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DEPARTMENT OF THE ARMY  
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**PERSONNEL INFORMATION SYSTEMS**  
**REPORTING REQUIREMENTS UNDER THE**  
**CIVILIAN PERSONNEL INFORMATION SYSTEM—MODEL I**  
**(CIVPERSINS-I) RCS: CSGPA-1103**

*Effective 15 June 1974*

*This regulation replaces instructions previously issued in correspondence for reporting US citizen civilian personnel data. Major changes have been made in some data elements, nature of action codes, error notification codes, and error control procedures. Added features include: information notices, error followup notices, control of movements between servicing civilian personnel offices, and a monthly feedback report designed to assist the submitting offices in controlling input and in reconciling serviced strength figures as reflected in files at HQDA. Local supplementation of this regulation is prohibited except upon the approval of the Commanding General, US Army Military Personnel Center.*

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## CHAPTER 1

## GENERAL

**1-1. Purpose.** This regulation prescribes responsibilities, requirements, and procedures for the direct reporting of civilian personnel data from the installation/activity level to HQDA in support of the Civilian Personnel Information System—Model I (CIVPERSINS-I).

**1-2. Scope.** *a.* This regulation applies Army-wide to the reporting of civilian personnel actions for all DA employees located—

(1) In the United States and paid from appropriated funds.

(2) Outside the United States who are US citizens and are paid from appropriated funds.

*b.* This regulation does not apply to—

(1) Enrollee program employees.

(2) NGB technicians.

(3) Non-US citizen employees located outside the US.

(4) Nonappropriated Fund employees.

(5) CPO's supported by CIVPERSINS-III (para 1-8).

**1-3. Explanation of terms and abbreviations.** The following terms and abbreviations not explained in other chapters apply:

*a. CIVPERSINS-I.* Civilian Personnel Information System (Model I).

*b. United States.* The 50 States and the District of Columbia.

*c. Covered employees.* Employees for whom personnel actions must be reported to HQDA (para 1-2).

*d. Servicing civilian personnel office (CPO).* The organizational element (usually located at installation or activity level) officially designated to provide civilian service to DA civilian employees currently assigned to organizational units, and where the em-

ployee's official Personnel Folder is maintained. (In cases of non-Army CPO servicing of DA civilian employees, the command of the serviced organizational unit to which employees are assigned will make provisions to provide input to the system.)

*e. Data element.* A basic unit of information having a unique meaning and which has subcategories of distinct units or values (e.g., SSN, name, and sex).

*f. CPMF.* The Civilian Personnel Master File, maintained at HQDA, that contains an automated record for each covered employee.

*g. EEOMF.* The Equal Employment Opportunity Master File, maintained at HQDA, that contains an automated record for each covered employee belonging to one of the reportable minority groups identified in table A-11.

*h. Master files.* The CPMF and EEOMF.

*i. LWOP.* Leave without pay for continuous periods longer than 30 days.

*j. RTD.* Return to duty from a nonpay status.

*k. Input transaction.* The punched cards or card images prepared from documents created by the CPO and forwarded to HQDA as the means of adding, changing, or deleting an employee's record on the CIVPERSINS-I master file.

**1-4. Objective.** The objective of this regulation is to prescribe procedures for the maintenance of civilian personnel data in automated files at HQDA to provide—

*a.* Statistics in support of the equal employment opportunity program.

*b.* Official strength accounting data and other statistical information needed in support of selected recurring and one-time re-

port requirements of the Civil Service Commission, Office of Secretary of Defense, HQDA, major Army commands, and other Federal agencies.

**1-5. Responsibilities.** *a.* HQDA will—

(1) Prescribe procedures for operating the system, monitor the operation of the system, and develop and approve changes to enhance the system.

(2) Maintain the master files at HQDA and approve, produce, and monitor reports generated from the file.

*b.* Major intermediate commands will—

(1) Exercise intracommand monitorship of the operations of the system.

(2) Assure that all reportable personnel actions on their employees are reported in this system. This includes all employees assigned to independent units and activities reporting directly to the headquarters but serviced by nonArmy civilian personnel offices.

(3) Assure that adequate and timely support is provided the civilian personnel offices as regards data reduction, data transeiving, and data receiving.

*c.* Servicing civilian personnel offices at installation/activity level will—

(1) Report to HQDA the civilian personnel actions required by this regulation for all employees within their area of servicing responsibility.

(2) Insure the timeliness and accuracy of data reported to HQDA.

**1-6. Communications with HQDA.** *a.* All inquiries, suggestions and problems related to the CIVPERSINS-I system will be referred to the proponent agency of this regulation. Informal discussions may be conducted via

telephone by calling any of the telephone numbers printed at the top of the Status and Reconciliation report (chap. 5).

*b.* All problems or questions relating to the functional (i.e., civilian personnel management) aspects of the system will be referred to HQDA (DAPE-CPR) through command channels.

**1-7. Deviations.** Deviations from the provisions of this regulation require prior approval of HQDA. Requests for deviations will be processed and submitted through command channels to the proponent agency of this regulation.

**1-8. Relationship of CIVPERSINS-I to CIVPERSINS-II and -III.** *a.* CIVPERSINS-II is reserved for an automated, standard civilian personnel system yet to be designed to support the information needs of the major and intermediate commands.

*b.* CIVPERSINS-III, currently under development, will be an automated, standard civilian personnel system developed and designed primarily to support the day-to-day operational functions of the servicing civilian personnel offices. It provides the means for meeting the statistical and personnel action processing requirements for operating civilian personnel offices, as well as fulfilling report requirements of higher authority. This system automatically provides input to HQDA for the CIVPERSINS-I master files and the Civil Service Commission; therefore, as CIVPERSINS-III is implemented in direct support of civilian personnel offices, the provisions of this AR will not apply. A separate AR pertaining to that system will be published in conjunction with the CIVPERSINS-III implementation schedule.

## CHAPTER 2

### SYSTEM INPUT REQUIREMENTS

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#### Section I. GENERAL

**2-1. System concept.** *a.* CIVPERSINS-I encompasses all procedures, methods, processes, and techniques utilized from the collecting and coding of personnel input data at the installation/activity level to the creation of output reports from the master files maintained at HQDA.

*b.* The system requires reporting of selected data elements from personnel records maintained at the installation/activity servicing CPO direct to HQDA through the use of punched cards or card images and AUTODIN, airmail, or courier services.

*c.* Five different card formats are used to carry the data elements needed to establish, update, and delete an employee's record in the HQDA master files.

*d.* At HQDA the input data are edited and updated to the master files. Errors detected during this process are returned to the installations and activities, along with error followup notices and other system maintenance information.

*e.* The master files are used to fulfill the objectives of this regulation (para 1-4).

**2-2. Data element descriptions.** *a.* The tables in appendix A contain descriptions of each of the data elements utilized in CIVPERSINS-I. These descriptions are provided for the use of the CPO staff member responsible for preparing input transactions to update the HQDA master files and for correcting errors detected by HQDA.

*b.* All data element descriptions include one or more of the following:

(1) *Definition.* A short definition of the data element.

(2) *Field.* The size of the data element (i.e., the number of characters permitted). And, the type of characters permitted (alphabetic only, numeric only, or alphanumeric (combination of alphabetic and numeric)).

(3) *Source.* Origin of the data element.

(4) *Values.* Authorized values and their meanings (e.g., \$9,753) acceptable in CIVPERSINS-I.

(5) *Codes.* Authorized codes (e.g., GS) which are acceptable in CIVPERSINS-I and their meanings.

(6) *Card 5 NOA.* Nature of action (NOA) code used in a card 5 to correct or change a single data element.

(7) *Remarks.* Additional explanatory remarks.

(8) *Examples.* Explanation of how to code some of the data elements.

**2-3. Compatibility of data elements.** *a.* Certain data elements in CIVPERSINS-I are uniquely related and therefore must be compatible in the HQDA master files; i.e., they must be in agreement. For example, if an employee's record has a type of appointment code of 20 then the employee tenure code must be 3 and the position occupied code must be 1 (table 2-1).

*b.* For the purpose of this regulation these unique data element relationships (groupings) are called "data chains." Currently, the following five data chains have been established and are utilized in computer programs at HQDA to detect incompatible data elements:

(1) *Appointment status.* Includes three data elements: type of appointment, em-

ployee tenure, and position occupied. (See table 2-1 for compatible combinations.)

(2) *Function designator/command code.* Includes two data elements—function designator and command code. Represents the relationship between the type of appropriation (funds) from which the employee is paid and the authorization command. (See table 2-2 for compatible combinations.)

(3) *Pay data.* Includes seven to nine data elements, depending on pay plan. (See table 2-3 for acceptable values/codes or range of values/codes.)

(4) *Command code/unit identification code (UIC).* Reflects the relationship between each command code and the UIC. This information is available from the local TDA's, or as prescribed by higher command.

(5) *Submitting office number (SON)/GSA location code.* Represents the relationship between the SON and the first two positions of the General Services Administration location code (State or foreign country). Each CPO will maintain a record of each separately identifiable GSA location code at which employees serviced by the CPO are located. Any change, addition or deletion of a Location Code will be reported promptly to the proponent agency of this regulation by telephone, message, or airmail letter.

c. When submitting input transactions to HQDA, the compatibility of data elements must always be considered. Additionally, whenever one or more of the data elements in a chain are updated or corrected, each of the data elements in that chain must be reviewed in relation to each other to insure compatibility. In many instances, a change to one data element in a data chain requires a change to other data elements in the same chain (e.g., a grade change normally requires a step and salary change).

**2-4. Input card formats.** CIVPERSINS-I requires the use of punched card (or card image) input. The following card formats are currently used to carry the input transactions to HQDA:

a. Cards 1 and 2 are used to establish an employee record on the CPMF. (See formats in tables 2-4 and 2-5.)

b. Card 3 is used to carry the minority group designator (MGD) code to establish or change an employee record on the EEOMF. (See format in table 2-6.)

c. Card 4 is used to submit multiple changes and/or corrections to previously established records on the CPMF. (See format in table 2-7.)

d. Card 5 (format in table 2-8) is used to—

(1) Change or correct single data elements in the CPMF.

(2) Submit losses from the Army, extended LWOP, and RTD actions to HQDA.

(3) Cancel accessions (AA) to the Army.

(4) Cancel losses (LL) from the Army, provided the loss cancellation action is received at HQDA within 120 days after submission of the loss action being cancelled.

(5) Submit monthly work status notification on intermittent employees.

(6) Submit departure notices (NOA 935MM) for Army employees who will be serviced by another CPO.

**2-5. Nature of action (NOA) codes.** a. CIVPERSINS-I utilizes a 5-digit NOA code. The first three positions reflect a standard NOA code as specified in FPM Supplement 296-31 or a unique CIVPERSINS-I NOA identified in this regulation. The last two positions of the NOA identify the broad classifications of personnel actions and are used primarily for strength accounting. The basic NOA suffix codes and a brief explanation of each classification they represent are as follows:

<i>Basic NOA suffix code</i>	<i>Explanation</i>
AA -----	A gain (accession) to DA strength by appointment, reinstatement, return to duty, or transfer from other Federal Agencies.
LL -----	A loss (separation) to DA strength by actions such as resignation, retirement, reduction-in-force, termination, extended suspension and LWOP, and transfer to other Federal agencies.
CC -----	A movement within DA from one CPO, UIC and or command to another by reassignment, promotion, conversion, or other action. Code CC actions do not affect HQDA strength, except

When a CC action is processed on an employee in a loss or nonpay status; CC actions do affect strength of a command and/or organizational unit, and/or CPO.

SS ----- A change to an employee's record when no movement action is involved (i.e., the change is NOT the result of movement from an employee's servicing CPO, organizational unit or command). Code SS actions do NOT affect CPO, unit, command or DA strength.

MM ---- A notification informing HQDA of an employee movement to another servicing CPO. Code MM actions are reported by the losing CPO only (table 2-9). They have NO effect on strength, but are used by HQDA to control movement actions pending receipt of a code CC action from the gaining CPO.

b. The table in appendix B contains NOA codes acceptable to CIVPERSINS-I. All personnel actions containing one of these NOA codes must be reported to HQDA. The table is arranged in NOA code sequence to assist the CPO staff in matching the three-digit NOA code to the proper two-position suffix (a above). Also shown in the table is the type of card to be used in reporting the personnel

action to HQDA and the proper suffix code and type of card to be used in cancelling previously submitted transactions.

c. Some of the Civil Service Commission three-digit NOA codes are not used in CIVPERSINS-I and thus are not included in APPENDIX B because—

(1) They have no effect on personnel strength (i.e., 7600, 761, 769, 830, 840, 852 and 870).

(2) They should not be used in preparing an SF 50 (Notification of Personnel Action) (i.e., 181, 371).

(3) They do not affect the CIVPERSINS-I data elements (i.e., 794, 881, 887 and 902).

(4) The action (i.e., 001—cancellation; 002—correction; and 003—Amendment) is coded differently in CIVPERSINS-I. (See tables 2-9 and 2-10 for CIVPERSINS-I cancellation procedures.)

d. To provide for updating individual CIVPERSINS-I data elements not covered by established Civil Service Commission codes, additional NOA codes have been established in the 900 series by HQDA for exclusive use in CIVPERSINS-I. These new NOA codes are included in appendix A and B. They will not be used for preparing SF 50. Only codes contained in FPM Supplement 296-31 are authorized for SF 50 use.

## Section II. PREPARATION OF INPUT TRANSACTIONS

**2-6. General.** a. Table 2-9 provides complete and detailed instructions for preparing CIVPERSINS-I input transactions. These instructions are organized by the following major CIVPERSINS-I reporting categories.

- (1) Accessions (gains) to the Army.
- (2) Minority group designator (MGD) reporting.
- (3) Losses (separations) from the Army. (Including movements to NGB technician positions.)
- (4) Servicing CPO changes.
- (5) Movement actions.
- (6) Nonmovement change actions.
- (7) Nonpay status and return-to-duty (RTD) actions.

(8) Monthly work status notifications for intermittent employees.

(9) Cancelling previously submitted transactions (general).

b. Table 2-10 contains detailed instructions for preparing cancellations of any input transactions already submitted to HQDA. Instructions are categorized as follows:

- (1) Accessions to the Army.
- (2) MGD submissions.
- (3) Losses from the Army.
- (4) Servicing CPO changes (submitted by losing CPO).
- (5) Card 4 CC and SS actions.
- (6) Card 5 SS actions.
- (7) Nonpay status and RTD actions.

c. When a personnel action occurs that affects the serviced strength of the CPO or changes one or more of the CIVPERSINS-I data elements (app A), the action must be reported to HQDA in the prescribed card formats (tables 2-4 through 2-8). Normally, these actions are documented on an SF 50 or a DA Form 2515 (Payroll Change Slip). These forms are the principal sources of input data for CIVPERSINS-I. In certain instances, however, a CIVPERSINS-I data element may change because of other factors (e.g., when HQDA establishes a new career program, an SF 50 or equivalent document is usually not issued for affected employees, yet the career program code will change for these employees and must be reported to HQDA).

d. When preparing cards 1, 2, and 3, all data elements must be included in the proper columns. The requirement for additional data elements in cards 4 and 5 depends on

the nature of the personnel action. Cards 4 and 5 must contain, as a minimum, the following six mandatory control elements:

- (1) Card type
- (2) SSN
- (3) Employee's name (five positions)
- (4) NOA Code
- (5) Effective date of action (EDOA)
- (6) SON

**2-7. Worksheets.** For use in collecting, coding, punching, and verifying reportable data elements, DA Form 3788-1-R (CIVPERSINS-I Transcript Worksheet—Cards 1 and 2), DA Form 3788-2-R (CIVPERSINS-I Transcript Worksheet—Minority Group Reporting), DA Form 3788-3-R (CIVPERSINS-I Transcript Worksheet—Card 4), and DA Form 3788-4-R (CIVPERSINS-I Transcript Worksheet—Card 5) will be used. DA Forms 3788-1-R through 3788-4-R (figs. 2-1A thru 2-1D) will be reproduced locally on 8- by 10<sup>1</sup>/<sub>2</sub>-inch paper.

### Section III. MASS CHANGES MADE AT HQDA

**2-8. General.** CIVPERSINS-I has the capability of making mass changes to selected data elements in CPMF records instead of submitting an individual transaction for each employee affected. This section prescribes procedures and gives the criteria to be used by a civilian personnel office in determining whether a mass change at HQDA is appropriate, and if so, how to submit a request for the mass change.

**2-9. Criteria for mass changes.** a. The mass change must involve a minimum of 100 CPMF records.

b. Mass changes are normally restricted to the following five data elements: salary, UIC, command code, GSA location code, and SON. However, mass changes can be made to any data element except SSN, name, date of birth and service computation date when justified.

**2-10. Requesting mass changes.** a. Requests will be submitted in writing to HQDA (DAPC-PSY), 200 Stovall St., Alexandria, VA 22332. (See fig. 2-2 for sample letter.)

b. Requests will contain the complete criteria required to make the change as well as the EDOA, NOA, approximate number of records to be changed and the justification for the change.

c. A copy of the document necessitating mass pay changes will accompany the request, e.g., Locality Wage Schedule. In Other instances, citation to documents (e.g., TDA, General Order, USCSC issuance) will suffice to support the request.

**2-11. Information required.** The following additional information is required for each type of mass change.

a. *UIC.* Include the command code, the UIC currently in the CPMF records to be changed (old UIC), and the UIC to be placed in the records (new UIC).

b. *Command code.* Include both the old and new command codes. If only a portion of a command is to be changed, identify specifically, by UIC(s), that portion to be changed.

c. *SON.* Include both the old and new submitting office numbers. Also, if only a por-

tion of the SON records are to be changed from one SON to another, sufficient additional information must be given to clearly identify the records to be changed. Normally this includes the UIC, command code, and GSA location code of the records to be changed.

*d. Salary—General Schedule positions.* Upon Presidential and/or Congressional action to increase the salaries for General Schedule positions—

(1) HQDA will automatically update the salary in each CPMF record containing a pay plan of GW or GS and a pay rate determinant of 0, 7, or 8. Thus, a mass salary change request for these records is not necessary. (An announcement will be made by HQDA regarding date of mass change at HQDA.)

(2) HQDA will take *no* action to automatically update CPMF records with pay plan GS or GW and a pay rate determinant of 1, 2, 3, 4, 5 or 6, or when the pay data elements are incomplete. For these records the installation or activity must submit a card 4 or 5 to change the salary of each record.

