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With new Change # 1

Personnel Information System

Reporting Requirements Under the Civilian Personnel Information System
(CIVPERSINS) (RCS CSGPA-1103)

Summary. This is a complete revision of AR 680-330. This revision fully implements FRM Supplement 296-33.

Applicability. This regulation applies to the Active Army. It does not apply to the Army National Guard technicians and the US Army Reserve.

a. This regulation applies Armywide to reporting personnel actions for Department of the Army (DA) civilian employees and Department of Defense Dependent School (DODDS) employees located outside the United States.

- b. This regulation does not apply to:
 - (1) Enrollee program employees (FRM chap 309).
 - (2) Foreign Nationals, direct or indirect hire.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System (NMS).

Supplementation. Supplementation of this regulation is prohibited without prior approval from HQDA(PECC-CI), ALEX VA 22332-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (PECC-CIO), ALEX VA 22332-0300.

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Chapter 1 General

1-1. Purpose

This regulation prescribes responsibilities, and procedures for the following:

a. Direct reporting of civilian personnel data from the installation or activity level to HQDA in support of the Civilian Personnel Information System (CIV-PERSINS).

b. The creation and maintenance of civilian personnel data in automated files at Headquarters, Department of the Army (HQDA) to provide—

(1) Statistics in support of the Equal Employment Opportunity Program.

(2) Official strength accounting data and other statistical information needed in support of selected recurring and one-time report requirements of the Office of Personnel Management (OPM), Office of the Secretary of Defense, HQDA, major Army commands (MACOMs), and other Federal agencies.

1-2. References

Related publications are listed below.

a. AR 690-400, chapter 413 (Management Development).

b. AR 690-950-1 (Career Management).

c. FPM Supplement 296-33 (The Guide to Processing Personnel Actions).

d. FPM chapter 308 (Youth and Student Employment Programs).

e. FPM chapter 309 (Hosting Enrollees of Federal Grant Programs).

f. FPM chapter 412 (Executive Development).

g. FPM Supplement 532-1 (Federal Wage System).

h. FPM Supplement 532-2 (Federal Wage System Nonappropriated Fund Employees).

i. FPM Supplement 990-1 (Civil Service Laws, Executive Orders, Rules and Regulations).

j. FPM Supplement 990-2 (Hours of Duty, Pay Administration, and Absence and Leave).

k. AR 680-340 (Standard Civilian Personnel Management System).

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. HQDA(PECC-CI) 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(PECC-CI) 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 employee personnel actions are reported to the system. This includes all actions on employees assigned to activities reporting directly to the headquarters but serviced by non-Army civilian personnel offices.

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

c. Heads of servicing CPOs at installation or activity level will—

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

(2) Ensure the timeliness and accuracy of data reported.

1-5. Communications with HQDA

All inquiries, suggestions, and problems related to CIVPERSINS will be referred to HQDA(PECC-CI), ALEX VA 22332-0300. Information on update submissions may be conducted via telephone numbers printed at the top of the Status and Reconciliation Report. (See chap 5.) Other problems or questions relating to the functional (i.e., civilian personnel management) aspects of the system including reports generated at HQDA(PECC-CI), will be referred to (PECC-CIM) through command channels. Inquiries pertaining to Standard Civilian Personnel Management Information System (SCIPMIS) should be referred to HQDA(PECC-CIM), ALEX VA 22332-0300.

1-6. Deviations

Deviations from this regulation require prior approval of HQDA(PECC-CI). Requests for deviations will be submitted through command channels to HQDA (PECC-CI), ALEX VA 22332-0300.

Chapter 2 System Input Requirements

Section I General

2-1. System concept

a. CIVPERSINS encompasses all procedures, methods, processes, and techniques for collecting and coding personnel input data at the installation/activity level and the creation of output reports from the master files maintained at HQDA.

b. The system requires that selected data elements from manual or automated (SCIPMIS, Chief of Engineers Management Information System (COEMIS), Civilian Personnel Accounting System (CPAS)) personnel records maintained at the installation or activity servicing CPO will be reported directly to CIVPERSINS through the use of punched cards or card images and automatic digital network (AUTODIN) or courier services.

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

2-2. Data element descriptions

a. The tables in appendix A contain descriptions of the data elements in CIVPERSINS. These descriptions are provided for users of the system, especially CPO staff members responsible for preparing input transactions.

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

- (1) *Definition*. A short description of the data element.
- (2) *Source*. Origin of the data element.
- (3) *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)).
- (4) *Values*. Authorized values and their meanings, (e.g., \$9,753 acceptable in CIVPERSINS as 09753).
- (5) *Codes*. Authorized codes (e.g., GS) that are acceptable in CIVPERSINS and their meanings.
- (6) *Card 5 NOA*. DA Form 3788-5-R (CIVPERSINS-I Transcript Worksheet-Card 5-NOA/EDOA/Legal Auth Corrections) OPM and agency nature of action (NOA) codes used 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.
- (9) *Applicability*. Identifies the specific types of employees to whom the data element applies (i.e., ap-

propriated fund, merit pay, Special Employment Program (SPEP), nonappropriated fund).

2-3. Compatibility of data elements

a. Certain data elements in CIVPERSINS are uniquely related and must be compatible in the CIVPERSINS files (e.g., Pay Plan, Occupational Series, Grade, Step, Pay Basis, Salary, and Pay Rate Determinant). (See table 2-2.)

b. When submitting input transactions to CIVPERSINS, the compatibility of data elements must always be considered. Also, when 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 ensure compatibility. In many cases, 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).

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

- (1) *Function designator or command code*. Represents the relationship between the appropriated funds from which the employee is paid (function designator) and the command where the funds are allocated. See table 2-1 for compatible combinations.
- (2) *Pay data*. Includes seven to nine data elements, depending on pay plan. See table 2-2 for data elements included and compatible combinations.
- (3) *Appointment status data chain*. Includes three data elements: employee tenure, position occupied and type of appointment. See table 2-3 for compatible combinations.
- (4) *Special program identifier (SPID)*. Includes three to eight data elements, depending on special program identifier. See table 2-4 for data elements included and compatible combinations.
- (5) *SPEP data chain*. Includes two to 12 data elements, depending on the special employment program. See table 2-5 for data elements included and compatible combinations.
- (6) *Education data*. Includes three data elements: education level, academic discipline, and year of degree. The following relationship exists between educational level and the other two elements.
 - (a) If the educational level is 13 or greater, then academic discipline and year of degree must contain valid data (other than blanks or zeros).
 - (b) If the educational level is 01 through 12, then academic discipline must contain blanks or zeros; the year of degree must be blanks or zeros.
 - (c) If the educational level is 1 through 4, then

the academic discipline and the year of degree must be blanks or zeros.

(7) *Occupational code or functional classification relationship.*

(a) When occupational series is in the scientist and engineer category, the functional classification code must be a valid code other than zeros. (See table A-28.)

(b) If occupational series code is not in the scientist and engineer category, the functional classification must be zeros.

(8) *Command Code or Unit Identification Code (UIC).* Reflects the relationship between each command code and the UIC. This information is available from the local TDA, the local UIC information officer, or as prescribed by higher command.

(9) *Training Type or Training Special Interest Program.* Represents the following relationship between the two data elements:

(a) If the Training Special Interest Program Code is 1, Executive Development, then the Training Type must be Executive and Management, code 1.

(b) If the Training Special Interest Program code is 2, Supervision, then the Training Type must be Supervisory, code 2.

(10) *Nonappropriated fund employees.* Nonappropriated fund employees (NAF) data chains are listed in chapter 6, table 6-1 and 2.

2-4. Input card descriptions and purposes.

CIVPERSINS requires punched card (or card image) input. Card formats for CIVPERSINS transactions are located at the back of this regulation. Descriptions of cards are as follows:

a. Cards 1 and 2, DA Form 3788-1-R, and 3, DA Form 3788-2-R, are used to establish a record.

b. Cards 4 and K, DA Form 3788-3-R, always submitted together, are used to correct or change multiple data elements. Columns 2-26 on both cards must match exactly.

c. Card 5, DA Form 3788-4-R, DA Form 3788-5-R and DA Form 3788-6 (CIVPERSINS Transcript Worksheet), is used to—

- (1) Establish or change a single data element.
- (2) Report long term training actions.
- (3) Submit notice of departure to new Army Activity (NOA 935MM)
- (4) Submit a loss action.
- (5) Report a conversion to SPEP for current Army employees. (Use NOA 940.)
- (6) Report a change in a single or multiple SPEP data elements. (Use NOA 941.)
- (7) Report a graduation or loss to SPEP when the employee remains within Army. (Use NOA 942.)
- (8) Correct an NOA, NOA effective date, or legal authority. (Use NOA 910 or 975 as applicable.)

d. Card 6, DA Form 3788-7-R (CIVPERSINS

Transcript Worksheet), is used to submit, correct, or cancel training data. Include all data elements when re-submitting a rejected card 6.

e. Card 8, DA Form 3788-8-R (CIVPERSINS Transcript Worksheet), is used to establish and change NAF employee records.

2-5. Nature of action (NOA) codes and suffixes

a. Appendix B contains all OPM and Army NOA codes acceptable to CIVPERSINS. All personnel actions must be reported using one of these NOA codes. The NOA codes are arranged in sequence to assist the CPO staff in matching the three-digit NOA code to the proper two-position suffix (*b* below).

Appendix B also shows the type of card to be used in reporting the personnel action and the proper suffix code and type of card to be used in canceling previously submitted transactions. Some of OPM's NOA codes are not accepted in CIVPERSINS, i.e. NOAs 001 and 002. To update individual CIVPERSINS data elements not covered by OPM codes, HQDA established additional NOA codes in the 900 series.

b. CIVPERSINS NOA'S require a 2-position suffix code as follows:

(1) AA—An accession to Army by appointment, reinstatement, return to duty or return to pay status from over 30 days absence from work, or transfer from another Federal agency outside of the Department of Defense (DOD).

(2) AD—An accession (transfer) from a DOD agency (i.e., DOD, Air Force, or Navy).

(3) NG—An accession from the National Guard by conversion.

(4) LD—A transfer (loss) from the Army to another DOD agency.

(5) LL—A loss from Government employment; transfer (loss) to another agency outside DOD; placement in a non-work or non-pay status for over 30 days; or Army employees going to National Guard (NOA 971).

(6) CC—A movement within DA from one CPO, UIC, or command to another by reassignment, promotion, conversion or other action. This type action affects only command, UIC, or CPO strength and does *not* affect HQDA strength.

(7) CE—A temporary movement within DA from one CPO, UIC, and/or command to another by promotion, conversion, or other action. This type action affects only command, UIC, or CPO strength and does not affect HQDA strength.

(8) SS—A change in an employee's record when there is no change in servicing CPO, UIC, and/or command. This type of action does *not* affect the CPO, UIC, command, or HQDA strength.

(9) SE—A temporary change in an employee's record when there is no change in servicing CPO, UIC,

and/or command. This type of action does *not* affect the CPO, UIC, command, or HQDA strength.

(10) MM—A notification informing HQDA of an employee's movement to another Army servicing CPO. Only the losing CPO will code an MM action (NOA 935). This action does *not* affect strength. It serves to notify HQDA that a CC "pick-up" action is pending from the gaining CPO and creates a dunning action to the gaining CPO until the employee is "picked-up." (See table 2-19.)

(11) A2—A correction to AA or AD accession actions.

(12) C2—A correction to CC or CE movement change actions.

(13) M2—A correction to the SON or effective date of an NOA 935 MM notification action.

(14) N2—A correction to an NG conversion action.

(15) S2—A correction to SS or SE change actions. It must be used to correct an NOA or NOA effective date (NOA 910), or a legal authority (NOA 975.)

(16) AZ—A cancellation of AA or AD actions.

(17) CZ—A cancellation of CC or CE movement actions.

(18) LZ—A cancellation of LD or LL loss actions.

(19) MZ—A cancellation of a MM movement action.

(20) NZ—A cancellation of a NG conversion action.

(21) SZ—A cancellation of SE or SS actions.

Section II

Preparation of Input Transactions

2-6. General

a. Table 2-19 and paragraph 6-2 provide complete and detailed instructions for preparing CIVPERSINS input transactions. These instructions are organized by the following major CIVPERSINS reporting categories:

(1) Accessions (gains) to the Army.

(2) Race or national origin (RNO) and other required data elements.

(3) Losses (separations) from the Army including movements to NGB technician positions.

(4) Loss to strength accountability-employee in reduction-in-force

(5) Servicing CPO changes.

(6) Movement actions.

