of Sections 1076d and 1076f of Title 10, U.S.C.
- (3) Determining entitlement for education benefits for:

(a) Montgomery GI Bill (MGIB)-Active Duty (MGIB-AD) program in accordance with DoDI 1322.16.

(b) Montgomery GI Bill-Selected Reserve (MGIB-SR) program, in accordance with DoDI 1322.17.

(c) National Call to Service (NCS) program in accordance with Section 510 of Title 10, U.S.C.

(4) Eligibility information for the Post-9/11 GI Bill Program for the Department of Veterans Affairs (VA), in accordance with DoDI 1341.13.

(5) Identity management in the DEERS in accordance with DoDI 1341.02.

(6) Calculations and valuations of the:

(a) DoD Military Retirement Fund of Chapter 74 of Title 10, U.S.C.

(b) DoD Education Benefits Fund of Section 2006 of Title 10, U.S.C.

#### 4.2. REPORTING REQUIREMENTS FOR THE MASTER PERSON FILE.

a. The uniformed services will report records for all officers, warrant officers, and enlisted members of each uniformed service component as of the last day of the month. These master person file records will reflect the required personnel end strength requirements and information for the DoD Military Services in accordance with Section 115 of Title 10, U.S.C.

b. All data submitted to the USHRIS using the master person file is assumed to be fully reviewed and edited by the uniformed service component for validity, reliability, and consistency before submission. Certain data items requiring 100 percent data validity for all members are listed at Table 2.

**Table 2. Critical Reporting Data Items 100-Percent Data Validity**

Record Field	Data Item	Data Validity Requirements
1	Uniformed Service Branch Classification Code	Data coding list
2	Uniformed Service Organizational Component Code	
3	Person SSN Identifier	SSN formatting requirements
5	Strength Accounting Code	Data coding list
7a	Reserve Component Category (RCC) Code	
7b	Training Retirement Category (TRC) Code	
9	Person Name Surname Text	Name coding requirements
10	Person Name Forename Text	
11	Person Name Middle Name Text	

**Table 2. Critical Reporting Data Items 100-Percent Data Validity, Continued**

<b>Record Field</b>	<b>Data Item</b>	<b>Data Validity Requirements</b>
12	Person Name Cadency Text	
13	Person Birth Date	Valid calendar date, reflecting an age between 17 and 120 years of age
14	Person Sex Code	Data coding list

c. The uniformed service components must prepare a master person file, described in Table 3, reflecting the status of members of their uniformed service component as of the last day of each month and submit to the DMDC by the first day of the following month. The master person file is submitted in accordance with an ICD between each uniformed service component and DMDC.

#### **4.3. PROCEDURES FOR PROCESSING THE MASTER PERSON FILE DATA.**

a. The following data items in Table 3 will uniquely identify a record in the master person file:

- (1) Uniformed service branch classification code (record field 1, Table 3).
- (2) Uniformed service organization component code (record field 2, Table 3).
- (3) Person SSN identifier (record field 3, Table 3).
- (4) Person name surname text (record field 9, Table 3).
- (5) Person birth date (record field 13, Table 3).

b. The master person file reject processing concepts are the following:

(1) All reported data items for the master person file must conform to the 100 percent data validity specified for each data item in Table 2. Required data items must be reported.

(2) The first occurrence of duplicate personnel records within a uniformed service component master person file submission will be accepted by DMDC in the USHRIS and subsequent occurrences of the same personnel record will be rejected. The existence of duplicate records will be determined using Person SSN identifier (record field 3, Table 3).

(3) Duplicate personnel records among uniformed service master person files will be identified in the USHRIS and provided to each uniformed service component to require resolution as to which uniformed service component the member is assigned.

c. The applicability rule for Table 3 details the required data items and applicable data items to report for each uniformed service.

- (1) “R” designates required data items for each uniformed service.

(2) “A” designates data items that are applicable and should be reported.

(3) “X” designates data items that are not applicable and should not be reported.

d. Reference the coding and remarks for each data item for further information for reporting such as: for Regular or Reserve Component or for officer or enlisted uniformed service members.

e. Use the 3-byte GENC standard at the National Geospatial-Intelligence Agency website as the default country code standard in Table 3. For a country code that is not available in the GENC, use the DMDC established country codes for geopolitical entities in the current GENC standard.

f. Use U.S. postal codes format for:

(1) Residence mailing address U.S. postal region State code (record field 59, Table 3).

(2) Home of record U.S. postal region State code (record field 65, Table 3).

g. Use the 6-byte administrative subdivision of the GENC as the State code for:

(1) Person place of birth U.S. State code (record field 25, Table 3).

(2) National Guard State of affiliation code (record field 100, Table 3).

h. The reporting uniformed service component will provide translation coding tables for:

(1) Military Services unique data items for duty service composite occupation code (record field 44, Table 3).

(2) Assigned military composite unit identification code (UIC) (record field 68, Table 3).

(3) Duty location code (record field 76, Table 3).

i. Individual data validity for items in the master person file that do not pass these data validity edits may limit uses of the data for the uses in Paragraph 4.1.c.

j. Report a cadet and midshipman of a Service Academy in the master person file if they have a current enlistment in a military service in accordance with Section 516 of Title 10 U.S.C. and use a strength accounting code (record field 5, Table 3) with data value “B80”.

k. For strength accounting code (record field 5, Table 3) detailed coding is available at the DMDC website for the DoD Regular and Reserve Components.

(1) DoD Regular and Reserve Components must not use an unknown value for strength accounting code (record field 5, Table 3).

(2) The Coast Guard, NOAA, and USPHS may report strength accounting code (record field 5, Table 3) with data values using “A00”, “B00” through “B70”, “C00”, and “D00” as applicable.

## APPENDIX 4A: MASTER PERSON FILE CODING FORMAT

**Table 3. Master Person File Layout**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A USA C USCG F USAF H USPHS M USMC N USN O NOAA S USSF	1	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R	R
3	Person SSN Identifier	The identifier assigned by the Social Security Administration (SSA) to a person.	9	R	R	R	R
4	EDI-PI	The electronic data interchange personal identifier (EDI-PI) is ten unique numeric digits that are used to identify a uniformed service member within the DoD.	10	A	A	A	A
5	Strength Accounting Code	The code that represents an accounting and programming category used by DoD to classify Service members who are performing active service for end strength accountability. See Strength Accounting Code Table at the DMDC website for a list of domain values and definitions.	3	R	R	R	R
6	Current Service Agreement Code	The code that represents the current type of commission or enlistment of the uniformed service member. A Enlistment in a Regular Component B Enlistment in a Reserve Component C Enlistment in a Reserve component for service in a Regular Component Delayed Entry Program (DEP) in accordance with Section 513 of Title 10, U.S.C. D Enlistment in a Reserve component for service in a Reserve Component DEP M Commission in Regular Component N Commission in Reserve Component	1	A	A	A	A



**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
7a	RCC Code	The code that identifies a Service member's status in a Reserve Component for training and accountability in accordance with DoDI 1215.06. Applicable to the Reserve Components.	1	R	R	R	X
7b	TRC Code	The code that identifies a Service member's status in a Reserve Component for training and accountability in accordance with DoDI 1215.06. Applicable to the Reserve Components.	1	R	R	R	X
8	Disputed Record Indicator Code	Indicates if the Service member has filed a statement of disagreement as provided in Subsection 552a(d)(3) of Title 5, U.S.C. and DoD 5400.11-R regardless of informational item in dispute. N No statement of disagreement filed Y Statement of disagreement filed	1	A	A	X	X
9	Person Name Surname Text	The text of a designation applied to a person, generally referred to as the last or family name.	26	R	R	R	R
10	Person Name Forename Text	The text of a designation applied to a person, generally referred to as the first name.	20	R	R	R	R
11	Person Name Middle Name Text	The text of a designation applied to a person, commonly used between the first and last names. If not applicable, report BLANK.	20	R	R	R	R
12	Person Name Cadency Name Text	The text of a designation applied to a person that designates family succession. If not applicable, report BLANK.	4	R	R	R	R
13	Person Birth Date	The calendar date when a person was born. Format: YYYYMMDD	8	R	R	R	R
14	Person Sex Code	The code that represents a classification of a person based on reproductive function. The sex reflected on the source documentation provided by the Service member at their accession into the military, or the sex recognized by the Military Department concerned in accordance with DoDI 1300.28. F Female M Male	1	R	R	R	R
15	Marital Status Code	The code that represents a legal status with respect to marriage. A Annulled D Divorced I Interlocutory L Legally separated M Married N Never married W Widowed	1	A	A	A	A
16	Joint Service Spouse SSN Identifier	The identifier assigned by the SSA to a Service member's active, reserve, or retired military spouse.	9	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
17	Dependents Quantity	The number of persons for whom a uniformed service member provides support. See applicable provisions of Volume 7A of DoD 7000.14-R.	2	A	A	A	A
18	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. 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	1	A	A	A	A
19	Collocated Dependents Quantity	The number of persons for whom a military sponsor provides support and who reside with the military sponsor.	2	A	A	A	A
20	Race Code	The code or codes used to report a person's self-identification with one or more social groups that share physical characteristics and a shared ancestry or historical experience, in accordance with the 1997 OMB standards on race and ethnicity at Page 58782 of Volume 62, Federal Register. See the Race Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A
21	Ethnic Group Code	The code used to report a person's self-identification with a social groups that shares a common cultural background in accordance with the 1997 OMB standards on race and ethnicity at Page 58782 of Volume 62, Federal Register. YA Hispanic or Latino YB Not Hispanic or Latino YC No declaration provided	2	A	A	A	A
22	Faith and Belief Code	The code that represents a category of common faiths and certain beliefs. See the Faith and Belief Code Table at the DMDC website for a list of domain values and definitions.	3	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
23	U.S. Citizenship Status Code	The legal (statutory) status by which a uniformed service member acquired U.S. citizenship. A U.S. national. (A non-U.S. citizen, owing permanent allegiance to the United States, who was a resident of American Samoa and Swains Island at the time of its association with the United States, or was born in one of the above-named entities after its association with the United States to U.S. national, non-U.S. citizen, parents.) C U.S. citizen I Immigrant Alien (Legal Permanent Resident) J Non-immigrant Foreign National N Any other Non-U.S. citizen or Non- U.S. national	1	A	A	A	A
24	U.S. Citizen Citizenship Origin Code	The code that represents the origin or means by which a U.S. citizen established citizenship. A Born within the United States, Guam, Puerto Rico, Virgin Islands or Northern Mariana Islands B Born outside the United States, Guam, Puerto Rico, Virgin Islands or Northern Mariana 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, Virgin Islands or Northern Mariana Islands to at least one citizen parent D Born outside the United States, Guam, Puerto Rico, Virgin Islands or Northern Mariana Islands to non-U.S. citizen parents and subsequently became a U.S. citizen by naturalization	1	A	A	A	A
25	Person Place of Birth U.S. State Code	The Administrative Subdivision Preferred Name code that represents the principal divisions and outlying and associated areas of the U.S. for the uniformed service member's place of birth. See GENC Registry Website for a list of domain values and definitions.	6	A	A	A	A
26	Person Place of Birth Country Code	The code that represents the principal geopolitical entity of the world for the uniformed service member's place of birth. See GENC Registry Website for a list of domain values and definitions.	3	A	A	A	A

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
27	Country of Original Citizenship Code	The code that represents the principal geopolitical entity of the world of citizenship at birth to which the uniformed service member owed allegiance and by which they were entitled to be protected. See GENC Registry Website for a list of domain values and definitions.	3	A	A	A	A
28	Pay Plan Code	The code that represents a schedule for monetary compensation. ME Enlisted (includes Officer Candidate School (OCS) students) MW Warrant officer MO Commissioned officer	2	A	A	A	A
29	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: 01-09 Enlisted grades 1 to 9 01-05 Warrant officer grades 1 to 5 01-10 Commissioned officer grades 1 to 10	2	A	A	A	A
30	Pay Grade Modifier Code	The code that identifies an increased level of compensation for one or more grades within a pay plan. C Serving as a Chief of Service, Chairman or Vice Chairman of the Joint Chiefs of Staff, commander of a unified or specified combatant command, or Chief of the National Guard Bureau (applicable only if Pay Plan and Grade Code equals MO10) E Service member has over 4 years of active enlisted or warrant officer service (applicable only if Pay Plan and Grade Code equals MO01, MO02, or MO03) M Serving as the senior enlisted member of an Armed Force, or the Senior Enlisted Advisor to the Joint Chiefs of Staff or Chief of the National Guard Bureau (applicable only if Pay Plan and Grade Code equals ME09)	1	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
31	Officer Promotion Passover Code	The current assessment of an officer's promotion selection to the next pay grade. Applicable only to Military Service Officers. D declined promotion P promoted, awaiting pinon 0 No non-select 1 One non-select 2 Two non-selects 3 Three non-selects 4 Four non-selects 5 Five non-selects 6 Six non-selects 7 Seven non-selects 8 Eight non-selects 9 Nine or more non-selects	1	A	A	X	X
32	Uniformed Service Rank Code	The code that represents a designation of a level of authority within a Uniformed Service. See the Uniformed Service Rank Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A
33	Uniformed Service Rank Effective Date	The calendar date that establishes the relative seniority of a member among others who possess the same pay grade. Format: YYYYMMDD	8	A	A	A	A
34	Military Aeronautical Rating Code	The code that represents a Service member's rating for aeronautical service. Potentially applicable to both enlisted members and officers. Applicable to Armed Forces. 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	1	A	A	X	X
35	Military Flying Status Code	The code that represents whether a Service member is receiving flight pay for current duties. Applicable to Military Services. 1 Rated, on flying status 2 Rated, not on flying status 9 Not rated, not applicable	1	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
36	Enlisted Accession Program Source Code	The code that represents the accession program by which a Service member first obtained enlisted status (also known as Means of Initial Entry into Military Service, Enlisted). Applicable only to enlisted members. A Induction B Voluntary enlistment in a regular component C Voluntary enlistment in a Reserve component for service in a regular component DEP D Voluntary enlistment in a Reserve component for service in a non-regular component DEP E Voluntary enlistment in a Regular component under the NCS program.	1	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
37	Commissioned Officer Accession Program Source Code	<p>Commission source by which officer was initially appointed a commissioned officer. Applicable only to Officers.</p> <p>A Academy graduate, U.S. Military Academy (USMA) B Academy graduate, U.S. Naval Academy (USNA) C Academy graduate, U.S. Air Force Academy (USAFA) D Academy graduate, USCG Academy E Academy graduate, The United States Merchant Marine Academy F Academy graduate, Academy of Military Sciences G Reserve Officer Training Corps (ROTC) scholarship program according to Section 2107(b) of Title 10, U.S.C. H ROTC or Naval ROTC (non-scholarship) J OCS or Aviation Officer Candidate School (AOCS) or Officer Training School (OTS) or Platoon Leader Course (PLC) K Aviation cadet L National Guard State OCS M Direct appointment (non-line: professional-medical, dental, lawyer, chaplain, etc.) N Direct appointment (line: all others) P Aviation training program (exclusive of OCS, AOCS, OTS, and PLC) Q Limited-duty officer program-Former senior enlisted Service member or Chief Warrant Officer selected to become a commissioned officer other than through OCS, AOCS, OTS, or PLC R Simultaneous Membership Program-ROTC scholarship program according to Section 2107a of Title 10, U.S.C. S Military Service Specific Enlisted Commissioning Program other than through OCS, AOCS, OTS, or PLC X Other</p>	1	A	A	X	X
38	Warrant Officer Accession Program Source Code	<p>The code that represents the accession program by which a Service member first obtained warrant officer, including chief warrant officer, status (Also known as Source of Initial Appointment). Applicable only to warrant officers.</p> <p>1 Direct appointment authority, warrant officer 2 Direct appointment authority, commissioned warrant officer 3 Warrant Officer Aviation Training Program 8 Other</p>	1	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
39	Enlisted Career Status Code	The code that represents the career status of an enlisted Service member. Applicable only to enlisted members. 1 First term 2 Second term 3 Careerist	1	A	A	X	X
40	Involuntary Retention Reason Code	The code that represents the basis for the involuntary retention of a Service member on active duty (AD) in a DoD Regular Component. Applicable to DoD Regular Components. 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	1	A	X	X	X
41	Officer Career Category Code	The code that represents the assigned career field for promotion eligibility established by a Service Secretary (also known as Competitive Category). Applicable only to DoD officers, See the Officer Career Category Code Table at the DMDC website for a list of domain values and definitions.	3	A	X	X	X



**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
42	Education Designator Code	<p>The code that represents a classification of a specific kind of certification pertaining to education.</p> <p>1 Less Than High School Diploma  5 Other Non-Traditional High School Credential  7 Distance Learning School Diploma  8 Completed One Semester of College  9 Currently in High School  B Adult or Alternative Diploma  C Occupational Program  D Associate Degree  E Test-Based Equivalency Diploma  F High School Graduate Failed Exit Exam  G Professional Nursing  H Home School Diploma  J High School Certificate of Attendance or Completion of Special Education  K Baccalaureate Degree  L High School Diploma  M Currently Enrolled other than High School Diploma  N Master's Degree  R Post-Master's Degree  S High School Senior  U Doctorate Degree  V Second or More Professional Degrees  W First Professional Degree  X National Guard Youth Challenge Program</p>	2	A	A	A	A
43	Armed Forces Qualification Test Percentile Score Quantity	<p>Report for enlisted Service members an Armed Forces Qualification Test percentile score or equivalent. If the score on a classification test is available instead, convert the classification test score to an Armed Forces Qualification Test percentile score. Convert percentile scores of 100 to 99. Applicable only to enlisted members.</p>	2	A	A	X	X

44	Duty Service Composite Occupation Code	<p>The Service-unique codes that represents the duty military occupation of a member. Military Services will supply translation tables for all occupation data as specified in Paragraph 4.3.h. Report:</p> <p>USA Enlisted:</p> <p>Military Occupational Specialty (MOS) 3</p> <p>Skill level 2</p> <p>Special Qualification Identifier 1</p> <p>Additional Skill Identifier (ASI) 2</p> <p>BLANK 8</p> <p>USA Warrant Officer:</p> <p>MOS 4</p> <p>Special Qualification Identifier 1</p> <p>ASI 2</p> <p>ASI-2 2</p> <p>ASI-3 2</p> <p>ASI-4 2</p> <p>BLANK 3</p> <p>USA Officer:</p> <p>Area of Concentration 3</p> <p>ASI-1 2</p> <p>ASI-2 2</p> <p>ASI-3 2</p> <p>ASI-4 2</p> <p>BLANK 5</p> <p>USN Enlisted:</p> <p>Navy Enlisted Code 4</p> <p>Rating 3</p> <p>BLANK 9</p> <p>USN Warrant Officer and Officer:</p> <p>Officer Billet Classification 4</p> <p>Subspecialty Code 4</p> <p>Additional Qualification Designator 3</p> <p>Officer Designator Code 3</p> <p>BLANK 2</p> <p>USMC:</p> <p>MOS 4</p> <p>BLANK 12</p> <p>USAF / USSF Enlisted:</p> <p>Air Force Specialty Code (AFSC) Prefix 1</p> <p>AFSC 5</p> <p>AFSC Suffix 1</p> <p>Special Experience Identifier (SEI)-1 3</p> <p>SEI-2 3</p> <p>SEI-3 3</p> <p>USAF / USSF Officer:</p> <p>AFSC Prefix 1</p> <p>AFSC 4</p> <p>AFSC Suffix 1</p> <p>BLANK</p> <p>USCG Enlisted:</p>	16	A	A	X	X
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**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
		Rating BLANK USCG Warrant Officer: Specialty BLANK  USCG Officer: Officer Specialty Code BLANK	3 12  4 12  4 12				
45	Primary Service Occupation Code	The Service-unique codes that represents the duty military occupation of a member. See record field 44 coding and remarks.	16	A	A	X	X
46	Secondary Service Occupation Code	The Service-unique codes that represents the duty military occupation of a member. See record field 44 coding and remarks.	16	A	A	X	X
47	Loss Incentive Eligibility Begin Date	The calendar date when a Service member became eligible for an AD early separation, transfer, or retirement incentive program. Applicable to DoD Regular Components. Format: YYYYMMDD.	8	A	X	X	X
48	Loss Incentive Status Code	The code that represents the status of a Service member regarding an early separation, transfer, or retirement incentive program. Applicable to DoD Regular Components. 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	1	A	X	X	X
49	Retirement Plan Code	Current retirement plan of the uniformed service member. A Final pay B High-3 C REDUX D Blended Retirement System (BRS) opt-in E BRS	1	A	A	A	A
50	BRS Opt-in Status Code	The code that represents the BRS opt-in eligibility status of uniformed service member as of December 31, 2017, and the subsequent opt in election status. A Not eligible to opt in to the BRS B Eligible for BRS opt-in election and did not opt-in to BRS C Eligible for BRS opt-in election and has elected to-opt in to the BRS	1	A	A	A	A