*e. Salary—Federal Wage System (FWS) locality wage increases.*

(1) This applies only to records of employees paid regular rates reflected on FWS Regular Wage Rate Schedules. The pay rate determinant must be 0 and the pay plan must be WG, WL, or WS.

(2) The request to HQDA must include the geographic coverage of the wage grade

salary increase (i.e., GSA location code) if the increase does not apply to all employees covered by that pay schedule and serviced by that CPO. If the locality increase applies to all covered pay plans serviced by that CPO, a statement to that effect will be adequate. There may be other criteria peculiar to the implementation of the new schedule which may require the use of other data elements (such as command code and UIC) in the CPMF record. If so, include the information in the request.

(3) Attach a copy of the new FWS Regular Wage Rate Schedule.

(4) It is emphasized that HQDA will *not* change the records of wage grade personnel who do not meet the mass change criteria. The records of wage grade personnel currently serving in "saved" or "retained" rates cannot be changed by HQDA. These records must be changed by timely submission of individual transactions by the CPO.

**2-12. Verification of mass changes.** Upon completion of the requested mass change action, the letter requesting the mass change will be endorsed by MILPERCEN and returned to the originating installation or activity with a listing of the computer-generated transactions used to effect the mass change. The listing may be used to insure proper coverage, particularly when wage adjustments are made by both HQDA and the civilian personnel office.





CIVPERSINS-I TRANSCRIPT WORKSHEET - CARD 4

For use of this form, see AR 680-330; proponent agency is MILPERCEN.

CARD CODE 4 CC 1	SOCIAL SECURITY NUMBER CC 2	NAME (5 POSITIONS) CC 11	NATURE OF ACTION CODE CC 16	EFFECTIVE DATE OF ACTION CC 21	EMPL TENURE CC 27	WORK SCHEDULE CC 28	POS TENURE CC 29
PAY PLAN CC 30	OCC SERIES CC 32	FUNCTIONAL CLASS CC 36	GRADE/LEVEL CC 38	STEP/RATE CC 40	PAY BASIS CC 47	PAY RATE DETER CC 49	
COMMAND CODE CC 50	UNIT ID CODE CC 52	GSA LOCATION CODE CC 58	FUNC DESIG CC 67	POS OCC CC 68	CAREER PROG CC 71	SUBMITTING OFFICE NUMBER CC 73	

CARD CODE 4 CC 1	SOCIAL SECURITY NUMBER CC 2	NAME (5 POSITIONS) CC 11	NATURE OF ACTION CODE CC 16	EFFECTIVE DATE OF ACTION CC 21	EMPL TENURE CC 27	WORK SCHEDULE CC 28	POS TENURE CC 29
PAY PLAN CC 30	OCC SERIES CC 32	FUNCTIONAL CLASS CC 36	GRADE/LEVEL CC 38	STEP/RATE CC 40	PAY BASIS CC 47	PAY RATE DETER CC 49	
COMMAND CODE CC 50	UNIT ID CODE CC 52	GSA LOCATION CODE CC 58	FUNC DESIG CC 67	POS OCC CC 68	CAREER PROG CC 71	SUBMITTING OFFICE NUMBER CC 73	

THIS FORM, TOGETHER WITH DA FORMS 3788-1-R, 3788-2-R, 3788-4-R, AND 3788-8-R, 1 FEB 74, REPLACE DA FORM 3788-R, 1 OCT 71.

DA FORM 3788-3-R, 1 Feb 74

(Trim size, 8" x 10 1/2" - Image size, 9-3/8" x 7-3/8")

PREPARED BY \_\_\_\_\_ SIGNATURE INITIALS \_\_\_\_\_

REVIEWED BY \_\_\_\_\_ SIGNATURE INITIALS \_\_\_\_\_

Figure 2-1C



1 April 1974

(Office Symbol)

(Date)

SUBJECT: Request for Mass Salary Change

HQDA (DAPC-PSY)  
200 Stovall Street  
Alexandria, VA 22332

1. Reference section III, chapter 2, AR 680-330.
2. It is requested that each record in the CPMF which meets the following criteria be converted to the appropriate salary rate contained in the attached FWS Regular Wage Rate Schedule:
  - a. SON code is 7991.
  - b. GSA location codes are 17-7470-161, 19-0230-169, 19-1120-057, and 19-5740-157.
  - c. Pay plans are WG, WL, and WS.
  - d. Pay rate determinant code is  $\emptyset$ .
  - e. Command codes are M1, M2, and M6.
3. The following additional information is provided for this mass conversion.
  - a. EDOA is 1 January 1974.
  - b. NOA is 923SS.
  - c. Approximate number of records to be changed is 250.

1 Incl  
as

(Signature and  
signature block)

*Figure 2-2. Sample letter of request for mass change.*

**Table 2-1. Appointment Status Data Chain**

(See App A for data element descriptions.)

<i>If Type of Appointment Is</i>	<i>Then Employee Tenure Must Be</i>	<i>And Position Occupied Must be</i>
10	1 or 2	1
11	2	1
20	3	1
30	0	1
31	3	1
40	3	1
50	3	1
60	3	1
61	0	1
62	3	1
66	3	1
70	1 or 2	2
71	0 or 3	2
72	3	2
73	2	2
75	2	2
76	2	2

*Example.* If type of appointment is 11, then employee tenure must be 2 and position occupied must be 1.

**Table 2-2. Function Designator/Command Code Data Chain**

(See App A for data element descriptions.)

<i>If Function Designator Is</i>	<i>Then Command Code Must Be</i>
1	Any valid command code
2	CE only
3	CE, SF, P2
5	CE only

*Example.* If the function designator is 2, then the command code must be CE.

TABLE 2-3. PAY DATA CHAIN

IF THEN PAY OCCUPATIONAL PLAN SERIES IS MUST BE	(NOTE 1)	(NOTE 2) AND GRADE OR LEVEL MUST BE	(NOTE 2) AND STEP OR RATE MUST BE	(NOTE 3) AND PAY BASIS MUST BE	(NOTE 4) AND SALARY MUST BE	AND PAY RATE DETERMINANT MUST BE	AND FIRST 2 POSITIONS OF GSA LOCATION CODE MUST BE	AND SCHEDULE MUST BE	NOTES
	1702	00	00	SY	05105-06100	0 ONLY	ALPHA ONLY	F or P	EDUCATIONAL AIDS
	0001	01-05	01-15	.SY	07375-18515	0 ONLY	ALPHA ONLY	F or P	FULL OR PART-TIME SCHOOL TEACHERS
AD	THRU	00	00	PD	00029	0 ONLY	ALPHA ONLY	P or I	PART-TIME AND INTERMITTENT SCHOOL TEACHERS
	2199	00	00	PS	00015-00050	0 ONLY	ALPHA OR NUMERIC	I	CHAPLINS - INTERMITTENT
		00	00	PA	17160-25310	0 ONLY	36 ONLY	F	WEST POINT TEACHERS/PRINCIPAL
		00	00	PH	00230-01500	0 ONLY	NUMERIC ONLY	F or P	CLINICAL CLERKS, ARMY HOSP.; PL 91-606, et al.
		00	00	PM	00820-01761	0 ONLY	36 ONLY	F	TEACHERS, WEST POINT M. A.
GS	0001 THRU 2199	01-15	01-10	PA		0 THRU 8			GENERAL SCHEDULE (GS) PAY PLAN EMPLOYEES (INCLUDES BOTH REGULAR AND SPECIAL RATES).
&		16	01-09	PA	SALARY	0 THRU 8			
GC	0000 THRU 9999	17	01-05	PA	IS IAW	0 THRU 8			US ARMY SECURITY AGENCY EMPLOYEES ONLY (INCLUDES NSA) COMMAND CODE "AS".
		18	01	PA	CURRENT	0 ONLY	A		
GW	0001 THRU 2199	01-05	01-10	PA	GS TABLE	0 ONLY	P L I C		STUDENT AID
EC	0001 THRU 2199	00	00	PD	00025-00150	0 ONLY	A B L E		EXPERTS AND CONSULTANTS
		00	00	WC	00000	0 ONLY			
EX	0001 THRU 2199	01-05	00	PA	36000-42500	0 ONLY			EXECUTIVE PAY ACT (PERTAINS TO SON 2320 ONLY).

IF PLAN IS	(NOTE 1) THEN OCCUPATIONAL SERIES MUST BE	(NOTE 2) AND GRADE OR LEVEL MUST BE	(NOTE 2) AND STEP OR RATE MUST BE	(NOTE 3) AND PAY BASIS MUST BE	(NOTE 4) AND SALARY MUST BE	AND PAY RATE DETERMINANT MUST BE	AND FIRST 2 POSITIONS OF WORK GSA LOCATION SCHEDULE CODE MUST BE	AND POSITIONS OF WORK GSA LOCATION SCHEDULE CODE MUST BE	NOTES
FC	0001 THRU 2199	01 02 03-12	01-03 01-07 01-10	PA PA PA	36000 30985-36000 06882-31916	Ø ONLY Ø ONLY Ø ONLY	N O T		AID FUNDS (pertains to SON 3300 only)
SR	0301 ONLY	00	00	PA	07500	Ø ONLY	N		CORPS OF ENGINEERS only
ST	0001 THRU 2199	00	00	PA	31203-36000	Ø ONLY	O		10 U.S.C. 1581 POSITIONS (formerly PL313)
WG	2501 AND UP	01-15	01-05	PH	00160-01500	0,1,3 THRU 7	T		PAID FROM NON SUPERVISORY F.W.S. SCHEDULE
WK	2501 AND UP	01-15	01-05	PH	00160-01500	0,1,3 THRU 7	P		PAID FROM NON SUPERVISORY HOPPER DREDGE SCHEDULE
WL	2501 AND UP	01-15	01-05	PH	00160-01500	0,1,3 THRU 7	P		PAID FROM F.W.S. LEADER SCHEDULE
WJ	2800-2999 5900-5999 or 7400-7499	01-11 12-16	01-05 00-03	PH PH	00160-01500 00160-01500	0,1,3 THRU 7	I C A		PAID FROM SUPERVISORY HOPPER DREDGE SCHEDULE
WB	2501 AND UP	00-00 01-15	00-12 01-05	PH PH	00125-01500 00125-01500	0,1,3 THRU 7	B L E		PAID FROM NON SUPERVISORY WAGE SCHEDULES NOT CONVERTED TO F.W.S. (INCLUDES APPRENTICES & O/S YOUTH)
WD WN	2500 AND UP	01-11 01-09	01-05	PH	00160-01500	0,1,3 THRU 7			CURRENTLY RESTRICTED TO SON 2083

IF PAY PLAN IS	(NOTE 1) THEN OCCUPATIONAL SERIES MUST BE	(NOTE 2) AND GRADE OR LEVEL MUST BE	(NOTE 2) AND STEP OR RATE MUST BE	(NOTE 2) AND PAY BASIS MUST BE	(NOTE 3) AND SALARY MUST BE	AND PAY RATE DETERMINANT MUST BE	AND FIRST 2 POSITIONS OF WORK CSA LOCATION CODE MUST BE	AND FIRST 2 AND WORK SCHEDULE MUST BE	NOTES
WM	2800-2999 5300-5399 5700-5799 5900-5999 or 7400-7499	00-00	00-00	PH	00300-01500	0,1,3 THRU 7	N O T	N O T	PAID FROM MARITIME PAY SCHEDULES
WP	4400-4499	01-34	01-05	PH	00160-01500	0,1,3 THRU 7	A	A	PAID FROM PRINTING AND LITHOGRAPHIC SCHEDULES
WS	2501 AND UP	01-19	01-05	PH	00160-01500	0,1,3 THRU 7	L	L	PAID FROM F.W.S. REGULAR SUPERVISORY SCHEDULES
WW	2501 AND UP	01-15	00-05	PH	00160-01500	Q ONLY	I	I	STUDENT AID
YV	3506 ONLY	00	00	PH	00160-00250	O ONLY	C A	C A	SUMMER AID EMPLOYEES VALID DURING MAY-SEPTEMBER OF EACH YEAR
YW	3506 ONLY	00	00	PH	00160-00250	O ONLY	B L E	B L E	STUDENT AID, WORK SCHEDULE LIM- ITED TO PART-TIME AND INTERMITTENT DURING SCHOOL YEAR.
CZ	0001 THRU 2199	01-15 16 17 18	01-10 01-09 01-05 01	PA PA PA PA	03328-36000 03328-36000 03328-36000 03328-36000	0,1,3 OR 6 0,1,3 OR 6 0,1,3 OR 6 0,1,3 OR 6	F, P or I PQ ONLY	F, P or I PQ ONLY	NON-MANUAL POSITIONS SUBJECT TO THE CANAL ZONE MERIT SYSTEM (CZMS) IN EXCEPTED SERVICE

IF PAY PLAN IS	(NOTE 1) THEN OCCUPATIONAL SERIES MUST BE	(NOTE 2) AND GRADE OR LEVEL MUST BE	(NOTE 2) AND STEP OR RATE MUST BE	(NOTE 3) AND PAY RASTS MUST BE	(NOTE 4) AND SALARY MUST BE	AND PAY RATE DETERMINANT MUST BE	AND FIRST 2 POSITIONS OF WORK GSA LOCATION SCHEDULE CODE MUST BE	AND POSITIONS OF WORK MUST BE	NOTES
	0081 ONLY	02	01-1-0	PA	10000-99999	0,1,3 OR 6	P		FIRE PROTECTION INSPECTION POSITION SUBJECT TO CZMS IN THE EXCEPTED SERVICE
SZ	2501 AND UP	00	00	PH	001100-00999	0,1,3 OR 6	Q		APPRENTICES & LEARNERS IN WAGE GRADE TYPE POSITIONS SUBJECT TO THE CZMS IN THE EXCEPTED SERVICE
	0001 AND UP	00	00	PH	001100-00999	0,1,3 OR 6	L		SUMMER AID/STAY-IN-SCHOOL EMPLOYEES SUBJECT TO CZMS IN THE EXCEPTED SERVICE
WZ	2501 AND UP	01-1-9	01-05	PH	00160-01200	0,1,3 OR 6	Y		MANUAL POSITIONS SUBJECT TO CZMS IN THE EXCEPTED SERVICE

EXAMPLE. If pay plan is "EX", the occupational series must be in the 0001-2199 range, the grade or level must be 01-05, the step or rate must be 00, the pay basis must be PA, and the salary must be in the range of \$36,000 - \$42,500.

NOTES. 1a. All numbers within a given occupational series range are not necessarily valid. See CSC Handbook of Occupational Groups and Series of Classes or the Handbook of Blue-Collar Occupational Families and Series to determine which codes are valid.

1b. If pay plan is GS and occupational series is 0510, and the grade or level is 05-07, then the pay rate determinant must be six (6) and the salary must be IAW FPM chapter 530.

2. If grade is 00, then step must also be 00 (except Pay Plan "EX" and "WB").

3. Salary for "PD" (per diem) pay basis must be dollars only. Round dollars and cents of the actual salaries off to the next highest dollar for this system only.

4. For the GS and GW pay plans with pay rate determinants "0", "5", "6", "7" or "8", match the corresponding grade, step and salary on applicable General Schedules.

**Table 2-4. Format for Card 1**  
(See App A for data element descriptions.)

<i>Line No.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card Type	1	Enter a 1.
2	SSN	2-10	
3	Employee's full name	11-37	Sequence: last, first, and middle name.
4	NOA code	38-42	
5	Effective date of action	43-48	
6	Sex	49	
7	Date of birth	50-55	
8	Citizenship	56	
9	Veterans preference	57	
10	Employee tenure	58	
11	Service computation date	59-64	
12	Physical handicap	65-66	
13	Work schedule	67	
14	Position tenure	68	
15	Pay plan	69-70	
16	Occupational series	71-74	
17	Functional classification	75-76	
18	Blank	77-80	Reserved for HDQA use only.

**Table 2-5. Format for Card 2**  
(See App A for data element descriptions.)

<i>Line No.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 2.
2	SSN	2-10	
3	Name	11-15	Enter first 5 positions of the name entered in card 1. See remarks in table A-12 for coding instructions.
4	Grade or level	16-17	
5	Step or rate	18-19	
6	Salary	20-24	
7	Pay basis	25-26	
8	Pay rate determinant	27	
9	Command code	28-29	
10	UIC	30-35	
11	GSA location code	36-44	
12	Function designator	45	
13	Position occupied	46	
14	Type of appointment	47-48	
15	Career Program	49-50	
16	SON	51-54	
17	Blank	55-80	Reserved for HQDA use only.

**Table 2-6. Format for Card 3**  
(See App A for data element descriptions.)

<i>Line No.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 3.
2	SSN	2-10	
3	MGD	11	
4	SON	12-15	
5	Blank	16-80	Reserved for HQDA use only.

**Table 2-7. Format for Card 4**  
(See App A for data element descriptions.)

<i>Line No.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 4.
2	SSN	2-10	
3	5 Positions of name	11-15	Enter first 5 positions of the name as recorded in the CPMF. See remarks in table A-12 for coding instructions.
4	NOA Code	16-20	
5	Effective date of action	21-26	
6	Employee tenure	27	
7	Work schedule	28	
8	Position tenure	29	
9	Pay plan	30-31	
10	Occupational series	32-35	
11	Functional classification	36-37	
12	Grade or level	38-39	
13	Step or rate	40-41	
14	Salary	42-46	
15	Pay basis	47-48	
16	Pay rate determinant	49	
17	Command code	50-51	
18	UIC	52-57	
19	GSA location code	58-66	
20	Function designator	67	
21	Position occupied	68	
22	Type of appointment	69-70	
23	Career program	71-72	
24	SON	73-76	
25	Blank	77-80	Reserved for HQDA use only.

**Table 2-8. Format for Card 5**  
 (See App A for data element descriptions.)

<i>Line No.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Enter a 5.
2	SSN	2-10	
3	Name	11-15	Enter first 5 positions of the name as recorded in the CPMF. See remarks in table A-12 for coding instructions.
4	NOA code	16-20	
5	Effective date of action	21-26	
6	SON	27-30	
7	Changed/corrected data element, when appropriate.	31-57	When used, data field must start in column 31.
8	Blank	58-80	Reserved for HQDA use only.