(7) Nonmovement change actions.

(8) Nonpay status and return-to-duty (RTD) actions.

(9) Monthly work status notification for intermittent employees.

(10) Training data.

(11) Canceling previously submitted transactions (general).

(12) Correcting erroneous NOA and effective date or legal authority.

(13) Special Employment Program data.

b. Table 2-20 contains instructions for preparing cancellations of transactions already submitted to HQDA. Instructions are categorized as follows:

(1) Accessions to the Army.

(2) Losses from the Army.

(3) Servicing CPO changes (submitted by losing CPO).

(4) Card 4 and K, CC, CE, SE and SS actions.

(5) Card 5 SS and S2 actions.

(6) Leave without pay (LWOP) for more than 30 days.

(7) LWOP pending disability retirement.

(8) Training data.

(9) Return to pay status from more than 30 days leave without pay.

c. Training should be reported in the cycle following completion of the training. All training for any given fiscal year must be reported by ME September update cycle.

d. When preparing cards 1, 2, 3, 4, K, 5, 6, and 8, all data elements must be included in the proper columns. Cards 4, K, and 5 must contain at least the following six mandatory control elements:

(1) Card type.

(2) Social security number (SSN).

(3) Employee's name (first five positions of last name).

(4) NOA code.

(5) Effective date of action.

(6) Submitting office number (SON).

2-7. Worksheets

For use in collecting, coding, punching, and verifying reportable data elements, transcript worksheets for cards 1 and 2, 3, 4 and K, 5, 6, and 8, DA Forms 3788-1-R; 3788-2-R; 3788-3-R; 3788-4-R; 3788-5-R; 3788-6-R; 3788-7-R; and 3788-8-R, are located at the back of this regulation and can be reproduced locally on 8½ × 11 inch paper.

Section III

Mass Changes Made at HQDA

2-8. General

CIVPERSINS has the capability of making mass changes to selected data elements in the CPMF.

2-9. Salary Mass Changes

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, and DODDS teachers' salaries when HQ DODDS furnishes a new salary schedule. A mass salary change request for these

records is not necessary. (HQDA will announce the date a mass change is made.)

2-10. DODDS Teachers Mass Changes

During each mid-month June update of the CPMF, HQDA(PECC-CIO) will automatically generate transactions to place dependent school teachers, with a pay plan of AD and work schedule of G or Q, in nonpay status. The NOA will be 430LL and the effective date of

action will be 15 June. A listing of these transactions will be provided each CPO. When the regular school year begins, HQDA(PECC-CIO) will prepare placement in pay status, "280AA" transactions, for those employees placed in non-pay status in June. These actions will have an effective date of action of 31 August. A listing of these transactions will be provided each CPO.

Table 2-1
Function designator or command code data chain

(See app A for data element descriptions.)

Rule	A If function designator is	B then command code must be
1	1 (Military Functions)	any valid command code
2	2 (Civil Functions)	CE only
3	3 (Cemeterial Functions)	AG Only

Table 2-2
Pay data chain

If command code is	and pay plan is	(Note 1) then occupational series must be	(Note 2) and 4) grade or level must be	(Note 2) and 4) 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 must be	and work schedule must be	remarks
DD	AD	0180	03	00-15	PA	IAW O/S Educators' Salary Schedules	0, 4 or J, K	ALPHA only	G or Q	Full-time or Part-time DOD Educators and Specialists employed on a school-year basis
		0185	01							
		0610								
		0631								
		0633								
		0635								
		0665								
		1410								
		1724								
		1726								
1728										
1710	01-09	00	PD	N/A	0 Only	ALPHA or NUMERIC 36 Only	I	Substitute DOD Educators and Specialists	Night School Teachers in the College In Panama	
1712										
1740	01-02									
1722	02-05									
1750	01 or 06									
1710										
1712										
1722										
1724										
1726										
1728										
1740										
1750										
NOT DD	AD	0060	00	00	PA	IAW O/S Teachers' Tables	0 only	ALPHA or NUMERIC 36 Only	F, G	West Point Elementary Teachers/Principal
		1710								
NOT DD	ED	0001 thru 2199	00	00	PD	IAW AR 690-300, chapter 304	0 only	ALPHA or NUMERIC 36 Only	A P P L I C A B L E	Expert appointed under 5 U.S.C. 3109
			00	00	PD					
	EE									

Table 2-2
Pay data chain—Continued

If command code is	and pay plan is	(Note 1) then occupational series must be	(Note 2) and (4) and grade or level must be	(Note 2) and (4) 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 must be	and work schedule must be	remarks	
N O T	EF		00	00	PD			N O T	N O T	Consultant appointed under 5 U.S.C. 3109	
			00	00	WC	00000					
	EH		00	00	WC	00000			A P P L I C A B L E	Consultant appointed under authority similar to 5 U.S.C. 3109	
			00	00	WC	00000					
A P P L I C A B L E	EI		00	00	WC	00000				Advisory committee member appointed under 5 U.S.C. 3109	
	ES		00	01-06	PA	IAW SES schedule	0 or S			Advisory committee member under authority similar to 5 U.S.C. 3109	
	EX	0001 through 2199	01-05	00	PA	IAW exec schedule	0 or S only			Senior executive service (SES)	
	GM		13-15	00	PA	IAW merit pay system	0 through 3, 5 through 8 or ALPHA			Executive pay act (pertains to SON 2320 only)	
	GS			01-18	00	PA	IAW current GS table	2, 3, or ALPHA			Merit pay system employees
				01-15	01-10	PA		0, 5 through 8			General schedule (GS) pay plan employees (include both regular and special rates)
				16	01-09	PA					
				17	01-05	PA					
	GW			18	01	PA					
				01-04	01-10	PA	IAW current GS table	0 or 6 only			Student aid

Table 2-2
Pay data chain—Continued

If command code is	and 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 basis must be	(Note 4) and salary must be	and pay rate determinant must be	and first 2 positions of GSA location must be	and work schedule must be	remarks	
N O T A P P L I C A B L E	FC	0001 through 2199	01	01-03	PA	IAW FC pay schedule	0 only	ALPHA only	N O T A P P L I C A B L E	AID funds (per- tains to SON 3300 only)	
			02	01-07	PA						
			03-12 00	01-10 00	PA PA						
	ST	0001 through 2199	2501 and up	00-15	00-05	PH	IAW DOD wage fixing auth wage rates	0, 3, 5 through 7 or ALPHA	N O T A P P L I C A B L E	Paid from super- visory FWS schedule	
							See remarks				
	WG										Paid from non- supervisory hopper dredge schedule
	WK										Paid from super- visory hopper dredge schedule
	WL										Paid from FWS leader schedule
	WJ		2501 and up	01-11	00-05		See remarks			Paid from super- visory hopper dredge schedule	
CZ		0001 through 2199	12-16	00-03	PA	IAW GS pay schedule	0, 3, 6, or ALPHA	PM only	F, G, P, Q, I, or S	Non-manual position subject to the Panama Canal area merit system/ excepted service	
			01-15	00-21							
			16	00-09							
			17	00-05							
			18	01							
			00	00							
SZ		3506 only	00	00	PH	\$1.00-\$3.35		N/A	Summer hire only		
		0081 only	02	00-10	PA	\$7,000- \$57,500			Fire protection subject to Panama Canal merit system/ excepted service		

Table 2-2
Pay data chain—Continued

If command code is	and pay plan is	(Note 1) then occupational series must be	(Note 2 and 4) grade or level must be	(Note 2 and 4) 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 positions must be	and work schedule must be	remarks.	
N O T A P P L I C A B L E		2501 and Up	00-01	00-01	PH	\$2.20 \$10.00				Apprentices and learners in WG type positions subject to Panama Canal merit system/excepted service	
		0001 through 2199	00	00	PH	\$1.00-\$3.35				Summer aid/stay-in school, subject to Panama Canal merit system/excepted service	
	WZ	2501 and Up	01-19	00-21	PH	\$2.90-\$20.00				Manual positions subject to Panama Canal merit system excepted service	
	WB	2501 and up	00 01-15	00-12 00-05	PH PH	See remarks	0, 3, 5 through 7 or ALPHA			Paid from non-supervisory wage schedules not converted to FWR (includes apprentices and O/S youth)	
	WD	2500	01-11	00-05	PH	IAW DOD wage fixing auth wage rates	0, 3, 5 through 7 or ALPHA				
	WM	2800-2999 5300-5399 5700-5799 5900-5999 or 7400-7499 4400-4499	01-09 00	00-05 00	PH PH	See remarks	0, 3, 5 through 7 or ALPHA			Paid from maritime pay schedule	
	WP		01-34	00-05	PH	See remarks	0, 3, 5 through 7 or ALPHA			Paid from printing and lithographic schedules	
	WS	2501 & Up	01-19	00-05	PH	IAW DOD Wage Fixing Auth Wage Rates	0, 3, 5 through 7 ALPHA			Paid from FWS regular supervisory schedules	

Table 2-2
Pay data chain — Continued

If command code is	and 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 basis must be	(Note 4) and salary must be	and pay rate determinant must be	and first 2 positions of GSA location must be	and work schedule must be	remarks
N O T A P P L I C A B L E	WW	2501 & Up	01-14	00-05	PH	IAW DOD wage fixing auth wage rates	0 only	numeric only	N O T	Student aid
	WT	2501 and Up	21-59	00-10	PH	IAW DOD wage fixing auth wage rates	0, 3, 5 through 7 or ALPHA	N O T	A P P L I C A B L E	Paid from non-supervisory FWS schedule
	WY	2501 and up	01-15	00-05	PH	IAW DOD wage fixing auth wage rates				Paid from non-supervisory FWS schedule
	WO	2501 and up	01-15	00-05	PH	IAW DOD wage fixing auth wage rates				Paid from non-supervisory FWS schedule
	WA	2501 and up	01-19	00-05	PH	IAW DOD wage fixing auth wage rates				Paid from non-supervisory FWS schedule
	YV	3506 only	00	00	PH		0 only	Numeric or RQ		Summer aid employee valid during May-September of each year
	YW	3506 only	00	00	PH		0 only	Numeric or RQ		Student aid work schedule limited to part-time and intermittent during school year
	XP	2501 and up	01-15	01-03	PH	IAW current wage grade limits	0 through 8 or ALPHA	N O T	A P P L I C A B L E	
	XL	2501 and up	01-15	01-03	PH					
	XD	2501 and up	01-15	01-03	PH					
XN	2501 and up	01-19	01-03	PH						
XS	2501 and up	01-19	01-03	PH						

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 executive salary range.

- NOTES
1. See OPM Handbook of Occupational Groups and Series of Classes or Part III of FPM Supp 512-1 to determine valid occupational series codes.
 2. If grade is 00, the step must also be 00 (except Pay Plan "WB" and "ES").
 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 2-3
Appointment status data chain

Rule	A	B	C
	If Type of appointment is	then employee tenure must be	and position occupied must be
1	10	1 or 2	1
2	11	2	1
3	20	3	1
4	30	0	1
5	31	3	1
6	40	3	1
7	50	3	1
8	60	3	1
9	61	0	1
10	62	3	1
11	66	3	1
12	70	1, 2, or 3	2
13	71	0 or 3	2
14	72	3	2
15	73	2	2
16	76	2	2
17	79	2	2
18	90	4 through 9	3, 4

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

Table 2-4
Special program identifier data chain*

If special program identifier is	then employee tenure must be	and position occupied must be	and pay plan must be	and veteran's preference must be	and grade must be	and career program must be	and type appointment must be
53		2					
54	0 or 3	2	YW, GW, or WW				71
55	0 or 3	2	YV				71
57	2	2	GS				73
58	0 or 3	2					
59, 88	2	2		2, 3, 4, 6			76
62		2					
66	0	1 or 2					30 or 71
67		2					
92	1 or 2		GS or CZ		4, 5, 7, 9 or 11	10-33	
+ 93	1, 2 or 3	1 or 2	WT		21-59		

Example: If special program identifier is 55, then employee tenure must be 0 or 3, position occupied must be 2, pay plan must be "YV," and type of appointment must be 71.

*Blank fields under the listed data elements indicate that there are no restrictions on specific codes tied to the particular special program identifier, i.e., any valid code appropriate to the listed data elements can be used unless a restriction is indicated.

+ Note: If Pay Plan is WT, then SPID must be 59, 88, 90, or 93.