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
51	CSB Program Status Code	Enter the eligibility status of a uniformed service member for the Career Status Bonus (CSB). A Eligible to elect the CSB B Not eligible to elect the CSB	1	A	A	A	A
52	CSB Program Category Code	Enter the CSB program category code. K Notification	1	A	A	A	A
53	CSB Program Category Date	Enter the calendar date of the CSB program category code. Format: YYYYMMDD	8	A	A	A	A
54	CSB Program Type Code	Enter the status of the CSB program type code. E Acceptance – section IV (as electing to receive) F Declination – section V (as electing to not receive)	1	A	A	A	A
55	CSB Program Participation Date	Enter the calendar date of the CSB program type code. Format: YYYYMMDD	8	A	A	A	A
56	Residence Mailing Address Line-1 Text	The text of the detailed portion of a uniformed 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.	40	A	A	A	A
57	Residence Mailing Address Line-2 Text	The text of the detailed portion of a uniformed 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 unused, set to all BLANK for that line.	40	A	A	A	A
58	Residence Mailing -Postal Region City Text	The name of the highest-level delivery station within a postal state, territory, or country for a uniformed member's residence mailing address.	20	A	A	A	A
59	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 uniformed member's residence mailing address. See the Postal Region State Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A
60	Residence Mailing Address Country Code	The code that represents the principal geopolitical entity of the world for a uniformed member's residence mailing address. See GENC Registry Website for a list of domain values definitions.	3	A	A	A	A

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
61	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 uniformed member's residence mailing address. If the Extension Identifier is not reported, set to all zeroes in the last four positions of the field.	9	A	A	A	A
62	Residence Mailing Address Effective Date	The date when the residence mailing address of a uniformed member came into effect. Format: YYYYMMDD	8	A	A	A	A
63	Residence Mailing Address Status Code	Enter the mailing address status of the uniformed member: 1 Undeliverable or not locatable (include postmaster's reports of death) 2 Restricted mailing (no bulk) 3 Restricted mailing (foreign address-special handling) 4 Overseas address 5 Army post office or fleet post office 7 Other good address (other than those above)	1	A	A	A	A
64	Home of Record Postal Region City Text	The name of the highest-level delivery station within a postal state, territory, or country declared by a uniformed member at the time of the initial entry to active service.	20	A	A	A	A
65	Home of Record U.S. Postal Region State Code	The alphabetic code that represents the principal divisions and outlying and associated areas of the U.S. declared by a uniformed member at the time of the initial entry to active service. See the Postal Region State Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A
66	Home of Record Country Code	The code that represents the principal geopolitical entity of the world declared by a uniformed member at the time of the latest entry to active service. See GENC Registry Website for a list of domain values and definitions.	3	A	A	A	A
67	Home of Record Mailing Address U.S. Postal Region ZIP Identifier	The identifier that represents the designated USPS mail service region and the definitive delivery drop within the region for a uniformed member's mailing address.	5	A	A	A	A

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
68	Assigned Military Composite UIC	Enter the unit identification information to which the Service member is assigned. Military Services will supply a translation table for organization data items as specified in Paragraph 4.3.h.  USA: UIC Major Command Code  USN: UIC Manpower Claimant Code  USMC: Reporting Unit Code Monitored Command Code  USAF / USSF: Military Personnel Flight (MPF) Identifier Major Command Code Personnel Accounting Symbol  USCG: District Code Department Identifier BLANK	8  6 2  6 2  5 3  2 2 4  2 5 1	A	A	X	X
69	Duty Composite UIC	Enter the UIC to which Service member is performing duty or training. See record field 68 coding and remarks.	8	A	A	X	X
70	Duty Unit Location Major Body of Water Code	Applicable only if the duty unit is afloat at sea. The code that represents the major body of water for the actual afloat location of the unit to which a Service member has reported for duty. See the Bodies of Water Table Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	X	X
71	FYDP Program Elements Code	Program elements represents the approved designation for tracking resources in accordance with Future Years Defense Program (FYDP) Structure Handbook Resources are defined to include forces, manpower, materiel quantities, and cost, as applicable. Programs listed are those that have resources in 2 prior years and the current FYDP or in any subsequent year. Individual Mobilization Assistants will carry the Program Element Code of the position to which they are assigned. Applicable to DoD.	10	A	X	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
72	Permanent Duty Station Arrival Date	The calendar date when a Service member arrived at their current permanent duty station. Format: YYYYMMDD	8	A	A	X	X
73	Permanent Duty Station Departure Date	The calendar date when a Service member departed their last permanent duty station. Format: YYYYMMDD	8	A	A	X	X
74	Estimated Return from Overseas Date	The calendar date a Service member is estimated to return from an overseas assignment. Format: YYYYMMDD If indefinite report 55555555	8	A	A	X	X
75	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, and whose presence outside the continental United States is authorized by the Service.	2	A	A	X	X
76	Duty Location Code	The Service supplied code designation the base or location where the uniformed member is serving. Uniformed services will supply a translation tables for base or location data items as specified in Paragraph 4.3.h.	9	A	A	A	A
77	Assigned Real Property Site Unique Identifier	The identifier that represents the base or location to which a Service member is assigned. Applicable to Regular Component and Reserve Component Selected Reserve.	10	A	X	X	X
78	Organization Unique Identifier	The code that uniquely distinguishes one DoD organizational element from another, allowing DoD systems to identify organizations across the DoD enterprise. In accordance with DoDI 1120.11, the billets and templets that comprise the Total Force Manpower requirement are organizational elements and uniquely identified by a Global Force Management Identifier. Applicable to Regular Component and Reserve Component Selected Reserve.	10	A	X	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
79	Organization Position Identifier	<p>The identifier that represents a Service member’s unique position as defined by their DoD organizational element. Similar to the Organization Unique Identifier is the Global Force Management Identifier for the billet or templet to which the person is assigned. Applicable to Regular Component and Reserve Component Selected Reserve.</p> <p>USA: Organization- Position Identifier Paragraph 4 Line Number 2 UIC 6 Sequence number 8</p> <p>USN: Billet Identification Number 7 BLANK 13</p> <p>USMC: Billet Information Code UIC 6 Billet identification 5 BLANK 9</p> <p>USAF / USSF: Position Number 8 Major Command Code 2 BLANK 10</p>	20	A	X	X	X
80	Uniformed Service Initial Entry Date	<p>The calendar date a uniformed member was first appointed, enlisted, or conscripted into any uniformed service of the United States. This calendar date is fixed and is not adjusted for breaks in service. Includes: Enlistment as a Reservist in the senior ROTC Program or as a scholarship cadet or midshipman according to Sections 2107 or 2107(a) of Title 10, U.S.C. Enlistment according to Section 12103(d) of Title 10, U.S.C. Enlistment in the Regular Component DEP, and entrance as a cadet or midshipman at the USMA, USNA, USAFA, and USCGA. Excludes: United States Merchant Marine Academy Format: YYYYMMDD</p>	8	A	A	A	A



**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
81	Active Federal Military Service Base Date	The constructed calendar date that establishes the beginning of a uniformed member's creditable active Federal military service. The reported calendar date may have been adjusted for breaks in service and lost time. This data item is also known as AD Service Date, Basic Active Service Date, Total Active Federal Military Service Date and AD Base Date. Format: YYYYMMDD	8	A	A	A	A
82	Effective Strength Gain Date	The calendar date the uniformed member was gained to strength in the current Regular or Reserve Component. Format: YYYYMMDD	8	A	A	A	A
83	Initial Entry Reserve Forces Date	The calendar date a uniformed member was first appointed, enlisted, or conscripted into any reserve component of the uniformed service of the United States. This calendar date is fixed and is not adjusted for breaks in service. Format: YYYYMMDD	8	A	A	A	A
84	Military Longevity Pay Service Base Date	The computed calendar date representing the calendar date when all creditable service for pay purposes (Section 205 of Title 37, U.S.C.) would have begun if it were continuous to the present. It incorporates all service in any of the uniformed services of the United States, active or inactive, officer or enlisted. Format: YYYYMMDD	8	A	A	A	A
85	Active Federal Military Officer Service Base Date	The constructed date that establishes the beginning of a uniformed member's creditable active Federal military service as an officer (also known as Basic Active Officer Service Date). This calendar date is adjusted for breaks in service and lost time. Applicable only to officers. Format: YYYYMMDD	8	A	A	A	A
86	Initial Appointment for a Commissioned Officer Date	Calendar date of acceptance of initial commission to officer status. Applicable only to officers. Format: YYYYMMDD	8	A	A	A	A
87	Initial Appointment for a Warrant Officer Date	Calendar date of acceptance of initial appointment to warrant officer. Applicable only to warrant officers. Format: YYYYMMDD	8	A	X	X	X
88	Expiration of Statutory Military Service Obligation Date	The calendar date a Service member will complete or has completed the period of service required in accordance with DoDI 1304.25. Format: YYYYMMDD	8	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
89	Enlisted Agreement Begin Date	The calendar date when the current enlisted 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. Applicable only enlisted Service members. Format: YYYYMMDD	8	A	A	X	X
90	Enlisted Obligation End Date	The calendar date when an enlisted Service member will fulfill their service obligation and be eligible for separation, transfer, or retirement (also known as Date of Expiration of Enlistment). The calendar date will reflect periods of lost time and executed agreements to extend enlistment that have become operative. Applicable only to enlisted Service members. Format: YYYYMMDD	8	A	A	X	X
91	Enlisted 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. Applicable only to enlisted Service members. Report whole years only. Report indefinite enlistment as “99”.	2	A	A	X	X
92	Enlisted Service Projected End Date	The calendar date when an enlisted Service member is projected to leave active service (also known as Date of Expected Termination of Enlisted Active Service). The calendar date will reflect executed agreements to extend enlistment, whether or not they have become operative. Applicable only to Regular Component enlisted Service members. Format: YYYYMMDD.	8	A	A	X	X
93	Expiration of Selected Reserve Obligation Date	Report the expiration of a uniformed member’s current, or last, Selected Reserve obligation. Applicable to Reserve Component. Format: YYYYMMDD	8	A	A	A	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
94	Length of Current Selected Reserve Agreement or Service Commitment Code	This record field captures information on uniformed members that have incurred a specific obligation to serve in the Selected Reserve. For enlisted uniformed members, this period may coincide with the period of enlistment in the Reserve Component or be for a shorter period. For officers and warrant officers, this agreement may be made to qualify for educational assistance according to the MGIB-SR, etc. All non-PS enlistees must have a specific Selected Reserve agreement. Applicable to Selected Reserve of the Reserve Components. A No specific obligation B 1-year obligation C 2-year obligation D 3-year obligation E 4-year obligation F 5-year obligation G 6-year obligation H 7-year obligation J 8-year obligation V Indefinite	1	A	A	A	X
95	Initial Appointment for a Commissioned Warrant Officer Date	Calendar date of acceptance of initial commission to warrant officer. Applicable only to warrant officers. Format: YYYYMMDD	8	A	A	X	X
96	Officer Active Service Obligation End Date	The calendar date when an officer will fulfill their 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. Applicable only to officers. Applicable to Regular Component Officers. Format: YYYYMMDD	8	A	A	A	A
97	Officer Active Service Projected End Date	The calendar date when an officer is projected to leave active service (also known as Expected AD Loss Date, Officer). Applicable to Regular Component Officers. Format: YYYYMMDD	8	A	A	A	A
98	Officer Mandatory Projected Removal Date	The calendar date when an officer must be removed from active status due to applicable maximum service, time in grade, or age criteria. Include any extension due to a waiver such as age, promotion, law. Applicable to Reserve Component Officers. Format: YYYYMMDD	8	A	A	A	A

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
99	Officer Mandatory Removal Date	The calendar date an officer was removed from active status due to mandatory service, grade, and age criteria. Include any extension due to a waiver such as age, promotion, law. Applicable to Reserve Component Officers. Format: YYYYMMDD	8	A	A	A	A
100	National Guard State of Affiliation Code	Enter the State of affiliation for Army National Guard of the U.S. (ARNGUS) and Air National Guard of the U.S. (ANGUS) of the Service member. Applicable to DoD Reserve Component, ARNGUS and ANGUS only. See GENC Registry Website for a list of domain values and definitions.	6	A	X	X	X
101	Total Days Active Federal Military Service Quantity	Enter the total number of days of active Federal military service to include AD and full-time National Guard duty (FTNGD) while a Service member of the Regular Component or Reserve Component. Applicable to Reserve Components.	5	A	A	X	X
102	Key Employee Code	Report Federal Key employees in the Standby Reserve in an active and inactive status and those in the Retired Reserve in accordance with DoDI 1200.07. Applicable to Reserve Components. A Not a Key Employee with regard to mobilization potential C Key employee, Federal D Key Employee, non-Federal	1	A	A	X	X
103	Screening Status Code	Enter current status of the continuous screening requirement of a Service member assigned to the individual Ready Reserve (IRR) or inactive National Guard (ING) of the Ready Reserve in accordance with DoDI 1235.13. Applicable to Reserve Components. A Screened by AD B Screened by muster C Screened by U.S. mail D Screened by virtual muster E No response to muster F No response to U.S. mail G No response to virtual muster M Excused N Exempt	1	A	A	X	X
104	Screening Status Date	Calendar date of IRR and ING continuous screening event. Applicable to Reserve Components. Format: YYYYMMDD	8	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
105	Eligibility for Retired Pay for Non-Regular Retirement Date	The calendar date of eligibility for receiving retired pay for a non-regular retirement in accordance with Section 12731(f) of Title 10, U.S.C. The default date is the calendar date of age 60 but this may be reduced depending on certain types of active service. Applicable to Reserve Components. Format: YYYYMMDD	8	A	A	A	A
106	Notification of Eligibility for Military Retirement Pay Identifier	Indicates that a uniformed member has or has not been issued notification of eligibility for retired pay on completion of the years of service requirements in accordance with Section 12731(d) of Title 10, U.S.C. The synonymous name is “20-year letter.” Applicable to Reserve Components. 0 Notification of eligibility for retired pay not issued 1 Notification of eligibility for retired pay issued	1	A	A	A	X
107	Notification of Eligibility for Military Retirement Pay Identifier Date	The calendar date that the Military Service notified or sent notification to a uniformed member has been issued notification of eligibility for retired pay on completion of the years of service requirements in accordance with Section 12731(d) of Title 10, U.S.C. The synonymous name is “20-year letter.” See record field 108 of this table. Applicable to Reserve Components. Format: YYYYMMDD	8	A	A	A	X
108	Accumulated Total Creditable Retirement Points Earned Last Anniversary Year Quantity	Enter total retirement points (to be used in the retirement calculations) earned by a uniformed member during the most recently completed anniversary year in accordance with Chapter 1223 of Title 10, U.S.C. Applicable to Reserve Components.	6	A	A	A	X
109	Total Number of Accumulated Points Earned with Pay in the Current Year Quantity	Enter total points, whether creditable or not creditable toward retirement in accordance with Chapter 1223 of Title 10, U.S.C., earned by the uniformed member during the current anniversary year with basic pay or pay for inactive duty training. Applicable to Reserve Components.	6	A	A	A	X
110	Total Number of Accumulated Creditable Points Earned During Career Toward Retirement Quantity	Enter career total points earned by the service uniformed creditable toward retirement through the most recently completed anniversary year in accordance with Chapter 1223 of Title 10, U.S.C. Applicable to Reserve Components.	6	A	A	A	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
111	Total Number of Accumulated Points Earned Without Pay Last Anniversary Year Quantity	Enter total points earned by the uniformed member during the most recently completed anniversary year without basic pay or pay for inactive duty training. Applicable to Reserve Components.	6	A	A	A	X
112	Years Creditable for Reserve Retirement Quantity	Enter number of years creditable toward Reserve retirement of the most recently completed anniversary year in accordance with Section 12731 of Title 10, U.S.C. Applicable to Reserve Components.	2	A	A	A	X
113	Total Days Active Federal Military Service Quantity	Enter the total number of days of active Federal military service to include AD and FTNGD while a uniformed member of a Reserve Component. Applicable to Reserve Components.	6	A	A	A	X
114	Total Days Active Federal Military Service AGR Quantity	Enter the total number of days of active Federal military service to include AD and FTNGD while a uniformed member of a Reserve Component as an Active Guard and Reserve (AGR). Applicable to Reserve Components.	6	A	A	A	X
115	MGIB-AD Enrollment Basis Code	The code that represents the conditions under which a uniformed member was authorized or offered enrollment in the MGIB-AD educational benefit program. See the MGIB-AD Enrollment Basis Code Table at the DMDC website for a list of domain values and definitions.	1	A	A	A	A
116	MGIB-AD Enrollment Action Date	The calendar date when a uniformed member made an MGIB-AD educational benefit program enrollment decision. Format: YYYYMMDD.	8	A	A	A	A
117	MGIB-AD Enrollment Action Code	The code that represents the MGIB-AD educational benefit program enrollment decision made by a uniformed member. A Accepted D Declined	1	A	A	A	A
118	MGIB-AD Kicker Incentive Rate Code	The code that represents the monetary level of an MGIB-AD kicker incentive for which a uniformed member is entitled. See the MGIB-AD Kicker Incentive Rate Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A
119	MGIB-AD Initial Service Obligation Code	The code that represents the length of a uniformed member's AD service obligation at the time of initial entry on AD. Applicable only if MGIB-AD Enrollment Basis Code (record field 115) equals "C", "D", "E", "H", or "L".	1	A	A	A	A

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
		2 Less than 3 years 3 3 or more years					
120	Original Veterans Educational Benefit Program Entitlement Code	The code that represents the educational benefit program under Title 38, U.S.C. to which a uniformed member was entitled at the time of initial entry on AD. 1 Chapter 34 of Title 38, U.S.C., “Veterans’ Educational Assistance” (also known as “GI Bill” or “Old GI Bill”) 2 Chapter 32 of Title 38, U.S.C., “Post-Vietnam Era Educational Assistance Program” (also known as “Veterans Education Assistance Program”) 3 Chapter 30 of Title 38, U.S.C., “All-Volunteer Force Educational Assistance Program” (also known as “New GI Bill,” “MGIB,” or “MGIB-AD”) 4 Chapter 33 of Title 38, U.S.C., “Post-9/11 Educational Assistance”	1	A	A	A	A
121	Incentive Program Educational Type Code	Enter the type of Reserve Component educational incentive for a uniformed member of the Ready Reserve who is appointed, enlists, reenlists, affiliates, or extends in a Reserve Component incentive program. (This does not include the MGIB-SR (Chapter 1606 of Title 10, U.S.C.) or the Reserve Educational Assistance Program (Chapter 1607 of Title 10, U.S.C.)). Applicable to Reserve Component. A Educational assistance (other than MGIB Chapters 1606 and 1607 of Title 10, U.S.C.) B Educational assistance (converted from bonus) C Educational loan repayment (enlisted only) assistance in accordance with Section 16301 of Title 10, U.S.C. D Educational loan repayment (health professionals, officers only) in accordance with Section 16302 of Title 10, U.S.C. E Educational loan repayment (Chaplains) in accordance with to Section 16303 of Title 10, U.S.C.	1	A	A	A	A