Table 2-9. Instructions for Reporting CIVPERSINS-I Input Transactions

Reporting category	Actions reported	Instructions
Accessions (gains) to the Army (includes movements from NGB technician positions).	Any official personnel action that increases the strength of the DA, including appointments, reinstatements, and transfers from other Federal agencies.	<ul style="list-style-type: none"> <li>a. Requires submission of cards 1 and 2 and, if appropriate, card 3 to HQDA, using NOA codes shown in appendix B. (See reporting category MGD below for instructions on preparing card 3.)</li> <li>b. All data elements must be coded according to specifications given in appendix A.</li> <li>c. The effective date must be the date of accession.</li> </ul>
Minority group designator (MGD) reporting.	<p>See table A-11 for the MGD codes to be reported to HQDA.</p> <p><i>Note.</i> MGD code 7 is not required.</p> <p><b>CAUTION:</b> Submit Card 3 (if applicable) on employees transferring from Hawaii, Guam and Puerto Rico.</p>	<ul style="list-style-type: none"> <li>a. Use card 3 for reporting both additions and changes of the MGD code to HQDA.</li> <li>b. The Civilian Personnel Office is responsible for submitting current minority group data to HQDA. In meeting this responsibility, requirements in FPM chapter 713, must be observed.</li> <li>c. Only the worksheet shown in figure 2-1B will be used to code and keypunch the MGD. The CPO is prohibited from keeping any record of minority designation; consequently, the installation/activity EEO officer and CPO must establish positive and clearly understood procedures for collecting the minority status and for insuring that card 3 is accurately coded, key-punched, and submitted.</li> <li>d. Specific arrangements will be made with the EEO official regarding possible uses, retention, and disposition of card 3 and MGD worksheet(s) after the data has been submitted to HQDA. For example a local EEO file may be maintained for each employee within the servicing jurisdiction of the CPO.</li> </ul>
Losses (separations) from the Army (including movements to NGB technician positions).	Any official personnel action that decreases the strength of the Army, such as resignations, separations, and terminations of Army employees. Not included are losses to installations/activities resulting from reassignments within DA.	<ul style="list-style-type: none"> <li>a. Requires submission of card 5 using NOA codes shown in appendix B.</li> <li>b. Only the six mandatory control elements (para 2-6d) need be reported.</li> <li>c. Losses effective at the close of business on the last day of the month will be submitted for the first update cycle of the succeeding month (e.g., a resignation effective 30 Nov 73 is a loss to strength on 1 Dec 73 and should be reported to HQDA for the mid-month Dec update cycle).</li> </ul>
Servicing CPO changes (by losing CPO)	A change of servicing CPO for any reason.	<ul style="list-style-type: none"> <li>a. The losing CPO will submit to HQDA a card 5 departure notice containing the NOA code 935MM, the other mandatory data elements (para 2-6d), and the SON (columns 31-34) of the gaining CPO, which can be found in appendix C.</li> </ul> <p>Any individual being transferred to USAEUR or USARPAC areas and the exact SON assignment is <i>unknown</i>, use the SON which services the major command headquarters. For HQ, US Army Europe and Seventh Army, use SON 2683 (Heidelberg Area, USTAS-</p>

Table 2-9—Continued

Reporting category	Actions reported	Instructions
Servicing CPO changes (by losing CPO)— Continued		<p>COMEUR). For United States Army, Pacific use SON 2273 (US Army, Hawaii).</p> <p>b. Notices should be submitted to HQDA in the cycle in which the effective date of action falls.</p> <p>c. Upon receipt of the notice, HQDA will transmit an information notice to the gaining CPO if a card 4 reassignment gain (CC) action was not received in the same cycle.</p>
Movement actions	Administrative or official personnel action that changes the employee's command, organizational unit, or SON designation.	<p>a. Requires submission of card 4, using the appropriate 3-digit NOA code and the CC suffix code.</p> <p>b. The CPO responsible for servicing the employee after the move will report these changes to HQDA.</p> <p>c. The card 4 CC action must contain the command code, UIC, and GSA location code, as well as the six mandatory control elements (para 2-6d). Of the remaining 15 data elements identified with a card 4, only those elements changed as a result of the reassignment action need be coded into the card 4 and submitted to HQDA.</p>
Nonmovement changes	All changes to CIVPERSINS-I data elements not resulting in a movement action. Includes any change that occurs while the employee remains in the same organizational unit serviced by the same CPO.	<p>a. May be reported on either card 4 or card 5, using an appropriate 3-digit NOA code and the NOA suffix code SS.</p> <p>b. If the SS change involves only one data element, use a card 5 to report the change to HQDA. Card columns 1-30 must contain the six mandatory control elements. The code or value of the single data element will then be entered starting in column 31. See appendix A for the appropriate NOA code used in changing single elements with card 5.</p> <p>c. If the SS change involves more than one data element, use a card 4, when the changed elements are included in the card 4 format (table 2-7). The six mandatory elements (para 2-6d), as well as the data elements to be updated, must be entered (See SF 50 or appendix B for applicable NOA code). An entry for command code and UIC is normally inappropriate for SS actions.</p> <p>d. Eight CIVPERSINS-I data elements can be changed only by submission of card 5—SSN, name, sex, date of birth, citizenship, veterans preference, service computation date, and physical handicap. The SSN and name are used for system control purposes and thus require special care when being changed.</p> <p>e. To change an SSN, enter in columns 2-10 of card 5 the old SSN as previously submitted and now appears on the CPMF. Then enter the new or corrected SSN in columns 31-39. Enter all other control elements in columns 11-30.</p>

Table 2-9—Continued

Reporting category	Actions reported	Instructions
Nonmovement changes— Continued		<p>f. To change a name, enter five positions of the old name as previously submitted and now appears on the CPMF in columns 11-15 of the card 5. Enter the new or corrected full name in columns 31-57 (begin in column 31). Enter all other control elements in the appropriate columns.</p>
Nonpay status and return-to-duty (RTD) actions.	Official personnel actions that place employees in a nonpay status for 31 or more days or return him to duty from a nonpay status.	<p>a. Card 5 is used to report these transactions. For nonpay status actions, use NOA suffix code LL; for RTD actions, use AA. Only the six mandatory control elements need to be reported. <i>Note.</i> See appendix B for applicable NOA code.</p> <p>b. Only one action (either going on nonpay status or RTD) can be reported on a single card 5 (e.g., if the SF 50 effecting the RTD also effects a nonmovement change, two reporting actions are required. The first action is a RTD on a card 5. The second separate action will require submission of another card 5 or card 4, as appropriate, to effect the nonmovement change).</p> <p>c. Receipt of a nonpay status action at HQDA will cause the employee's record to be excluded from strength accounting until the proper RTD action is received.</p>
Monthly work status notifications for intermittent employees.	A monthly work status notification must be submitted to HQDA for each intermittent employee who worked during each month.	<p>a. Card 5 is used to submit the report. Only the six mandatory control elements need to be reported.</p> <p>b. Use NOA code 932SS.</p> <p>c. For EDOA, enter month worked, last day of month worked, and year (e.g., 063073).</p> <p>d. Card 5 reports will be submitted with the regular input for the month-end update cycle.</p> <p>e. If an intermittent employee resigns at any time during the month after working one or more days during that month, a 932SS card 5 notification reflecting an EDOA of the last day of that month must be submitted to HQDA to assure accurate strength reporting.</p> <p>f. 932 actions will be counted in the month in which they are received at HQDA, regardless of the EDOA on the card 5.</p>
Cancelling previously submitted transactions (general).	Any action other than intermittent employment work status notifications which was submitted to HQDA and subsequently cancelled.	<p>a. If a personnel action is canceled before the CIVPERSINS-I input transaction has left the installation or activity for HQDA, no action is required other than discarding the input transaction being canceled</p> <p>b. If the input transaction has already been submitted to HQDA, a separate cancellation transaction (table 2-10) must be prepared and submitted to HQDA. The only exception is the intermittent employment report which cannot be canceled once it is submitted.</p>

Table 2-9—Continued

Reporting category	Actions reported	Instructions
Cancelling previously submitted transactions (general)—Continued		c. See appendix B for the proper combination of cancellation card type and NOA suffix code. d. See table 2-10 for specific instructions in preparing cancellation transaction.

Table 2-10. Instructions for Canceling CIVPERSINS-I Input Transactions

Input transaction cancelled	Instructions
Accessions to the Army (Not RTD actions).	<ol style="list-style-type: none"> <li>a. Submit a card 5. (see appendix B for NOA code). Card 5 will delete the previously established CPMF record and any matching EEOMF record.</li> <li>b. Complete all mandatory data elements in the card 5 (columns 1-30).</li> <li>c. The first four positions of NOA will be the same as the original transaction. The fifth position will carry a "Z" to identify the submission as a cancellation transaction.</li> <li>d. Use the same date as the EDOA in the action being canceled.</li> <li>e. Leave columns 31-80 blank.</li> </ol>
MGD submissions.....	<p>To change MGD code, only a card 3 containing the correct SSN, MGD code and SON is required. To delete a record from the EEOMF, the following procedure applies:</p> <ol style="list-style-type: none"> <li>a. Submit a card 5, using NOA code 933SS.</li> <li>b. Enter all mandatory control data elements.</li> <li>c. Use the current date as the EDOA.</li> <li>d. Leave columns 31-80 blank.</li> </ol>
Losses from the Army (Not nonpay actions).	<p>Cancellation of a loss action depends on the lapsed time since the erroneous loss action was submitted to HQDA.</p> <ol style="list-style-type: none"> <li>(1) If less than 120 days have lapsed, a card 5 is used with the appropriate NOA cancellation code (appendix B). All mandatory control data elements must be entered.</li> <li>(2) If 120 or more days have lapsed, prepare cards 1 and 2, and 3, if appropriate, and submit them to HQDA to restore the record on the CIVPERSINS-I master files. (See appendix B for NOA cancellation code.)</li> </ol>
Servicing CPO changes (Submitted by losing CPO).	Submit a card 5, using the NOA code 935MZ. Include only the mandatory control data elements (para 2-6d).
Card 4 CC and SS actions.....	<p>If a personnel action previously reported on a card 4 is canceled, submit a card 4, using the appropriate NOA cancellation code. To restore the employee's record to the proper status, also include all data elements that were changed by the original card 4.</p> <p><i>Note.</i> For CC actions resulting in a servicing CPO change, the former CPO will submit the cancellation action using an appropriate NOA and by completing all elements on the card 4 to assure complete and accurate restoration of the record.</p>
Card 5 SS actions.....	Submit a card 5 using appropriate NOA cancellation code and include the data element being restored, beginning in column 31.
Nonpay status.....	Submit a card 5, using the same NOA (280AA or 292AA) as the original action. This "return to duty" action will place the employee's record in an active status. Use the same EDOA as that used in the original RTD action.
Return to duty (RTD) action.....	Submit a card 5, using the same NOA (365 LL, 460LL, 470 LL, or 742 LL), as appropriate, and the same EDOA as that used in the original nonpay status action being canceled.

## CHAPTER 3

### SUBMISSION OF INPUT TRANSACTIONS TO HQDA

**3-1. General.** *a.* This chapter prescribes requirements and procedures for sending input transactions directly to HQDA.

*b.* Although written primarily on the basis that an AUTODIN station is readily available, this chapter also addresses the possibility that this service is not always available and that data submission via alternate means is necessary.

*c.* JANAP 128 and AR 680-6 prescribe overall instructions for transmitting data via AUTODIN; however, pertinent instructions have been extracted from these directives and are included in this chapter as a ready reference for preparing activities.

**3-2. Explanation of transmission terms.** For the purpose of this regulation, the following apply:

*a. AUTODIN (Automatic Digital Network).* A high-speed, common-user data communications network operated by the Defense Communications Agency.

*b. Control card.* A punched card (or equivalent 80 position field on magnetic tape) containing only transmission information used in processing and routing batches through the AUTODIN and MILPERCEN systems. Control cards do *not* contain actual personnel data.

*c. Transaction card.* A punched card (or equivalent 80 position field on magnetic tape) containing actual personnel data for personnel transactions. Transaction cards do *not* contain routing or transmission information.

*d. Batch.* A group of cards in one shipment. A batch cannot exceed 500 total records, of which four are control cards. One shipment can have multiple batches.

*e. AUTODIN header.* The first or leading control card of a batch.

*f. AUTODIN trailer (end-of-transmission).* The last or trailing control card of a batch.

*g. Text header.* The second control card of a batch, placed immediately behind the AUTODIN header.

*h. Text trailer.* The next-to-last control card of a batch. The text trailer contains the identical control information as the text header and is used to verify transaction card count.

**3-3. Preparing transactions for dispatch.** *a.* Transaction cards for each shipment will be divided into groups, not to exceed 496 transaction cards. They will then be consolidated with four control cards to form a batch. Two of the control cards (AUTODIN header and AUTODIN trailer) are required for AUTODIN transmission control and the other two (text header and text trailer) are utilized by MILPERCEN for operational control purposes.

*b.* The transaction and control cards will be sequenced as shown in figure 3-1.

*c.* Control card formats are shown in tables 3-1 through 3-4. DA Form 3788-8-R (CIVPERSINS AUTODIN/Text Header and Trailer Card Worksheet (fig. 3-2)) will be used for preparing these control cards. DA Form 3788-8-R will be reproduced locally on 8- by 10<sup>1</sup>/<sub>2</sub>-inch paper.

*Note:* When preparing control cards, all numeric digits will be right justified and preceding blanks will be filled with leading zeros (e.g., If the number of transaction cards in the batch is twenty-nine, card columns 49-53 of the text header and trailer records will be coded as 00029).

*d.* Transactions from two or more civilian

personnel offices having different SON's will *not* be merged for shipment to HQDA. Separate control cards will be prepared and used for each installation/activity submission.

**3-4. Dispatching transactions to HQDA.** *a.* Batched transactions, when submitted by AUTODIN, will be dispatched at least twice a month in sufficient time to arrive at HQDA not later than 1200 hours on the 5th and 15th workday of each month. Late arrivals, including AUTODIN error rejections, will be processed during the next regularly scheduled update.

*b.* When possible, transactions will be transmitted over AUTODIN to MILPERCEN whose routing indicator code is RUEWRHA. Under no circumstances will CIVPERSINS-I transactions be transmitted to any other terminal in the Washington, DC area.

*c.* Installations/activities which do not have available courier service to an AUTODIN terminal will transmit their input transaction either by US mail or messenger (para 3-5). Airmail will be used when transmission by AUTODIN cannot be accomplished because MINIMIZE is in effect or when equipment is malfunctioning and is expected to be down for more than 48 hours.

**3-5. Transactions submitted via US mail or messenger.** *a.* All batches of cards that must be mailed or handcarried to MILPERCEN will contain all four control cards. Civilian personnel offices that regularly mail or handcarry transactions to MILPERCEN will prepare AUTODIN header/trailer cards (para 3-3) as modified below:

(1) Originator's routing indicator code (cc 10-16). This will be the installation/activity four-digit SON plus the three alpha letters "RML". For example, the CPO assigned SON

2015 would enter the seven characters "2015RML" into cc 10-16.

(2) Station serial number (cc 17-20). A sequential four-digit number will be entered for each shipment in the same manner as the "Sequential shipment control number" (e.g., 0001, 0002, 0003, etc.).

*b.* Each shipment will be carefully prepared for mailing to prevent damage to the cards while in transit. DA Form 200 (Transmittal Record) (fig. 3-3) will be included in each shipment which will be addressed or handcarried to:

HQDA (DAPC-PSO-P)  
200 Stovall Street  
Alexandria, VA. 22332

*c.* In addition to the normal information required, DA Form 200 will also include the sequential shipment control number, SON, and total number of transaction cards.

*d.* When transactions must be mailed or handcarried because MINIMIZE is in effect or because AUTODIN equipment is malfunctioning, the mailing instructions as described above will apply except the regularly assigned originator's routing indicator code and station serial number will be used as though the batches were to be transmitted by AUTODIN. Transactions mailed or handcarried must also arrive at HQDA not later than 1200 hrs on the 5th and 15th workday of each month.

**3-6. Nonreceipt of transactions by HQDA.** When notified of nonreceipt of input transactions, the sending civilian personnel officer will request the AUTODIN terminal facility to initiate tracer action (para 4-1, AR 680-6). If unable to confirm transmission or if MILPERCEN's routing indicator code in columns 41-47 of the AUTODIN header card was incorrect, the transactions will be resubmitted immediately.