Table 2-5
Special employment program (SPEP) data chain

If special employment program is	then career program code must be	and entry pay plan must be	and entry grade must be	and entry occupational series must be	and target pay plan must be	and target grade must be	and training command must equal the last two positions of AMS code (cc 11-12)	and command must be	and unit identifier code must be	and AMS code must be	source of intake must be
A	# 00	GS, CZ	5, 7, 9	NA	GS, CZ	9, 11	Yes	SF	W4CMAA	878751.110	A-E, F-J, L-N, R-Y, 1
B	# 00	GS, CZ	9	0301	GS, CZ	11	Yes	SF	W4CMAA	878751.120	A-C, H-I, L-N, U-W, Y
D	# 00	GS, CZ	4, 5, 7	0301	GS, CZ	9, 11	Yes	SF	W4CMAA	878751.120	A-C, F-I, L-N, R-W, Y
E	# 00	GS, CZ	4, 5, 6, 7	0301/525	GS, CZ	9, 11	Yes	SF	W4CMAA	878751.120	A-C, G, L-N, R-W, Y
F, G	# 00	GS, CZ	11, 12	NA	NA	NA	Yes	SF	W4CMAA	878751.220	A-C, H-I, L-N, U-W, Y
H	# 00	GS, CZ	9	NA	GS, CZ	12	Yes	SF	W4CMAA	878751.130	D, E, H, I, 1
I	# 00	GS, CZ	5, 7, 9	NA	GS, CZ	9, 11	NA	NA	#W4CMAA	NA	A-E, F-J, L-N, R-Y, 1
J	# 00	GS, CZ	NA	NA	NA	NA	NA	NA	#W4CMAA	NA	A-E, F-J, L-N, R-Y, 1
K	NA	NA	NA	NA	NA	NA	NA	CE	W37FAA	NA	NA
L	NA	NA	NA	NA	NA	NA	NA	#CE	#W4CMAA #W37FAA	NA	NA
M-V	NA	NA	NA	NA	NA	NA	NA	NA	#W4CMAA	NA	NA
W	# 00	GS, CZ	9	NA	GS, CZ	12	NA	NA	#W4CMAA	NA	D, E, H, I, 1
X	# 00	GS, CZ	4, 5, 6, 7	0301/525	GS, CZ	9, 11	NA	NA	#W4CMAA	NA	A-C, G, L-N, R-W, Y
Y	# 00	GS, CZ	11, 12	NA	GS, CZ	11, 12	NA	NA	#W4CMAA	NA	A-C, H-I, L-N, U-W, Y
Z	NA	NA	NA	NA	NA	NA	NA	NA	#W4CMAA	NA	A-C, F-I, K, Y-Z
2	# 00	GS, CZ	9	NA	GS, CZ	12	Yes	NA	NA	NA	D, E, H, I, 1

NOTE: # Indicates unequal to

Table 2-6
Acceptable training data element combination

Rule	A If pay plan is	B and grade or level is	C then type training code must be	D and special interest code must be
1	GS	01 through 04	2, 4, 5, 6, 8, or 9	N/A
2	GS	05 through 10	2, 3, 4, 5, 6, 8, or 9	N/A
3	GS	11 and 12	1, 2, 3, 4, 5, 6, 8, or 9	N/A
4	GS/GM	13 through 18	1, 2, 3, 4, 5, 8, or 9	N/A
5	ES	N/A	1	1
6	ES	N/A	2	2
7	WJ, WN, and WS (wage board supervisory)	N/A	1, 2, 3, 4, 5, 7, 8, or 9	N/A
8	WB, WD, WG, WK WL, WM, WP, and WT (wage board non-supervisory)	N/A	2, 3, 4, 5, 7, 8, or 9	N/A

Note: When the type of training codes in table A-85 are compatible with the pay plan, special interest code, and grade or level of the individual, the above data element combinations are acceptable in CIVPERSINS.

Table 2-7
Format for card 1 (DA Form 3788-1-R)

Card columns	Field length	Data	Remarks
1	1	Card code (1)	Enter "1"
2-10	9	Social security number (SSN)	
11-37	27	Employee name	Last, first, middle
38-40	3	Nature of action code (NOA)	
41-42	2	Nature of action suffix code	
43-48	6	Effective date of action (EDOA)	YYMMDD
49	1	Sex	
50-55	6	Birth date	YYMMDD
56	1	Citizenship	
57	1	Veterans preference	
58	1	Employee tenure	
59-64	6	Service computation date (SCD)	YYMMDD
65-66	2	Reportable handicap code	
67	1	Work schedule	
68	1	Position tenure	
69-70	2	Pay plan	
71-74	4	Occupational series	
75-76	2	Functional classification	
77	1	Family member	
78-79	2	Scheduled hours	
80	1	Blank	

Table 2-8
Format for card 2 (DA Form 3788-1-R)

Card column	Field length	Data	Remarks
1	1	Card code (2)	
2-10	9	Social security number (SSN)	
11-15	5	Employee name	First 5 positions of last name
16-17	2	Grade/level	
18-19	2	Step/rate	
20-24	5	Salary	
25-26	2	Pay basis	
27	1	Pay rate determinant	
28-29	2	Command code	
30-35	6	Unit Identification code (UIC)	
36-44	9	GSA location code	
45	1	Function designator	
46	1	Position occupied	
47-48	2	Type appointment	
59-50	2	Career program (CP)	
51-54	4	Submitting office number (SON)	
55-56	2	Special program ID (SPID)	
57	1	Retired military	
58	1	Federal Employees Group Life Insurance (FEGLI)	
59	1	Retirement	
60	1	Position supv	
61-62	2	Educational level	
63-66	4	Academic discipline	
67-68	2	Year degree attained	YY
69-80	12	Army management structure code (AMS)	

Table 2-9
Format for card 3 (DA Form 3788-2-R)

Card column	Field length	Data	Remarks
1	1	Card code (3)	
2-10	9	Social security number (SSN)	
11-15	5	Name (5 positions)	
16	1	Race and national origin (RNO)	
17-20	4	Bargaining unit status (BUS)	
21	1	Fair labor standards act (FLSA)	
22	1	Annuitant indicator code	
23	1	Vietnam era veteran	
24	1	Reserve status code	
25-27	3	Legal authority 1	
28-30	3	Legal authority 2	
*31-36	6	Merit pay unit designator (MPUD)	For GM pay plan employees only
37-41	5	Scheduled salary	
42	1	Special employees program (SPEP)	**
43	1	Source of intake code	**
44-45	2	Training command	**
46-47	2	Entry pay plan	**
48-51	4	Entry occupational series	**
52-53	2	Entry grade	**
54-55	2	Target pay plan	**
56-59	4	Target occupational series	**
60-61	2	Target grade	**
62-65	4	Date entered SPEP	**
66-69	4	Proposed date of graduation	**
70-72	3	Blank	
73-76	4	Submitting office number (SON)	
77	1	Key employee	
78-80	3	Blank	

* Card column 33 is blank.

** SPEP employees only; otherwise, leave blank.

Table 2-10
Format for card 4 (DA Form 3788-3-R)

Card column	Field length	Data	Remarks
1	1	Card code (4)	
2-10	9	Social security Number (SSN)	
11-15	5	Name	First 5 positions of last name
16-18	3	Nature of action code (NOA)	
19-20	2	Nature of action Suffix code	
21-26	6	Effective date of action (EDOA)	YYMMDD
27	1	Employee tenure	
28	1	Work schedule	
29	1	Position tenure	
30-31	2	Pay plan	
32-35	4	Occupational series	
36-37	2	Functional class	
38-39	2	Grade/level	
40-41	2	Step/rate	
42-46	5	Salary	
47-48	2	Pay basis	
49	1	Pay rate determinant	
50-51	2	Command code	
52-57	6	Unit identification code (UIC)	
58-66	9	GSA location code	
67	1	Function designator	
68	1	Position occupied	
69-70	2	Type appointment	
71-72	2	Career program (CP)	
73-76	4	Submitting office number (SON)	
77-78	2	Special program identification (SPID)	
79	1	Veterans preference	
80	1	Position supervisory	

Note: Card columns 2 through 26 must match corresponding K card exactly.

Table 2-11
Format for card K (DA Form 3788-3-R)

Card column	Field length	Data	Remarks
1	1	Card code K	
2-10	9	SSN	
11-15	5	Name	First 5 positions of last name
16-18	3	Nature of action code (NOA)	
19-20	2	Nature of action Suffix code	
21-26	6	Effective date of action (EODA)	YYMMDD
27-29	6	Legal authority 1	
30-32	3	Legal authority 2	
33-36	4	Bargain unit status code (BUS)	
37	1	Blank	
38-43	6	Merit pay unit designator	
44	1	FLSA	
45-72	28	Blank	
73-76	4	SON	
77-80	4	Blank	

Note: Card columns 2 through 26 must match corresponding 4 card exactly.

* Card column 40 is blank.

Table 2-12
Format for card 5 (DA Form 3788-4-R)

Card column	Field length	Data	Remarks
1	1	Card code (5)	
2-10	9	SSN	
11-15	5	Name	First 5 positions of last name
16-18	3	Nature of action code (NOA)	
19-20	2	Nature of action Suffix code	
21-26	6	Effective date of action	
27-30	4	SON	
31-66	36	Changed or corrected data element	
67-70	4	Bargaining unit status code (BUS)	
71-73	3	Legal authority 1	
74-76	3	Legal authority 2	
77-80	4	Blank	

Table 2-13
Format for card 5 (SPEP conversions/changes) (DA Form 3788-5-R)

Card column	Field length	Data	Remarks
1	1	Card code (5)	
2-10	9	SSN	
11-15	5	Name	First 5 positions of last name
16-20	5	Nature of action code (NOA)	940 or 941
21-26	6	Effective date of action (EDOA)	YYMMDD
27-30	4	SON	
31	1	SPEP	
32	1	Source of intake	
33-34	2	Training command	
35-36	2	Entry pay plan	
37-40	4	Entry OCC series	
41-42	2	Entry grade	
43-44	2	Target pay plan	
45-48	4	Target occupational series	
49-50	2	Target grade	
51-54	4	Date entered SPEP	YYMM
55-58	4	Proposed date of graduation	YYMM
59-66	8	Blank	
67-70	4	Bargaining unit status code (BUS)	
71-73	3	Legal authority 1	
74-76	3	Legal authority 2	
77-80	4	Blank	

Table 2-14
Format for card 5 (SPEP losses) (DA Form 3788-5-R)

Card column	Field length	Data	Remarks
1	1	Card code (5)	
2-10	9	SSN	
11-15	5	Name	First 5 positions of last name
16-18	3	Nature of action code (NOA)	942
19-20	2	Nature of action Suffix code	
21-26	6	Effective date of action (EDOA)	YYMMDD
27-30	4	SON	
31	1	Grad/loss ID	
32-33	2	Grad/loss reason	
34-37	4	Date of grad/loss	YYMM
38-66	29	Blank	
67-70	4	Bargaining unit status code (BUS)	
71-73	3	Legal authority 1	
74-76	3	Legal authority 2	
77-80	4	Blank	

Table 2-15
Format for card 5 (Correction of NOA/NOA effective date of action) (DA Form 3788-6-R)

Card column	Field length	Data	Remarks
1	1	Card code 5	
2-10	9	SSN	
11-15	5	Name	First 5 positions of last name
16-18	3	Nature of action code (NOA)	NOA 910
19-20	2	Nature of action code Suffix	Suffix code S2
21-26	6	Effective date of action (EDOA)	Enter current date—YYMMDD
27-30	4	SON	
31-33	3	Old nature of action	Always enter old NOA regardless of what item is corrected.
34-39	6	Old NOA effective date	Always enter old NOA effective date, regardless of what item is corrected.
40-42	3	Nature of action code (NOA)	Enter new NOA if NOA is corrected; enter old NOA if NOA is not corrected.
43-48	6	NOA effective date	Enter new NOA effective date if date is corrected; enter old effective date if date is not corrected.
43-48	6	NOA effective date	Enter new NOA effective date if date is corrected; enter old effective date if date is not corrected.
49-66	18	Blank	
67-70	4	BUS code	Always enter
71-73	3	Legal authority 1	If the NOA does not change, enter the first legal authority of the old NOA (item 18C on original SF 50-B). If the NOA is corrected, enter the first legal authority of the new NOA (item 19C on the correction SF 50-B).
74-76	3	Legal authority 2	If present and old NOA does not change, enter the second legal authority (item 18E on original SF 50-B). If the old NOA is corrected enter the second legal authority of the new NOA (item 19E on the correction SF 50-B).
77-80	4	Blank	

Note: See table 4-2 for correction of other data elements.