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
122	MGIB-SR Basic Benefit Obligated Service Begin Date	The calendar date a Service member executed a 6-year enlistment, reenlistment, or extension of service in the Selected Reserve, in the case of an enlisted Service member, or agreed to serve in the Selected Reserve for 6 years beyond any existing Selected Reserve service obligation, in the case of an officer, after June 30, 1985. Such an agreement is a requirement for entitlement to the MGIB-SR basic benefit. Applicable to Reserve Component. Format: YYYYMMDD	8	A	A	X	X
123	MGIB-SR Basic Benefit Eligibility Status Code	The code that represents a Service member's standing regarding eligibility in DoDI 1322.17 for the MGIB-SR basic benefit. Applicable to Reserve Component. See the MGIB-SR Basic Benefit Eligibility Status Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	X	X
124	MGIB-SR Basic Benefit Eligibility Status Effective Date	The calendar date a Service member's standing regarding MGIB-SR basic benefit eligibility was established. Applicable to Reserve Component. Format: YYYYMMDD	8	A	A	X	X
125	MGIB-SR Kicker Incentive Obligated Service Begin Date	The calendar date a Service member's standing regarding MGIB-SR basic benefit eligibility was established. Applicable to Reserve Component. Format: YYYYMMDD	8	A	A	X	X
126	MGIB-SR Kicker Incentive Basis Code	The code that represents the contractual basis for the MGIB-SR kicker incentive. Applicable to Reserve Component. A Critical specialty or skill duty position B Critical unit C Both critical specialty or skill duty position and critical unit	1	A	A	X	X
127	MGIB-SR Kicker Incentive Rate Code	The code that represents the monetary level of an MGIB-SR kicker incentive. Applicable to Reserve Component. RA \$100 RB \$200 RC \$350	2	A	A	X	X



**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
128	MGIB-SR Kicker Incentive Eligibility Status Code	The code that represents the Service member agreement to serve for 6 years in a designated Selected Reserve critical specialty or skill duty position or critical unit. Such an agreement is a requirement for eligibility for the MGIB-SR kicker incentive in accordance with DoDI 1322.17. Applicable to the Reserve Components. See the MGIB-SR Kicker Incentive Eligibility Status Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	X	X
129	MGIB-SR Kicker Incentive Eligibility Status Effective Date	The calendar date of the Service member agreement for the MGIB-SR kicker incentive in accordance with DoDI 1322.17. Applicable to the Reserve Components. Format: YYYYMMDD	8	A	A	X	X
130	Incentive Program Eligibility Effective Date	The calendar date that a Service member of the Ready Reserve became eligible or last became eligible, for a bonus or stipend for a Reserve Component incentive program. Applicable to the Reserve Component. Format: YYYYMMDD	8	A	A	X	X
131	Incentive Program Type Code	Enter the type of bonus or stipend for any Service member of the Ready Reserve who is appointed, enlists, reenlists, affiliates, or extends using a Reserve Component incentive program. Applicable to the Reserve Component. See the Incentive Program Type Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	X	X
132	Incentive Program Eligibility Termination Date	The calendar date the Service member's eligibility for a Reserve Component bonus or stipend will be terminated, or was last terminated, for a Reserve Component incentive program. Applicable to the Reserve Component. Format: YYYYMMDD	8	A	A	X	X
133	Post-9/11 GI Bill Enlistment and Affiliation Kicker Incentive Rate Code	The code that represents the monetary level of a Post-9/11 GI Bill kicker incentive for which a uniformed member is entitled upon enlistment or affiliation. See the Post-9/11 GI Bill Enlistment and Affiliation Incentive Kicker Rate Code Tables at the DMDC website for a list of domain values and definitions.	2	A	A	A	A
134	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 uniformed member is reenlisted. See the Post-9/11 GI Bill Reenlistment Incentive Kicker Rate Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
135	Initial Entry Training End Date	The calendar date a uniformed member completed initial entry training, including skill training. Applicable to the Regular Component. Format: YYYYMMDD	8	A	A	A	A
136	NCS Program Incentive Code	The code that represents the NCS program incentive that a Service member chose. 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	1	A	A	X	X
137	NCS Program Eligibility Status Effective Date	The calendar date the NCS Program eligibility status became effective. Format: YYYYMMDD	8	A	A	X	X
138	NCS Program Eligibility Status Code	The code that represents the eligibility status of a Service member enrolled in the NCS program. AB No entitlement: Service member has executed a qualifying contract or service obligation after 30 September 2003 but has not completed initial AD obligation AC No entitlement: Service member erroneously reported as eligible BA Eligible: Service member completed Initial AD for Training (IADT) and 15-month AD enlistment term BC Eligible: Service member completed remainder of military service obligation on AD DA Eligibility terminated: Service member has not completed IADT and/or a qualifying contract or service obligation and is subject to a recoupment action DB Eligibility terminated: Service member has not completed IADT and/or a qualifying contract or service obligation and is not subject to a recoupment action	2	A	A	X	X
139	NCS Selected Reserve Service Waiver Indicator Code	The code that represents whether or not the Service member received a waiver excusing completion of the 24 months of Selected Reserve service as granted by the Secretary of the Military Department or designee (Section 510 of Title 10, U.S.C.). N Service member has not been granted a waiver excusing completion of their Selected Reserve service Y Service member has been granted a waiver excusing completion of their Selected Reserve service	1	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
140	NCS Selected Reserve 24-Month Enlistment End Date	The calendar date an individual completes the 24-month Selected Reserve enlistment term (Section 510 of Title 10, U.S.C.). Format: YYYYMMDD	8	A	A	X	X
141	NCS Selected Reserve Service Waiver Date	The calendar date on which the NCS Selected Reserve service waiver was granted. Format: YYYYMMDD	8	A	A	X	X
142	NCS AD 15-Month Enlistment End Date	The date a Service member completed the NCS 15-month AD enlistment term. Format: YYYYMMDD	8	A	A	X	X
143	Loan Repayment Incentive Program Eligibility Effective Date	The begin calendar date of a Service member's commitment based on eligibility for an educational incentive under the AD Loan Repayment Incentive Program in accordance with Section 2171 of Title 10, U.S.C. Applicable to Regular Component. Format: YYYYMMDD	8	A	A	X	X
144	Loan Repayment Incentive Program Educational Type Code	The type of AD educational incentive for a Service member who is appointed, enlists, reenlists, affiliates, or extends in an AD Loan Repayment Incentive Program. Applicable to Regular Component. A Educational loan repayment assistance	1	A	A	X	X
145	Loan Repayment Incentive Program Eligibility Completion Date	The completion calendar date of a Service member's commitment based on eligibility for an educational incentive under the AD Loan Repayment Incentive Program. Applicable to Regular Component. Format: YYYYMMDD	8	A	A	X	X
146	Loss Incentive Type Code	The code that represents the kind of AD early separation, transfer, or retirement incentive for which a Service member is eligible or has applied. Applicable to Regular Component. 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	1	A	A	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
147	Separation Incentive Benefit Pay Code	To account for benefits received by a Service member separated from AD for the VSI of Section 1175 of Title 10, U.S.C., the SSB of Section 1174a of Title 10, U.S.C., the Involuntary Separation Pay (ISP) of Section 1174 of Title 10, U.S.C., or the Voluntary Separation Pay (VSP) of Section 1175a of Title 10, U.S.C. Applicable to Reserve Component. A VSP of Section 1175a of Title 10, U.S.C. P ISP of Section 1174 of Title 10, U.S.C. S SSB of Section 1174a of Title 10, U.S.C. V VSI of Section 1175 of Title 10, U.S.C.	1	A	A	X	X
148	Separation Incentive Benefit Obligation Date	Provide the expiration calendar date of the Ready Reserve obligation for the VSI, SSB, ISP, VSP. Applicable to Reserve Component. Format: YYYYMMDD	8	A	A	X	X
149	RCSBP Plan Election Code	Current election by uniformed member for the Reserve Component Survivor Benefit Plan (RCSBP), Applicable to Reserve Component. A No participation (Option A) B Coverage, no annuity until age 60 (Option B) C Coverage, immediate annuity (Option C)	1	A	A	A	X
150	RCSBP Type Coverage Code	Type of coverage Reserve Component uniformed member elects for RCSBP. Applicable to Reserve Component. A Spouse only B Spouse and child(ren) C Child(ren) only D Former spouse E Former spouse and child(ren) F Natural person with an insurable interest	1	A	A	A	X
151	RCSBP Level of Coverage Code	The monthly amount of retired pay on which the uniformed member wishes to base the survivor annuity. Applicable to Reserve Component. A Full retired pay B Reduced amount of retired pay	1	A	A	A	X
152	RCSBP Amount of Reduced Coverage Quantity	Reduced amount of retired pay on which survivor annuity will be based. Applicable to Reserve Component.	5	A	A	A	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
153	Military Retirement Authority Code	The code that represents the authority for military retirement. A Active service, mandatory retirement B Active service, voluntary retirement C Active service, transfer to Fleet Reserve/Fleet Marine Corps Reserve D Temporary Disability Retirement List E Permanent Disability Retirement List F Reserve service, transferred to the Retired Reserve (or action unknown) following notification of retirement eligibility H Reserve service from the ANRGUS or the ANGUS	1	A	A	A	A
154	Retired Pay Plan Code	The code that represents a schedule for monetary compensation. Applicable to retired uniformed members. ME Enlisted (includes OCS students) MW Warrant officer MO Commissioned officer	2	A	A	A	A
155	Retired Pay Plan Grade Code	The code that represents a sequential level within a pay plan. Applicable to retired uniformed members. 01-09 Enlisted grades 1 to 9 01-05 Warrant officer grades 1 to 5 01-10 Commissioned officer grades 1 to 10	2	A	A	A	A
156	Highest Held Pay Plan Code	The code that represents a schedule for monetary compensation. Applicable to uniformed retired members. ME Enlisted (includes OCS students) MW Warrant officer MO Commissioned officer	2	A	A	A	A
157	Highest Held Pay Plan Grade Code	The code that represents a sequential level within a pay plan. Applicable to retired uniformed members. 01-09 Enlisted grades 1 to 9 01-05 Warrant officer grades 1 to 5 01-10 Commissioned officer grades 1 to 10	2	A	A	A	A
158	Medical Non-Deployable Code	The non-deployable condition due to medical condition. Chose first occurrence of prioritized list below if applicable. AA Permanent-limited duty BA Permanent-enrolled in disability evaluation system CA Permanent-non duty profile related action Reserve Component MA Temporary-patient NA Temporary-limited duty OA Temporary-pregnancy XA None	2	A	X	X	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
159	Administrative Non-deployable Code	The non-deployable condition due to administrative condition. Chose first occurrence of prioritized list below if applicable. AA Permanent-sole survivor, surviving family Service member, deferred from hostile fire zone BA Permanent-unable to carry firearm CA Permanent-conscientious objector DA Ex-prisoner of war MA Temporary-absent without leave or unauthorized absence NA Temporary-family care plan OA Temporary-adoption PA Temporary-Service member under eighteen years of age QA Temporary-humanitarian assignment RA Temporary-Military Service discretion SA Temporary-pending administrative separation TA Temporary- unsatisfactory participants or administrative action pending (Reserve Component) UA Temporary XA None	2	A	X	X	X
160	Legal Non-deployable Code	The non-deployable condition due to legal issue. Chose first occurrence of prioritized list below if applicable. MA Temporary-prisoner NA Temporary-legal action XA None	2	A	X	X	X
161	Total Service Obligation End Date	The calendar date of cumulative time of all Service obligations, servicing concurrently or additively, to remain on AD in a Regular Component. Applicable to Regular Component. Format: YYYYMMDD	8	A	A	X	X
162	Permanent Professor at a Service Academy Indicator	The indicator of a permanent professor or Director of Admission for a Military Academy. N Not a permanent professor at a US Military Service Academy Y A permanent professor at a US Military Service Academy	1	A	X	X	X
163	Total Number of Points Earned Active Service With Pay Last Anniversary Year Quantity	Enter total points earned by the uniformed member during the most recently completed anniversary year for active service (AD or FTNGD) with basic pay for the last completed anniversary year. Applicable to Reserve Components.	3	A	A	A	X

**Table 3. Master Person File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				DoD	CG	USPHS	NOAA
164	Total Number of Points Earned Active Service Without Pay Last Anniversary Year Quantity	Enter total points earned by the uniformed member during the most recently completed anniversary year for active service (AD or FTNGD) without basic pay for the last completed anniversary year. Applicable to Reserve Components.	3	A	A	A	X
165	Total Number of Points Earned Inactive Duty With Pay Last Anniversary Year Quantity	Enter total points earned by the uniformed member during the most recently completed anniversary year for inactive duty with pay for the last completed anniversary year. Applicable to Reserve Components.	3	A	A	A	X
165	Total Number of Points Earned Inactive Duty Without Pay Last Anniversary Year Quantity	Enter total points earned by the uniformed member during the most recently completed anniversary year for inactive duty without pay for the last completed anniversary year. Applicable to Reserve Components.	3	A	A	A	X

## SECTION 5: MASTER PERSON TRANSACTION FILE

### 5.1. APPLICABILITY.

a. The uniformed services will use the master person transaction file format described in Table 6 to report gain, loss, and update records, for each officer, warrant officer and enlisted member relative to membership established in the uniformed service component association in Table 1 of Section 4 and reported in the master person file.

b. The master person transaction file will be used as an official source for administering and managing:

(1) Official personnel strength accounting and tracking of gains, losses, and updates for the uniformed service component associations.

(2) Reserve Component TRICARE Reserve Select and TRICARE Retired Reserve eligibility.

(3) Entitlement for education benefits for the MGIB-AD, MGIB-SR, the NCS, and Post 9/11 GI Bill VA administered education programs.

(4) DMDC Identity management.

(5) Entitlement to medical benefits in accordance with Sections 1074 and 1145 of Title 10, U.S.C.

### 5.2. REPORTING REQUIREMENTS FOR THE MASTER PERSON TRANSACTION FILE.

a. Each uniformed service component will prepare and submit a collection of records signifying end of day status of the member for a gain, loss, update, or cancellation for personnel actions reported for the day. The master person transaction file daily submissions for the month, from the most recently submitted master person file to the submission of the current master person file, will collectively comprise the month's transaction reporting cycle.

#### (1) Gain Record.

A gain record is necessary when a member is newly gained to a uniformed service component on or after the effective date of the most recent uniformed service component master person file submission.

#### (2) Loss Record.

A loss record is necessary when a member is a loss to a uniformed service component on or after the effective date of the most recent uniformed service component master person file submission.



### (3) Update Record.

An update record is necessary when a member has an update to certain personnel information on or after the effective date of the most recent uniformed service component master person file submission, when the one of the following occurs:

(a) An update to the information establishing educational benefits information, address information, or pay grade information.

(b) To update a personnel status change of a Service member resulting in a change to:

1. Assigned composite unit information (CUI) code (record field 67, Table 6).

2. Duty CUI code (record field 68, Table 6).

3. Strength accounting status using the:

a. Prior strength accounting code (record field 28, Table 6) or post strength accounting code (record field 29, Table 6).

b. Prior RCC code and TRC code (record field 30, Table 6) or post RCC code and TRC code (record field 31, Table 6).

(c) An update to enlistment, reenlistment or extension information.

(d) An update to personally identifiable information (PII) to include:

1. Person SSN identifier (record field 3, Table 6).

2. Person name (record field 16, Table 6).

3. EDI-PI (record field 4, Table 6).

4. Person birth date (record field 25, Table 6).

5. Person sex code (record field 26, Table 6).

### (4) Cancellation Record.

(a) A gain record submitted on or after the effective date of the most recent master person file submission in the current transaction reporting cycle. All subsequent gain and loss records since the transaction file date (record field 6, Table 6) of the cancelled gain record will also be removed.

(b) A loss record submitted on or after the effective date of the most recent master person file submission in the current transaction reporting cycle. All subsequent gain and loss records since the transaction file date (record field 6, Table 6) of the cancelled loss record will also be removed.

(c) An update transaction on or after the effective date of the last master person file submission in the current transaction reporting cycle. All update records submitted on the transaction file date (record field 6, Table 6) of the cancelled update record will be removed.

b. The uniformed service component will report transaction information that conforms to 100 percent data validity requirement in Table 4.

**Table 4. Critical Reporting Data Items 100-Percent Data Validity**

<b>Record Field</b>	<b>Data Item</b>	<b>Data Validity Requirements</b>
1	Uniformed Service Branch Classification Code	Data coding list
2	Uniformed Service Organizational Component Code	
3	Person SSN Identifier	SSN formatting requirements
14	Prior Person SSN Identifier	
5	Transaction Effective Calendar date	Valid calendar dates
6	Transaction File Date	
7	Transaction Creation Date Time	
8	Action Process Code	Data coding list
9	Action Type Code	
16	Person Name Surname Text	Name coding requirements
17	Person Name Forename Text	
18	Person Name Middle Name Text	
19	Person Name Cadency Text	
20	Prior Person Name Surname Text	
21	Prior Person Name Forename Text	
22	Prior Person Name Middle Name Text	
23	Prior Person Name Cadency Text	
24	Person Birth Date	Valid calendar dates between ages 17 and 120.
25	Prior Person Birth Date	
26	Person Sex Code	Data coding list
27	Prior Person Sex Code	
28	Prior Strength Accounting Code	
29	Post Strength Accounting Code	
30a	Prior RCC Code	
30b	Prior TRC Code	
31a	Post RCC Code	
31b	Post TRC Code	

c. The uniformed service component must prepare a master person transaction file each day, described in Table 6, and submit it to the DMDC by the next workday. The master person transaction file is submitted in accordance with an ICD between each uniformed service component Service and DMDC.

### **5.3. PROCEDURES FOR PROCESSING THE MASTER PERSON TRANSACTION FILE DATA.**

a. The following data items in Table 6 will uniquely identify a record in the master person transaction file:

- (1) Uniformed service branch classification code (record field 1, Table 6).
- (2) Uniformed service organization component code (record field 2, Table 6).
- (3) Person SSN identifier (record field 3, Table 6).
- (4) Transaction effective date (record field 5, Table 6).
- (5) Action process code (record field 8, Table 6).
- (6) Action type code (record field 9, Table 6).

b. Use the action process code (record field 8, Table 6) to report gain, loss, update, and cancel records in the master person transaction file.

(1) To report a gain record:

(a) Use the action process code (record field 8, Table 6) of “ZA” with the appropriate action type code (record field 9, Table 6).

(b) Submit data items according to the applicability rule for “ZA” in Table 6.

(c) The transaction effective date (record field 5, Table 6) will equate to the gain date for a gain record.

(2) To report an update record:

(a) Use the action process code (record field 8, Table 6) of “ZU” with the appropriate action type code (record field 9, Table 6).

(b) Submit data items according to the applicability rule for “ZU” in Table 6.

(3) To report a loss record:

(a) Use the action process code (record field 8, Table 6) of “ZL” with the appropriate action type code (record field 9, Table 6).