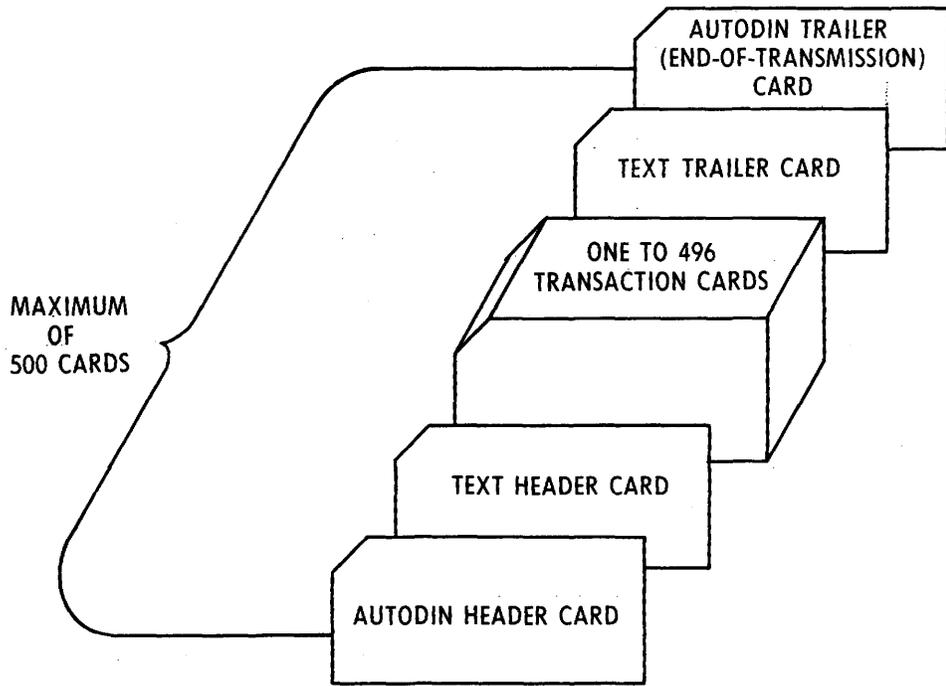


Figure 3-1. Structure of an AUTODIN batch



<b>TRANSMITTAL RECORD</b> For use of this form, see AR 18-7; the proponent agency is Office of the Assistant Vice Chief of Staff.			SECURITY CLASSIFICATION: <b>UNCLASSIFIED</b>		SHIPMENT NO: (SSCN)	
TITLE/FILE IDENTIFICATION  <b>CIVPERSINS Transactions</b>			AS OF DATE DAY MONTH YEAR		DATE OF SHIPMENT DAY MONTH YEAR	
AUTHORITY FOR SHIPMENT  <b>AR 680-330</b>			NO. OF RECORDS BEING TRANSMITTED		TYPE TRANSMISSION <input type="checkbox"/> PUNCHED CARDS <input type="checkbox"/> MAGNETIC TAPE <input type="checkbox"/> HARD COPY <input type="checkbox"/> OTHER	
REPORTS CONTROL SYMBOL (if any) <b>CSGPA-1103</b>	NO. BOXES	NO. ITEMS/REELS	METHOD OF SHIPMENT <input type="checkbox"/> REGULAR MAIL <input type="checkbox"/> REG MAIL REGISTERED <input type="checkbox"/> REG MAIL CERTIFIED <input type="checkbox"/> AIRMAIL <input type="checkbox"/> AIRMAIL REGISTERED <input type="checkbox"/> AIRMAIL CERTIFIED <input type="checkbox"/> PARCEL POST <input type="checkbox"/> RAIL EXPRESS <input type="checkbox"/> AIR EXPRESS <input type="checkbox"/> FREIGHT <input type="checkbox"/> AIRFREIGHT <input type="checkbox"/> COURIER <input type="checkbox"/> AIR COURIER			
SHIPPED TO:  <b>HQDA (DAPC-PSO-P)                  200 Stovall Street                  Alexandria, Va. 22332</b>			FOR MAGNETIC TAPE SHIPMENTS <input type="checkbox"/> TAPE HAS HEADER LABEL <input type="checkbox"/> DATA WRITTEN BEYOND END OF REEL REFLECTIVE SPOT TAPE MARK <input type="checkbox"/> PRECEDES <input type="checkbox"/> FOLLOWS HEADER LABEL RECORDS ARE <input type="checkbox"/> PACKED <input type="checkbox"/> FIXED <input type="checkbox"/> VARIABLE LENGTH PARITY IS <input type="checkbox"/> ODD <input type="checkbox"/> EVEN TAPE IS <input type="checkbox"/> SEVEN <input type="checkbox"/> NINE CHANNEL			
TYPED NAME AND TITLE OF SENDER			RECORDING MODE IS <input type="checkbox"/> BCD <input type="checkbox"/> EBCDIC <input type="checkbox"/> BINARY			
SIGNATURE OF SENDER			DENSITY	NO. OF TAPE MARKS	NO. CHARACTERS PER RECORD	NO. RECORDS PER BLOCK
<input type="checkbox"/> When checked here, acknowledgment of receipt is requested. Sign and return one copy of this transmittal to address below.			FOR MULTI-REEL FILES, LIST REEL NUMBERS, TOTAL BLOCKS EACH, AND FILE SEQUENCE (1 of 4, 2 of 4, ETC) (For multi-file reels, indicate no. files and records).			
REMARKS  <b>CIVPERSINS-I Cards:</b> a. Total Card Count _____ b. Transaction Card Count _____			Reel Numbers: _____ _____			
SIGNATURE OF RECEIVER		DATE RECEIVED				
SHIPPED FROM:			PERSON TO CONTACT			
SON: _____			TELEPHONE		TYPE COMPONENT USED	

Figure 3-3

Table 3-1. AUTODIN Header Card Format

<i>Line No.</i>	<i>Data field name</i>	<i>Card column</i>	<i>Information entered</i>
1	Precedence	1	R
2	Language media and format	2-3	CC
3	Classification	4	U
4	Content indicator code	5-8	ADCC
5		9	Leave blank.
6	Originator's routing indicator code	10-16	Note 1.
7	Station serial number	17-20	Note 2.
8		21	Leave blank.
9	Julian date	22-24	Note 2.
10	Time filed	25-28	Note 2.
11		29	Leave blank.
12	Total cards	30-33	Note 3.
13		34	High (12) punch.
14		35-38	UUUU
15		39-40	High (12) punch.
16	Addressee's routing indicator code	41-47	RUEWRHA
17		48	. (period)
18		49-80	Leave blank.

*Notes:*

1. This is the alphabetic code assigned to the servicing AUTODIN terminal. Obtain the code from that facility.
2. Obtain from the servicing AUTODIN terminal.
3. Enter the total number of cards in the batch, including control cards.

Table 3-2. Text Header Card Format

<i>Line No.</i>	<i>Data field name</i>	<i>Card column</i>	<i>Information entered</i>
1	Card identification	1-5	TXHDR
2	Reports control symbol	6-11	CIV-CC
3		12-40	Leave blank.
4	Sequential shipment control number (SSCN)	41-42	Note 1.
5		43-48	Leave blank.
6	Number of transaction cards in batch	49-53	Note 2.
7		54	Leave blank.
8	Batch number	55-57	Note 3.
9		58	Leave blank.
10	Number of batches in shipment	59-61	Note 4.
11		62	Leave blank.
12	Number of transaction cards for all batches included in shipment.	63-68	Note 5.
13		69	Leave blank.
14	Record indicator group	70	C
15		71	Leave blank.
16	SON	72-75	Note 6.
17		76	Leave blank.
18	Shipment control cycle	77-78	Note 7.
19	Record identification number	79	C
20		80	Leave blank.

*Notes:*

1. Starting with the number 01, each civilian personnel office will assign a sequential two-digit number to each shipment. The two-digit number is called the "sequential shipment control number (SSCN)". A single shipment may consist of one or more batches. After SSCN "99" is transmitted, the next SSCN will start over with 01 and continue with the next higher sequential number for each subsequent shipment.

2. Enter the total number of cards in the batch (excluding control cards). Maximum number permitted is 496.

3. Starting with the numeral 1, enter a sequential number for each batch being transmitted within the same SSCN. These batch numbers will begin anew with each shipment (e.g., shipment 01 with batch 001, 002; shipment 02, batch 001, 002, 003).

4. Enter the total number of batches being submitted under an SSCN.

5. Enter total number of transaction cards included in all batches for any one SSCN. *DO NOT* include control cards in this count.

6. Enter the four-digit SON of the servicing civilian personnel office.

7. Enter MM when transmitting transactions between the 5th and 15th *workday* of each month and ME when transmitting on other workdays.

**Table 3-3. Text Trailer Card Format**

<i>Line No.</i>	<i>Data field name</i>	<i>Card column</i>	<i>Information entered</i>
1	Card identification	1-5	TXTLR
2	-----	6-80	Same as for text header card (table 3-2).

**Table 3-4. AUTODIN Trailer Card (End-of-Transmission) Format**

<i>Line No.</i>	<i>Data field name</i>	<i>Card column</i>	<i>Information entered</i>
1	-----	1-38	Same as for AUTODIN header card (table 3-1).
2	-----	39-76	Leave blank.
3	Control element	77-80	NNNN

## CHAPTER 4

## ERROR, INFORMATION, AND FOLLOWUP NOTICES

## Section I. ERROR NOTICES

**4-1. General.** *a.* CIVPERSINS-I input transactions are edited at HQDA for accuracy, completeness, and compatibility of data elements before they are posted to the CPMF and EEOMF. Errors detected during the editing process cause automatic generation of error notices, which are transmitted to the submitting civilian personnel office for investigation, verification, and correction.

*b.* Error notices are identified by the number 6 in card column 1. To assist in identifying the input transaction that caused the error notice to be generated, the SSN, name, NOA, EDOA, and SON of the erroneous transaction are usually shown in card columns 2-30.

*Note.* Error notices for card 3 will contain spaces in name field, "CARD 3" in the NOA field, and the HQDA processing date in the EDOA field.

*c.* The format for the error notice is shown in table 4-1.

**4-2. Action indicator codes.** *a.* The action indicator code (shown in card columns 31-32 of the error notice) is used to indicate the disposition of the erroneous transaction.

*b.* Action indicator code RJ indicates that the entire transaction was rejected and therefore must be corrected and resubmitted. Error codes and messages in card columns 34-80 will give the reason for the rejection.

*c.* Action indicator code RA applies to accession-type transactions only and indicates that a CPMF record was created even though certain data elements in cards 1 and 2 were rejected and/or incompatible. The cor-

rective action required depends on the nature of the error condition.

**4-3. Error codes and messages.** *a.* The reason for the generation of an error notice is presented in card columns 34-80, using two-character error codes and, when appropriate, supplemental error messages. Error messages used to supplement error codes are self-explanatory and are not included in this regulation.

*b.* Error codes are grouped into three broad categories, corresponding to the general error condition: Data element errors, compatibility errors, and major processing errors.

**4-4. Data element errors.** *a.* During the editing process at HQDA, input transactions are checked to insure that all required data elements are present and contain valid codes or values (app A). If a transaction fails to meet these criteria, an error notice is generated and an error code for each missing data element and/or invalid condition is placed in the error notice, starting in card columns 34 and 35.

*b.* There are 30 error codes in this category, one for each of the CIVPERSINS-I data elements. The 30 codes and the error condition (data element) they represent are located in the first two columns of table 4-2.

*c.* A data element error will cause rejection of cards 3, 4, and 5. It will also cause rejection of cards 1 and 2 if they contain 13 or more errors or have an invalid or missing SSN, NOA, or SON.

**4-5. Compatibility errors.** *a.* Some input transactions contain data elements included in the data chains discussed in paragraph 2-3. Before these transactions are posted to the CPMF, the data elements are edited to insure that they are compatible with related data elements in the transaction and in the CPMF.

*b.* When incompatible situations are detected, compatibility error codes are placed in an error notice immediately following any data element error code. The first position of a compatibility error code will always be X. The second position indicates the type of incompatibility.

*c.* There are seven error codes in this category. These codes and the error condition they represent are located in the first two columns of table 4-3. Note that the pay chain uses two error codes (XP and XS), depending on the type of pay plan. Also note that code XU is used to identify UIC's not registered at HQDA and not included in the Army's official UIC file.

*d.* A compatibility error will cause rejection of cards 4 and 5. It will not normally cause rejection of cards 1 and 2.

**4-6. Major processing errors.** This category includes transactions that cannot be processed for the reason given in table 4-4 and are therefore rejected with an appropriate error code. Table 4-4 identifies the error conditions and corresponding error codes. The first position of a major processing error code will always be U and the second position will indicate the processing problem.

**4-7. Resolution of errors.** *a.* Error notices are transmitted semimonthly to civilian personnel offices via AUTODIN or US mail, immediately following each update cycle.

*b.* Upon receipt of an error notice, the civilian personnel office is expected to respond NLT next update cycle. This includes resolution of the error condition and, when applicable, submitting the correction to HQDA.

*c.* In determining the cause of the error, the original input transaction should be checked to confirm the error condition de-

clared by HQDA. If an error condition cannot be confirmed, contact HQDA (DAPC-PSY) telephonically or by message if telephone communications are impractical. HQDA (DAPC-PSY) telephone numbers are located at the top of page 1 of the Status and Reconciliation (S&R) Report (chap. 5). If the error condition is confirmed, the erroneous, missing, or incompatible data should then be traced back to the source of data used for preparing the transaction. This process will establish when the error condition was generated and whether it was a source document error, a coding error, a keypunch error, etc.

*d.* To correct the error condition, insofar as CIVPERSINS-I is concerned, locate the error code (tables 4-2, 4-3, or 4-4) and follow the error correction instructions for each error condition. Instructions are given under the "CORRECTIVE ACTION" portion of the tables. Note that the action to be taken depends in many instances, on the card format of the input transaction containing the error condition (e.g., the corrective action for an "ET" (employee tenure code) error detected in an accession action (cards 1 and 2) is submission of a card 4 or 5 containing the mandatory data elements described below and the correct employee tenure code, while the same error detected in an update action (card 4 or 5) requires submission of the original transaction after correcting the employee tenure code). It should also be noted that it may be necessary to correct the SF 50 or any other source document if the source document also contained errors.

*e.* Except for rejected cards 1, 2, and 3, error correction transactions normally are submitted on a card 4 or 5. These two cards must contain, as a minimum, the card code, SSN, name, NOA, EDOA, and SON. The EDOA normally will be the same as for the original transaction. The NOA to be used in correction transactions depends on the—

(1) Card type of the original transaction.

(2) Card type to be used in submitting the corrected transaction.

*f.* When correcting cards 1 and 2 with a card 4, use the original NOA with a 1 in the fifth position (e.g., NOA code 101A1 would be

used in a card 4 to correct a 101AA action). If the error condition is corrected with a card 5, use the appropriate code shown as in appendix B (i.e., to correct salary, use NOA 923SS).

*g.* When correcting error conditions de-

tected by HQDA in cards 4 and 5, the error correction transaction normally contains the same 5-position NOA as the original transaction. Exceptions are indicated in the error correction portion of the error code tables.

## Section II. INFORMATION NOTICES

**4-8. General.** *a.* During the semimonthly update processing at HQDA, actions are taken and conditions are encountered in the processed transactions or in the CPMF which may be incorrect. These actions and conditions are coded in an information notice and are forwarded to the responsible civilian personnel office for review and, if appropriate, corrective action.

*b.* Information notices are transmitted with the error and followup notices.

*c.* Information notices are identified by the letter N in card column 1 and contain the information required to identify the transaction or CPMF record that caused the notice to be generated.

*d.* The format for the information notice is shown in table 4-5.

**4-9. Explanation of codes and messages.** The information codes used in CIVPERSINS-I are identified and explained in table 4-6. Immediately following each code is a short supplemental message. In some in-

stances, these messages contain data needed for the review process (e.g., the message accompanying code WB carries the corrected UIC which should be verified by the civilian personnel office).

**4-10. Responding to information notices.** *a.* Receipt of an information notice requires the civilian personnel office to review the situation and determine what, if any, corrective action is required. This includes the submission of a correction transaction, if required.

*b.* With the exception of code ZH, the information notices are not placed in the HQDA error suspense file because they do not require submission of correction transactions unless the information provided indicates an actual error. Civilian personnel offices should verify information notices on the basis of available information and request HQDA to investigate situations for which the civilian personnel office has no information (e.g., a ZH notice in which the incorrect SON was reported on a 935MM action).

## Section III. FOLLOWUP NOTICES

**4-11. General.** *a.* Error conditions reported to civilian personnel offices on error notices are maintained in an automated suspense file at HQDA. The purpose of this file is to maintain control of the error resolution process in CIVPERSINS-I.

*b.* Input transactions that update the CPMF and EEOMF are matched against the error suspense file to clear outstanding error conditions. Note, however, that this removal

action takes place only when the proper correction transaction is received at HQDA (i.e., the transaction must satisfy the requirements prescribed in sec I, this chapter, regarding card format and content). An XA error condition, for example, can be cleared only by using an error-free card 4 containing the three data elements in the appointment status chain.

*c.* If an error condition has not been

cleared from suspense by the second update cycle, a followup notice will be generated and submitted to the delinquent civilian personnel office.

d. Followup notices are identified by the letter F in card column 1 and contain the same NOA and EDOA as the original error notice. A separate followup notice, however, will be generated for each error condition in suspense. Thus, four followup notices could be generated for a delinquent action on an error notice that contained four error conditions.

e. The format for the followup notice is shown in table 4-7.

#### 4-12. Procedure for responding to followup notices.

a. Receipt of a followup notice indicates that a correction transaction is overdue and immediate resolution should be undertaken. Failure to respond quickly to the error notice downgrades the quality and timeliness of the CIVPERSINS-I master files and the strength and statistical reports generated from them.

b. A maximum of two followup notices will be generated for each delinquent error condition. Upon receipt of the first one, the civilian personnel office should verify that a correction transaction was submitted to HQDA in sufficient time to be included in the update cycle generating the followup notice. If submitted in sufficient time, the civilian personnel office should notify HQDA of the date

and SSCN of the shipment containing the correction transaction. If the delinquent error condition has not been resolved, immediate correction action should be taken.

c. Receipt of a second and final followup notice indicates that a correction transaction was not received at HQDA within three update cycles following dispatch of the error notice. Upon receipt of the second followup notice, the civilian personnel office should investigate to determine the reason for the delay. If the correction transaction was previously submitted, the civilian personnel office should call HQDA (telephone numbers are located on the S&R report (fig. 5-1)). If the correction transaction has not been submitted to HQDA, immediate action should be taken to do so. Additionally, local error resolution procedures should be reviewed and changed as necessary, to preclude future delays in submitting correction transactions.

d. If the submission of a correction transaction is considered inappropriate, the civilian personnel office should notify HQDA immediately by telephone or message so the error condition can be removed from the suspense file by HQDA and necessary corrective action can be taken, when appropriate, to assure CPMF records are correct.

e. Periodically, a listing is prepared for all error conditions that have been in suspense for more than 60 days. The listing will be forwarded through command channels, with a letter requesting an explanation for non-submission of the correction transactions.

**Table 4-1. Format for Error Notice**

<i>Line No.</i>	<i>Data</i>	<i>Card column</i>	<i>Remarks</i>
1	Card type	1	Will contain a 6.
2	SSN	2-10	
3	Name	11-15	5 positions (if available).
4	NOA	16-20	
5	EDOA	21-26	
6	SON	27-30	
7	Action indicator	31-32	See paragraph 4-2.
8	Blank	33	
9	Error Codes and messages	34-80	See paragraph 4-3.