Table 2-16
Format for card 5 (Correction of legal authority) (DA Form 3788-6-R)

Card Column	Field length	Data	Remarks
1	1	Card code (5)	
2-10	9	SSN	
11-15	5	Name	First 5 positions of last name
16-18	3	Nature of action code (NOA)	NOA 975
19-20	2	Nature of action code Suffix	Suffix code S2
21-26	6	Effective date of action (EDOA)	If changed, enter changed date, or else enter original date.
27-30	4	SON	
31-33	3	Old nature of action code	If changed, enter new NOA, or else enter action being corrected.
34-66	33	Blank	
67-70	4	BUS	Enter BUS/code.
71-73	3	Legal authority 1	Enter first legal authority of old NOA if authority does not change. If authority is corrected, enter corrected first legal authority (item 19C on correction SF 50-B).
74-76	3	Legal authority 2	Enter second legal authority of old NOA if authority does not change and is present. If second authority is corrected, enter corrected second authority. (item 19E on correction SF 50-B).
77-80	4	Blank	

Table 2-17
Format for card 6—Training (DA Form 3788-7-R)

Card column	Field length	Data	Remarks
1	1	Card type	Enter a 6
2-10	9	SSN	
11-15	5	Name	First 5 positions of last name
16-19	4	SON	
20	1	Training principal purpose of	*
21	1	Training, type	*
22	1	Training source	*
23	1	Training, special interest program	
24-27	4	Training, direct cost	**
28-31	4	Training, indirect cost	**
32-37	6	Training, date of completion	YYMMDD
38-41	4	Training, on-duty hours	**
42-45	4	Training, non-duty hours	
46-51	6	Blank (for cancellations only)	See table 2-20 (Training)
52-80	29	Blank	Reserved for HQDA use

Note:

- * Control elements must always be completed; they cannot be zeros.
- ** When on-duty hours are zero, either direct costs or indirect costs must be present.

Table 2-18
Format for card 8 (NAF) (DA Form 3788-8-R)

Card column	Field length	Data	Remarks
1	1	Card type	Enter an 8
2-10	9	SSN	
11-12	2	NAF administrator	
13	1	Action indicator	
14-39	26	Name	
40	1	Family member code	
41-44	4	SON	
45-46	2	Pay plan	
47-50	4	Occupational series	
51-52	2	Position title	
53-54	2	Pay basis	
55	1	Work schedule	
56-57	2	Grade	
58-59	2	Step	
60-64	5	Salary	
65	1	Position supervisory	
66	1	Employment status	
67	1	Retained pay	
68	1	LWOP	
69	1	Sex	
70	1	Citizenship	
71	1	RNO	
72-73	2	Command	
74-75	2	Geographic location	
76-79	4	Blank	
80	1	Off-duty military	

Note: Reference chapter 6, section II, for definition and coding instructions.

Table 2-19
Instructions for reporting CIVPERSINS input transactions

Item No.	Reporting category	Actions reporting	Instructions
1	Accessions (gains) to the Army (includes movements from NGB technician or NAF positions).	Any official personnel action that increases the strength of the DA, including appointments, reinstatements, and transfers from other Federal agencies.	<p>a. Requires submission of DA Forms 3788-1-R and 3788-2-R cards 1, 2, and 3 to CIVPERSINS using NOA codes shown in appendix B. (See reporting category 2 below for instructions on preparing card 3). NOA Suffix Code "NG" will be used for NGB conversion.</p> <p>b. All data elements must be coded according to specifications given in appendix A.</p> <p>c. The effective date must be the date of accession.</p>
2	Race/national origin (RNO) and other required data elements.	See Table A-48 for the RNO codes to be reported.	<p>a. Use card 3, DA Form 3788-2-R for reporting accessions data, including RNO, to CIVPERSINS. Use card 5 DA Form 3788-4-R for RNO corrections.</p> <p>b. The civilian personnel office is responsible for submitting current RNO data. Specific arrangements will be made with the EEO official regarding possible uses, retention, and disposition of card 3, 5, DA Form 3788-2-R and DA Form 3788-4-R and RNO worksheets after the data has been submitted. For example, a local EEO file may be maintained by the EEO office for each employee within the servicing jurisdiction of the CPO.</p>
3	Losses (separations) from the Army (including movements to NGB technician or NAF positions).	Army official personnel actions that decrease 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.	<p>a. Requires submission of card 5 using NOA codes shown in appendix B.</p> <p>b. Movements to the National Guard Bureau require submission of card 5 using NOA code and suffix 971LL.</p>
4	Loss to strength Accountability—Employee in reduction in force (ref AR 690-300, chapter 351, paragraph 8-1(2)).	Employees in reduction in force who request and are granted annual leave or LWOP to provide a 90-day notice period prior to separation will be dropped from strength at the end of the 60-day period.	Submit a 5 card, NOA 460LL, Legal Authority L9K. EDOA is the day after the last day of active duty specified in the original RIF notice. Do not cut an SF 50-B for the 460 action. *However, at the end of the 90 day notice period, ensure a personnel action, a separation, or transfer, is processed.
5	Servicing CPO changes (by losing CPO).	/ change of servicing CPO for any reason.	<p>a. The losing CPO will submit a card 5 departure notice containing the NOA code 935MM, the other mandatory data elements, and the SON (columns 31-34) of the gaining CPO, which can be found in appendix C.</p> <p>b. Notices should be submitted in the cycle in which the effective date of action falls.</p> <p>c. Upon receipt of the notice, CIVPERSINS will transmit an informa-</p>

Note:

*AR 690-300, chapter 351, Subchapter 8.

Table 2-19
Instructions for reporting CIVPERSINS input transactions—Continued

Item No.	Reporting category	Actions reporting	Instructions
6	Movement actions.	Administrative or official personnel action that changes the employee's command, organizational unit, or SON designation.	<p>tion notice to the gaining CPO if cards 4 and K, reassignment gain (CC) action was not received in the same cycle. 935MM is suspended until the "CC" action is received.</p> <p>a. Requires submission of cards 4 and K using the appropriate 3-digit NOA code and the CC suffix code and card 5, using NOA 987SS to report the AMS code incident to the move.</p> <p>b. The CPO responsible for servicing the employee after the move will report these changes.</p> <p>c. The cards 4 and K CC action must contain the command code, UIC, GSA location code, and six mandatory control elements in addition to all other data elements, which require change.</p>
7	Nonmovement changes.	All changes to CIVPERSINS data (except training) 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 cards 4 and K or 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. 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 app 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 cards 4 and K when the changed elements are included in the card format. The six mandatory elements, as well as the data elements to be updated, must be entered. (See SF 50-B (Notification of Personnel Action) or app B for applicable NOA code.) An entry for command code and UIC is normally inappropriate for SS actions.</p> <p>d. 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> <p>e. 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 31-66. Enter all</p>

Table 2-19
Instructions for reporting CIVPERSINS input transactions—Continued

Item No.	Reporting category	Actions reporting	Instructions
8	Nonpay status, leave with pay pending retirement (LWP), and return to duty (RTD) actions.	<p>1. Official personnel actions that place employees in a nonpay status for 31 days or more, or leave with pay for 31 days or more, pending retirement, or which return employees to duty.</p> <p>2. Official personnel actions placing an employee on furlough or suspension for 30 days or less.</p>	<p>other control elements in the appropriate columns.</p> <p>a. Card 5 is used to report these actions. For non-pay actions and LWP pending retirement actions, use NOA with suffix code LL; for RTD actions use AA. Only the six mandatory control elements and legal authority are required. (See app B for applicable NOA code.)</p> <p>b. Only one action (either going on nonpay status, LWP pending retirement or RTD) can be reported on a single card 5. (For example: If the SF 50-B affecting the RTD also affects a nonmovement change, two reporting actions are required. The first is a RTD on a card 5. The second separate action will require submission of another card 5 or cards 4 and K as appropriate, to affect the nonmovement change.</p> <p>c. A nonpay status or LWP pending retirement over 30 days will cause the employee's record to be excluded from strength accounting.</p> <p>a. Use a card 5 NOA suffix SS.</p> <p>b. Guidance in b above also applies.</p> <p>c. A non-pay status for 30 days or less does not exclude the record from strength.</p>
9	Monthly work notifications for intermittent employees.	A monthly work status notification must be submitted for each intermittent employee who worked during the current month and has not been separated or converted during that month.	<p>a. Card 5 is used to submit the notice. Only the six mandatory control elements need to be reported.</p> <p>b. Use NOA code 932SS.</p> <p>c. For EDOA, enter year, month and last day worked in that month.</p> <p>d. Card 5 actions will be submitted with the regular input for the month-end update cycle.</p> <p>e. If an intermittent employee resigns or converts during the month after working 1 or more days, a 932SS card 5 notification must not be submitted.</p> <p>f. Current or past 932 actions will be counted in the month received.</p>
10	Training data.	Training completed by an employee which aggregates to 4 hours or more.	<p>a. Data to be reported for each instance of training are identified in the format for card 6. Card 6 is used to report the data to CIVPERSINS.</p>

Table 2-19
Instructions for reporting CIVPERSINS input transactions—Continued

Item No.	Reporting category	Actions reporting	Instructions
		<p>Exceptions are:</p> <p>a. On-the-job training.</p> <p>b. Employee financed training or education, unless taken during duty hours.</p>	<p>b. Only one completed instance of training can be reported on a single card 6.</p> <p>c. Appendix A contains definitions, acceptable codes, and additional remarks for the reportable data elements. (See table 2-6 for acceptable combinations.)</p> <p>d. Transcript Worksheet-card 6, at the end of this regulation may be used to collect, code, and keypunch the data.</p> <p>e. Card 6 should be submitted twice a month with the other CIVPERSINS input cards in accordance with chapter 3.</p>
11	Canceling previously submitted transactions (general).	An action which was submitted and later canceled, other than intermittent employment work status notifications.	<p>a. If a personnel action is canceled before the CIVPERSINS input transaction left the installation or activity, no action is required. Discard the input transaction being canceled.</p> <p>b. If the input transaction has already been submitted, a separate cancellation transaction (table 2-20) must be prepared and submitted. The only exception is intermittent who worked transaction (932SS) which cannot be canceled once it is submitted.</p> <p>c. See appendix B for the proper combination of cancellation card type and NOA suffix code.</p> <p>d. See table 2-20 for specific instructions for preparing cancellation transactions.</p>
12	Correcting erroneous NOA effective date or NOA and legal authority.	Actions that were submitted and later corrected for NOA/effective date or NOA legal authority.	<p>a. If a personnel action must be corrected because of an erroneous NOA/effective date, submit a special card 5. Table 2-15 gives specific coding instructions using NOA 910S2.</p> <p>b. If a personnel action requires corrected because of an erroneous legal authority, submit a special card 5. Table 2-16 provides specific coding instructions using NOA 975S2.</p>
13	Special employment program submissions.	<p>a. Employee is a SPEP and a new accession to Army.</p> <p>b. Current Army employee who goes into a SPEP program.</p> <p>c. Employee in SPEP has an erroneous SPEP data element.</p>	<p>a. The SPEP elements must be submitted on the card 3 which is submitted with the 1 and 2 cards.</p> <p>b. Submit a special card 5 for SPEP with NOA and suffix 940SS. Complete all SPEP data elements. (Reference table 2-13.)</p> <p>c. Submit a special card 5 for SPEP with NOA and suffix 941SS. Complete</p>

Table 2-19
Instructions for reporting CIVPERSINS input transactions—Continued

Item No.	Reporting category	Actions reporting	Instructions
		d. Employee graduates from SPEP.	all SPEP data elements. (Reference table 2-13.) d. Submit a special card 5 (SPEP LOSSES) with NOA suffix 942SS. Complete all SPEP data elements. (Reference table 2-14.)