(b) Submit data items according to the applicability rule for “ZL” rule in Table 6.

(c) The transaction effective date (record field 5, Table 6) will equate to the loss date for a loss record.

(4) To cancel a transaction record with an effective date latter than the last master person file submission:

(a) Use the action process code (record field 8, Table 6) of “ZX” with the appropriate action type code (record field 9, Table 6).

(b) Identify the record to cancel using the unique identifier in Paragraphs 5.3.a.(1)-(6). Submit data items according to the applicability rule for “ZX” rule in Table 6.

c. The applicability rule for Table 6 details the required, applicable, and updatable data items for the transaction rules: “ZA”, “ZU”, “ZL”, and “ZX”.

(1) “R” designates required data items.

(2) “A” designates data items that are applicable and should be reported.

(3) “X” designates data items that are not applicable and should not be reported.

d. Acceptable record submission procedures for a uniformed service component to report master person transaction file records are:

(1) For a member in the same uniformed service component for both transactions, do not, as a substitute for an update to military status transaction action type code (record field 9, Table 6) of “441,” submit:

(a) Loss record action process code (record field 8, Table 6) of “ZL.”

(b) Gain record, action process code (record field 8, Table 6) of “ZA.”

(2) For a Service member of the ARNGUS or ANGUS who transfers from one State to another State and continues in the Selected Reserve of the ARNGUS or ANGUS, do not submit:

(a) Gain record, action process code (record field 8, Table 6) of “ZA.”

(b) Loss record, action process code (record field 8, Table 6) of “ZL.”

(3) When a Reserve Component Service member leaving the Reserve Component accepts a regular appointment as a commissioned officer or signs a regular enlistment as an enlisted Service member in the Regular Component of the same Military Service, report:

(a) Reserve Component loss with an action type code (record field 9, Table 6) of “135.”

(b) Regular Component gain with an action type code of “115.”

(4) A Reserve Component Service member performing operational support duty who exceeds any of the operational support duty thresholds as described in DoDI 1215.06 must continue to be reported by the Reserve Component in their current Reserve status designated by an RCC code and TRC code while performing operational support duty.

(5) A uniformed service component may submit multiple update master person transaction file records when there is more than one action type code (record field 9, Table 6) for the same member record.

(6) For a loss to enlisted status with a gain to officer status within the same uniformed service component, use:

(a) Action type code (record field 9, Table 6) of “139” for the loss to enlisted status.

(b) Action type code of “119” for the gain to officer status.

(7) For a loss to officer status with a gain to enlisted status within the same uniformed service component, use:

(a) Action type code (record field 9, Table 6) of “141” for the loss to officer status.

(b) Action type code of “121” for the gain to enlisted status.

e. Master transaction file exception processing concepts:

(1) All reported data items for the master person transaction file must conform to the 100 percent data validity specified for each the data items in Table 4.

(2) Calendar date reporting requirements:

(a) Projected dates may be reported as an indefinite calendar date if warranted for:

1. Enlisted service obligation end date (record field 71, Table 6).

2. Enlisted service projected end date (record field 73, Table 6).

(b) Transaction effective date (record field 5, Table 6).

(c) Transaction file date (record field 6, Table 6).

(d) Transaction creation data time (record field 7, Table 6) cannot have a future date.

(3) For every master person transaction file record with an action process code “ZA” (record field 8, Table 6), the following will apply:

(a) Report all required data items, with valid information identified by the unique identifier of Paragraphs 5.3.a.(1)-(6), that does not match an existing record in the previous master person file and the current transaction reporting cycle:

(b) None of the loss data is populated:

1. Separation program designator (SPD) code (record field 10, Table 6).

2. Military service characterized code (record field 11, Table 6).

3. Reenlistment eligibility code (record field 12, Table 6).  
4. Reason for loss or transfer from Selected Reserve code (record field 13, Table 6).

(c) None of the PII change data is populated:

1. Prior person SSN identifier (record field 14, Table 6).
2. Prior EDI-PI (record field 15, Table 6).
3. Prior person name surname text (record field 13, Table 6).
4. Prior person name forename text (record field 20, Table 6).
5. Prior person name middle name text (record field 22, Table 6).
6. Prior person name cadency name text (record field 23, Table 6).
7. Prior person birth date (record field 24, Table 6).
8. Prior person sex code (record field 27, Table 6).

(d) All should be reported as BLANK:

1. Prior strength accounting code (record field 28, Table 6).
2. Prior RCC code (record field 30a, Table 6).
3. Prior TRC code (record field 30b, Table 6).

(4) For every master person transaction file record with an action process code “ZL” (record field 8, Table 6) the following will apply:

(a) All required data items are reported with valid information identified by the unique identifier in Paragraphs 5.3.a.(1)-(6) that must match an existing record in the previous master person file and the current transaction reporting cycle.

(b) Loss data is populated:

1. SPD code (record field 10, Table 6).
2. Military service characterized code (record field 11, Table 6).
3. Reenlistment eligibility code (record field 12, Table 6).
4. Reason for loss or transfer from Selected Reserve code (record field 13, Table 6).

(c) None of the PII change data is populated as noted in Paragraphs 5.3.e.(3)(c)1.-8.

(d) Personal status data should be reported as BLANK:

1. Post strength accounting code.
2. Post RCC code (record field 29, Table 6).
3. TRC code (record field 31b, Table 6).

(e) A master person transaction file date (record field 6, Table 6) is before any transaction record with an action process code (record field 8, Table 6) of “ZA” or “ZU.”

(5) For every master person transaction file record with an action process code “ZU” (record field 8, Table 6), the following will apply:

(a) Required data items for updating with the action type codes (record field 9, Table 6) in Table 5 are reported with valid information identified by the unique identifier in Paragraphs 5.3.a.(1)-(6), that must match an existing record in the previous master person file and the current transaction reporting cycle.

(b) Loss data may be populated for the reason for loss or transfer from Selected Reserve code (record field 13, Table 6).

(c) None of the PII change data is populated as noted in Paragraphs 5.3.e.(3)(c)1.-8.

(d) A master person transaction file date (record field 6, Table 6) is before any transaction record with an action process code (record field 8, Table 6) of “ZA” or “ZL.”

(6) For every master person transaction file record with an action process code (record field 8, Table 6) of “ZX,” the following will apply:

(a) All required data items are reported with valid information identified by the unique identifier in Paragraphs 5.3.a.(1)-(6), that must match an existing record in the previous master person file and the current transaction reporting cycle.

(b) There must be a transaction file date (record field 6, Table 6) before any transaction record with an action process code of “ZA.”

f. Master transaction file record submissions by a uniformed service component will consider the previous master person file and the current transaction reporting cycle to ensure the transaction record submission requirements in Paragraph 5.3.b.

(1) A gain record is valid if there is no record:

(a) Identified by the unique identifier in Paragraph 4.3. in the previous master person file.

(b) Established by the current transaction reporting cycle.

(2) A loss record is valid if there is a record:

(a) Identified by the unique identifier in Paragraph 4.3. in the previous master person file; or

(b) Established by the current transaction reporting cycle.

(3) An update record or cancellation record is valid if:

(a) There is a record identified by the unique identifier in Paragraph 4.3. in the previous master person file or established by the current transaction reporting.

(b) The update information is consistent with the purpose of the action type code (record field 9, Table 6).

g. The data requirements for update transactions for action process code (record field 8, Table 6) of “ZU” for the action type codes (record field 9, Table 9) of “401” through “451” must be submitted with the unique identifier information in Paragraphs 5.3.a.(1)-(6), and the following data items each transaction record shown in Table 5.

h. Loss data is required for enlistment or reenlistment where the entire term of service was full time active service; Regular Component, or AGR reserve duty.

**Table 5. Update Transaction Requirements**

Action Type Code	Action Type	Applicable Data Item	Recode Field
401	Change to education benefits for MGIB-AD	MGIB-AD Enrollment Basis Code	Record field 40, Table 6
		MGIB-AD Enrollment Action Date	Record field 41, Table 6
		MGIB-AD Enrollment Action Code	Record field 42, Table 6
		MGIB-AD Kicker Incentive Rate Code	Record field 43, Table 6
		MGIB-AD Initial Service Obligation Code	Record field 44, Table 6
402	Change to education benefits for MGIB-SR	MGIB-SR Basic Benefit Eligibility Status Code	Record field 45, Table 6
		MGIB-SR Basic Benefit Eligibility Status Effective Date	Record field 46, Table 6
		MGIB-SR Kicker Incentive Obligated Service Begin Date	Record field 47, Table 6
		MGIB-SR Kicker Incentive Basis Code	Record field 48, Table 6
		MGIB-SR Kicker Incentive Rate Code	Record field 49, Table 6
		MGIB-SR Kicker Incentive Eligibility Status Code	Record field 50, Table 6
		MGIB-SR Kicker Incentive Eligibility Status Effective Date	Record field 51, Table 6



**Table 5. Update Transaction Requirements, Continued**

Action Type Code	Action Type	Applicable Data Item	Recode Field
403	Change to education benefits for o Post 9/11	Post 9/11 GI Bill Enlistment and Affiliation Kicker Incentive Rate Code	Record field 52, Table 6
		Post 9/11 GI Bill Reenlistment Kicker Incentive Rate Code	Record field 53, Table 6
		Initial Entry Training End Date	Record field 54, Table 6
404	Change to NCS	NCS Program Incentive Code	Record field 55, Table 6
		NCS Program Eligibility Status Effective Date	Record field 56, Table 6
		NCS Program Eligibility Status Code	Record field 57, Table 6
		NCS AD 15-Month Enlistment End Date	Record field 58, Table 6
410	Change to home mailing address	Residence Mailing Address Line-1 Text	Record field 59, Table 6
		Residence Mailing Address Line-2 Text	Record field 60, Table 6
		Residence Mailing Address Postal Region City Text	Record field 61, Table 6
		Residence Mailing Address U.S. Postal Region State Code	Record field 62, Table 6
		Residence Mailing Address Country Code	Record field 63, Table 6
		Residence Mailing Address U.S. Postal Region ZIP Identifier and Extension Identifier	Record field 64, Table 6
		Residence Mailing Address Effective Date	Record field 65, Table 6
		Residence Mailing Address Status Code	Record field 66, Table 6
411	Change to pay grade	Pay Plan Code	Record field 35, Table 6
		Pay Plan Grade Code	Record field 36, Table 6
		Uniformed Service Rank Code	Record field 37, Table 6
		Uniformed Service Rank Effective Date	Record field 38, Table 6
441	Change to personnel status	Reason for Loss or Transfer from Selected Reserve Code	Record field 13, Table 6
		Prior Strength Accounting Code	Record field 28, Table 6
		Post Strength Accounting Code	Record field 29, Table 6
		Prior RCC Code, TRC Code	Record field 30a and 30b, Table 6
		Post RCC Code, TRC Code	Record field 31a and 31b, Table 6
		Assigned Composite UIC	Record field 67, Table 6
		Duty Composite UIC	Record field 68, Table 6
451	Enlistment / Reenlistment	SPD Code	Record field 10, Table 6
		Military Service Characterized Code	Record field 11, Table 6
		Reenlistment Eligibility Code	Record field 12, Table 6
		Prior Enlisted Service Agreement Begin Date	Record field 69, Table 6
		Enlisted Service Agreement Begin Date	Record field 70, Table 6
		Enlisted Service Obligation End Date	Record field 71, Table 6

**Table 5. Update Transaction Requirements, Continued**

Action Type Code	Action Type	Applicable Data Item	Recode Field
		Enlisted Service Agreement Duration Years Quantity	Record field 72, Table 6
		Enlisted Service Projected End Date	Record field 73, Table 6
452	Extensions	Enlisted Service Agreement Begin Date	Record field 70, Table 6
		Enlisted Service Obligation End Date	Record field 71, Table 6
		Enlisted Service Agreement Duration Years Quantity	Record field 72, Table 6
		Enlisted Service Projected End Date	Record field 73, Table 6
601	Change to PII	Person SSN Identifier	Record field 3, Table 6
		EDI-PI	Record field 4, Table 6
		Prior Person SSN Identifier	Record field 14, Table 6
		Prior EDI-PI	Record field 15, Table 6
		Person Name Surname Text	Record field 16, Table 6
		Person Name Forename Text	Record field 17, Table 6
		Person Name Middle Name Text	Record field 18, Table 6
		Person Name Cadency Name Text	Record field 19, Table 6
		Prior Person Name Surname Text	Record field 20, Table 6
		Prior Person Name Forename Text	Record field 21, Table 6
		Prior Person Name Middle Name Text	Record field 22, Table 6
		Prior Person Name Cadency Name Text	Record field 23, Table 6
		Person Birth Date	Record field 24, Table 6
		Prior Person Birth Date	Record field 25, Table 6
		Person Sex Code	Record field 26, Table 6
		Prior Person Sex Code	Record field 27, Table 6

i. When a uniformed service component submits an action process code (record field 8, Table 6) “ZU” and action type code (record field 9, Table 9) “441,” a change to personnel status for the Active and Reserve Components, or for certain loss and gain actions between the Reserve Components of the same Military Service, DMDC will generate internal control variables to describe the changes in personnel status.

(1) To track status changes, Regular Component will use:

(a) Prior strength accounting code (record field, 28, Table 6).

(b) Post strength accounting code (record field, 29, Table 6).

(2) To track status change, Reserve Component will use:

(a) Prior RCC code and TRC code (record fields, 30a and 30b, Table 6).

(b) Post RCC code and TRC code (record fields, 31a and 31b, Table 6).

j. The DMDC will perform a monthly review after processing new master person files that compares the current master person file to the previous month's master person file. A generated transaction record will be created for each gain, loss, and update to personnel status, for which the required record was not submitted by the uniformed service component during the previous month's reporting cycle. A generated transaction record will become the official transaction record for the gain, loss, or updated record.

(1) When a master person file is submitted late, past the first day of the following month, a late reported transaction record in the current reporting cycle may update the generated transaction. In this case, when a generated transaction is updated with a transaction record submitted in the current reported cycle, the late submitted transaction record will be rejected.

(2) For a generated gain transaction, the transaction effective date (record field 5, Table 6) will default to the first day of the previous month. If there is a matching late gain transaction sent in the current transaction cycle, the generated gain transaction will copy the late transaction information. The late submitted gain transaction will be rejected.

(3) For a generated loss transaction, the transaction effective date (record field 5, Table 6) will default to the first day of the current month. If there is a matching late reported loss record, action process code (record field 8, Table 6) sent in the current transaction cycle, the generated loss transaction will copy the late transaction information. The late submitted loss transaction will then be rejected.

(4) For a generated update transaction, the transaction effective date (record field 5, Table 6) will default to the fifteenth day of the current month. If there is a matching late reported loss record, action process code (record field, Table 6) sent in the current transaction cycle, the generated loss transaction will copy the late transaction information. The late submitted update transaction will then be rejected.

k. The DMDC will process records for the gains, losses, updates, and cancellations to the DEERS in accordance with DoDI 1341.02. The transaction effective date (record field 5, Table 6) will be used to date the transaction for determining certain conditions in the DEERS.

l. The reporting uniformed service component will provide translation coding tables for reenlistment eligibility code (record field 12, Table 6).

## APPENDIX 5A: MASTER PERSON TRANSACTION FILE CODING FORMAT

**Table 6. Transaction File Layout**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A USA C USCG F USAF H USPHS M USMC N USN O NOAA S USSF	1	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R	R
3	Person SSN Identifier	The identifier assigned by SSA to a person.	9	R	R	R	R
4	EDI-PI	The EDI-PI is ten unique numeric digits that are used to identify a uniformed service member.	10	A	A	A	A
5	Transaction Effective Date	The calendar date when a transaction event came into effect within the Uniformed Service. Format YYYYMMDD	8	R	R	R	R
6	Transaction File Date	The calendar date that the transaction event was sent by the Uniformed Service. Format YYYYMMDD	8	R	R	R	R
7	Transaction Creation Date Time	The calendar date and time that the transaction event was created by the Uniformed Service. Format YYYYMMDD, HHMMSS	16	R	R	R	R
8	Action Process Code	The code that identifies the transaction reason: ZA Gain ZL Loss ZU Update ZX Cancel	3	R	R	R	R

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
9	Action Type Code	<p>The code that identifies the action and type of gain, loss, or update.</p> <p>Gain codes:</p> <p>112 Gain Non PS  113 Gain PS from civilian life  114 Gain PS from a different Uniformed Service and Component  115 Gain PS from a Reserve Component, same Service  117 Gain PS from Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve  118 Gain PS reenlistment more than 24 hours  119 Gain PS from enlisted to officer  120 Gain PS, return to military control  121 Gain PS from officer to enlisted  122 Gain PS from a Regular Component, same Service  123 Gain PS other  125 Gain PS from a Service Academy</p> <p>Loss codes:</p> <p>131 Loss other  132 Loss to civilian life  133 Loss to a different Uniformed Service and component  134 Loss to a Regular Component, same Service  135 Loss to a Reserve Component, same Service  137 Loss to Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve  138 Loss death  139 Loss from enlisted to officer  140 Loss drop from military control  141 Loss from officer to enlisted  143 Loss to a Service Academy  144 Loss reenlistment more than 24 hours</p> <p>Update codes:</p> <p>401 Change to education benefits for MGIB-AD  402 Change in education benefits for MGIB-SR  403 Change in education benefits for Post-9/11 GI Bill  404 Change in educational benefits for NCS  410 Change to home mailing address  411 Change to pay grade</p>	3	R	R	R	R

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
		441 Change to Personnel Status 451 Immediate reenlistment within 24 hours 452 Enlistment extension within 24 hours 601 Change to PII  Cancel codes: 199 Cancel Gain 299 Cancel Loss 499 Cancel Update					
10	SPD Code	A code that indicates the conditions under which a uniformed service member was released, separated, or discharged from a period of active or reserve service. For use in describing the release from active service for both officers and enlisted members in accordance with DoDI 1336.01.	3	X	X	R	X
11	Military Service Characterized Code	The code that represents the evaluation of a uniformed service member's conduct and performance during a period of military service. Applicable only to loss and immediate reenlistment personnel status change transaction records. 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 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 bad conduct was punished by a general court-martial) Y Uncharacterized (member served 6 months or less and was assigned a separation reason of (a) entry level separation, (b) void enlistment or induction, or (c) dropped from strength)	1	X	X	R	X

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
12	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.	2	X	X	R	X
13	Reason for Loss or Transfer from Selected Reserve Code	The code that represents the reason for leaving the Selected Reserve but not necessarily leaving the Reserve Component. Reporting requirements apply to all uniformed service members of a Reserve Component Selected Reserve who transfer from the Selected Reserve to another RCC Code and TRC Code in the same Reserve Component, other Reserve Component or Regular Component, or who are discharged. For members assigned an SPD, reporting must be consistent with data reported in record field 117 of this table, Character of Service.  FA Force shaping or force reduction HA Disability HB Disability, existed before Military Service PA Physical or mental condition interfering with performance of duty RA Hardship UP Unsatisfactory participation as defined in DoDI 1215.13 US Misconduct (to include misconduct for purely military offenses) XX Other	2	X	A	A	X
14	Prior Person SSN Identifier	The identifier assigned by the SSA previously associated with a person. Applicable only if Action Type Code, record field 9 equals 601.	9	X	A	X	X
15	Prior EDI-PI	The EDI-PI is ten unique numeric digits that is used to identify a uniformed service member. Applicable only if Action Type Code, record field 9 equals "601".	10	X	A	X	X
16	Person Name Surname Text	The text of a designation applied to a person, generally referred to as the last or family name.	26	R	A	A	A
17	Person Name Forename Text	The text of a designation applied to a person, generally referred to as the first name.	20	R	A	A	A