Table 4-2. Data Element Errors

If Error Code Is	Condition		Corrective Action	
	Indicating	And The Input Card was	Then	Reference
CM	Invalid command code	1 and 2	Submit a card 4 or 5 containing the correct command code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 926SS.	Table A-3
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid command code.	
		5		
CP	Invalid career program code.	1 and 2	Submit a card 4 or 5 containing the correct career program code. The card 4 will contain the original NOA of the card 1 with "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 929SS.	Table A-1
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid career program code.	
		5		
CZ	Invalid citizenship code	1 and 2	Submit a card 5 containing NOA 914SS, and the correct citizenship code.	Table A-2
		5	Resubmit the card 5, using original NOA, after correcting the citizenship code.	
DB	Invalid date of birth	1 and 2	Submit a card 5 containing NOA 913SS and a valid date of birth.	Table A-4
		5	Resubmit the card 5 using the original NOA, after correcting the invalid date of birth.	
ED	Invalid EDOA	4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid effective date of action.	Table A-5
		5		
ET	Invalid employee tenure code.	1 and 2	Submit a card 4 or card 5 containing the correct employee tenure code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 88ØSS.	Table A-6

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card was	Then	Reference
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid employee tenure code.	
		5		
FC	Invalid functional classification code.	1 and 2	Submit a card 4 or card 5 containing the correct functional classification code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 885SS.	Table A-7
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid functional classification code.	
		5		
FD	Invalid function designator code.	1 and 2	Submit a card 4 or card 5 containing the correct function designator code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 928SS.	Table A-8
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid function designator code.	
		5		
GA	Invalid GSA location code.	1 and 2	Submit a card 4 or card 5 containing the correct GSA location code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 792SS.	Table A-9
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid GSA Location code.	
		5		
GL	Invalid grade or level code.	1 and 2	Submit a card 4 or card 5 containing the correct grade or level code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 921SS.	Table A-10

Table 4-2—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card was	Then	Reference
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid grade or level code.	
		5		
MG	Invalid or nonreportable MGD code.	3	Resubmit the card 3 after correcting the MGD Code, unless the applicable code is 7. Code 7 is not reportable to CIVPERSINS-I.	Table A-11
NA	Invalid NOA code.	1 and 2	Resubmit the card 1 and card 2 containing a valid NOA.	Table A-13
		4	Resubmit the card 4 or 5, after correcting the invalid NOA or the invalid card code.	
		5		
NM	Invalid name of employee.	1 and 2	Submit a card 5 containing blanks in columns 11-15, using NOA 78ØSS, and containing the correct name in columns 31-57.	Table A-12
		5	Resubmit the card 5, using the original NOA, after correcting the invalid name in columns 31-57.	
OS	Invalid occupational series code.	1 and 2	Submit a card 4 or card 5 containing the correct occupational series code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position, (e.g., 1Ø1A1). The card 5 NOA will be 82ØSS.	Table A-14
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid occupational series code.	
		5		
PB	Invalid pay basis code	1 and 2	Submit a card 4 or card 5 containing the correct pay basis code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 924SS.	Table A-15
		4	Resubmit the card 4 or 5, using the original NOA, after correcting the invalid pay basis code.	
		5		

Table 4-2—Continued

Condition			Corrective Action	
If Error Code Is	Indicating	And The Input Card was	Then	Reference
PH	Invalid physical handicap code.	1 and 2	Submit a card 5, using NOA 916SS, after correcting the invalid physical handicap code.	Table A-18
		5		
PO	Invalid position occupied code.	1 and 2	Submit a card 4 or card 5 containing the correct position occupied code. The card 4 will contain the original NOA of the card 1 with "1" in the 5th position, (e.g., 1Ø1A1). The card 5 NOA will be 891SS.	Table A-19
		4		
		5		
PP	Invalid pay plan code	1 and 2	Submit a card 4 or card 5 containing the correct pay plan code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 919SS.	Table A-16
		4		
		5		
PR	Invalid pay rate determinant code.	1 and 2	Submit a card 4 or 5 containing a valid pay rate determinant code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 886SS.	Table A-17
		4		
		5		
PT	Invalid position tenure code.	1 and 2	Submit a card 4 or card 5 containing the correct position tenure code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 1Ø1A1). The card 5 NOA will be 918SS.	Table A-20
		4		
		5		

Table 4-2—Continued

If Error Code Is	Condition		Corrective Action	
	Indicating	And The Input Card was	Then	Reference
SD	Invalid service computation date.	1 and 2	Submit a card 5 with NOA 882SS, after correcting the invalid service computation date.	Table A-22
		5		
SL	Invalid salary	1 and 2	Submit a card 4 or card 5 containing the correct salary. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position. The card 5 NOA will be 923SS.	Table A-21
		4		
		5		
SN	Invalid SSN	1 and 2	Resubmit the card(s) after correcting the SSN in columns 2-10.	Table A-24
		3		
		4		
		5 (other than NOA Code 911SS).		
		5 (NOA Code 911SS).	Resubmit the card 5 after correcting the invalid SSN in columns 2-10 and/or 31-39.	
SO	Invalid SON	1 and 2	Resubmit the card 1 and 2 after correcting the invalid SON in the card 2.	Table A-26
		4	Resubmit the card 4, after correcting the invalid SON.	
		5	Resubmit the card 5 after correcting the invalid SON in columns 27-30.	
SR	Invalid step or rate	1 and 2	Submit a card 4 or card 5 containing a valid step or rate. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 922SS.	Table A-25
		4		
		5		

Table 4-2—Continued

Condition			Corrective Action	
If Error Code Is	Indicating	And The Input Card was	Then	Reference
SX	Invalid sex code	1 and 2	Submit a card 5 containing NOA 912SS and the correct Sex code.	Table A-23
		5		
TA	Invalid type of appointment code.	1 and 2	Submit a card 4 or card 5 containing a valid type of appointment code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 930SS.	Table A-28
		4		
		5		
TB	Invalid work schedule code.	1 and 2	Submit a card 4 or card 5 containing a valid work schedule code. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 917SS.	Table A-27
		4		
		5		
TU	Invalid UIC	1 and 2	Submit a card 4 or card 5 containing a valid UIC. The card 4 will contain the original NOA of the card 1 with a "1" in the 5th position (e.g., 101A1). The card 5 NOA will be 927SS.	Table A-29
		4		
		5		
VP	Invalid veterans preference code.	1 and 2	Submit a card 5 containing NOA Code 883SS and the correct Veterans Preference Code.	Table A-30
		5		

Table 4-3. Compatibility Errors

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card was	Then	Reference
XA	Incompatible appointment status chain.	1 and 2	Submit a card 4 containing valid and compatible data for the following data elements: a. type of appointment b. employee tenure c. position occupied	Table 2-1
		4		
		5		
XF	Incompatible function designator /command code chain.	1 and 2	Submit a card 4 with valid and compatible data for the following data elements: a. function designator b. command code	Table 2-2
		4		
		5		
XL	Incompatible SON / GSA.	1 and 2	Verify that employees working in the State or country (the first two positions of the GSA code) are serviced by the SON depicted in the transaction. If they are not correct submit a card either 4 or 5 containing correct data for these two data elements. If they are correct, notify MILPERCEN.	Paragraph 2-3b(5).
		4		
		5		
XP	Incompatible pay data chain (pay plans other than AD, CZ, SZ and WZ).	1 and 2	Submit a card 4 containing valid and compatible data for the following data elements: a. pay plan b. occupational series c. grade d. step e. pay basis f. salary g. pay rate determinant	Table 2-3
		4		
		5		
XS	Incompatible pay data chain (pay plans AD, CZ, SZ or WZ).	1 and 2	Submit a card 4 containing valid and compatible data for the following data elements: a. pay plan b. occupational series c. grade d. step e. pay basis f. salary g. pay rate determinant h. GSA location code i. work schedule.	Table 2-3
		4		
		5		

Table 4-3—Continued

Condition			Corrective Action	
If Error Code Is	Indicating	And The Input Card was	Then	Reference
XU	The UIC depicted in the transaction is not registered at HQDA.	1 and 2	Verify that the UIC depicted in the transaction is valid. If it is <i>not</i> , submit a card 4 containing the correct UIC, command code, GSA code, and SON. If UIC is valid, notify MILPERCEN.	
		4		
		5		
XY	Incompatible command code/UIC chain.	1 and 2	Verify that the UIC depicted in the transaction is valid for this command code. If it is <i>not</i> , submit a card 4 containing correct UIC, command/GSA code, and SON. If UIC and command are valid, notify MILPERCEN.	Paragraph 2-3b(4).
		4		
		5		

Table 4-4. Major Processing Errors

Condition			Corrective Action	
If Error Code Is	Indicating	And The Input Card was	Then	Reference
UA	No record on CPMF for this SSN.	4	Resubmit the transaction with correct SSN or submit cards 1 and 2 and 3 (if applicable) to create a record(s) for this SSN.	
		5		
UB	Work schedule on CPMF is other than I for an intermittent employee (NOA code 932SS only).	5	Submit card 5 containing correct work schedule, or do not submit a card 5 containing NOA code 932SS.	Table A-27 and Table 2-9.
UC	Cards 1 and 2 contain more than 12 errors.	1 and 2	Submit corrected cards 1 and 2 (and card 3, if appropriate).	
UD	This employee is currently on CPMF.	1 and 2	Submit cards 1 and 2 containing correct SSN for new employee, or submit appropriate change transaction.	
UE	Incomplete reassignment (CC) transaction.	4	Resubmit the card 4 after insuring that, as a minimum, the UIC, Command code, GSA code, and the six (6) mandatory elements are included.	
UF	Card 1 submitted without a card 2.	1	Submit both card 1 and card 2.	
UG	Card 2 submitted without a card 1.	2	Submit both card 1 and card 2.	

Table 4-4—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card was	Then	Reference
UH	Name on transaction does not match CPMF for this SSN.	4	If SSN is valid, correct name on transaction or change name on CPMF and then resubmit the transaction.	
		5		
UJ	SON on transaction does not match SON on CPMF for this SSN.	4	Correct SON or submit a reassignment (CC) action.	
		5	Resubmit card 5 with correct SON	
UK	Two or more sets of cards 1 and 2 for the same SSN with different data from the same SON.	1 and 2	Submit only one set of cards 1 and 2	
UL	Two or more sets of cards 1 and 2 for the same SSN from different SON's.	1 and 2	Resubmit cards 1 and 2 (and 3 if appropriate) after verifying employment and SON.	
UM	Matching cards 1 and 2 and a card 5 loss with the same EDOA from same SON and a CPMF record already exists.	1 and 2	Resubmit appropriate card 4 or card 5 transaction.	
		5		
UN	Accession received from current CPMF SON and matching loss received from another SON.	1 and 2	Current servicing CPO should submit the appropriate card 4 CC or SS action.	
		5		
UP	Furlough, LWOP, or suspension received for an employee in a nonpay status.	5	Verify employee's pay status and take corrective action as necessary.	
UR	RTD received for an employee not in a nonpay status.	5	Verify employee's pay status and take corrective action as necessary.	
US	Cards 1 and 2 with EC pay plan received and CPMF record already exists from the same SON.	1 and 2	Resubmit using temporary SSN if employee serves under two different appointments. If one appointment only is involved, take no corrective action.	Table A-24

Table 4-4—Continued

Condition		Corrective Action		
If Error Code Is	Indicating	And The Input Card was	Then	Reference
UT	Cards 1 and 2 with EC pay plan received and CPMF record already exists from from different SON.	1 and 2	Resubmit using temporary SSN	Table A-24
UU	Card 3 received with no CPMF record.	3	a. Card 3 was used to create an EEOMF record. Assure that the SSN is correct. b. Submit cards 1 and 2 to establish a CPMF record if the card 3 was correct. c. If card 3 was submitted in error, or contained an SSN error, submit a card 5 containing NOA 933SS to delete the erroneous EEOMF record.	

Table 4-5. Format for Information Notice

Line No.	Data	Card column	Remarks
1	Card type	1	Will contain an N.
2	SSN	2-10	
3	Name	11-15	5 positions (if available).
4	NOA	16-20	See table 4-6 for information code.
5	EDOA	21-26	Contains either the transaction EDOA or HQDA processing date.
6	SON	27-30	
7	Blank	31-33	
8	Information code	34-35	See table 4-6.
9	Blank	36	
10	Message	37-80	See table 4-6.

Table 4-6. Information Codes

<i>Code</i>	<i>Message</i>	<i>Explanation Of Code And Action Required</i>
ZB	HQDA corrected POS 2-4 of UIC xxxxxx.	<ul style="list-style-type: none"> <li>a. This information notice contains the NOA code of input transaction.</li> <li>b. Alphabetic I or O was encountered in positions 2, 3, or 4 of the UIC field and was changed to numeric one or zero.</li> <li>c. Verify that the UIC shown in positions 69-74 is correct.</li> </ul>
ZC	Master in LWOP status over 90 days.	<ul style="list-style-type: none"> <li>a. This information notice contains the NOA code that placed the individual in LWOP status.</li> <li>b. Verify that this employee is in an LWOP status. If not, submit a RTD or loss action.</li> </ul>
ZD	YV employee on rolls after 30 Sept.	<ul style="list-style-type: none"> <li>a. This information notice contains the current NOA code from CPMF.</li> <li>b. If this summer employee is still working, the pay plan must be changed; if not, a loss action must be submitted.</li> </ul>
ZE	Action posted to a record in a loss status.	<ul style="list-style-type: none"> <li>a. This information notice contains the NOA code of the input transaction.</li> <li>b. The transaction updated the record of a person no longer employed by the Army.</li> <li>c. Insure that the transaction submitted was intended for this employee.</li> <li>d. Submission of a card 5 containing a loss cancellation NOA (see appendix B) or a card 4 containing the NOA suffix of CC will activate this employee's record if the record has been inactive less than 120 days. Submission of cards 1 and 2 containing an NOA suffix of AA will reinstate the record regardless of the inactive time period.</li> </ul>
ZF	Processed date used for EDOA.	<ul style="list-style-type: none"> <li>a. This information notice contains the NOA code of the input transaction.</li> <li>b. The EDOA of the input transaction was invalid; therefore, the current processing date was placed in this field.</li> <li>c. No action required.</li> </ul>
ZG	This inactive record was activated.	<ul style="list-style-type: none"> <li>a. This information notice contains the NOA code of the input transaction.</li> <li>b. This employee, who was previously dropped from the Army rolls, has been reactivated on the CPMF.</li> <li>c. If this employee is not now employed by the Army, notify MILPERCEN.</li> </ul>
ZH	Trnsfrd from xxxx submit CC upon arrival.	<ul style="list-style-type: none"> <li>a. This information notice contains NOA code 935MM.</li> <li>b. This employee was reported as being transferred from the SON indicated in positions 50-53.</li> <li>c. If employee has arrived, submit a reassignment (NOA suffix CC) action.</li> <li>d. This notice is placed in the error suspense file for later followup action.</li> </ul>

Table 4-6—Continued

<i>Code</i>	<i>Message</i>	<i>Explanation Of Code And Action Required</i>
ZI	Month-end processed date used for EDOA.	<ol style="list-style-type: none"> <li>This information notice applies to NOA code 932SS actions only.</li> <li>The EDOA of the input transaction was invalid; therefore, the month-end processing date was placed in this field.</li> <li>No action required.</li> </ol>
ZJ	Card 3 SON changed to xxxx.	<ol style="list-style-type: none"> <li>This information notice contains "CARD 3" in the NOA field.</li> <li>A CPMF record currently exists for this SSN containing the SON shown in positions 59-62 of this notice. Therefore, an EEOMF record was created for this SSN, containing the SON from the CPMF.</li> <li>Review situation and notify MILPERCEN.</li> </ol>
ZK	Master shows previous loss for this SSN.	<ol style="list-style-type: none"> <li>This information notice contains the NOA code of input transaction.</li> <li>A loss action was previously received and posted for this SSN.</li> <li>Insure that the transaction submitted was intended for this employee; if so, no corrective action is required. If not, correct SSN and resubmit loss action.</li> </ol>
ZL	Card 3 submitted by SON xxxx.	<ol style="list-style-type: none"> <li>This information notice contains "CARD 3" in the NOA field.</li> <li>A card 3 was submitted by the SON shown in positions 61-64 of this information notice. HQDA generated an EEOMF record for this SSN, containing the SON from the CPMF.</li> <li>Review and notify MILPERCEN.</li> </ol>
ZM	Card 3 SON invalid, CPMF SON used.	<ol style="list-style-type: none"> <li>This information notice contains "CARD 3" in the NOA field.</li> <li>SON in the card 3 was invalid or missing; therefore, the SON from the matching CPMF record was used to create an EEOMF record. If action taken by HQDA is not correct, notify MILPERCEN.</li> </ol>
ZN	Action posted to CPMF in a nonpay status.	<ol style="list-style-type: none"> <li>This information notice contains the NOA code of the input transaction.</li> <li>The transaction updated the record of an employee in a nonpay status.</li> <li>Submission of a card 5 (containing an NOA code of 280AA or 292AA) will place this employee in a pay status.</li> </ol>

Table 4-7. Format for Followup Notice

<i>Line No.</i>		<i>Card Column</i>	<i>Remarks</i>
1	Card type	1	Will contain an F.
2	SSN	2-10	
3	Name	11-15	5 positions (if available).
4	NOA	16-20	Same as the error notice.
5	EDOA	21-26	Same as the error notice.
6	SON	27-30	
7	Blank	31-33	
8	Error code	34-35	Indicates the unresolved error condition.
9	Blank	36-60	
10	Message	61	

## CHAPTER 5

### STATUS AND RECONCILIATION (S&R) REPORT

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#### Section I. GENERAL

**5-1. Purpose.** This report generated at HQDA is an essential part of the overall CIVPERSINS-I system, RCS CSGPA-1103, and will—

*a.* Serve as a tool for reconciling differences between the serviced strength figures as reflected in HQDA files and as maintained in the servicing civilian personnel offices.

*b.* Assist in the control and validation of input transactions from the time they are dispatched until they have completed the processing cycle at HQDA.

*c.* Aid management in reviewing and measuring the effectiveness of the Civilian Personnel Office in fulfilling the CIVPERSINS-I reporting requirements.

*d.* Serve as a research and historical document for reference purposes.

**5-2. Report preparation.** *a.* This report (fig. 5-1) will be prepared monthly by MILPER-

CEN immediately following the completion of the month-end update.

*b.* Information sources for this report will be:

(1) Input transactions received and processed for the report month.

(2) CIVPERSINS-I master files at HQDA.

(3) CIVPERSINS-I error suspense file at HQDA.

**5-3. Distribution.** *a.* Applicable sections of the report will be mailed to each installation or activity and major command on or about the 13th of each month, immediately following the month-end update cycle. Reports for activities serviced by non-Army civilian personnel offices will be mailed to the responsible major or subordinate command headquarters.

*b.* Changes in mailing addresses should be promptly reported to HQDA (DAPC-PSY).

#### Section II. INPUT AND ERROR SUMMARY (PART I)

**5-4. Reconciliation of input transactions.** *a.* Part I of the report (fig. 5-1) permits reconciliation of volume and type of input transactions submitted by an installation or activity to input actually received and processed at HQDA. It also gives a general indication of the quality of the input transactions.