Table 2-20
Instructions for cancelling CIVPERSINS input transactions

Input transactions canceled	Instructions
Accessions to the Army (not RTD actions).	<p>a. Submit a card 5. (See app B for NOA code.) Card 5 will delete the previously established CPMF record.</p> <p>b. Complete all mandatory data elements in the card 5 (cols 1 through 30) and legal authority.</p> <p>c. The first four positions of NOA will be the same as the original transactions. The fifth position will carry a "Z" to identify the submission as a cancellation transaction.</p> <p>d. Use the same date as the EDOA in the action being canceled.</p>
Losses from the Army (not non-pay actions.)	Cancellation of a loss action depends on the erroneous loss action submitted.
Action was loss from Army, e.g., resignation.	(1) If less than 120 days have lapsed, submit a card 5 with with loss NOA cancellation code (app B). All mandatory control data elements must be entered.
Action was a loss to Army but should have been a 935 CAO action.	(2) The gaining SON must submit cards 4 and K with the personnel action that caused the change of appointing office. This will restore the record and affect the CAO action.
Change in appointing office (submitted by losing CPO) before the gaining CPO has processed a pick-up action.	(3) If 120 or more days have lapsed, submit cards 1, 2, and 3, to reestablish the record on the CIVPERSINS master files using the original loss NOA to be cancelled and NOA suffix "LZ." (See app B.)
Change in appointing office (submitted by losing CPO) after gaining CPO has processed a pick-up action.)	(4) Submit a card 5, using the NOA code 935MZ. Include only the mandatory control data elements.
Cards 4 and K CC and SS actions.	(5) The CPO who submitted the 935MM action must submit the cancellation on cards 4 and K, with appropriate 5XX/7XX NOA and CZ suffix to restore the record. The NOA and effective date must be obtained from the CPO which processed the pick-up action. The "pick-up" CPO will <i>not</i> submit CIVPERSINS cards for the cancellation.
Cards 4 and K CC and SS actions.	If a personnel action previously reported on cards 4 and K is canceled, submit cards 4 and K, using the appropriate NOA code with SZ or CZ suffix. To restore the employee's record to the proper status, include the original data elements that were changed.
Card 5.	Submit a card 5 using the NOA code to be canceled with SZ suffix. Include the data element to be restored beginning in column 31.
Nonpay Status/leave Without Pay Actions for more than 30 days.	Submit a card 5 using the LWOP/Nonpay status NOA and suffix code LZ and EDOA of the action being canceled. This will place the employee's record in an action status.
LWP pending retirement.	Submit a 5 card using the LWP pending retirement NOA (462) with LZ suffix code. This will place the employee's record in an active status.
Return to duty (RTD) or return to pay status actions from non-duty or non-pay for more than 30 days.	Submit a card 5, using the RTD or return to pay status NOA with AZ suffix code. This will place the employee's record in a non-pay status.
Training.	Submit a duplicate card 6 (first 45 positions matching those of the previously submitted card 6) with the word "CANCEL" in positions 46-51.

Chapter 3

Submission of Input Transactions to CIVPERSINS

3-1. General

a. This chapter prescribes requirements and procedures for sending input transactions directly to CIVPERSINS.

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. Joint Army, Navy, Air Force Publication 128I (JANAP) prescribes 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.

d. In the event of condition MINIMIZE, data will continue to be transmitted via AUTODIN.

e. MILPERCEN is the data processing installation (DPI) in support of the Civilian Information Systems Directorate (CISD).

3-2. Preparing transactions for dispatch

a. Transaction cards for each shipment will be divided into groups, not to exceed 496 transactions 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 used 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 3788-9-R (CIVPERSINS AUTODIN/Text Header and Trailer Card Worksheet) is located at the back of this regulation and will be used for preparing these control cards. DA Form 3788-9-R will be reproduced locally on 8½- by 11-inch paper.

Note. When preparing control cards, all numeric digits will be right justified and preceding blanks will be filled with leading zeros. For example, if the number of transaction cards in the batch is 29, 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 a different SON will not be merged for shipment to HQDA. Separate control cards will be prepared and used for each installation or activity (SON) submission.

3-3. Dispatching transactions to HQDA (PECC-CIO-H)

a. Batched transactions, when submitted by AUTO-

DIN, will be dispatched at least twice a month to arrive at HQDA(PECC-CIO-H) 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 in RUEWRHA. Under no circumstances will CIVPERSINS transactions be transmitted to any other terminal in the Washington, DC area.

c. Installations or activities that do not have available courier service to an AUTODIN terminal will transmit their input transactions either by US mail or messenger (para 3-4). Airmail will be used when transmission by AUTODIN cannot be accomplished because equipment is malfunctioning and is expected to be down for more than 48 hours.

3-4. Transactions submitted via US mail or messenger

a. All batches of cards that must be mailed or hand-carried to HQDA(PECC-CIO-H) will contain all four control cards. Civilian personnel offices that regularly mail or hand-carry transactions to HQDA (PECC-CIO-H) will prepare AUTODIN header/trailer cards (para 3-2) as modified below.

(1) Originator's routing indicator code (card column 10 through 16). This will be the installation or activity four-digit SON plus the three alpha letters "RML." For example, the CPO assigned SON 2015 would enter the seven characters "2015RML" into card columns 10 through 16.

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

b. Each shipment will be carefully prepared for mailing to prevent damage to the cards while in transit. DA Form 200 (Transmittal Record) will be included in each shipment to be mailed or hand-carried to:

US Army Civilian Personnel Center
(PECC-CIO-H)
Hoffman II, Room 8S67
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 hand-carried 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 hand-carried must also arrive at HQDA(PECC-CIO-H) not later than 1200 hours on the 5th and 15th workday of each month.

3-5. Nonreceipt of transactions by HQDA (PECC-CIO-H)

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

3-6. Special end-of-fiscal-year reporting to CIV-PERSINS

Month-end September CIVPERSINS reporting, end of the fiscal year, will be processed differently from other month-end updates. This special update procedure will enable the field to submit complete and accurate year-end strength and training data. During April, HQDA(PECC-CIO-H) will transmit a message with exact dates and hours for the actions required for the update. The actions are as follows:

a. Mid-month September update. Batched submissions, autodin, mailed or hand-carried, must arrive at HQDA(PECC-CIO-H) not later than 1200 hours (EDT) on the 16th workday in September. If possible,

this MM update should contain all transactions effective through 30 September.

b. Mid-month error release to field. HQDA(PECC-CIO-H) will release mid-month September update errors to the field not later than the 20th workday to enable CPOs to submit corrections with the month-end September update.

c. Month-end September update. Batched submissions, autodin, mailed or hand-carried, must arrive at HQDA(PECC-CIO-H) not later than 1200 hours (EDT) on the 5th workday in October. The month-end update should be submitted in several shipments rather than just one shipment. Care must be taken to avoid control card errors.

d. SONS' notice to command headquarters staff offices. SON's must notify their command headquarters staff office of the date they released their final month-end September submission, the sequential shipment control number and the number of transactions.

e. MACOM's notice to HQDA(PECC-CIO-H). MACOMs must telephone or message HQDA(PECC-CIO-H) when all SONS have been submitted and the command is ready for the ME September CIV-PERSINS update.

f. Autodin transmission. SON's must coordinate closely with the autodin transmission facility to ensure timely release of shipment. RUEWRHA is the only RIC for transmitting CIVPERSINS input to HQDA.

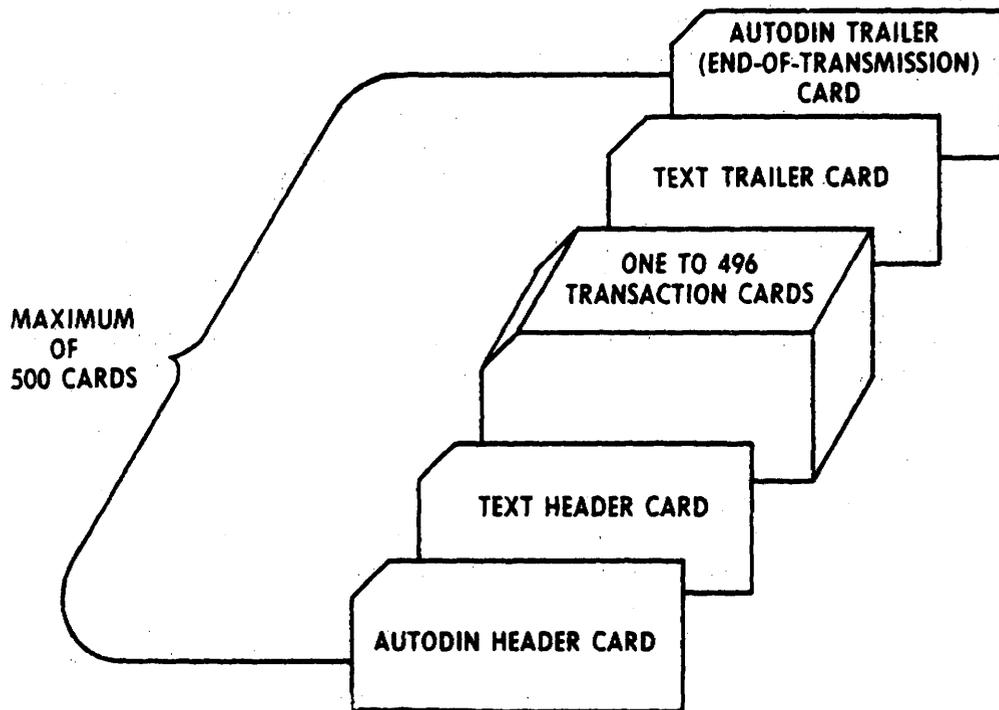


Figure 3-1. Structure of an AUTODIN batch.

Table 3-1
AUTODIN header card format (DA Form 3788-9-R)

Card column	Field length	Data	Remarks
1	1	Precedence	Note ¹
2-3	2	Language media and format	CC
4	1	Classification	U
5-8	4	Content indicator code	ADCC
9	1		Blank
10-16	7	Originator's routing indicator code	Note ²
17-20	4	Station serial number	Note ³
21	1		Blank
22-24	3	Julian date	Note ³
25-28	4	Time filed	Note ³
29	1		Blank
30-33	4	Total cards	Note ⁴
34	1		-(hyphen)
35-38	4		UUUU
39-40	2		-(hyphen)
41-47	7	Addressee's routing indicator code	RUEWRHA
48	1		.(period)
49-80	32		Blank

Notes:

¹ A "Routing" (R) precedence will be assigned to all transactions except when local installations feel it necessary to transmit "PRIORITY" (P) in order to ensure time receipt by HQDA(PECC-CIO-H).

² This is the alphabetic code assigned to the servicing AUTODIN terminal. Obtain the code from that facility.

³ Obtain from the servicing Autodin terminal.

⁴ Enter the total number of cards in the batch, including control cards. Coordinate completion of Autodin header and trailer records with local Autodin facility.

Table 3-2
Text header card format (DA Form 3788-9-R)

Card column	Field length	Data	Remarks
1-5	5	Card identification	TXHDR
6-11	6	Reports control symbol	CIV-CC
12-40	29		Blank
41-42	2	Sequential shipment control number (SSCN)	Note 1
43-48	6		Blank
49-53	5	Number of transactions cards in batch	Note 2
54	1		Blank
55-57	3	Batch number	Note 3
58	1		Blank
59-61	3	Number of batches in shipment	Note 4
62	1		Blank
63-68	6	Number of transaction cards for all batches included in shipment.	Note 5
69	1		Blank
70	1	Record indicator group	C
71	1		Blank
72-75	4	SON	Note 6
76	1		Leave blank
77-78	2	Shipment control cycle	Note 7
79	1	Record identification	C
80	1		Leave blank

Notes:

¹ Starting with the number 01, each CPO 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. Leading zeroes will be punched if required to fill numeric fields.

³ Starting with the number 001, 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 6th and 15th workday of each month and ME when transmitting on the 16th workday through 5th workday of the following month.

Table 3-3
Text trailer card format (DA Form 3788-9-R)

Card column	Field length	Data	Remarks
1-5	5	Card identification	TXTLR
6-80		Same as for text header card (table 3-2).

Table 3-4
AUTODIN trailer card (End-of-Transmission) format (DA Form 3788-9-R)

Card column	Field length	Data	Remarks
1-38		Same as for AUTODIN header card (table 3-1).
39-76	38	Blank
77-80	4	Control element	NNNN

Note: Coordinate completion of Autodin header and trailer records with local Audodin facility.

Chapter 4 Error, Information, and Followup Notices

Section I Error Notices

4-1. General

a. CIVPERSINS input transactions are edited at HQDA(PECC-CIO-H) for accuracy, completeness, and compatibility of data elements before they are posted to the CPMF, Civilian Nonappropriated Fund (CNAF) and Civilian Training File (CTF). Errors detected during the editing process cause automatic generation of error notices, that are transmitted to the submitting CPO for investigation, verification, and correction.

b. Error notices are identified by the letter E 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 notice for card 3 will contain spaces in name field, "CARD 3" in the NOA field, and the HQDA processing date in the EDOA field. Error notices for card 6 will contain "CARD 6" in the NOA field, and the date of completion in the EDOA field.

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

d. CNAF errors are explained in chapter 6.

4-2. Action indicator codes

a. The action indicator code (shown in card columns 31 and 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 through 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, 2, and 3 were rejected or incompatible. The corrective 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 through 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 condi-

tion: data element errors, compatibility errors, and major processing errors.