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
18	Person Name 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.	20	R	A	A	A
19	Person Name Cadency Name Text	The text of a designation applied to a person that designates family succession. If not applicable, report all BLANKS.	4	R	A	A	A
20	Prior Person Name Surname Text	The text of a designation applied to a person, generally referred to as the last or family name. Applicable only if Action Type Code, record field 9 equals "601".	26	X	A	X	X
21	Prior Person Name Forename Text	The text of a designation applied to a person, generally referred to as the first name. Applicable only if Action Type Code, record field 9 equals "601".	20	X	A	X	X
22	Prior Person Name Middle Name Text	The text of a designation applied to a person, commonly used between the first and last names. Applicable only if Action Type Code, record field 9 equals "601".	20	X	A	X	X
23	Prior Person Name Cadency Name Text	The text of a designation applied to a person that designates family succession. Applicable only if Action Type Code, record field 9 equals "601".	4	X	A	X	X
24	Person Birth Date	The date when a person was born. Format YYYYMMDD	8	R	A	A	A
25	Prior Person Birth Date	The date when a person was born. Format YYYYMMDD Applicable only if Action Type Code, record field 9 equals "601".	8	X	A	X	X
26	Person Sex Code	The code that represents a classification of a person based on reproductive function. The sex reflected on the source documentation provided by the Service member at their accession into the military, or the sex recognized by the Military Department concerned in accordance with DoDI 1300.28. F Female M Male	1	R	A	A	A
27	Prior Person Sex Code	See record field 26. Applicable only if Action Type Code, record field 9 equals "601".	1	X	A	X	X



**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
28	Prior Strength Accounting Code	The code that represents an accounting and programming category used by DoD to classify AD positions and personnel. See the Strength Accounting Code Table at the DMDC website for a list of domain values and definitions.	3	X	A	R	X
29	Post Strength Accounting Code	The code that represents an accounting and programming category used by DoD to classify AD positions and personnel. See Strength Accounting Code Tables at the DMDC website for a list of domain values and definitions.	3	R	A	X	X
30a	Prior RCC Code	The Reserve Component specific placement in status in accordance with DoDI 1215.06.	1	X	A	R	X
30b	Prior TRC Code	The Reserve Component specific placement in status in accordance with DoDI 1215.06.	1	X	A	R	X
31a	Post RCC Code	The Reserve Component specific placement in status in accordance with DoDI 1215.06.	1	R	A	X	X
31b	Post TRC Code	The Reserve Component specific placement in status in accordance with DoDI 1215.06.	1	R	A	X	X
32	U.S. Citizenship Status Code	The legal (statutory) status by which a uniformed service member acquired U.S. citizenship. A U.S. national. (A non-U.S. citizen, owing permanent allegiance to the United States, who was a resident of American Samoa and Swains Island at the time of its association with the United States, or was born in one of the above-named entities after its association with the United States to U.S. national, non-U.S. citizen, parents) C U.S. citizen I Immigrant Alien (Legal Permanent Resident) J Non-immigrant Foreign National N Any other Non-U.S. citizen or Non-U.S. national	1	R	A	A	A

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
33	U.S. Citizen Citizenship Origin Code	The code that represents the origin or means by which a U.S. citizen established citizenship. A Born within the United States, Guam, Puerto Rico, Virgin Islands or Northern Mariana Islands B Born outside the United States, Guam, Puerto Rico, Virgin Islands or Northern Mariana 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, Virgin Islands or Northern Mariana Islands to at least one citizen parent  D Born outside the United States, Guam, Puerto Rico, Virgin Islands or Northern Mariana Islands to non-U.S. citizen parents and subsequently became a U.S. citizen by naturalization	1	R	A	A	A
34	Country of Original Citizenship Code	The code that represents the principal geopolitical entity of the world of citizenship at birth to which the uniformed service member owed allegiance and by which they were entitled to be protected. See GENC Registry Website for a list of domain values and definitions.	3	A	A	A	A
35	Pay Plan Code	The code that represents a schedule for monetary compensation. ME Enlisted (includes OCS students) MW Warrant officer MO Commissioned officer	2	A	A	A	A
36	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: 01-09 Enlisted grades 1 to 9 01-05 Warrant officer grades 1 to 5 01-10 Commissioned officer grades 1 to 10	2	A	A	A	A

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
37	Uniformed Service Rank Code	The code that represents a designation of a level of authority within a uniformed service. See the Uniformed Service Rank Code Table at the DMDC website for a list of domain values and definitions.	3	A	A	A	A
38	Uniformed Service Rank Effective Date	The date that establishes the relative seniority of a uniformed service member among others who possess the same pay grade. Format: YYYYMMDD	8	A	A	A	A
39	Active Federal Military Service Base Date	The constructed date that establishes the beginning of a uniformed service member's creditable active Federal military service. The reported date may have been adjusted for breaks in service and lost time. This data item is also known as AD Base Date and Basic Active Service Date. Format: YYYYMMDD	8	A	A	A	A
40	MGIB-AD Enrollment Basis Code	The code that represents the conditions under which a Service member was authorized or offered enrollment in the MGIB-AD educational benefit program. See the MGIB-AD Enrollment Basis Code Table at the DMDC website for a list of domain values and definitions.	1	A	A	A	A
41	MGIB-AD Enrollment Action Date	The date when a Service member made an MGIB-AD educational benefit program enrollment decision. Format: YYYYMMDD.	8	A	A	A	A
42	MGIB-AD Enrollment Action Code	The code that represents the MGIB-AD educational benefit program enrollment decision made by a Service member. A Accepted D Declined	1	A	A	A	A
43	MGIB-AD Kicker Incentive Rate Code	The code that represents the monetary level of an MGIB-AD kicker incentive for which a Service member is entitled. See the MGIB-AD Kicker Incentive Rate Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
44	MGIB-AD Initial Service Obligation Code	The code that represents the length of a Service member's AD service obligation at the time of initial entry on AD. Applicable only if MGIB-AD Enrollment Basis Code (record field 40) equals "C", "D", "E", "H", or "L". 2 Less than 3 years 3 3 or more years	1	A	A	A	A
45	MGIB-SR Basic Benefit Eligibility Status Code	The code that represents a Service member's standing regarding eligibility in DoDI 1322.17 for the MGIB-SR basic benefit. Applicable to the Reserve Components. See the MGIB-SR Basic Benefit Eligibility Status Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	X	X
46	MGIB-SR Basic Benefit Eligibility Status Effective Date	The calendar date a Service member's standing regarding MGIB-SR basic benefit eligibility was established. Applicable to the Reserve Components. Format: YYYYMMDD	8	A	A	X	X
47	MGIB-SR Kicker Incentive Obligated Service Begin Date	The calendar date a Service member's standing regarding MGIB-SR basic benefit eligibility was established. Applicable to the Reserve Components. Format: YYYYMMDD	8	A	A	X	X
48	MGIB-SR Kicker Incentive Basis Code	The code that represents the contractual basis for the MGIB-SR kicker incentive. Applicable to the Reserve Components. A Critical specialty or skill duty position B Critical unit C Both critical specialty or skill duty position and critical unit	1	A	A	X	X
49	MGIB-SR Kicker Incentive Rate Code	The code that represents the monetary level of an MGIB-SR kicker incentive. Applicable to Reserve Component. RA \$100 RB \$200 RC \$350	2	A	A	X	X

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
50	MGIB-SR Kicker Incentive Eligibility Status Code	The code that represents the Service member agreement to serve for 6 years in a designated Selected Reserve critical specialty or skill duty position or critical unit. Such an agreement is a requirement for eligibility for the MGIB-SR kicker incentive in accordance with DoDI 1322.17. Applicable to the Reserve Components. See the MGIB-SR Kicker Incentive Eligibility Status Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	X	X
51	MGIB-SR Kicker Incentive Eligibility Status Effective Date	The calendar date of the Service member agreement for the MGIB-SR kicker incentive in accordance with DoDI 1322.17. Applicable to the Reserve Components. Format: YYYYMMDD	8	A	A	X	X
52	Post-9/11 GI Bill Enlistment and Affiliation Kicker Incentive Rate Code	The code that represents the monetary level of a Post 9/11 GI Bill kicker incentive for which a uniformed service member is entitled upon enlistment or affiliation. See the Post 9/11 GI Bill Enlistment and Affiliation Incentive Kicker Rate Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A
53	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 uniformed service member is entitled. See the Post 9/11 GI Bill Reenlistment Kicker Incentive Rate Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A
54	Initial Entry Training End Date	The date a uniformed service member completed initial entry training, including skill training. Format: YYYYMMDD	8	A	A	A	A

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
55	NCS Program Incentive Code	The code that represents the NCS program incentive that a Service member chose. 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.	1	A	A	A	A
56	NCS Program Eligibility Status Effective Date	The date the NCS Program eligibility status became effective. Format: YYYYMMDD	8	A	A	A	A
57	NCS Program Eligibility Status Code	The code that represents the eligibility status of a Service member enrolled in the NCS program. AB No entitlement: member has executed a qualifying contract or service obligation after 30 September 2003 but has not completed initial AD obligation AC No entitlement: member erroneously reported as eligible BA Eligible: member completed IADT and 15-month AD enlistment term BC Eligible: member completed remainder of military service obligation on AD 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	2	A	A	A	A
58	NCS AD Enlistment End Date	The date a Service member completed the NCS 15-month AD enlistment term. Format: YYYYMMDD	8	A	A	A	A
59	Residence Mailing Address Line-1 Text	The text of the detailed portion of a uniformed service 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.	40	A	A	A	A

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
60	Residence Mailing Address Line-2 Text	The text of the detailed portion of a uniformed service 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 unused, set to all BLANKs for that line.	40	A	A	A	A
61	Residence Mailing Address Postal Region City Text	The name of the highest-level delivery station within a postal state, territory, or country for a uniformed service member's residence mailing address.	20	A	A	A	A
62	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 uniformed service member's residence mailing address. See the Postal Region State Code Table at the DMDC website for a list of domain values and definitions.	2	A	A	A	A
63	Residence Mailing Address Country Code	The code that represents the principal geopolitical entity of the world for a uniformed service member's residence mailing address. See GENC Registry Website for a list of domain values and definitions.	3	A	A	A	A
64	Residence Mailing Address U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents the designated USPS mail service region and the definitive delivery drop within the region for a uniformed service member's residence mailing address. If the Extension Identifier is unknown, set to all zeroes in the last four positions of the field.	9	A	A	A	A
65	Residence Mailing Address Effective Date	The date when the residence mailing address of a uniformed service member came into effect. Format: YYYYMMDD.	8	A	A	A	A

**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
66	Residence Mailing Address Status Code	Enter the mailing address status of the Reserve Component uniformed service member: 1 Undeliverable or not locatable (include postmaster's reports of death) 2 Restricted mailing (no bulk) 3 Restricted mailing (foreign address-special handling) 4 Overseas address 5 Army post office or fleet post office 7 Other good address (other than those above)	1	A	A	A	A
67	Assigned CUI Code	Enter the CUI to which the Service member is assigned.  USA: UIC Major Command Code  USN: UIC Manpower Claimant Code  USMC: Reporting Unit Code Monitored Command Code  USAF / USSF: MPF Identifier Major Command Code Personnel Accounting Symbol  USCG: District Code Department Identifier BLANK	8  6 2  6 2  5 3  2 2 4  2 5 1	A	A	A	A
68	Duty CUI Code	Enter the UIC to which Service member is performing duty or training. See record field 67 coding and remarks.	8	A	A	A	A
69	Prior Enlisted Service Agreement Begin Date	The date when the previous or ending enlisted 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. Applicable only to enlisted Service members. Format: YYYYMMDD	8	A	A	A	A



**Table 6. Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				ZA	ZU	ZL	ZX
70	Enlisted Service Agreement Begin Date	The date when the current enlisted 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. Applicable only to enlisted Service members. Format: YYYYMMDD	8	A	A	A	A
71	Enlisted Service Obligation End Date	The date when an enlisted Service member will fulfill their service obligation and be eligible for separation, transfer, or retirement (also known as Date of Expiration of Enlistment). The date will reflect periods of lost time and executed agreements to extend enlistment that have become operative. Applicable only to Navy, Marine Corps, and Air Force / Space Force enlisted members. If indefinite, set the record field to all 5s. Format: YYYYMMDD	8	A	A	A	A
72	Enlisted Service Agreement Duration Years Quantity	The length in years of the current enlisted agreement (also known as Term of Enlistment). The agreement may result from involuntary induction or voluntary enlistment, reenlistment, or extension of enlistment. Report indefinite enlistment as "99". Applicable only to enlisted Service members. Report whole years only.	2	A	A	A	A
73	Enlisted Service Projected End Date	The date when an enlisted Service member is projected to leave 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. Applicable only to enlisted members. If indefinite, set the record field to all 5s. Format: YYYYMMDD.	8	A	A	A	A

## SECTION 6: SERVICE ACADEMY TRANSACTION FILE

### 6.1. APPLICABILITY.

- a. The Military Services will use the Service Academy transaction file format described in Table 7 to report the required information for all U.S. cadets or midshipmen. This information will form a Service Academy registry (SAR) of cadets and midshipman.
- b. The SAR will be used as an official source for administering and managing:
  - (1) Official personnel strength accounting for the DoD Services and Components.
  - (2) Identity management in the DEERS in accordance with DoDI 1341.02.

### 6.2. REPORTING REQUIREMENTS FOR THE SERVICE ACADEMY TRANSACTION FILE.

- a. Report cadets and midshipmen from the four Service Academies:
  - (1) USMA.
  - (2) USNA.
  - (3) USAFA.
  - (4) USCGA.
- b. Do not report Service members in the Preparatory School in the Service Academy transaction file. Report these Service members in the master person file in Section 4 as enlisted Service members of each Services' Active or Reserve Component.
- c. Report Service Academy cadets and midshipmen records for the current month and losses from the Service Academy for the 3 previous months. This includes:
  - (1) Current month strength identified by new gains to a Service Academy for the month and any carry-over from the previous month's strength report.
  - (2) Any loss from the Service Academy, such as attrition or graduation, for the last 3 months.
  - (3) Cancellation records to cancel a gain or loss from the Service Academy.
- d. The Military Service will submit the Service Academy transaction file, described in Table 7, each month in accordance with an ICD between each Military Service and DMDC.

### 6.3. PROCEDURES FOR PROCESSING THE TRANSACTION FILE.

a. The following data items in Table 7 will uniquely identify a record in the Service Academy transaction file:

- (1) Uniformed service branch classification code (record field 1, Table 7).
- (2) Uniformed service organization component code (record field 2, Table 7).
- (3) Person SSN identifier (record field 3, Table 7).
- (4) Transaction effective date (record field 39, Table 7).
- (5) Service Academy strength status code (record field 40, Table 7).

b. Use the Service Academy strength status code (record field 40, Table 7) to record the current count of strength for the Service Academy and record the losses from the Service Academy.

(1) To report a Service Academy cadet or midshipman's record:

(a) As accountable strength for the month without a gain action in the preceding month or a loss action in the 3 preceding months:

1. Set the Service Academy Strength Status Code (record field 40, Table 7) to "551".

2. Submit data items according to the applicability rule for "S" in Table 7.

(b) As accountable strength with a gain action in the preceding month:

1. Set the Service Academy strength status code (record field 40, Table 7) with the appropriate gain reason.

2. Submit data items according to the applicability rule for "G" in Table 7.

(c) Who has left the Service Academy with a loss action in the 3 preceding months:

1. Set the Service Academy Strength Status Code (record field 40, Table 7) with the appropriate loss reason.

2. Submit data items according to the applicability rule for "L" in Table 7.

(2) To cancel an existing Service Academy cadet or midshipman's record:

(a) Use the Service Academy strength status code (record field 40, Table 7) with the applicable cancellation reason. This will remove the record from the SAR.

(b) Submit data items according to the applicability rule for "X" in Table 7.

c. The applicability rule for Table 7 details the required, applicable, and updatable data items for the transaction rules: “S”, “G”, “L”, “X”.

- (1) “R” designates required data items.
- (2) “A” designates data items that are applicable and should be reported.
- (3) “X” designates data items that are not applicable and should not be reported.

d. Service Academy transaction file exception processing concepts are:

(1) All reported data items for SAR records, both required and applicable data items, must conform to the data validity specified for each of the data items in Table 2 of Section 4, except for the code.

(2) All calendar dates for SAR records must be valid calendar dates. The Service Academy loss date (record field 36, Table 7), when reported, must be after the Service Academy gain date (record field 37, Table 7).

(3) An SAR record identified by Paragraphs 6.3.a.(1)-(5) must:

- (a) Be unique in the SAR.
- (b) Not overlap any other SAR record.

e. Use U.S. postal codes format for:

- (1) Residence mailing address.
- (2) U.S. postal region State Code (record field 28, Table 7).