*b.* To facilitate the reconciliation process, line entries are displayed by the mid-month (MM) and month-end (ME) processing cycles, as well as monthly totals. Descriptions of line item entries are as follows:

<i>Line entry No.</i>	<i>Description</i>
1 -----	The number of transaction cards received at HQDA by card type under the SSCN shown in the report. The code BB will be entered for shipments with missing control numbers.
2 -----	The number of transaction cards posted to the CPMF and EEOMF.
3 -----	The number of cards <i>not</i> posted to the CPMF and EEOMF, including rejected cards, duplicate cards, and cards with invalid card codes.

- 4 ----- The number of error notices (6 cards) that require corrective action.
- 5 ----- The installation/activity transaction card error rate. Rate is computed by dividing the number of error notices (line 4) by each total on line 1.  
*Note.* These figures are not a precise indicator of input quality, they do serve as a comparative guide to past performance and to the performance of other installations and activities.
- 6 ----- The transaction card error rate for all installations and activities. Rate is computed by dividing the total of all input transactions received at HQDA for the cycle or month into the total of all error notices generated.
- 7 ----- The number of information notices (N cards) generated at HQDA and submitted to the installation or activity.
- 8 ----- The number of followup notices (F cards) generated at HQDA for unresolved error conditions.
- 9 ----- The number of error conditions outstanding on the HQDA error suspense file as of the end of the report month. The "report month" line entry denotes error conditions detected during the ME cycle and the number of error conditions outstanding for

the MM cycle. The "previous month" line entry denotes error conditions outstanding for 31 to 45 days (previous ME cycle) and for 46 to 60 days (previous MM cycle). The "prior to previous month" line entry denotes error conditions outstanding for more than 60 days.

**5-5. Reconciliation procedures.** Should you desire to reconcile this S&R Report with information/statistics maintained locally, the following procedures should be followed:

a. Verify the card count (totals) in line 1 or the report with the number of transaction cards submitted by the installation or activity under the indicated SSCN. This will establish whether HQDA received all of the input submitted.

b. Verify receipt of the number of error, information, and followup notices on lines, 4, 7, and 8. This will assist in proper routing, receipt, and control of HQDA-generated notices.

c. Notify MILPERCEN immediately by telephone or message of any discrepancies. In the event of condition MINIMIZE, hand-carry or use air mail.

### Section III. SERVICED STRENGTH (PART II)

**5-6. General.** Part II of the report (figs. 5-2 through 5-5) provides the installation or activity with the opportunity to validate each month their serviced strength on the CPMF and EEOMF. It includes sufficient information to permit a reconciliation of any out-of-balance condition between the CPMF and EEOMF and the actual serviced population as of the last day of the month shown in the report heading.

**5-7. Reconciliation of serviced strength (section A).** a. See figure 5-2 for this portion of the report.

b. Descriptions of line entries are as follows:

Line Entry No.	Description
1 -----	The total serviced population as of the previous month-end.

2A -----	All accession (AA) and loss cancellation (LZ) type actions processed during the report month.
2B -----	Movement gain (CC), movement gain cancellation (CZ) and card 5 NOA 931SS actions involving a change in the SON, thereby increasing serviced strength.
2C -----	The number of records changed by HQDA to reflect movement to the SON shown in the heading of the report, thereby increasing serviced strength. Changes were made at the request of the civilian personnel office.
3A -----	All loss (LL) and accession cancellation (AZ) actions processed during the report month, except 460LL, 470LL, 472LL, and 365LL.
3B -----	Any movement (CC), movement gain

cancellation (CZ), and card 5 NOA 931SS actions submitted by other civilian personnel offices picking up the accountability for an employee formerly serviced by the SON shown in the heading of the report.

- 3C ----- Indicates the number of records changed by HQDA from the SON shown in the heading of the report to another SON, thereby decreasing serviced strength. Changes were made at the request of the gaining installation or activity.
- 4 ----- The total serviced strength population as recorded on the CPMF and EEOMF as of the end of the month shown in the heading of the report. (See para 5-11 if these figures do not agree with the CPO's actual serviced population figure as of the same day.)
- 5 ----- The figure under column heading "CPMF" indicates the number of CPMF records with one or more missing data elements. The figure under column heading "EEOMF" reflects the number of EEOMF records with matching, incomplete CPMF records.

**5-8. Strength transactions processed (section B).** *a.* See figure 5-3 for this portion of the report.

*b.* This section lists all of the individual strength transactions summarized on line entries 2A through 3C of section A.

**5-9. Summary of rejected strength transactions for report month (section C).** *a.* See figure 5-4 for this portion of report.

*b.* This section shows a summary of strength transactions rejected by HQDA during the report month. These figures are *not* included in the totals shown in section A.

**5-10. Rejected strength transactions for report month (section D).** *a.* See figure 5-5 for this portion of the report.

*b.* This section lists all of the individual strength transactions summarized in section C. It also gives the reason for rejection. These transactions are not included in the totals shown in section A.

*c.* Rejections should be corrected quickly and resubmitted to HQDA. Quick response will facilitate strength reconciliation of subsequent reports as well as provide more accurate strength and statistical data at HQDA.

**5-11. Action recommended if serviced strength is out-of-balance.** *a.* If serviced strength in the CPMF and EEOMF cannot be reconciled to the CPO's actual serviced strength, consider the following questions:

(1) Were all strength transactions for the report month submitted in sufficient time to arrive at HQDA by 1200 hrs on the 5th and 15th workday? Was submission verified by local AUTODIN terminal officials? If so, do they all appear in section B or D?

(2) Have the rejected strength transactions for the report month shown in sections C and D been considered?

(3) Have all rejected strength transactions for previous months been corrected and resubmitted?

(4) Have all of the movement actions (CC) to other CPO's been reported by the gaining CPO? (Check line 5 of section B and line 4 of section D.)

*b.* If still unable to reconcile the difference, contact MILPERCEN immediately by telephone or message. In the event of condition MINIMIZE, handcarry or use airmail.

FOR MONTH OF DEC 1973

SON-9050

NOTE—DIRECT QUESTIONS REGARDING THIS REPORT TO CIVILIAN PERSONNEL SYSTEMS DIVISION STAFF, MILPERCEN, HQDA, USING AUTOVON NUMBERS 221-9414, 221-9415, 221-9416 OR 221-9417 OR THROUGH AREA CODE 202, 325-9414, 325-9415, 325-9416 OR 325-9417

Part I—INPUT AND ERROR SUMMARY

1. CARDS RECEIVED UNDER SSCN 49, 50, 51

	MM CYCLE	ME CYCLE	TOTAL
ONE CARDS	15	9	24
TWO CARDS	15	8	23
THREE CARDS	0	0	0
FOUR CARDS	25	6	31
FIVE CARDS	75	29	104
OTHERS	0	1	1
Total	130	53	183
2. CARDS POSTED TO CPMF AND EOMF	85	52	137
**3. CARDS NOT POSTED TO CPMF AND EOMF	45	1	46
4. ERROR NOTICES [6 CARDS]	17	5	22
5. ERROR RATE THIS SON	13.1%	9.4%	12.0%
6. ERROR RATE DA-WIDE	14.0%	7.9%	11.9%
7. INFORMATION NOTICES [N CARDS]	2	5	7
8. FOLLOWUP NOTICES /F CARDS/	13	15	28
9. OUTSTANDING ERROR NOTICES ON ERROR SUSPENSE FILE:			
REPORT MONTH	10	6	16
PREVIOUS MONTH	4	5	9
PRIOR TO PREVIOUS MONTH			2
Total			27

\*\*REJECTED CARDS, DUPLICATE CARDS, AND CARDS WITH INVALID CARD CODES

Figure 5-1. Input and error summary

FOR MONTH OF DEC 1973

SON-9050

Part II—SERVICED STRENGTH

Section A. Reconciliation of Serviced Strength

	CPMF	EEOMF
1. SERVICED POPULATION AT PREVIOUS MONTH-END [LINE 4 OF LAST MONTH REPORT]-----	452	73
2. PLUS—A. GAINS TO THE ARMY-----	3	0
B. GAINS FROM OTHER ARMY SONS-----	5	4
C. MASS CHANGES FROM OTHER SONS [MADE AT HQDA]-----	3	0
3. LESS —A. LOSSES TO THE ARMY-----	4-	0-
B. LOSSES TO OTHER ARMY SONS-----	2-	0-
C. MASS CHANGES TO OTHER SONS [MADE AT HQDA]-----	0-	0-
4. SERVICED POPULATION AS OF CURRENT MONTH-END [LINE 1 PLUS LINES 2A, 2B AND 2C LESS LINES 3A, 3B AND 3C]-----	457	77
5. NUMBER OF INCOMPLETE RECORDS [INCLUDED IN LINE 4 ABOVE]-----	44	11

Figure 5-2. Part II, section A, reconciliation of serviced strength

FOR MONTH OF DEC 1973

AR 680-330

SON-9050

## Part II. SERVICED STRENGTH

## Section B. Strength Transactions Processed

	SSN	LAST NAME	NOA	EDOA	LOSING SON	GAINING SON
1. GAINS TO THE ARMY-----						
	021364704	BROWN	101AA	090273		
	421445709	CAVAN	302LZ	090273		
	159567211	DAVIS	117AA	090973		
2. GAINS FROM OTHER ARMY SONS-----						
	345678922	CRAME	500CC	090273	2222	
	231241555	DRAKE	712CC	092373	4051	
	233344455	MURPH	712CC	093073	4049	
	412345678	SULLI	614CC	093073	4049	
	413444567	WILAS	702CC	091673	2223	
3. MASS CHANGES FROM OTHER SONS [MADE AT HQDA]-----						
	707345222	JONAS		091573	4040	
	615423454	MASON		091573	4040	
	424345654	SMITH		091573	4040	
4. LOSSES TO THE ARMY-----						
	404565434	BOORM	310LL	090173		
	576774589	DORSE	330LL	090873		
	019232474	MOORE	108AZ	092273		
	316434545	WILLI	316LL	092273		
5. LOSSES TO OTHER ARMY SONS-----						
	780325478	GREEN	614CC	090273	4041	
	020342465	ROBER	720CZ	092373	3383	
6. MASS CHANGES TO OTHER SONS [MADE AT HQDA]						

Figure 5-3. Part II, section B, strength transactions processed

1 April 1974

FOR MONTH OF DEC 1973

SON-9050

Part II. SERVICED STRENGTH

Section C. Summary of Rejected Strength Transactions for Report Month

	CPMF	EEOMF
1. GAINS TO THE ARMY.....	3	0
2. GAINS FROM OTHER SONS.....	1	0
3. LOSSES TO THE ARMY.....	2	1
4. LOSSES TO OTHER ARMY SONS.....	1	0

Figure 5-4. Part II, section C, summary of rejected strength transactions for report month

Section D. Rejected Strength Transactions for Report Month

	SSN	LAST NAME	NOA	EDOA	ERROR CODE	LOSING SON	GAINING SON
1. GAINS TO THE ARMY.....	321454322	ANDER	108AA	091673	UC		
	020345756	COOPE	313LZ	092373	UH		
	013056784	WHITE	110AA	090973	US		
2. GAINS FROM OTHER SONS.....	412672235	CASSI	702CC	090273	UE	4982	
3. LOSSES TO THE ARMY.....	020364544	BARBA	352LL	090173	UH		
	101324586	CARWA	120AZ	092973	SN		
4. LOSSES TO OTHER ARMY SONS.....	273349587	BROWN	720CC	090273	UH		4041

Figure 5-5. Part II, section D, rejected strength transactions for report month

**APPENDIX A**

**IDENTIFICATION AND DESCRIPTION OF  
CIVPERSINS-I DATA ELEMENTS**

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The following is a list of CIVPERSINS-I data elements, arranged in alphabetical sequence, with the corresponding table number.

<i>Data Element</i>	<i>Table No.</i>
Career program -----	A-1
Citizenship -----	A-2
Command -----	A-3
Date of birth -----	A-4
Effective date of action (EDOA) -----	A-5
Employee tenure -----	A-6
Functional classification -----	A-7
Function designator -----	A-8
GSA location -----	A-9
Grade or level -----	A-10
Minority group designator (MGD) -----	A-11
Name of employee -----	A-12
Nature of action (NOA) -----	A-13
Occupational series -----	A-14
Pay basis -----	A-15
Pay plan -----	A-16
Pay rate determinant -----	A-17
Physical handicap -----	A-18
Position occupied -----	A-19
Position tenure -----	A-20
Salary -----	A-21
Service computation date -----	A-22
Sex -----	A-23
Social security number -----	A-24
Step or rate -----	A-25
Submitting office number (SON) -----	A-26
Work schedule -----	A-27
Type of appointment -----	A-28
Unit identification code (UIC) -----	A-29
Veterans preference -----	A-30

**Table A-1  
Career Program**

**Definition:** Coverage in a DA Career Program as determined by position, occupational series and grade. Excludes voluntary registrants.

**Source:** Civilian Personnel Office determination based on duties reflected in official position descriptions.

**Field:** Two numeric characters

**Codes:**

<i>Codes</i>	<i>Career Program</i>
00	Not covered in present position
10	Civilian Personnel Administration
11	Comptroller Functional Area
12	Safety Management
13	Supply Management
14	Procurement
15	Quality Control and Inspection
16	Education and Training
17	Materiel Maintenance Management
18	Engineer and Scientist
19	Intelligence
20	Ammunition Inspector (Surveillance)
21	Librarian
22	Information and Editorial
23	Automatic Data Processing (ADP)
24	Transportation
25	Communications
26	Manpower Management

929SS

**Card 5 NOA:**

**Remarks:** Reference CPR 950-1. Since a number of occupational series not normally covered by career programs could have positions in which 50 percent of the duties could be classified in one of the mandatory series, a rigid exclusion of any series outside of the mandatory series coverage is not intended. For example, series 0301 could apply in several different career programs, yet all 0301 jobs do not meet the criteria for career program coverage.

**Table A-2  
Citizenship**

Definition:	The status of a person's US citizenship.
Source:	Application for Federal Employment or Certificate of Naturalization.
Field:	One numeric character
Codes:	1=US Citizen 2=Non-US Citizen 3=Dependent of Military Member 4=Dependent of Civilian Employee
Card 5 NOA:	914SS
Remarks:	Codes 3 and 4 are currently restricted to oversea employment.

**Table A-3  
Command**

Definition:	The command to which the employee is officially assigned.
Source:	The first two characters of the TDA number that identifies the organizational unit of employee assignment.
Field:	Two alphanumeric characters.

<i>Codes</i>	<i>Command</i>
CA	Headquarters, US Continental Army Command (discontinued, 1 Dec 73)
1A	Rescinded
3A	Rescinded
5A	Rescinded
6A	Rescinded
AD	US Army Air Defense Command, including Command and Regional Headquarters
CB	US Army Criminal Investigation Command
CC	US Army Communications Command
CD	Rescinded
FC	US Army Forces Command
HS	US Army Health Services Command
IC	US Army Intelligence Command
MT	Military Traffic Management and Terminal Service
MW	US Army Military District of Washington
M1	Headquarters, US Army Materiel Command
M2	US Army Electronics Command
M3	US Army Missile Command

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Table A-3 Command—Continued

M4	US Army Tank-Automotive Command
M5	US Army Armament Command
M6	US Army Aviation Systems Command
M7	US Army Test and Evaluation Command
M9	US Army Troop Support Command
SA	Office, Secretary of the Army (includes Field Operating Agencies)
CS	Office, Chief of Staff, US Army (includes DA Staff Support Agencies)
CE	Chief of Engineers
MD	The Surgeon General
GB	National Guard Bureau
MA	United States Military Academy
SC	US Army SAFEGUARD Systems Command
RC	US Army Recruiting Command
CM	US Army Computer Systems Command
AG	The Adjutant General
AU	US Army Audit Agency
SF	Field Activities of the OSA and the Army Staff (Field Activities assigned to OSA, CofSA, DCSPER, ACSI, ACSC-E, DCSOPS, CRD, DCSLOG, ACSFOR, CORC, COPO, Chief of Chaplains, PMG, Chief of Information, TJAG, COA Staff Agency is proponent)
AS	US Army Security Agency (includes NSA)
JA	Joint Activities
DF	Defense Agencies (includes OSD, OJCS, DCA, DIA, DNA, DMA, DSA, DCPA, and DIS)
AL	US Army, Alaska
C1	US Army Forces Southern Command
TC	US Army Training and Doctrine Command
E1	HQ, US Army Europe and Seventh Army
E2	US Army Theater Army Support Command
E3	Southern European Task Force
E4	Berlin Command
E7	Seventh US Army
P1	HQ, US Army Pacific
P3	US Army Japan
P6	US Army Thailand
P7	US Army Forces Taiwan
P8	Eighth US Army

Card 5 NOA: 926SS

Remarks: Reference paragraph 2-5, AR 310-49

**Table A-4  
Date of Birth**

**Definition:** The date the employee was born.

**Source:** Item 3 of SF 50.

**Field:** Six numeric characters: month, day, year (MMDDYY format).

**Values/Criteria:** Must be at least 16 years prior to current date (14 years for certain O/Seas).

**Card 5 NOA:** 913SS

**Remarks:** Zero fill, when applicable (e.g., February 7, 1935 is coded 020735).

**Table A-5  
Effective Date of Action (EDOA)**

**Definition:** The date the action being submitted was effective.

**Source:** Item 13 of SF 50 or item 9 of DA Form 2515.

**Field:** Six numeric characters: month, day, year (MMDDYY format).

**Values/Criteria:** Cannot be more than one month in advance of current date.

**Remarks:** Zero fill, when applicable (e.g., September 6, 1972 is coded 090672).

**Table A-6  
Employee Tenure**

**Definition:** The employee's tenure for reduction in force purposes based on his current appointment.

**Source:** Item 6 of SF 50

**Field:** One numeric character

**Codes:**

<i>Code</i>	<i>Tenure</i>
1	Group 1 (Career)
2	Group 2 (Career-Conditional)
3	Group 3 (Indefinite)
Ø	None of the above.