4-4. Data element errors

a. During the editing process at HQDA(PECC-CIO-H), input transactions are checked to ensure 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 or invalid condition is placed in the error notice, starting in card columns 34 and 35.

b. There is a unique error code in this category for each of the CIVPERSINS data elements. The codes and the error conditions (data elements) they represent are located in the first two columns of table 4-2.

c. Cards 1, 2, and 3 will be rejected if they contain an invalid or missing SSN, NOA, SON, Legal Auth 1, or FLSA; or if they contain 13 or more errors. Cards 4 and K, 5 and 6 will be rejected for any data element error.

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 ensure 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 data element error codes. The first position of a compatibility error code will always be X. The second position indicates the type of incompatibility.

c. The error codes in this category and the error conditions 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(PECC-CIO-H) and not included in the Army's official UIC file.

d. A compatibility error will cause rejection of cards 4 and K and 5. It will not normally cause rejection of cards 1, 2, and 3.

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 twice a month to ci-

vilian personnel offices via AUTODIN or US mail, immediately following each update cycle.

b. Upon receipt of an error notice, the CPO is expected to respond not later than next update cycle. This includes resolution of the error condition and, when applicable, submitting the correction to HQDA(PECC-CIO-H).

c. In determining the cause of the error, the original input transaction should be checked to confirm the error condition declared by HQDA(PECC-CIO-H). If an error condition cannot be confirmed, contact HQDA(PECC-CIO-H) telephonically or by message if telephone communications are impractical. HQDA(PECC-CIO-H) telephone numbers are located at the top of page 1 of the Status and Reconciliation (S and 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 will establish when the error was generated, the type of error, and source of the error.

d. To correct the error in CIVPERSINS, locate the error code (tables 4-2, 4-3, or 4-4) and follow the error-correction instructions for each error condition. Note that the corrective action depends on the input card format of the transaction containing the error. For example, the corrective action for an "ET" (employee tenure code) error in an accession action (cards 1, 2, and 3) is submission of cards 4 and K containing the mandatory data elements and the correct employee tenure code. The same error in an update action (cards 4 and K) requires resubmission of the original cards 4 and K after correcting the employee tenure code. Also note that it may be necessary to correct the SF 50B or any other source document if the source document contained errors.

e. Except for rejected 1, 2, 3, and 6 cards, error correction transactions normally are submitted on cards 4 and K or 5. The EDOA normally will be the same as the original transaction. The NOA to be used in correction transactions will depend on the—

(1) Card type of the original transaction.

(2) Card type to be used in submitting the corrected transaction. To correct NOA/NOA Effective Date of Action, see table 2-15.

f. When correcting cards 1, 2, and 3 errors with cards 4 and K, the original NOA with a suffix code 2 in the fifth position (e.g., NOA code 101A2 will be used in cards 4 and K to correct a 101AA action). If the error condition is corrected with a card 5, use the appropriate code shown in appendix B (i.e., to correct salary, use NOA 923SS).

g. When correcting error conditions submitted on cards 4 and K or 5 which were rejected by HQDA(PECC-CIO-H), use 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(PECC-CIO-H), certain conditions created by transactions or by the system because of input are reported as information notices and 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 generates the notice.

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

4-9. Explanation of codes and messages

The information notice codes used in CIVPERSINS are identified and explained in table 4-6. Immediately following each code is a short descriptive message. In some instances, these messages contain data for your review, (e.g., the message accompanying code ZB contains the correct UIC which should be verified by the CPO).

4-10. Responding to information notices

a. Receipt of an information notice requires the CPO to review the situation and determine if corrective action is required. This includes the submission of a correction transaction, when required.

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

Section III Followup Notices

4-11. General

a. Selected error conditions reported to civilian personnel offices on error notices are maintained in an automated suspense file at HQDA(PECC-CIO-H). The purpose of this file is to maintain control of the error resolution process in CIVPERSINS. Those error conditions that do not create a suspense record on the error

suspense file are annotated with a "*" in the error code columns of tables 4-2, 4-3, 4-4.

b. Input transactions that update the CPMF and CTF are matched against the error suspense file to clear outstanding error conditions. However, this removal action takes place only when the proper correction transaction is received at HQDA(PECC-CIO-H) (i.e., the transaction must satisfy the requirements prescribed in section I, this chapter, regarding card format and content).

c. If any one of the selected error conditions has not been cleared from suspense within two update cycles, 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 would be generated for a delinquent action on an error notice that contained four error conditions.

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

4-12. Procedures for responding to followup notices

a. A followup notice indicates that a correction transaction is overdue and immediate resolution should be taken. Failure to quickly respond to the error notice downgrades the quality and timeliness of the CIVPERSINS 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. Upon receipt of the first one, the CPO should verify that a correction transaction was submitted to CIVPERSINS in sufficient time to be included in the update cycle generating the followup notice. If it had been submitted in sufficient time, the CPO should notify HQDA(PECC-CIO-H) of the date and SSCN of the shipment containing the correction transaction. If the delinquent error condition has not been resolved, immediately submit corrective action.

c. A final followup notice indicates that a corrective transaction was not received at CIVPERSINS within three update cycles following dispatch of the error notice or that the corrective transaction was in error. Upon receipt of the second followup notice, the CPO should determine the reason for the delay. If the corrective transaction was previously submitted, the CPO should call HQDA(PECC-CIO-H). Telephone numbers are located on page 1 of the S and R Report. (See fig 5-1.) If the corrective transaction has not been submitted to CIVPERSINS, submit the action immediately. Local error resolution procedures should also be reviewed and changed. This precludes future delays in submitting corrective transactions.

d. If the submission of a corrective transaction is not appropriate, the CPO should notify HQDA(PECC-CIO-H) promptly by telephone or message so the error can be removed from the suspense file at CIVPERSINS to assure correct CPMF records.

e. A listing of errors that have been in suspense for more than 60 days will be forwarded to the CPO following each update cycle.

Table 4-1
Format for error notices

Data	Card column	Remarks
Card type	1	Will contain an E.
SSN	2-10	
Name	11-15	Five positions (if available).
NOA	16-20	Includes suffix code.
EDOA	21-26	
SON	27-30	
Action indicator	31-32	See paragraph 4-2.
Blank	33	
Error codes and messages	34-80	See paragraph 4-3.

Table 4-2
Data element errors

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
1	AD	invalid academic discipline code	1, 2, and 3	submit a card 5, NOA 985SS, with correct academic discipline code.	Table A-1
			5	resubmit corrected 5 card, NOA 985SS.	
2	*AI	invalid annuitant indicator code	1, 2, and 3	submit card 5, NOA 965SS with correct annuitant indicator code.	Table A-5
			5	resubmit corrected card 5, NOA 965SS	
3	*BS	invalid or blank bargaining unit status code	1, 2, and 3	resubmit cards 1, 2, and 3. Enter correct code in card 3, columns 17 through 20.	Table A-7
			4 and K	resubmit correct cards 4 and K, original NOA and suffix, with correct BUS Code in card K, columns 33 through 36.	
			5	resubmit card 5, original NOA with correct BUS codes in columns 67 thru 70, or submit card 5, NOA 963SS with correct BUS code in card columns 31 through 34 and 67 through 70.	
4	*CA	invalid current appointment authority	5	resubmit corrected card 5 with NOA 976SS.	Table A-12
5	CM	invalid command code	1, 2, and 3	submit cards 4 and K or 5 with correct command code. Card S 4 and K with the original NOA with a "2" in the 5th position (e.g., 101A2); cards 5 NOA will be 926SS.	Table A-11
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix.	
			5	resubmit corrected card 5, NOA 926SS.	
6	CP	invalid career program code	1, 2, and 3	submit cards 4 and K or 5 with correct career program code. Cards 4 and K with the original NOA with "2" in the 5th position (e.g., 101A2); card 5 NOA will be 929SS.	Table A-8
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix.	
			5	resubmit corrected card 5 NOA 929SS.	
7	CZ	invalid citizenship code	1, 2, and 3	submit card 5, NOA 914SS, with correct citizenship code.	Table A-9
			5	resubmit corrected card 5, NOA 914SS.	
8	DB	invalid date of birth	1, 2, and 3	submit card 5, NOA 913SS, with valid date of birth.	Table A-14
			5	resubmit corrected card 5, NOA 913SS.	
9	DD	invalid date degree attained	1, 2, and 3	submit card 5, NOA 986SS, with correct date degree was attained.	Table A-13
			5	resubmit corrected card 5 NOA 986SS.	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-2
Data element errors—Continued

Rule	A If error code is	B and is indicating	C and the input card was	D then	Reference
10	*DE	invalid date of estimated return from overseas	5	resubmit corrected card 5 using NOA 936SS.	Table A-15
11	*DR	invalid date of return from overseas	5	resubmit corrected card 5 using NOA 988SS.	Table A-19
12	DS	invalid family member code	1, 2, and 3	submit card 5, NOA 915SS with valid family member code.	Table A-25
			5	resubmit corrected card 5, NOA 915SS.	
13	*ED	invalid EDOA	4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	Table A-21
			5	resubmit corrected 5 card with original NOA.	
14	EL	invalid academic educational level code	1, 2, and 3	submit a correct card 5, NOA 984SS.	Table A-20
			5	resubmit corrected card 5, NOA 984SS.	
15	ET	invalid employee tenure code	1, 2, and 3	submit cards 4 and K, original NOA of the card 1 with a "2" in the suffix. (e.g., 101A2), with correct employee tenure code.	Table A-22
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix.	
16	FC	invalid functional classification code	1, 2, and 3	submit cards 4 and K, original NOA with "2" in suffix (e.g. 101A2) with correct functional classification code or card 5 NOA 954SS with correct code.	Table A-27
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix.	
			5	resubmit corrected card 5 NOA 954SS.	
17	FD	invalid function designator code	1, 2, and 3	submit cards 4 and K, original NOA with "2" suffix (e.g., 101A2) with correct function designator code or card 5, NOA 928SS with correct code.	Table A-27
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix.	
			5	resubmit corrected card 5, NOA 928SS.	
18	*FL	invalid FLSA	1, 2, and 3	resubmit corrected cards 1, 2, and 3, original NOA and suffix.	Table A-24
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix or card 5, NOA 964SS.	
			5	resubmit corrected card 5, NOA 964SS.	
19	GA	invalid GSA location code	1, 2, and 3	submit cards 4 and K, original NOA with "2" in the suffix (e.g., 101A2) with correct GSA location code or card 5, NOA 792SS.	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-2
Data element errors—Continued

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix or card 5 NOA 792SS.	Table A-29
			5	resubmit corrected card 5, NOA 792SS.	
20	GL	invalid grade or level code	1, 2, and 3	submit cards 4 and K, original NOA with "2" in the suffix (e.g., 101A2) with correct grade or level code or card 5, NOA 921SS.	Table A-30
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix or card 5, NOA 921SS.	
			5	resubmit corrected card 5, NOA 921SS.	
21	*HA	invalid SPEP code	1, 2, and 3	submit card 5, NOA 940SS with all SPEP data in columns 31-58. (See table 2-13.)	Table A-60
			5	resubmit corrected card 5, NOA 940SS with all SPEP data in columns 31-58. (See table 2-13.)	
22	*HB	invalid SPEP source of intake	1, 2, and 3	submit card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	Table A-69
			5	resubmit corrected card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	
23	*HC	invalid SPEP training command	1, 2, and 3	submit card 5, NOA 941SS with all SPEP data in columns 31-58, (see Table 2-13).	Table A-73
			5	resubmit corrected card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	
24	*HD	invalid SPEP entry pay plan	1, 2, and 3	submit card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	Table A-65
			5	resubmit corrected card 5 NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	
25	*HE	invalid SPEP entry occupational series	1, 2, and 3	submit card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	Table A-64
			5	resubmit corrected card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	
26	*HF	invalid SPEP entry grade	1, 2, and 3	submit card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	Table A-63
			5	resubmit corrected card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-2
Data element errors—Continued