## APPENDIX 6A: SERVICE ACADEMY TRANSACTION FILE CODING FORMAT

**Table 7. Service Academy Transaction File Layout**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				S	G	L	X
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A USA C USCG F USAF N USN	1	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. A Service Academy	1	R	R	R	R
3	Person SSN Identifier	The identifier assigned by the SSA to a person.	9	R	R	R	R
4	EDI-PI	The EDI-PI is ten unique numeric digits that are used to identify a Service member.	10	A	A	A	A
5	Strength Accounting Code	The code that represents an accounting and programming category used by DoD to classify Service member who are performing active service for end strength accountability. A21 Service Academy Cadet or Midshipman	3	R	R	X	X
6	Disputed Record Indicator Code	Indicates if the Service member has filed a statement of disagreement as provided in Subsection 552a(d)(3) of Title 5, U.S.C. and DoD 5400.11-R regardless of informational item in dispute. N Statement of disagreement not filed Y Statement of disagreement filed	1	R	R	R	X
7	Person Name Surname Text	The text of a designation applied to a person, generally referred to as the last or family name.	26	R	R	R	R
8	Person Name Forename Text	The text of a designation applied to a person, generally referred to as the first name.	20	R	R	R	R

Table 7. Service Academy Transaction File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				S	G	L	X
9	Person Name 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.	20	R	R	R	R
10	Person Name Cadency Name Text	The text of a designation applied to a person that designates family succession. If not applicable, report all BLANKS.	4	R	R	R	R
11	Person Birth Date	The date when a person was born.	8	R	R	R	R
12	Person Sex Code	The code that represents a classification of a person based on reproductive function. The sex reflected on the source documentation provided by the Service member at their accession into the military, or the sex recognized by the Military Department concerned in accordance with DoDI 1300.28. F Female M Male	1	R	R	R	R
13	Marital Status Code	The code that represents a legal status with respect to marriage. A Annulled D Divorced I Interlocutory L Legally separated M Married N Never married W Widowed	1	R	R	R	X
14	Race Code	The code that represents a Service member's self-identification with a social group that shares physical characteristics and a shared ancestry or historical experience, in accordance with the 1997 OMB standards on race and ethnicity at Page 58782 of Volume 62, Federal Register. More than one code may be selected.	3	R	R	R	X
15	Ethnic Group Code	The code that represents a cultural background with which the Service member identifies. YA Hispanic or Latino YB Not Hispanic or Latino YC No declaration provided	2	R	R	R	X

**Table 7. Service Academy Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				S	G	L	X
16	Faith and Belief Code	The code that represents a category of common faiths and beliefs. (Service members voluntarily provide this information to assist the Military Services in planning chaplain services.) See the Faith and Belief Code at the DMDC website for a list of domain values and definitions.	3	R	R	R	X
17	U.S. Citizenship Status Code	The legal (statutory) status by which a Service member acquired U.S. citizenship. A U.S. national. (A non-U.S. citizen, owing permanent allegiance to the United States, who was a resident of American Samoa and Swains Island at the time of its association with the United States, or was born in one of the above-named entities after its association with the United States to U.S. national, non-U.S. citizen, parents) C U.S. citizen I Immigrant Alien (Legal Permanent Resident) J Non-immigrant Foreign National N Any other Non-U.S. citizen or Non-U.S. national	1	R	R	R	X
18	U.S. Citizen Citizenship Origin Code	The code that represents the origin or means by which a U.S. citizen established citizenship. A Born within the United States, Guam, Puerto Rico, Virgin Islands or Northern Mariana Islands B Born outside the United States, Guam, Puerto Rico, Virgin Islands or Northern Mariana 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, Virgin Islands or Northern Mariana Islands to at least one citizen parent D Born outside the United States, Guam, Puerto Rico, Virgin Islands or Northern Mariana Islands to non-U.S. citizen parents and subsequently became a U.S. citizen by naturalization	1	R	R	R	X

**Table 7. Service Academy Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				S	G	L	X
19	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 Service member's place of birth. See GENC Registry Website for a list of domain values and definitions.	6	R	R	R	X
20	Person Place of Birth Country Code	The code that represents the principal geopolitical entity of the world for the Service member's place of birth. See GENC Registry Website for a list of domain values and definitions	3	R	R	R	X
21	Country of Original Citizenship Code	The code that represents the principal geopolitical entity of the world of citizenship at birth to which the Service member owed allegiance and by which they were entitled to be protected.	3	R	R	R	X
22	Pay Plan Code	The code that represents a schedule for monetary compensation. MC Service Academy	2	R	R	R	X
23	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: MC 01-04 Cadet or Midshipman levels 1 to 4	2	R	R	R	X
24	Uniformed Service Rank Code	The code that represents a designation of a level of authority within a Uniformed Service. See the Uniformed Service Rank Code Table at the DMDC website for a list of domain values and definitions.	3	R	R	R	X
25	Residence Mailing Address Line-1 Text	The text of the detailed portion of a Service 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.	40	R	R	R	X
26	Residence Mailing Address Line-2 Text	The text of the detailed portion of a Service 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 unused, set to all BLANKS for that line.	40	R	R	R	X



**Table 7. Service Academy Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				S	G	L	X
27	Residence Mailing Address Postal Region City Text	The name of the highest-level delivery station within a postal state, territory, or country for a Service member's residence mailing address.	20	R	R	R	X
28	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 Service member's residence mailing address. See the Postal Region State Code Table at the DMDC website for a list of domain values and definitions.	2	R	R	R	X
29	Residence Mailing Address Country Code	The code that represents the principal geopolitical entity of the world for a Service member's residence mailing address. Report U.S. for the fifty States, District of Columbia and, excepting Military Services addresses, the appropriate value for other U.S. all non-U.S. territory. See GENC Registry Website for a list of domain values and definitions.	3	R	R	R	X
30	Residence Mailing Address U.S. Postal Region ZIP Identifier and Extension Identifier	The identifier that represents the designated USPS mail service region and the definitive delivery drop within the region for a Service member's residence mailing address. If the Extension Identifier is unknown, set to all zeroes in the last four positions of the field.	9	R	R	R	X
31	Residence Mailing Address Effective Date	The date when the residence mailing address of a Service member came into effect. Format: YYYYMMDD.	8	R	R	R	X
32	Residence Mailing Address Status Code	Enter the mailing address status of the Service member: 1 Undeliverable or not locatable (include postmaster's reports of death) 2 Restricted mailing (no bulk) 3 Restricted mailing (foreign address-special handling) 4 Overseas address 5 Army post office or fleet post office 7 Other good address (other than those above)	1	R	R	R	X

**Table 7. Service Academy Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				S	G	L	X
33	Assigned Military Composite UIC	Enter the unit information to which Service cadet or midshipman is assigned.	8	R	R	R	X
		USA:					
		UIC	6				
		Major Command Code	2				
		USN:					
		UIC	6				
		Manpower Claimant Code	2				
		USAF:					
		MPF Identifier	2				
		Major Command Code	2				
Personnel Accounting Symbol	4						
USCG:							
District Code	2						
Department Identifier	5						
BLANK	1						
34	Graduation Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A USA C USCG F USAF M USMC N USN S USSF	1	A	A	X	X
35	Graduation Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve	1	A	A	X	X
36	Service Academy Gain Date	Calendar date of gain to Service Academy, does not include time in a Military Academy Preparatory School.	8	R	A	A	X
37	Service Academy Loss Date	Calendar date of loss to Service Academy, to include graduation or dismissal.	8	X	X	R	X

**Table 7. Service Academy Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				S	G	L	X
38	Uniformed Service Initial Entry Date	The calendar date a Service member was first appointed, enlisted, or conscripted into any uniformed service of the United States. This calendar date is fixed and is not adjusted for breaks in service. For: – Enlistment as a Reservist in the senior ROTC Program or as a scholarship cadet or midshipman according to Sections 2107 or 2107(a) of Title 10, U.S.C. – Enlistment according to Section 12103(d) of Title 10, U.S.C. – Enlistment in the Regular Component DEP, and entrance as a cadet or midshipman at the USMA, USNA, USAFA, and USCGA.	8	R	R	R	X
39	Transaction Effective Date	The effective date when the transaction came into effect.	8	R	R	R	R

**Table 7. Service Academy Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				S	G	L	X
40	Service Academy Strength Status Code	<p>The code designation the type of transaction for the Service Academy transaction file.</p> <p>Gain Reason:</p> <p>161 Gain from civilian life, no preparatory school</p> <p>162 Gain from civilian life, attended a preparatory school</p> <p>163 Gain from Regular Component, no preparatory school</p> <p>164 Gain from Regular Component, attended preparatory school</p> <p>165 Gain from Reserve Component, no preparatory school</p> <p>166 Gain from Reserve Component, attended preparatory school</p> <p>167 Gain, foreign nation</p> <p>Loss Reason:</p> <p>261 Loss, graduation and gain to Regular Component</p> <p>262 Loss, graduation and gain to Reserve Component</p> <p>263 Loss, to civilian life</p> <p>264 Loss, no graduation - return to Regular Component</p> <p>265 Loss, no graduation - return to Reserve Component</p> <p>266 Loss, foreign nation</p> <p>Current strength:</p> <p>551 Current strength, cadets and midshipmen</p> <p>Cancel:</p> <p>199 Cancel Gain</p> <p>299 Cancel Loss</p> <p>499 Cancel Update</p>	3	R	R	R	R
41	Reporting Service Academy	<p>The code designating the reporting Military Service Academy.</p> <p>A USMA</p> <p>C USCGA</p> <p>F USAFA</p> <p>N USNA</p>	1	R	R	R	R

## SECTION 7: CEI TRANSACTION FILE

### 7.1. APPLICABILITY.

a. The DoD will use the civilian employment information (CEI) transaction file format described in Table 8 to report required CEI from the Ready Reserve of the Reserve Components of the Military Services. CEI program data are comprised of civilian employment and skill information and forms the CEI registry (CEIR).

b. The allowable uses of the CEI program data by the OSD are limited in accordance with DoDI 5400.11 to protect the privacy of the Reserve Component Service member's civilian employment and skill information.

(1) Use CEI program data to:

(a) Oversee effective use of the civilian employment information necessary for continuous screening for mobilization availability in accordance with Section 10149 of Title 10, U.S.C.

(b) Oversee the use of mobilization recall authority of Reserve Component Service members in accordance with Sections 12302, 12304, and 12304b of Title 10, U.S.C.

(c) Inform the civilian employers of Reserve Component Service members of their rights and responsibilities under the Uniformed Services Employment and Reemployment Rights Act, in accordance with Chapter 43 of Title 38, U.S.C.

(2) The CEI program data and CEI skills data may be used for information reports, strategic planning, policy planning and development, and for research and analysis within the DoD or DoD sponsored research.

### 7.2. REPORTING REQUIREMENTS FOR THE CEI TRANSACTION FILES.

a. The Reserve Components will report a CEI program data record for each current civilian employment status for Reserve Component Service members in the Ready Reserve. A Reserve Component is not required to report Service members serving as an AGR and their full-time military employment data, but may enter any part-time, student, or specified volunteer employment status.

b. The data quality goals of the CEI program data files are:

(1) The Reserve Components will report and maintain CEI program data so that 95 percent of the Selected Reserve members in RCC code and TRC code codes "SA" and "TB" have a current CEI program data record.

(2) The Reserve Components will report and maintain CEI program data so that 75 percent of the IRR or ING members in RCC Code and TRC Code codes “RE”, “RM”, or “RR” that have valid home addresses, have a current CEI program data record.

c. Unless a Service member has given prior consent, civilian employers of Reserve Component Service members will not be contacted using CEI program data in a manner that could identify the Reserve Component Service member. Consent is recorded in CEI employer release consent (record field 21, Table 8).

d. The Reserve Components will submit to the DMDC a CEI program data information according to an ICD between DMDC and each Reserve Component.

### **7.3. PROCEDURES FOR PROCESSING THE CEI PROGRAM DATA.**

a. The following data items in Table 8 will uniquely identify a record in the CEIR:

- (1) Uniformed service branch classification code (record field 1, Table 8).
- (2) Uniformed service organization component code (record field 2, Table 8).
- (3) Person SSN identifier (record field 3, Table 8).
- (4) Civilian employment status code (record field 6, Table 8).
- (5) Position begin date (record field 8, Table 8).

b. CEIR records use the action process codes (record field 5, Table 8) to add, update or cancel records by the unique identifier in Paragraphs 7.3.a.(1)-(5) in the CEIR. CEIR records that reflect an on-going employment status are open and have a valid position begin date (record field 8, Table 8) and position end date (record field 9, Table 8) not reported. An employment status that has ended and no longer current is closed with a valid position end date.

(1) To add a new open CEIR record:

- (a) Use the action process code “CA”.
- (b) Submit data items according to the applicability rule for “CA-O” in Table 8.
- (c) For open records ensure the position begin date (record field 8, Table 8) has a valid date and the position end date (record field 9, Table 8) is not reported.

(2) To add a new closed CEIR record:

- (a) Use the action process code “CA”.
- (b) Submit data items according to the applicability rule for “CA-C” in Table 8.

(c) For closed records, ensure the position begin date (record field 8, Table 8) has a valid date and position end date (record field 9, Table 8) not reported.

(3) To update an existing CEIR record that is open or closed, use the action process code “CU” to update data items except for the unique identifier data items in Paragraphs 7.3.a.(1)-(5), subject to the applicability rule for “CU” in Table 8.

(4) To close an existing CEIR record that is open:

(a) Use the action process code “CU” to update date items, except for the unique identifier in Paragraph 7.3.a., subject to the applicability rule for “CU-U” in Table 8.

(b) Submit a valid position end date (record field 9, Table 8).

(5) To open an existing CEIR record that is closed:

(a) Use the action process code “CU” to update date items except for the unique identifier in Paragraph 8.3.a., subject to the applicability rule for “CU-U” in Table 8.

(b) Submit an unreported (missing) position end date (record field 9, Table 8).

(6) To cancel an existing CEIR record, use the action process code “CX”, subject to the applicability rule for “CX” in Table 8. This will remove the record from the CEIR.

c. The applicability rule for Table 8 details the required, applicable, and updatable data item for the transaction rules: “CA-O”, “CA-C”, “CU”, “CU-U”, and “CX”.

(1) “R” designates required data items.

(2) “A” designates data items that are applicable and may be reported.

(3) “U” designates data items that may be changed in an update transaction.

(4) “X” designates data items that are not applicable and should not be reported.

d. For CEI transaction file exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 8) and uniformed service organization component code (record field 2, Table 8) for CEIR transactions will be subject to the uniformed service component association established by the USHRIS master person and transaction files.

(2) Reported data items for CEIR records must conform to the data validity specified for each the data items in Table 8. Report all required data items.

(3) All reported calendar dates must be valid calendar dates. Any reported position end date (record field 9, Table 8) must be on or after the position begin date (record field 8, Table 8).

(4) A CEIR record identified by Paragraphs 7.3.a.(1)-(5) must be unique in the CEIR.

(5) A CEIR record identified by Paragraphs 7.3.a.(1)-(5) must not overlap any other CEIR record in position begin date (record field 8, Table 8) and position end date (record field 9, Table 8) for a:

- (a) Uniformed service branch classification code (record field 1, Table 8).
- (b) Uniformed service organization component code (record field 2, Table 8).
- (c) Person SSN identifier (record field 3, Table 8).
- (d) Civilian employment status code (record field 6, Table 8).

(6) An employer name text (record field 12, Table 8) verification rule to reject certain CEI transaction file submissions records.

e. The most current version of the standard occupational classification (SOC) table is from the Department of Labor's Standard Occupational Classification Website to report the position SOC (record field 10, Table 8). Do not use the SOC values "55-XXXX", "Military Specialties," or any SOC ending in "0" signifying a major or minor grouping definition.

f. Each CEI program data record must be certified at least annually and recorded in CEI annual review date (record field 20, Table 8).

g. Employer name and address guidance. For civilian employment status code (record field 6, Table 8) equal to "A", "B", or "C", provide the name of the civilian business, service organization, or government entity. For civilian employment status code (record field 6, Table 8) equal to "D", provide name of institution of education.

h. Include the present civilian employer's local mailing address.

(1) For civilian employment status code (record field 6, Table 8) equal to "A", "B", "C", provide the address of the civilian business or service organization.

(2) For civilian employment status code (record field 6, Table 8) equal to "D", provide the address of institution of education.

(3) For civilian employment status code (record field 6, Table 8) equal to "E", do not provide an address.

i. A CEIR record identified by Paragraph 7.3.a. must be unique in the CEIR.



## APPENDIX 7A: CEI PROGRAM DATA CODING FORMAT

### Table 8. CEI Transaction File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				CA-O	CA-C	CU	CU-U	CX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A USA C USCG F USAF M USMC N USN S USSF	1	R	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States V Reserve	1	R	R	R	R	R
3	Person SSN Identifier	The identifier assigned by the SSA to a person.	9	R	R	R	R	R
4	EDI-PI	The EDI-PI is ten unique numeric digits that are used to identify a Service member within the DoD.	10	A	A	A	A	A
5	Action Process Code	The code that represents a type of action represented by the transaction. CA Add CU Update CX Cancel	2	R	R	R	R	R
6	Civilian Employment Status Code	A code that represents the civilian employment status. Employment status includes students and specified voluntary service. A Full-Time Employment B Part-Time Employment C Specified Voluntary Service D Student E Not Currently Employed	1	R	R	R	R	R
7	Position Title Text	Identify job title assigned by civilian employer.	40	R	R	U	U	X
8	Position Begin Date	The calendar date Service member started current position with civilian employer. For Civilian Employment Status Code of "E" submit calendar date period began.	8	R	R	R	R	R

**Table 8. CEI Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				CA-O	CA-C	CU	CU-U	CX
9	Position End Date	The calendar date Service member ended current position with employer or end of period not currently employed.	8	X	R	A	R	X
10	Position SOC	Identify the six characters, left justified, U.S. Department of Labor SOC that best identifies the current civilian occupation held by a Service member. See the SOC Code Table at the DMDC website for a list of domain values and definitions.	6	R	R	U	U	X
11	Self-Employment Indicator Code	Indicates whether a Service member is or is not self-employed for this employment status. N No Y Yes	1	R	R	U	U	X
12	Employer Name Text	The employer name for the civilian employers' business, service organization, or government entity. For Civilian Employment Status Code "D", provide name of institution of education.	40	R	R	U	U	X
13	Employer USPS Postal Address Line-1 Text	Civilian employer's street address, post office box number, rural route number and box number, or highway contract route number and box number using the following. Enter the primary text.	40	R	R	U	U	X
14	Employer USPS Postal Address Line-2 Text	Enter the secondary text.	40	R	R	U	U	X
15	Employer United States Postal Region City Place Name	The name of the highest delivery station in a State.	20	R	R	U	U	X
16	Employer United States Postal Region State Code	The identification of the States, the District of Columbia, Puerto Rico, and the Insular Areas of the United States. See the Postal Region State Code Table at the DMDC website for a list of domain values and definitions.	2	R	R	U	U	X
17	Employer United States Postal Region ZIP Code Information	The identifier that represents the designated USPS mail service region and the definitive delivery drop within the region for an employer's mailing address. If the Extension Identifier is unknown, set to all zeroes in the last four positions of the field.	9	R	R	U	U	X

**Table 8. CEI Transaction File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				CA-O	CA-C	CU	CU-U	CX
18	Employer Address Country Code	If employer is foreign, enter the code that represents the principal geopolitical entity of the world for an employer's mailing address. See GENC Registry Website for a list of domain values and definitions.	3	R	R	U	U	X
19	First Responder Indicator Code	Enter the character code indicating whether this employment status code is considered to be a first responder. N Service member does not self-declare as a first responder. Y Service member self-declares as a first responder.	1	R	R	U	U	X
20	CEI Annual Review Date	Enter the calendar date Service member reviewed or updated their CEI.	8	R	R	U	U	X
21	CEI Employer Release Consent Indicator Code	Indicates whether a Service member consents to release employer information. N No Y Yes	1	R	R	U	U	X

## SECTION 8: ACTIVE SERVICE TRANSACTION FILES

### 8.1. APPLICABILITY.

a. The active service transaction file format described in Tables 12 and 13 allow reporting of:

(1) Active service of uniformed service members in the:

- (a) Ready Reserve.
- (b) Standby Reserve.
- (c) Retired Reserve.
- (d) Regular Retired.
- (e) Fleet Reserve.
- (f) Fleet Marine Corps Reserve.

(2) Uniformed service members of the Ready Reserve Corps of the USPHS, ordered to AD or FTNGD.

b. This information will be used to establish an active service registry (ASR) of participants for active service since September 11, 2001 and an AGR temporary duty (TDY) registry (AGRTR) for:

(1) Reporting, research, actuarial analysis, interagency reporting, evaluation of policies, and programs.

(2) Entitlement to medical benefits in accordance with Sections 1074 and 1145 of Title 10, U.S.C.

(3) Eligibility information for the Post-9/11 GI Bill Program in accordance with DoDI 1341.13 for the VA.

(4) Eligibility for the “Servicemembers Civil Relief Act” in accordance with Chapter 50 of Title 50, U.S.C.

### 8.2. REPORTING REQUIREMENTS FOR THE ACTIVE SERVICE TRANSACTION FILE.

a. Report the personnel data in Table 11 for all periods of active service, both voluntary and involuntary, according to the following types of active service classified as:

(1) The named contingency information (NCI) of Service members ordered to active service in support of a contingency operations defined in Section 101(a)(13) of Title 10, U.S.C.

(2) Service members of the ARNGUS and ANGUS performing FTNGD prescribed by Section 904 of Title 32, U.S.C.

(3) The support to national emergency information for Service members of the ARNGUS and ANGUS performing FTNGD that supports the national emergency from Executive Order 13223 during a National Special Security Event.

(4) The major disaster information of Service members ordered to active service in support of a major disaster in accordance with Chapter 68 of Title 42, U.S.C. by the President or the Secretary of Defense performing FTNGD and supported with Federal funds.

(5) The border patrol information of Service members ordered to active service supporting border patrol activities authorized by the President or the Secretary of Defense performing FTNGD and supported with Federal funds.

(6) The active service of Service members performing all other AD or FTNDG, both voluntary and involuntary, which are not NCI, major disaster information, or border patrol information.

(a) Active duty of Reserve Component members performed for AD for training (ADT) including:

1. IADT.
2. Annual training (AT).
3. Other training duty (OTD).

(b) Active duty other than training (ADOT), including:

1. Active duty for operational support (ADOS).
2. AGR.
3. Involuntary AD.
4. Federal Service (FS).
5. Other AD in accordance with DoDI 1215.06.