**Card 5 NOA:** 88ØSS

**Remarks:** Retention Groups in the Excepted Service corresponds to those in the Competitive Service.

**Table A-7**  
**Functional Classification**

**Definition:** A code used to classify certain Scientific and Engineering positions by specific functions.

**Source:** Item 21 of SF 50

**Field:** Two numeric characters

**Codes:**

<i>Code</i>	<i>Functional Classification</i>
11	Research
12	Research Contract and Grant Administration
13	Development
14	Test and Evaluation
21	Design
22	Construction
23	Production
24	Installation, Operation and Maintenance
31	Data Collection, Processing, and Analysis
32	Scientific and Technical Information
41	Standards and Specifications
42	Regulatory Enforcement and Licensing
51	Natural Resource Operations
81	Clinical Practice, Counseling, and Ancillary Medical Service
91	Planning
92	Management
93	Teaching and Training
94	Technical Assistance and Consulting
99	Other—not elsewhere classified
00	Enter for all employees not covered by remark (b) below

**Card 5 NOA:** 885SS

**Remarks:**

- a. Reference Section VI, "Functional Classification of Scientists and Engineers" of the Introductory Material to Position Classification Standards, Transmittal Sheet 76, August 1968.
- b. Exhibit 1 to table 3, page V-26, Book V, FPM Supplement 296-31.

**Table A-8**  
**Function Designator**

**Definition:** Identifies the broad appropriation category from which the employee is paid.

**Source:** Authorization Document or TDA

**Field:** One numeric character

**Codes:**

<i>Code</i>	<i>Appropriation</i>
1	Military Functions
2	Civil Functions, Corps of Engineers
3	Civil Functions, Cemeterial Expense
5	Civil Functions, Postal Construction

**Card 5 NOA:** 928SS

**Table A-9**  
**GSA Location**

**Definition:** The coded geographical location of an employee's official duty station as reflected on his official personnel action (SF 50).

**Source:** Item 26 of SF 50

**Field:** Nine characters: first two alphabetic or numeric; last seven numeric only.

**Codes:** Valid codes are contained in the General Services Administration (GSA) Publication *Worldwide Geographical Location Codes*, as supplemented by USCSC Instructions.

**Card 5 NOA:** 792SS

**Remarks:**

- a. When an employee's official duty station is not in a city, or a foreign city code is not provided, enter "0000" for the city portion (third thru sixth digits) of the 9-digit code.
- b. Codes for territories and foreign countries must always contain "000" as the last three digits of the code.

**Table A-10**  
**Grade or Level**

**Definition:** The specific grade or level of a position to which an employee is assigned and compensated within a pay schedule.

**Source:** Item 22(a) of SF 50

**Field:** Two numeric characters

**Card 5 NOA:** 921SS

**Remarks:**

- a. Use two zeros (00) for employees whose pay plan does not have grades or levels (e.g., EC and ST pay plans).
- b. Must be consistent with the pay data chain (table 2-3).

**Table A-11**  
**Minority Group Designator (MGD)**

**Definition:** The minority group to which an employee belongs.

**Source:** Visual identification at entrance on duty

**Field:** One numeric character

**Codes:**

<i>Codes</i>	<i>Minority Group</i>
1	Negro
2	Spanish Surnamed (including persons of Spanish-speaking background whose surnames are no longer Spanish).
3	American Indian
4	Oriental
5	Aleut employees in Alaska
6	Eskimo employees in Alaska
7	None of these (see remarks below)

**Remarks:**

- (1) US Citizen employees in Hawaii, Guam, and Puerto Rico and employees assigned code 7 will *not* be reported.
- (2) MGD code changes and deletions are explained in table 2-10, "MGD submissions."

**Table A-12**  
**Name Of Employee**

<b>Definition:</b>	Employee's current legal name
<b>Source:</b>	Item 1 of SF 50
<b>Field:</b>	(1) Card 1—Twenty-seven alphabetic characters (2) Cards 2, 4, and 5—Five alphabetic characters
<b>Values/Criteria:</b>	(1) Code last name first; use no special characters or punctuation and leave no spaces within last name.  (2) Leave one space between last name and first name; use no special characters or punctuation and leave no space within first name.  (3) Leave one space between first name and middle initial; if no middle initial, leave a blank space.  (4) Jr, Sr, III, etc., may be entered after the middle initial, leaving a space between the initial and this entry.
<b>Card 5 NOA:</b>	78ØSS
<b>Remarks:</b>	(1) See formats for cards 2, 4, and 5 (tables 2-6, 2-8, and 2-9). If the last name is less than four characters, leave a space after the last name and enter the appropriate characters of the first name of fill the 5 characters.  (2) Do not use Mr, Mrs, or other titles as part of the name.  (3) If space does not permit full entry of name, enter as much of the name as possible without violating the spacing rules.
<b>Examples:</b>	(1) William Q. Smyth-Evans, enter as SMYTHEV-ANS WILLIAM Q  (2) Roy J. Mc Coy, enter as MCCOY ROY J  (3) Cyrus E. Van Der Veld, enter as VANDER-VELD CYRUS E

**Table A-13**  
**Nature of Action (NOA)**

Definition:	Identifies the type of personnel action being taken. Consists of the standard 3-digit Civil Service Commission or Army nature of action code and a two-character suffix identifying the broad category of action.
Source:	Item 12 of SF 50, Item 8 of DA Form 2515 and appendix B.
Field:	Five characters: first three always numeric; fourth always alphabetic ; and fifth alphabetic or numeric.
Codes:	All the valid codes, including permissible suffixes, are listed in numeric order in appendix B.
Card 5 NOA:	Depends on the specific element being updated.

**Table A-14**  
**Occupational Series**

Definition:	Identifies the specific occupational series to which an employee is officially assigned by an official personnel action (SF-50).
Source:	Item 21 of SF 50
Field:	Four numeric characters
Code:	Codes are listed in the <i>CSC Handbook of Occupational Groups and Series of Classes</i> , and in the <i>Handbook of Blue-Collar Occupational Families and Series</i> , as supplemented by DA instructions.
Card 5 NOA:	82ØSS
Remarks:	<p>(1) A series must be assigned to each employee, regardless of pay plan. The Handbook referenced above will be used to find the series code that applies to the employee's type of work if the series is not reflected on the Official Personnel Action.</p> <p>(2) Positions must be coded according to the latest transmittal sheet of the USCSA Handbook of Occupational Groups and Series of Classes or of FPM Supplement 512-1 Job Grading System for trades and Labor Occupations and implementing instructions and Civilian Personnel Occupation Standards of the Department of the Army.</p> <p>(3) A three-digit code must be preceded by a zero ("Ø") to fill the four digit field.</p>

**Table A-15**  
**Pay Basis**

**Definition:** The principal condition, in terms of time, production, or other service, upon which an employee's pay is based.

**Source:** Item 23 of SF 50

**Field:** Two alphabetic characters

**Codes:**

<i>Code</i>	<i>Pay Basis</i>
FB	Fee basis
PA	Per Annum
PD	Per Diem
PH	Per Hour
PM	Per Month
PS	Per Service (on product basis)
SY	Per School Year (dependent school teachers)
WC	Without Compensation

**Card 5 NOA:** 924SS

**Remarks:** Wage System employee; i.e., any employee paid at an hourly rate, must always be reflected with a "PH" pay basis.

**Table A-16**  
**Pay Plan**

**Definition:** A system or schedule establishing and governing rates of pay for civilian employees.

**Source:** Item 21 of SF 50

**Field:** Two alphabetic characters

**Codes:**

<i>Code</i>	<i>Description</i>
AD	Administratively determined
CZ	Canal Zone General Schedule Type
EC	Experts and Consultants
EX	Executive Schedule
FC	AID Foreign Service
GS	General schedule
GW	Positions under Schedule A 213, 31Ø2 (W), classified under and paid at GS rate
SR	Statutory Rates
ST	Scientific and Professional (formerly PL313)
SZ	Canal Zone Special Category
YV	Summer Aide Employees (Schedule A 213, 31Ø2 (V))
YW	Student Aide Employees (Schedule A 213, 31Ø2 (W))
WB	Nonsupervisory Regular Wage Board not converted to FWS and any other non- FWS system, to include apprentices and learnees.
WG	Nonsupervisory Federal Wage Schedule
WJ	Supervisory Hopper Dredge Schedule
WK	Nonsupervisory Hopper Dredge Schedule
WL	Federal Wage Schedule Leader
WM	Maritime Pay Schedules
WP	Printing and Lithographic Pay Schedules
WS	Federal Wage Schedule Supervisor
WW	Student Aid Employees (Schedule A 213, 31Ø2 W), classified and paid under a wage system
WZ	Canal Zone Wage System Type

**Card 5 NOA:** 919SS

**Remarks:** Reference Book V, FPM Supplement 296-31.

**Table A-17**  
**Pay Rate Determinant**

Definition: An indicator of the basis upon which an employee's pay is fixed.  
 Source: Item 30 of SF 50  
 Field: One numeric character  
 Codes:

<i>Codes</i>	<i>Item Name</i>	<i>Definition/Explanation</i>
1	Retained Rate— 2-Year Limitation	Salary retention for a period of 2 years for both GS and Wage System Employees whose demotions are without personal cause, not at their own request, and not as a result of a reduction-in-force due to lack of funds or curtailment of work. Reference: GS Employees— FPM Supplement 990-1, Book III, Sections 531.501 thru 531.515 5 USC 5337 FPM Chapter 531, Subchapter 5-2 FPM Supplement 990-2, Book 531, Subchapter S5 Wage Grade Employees— FPM Supplement 532-1, Subchapter S9-3
2	Saved Rate—Indefinite Conversion to GS	Saved rate for an indefinite period upon <i>initial conversion</i> of an employee and his position to the General Schedule from another pay plan. Reference: 5 USC 5334(d) FPM Chapter 539, Subchapter 2 FPM Supplement 990-1, Book III, Section 539.203(d) FPM Supplement 990-2, Subchapter S2-8
3	Saved Rate—Special Rate Adjustment	This code applies: (1) if the downward adjustment of a special rate range leaves the employee at a rate higher than the highest rate in the new special rate range; or (2) if the abolishment of a special rate range leaves the employee at a rate in excess of the top rate of his grade. Reference: 5 USC 5303 FPM Supplement 990-1, Book III, Section 530.306(b) (3) FPM Chapter 530, Subchapter 3-6g
4	Saved Rate—Other	Saved rates resulting from other types of actions not covered by categories 1 through 3 above. <i>Note.</i> Including but not limited to mechanical conversion to Coordinated Federal Wage System.

Table A-17—Continued

<i>Codes</i>	<i>Item Name</i>	<i>Definition/Explanation</i>
5	Special Rate and Superior Qualifications Rate	Combination of 6 and 7 below. Same reference applies.
6	Special Rate	Employees paid at a special rate for recruitment and retention purposes. Reference: GS Employees— 5 USC 5303 FPM Chapter 530, Subchapter 3 FPM Supplement 990-1, Book III, Section 530.302 Wage Grade Employees— FPM Supplement 532-1, Subchapters S8-3b(2), S5-13, S5-14
7	Superior Qualifications Rate	Entrance rate above the minimum rate of the grade based upon superior qualifications of the employee. Reference: GS Employees— 5 USC 5333(a) FPM Chapter 531, Subchapter 2-3(b) FPM Supplement 990-1, Book III, Section 531.203(b) Wage Grade Employees— FPM Supplement 990-2, Subchapter S2-3d FPM Supplement 532-1, Subchapter S8-3b(1)
8	General Schedule System Supervisors—Advanced Rate	Rate above the minimum rate of a grade authorized for General Schedule supervisors responsible for supervision of Wage System employees. Reference: 5 USC 5333(b) FPM Chapter 531, Subchapter 3 FPM Supplement 990-1, Book III, Sections 531.301 through 531.305 FPM Supplement 990-2, Book 531, Subchapter S3
Ø	Not Applicable	Regular Rate 5 USC 5332 employees or employees for whom none of the above codes apply.

Card 5 NOA:  
Remarks:

886SS  
Use lowest code *if* two or more apply.

**Table A-18**  
**Physical Handicap**

**Definition:** An employee's physical or emotional capacity that must be reported under Civil Service regulations.

**Source:** Item 8 of SF 50

**Field:** Two numeric characters

**Codes:**

<i>Codes</i>	<i>Handicap</i>
00	No reportable handicap
10	Amputation (one extremity)
11	Amputation (two or more extremities)
20	Deformity or impaired function—upper extremity
21	Deformity or impaired function—lower extremity or back
30	Vision—best corrected vision of poorer eye less than 20/200
31	Vision—best corrected vision of better eye less than 20/200
40	Hearing—some in one ear; more in the other
41	Hearing in both ears, but not more than 12/20 in better ear without use of a hearing aid.
42	Hearing 0/20 in each ear, including speech impairment.
43	Hearing—normal hearing with speech malfunction.
50	Tuberculosis inactive pulmonary
51	Organic heart disease (compensated) valvular, arrhythmia, arteriosclerosis, healed coronary lesions
52	Diabetes—controlled
53	Epilepsy—adequately controlled
54	History of emotional or behavioral problems requiring special placement effort
55	Mentally retarded (diagnosis must be certified by appropriate State office of vocational rehabilitation)
56	Mentally restored

**Card 5 NOA:** 916SS

**Table A-19**  
**Position Occupied**

**Definition:** Indicates whether the employee's present position is in the competitive or excepted service.

**Source:** Item 28 of SF 50

**Field:** One numeric character

**Codes:**

1 = Competitive service  
2 = Excepted service

**Card 5 NOA:** 891SS

**Table A-20**  
**Position Tenure**

**Definition:** Indicates whether a *position* is permanent or temporary, without regard to the personal status of the employee.

**Source:** Management determination made by operating officials regarding each position in their organization.

**Field:** One alphabetic character

**Codes:**

P = Permanent. A position that has been established without time limit or for a limited period of one year or more, or that has been occupied for a year or more.

T = Temporary. A position that has been established for a limited period of less than a year *and* has not been occupied for more than a year.

L = Citizen. Dependents occupying local national position.

**Card 5 NOA:** 918SS

**Table A-21**  
**Salary**

Definition:	The base pay at which an employee is compensated, excluding additional compensation of any kind.
Source:	Item 23 of SF 50
Field:	Five numeric characters (see example below)
Values/Criteria:	Values must be consistent with other data element of the pay data chain (see table 2-3).
Card 5 NOA:	923SS
Remarks:	<ul style="list-style-type: none"> <li>a. For employees under the Canal Zone merit system, use Canal Zone base pay plus the tax factor.</li> <li>b. Salaries for Wage System employees must be submitted as per hour rates.</li> <li>c. For employees in grades/steps affected by statutory salary limitation, show the maximum salary authorized by law regardless of the salary on the schedule for that particular grade/step.</li> </ul>
Examples:	<p>\$3.60 per hour is coded 00360.</p> <p>\$9,753 per annum is coded 09753.</p> <p>\$24.25 per diem is coded 00034. (Round to the nearest dollar amount; do not show cents amount.)</p> <p>Without compensation is coded 00000.</p>

**Table A-22**  
**Service Computation Date**

Definition:	The date from which an employee's creditable service for leave accrual purposes starts.
Source:	Item 7 of SF 50
Field:	Six numeric characters: month, day, year (MMDDYY format)
Values/Criteria:	Must be at least 16 years after date of birth and cannot be later than current date or effective date of action. Six zeroes (000000) are permitted when SCD is unknown, but must be updated when it becomes known.
Card 5 NOA:	882SS
Remarks:	Zero fill when applicable (e.g., March 6, 1948 is coded 030648).

**Table A-23**  
**Sex**

Definition:	Indicates whether the employee is male or female.
Source:	Item 1 of SF 50
Field:	One alphabetic character
Codes:	<p style="margin-left: 40px;"><i>Codes</i></p> <p style="margin-left: 40px;">M = Male</p> <p style="margin-left: 40px;">F = Female</p>
Card 5 NOA:	912SS

**Table A-24**  
**Social Security Number**

<b>Definition:</b>	The number assigned to an employee by the Social Security Administration.
<b>Source:</b>	Item 4 of SF 50
<b>Field:</b>	Nine numeric characters
<b>Card 5 NOA:</b>	911SS
<b>Remarks:</b>	<ol style="list-style-type: none"><li>(1) When an SSN is unknown, enter a nine (9) in the first digit, the submitting office number in the next four digits, and a temporary number in the last four digits. These temporary numbers will begin with 0001 and will not be reused until 9999 is reached. Each CPO will assign these numbers as needed and maintain a log of the assignments. When the permanent number becomes known, a card 5 change must be submitted.</li><li>(2) When an expert or consultant employee (pay plan EC) serves under two concurrent appointments, each appointment must be reflected on the CPMF. To accomplish this, the master record and transactions, including the accession, for the second position must contain a temporary SSN assigned by the CPO. These temporary SSN's will be coded and assigned in the same manner as for the other temporary SSN's described above.</li><li>(3) Other valid dual appointments for the same employee may be reported by using a temporary (dummy) SSN described in (1) above.</li></ol>

**Table A-25  
Step Or Rate**

**Definition:** One of the incremental rates of basic pay established pay schedule.

**Source:** Item 22(b) of SF 50

**Field:** Two numeric characters

**Values/Criteria:** Within the limits for the pay plan and grade shown in the pay data chain (table 2-3).

**Card 5 NOA:** 922SS

**Remark:** When an employee is receiving retained/saved pay based on demotion, his step or rate must be shown at the top rate of the grade to which assigned; it cannot be shown as any other rate or as "00".

**Table A-26  
Submitting Office Number (SON)**

**Definition:** The number assigned by the U.S. Civil Service Commission to identify an individual civilian personnel office.

**Source:** Item 35 of SF 50

**Field:** Four numeric characters

**Codes:** Use only the code assigned by the Civil Service Commission.

**Table A-27**  
**Work Schedule**

**Definition:** The basis on which an employee is scheduled to work.

**Source:** Items 12 and 30 of SF 50.

**Field:** One alphabetic character

**Codes:**

<i>Code</i>	<i>Schedule</i>
F	Full time: regularly scheduled to work the number of hours and days of the administrative workweek (usually 40 hours, 5 days).
P	Part time: regularly scheduled to work less than the full workweek.
I	Intermittent: without a regularly scheduled tour of duty.