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
27	*HG	invalid SPEP target pay plan	1, 2, and 3	submit card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	Table A-72
			5	resubmit corrected card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	
28	*HI	invalid SPEP target occupational series	1, 2, and 3	submit card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	Table A-71
			5	resubmit corrected card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	
29	*HJ	invalid SPEP target grade	1, 2, and 3	submit card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	Table A-70
			5	resubmit corrected card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	
30	*HK	invalid SPEP date entered	1, 2, and 3	submit card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	Table A-61
			5	resubmit corrected card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	
31	*HL	invalid SPEP-proposed date of graduation	1, 2, and 3	submit card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	Table A-66
			5	resubmit corrected card 5, NOA 941SS, with all SPEP data in columns 31-58. (See table 2-13.)	
32	*HM	invalid SPEP-grad/loss ID	5	resubmit corrected card 5, NOA 942SS, with all SPEP data in columns 31-37. (See table 2-14.)	Table A-68
33	*HN	invalid SPEP-grad/loss reason	5	resubmit corrected card 5, NOA 942SS, with all SPEP data in columns 31-37. (See table 2-14.)	Table A-67
34	*HO	invalid SPEP-date of grad/loss	5	resubmit corrected card 5, NOA 942SS, with all SPEP data in columns 31-37. (See table 2-14.)	Table A-62
35	*KC	card 4 submitted without a valid card k	4 and K	resubmit corrected cards 4 and K, original NOA and suffix. Columns 2-26 must be identical.	
36	KE	invalid key employee code	1, 2, and 3	submit a card 5, NOA 989SS, with correct key employee code.	Table A-31
			5	resubmit corrected 5 card, NOA 989SS.	
37	*LA	invalid legal authority/NOA combination. NOA was submitted without a required legal authority or legal authority was submitted when NOA requires none	1, 2, and 3	resubmit corrected card 1, 2, and 3, original NOA and suffix.	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-2
Data element errors—Continued

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
38	LI	invalid Federal Employees Group Life Insurance (FEGLI) code	4 and K	resubmit corrected cards 4 and K, original NOA and suffix.	Tables A-33
			5	submit corrected card 5, legal authority 1 in columns 71-73 or legal authority 2 in columns 74-76 as applicable, or corrected NOA.	
39	*MC	invalid amount of merit pay cash award	1, 2, and 3	submit card 5, NOA 881SS, with correct FEGLI code.	Table A-26
			5	resubmit corrected card 5, NOA 881SS.	
39	*MC	invalid amount of merit pay cash award	5	resubmit corrected card 5, NOA 890SS.	Table A-4
40	MG	invalid RNO code	1, 2, and 3	submit card 5, NOA 934SS, with correct RNO code.	Table A-48
			5	resubmit corrected card 5, NOA 934SS.	
41	*MI	invalid amount of merit increase	5	resubmit corrected card 5, NOA 891SS.	Table A-3
42	MS	invalid Army management structure code	1, 2, and 3	submit a card 5, NOA 987SS, with correct AMS code.	Table A-6
			5	resubmit corrected card 5, NOA 987SS.	
43	*MU	invalid merit pay unit designator	1, 2, and 3	submit card 5, NOA 961SS, with correct merit pay unit designator.	Table A-34
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix.	
			5	resubmit corrected card 5, NOA 961SS.	
44	*NA	invalid NOA code. (NOA is not listed as a valid code.)	1, 2, and 3	resubmit corrected cards 1, 2, and 3.	Table A-37
			4 and K	resubmit corrected cards 4 and K.	
			5	resubmit corrected card 5.	
45	NM	invalid or incorrect name of employee	1, 2, and 3	Submit a card 5, NOA 780, with incorrect name in columns 11-15, and the correct name in columns 31-57.	Table A-36
			4 and K	resubmit 4 and K with corrected name.	
			5	resubmit card 5 NOA 780SS, with the invalid name in columns 11 through 15 and correct name in columns 31-57.	
46	OS	invalid occupational series code	1, 2, and 3	submit cards 4 and K, or card 5, with correct occupational series code. Cards 4 and K with original NOA of the card 1 with a "2" in the 5th position (e.g., 101A2). Card 5 NOA will be 958SS.	Table A-39
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit card 5, NOA 958SS.	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-2
Data element errors—Continued

Rule	A If error code is	B and is indicating	C and the input card was	D then	Reference
47	PB	invalid pay basis code	1, 2, and 3	submit correct cards 4 and K with the original NOA of the card 1 with a "2" in the 5th position (e.g., 101A2). The card 5 NOA will be 924SS.	Table A-41
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected card 5, NOA 924SS.	
48	*PF	invalid performance rating	5	resubmit corrected card 5 NOA 962SS.	Table A-10
49	PH	invalid reportable handicap code	1, 2, and 3	submit correct card 5, NOA 916SS.	Table A-49
			5	resubmit corrected card 5, NOA 916SS	
50	PO	invalid position occupied	1, 2, and 3	submit correct cards 4 and K with original NOA of the card 1, with "2" in the 5th position (e.g., 101A2).	Table A-44
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected card 5, NOA 957SS.	
51	PP	invalid pay plan code	1, 2, and 3	submit correct cards 4 and K with original NOA of the card 1, with a "2" in the 5th position (e.g., 101A2).	Table A-42
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected 5 card, NOA 919SS.	
52	PR	invalid pay rate determinant code	1, 2, and 3	submit correct cards 4 and K with original NOA of the card 1, with a "2" in the 5th position (e.g., 101A2).	Table A-43
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected 5 card, NOA 955SS.	
53	PS	invalid or missing position supervisory code	1, 2, and 3	submit correct cards 4 and K or 5. Cards 4 and K, will contain the original NOA of the card 1 with a "2" in the 5th position (e.g., 101A2). The card 5 NOA will be 983SS.	Table A-45
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected card 5, NOA 983SS.	
54	PT	invalid position tenure code	1, 2, and 3	submit correct cards 4 and K with the original NOA of the card with a "2" in the 5th position (e.g., 101A2).	Table A-46
			4 and K	resubmit corrected 4 and K with original NOA and suffix.	
			5	resubmit corrected card 5, NOA 918SS.	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-2
Data element errors—Continued

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
55	RM	invalid retired military code	1, 2, and 3	submit correct card 5 NOA 980SS.	Table A-53
			5	resubmit corrected card 5, NOA 980SS.	
56	RT	invalid retirement code	1, 2, and 3	submit correct card 5 NOA 982SS.	Table A-52
			5	resubmit corrected card 5 NOA 982SS.	
57	*RS	invalid Reserve status code	1, 2, and 3	submit correct card 5, NOA 981SS.	Table A-50
			5	resubmit corrected card 5 NOA 981SS.	
58	SD	invalid service computation date	1, 2, and 3	submit correct card 5, NOA 882SS.	Table A-57
			5	resubmit corrected card 5, NOA 882SS.	
59	SL	invalid salary	1, 2, and 3	submit correct cards 4 and K with original NOA of the card 1 with suffix A2.	Table A-54
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected 5 card, NOA 923SS.	
60	*SN	invalid SSN	1, 2, and 3	resubmit cards 1, 2, and 3, original NOA and suffix, after correcting columns 2-10.	Table A-59
			4 and K or 6	resubmit corrected cards 4 and K, original NOA and suffix or corrected card 6.	
			5 (other than NOA code 911SS)	resubmit corrected card 5, original NOA and suffix.	
			5 (NOA code 911SS)	resubmit the card 5, NOA 911SS, with the invalid SSN in columns 2-10 and the correct SSN in columns 31-39.	
61	SP	invalid special program identifier SPID code or SPID not compatible with pay plan WT	1, 2, and 3	verify that the special program identifier code is valid. If code is valid, see table 2-4, SPID data chain. If the pay plan is WT, the SPID must be 59, 88, 90, or 93. Submit correct cards 4 and K with original NOA of the card 1 with suffix A2.	Table A-74
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected card 5, NOA 956SS.	
62	SR	invalid step or rate	1, 2, and 3	submit correct cards 4 and K with the original NOA of the card 1 with "2" in the 5th position (e.g., 102A2).	Table A-75
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected card 5, NOA 922SS.	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-2
Data element errors—Continued

Rule	A If error code is	B and is indicating	C and the input card was	D then	Reference
63	*SS	invalid scheduled salary	1, 2, and 3	submit correct card 5 NOA 968SS.	Table A-56
			5	resubmit corrected card 5, NOA 968SS.	
64	SX	invalid sex code	1, 2, and 3	submit a correct card 5, NOA 912SS.	Table A-58
			5	resubmit corrected 5 card, NOA 912SS.	
65	TA	invalid type of appointment code	1, 2, and 3	submit correct cards 4 and K with the original NOA of the card 1 with a "2" in the 5th position (e.g., 101A2).	Table A-86
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected 5 card, NOA 930SS.	
66	TB	invalid work schedule code	1, 2, and 3	submit correct cards 4 and K with the original NOA of card 1 with a "2" in the 5th position (e.g., 101A2).	Table A-90
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected card 5, NOA 781SS.	
67	TC	incomplete, invalid, or blank date of completion of training	6	resubmit card 6 with correct completion date if date was in error. If completion date is later than submission date, resubmit when course is completed. Date should be in year, month, day format (i.e., 1 March 1975 would be 750301).	Table A-77
68	TD	incomplete or invalid training direct costs	6	resubmit the card 6 after making the appropriate correction.	Table A-78
69	TH	incomplete or invalid training on-duty hours	6	resubmit the card 6 after making the appropriate correction.	Table A-81
70	TI	incomplete or invalid training special interest program code	6	resubmit the card 6 after making the appropriate correction.	Table A-83
71	TK	incomplete or invalid training indirect costs	6	resubmit the card 6 after making the appropriate correction.	Table A-79
72	TN	incomplete or invalid training nonduty hours.	6	resubmit the card 6 after making the appropriate correction.	Table A-80
73	TP	incomplete, invalid, or blank principal purpose of training code	6	resubmit the card 6 after making the appropriate correction.	Table A-82
74	TS	incomplete, invalid, or blank source of training code	6	resubmit the card 6 after making the appropriate correction.	Table A-84
75	TT	incomplete, invalid, or blank type of training code	6	resubmit the card 6 after making the appropriate correction.	Table A-85
76	TU	invalid UIC	1, 2, and 3	submit correct cards 4 and K with the original NOA of the card 1 with "2" in the 5th position (e.g., 101A2).	Table A-87
			4 and K	resubmit corrected cards 4 and K, original NOA and suffix.	
			5	Then resubmit corrected 5 card, NOA 927SS.	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-2
Data element errors—Continued

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
77	*VV	invalid Vietnam era veteran code	1, 2, and 3	submit correct card 5, NOA 966SS.	Table A-89
			5	resubmit corrected card 5, NOA 966SS.	
78	VP	invalid veterans preference code	1, 2, and 3	submit a correct card 5, NOA code 883SS.	Table A-88
			4 and K	resubmit corrected cards 4 and K with original NOA and suffix.	
			5	resubmit corrected card 5, NOA 883SS.	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-3
Compatibility errors

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
1	XA	incompatible appointment status chain	1, 2, 3, or 4 and K	submit cards 4 and K containing valid and compatible data for the following data elements as appropriate: a. Type of Appointment. b. Employee Tenure. c. Position Occupied.	Table 2-3
2	XB	incompatible work schedule/scheduled hours. When work schedule is part time "P" or "Q" then scheduled hours must be between "01-39".	1, 2, and 3 or 4 and K	verify the work schedule and scheduled hours. If the scheduled hours are incorrect, submit a card 5 with the correct scheduled hours. The card 5 NOA will be 782SS. If the work schedule is incorrect, submit a card 5 containing the correct work schedule. The card 5 NOA will be 781SS.	Table A-90
3	XC	incompatible occupational series/functional classification code	1, 2, 3, or 4 and K	submit cards 4 and K, original NOA with suffix A2, containing valid and compatible data as follows: a. If the occupation series code is in the scientist and engineer category, the functional classification code must be valid—but not zeros. b. If the occupation series code is not in the scientist and engineer category, then the functional classification must be zeros. Use original NOA on cards 4 and K. Card 5 NOA as appropriate.	Table A-39
			5		
4	XE	incompatible educational level/academic discipline/date degree attained	1, 2, and 3	verify the educational level. If the educational level is 10, 13 or higher, the academic discipline and date degree attained must contain valid data other than zeros. If the educational level is 5 through 12, (except 10) the academic discipline can be blanks, zeros or a valid code. If the education level is 1 through 4, the academic discipline must be blanks or zeros. For levels 1 through 9, the 11 or 12, date degree attained must be blanks or zeros. Submit card 5 to correct the educational level (NOA 984), academic discipline (NOA 985) and year degree attained (NOA 986), as appropriate. The correction card 5 MUST be submitted in the same cycle.	
5	XF	incompatible function designator/command chain	1, 2, 3,	submit cards 4 and K original NOA, suffix A2.	Table 2-1
			4 and K	resubmit cards 4 and K, original NOA and suffix with valid and compatible data for: a. Function designator. b. Command code.	
			5	resubmit corrected 5 card with appropriate NOA.	
6	XH	incompatible training type/pay plan/grade level	6	resubmit card 6 with valid and compatible data elements after check of compatibility with Individual's pay	