(c) All FTNGD of the ARNGUS and ANGUS for:

1. AT.
2. OTD.

3. Operational support.
4. AGR.
5. Involuntary FTNGD in accordance with DoDI 1215.06.

(7) The AD of uniformed service members of the Ready Reserve Corps of the USPHS, supporting training, operations, and support to public health emergencies, and national emergencies.

b. Submit the active service transaction file, described in Table 12, and the AGR TDY file described in Table 13, each day in accordance with an ICD between each uniformed service and the DMDC.

### **8.3. PROCEDURES FOR PROCESSING THE ACTIVE SERVICE DATA.**

a. The following data items in Table 12 will uniquely identify a record in the ASR:

- (1) Uniformed service branch classification code (record field 1, Table 12).
- (2) Uniformed service organization component code (record field 2, Table 12).
- (3) Person SSN identifier (record field 3, Table 12).
- (4) Begin date (record field 10, Table 12).

b. Use the action process codes (record field 5, Table 12) to add, update, or cancel records by the unique identifier in Paragraphs 8.3.a.(1)-(4) in the ASR.

(1) To add a new open ASR record:

- (a) Use the action process code “SA”.
- (b) Submit data items according to the applicability rule for “SA-O” in Table 12.
- (c) For open records ensure that:

1. The projected end date (record field 11, Table 12) has a valid date on or after the begin date (record field 10, Table 12).

2. The end date (record field 12, Table 12) is not reported.

(2) To add a new closed ASR record:

- (a) Use the action process code “SA”.
- (b) Submit data items according to the applicability rule for “SA-C” in Table 12.

(c) For closed records ensure that:

1. The end date (record field 12, Table 12) has a valid date on or after the begin date (record field 10, Table 12).

2. The projected end date (record field 11, Table 12) is not reported.

(3) To update an existing ASR record that is open or closed, use the action process code “SU” to update data items, except for the unique identifier data items in Paragraph 8.3.a., subject to the applicability rule for “SU” in Table 12.

(4) To close an existing ASR record that is open:

(a) Use the action process code “SU” to update data items, except for the unique identifier in Paragraphs 8.3.a.(1)-(4), subject to the applicability for “SU-U” in Table 12.

(b) To close a record:

1. Submit a valid end date (record field 12, Table 12).

2. Do not report a projected end date (record field 11, Table 12).

(5) To open an existing ASR record that is closed:

(a) Use the action process code “SU” to update data items except for the unique identifier in Paragraphs 8.3.a.(1)-(4), subject to the applicability for “SU” in Table 12.

(b) To open a record:

1. Submit a valid projected end date (record field 11, Table 12).

2. Do not report an end date (record field 12, Table 12).

(6) To cancel an existing ASR record, use the action process code “SX” subject to the applicability rule for SX in Table 12. This will remove the record from the ASR.

c. The applicability rule for Table 12 details the required, applicable and updatable data items for the transaction rules: “SA-O”, “SA-C”, “SU”, “SU-U”, and “SX”.

(1) “R” designates required data items.

(2) “A” designates data items that are applicable and may be reported.

(3) “U” designates data items that may be changed in an update transaction.

(4) “X” designates data items that are not applicable and should not be reported.

d. Reserve Component active service transaction file exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 12) and uniformed service organization component code (record field 2, Table 12) for ASR transactions will be subject to the uniformed service component association established by the identity and affiliation data of the DEERS in accordance with DoDI 1341.02.

(2) Reported data items for ASR records must conform to the data validity specified for each the data items in Table 12. Required data items must be reported.

(3) All calendar dates must be valid calendar dates. Any reported projected end date (record field 11, Table 12) and end date (record field 12, Table 12) must be on or after the begin date (record field 10, Table 12).

(4) An ASR record identified by Paragraphs 8.3.a.(1)-(4) must:

- (a) Be unique in the ASR.
- (b) Not overlap any other ASR record.

(5) A closed record that does not provide an SPD (record field 14, Table 12) or character of service code (record field 15, Table 12) will be exempt from data validity requirements.

e. Missing and unreported data items in the ASR will affect the applicable uses and identification of certain benefits and entitlements in Paragraph 8.1.b.

f. An open record may be submitted to the ASR up to 7 days before the begin date (record field 10, Table 12), provided there are no other open ASR open records for the unique identifier in Paragraph 8.3.a. This action will consummate unless cancelled or changed.

g. An open ASR record may have a projected end date (record field 11, Table 12) reported with an indefinite calendar date.

h. The project codes (record field 8 of Table 9) “A99” and “B99” must not used for active service periods beginning on or after November 13, 2009.

i. Report a statute code (record field 6, Table 12), project code (record field 8, Table 12), and any applicable order purpose code (record field 16, Table 12) in accordance with the guidance specified in Table 9 to align project code, statute code, purpose of duty, order purpose.

**Table 9. Reserve Component Project Code Translation**

Project Code	Type of Duty	Statute Code	Order Authority	Purpose of Duty	Applies To	Notes: if applicable, order purpose or reason authority; Additional information
A20	AD-ADT-IADT	C	Section 12301(d) of Title 10, U.S.C.	IADT (Voluntary)	All Reserve Components	



**Table 9. Reserve Component Project Code Translation, Continued**

<b>Project Code</b>	<b>Type of Duty</b>	<b>Statute Code</b>	<b>Order Authority</b>	<b>Purpose of Duty</b>	<b>Applies To</b>	<b>Notes: if applicable, order purpose or reason authority; Additional information</b>
A21	AD-ADT-AT	O	Section 10147 of Title 10, U.S.C.	AT (Involuntary)	USA Reserve (USAR) USN Reserve (USNR), USMC Reserve (USMCR) USAF Reserve (USAFR), USCG Reserve (USCGR)	
	AD-ADT-AT	M	Section 12301(b) of Title 10, U.S.C.	AT (Involuntary)	All Reserve Components	
A22	AD-ADT-OTD	C	Section 12301(d) of Title 10, U.S.C.	Other Training Duty (Voluntary)	All Reserve Components	
A25	AD-ADOT-ADOS	C	Section 12301(d) of Title 10, U.S.C.	Operational support (Voluntary)	All Reserve Components	May include: - Military Selective Service Act: Section 3809(b)(2) of Title 50 App U.S.C. - Reserve Forces Policy Board: Section 10301 of Title 10, U.S.C. - Property and fiscal officers: Section 708 of Title 32 U.S.C.
A26	AD-ADOT-AGR	C	Section 12301(d) of Title 10, U.S.C.	AGR duty (Voluntary)	All Reserve Components	- Reserve: for organizing, administering, etc., reserve components: Section 12310 of Title 10, U.S.C.; - Policies and regulations: participation of Reserve officers in preparation and administration: Section 10211 of Title 10, U.S.C.
A27	AD-ADOT-Involuntary	T	Section 10148 of Title 10, U.S.C.	Unsatisfactory participation (up to 45 days) (Involuntary)	All Reserve Components	

**Table 9. Reserve Component Project Code Translation, Continued**

<b>Project Code</b>	<b>Type of Duty</b>	<b>Statute Code</b>	<b>Order Authority</b>	<b>Purpose of Duty</b>	<b>Applies To</b>	<b>Notes: if applicable, order purpose or reason authority; Additional information</b>
	AD-ADOT-Involuntary	B	Section 12301(a) of Title 10, U.S.C.	Full mobilization (Involuntary)	All Reserve Components	- NCI Reporting Code will be assigned
	AD-ADOT-Involuntary	B	Section 12301(a) of Title 10, U.S.C.	Full mobilization (Involuntary)	All Reserve Components	- NCI Reporting Code will be assigned
	AD-ADOT-Involuntary	M	Section 12301(b) of Title 10, U.S.C.	Mobilization 15 day (Involuntary)	All Reserve Components	- NCI Reporting Code will be assigned
	AD-ADOT-Involuntary	S	Section 12301(g) of Title 10, U.S.C.	Captive status (Involuntary)	All Reserve Components	- NCI Reporting Code will be assigned
	AD-ADOT-Involuntary	D	Section 12302 of Title 10, U.S.C.	Partial mobilization (Involuntary)	All Reserve Components	- NCI Reporting Code will be assigned
	AD-ADOT-Involuntary	U	Section 12303 of Title 10, U.S.C.	Unsatisfactory participation (up to 24 months) (Involuntary)	All Reserve Components	
	AD-ADOT-Involuntary	E	Section 12304 of Title 10, U.S.C.	Presidential Reserve Call-up (Involuntary)	All Reserve Components	- NCI Reporting Code will be assigned
	AD-ADOT-Involuntary	2	Section 12304b of Title 10, U.S.C.	Preplanned missions in support of the Combatant Commands (Involuntary)	ARNGUS, USAR, USNR, USMCR, ANGUS, USAFR	
	AD-ADOT-Involuntary	A	Section 688 of Title 10, U.S.C.	Retiree recall (Involuntary)	USAR, USNR, USMCR, USAFR, USCGR	- NCI Reporting Code will be assigned
	AD-ADOT-Involuntary	Y	Section 802(d) of Title 10, U.S.C.	Disciplinary (Involuntary)	All Reserve Components	
A28	AD-ADOT-Other	K	Section 12301(h) of Title 10, U.S.C.	Medical care (Voluntary)	All Reserve Components	
	AD-ADOT-Other	R	Section 12322 of Title 10, U.S.C.	Medical evaluation and treatment (Voluntary)	All Reserve Components	

**Table 9. Reserve Component Project Code Translation, Continued**

<b>Project Code</b>	<b>Type of Duty</b>	<b>Statute Code</b>	<b>Order Authority</b>	<b>Purpose of Duty</b>	<b>Applies To</b>	<b>Notes: if applicable, order purpose or reason authority; Additional information</b>
	AD-ADOT-Other	3	Section 12323 of Title 10, U.S.C.	AD pending line of duty determination required for response to sexual assault (Voluntary)	All Reserve Components	
	AD-ADOT-Other	X	Section 12402 of Title 10, U.S.C.	Duty at National Guard Bureau (Voluntary)	ARNGUS, ANGUS	
	AD-ADOT-Other	4	Section 688a of Title 10, U.S.C.	Retired Service members: temporary authority to order to AD in high-demand, low-density assignments (Voluntary)	USAR, USNR, USMCR, USAFR, USCGR	- Valid from: December 2, 2002 to December 31, 2011; December 12, 2017 to December 31, 2022
A30	AD-FS	I	Section 12406 of Title 10, U.S.C.	National Guard Called to FS (Voluntary)	ARNGUS, ANGUS	
	AD-FS	5	Section 251 of Title 10, U.S.C.	Federal Aid for State Governments (Involuntary)	ARNGUS, ANGUS	
	AD-FS	V	Section 252 of Title 10, U.S.C.	Use of militia and armed forces to enforce Federal authority (Involuntary)	ARNGUS, ANGUS	
B21	B21-FTNGD-AT	P	Section 502(a) of Title 32 U.S.C.	AT (Involuntary)	ARNGUS, ANGUS	

**Table 9. Reserve Component Project Code Translation, Continued**

<b>Project Code</b>	<b>Type of Duty</b>	<b>Statute Code</b>	<b>Order Authority</b>	<b>Purpose of Duty</b>	<b>Applies To</b>	<b>Notes: if applicable, order purpose or reason authority; Additional information</b>
B22	FTNGD-OTD	N	Section 502(f)(1)(B) of Title 32 U.S.C.	Additional training and other Duty (Voluntary)	ARNGUS, ANGUS	May include: - Detail of members of Army National Guard for rifle instruction of civilians: Section 316 of 32 U.S.C. - Participation in field exercises: Section 503 of Title 32 U.S.C. - National Guard schools and small arms competitions: Section 504 of Title 32 U.S.C. - Army and Air Force schools and field exercises: Section 505 of Title 32 U.S.C. - National Guard Challenge Program Section 509 of Title 32 U.S.C.
B25	FTNGD-OS	N	Section 502(f)(1)(B) of Title 32 U.S.C.	Operational Support (Voluntary)	ARNGUS, ANGUS	May include: - Counter drug: Section 112 of Title 32 U.S.C.
B26	FTNGD-AGR	N	Section 502(f)(1)(B) of Title 32 U.S.C.	AGR duty (Voluntary)	ARNGUS, ANGUS	- AGR duty: Governor's authority: Section 328 of Title 32 U.S.C.
B27	FTNGD-Involuntary	Q	Section 502(f)(1)(A) of Title 32 U.S.C.)	Homeland Defense duty (Involuntary)	ARNGUS, ANGUS	May include: - Homeland Defense duty: Section 904 of Title 32 U.S.C. - NCI Reporting Code will be assigned
	FTNGD-Involuntary	Q	Section 502(f)(1)(A) of Title 32 U.S.C.	Other duty (Involuntary)	ARNGUS, ANGUS	May include: - Counter drug: Section 112 of Title 32 U.S.C.
	FTNGD-OTD	Q	Section 502(f)(1)(B) of Title 32 U.S.C.)	Additional training and other Duty (Involuntary)	ARNGUS, ANGUS	
Y10	USAR Disaster or Emergency Event	I	Section 12304a of Title 10, U.S.C.	Major disaster or emergency support (Involuntary)	USAR	- Use of Section 12301(d) of Title 10, U.S.C. authorized for Y10

**Table 9. Reserve Component Project Code Translation, Continued**

Project Code	Type of Duty	Statute Code	Order Authority	Purpose of Duty	Applies To	Notes: if applicable, order purpose or reason authority; Additional information
Y11	USNR Disaster or Emergency Event	1	Section 12304a of Title 10, U.S.C.	Major disaster or emergency support (Involuntary)	USNR	- Use of Section 12301(d) of Title 10, U.S.C. authorized for Y11
Y12	USMCR Disaster or Emergency Event	1	Section 12304a of Title 10, U.S.C.	Major disaster or emergency support (Involuntary)	USMCR	- Use of Section 12301(d) of Title 10, U.S.C. authorized for Y12
Y13.	USAFR / Space Force Reserve Disaster or Emergency Event	1	Section 12304a of Title 10, U.S.C.	Major disaster or emergency support (Involuntary)	USAFR	- Use of Section 12301(d) of Title 10, U.S.C. authorized for Y13
Y30	Coast Guard Reserve Disaster or Emergency Event	L	Sections 712, 3713 of Title 14 U.S.C.	Major disaster or emergency support (Involuntary)	USCGR	- Use of Section 12301(d) of Title 10, U.S.C. authorized for Y30
P01	Voluntary IADT	6	Section 204(c)(2)(A) of Title 42, U.S.C.	Voluntary IADT	USPHS	
P02	Voluntary Training	6	Section 204(c)(2)(A) of Title 42, U.S.C.	Voluntary training	USPHS	
P05	Operational Use	8	Section 204(c)(2)(D) of Title 42, U.S.C.	Operational AD support	USPHS	
PA1	USPHS Emergency	9	Section 204(c)(2)(B) of Title 42, U.S.C.	Public Health Emergency	USPHS	- Use of Section 204(c)(2)(B) of Title 42, U.S.C.
PA2	USPHS Emergency	7	Section 204(c)(2)(C) of Title 42, U.S.C.	Public Health Emergency	USPHS	- Use of Section 204(c)(2)(C) of Title 42, U.S.C.
PB1	National Emergency	9	Section 204(c)(2)(B) of Title 42, U.S.C.	National Emergency (Title 50)	USPHS	- Use of Section 204(c)(2)(B) of Title 42, U.S.C.
PB2	War or National Emergency	7	Section 204(c)(2)(C) of Title 42, U.S.C.	War or National Emergency (Title 50)	USPHS	- Use of Section 204(c)(2)(C) of Title 42, U.S.C.

j. A call or order to active service with 1-day duration will be coded with:

- (1) The same begin date and projected end date (record field 11, Table 12); or
- (2) End date (record field 12, Table 12).

k. The Deputy Assistant Secretary of Defense for Military Personnel Policy will address memorandums to the Military Service's Assistant Secretaries for Manpower and Reserve Affairs that specify project codes for named contingency and national emergency, major disaster, or border patrol operations. These designated project codes will be assigned and used instead of the active service reporting codes to denote special events. Currently defined special events are shown in Table 10.

**Table 10. NCI Project Codes**

<b>Project Code</b>	<b>Project Name</b>	<b>Activation Authority</b>	<b>Applies to:</b>	<b>Order Authority</b>
3AZ	COVID-19 Response	Executive Order 13912	All Reserve Components	Section 12302 of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C. Section 688 of Title 10, U.S.C. Section 688a of Title 10, U.S.C.
3HQ	United Assistance	Executive Order 13680	All Reserve Components	Section 12304 of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C. Section 688 of Title 10, U.S.C.
3JR	Hurricane Sandy		USAR, USNR, USMCR, USAFR, USCGR	Section 12304a of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C. Section 712 of Title 14, U.S.C. (before Dec 4, 2018)
3JT	Unified Response	Executive Order 13529	All Reserve Components	Section 12304 of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C.
9GF	Overseas Contingency Operations	Executive Order 13223	All Reserve Components	Section 12302 of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C. Section 688 of Title 10, U.S.C.
3HS	Freedom's Sentinel	Executive Order 13223	All Reserve Components	Section 12302 of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C. Section 688 of Title 10, U.S.C.
9FV	Joint Guardian	Executive Order 13120	All Reserve Components	Section 12304 of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C.
Y60	USCG-Southern Border Contingency	Presidential Proclamation 9844	USCGR	Section 12302 of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C.
Y61	Southern Border Security Mission	Presidential Proclamation 9844	All Reserve Components	Section 12302 of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C.
Y10	USAR Disaster or Emergency Event	None	USAR	Section 12304a of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C.
Y11	USNR Disaster or Emergency Event	None	USNR	Section 12304a of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C.
Y12	USMCR Disaster or Emergency Event	None	USMCR	Section 12304a of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C.

**Table 10. NCI Project Codes, Continued**

Order Authority	Order Authority	Order Authority	Order Authority	Order Authority
Y13	USAFR Disaster or Emergency Event	None	USAFR	Section 12304a of Title 10, U.S.C. Section 12301(d) of Title 10, U.S.C.
Y30	USCGR Disaster or Emergency Event	None	USCGR	Section 712 of Title 14, U.S.C. (before Dec 4, 2018) Section 3713 of Title 14, U.S.C.

l. The named contingency information project codes, (record field 8 of Table 10) “Y10” for the USAR, “Y11” for the USNR, “Y12” for the USMCR, and “Y13” for the USAFR, identify AD in accordance with Section 12304a of Title 10, U.S.C., or voluntary AD in accordance with Section 12301(d) of Title 10, U.S.C., to support disaster and emergency events.

m. The named contingency information project code (record field 8 of Table 10) “Y30” is reserved for use by the USCGR to identify AD in accordance with Section 3713 of Title 14, U.S.C., or voluntary AD in accordance with Section 12301(d) of Title 10, U.S.C., to support disaster and emergency events.

**Table 11. Support to National Emergency Information Project Codes**

Project Code	Project Name	Activation Authority	Applies to:	Order Authority
Y40	National Special Security Event	Executive Order 13223	ARNGUS, ANGUS	Section 502(f)(1)(A) of Title 32 U.S.C. Section 502(f)(1)(B) of Title 32 U.S.C.
Y41	Post Inaugural Security	Executive Order 13223	ARNGUS, ANGUS	Section 502(f)(1)(A) of Title 32 U.S.C. Section 502(f)(1)(B) of Title 32 U.S.C.

n. The support to national emergency project code, (record field 8 of Table 11) “Y40” support to a national emergency in a national special security event, and “Y41” post-inaugural security using FTNGD, as directed by the President or Secretary of Defense are identified by the order purpose code (record field 16, Table 11) equal to “FJ”.