**Card 5 NOA:** 917SS

**Remark:** Work Schedule is independent of Position Tenure.

**Definition:** The nature of an employee's current appointment.

**Source:** Item 12 of SF 50

**Field:** Two numeric characters

<i>Code</i>	<i>Type of Appointment</i>
	<i>Competitive Service</i>
10	Career
11	Career-Conditional
20	Indefinite
30	Temporary—NTE
31	Temporary—PER
40	Term—NTE
50	Special Tenure Appointment
60	Oversea Limited—Indefinite
61	Oversea Limited—NTE
62	Oversea Limited Term—NTE
	<i>Excepted Service</i>
66	Limited Executive Assignment
70	Excepted Service without condition or limitation: Canal Zone Career Appointment.
71	Excepted—NTE: Canal Zone Temporary—NTE
72	Excepted—Indefinite; Canal Zone Temporary—PER
73	Excepted—Conditional; Canal Zone Career-Conditional
76	Veterans Readjustment

**Card 5 NOA:** 930SS

**Table A-29**  
**Unit Identification Code (UIC)**

Definition:	A code identifying the organizational unit to which an employee is officially assigned by personnel action.
Source:	The third thru eighth digits of the TDA number identifying the organizational unit of employee assignment.
Field:	Six characters: First character must be W; second thru fourth cannot be alphabetic I or O.
Codes:	Validity of codes may be checked with the installations, Command or HQDA UIC information officer.
Card 5 NOA:	927SS
Remarks:	Corps of Engineers civil work functions are exempt from TDA but will have an organization Unit Code (UIC) assigned.

**Table A-30**  
**Veterans Preference**

Definition:	A Code identifying the preference granted an employee based on military service, actual or derived.												
Source:	Item 5 of SF 50												
Field:	One numeric character												
Codes:	<table> <thead> <tr> <th><i>Codes</i></th> <th><i>Preference</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>None or not determined</td> </tr> <tr> <td>2</td> <td>5-point</td> </tr> <tr> <td>3</td> <td>10-point disability</td> </tr> <tr> <td>4</td> <td>10-point compensatable disability</td> </tr> <tr> <td>5</td> <td>10-point other (spouse, widow, widower, or mother)</td> </tr> </tbody> </table>	<i>Codes</i>	<i>Preference</i>	1	None or not determined	2	5-point	3	10-point disability	4	10-point compensatable disability	5	10-point other (spouse, widow, widower, or mother)
<i>Codes</i>	<i>Preference</i>												
1	None or not determined												
2	5-point												
3	10-point disability												
4	10-point compensatable disability												
5	10-point other (spouse, widow, widower, or mother)												
Card 5 NOA:	883SS												

**APPENDIX B**  
**NATURE OF ACTION (NOA) CODES ACCEPTABLE**  
**IN CIVPERSINS-I**

NOA code	To prepare original transaction use—		To cancel a transaction, use the same 3-digit NOA and		General description of NOA codes
	Suffix	Cards	Suffix	Cards	
100, 101, 107, 108, 110, 112, 113, 115, 117, 118, 119, 120, 121, 122, 123, 124, 128, 130, 131, 132, 128, 130, 131, 132, 140, 141, 160, 161, 170, 171, 172, 173, 176, 214	AA	1 and 2, and 3 if ap- propriate	AZ	5	Accessions
280, 292	AA	5	(Note 4)		Return to duty
300, 301, 302, 303, 310, 311, 313, 314, 315, 316, 317, 320, 321, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 340, 345, 346, 350, 351, 352, 355	LL	5	LZ	(Note 1)	Losses
365, 460, 470, 472	LL	5	(Note 5)		Suspension, LWOP fur- lough
500, 501, 507, 508, 510, 511, 515, 517, 518, 519, 520, 522, 523, 528, 530, 531, 532, 534, 540, 541, 550, 552, 553, 561, 576	CC or SS (see para 2-5 & table 2-9)	4	CZ SZ	4	Conversions
602	SS	4	SZ	4	Conversion to career tenure

NOA code	To prepare original transaction use—		To cancel a transaction, use the same 3-digit NOA and		General description of NOA codes
	Suffix	Cards	Suffix	Cards	
614, 651, 702, 712, 713, 715, 720, 721	CC or SS (see para 2-5 & table 2-9)	4	CZ, SZ	4	Conversions, promotions, reassignments
780	SS	5	SZ	5	Name change
790	CC	4	CZ	4	Mass change
792	SS	5	SZ	5	Change in duty station
820	SS	5	SZ	5	Change in occupational series code
880	SS	5	SZ	5	Change in employee tenure group
882	SS	5	SZ	5	Change in service computation date
883	SS	5	SZ	5	Change in veterans preference
885	SS	5	SZ	5	Functional classification
886	SS	5	SZ	5	Pay rate determinant
891	SS	5	SZ	5	Change in position occupied code
892, 893, 894, 895, 896, 897, 898, 899	SS	4	SZ	4	Pay changes
911	SS	5	SZ	5	SSN change
912	SS	5	SZ	5	Sex
913	SS	5	SZ	5	Date of birth
914	SS	5	SZ	5	Citizenship
916	SS	5	SZ	5	Physical handicap
917	SS	5	SZ	5	Work schedule
918	SS	5	SZ	5	Position tenure
919	SS	5	SZ	5	Pay plan



## APPENDIX B—Continued

NOA code	To prepare original transaction use—		To cancel a transaction, use the same 3-digit NOA and		General description of NOA codes
	Suffix	Cards	Suffix	Cards	
921	SS	5	SZ	5	Grade or level
922	SS	5	SZ	5	Step or rate
923	SS	5	SZ	5	Salary
924	SS	5	SZ	5	Pay basis
926	SS	5	SZ	5	Command code
927	SS	5	SZ	5	UIC
928	SS	5	SZ	5	Function designator
929	SS	5	SZ	5	Career program code
930	SS	5	SZ	5	Type of appointment.
932	SS	5	(Note 6)		Intermittent employees working one or more days in a single month
933	SS	5	(Note 7)		Delete MGD
935	MM	5	MZ	5	Servicing CPO Change
970	AA	1 and 2	AZ	5	(Note 2)
971	LL	5	LZ	1 and 2	(Note 3)

*Notes:*

1. Cancellation of losses may be submitted on a card 5 if the lapsed time since the erroneous loss action was submitted to HQDA in less than 120 days. If the lapse time is 120 days or more, cards 1 and 2, and 3 if appropriate, must be submitted to HQDA containing a valid accession NOA code.
2. Movement from an ARNG technician position by conversion to a nontechnician position (competitive or excepted) in any DA activity (gain to CIVPERSINS).
3. Movement to an ARNG technician position by conversion from a nontechnician position (excepted or competitive) in any DA activity (loss to CIVPERSINS).
4. To cancel an erroneous RTD submission process a 5 card nonpay status action (Ref table 2—10).
5. To cancel an erroneous nonpay status action, submit a 5 card RTD action (Ref table 2—10).
6. NOA Code 932SS actions cannot be canceled.
7. To cancel an erroneous 933SS action a card 3 must be submitted to reinstate the record on the EEOMF.

## APPENDIX C CIVILIAN PERSONNEL OFFICES

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<i>SON</i>	<i>Location: In alphabetical sequence within state/country</i>	<i>SON</i>	<i>Location</i>
	<i>ALABAMA (AL)</i>	1985	Western Area MTMTS, Oakland
2399	Anniston Army Depot		<i>CANAL ZONE (CZ)</i>
2014	Fort McClellan, US Army	2146	US Army Forces Southern Command
2394	Fort Rucker, US Army		<i>COLORADO (CO)</i>
2237	US Army Engr Dist, Mobile	1981	Fitzsimons Army Medical Center
3307	US Army Engr Div, Huntsville	2283	Fort Carson, US Army
1991	US Army Missile Command	2274	Pueblo Army Depot
	<i>ALASKA (AK)</i>	2235	Rocky Mountain Arsenal, US Army
2211	US Army Alaska		<i>DELAWARE (DE)</i>
1987	US Army Engr Dist, Alaska	2458	Dover Air Force Base
	<i>ARIZONA (AZ)</i>		<i>DISTRICT OF COLUMBIA (DC)</i>
2289	Fort Huachuca, US Army	2645	Harry Diamond Laboratories, US Army
2536	Yuma Proving Ground	2233	US Army Military District of Washington
	<i>ARKANSAS (AR)</i>	2114	US Naval Station
2016	Pine Bluff Arsenal, US Army	2574	Walter Reed Army Medical Center
2288	US Army Engr Dist, Little Rock		<i>ENGLAND</i>
	<i>BELGIUM</i>	3274	Burtonwood Army Depot, USTASCOMEUR
3300	NATO/SHAPE Support Group, USTASCOMEUR	2551	South Ruslip Air Station
	<i>CALIFORNIA (CA)</i>	4052	RAF, Mildenhall UK, APO New York 09127
2149	Edwards Air Force Base	4053	RAF, Upper Heyford, UK, APO New York 09194
2590	Fort MacArthur, US Army	4054	RAF, Alconbury, UK, APO New York 09238
2285	Fort Ord, US Army	4055	RAF, Bentwaters, UK, APO New York 09755
2318	Norton Air Force Base		<i>FLORIDA (FL)</i>
2483	Presidio of San Francisco, US Army	2052	Homestead Air Force Base
2572	Sacramento Army Depot	2240	US Army Engr Dist, Jacksonville
2286	Sharpe Army Depot	2271	US Naval Station, Jacksonville
2017	Sierra Army Depot		<i>GEORGIA (GA)</i>
2457	Travis Air Force Base	2239	Atlanta Army Depot
2313	US Army Engr Dist, Los Angeles		
2484	US Army Engr Dist, Sacramento		
2284	US Army Engr Dist, San Francisco		
2490	US Navy, El Centro		
2213	Defense Language Inst, West Coast Branch		

## GEORGIA (GA)—Continued

<i>SON</i>	<i>Location</i>	<i>SON</i>	<i>Location</i>
2043	US Army Infantry Center and Fort Benning	2392	US Army Engr Division, Mediterranean
2276	Fort Gordon, US Army	2541	8th Logistics Command, USASETAF
2302	Fort McPherson, US Army		<i>JAPAN</i>
2238	Fort Stewart, US Army	2573	US Army Japan
1992	US Army Engr Dist, Savannah		<i>KANSAS (KS)</i>
2108	US Army Engr Div, South Atlantic	2192	Forbes Air Force Base
	<i>GERMANY</i>	2230	Fort Leavenworth, US Army
2486	Sued Bayern Area, USTASCOMEUR	2228	Fort Riley, US Army
2795	Bremerhaven Area, USTASCOMEUR		<i>KENTUCKY (KY)</i>
2937	Frankfurt Area, USTASCOMEUR	2040	Fort Campbell, US Army
3053	Giessen Area, USTASCOMEUR	2386	Lexington-Blue Grass Army Depot
2683	Heidelberg Area, USTASCOMEUR	2278	US Army Armor Center and Fort Knox
2508	HQ, Berlin Brigade, USAEUR	2279	US Army Engr Dist, Louisville
2422	Kaisenslautern Area, USTASCOMEUR		<i>KOREA</i>
2601	Nuernberg Area, USTASCOMEUR	2680	Eighth US Army
2682	Stuttgart Area, USTASCOMEUR		<i>LOUISIANA (LA)</i>
2153	Wiesbaden Air Force Base	2686	Fort Polk, US Army
3406	Worms Area, USTASCOMEUR	2317	US Army Engr Dist, New Orleans
3055	Wuerzburg Area, USTASCOMEUR		<i>MARYLAND (MD)</i>
3407	Zweibruecken Area, USTASCOMEUR	1962	Aberdeen Proving Ground, US Army
	<i>GREECE</i>	2312	Defense Mapping Agency Topographic Center
2552	Athenai Airport, Greece	1984	Fort Detrick, US Army
	<i>HAWAII (HI)</i>	2602	Fort George G. Meade, US Army
2273	US Army Support Command, Hawaii	2828	Fort Ritchie, US Army
	<i>ILLINOIS (IL)</i>	2291	US Army Administrative Survey Detachment
2282	Fort Sheridan, US Army	2281	US Army Engr Dist, Baltimore
2241	Rock Island Arsenal, US Army		<i>MASSACHUSETTS (MA)</i>
1988	Savanna Army Depot	2539	US Army Materials & Mechanics Research Center
2231	US Army Ammunition Procurement & Supply Agency	2482	Fort Devens, US Army
2388	US Army Engr Dist, Chicago	2481	US Army Natick Laboratories
2575	US Army Engr Dist, Rock Island	2224	US Army Engr Div, New England
	<i>INDIANA (IN)</i>		<i>MICHIGAN (MI)</i>
1966	US Army Finance Support Agency	2621	US Army Engr Dist, Detroit
2797	Jefferson Proving Ground, US Army	2685	US Army Tank Automotive Command
	<i>IRAN</i>		<i>MINNESOTA (MN)</i>
4132	USEUCOM Support Activity, Tehran	2582	US Army Engr Dist, St. Paul
	<i>ITALY</i>		<i>MISSISSIPPI (MS)</i>
2124	Aviano Air Force Base	2138	US Army Engr Dist, Vicksburg
2446	Naval Air Facility, Sigonella		
2700	Naval Support Activity		

## MISSISSIPPI (MS)—Continued

<i>SON</i>	<i>Location</i>	<i>SON</i>	<i>Location</i>
2222	US Army Engr Waterways Experiment Station Vicksburg		
<i>MISSOURI (MO)</i>			
3394	Automated Logistics Management Systems Agency, St. Louis	2208	Defense Construction Supply Center, Columbus
2229	Fort Leonard Wood, US Army	2296	USA Civilian Personnel FLD OFC Fort Hayes
2391	US Army Reserve Components Personnel and Administration Center	2144	US Army Engr Div, Ohio River
2298	US Army Aviation Systems Command	2130	Wright Patterson AFB
2684	US Army Engr Dist, Kansas City	<i>OKINAWA</i>	
1993	US Army Engr Dist, St. Louis	2603	US Army Base Command, Okinawa
3149	US Army Troop Support Command	<i>OKLAHOMA (OK)</i>	
<i>MOROCCO</i>			
3301	US Naval Training Command, Kenitra	2577	Fort Sill, US Army
<i>NEBRASKA (NB)</i>			
2106	US Army Engr District, Omaha	2205	Tinker Air Force Base
<i>NEW HAMPSHIRE (NH)</i>			
4001	US Army Cold Regions Research & Engineering Laboratories, Hanover	2578	US Army Engr Dist, Tulsa
<i>NEW JERSEY (NJ)</i>			
2041	Fort Dix, US Army	<i>OREGON (OR)</i>	
2542	Fort Monmouth, US Army	2216	Umatilla Army Depot
2308	Picatinny Arsenal, US Army, Dover	2101	US Army Engr Dist, Portland
<i>NEW MEXICO (NM)</i>			
2510	Kirkland AFB, Albuquerque	<i>PENNSYLVANIA (PA)</i>	
1997	US Army White Sands Missile Range	2100	Carlisle Barracks, US Army
4091	US Army Engr Dist, Albuquerque	2087	Defense Personnel Support Center, Philadelphia
<i>NEW YORK (NY)</i>			
2379	ADC, 4789th Air Base Group Hancock Field, Syracuse	2546	Frankford Arsenal, US Army
2681	Fort Hamilton, US Army	2600	Indiantown Gap Military Reservation
2220	Eastern Area MTMTS, Brooklyn	2547	Letterkenny Army Depot
2390	Seneca Army Depot	2083	New Cumberland Army Depot
1964	US Army Engr Dist, New York	2395	Tobyhanna Army Depot
1990	United States Military Academy	2647	US Army Engr Dist, Philadelphia
2906	Watervliet Arsenal, US Army	2214	US Army Engr Dist, Pittsburgh
<i>NORTH CAROLINA (NC)</i>			
2103	Fort Bragg, US Army	1965	Valley Forge Army Medical Center
3443	Military Ocean Terminal, Sunny Point	<i>PUERTO RICO (PR)</i>	
3151	US Army Engr Dist, Wilmington	4009	Consolidated Civilian Personnel Office, US Naval Support Activity, San Juan
2104	US Army Research Office, Durham	<i>REPUBLIC OF VIETNAM</i>	
		4100	Republic of Vietnam, Defense Attache
		<i>SOUTH CAROLINA (SC)</i>	
		2295	Fort Jackson, US Army
		2802	Naval Weapons Station
		<i>SPAIN</i>	
		2036	Moron Air Force Base
		2749	Naval Station, Rota Spain
		2072	Torrejon Air Force Base
		<i>TAIWAN</i>	
		2518	Taipei Air Station
		<i>TENNESSEE (TN)</i>	
		3137	Defense Depot, Memphis

*TENNESSEE (TN)*—Continued

<i>SON</i>	<i>Location</i>	<i>SON</i>	<i>Location</i>
1961	US Army Engr Dist, Memphis		<i>VIRGINIA (VA)</i>
2015	US Army Engr Dist, Nashville	1952	Defense General Supply Center, Richmond
	<i>TEXAS (TX)</i>	2306	US Army Engr Center and Fort Belvoir
1983	Fort Sam Houston, US Army	1960	US Army Transportation Center and Fort Eustis
2397	US Army Air Defense Center and Fort Bliss	2212	US Army Quartermaster Center and Fort Lee
2294	Fort Hood, US Army	2012	Fort Monroe, US Army
2656	Fort Wolters, US Army	2750	HQDA, (CAAA-SMC), US Army Audit Agency
2385	Red River Army Depot	2967	HQ, MTMTS
2186	US Army Aeronautical Depot Maintenance Center	2946	HQ US ARMY Materiel Command
2403	US Army Engr Dist, Fort Worth	2476	Northern Virginia Personnel Office, US Army Engr Dist, Baltimore
2292	US Army Engr Dist, Galveston	2320	Office, Secretary of the Army
2612	US Army Engr Div, Southwestern	2081	US Army Engr Dist, Norfolk
	<i>THAILAND</i>	3268	US Army Foreign Science & Technology Center
3276	US Army Support, Thailand	2475	HQ US ARMY Security Agency
	<i>TURKEY</i>		<i>WASHINGTON (WA)</i>
2597	Ankara Air Station	2400	Fort Lewis, US Army
3536	TUSLOG, Detachment 118, APO New York 09224	2310	US Army Engr Dist, Seattle
3537	TUSLOG, Detachment 193, APO New York 09289	2080	US Army Engr Dist, Walla Walla
3538	TUSLOG, Detachment 180, APO New York 09324		<i>WEST VIRGINIA (WV)</i>
	<i>UTAH (UT)</i>	2210	US Army Engr Dist, Huntington
3140	Defense Depot, Ogden		<i>WISCONSIN (WI)</i>
1996	Dugway Proving Ground	3314	Camp McCoy, US Army
2543	Tooele Army Depot		

1 April 1974

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*CREIGHTON W. ABRAMS*  
*General, United States Army*  
*Chief of Staff*

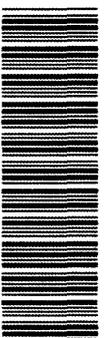
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