#### **8.4. REPORTING REQUIREMENTS FOR THE AGR TDY TRANSACTION FILE.**

a. Report the personnel data in Table 13 for all periods of active service supporting contingency operations performed by an AGR serving in Title 10 status.

b. Submit the Reserve Component and Regular Retired active service transaction file, described in Table 13, each day in accordance with an ICD between each Reserve Component and the DMDC.

## 8.5. PROCEDURES FOR PROCESSING THE AGR TDY DATA.

a. The following data items in Table 13 will uniquely identify a record in the AGR TDY File:

- (1) Uniformed service branch classification code (record field 1, Table 13).
- (2) Uniformed service organization component code (record field 2, Table 11).
- (3) Person SSN identifier (record field 3, Table 13).
- (4) Begin TDY date (record field 10, Table 13).

b. Use the action process codes (record field 5, Table 13) to add, update, or cancel records by the unique identifier in Paragraphs 8.5.a.(1)-(4) in the AGRTR. An AGRTR record is open when the begin TDY date (record field 10, Table 13) and projected end TDY date (record field 11, Table 13) have valid calendar dates and the end TDY date (record field 12, Table 13) is not reported. An AGRTR record is closed when the begin TDY date and end TDY date have valid calendar dates and the projected end TDY date is not reported.

(1) To add a new open AGRTR record:

- (a) Use the action process code “AA”.
- (b) Submit data items according to the applicability rule for “AA-O” in Table 13.
- (c) For open records ensure that:

1. The projected end TDY date (record field 11, Table 13) has a valid date on or after the begin TDY date (record field 10, Table 13).

2. The end TDY date (record field 12, Table 13) is not reported.

(2) To add a new closed AGRTR record:

- (a) Use the action process code “AA”.
- (b) Submit data items according to the applicability rule for “AA-C” in Table 13.
- (c) For closed records ensure that:

1. The end TDY date (record field 12, Table 13) has a valid date on or after the begin TDY date (record field 10, Table 13).

2. The projected end TDY date (record field 11, Table 13) is not reported.

(3) To update an existing AGRTR record that is open or closed, use the action process code “AU” to update data items, except for the unique identifier data items in Paragraphs 8.5.a.(1)-(4), subject to the applicability rule for “AU” in Table 13.



(4) To close an existing AGRTR record that is open:

(a) Use the action process code “AU” to update data items, except for the unique identifier in Paragraphs 8.5.a.(1)-(4), subject to the applicability for “AU-U” in Table 13.

(b) To close a record:

1. Submit a valid end TDY date (record field 12, Table 13).

2. Do not report a projected end TDY date (record field 11, Table 13).

(5) To open an existing AGRTR record that is closed:

(a) Use the action process code “AU” to update data items except for the unique identifier in Paragraphs 8.5.a.(1)-(4), subject to the applicability for “AU” in Table 13.

(b) To open a record:

1. Submit a valid projected end TDY date (record field 11, Table 13).

2. Do not report an end TDY date (record field 12, Table 13).

(6) To cancel an existing AGRTR record, use the action process code “AX” subject to the applicability rule for AX in Table 13. This will remove the record from the AGRTR.

c. The applicability rule for Table 13 details the required, applicable, and updatable data items for the transaction rules: “AA-O”, “AA-C”, “AU”, “AU-U”, and “AX”.

(1) “R” designates required data items.

(2) “A” designates data items that are applicable and may be reported.

(3) “U” designates data items that may be changed in an update transaction.

(4) “X” designates data items that are not applicable and should not be reported.

(5) An AGRTR record identified by Paragraphs 8.5.a.(1)-(4) must:

(a) Be unique in the AGRTR.

(b) Not overlap any other AGRTR record.

## APPENDIX 8A: ACTIVE SERVICE TRANSACTION FILE CODING FORMAT

**Table 12. Active Service File Layout**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				SA-O	SA-C	SU	SU-U	SX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A USA C USCG F USAF H USPHS M USMC N USN S USSF	1	R	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R	R	R
3	Person SSN Identifier	Enter nine numeric digits omitting hyphens of the uniformed service member's SSN.	9	R	R	R	R	R
4	EDI-PI Code	The ten unique numeric digits that are used to identify a uniformed service member.	10	A	A	U	U	A
5	Action Process Code	The code that represents a type of action represented by the transaction. SA Add SU Update SX Cancel	2	R	R	R	R	R
6	Statute Code	Order authority of the call or order to AD or FTNGD. 1 Section 12304a of Title 10, U.S.C. 2 Section 12304b of Title 10, U.S.C. 3 Section 12323 of Title 10, U.S.C. 4 Section 688a of Title 10, U.S.C. 5 Section 251 of Title 10, U.S.C. 6 Section 204(c)(2)(A) of Title 42, U.S.C. 7 Section 204(c)(2)(C) of Title 42, U.S.C. 8 Section 204(c)(2)(D) of Title 42, U.S.C. 9 Section 204(c)(2)(B) of Title 42, U.S.C.	2	R	R	U	U	X

**Table 12. Active Service File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				SA-O	SA-C	SU	SU-U	SX
		A Section 688 of Title 10, U.S.C.						
		B Section 12301(a) of Title 10, U.S.C.						
		C Section 12301(d) of Title 10, U.S.C.						
		D Section 12302 of Title 10, U.S.C.						
		E Section 12304 of Title 10, U.S.C.						
		I Section 12406 of Title 10, U.S.C.						
		J Section 502(f) of Title 32, U.S.C. (historic)						
		K Section 12301(h) of Title 10, U.S.C.						
		L Section 712 or 3713 of Title 14, U.S.C.						
		M Section 12301(b) of Title 10, U.S.C.						
		N Section 502(f)(1)(B) of Title 32, U.S.C.						
		O Section 10147 of Title 10, U.S.C.						
		P Section 502(a) of Title 32, U.S.C.						
		Q Section 502(f)(1)(A) of Title 32, U.S.C.						
		R Section 12322 of Title 10, U.S.C.						
		S Section 12301(g) of Title 10, U.S.C.						
		T Section 10148 of Title 10, U.S.C.						
		U Section 12303 of Title 10, U.S.C.						
		V Section 252 of Title 10, U.S.C.						
		X Section 12402 of Title 10, U.S.C.						
		Y Section 802 of Title 10, U.S.C.,						
		AA Section 217 of Title 42, U.S.C.						

**Table 12. Active Service File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				SA-O	SA-C	SU	SU-U	SX
7	Activation Authority Code	When activated to support a named contingency or a national emergency, provide appropriate activation authority assigned to a named contingency or a national emergency declared by the President and supported by Federal funds for an Executive Order, Presidential Proclamation, or SecDef Memorandum Identifier Number. 9844 Presidential Proclamation 9844, February 15, 2019 9994 Presidential Proclamation 9994, March 13, 2020 12927 Executive Order 12927, September 15, 1994 12982 Executive Order 12982, December 8, 1995 13076 Executive Order 13076, September 7, 2015 13120 Executive Order 13120, April 27, 1999 13912 Executive Order 13192, March 27, 2020 13223 Executive Order 13223, September 14, 2001 13529 Executive Order 13529, April 17, 1995 13680 Executive Order 13680, October 16, 2014	10	R	R	U	U	X

8	Project Code	<p>The unique code to identify a contingency operation, major disaster, border patrol or type of active serve.</p> <p>The code assigned to NCI:  3AZ COVID-19 Response  3HQ UNITED ASSISTANCE  3HS FREEDOM’S SENTINEL  3JR Hurricane Sandy  3JT UNIFIED RESPONSE  9BU SOUTHERN WATCH, DESERT THUNDER  9EC UPHOLD DEMOCRACY  9EV JOINT ENDEAVOR, JOINT GUARD  9FF JOINT FORGE  9GF Overseas Contingency Operations  9FS ALLIED FORCE  9FV JOINT GUARDIAN  TSH Hurricane Harvey  TSI Hurricane Irma  HSM Hurricane Maria  HSN Hurricane Nate  Y10 USAR Disaster or Emergency Event  Y11 USNR Disaster or Emergency Event  Y12 USMCR Disaster or Emergency Event  Y13 USAFR Disaster or Emergency Event  Y30 USCGR Disaster or Emergency Event  Y60 USCG-Southern Border Contingency  Y61 Southern Border Security Mission</p> <p>The code assigned to support to national emergency information:  Y40 National Special Security Support  Y41 Post Inaugural Security</p> <p>The code assigned to border patrol information:  3JO Border Patrol (Jump Start)  3AX Southern Border Security</p> <p>The code assigned to major disaster:  9GY HURRICANE KATRINA  9HA HURRICANE OPHELIA  9HB HURRICANE RITA  9HC PAKISTAN  3GC DEEPWATER HORIZON  3JH MEXICO WILDFIRES  X10 COVID-19 Response</p> <p>The code assigned to active serve:  A20 AD-ADT-IADT  A21 AD-ADT-AT  A22 AD-ADT-OTD  A25 AD-ADOT-ADOS  A26 AD-ADOT-AGR  A27 AD-ADOT-Involuntary</p>	3	R	R	U	U	X
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**Table 12. Active Service File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				SA-O	SA-C	SU	SU-U	SX
		A28 AD-Other A30 AD-FS A99 AD-Derived B21 FTNGD-AT B22 FTNGD-OTD B25 FTNGD-operational support B26 FTNGD-AGR B27 FTNGD-Involuntary B99 FTNGD-Derived  The code assigned for the USPHS: P01 Voluntary IADT P02 Voluntary training P05 Operational use PA1 Public Health Emergency PA2 Public Health Emergency PB1 National Emergency PB2 War or National Emergency						
9	Order Issue Date	The calendar date the order or call to active service was issued. Format: YYYYMMDD	8	R	R	U	U	X
10	Begin Date	The calendar date the uniformed service member begins active service. Format: YYYYMMDD	8	R	R	R	R	R
11	Projected End Date	The calendar date the uniformed service member is projected to complete active service. Format: YYYYMMDD	8	R	X	U	U	X
12	End Date	The calendar date the uniformed member completes active service. Format: YYYYMMDD	8	X	R	U	R	X
13	Funding Appropriation Code	The source of appropriation used to fund orders. M Military Personnel Appropriation R Reserve Personnel Appropriation	1	R	R	U	U	X
14	SPD Code	The code that indicates the conditions under which a uniformed service member was released, separated, or discharged from a period of active or reserve service. For use in describing the release from active service for both officers and enlisted members in accordance with DoDI 1336.01.	3	X	R	X	R	X

**Table 12. Active Service File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				SA-O	SA-C	SU	SU-U	SX
15	Character of Service Code	The characterization at separation based upon the quality of the uniformed service member's service in accordance with DoDI 1336.01. A Honorable B General under honorable conditions D Bad conduct E Under other than honorable conditions F Dishonorable Y Uncharacterized	1	X	R	X	R	X
16	Order Purpose Code	The reason or purpose for the call or order to active service. AA Reserve Forces Policy Board, Section 10301 of Title 10, U.S.C. AB AGR Section 10211 of Title 10, U.S.C. AC AGR Section 12310 of Title 10, U.S.C. CA Cooperative Threat Reduction CB Military Selective Service Act Section 460(b)(2) of Appendix, Title 50, U.S.C. FA Counter Drug Section 112 of Title 32, U.S.C. FB United States Property and Fiscal Officer Section 708 of Title 32, U.S.C. FC AGR Section 328 of Title 32, U.S.C. FD Homeland Defense Section 904 of Title 32, U.S.C. FE Field Exercises Section 503 of Title 32, U.S.C. FF National Guard School Section 504 of Title 32, U.S.C. FG Army Air Force School Section 505 of Title 32, U.S.C. FH National Guard Challenge Program Section 509 of Title 32, U.S.C. FI Detail of Members of Army National Guard for Rifle Instruction of Section 316 of Title 32, U.S.C. FJ Support directed by President or Secretary of Defense of Section 502(f)(2) of Title 32, U.S.C.	2	A	A	U	U	X

## APPENDIX 8B: AGR TDY TRANSACTION FILE CODING FORMAT

**Table 13. AGR TDY File Layout**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				AA	AA-C	AU	AU-U	AX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the defense community. A USA C USCG F USAF M USMC N USN S USSF	1	R	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States V Reserve	1	R	R	R	R	R
3	Person SSN Identifier	Enter nine numeric digits omitting hyphens of the Service member's SSN.	9	R	R	R	R	R
4	EDI-PI Code	The ten unique numeric digits that are used to identify a Service member within the DoD.	10	A	A	U	U	A
5	Action Process Code	The code that represents a type of action represented by the transaction. AA Add AU Update AX Cancel	2	R	R	R	R	R
6	Statute Code	Order authority of the call or order to AD. C Section 12301(d) of Title 10, U.S.C.	2	R	R	U	U	X
7	Activation Authority Code	When activated to support a named contingency or a national emergency, provide appropriate activation authority assigned to a named contingency or a national emergency declared by the President and supported by Federal funds for an Executive Order, Presidential Proclamation, or SecDef Memorandum Identifier Number. 9844 Presidential Proclamation 9844, February 15, 2019 13223 Executive Order 13223, September 14, 2001	10	R	R	U	U	X



**Table 13. AGR TDY File Layout, Continued**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				AA	AA-C	AU	AU-U	AX
8	Project Code	The unique code to identify a contingency operation, major disaster, border patrol or type of active serve.  The code assigned to NCI: 3AZ COVID-19 Response 3HS FREEDOM'S SENTINEL 9GF Overseas Contingency Operations 9FV JOINT GUARDIAN Y10 USAR Disaster or Emergency Event Y11 USNR Disaster or Emergency Event Y12 USMCR Disaster or Emergency Event Y13 USAFR Disaster or Emergency Event Y30 USCGR Disaster or Emergency Event Y60 USCG-Southern Border Contingency Y61 Southern Border Security Mission	3	R	R	U	U	X
10	Begin TDY Date	The calendar date the Service member begins active service. Format: YYYYMMDD	8	R	R	R	R	R
11	Projected TDY End Date	The calendar date the Service member is projected to complete active service. Format: YYYYMMDD	8	R	X	U	U	X
12	End TDY Date	The calendar date the Service member completes active service. Format: YYYYMMDD	8	X	R	U	R	X

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
AD	active duty
ADOS	active duty for operational support
ADOT	active duty for other than training
ADT	active duty for training
AFSC	Air Force specialty code
AGR	active guard and reserve
AGRTR	active guard and reserve temporary duty registry
ANGUS	Air National Guard of the United States
AOCS	Aviation Officer Candidate School
ARNGUS	Army National Guard of the United States
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ASI	additional skill identifier
ASR	active service registry
AT	annual training
ATSD(PA)	Assistant to the Secretary of Defense for Public Affairs
BRS	blended retirement system
CEI	civilian employment information
CEIR	civilian employment information registry
CSB	career status bonus
CUI	composite unit information
DEERS	Defense Enrollment Eligibility Reporting System
DEP	delayed entry program
DMDC	Defense Manpower Data Center
DoDI	DoD instruction
EDI-PI	electronic data interchange personal identifier
FS	Federal Service
FTNGD	full-time National Guard duty
FYDP	Future Years Defense Program
GENC	geopolitical entities, names, and codes
IADT	initial active duty for training
ICD	interface control document
ING	inactive National Guard
IRR	individual Ready Reserve

<b>ACRONYM</b>	<b>MEANING</b>
ISP	involuntary separation pay
MGIB	Montgomery GI Bill
MGIB-AD	Montgomery GI Bill-Active Duty
MGIB-SR	Montgomery GI Bill-Selected Reserve
MOS	military occupational specialty
MPF	military personnel flight
NCI	named contingency information
NCS	National Call to Service
NOAA	National Oceanic and Atmospheric Administration
OCS	officer candidate school
OTD	other training duty
OTS	officer training school
OUSD(P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
PII	personally identifiable information
PLC	platoon leader course
PS	prior service
RCC	Reserve Component category
RCSBP	Reserve Component Survivor Benefit Plan
ROTC	Reserve Officer Training Corps
SAR	Service Academy registry
SEI	special experience identifier
SOC	standard occupational classification
SPD	separation program designator
SSA	Social Security Administration
SSB	special separation bonus
SSN	Social Security number
TRC	training retirement category
TDY	temporary duty
UIC	unit identification code
USA	United States Army
USAF	United States Air Force
USAFA	United States Air Force Academy
USAFR	United States Air Force Reserve
USAR	United States Army Reserve
U.S.C.	United States Code

<b>ACRONYM</b>	<b>MEANING</b>
USCG	United States Coast Guard
USCGA	United States Coast Guard Academy
USCGR	United States Coast Guard Reserve
USHRIS	Uniformed Services Human Resources Information System
USMA	United States Military Academy
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USN	United States Navy
USNA	United States Naval Academy
USNR	United States Navy Reserve
USPHS	United States Public Health Service
USPS	United States Postal Service
USSF	United States Space Force
VA	Department of Veterans Affairs
VSI	voluntary separation incentive
VSP	voluntary separation pay

## **G.2. DEFINITIONS.**

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

<b>TERM</b>	<b>DEFINITION</b>
<b>authoritative source</b>	A data source that has the responsibility for maintaining records and updating data.
<b>federally funded research and development center</b>	Defined in DoDI 5000.77.
<b>National Special Security Event</b>	Defined in Section 601 of Title 6, U.S.C.
<b>Service member</b>	A member of the Military Services.
<b>USHRIS</b>	A data warehouse of authoritative source human resource data from the uniformed services.
<b>uniformed services</b>	As defined at Section 101(a)(5) of Title 10, U.S.C., this includes the Military Services, the NOAA Corps, and the USPHS Corps.

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- DoD 7000.14-R, Volume 7a, “Financial Management Regulation: “Military Pay Policy – Active Duty and Reserve Pay,” current edition
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- DoD Instruction 1322.17, “Montgomery GI Bill-Selected Reserve (MGIB-SR),” January 15, 2015
- DoD Instruction 1336.01, “Certificate of Uniformed Service (DD Form 214/5 Series),” February 17, 2022
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- DoD Instruction 1341.13, “Post-9/11 GI Bill,” October 25, 2022
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- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
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- DoD Instruction 8500.01, “Cybersecurity,” March 14, 2014, as amended
- Executive Order 12927, “Ordering the Selected Reserve of the Armed Forces to Active Duty,” September 15, 1994

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- Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition
- Presidential Proclamation 9844, “Declaring a National Emergency Concerning the Southern Border of the United States,” February 15, 2019
- Presidential Proclamation 9994, “Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak,” March 13, 2020
- Service Agreement between the National Oceanic and Atmospheric Administration (NOAA), Department of Commerce and the United States Coast Guard, Department of Homeland Security, Regarding Personnel and Payroll Services Provided by the U.S. Coast Guard Pay and Personnel Center<sup>2</sup>
- United States Code, Title 5
- United States Code, Title 6
- United States Code, Title 10
- United States Code, Title 14
- United States Code, Title 32

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<sup>1</sup> OSD Office of Director, Cost Assessment and Program Evaluation website at [https://fsm.cape.osd.mil/FSM/SupportDocs/handbook\\_U.pdf](https://fsm.cape.osd.mil/FSM/SupportDocs/handbook_U.pdf). Access limited to domains ending in “.mil”, not releasable to the public.

<sup>2</sup> Copies of the interagency agreement may be obtained from U.S. Coast Guard Headquarters, 2703 Martin Luther King Jr. Ave. SE, Stop 7907, Washington, DC 20593-7907

United States Code, Title 37, Section 205

United States Code, Title 38

United States Code, Title 42

United States Code, Title 50