Table 4-3
Compatibility errors—Continued

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
				plan and grade as recorded on CPMF. Note: If pay plan or grade is in error, submit cards 4 and K or card 5 to correct error and then resubmit card 6.	Table 2-6
7	XI	incompatible special program identifier data chain	1, 2, 3, or 4 and K	submit cards 4 and K containing valid and compatible data for the following data elements, as appropriate: Use original NOA with 2 in 5th position if input was 1, 2, and 3 cards; if cards 4 and K, use original NOA and suffix. a. Special program ID. b. Employee tenure. c. Position occupied. d. Pay plan. e. Veteran preference. f. Grade. g. Type appointment. h. Career program.	Table 2-4
			5	single element change use 5 card NOA as appropriate.	
8	XJ	incompatible summer employee data elements submitted during Oct-Apr period	1, 2, and 3	submit cards 4 and K containing valid and compatible pay plan, work schedule, occupational series, and SPID using original NOA with a "2" in 5th position.	Table A-74
			4 and K	resubmit cards 4 and K with valid and compatible pay plan, work schedule, occupational series and SPID, as appropriate. Use original NOA and suffix.	
			5	single element change use 5 card NOA as appropriate.	
9	XP	incompatible pay data chain (pay plans other than AD, CZ, SZ, WZ, FC, YV, and YW)	1, 2, 3,	submit cards 4 and K, original NOA with "2" in suffix.	Table 2-2 GSA location applies when pay rate determinant is 5, 6, E, or F.
			4 and K	resubmit cards 4 and K, original NOA and suffix containing valid and compatible data for the following data elements, as appropriate: a. Pay plan. b. Occupational series. c. Grade. d. Step. e. Pay basis. f. Salary. g. Pay rate determinant. h. GSA location. i. Work schedule.	
			5	single element change, use 5 card NOA as appropriate.	
10	XS	incompatible pay data chain (pay plans AD, CZ, FC, SZ, WZ, YV, or YW)	1, 2, 3, or 4 and K	submit cards 4 and K containing valid and compatible data for the following data elements, as appropriate: a. Pay plan. b. Occupational series. c. Grade. d. Step.	

Table 4-3
Compatibility errors—Continued

Rule	A If error code is	B and is indicating	C and the input card was	D then	Reference
				e. Pay basis. f. Salary. g. Pay rate determinant. h. GSA location code. i. Work schedule	Table 2-2
			5	single element change, use 5 card NOA as appropriate.	
11	XT	incompatible training type/ training special interest program.	6	resubmit card 6 after ensuring that the following elements are compatible: a. Special interest program. b. Training type	Table 2-6
12	XU	the UIC in the transaction is not registered at HQDA	1, 2, 3, or 4 and K	verify that the UIC in the transaction is valid. If it is not, submit cards 4 and K containing the correct UIC, command code, GSA code, and SON.	
13	XY	incompatible command code/UIC chain	1, 2, 3, or 4 and K	verify that the UIC depicted in the transaction is valid for this command code. If it is not, submit cards 4 and K containing correct UIC, Command/GSA code, and SON.	
14	XZ	incompatible SPEP chain	1, 2, 3	submit card 5 containing NOA 941SS with all SPEP data in columns 31-58 coded. (See table 2-13.)	
			5	resubmit corrected card 5, NOA 941SSS, with all SPEP data in columns 31-58 coded. (See table 2-13.)	

Table 4-4
Major processing errors

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
1	*UA	no record on CPMF for this SSN	4 and K	resubmit the transaction with correct SSN or submit cards 1, 2, and 3 to create a record for this SSN, then resubmit the cards 4 and K, original NOA and suffix.	
			5 or 6	resubmit with correct SSN.	
2	*UB	work schedule on CPMF is other than I or J for an intermittent employee (NOA code 932SS only)	5	submit card 5 containing correct work schedule, NOA 781 and resubmit 932SS actions or no action required.	Table A-90
3	UC	cards 1, 2 and 3 contain more than 12 errors.	1, 2, and 3	submit corrected cards 1, 2, and 3, original NOA and suffix.	
4	*UD	this employee is currently on CPMF	1, 2, and 3	Submit cards 1, 2, and 3 containing correct SSN for new employee if SSN is incorrect. If SSN is correct, submit 4 and K cards with reassignment action.	
5	UE	incomplete reassignment (CC) transaction or 5 card with AMS code not received	4 and K or 5	resubmit cards 4 and K including as a minimum, the UIC, command code, GSA code, position supervisory, and the six mandatory elements, and submit a card 5, NOA 987SS AMS code.	Table 2-19 Item 6
6	*UF	4 and K cards containing NOA of 735CC/SS/CZ/SZ was received without a matching 736	4 and K	resubmit the rejected transaction along with the missing transaction.	
7	*UG	cards 2 and 3 submitted without a card 1	2, 3	resubmit card 1, card 2, and 3.	
8	*UH	name on transaction does not match CPMF for this SSN	4 and K or 5 or 6	if SSN is valid, correct name on transaction change name on CPMF and then resubmit the transaction.	
9	*UJ	SON on transaction does not match SON on CPMF for this SSN	1, 2, and 3 or 4 and K or 5 or 6	correct transaction SON or submit a card 4 and K reassignment (CC) action to correct SON in master file, if appropriate. Then, resubmit card 6.	
10	UK	Two or more sets of cards 1, 2, and 3 for the same SSN with different data from the same SON.	1, 2, and 3	submit only one set of correct cards 1, 2, and 3.	
11	*UL	two or more sets of cards 1, 2, and 3 for the same SSN from different SONS	1, 2, and 3	resubmit cards 1, 2, and 3 after verifying employment and SON.	
12	*UM	matching cards 1, 2, and 3 and a card 5 loss with same EDOA from same SON and a CPMF record already exist.	1, 2, 3, or 5	submit appropriate cards 4 and K or card 5 transaction.	
13	*UN	accession received from current CPMF SON and matching loss received from another SON	1, 2, and 3	current servicing CPO should submit the appropriate cards 4 and K CC or SS action.	
14	*UP	card 5 NOA 915SS transaction received and first two positions of	5	resubmit the card 5 after correcting the GSA location and/or citizenship	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-4
Major processing errors—Continued

Rule	A	B	C	D	Reference
	If error code is	and is indicating	and the input card was	then	
		GSA location not alpha or citizenship code not 1		code, or do not submit card 5 NOA 915SS transaction.	Table A-25
15	*UR	RTD received for an employee not in a nonpay status	5	verify employee's pay status and take corrective action as necessary.	
16	*US	cards 1, 2, and 3 with Expert/Consultant pay plan received and CPMF record already exists from the same SON	1, 2, and 3	resubmit using temporary SSN, if employee serves under two different appointments. If one appointment only is involved, take no corrective action.	
17	*UT	cards 1, 2, and 3 with Expert/Consultant pay plan received and CPMF record already exists from different SON	1, 2, and 3	resubmit, using temporary SSN.	
18	*UU	card 5 NOA 782 transaction conflicts with work schedule on EMR	5	card 5 required for work schedule or scheduled hours. Review conflict.	Table A-90
19	*UV	card 3 without cards 1 and 2	3	if original action was an accession, submit cards 1, 2, and 3. If original action was a change in RNO, submit a card 5, NOA 934SS.	
20	UW	card 1 and card 2 received with no card 3	1 and 2	resubmit 1, 2, and 3 cards. If card three had been submitted review for incorrect SSN.	
21	*UY	combined on-duty and non-duty training hours total less than 0004	6	no action required if hourly fields are correct since this would not be a reportable course. Resubmit with correct hourly fields, if either is incorrect.	Table A-80 and A-81
22	*UZ	combined on-duty and non-duty training hours exceed 960 hours and source is 1, 2, or 5	6	no action required if hours and source are correct since this would not be a reportable course. Resubmit with correct hourly or source fields, if either is incorrect.	

* Not posted to error suspense file or CPMF. Immediate corrective action required.

Table 4-5
Format for information notice

Data	Card column	Remarks
Card type	1	Will contain an N.
SSN	2-10	
Name	11-15	Five positions (if available).
NOA	16-18	
NOA suffix	19-20	
EDOA	21-26	Contains either the transaction EDOA or CIVPERSINS processing date.
SON	27-30	
Blank	31-33	
Information code	34-35	See table 4-6.
Blank	36	
Message	37-80	See table 4-6.

Table 4-6
Information codes

Code	Message	Explanation of code and action required
ZA	Family member code changed from x to x.	<p>a. This information notice contains the NOA code of input transaction.</p> <p>b. Transaction family member code changed to "blank" because first two positions of GSA location are alpha and citizenship code is 3 or 4 or family member code changed to "space" because code not authorized.</p>
ZB	HQDA(PECC-CIO-H) corrected positions 2, 3, or 4 of UIC xxxxxx.	<p>a. This information notice contains the NOA code of input transaction.</p> <p>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.</p> <p>c. Verify that the UIC shown in positions 69-74 is correct.</p>
ZC	Master in LWOP status over 90 days.	<p>a. This information notice contains the NOA code that placed the person in LWOP status.</p> <p>b. Verify that this employee is in a LWOP status. If not, submit a RTD or loss action.</p>
ZD	YV pay plan (Summer) employee on rolls after 30 September.	<p>a. This information notice contains the current NOA code from CPMF.</p> <p>b. If this summer employee is still working, the pay plan must be changed; if not, a loss action must be submitted.</p>
ZE	Action posted to a record in a loss status.	<p>a. This information notice contains the NOA code of the input transaction.</p> <p>b. The transaction updated the record of a person no longer employed by the Army.</p> <p>c. Ensure that the transaction submitted was intended for this employee.</p> <p>d. Submission of a card 5 containing a loss cancellation NOA (app B) or cards 4 and K 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, 2, and 3 containing the loss NOA with suffix LZ will reinstate the record regardless of the inactive time period.</p>
ZF	Processed date used for EDOA.	<p>a. This information notice contains the NOA code of the input transaction.</p>

Table 4-6
Information codes—Continued

Code	Message	Explanation of code and action required
ZG	This inactive record was activated.	<ul style="list-style-type: none"> b. The EDOA of the input transaction was invalid; therefore, the current processing date was placed in this field. c. No action required. a. This information notice contains the NOA code of the input transaction. b. This employee, who was previously dropped from the Army rolls, has been reactivated on the CPMF. c. If this employee is not now employed by the Army, cancel the reactivation or submit a loss action.
ZH	Movement from xxxx submit CC upon arrival.	<ul style="list-style-type: none"> a. This information notice contains NOA code 935MM. b. This employee was reported as being transferred from the SON indicated in positions 50-53. c. If employee has arrived, submit a movement (NOA suffix CC) action. d. This notice is placed in the error suspense file for later followup action.
ZI	Month end processed date used for EDOA.	<ul style="list-style-type: none"> a. This information notice applies to NOA code 932SS actions only. b. The EDOA of the input transaction was invalid; therefore, the month-end processing date was placed in this field. c. No action required.
ZK	Master shows previous loss for this SSN.	<ul style="list-style-type: none"> a. This information notice contains the NOA code of input transaction. b. A loss action was previously received and posted for this SSN. c. Ensure that the transaction submitted was intended for this employee; if so, no corrective action is required. If not, correct SSN and resubmit loss action.
ZL	Record in non-pay status – submit appropriate return to duty action.	<ul style="list-style-type: none"> a. This information notice contains the NOA code that placed the person in non-pay status for 30 days or less. b. Submit card 5, NOA 280SS or 292SS or cancellation of the LWOP action which will place the employee in pay status if appropriate.
ZM	Scheduled hours changed from xx to xx.	<ul style="list-style-type: none"> a. This information notice contains the NOA code of input transaction. b. CPMF record was updated as indicated. c. If CPMF record work schedule is F or G, scheduled hours changed to 40. d. If CPMF record work schedule is I or J, scheduled hours changed to 00. e. If CPMF record is correct, do nothing; otherwise, submit a corrected transaction.
ZN	Action posted to CPMF record in a nonpay status of more than 30 days.	<ul style="list-style-type: none"> a. This information notice contains the NOA code of the input transaction. b. The transaction updated the record of an employee in a nonpay status of more than 30 days. c. Submit a card 5, NOA 292AA or 280AA or a cancellation of the LWOP action which will place the employee in a pay status if appropriate.
ZP	Citizenship code changed from x to 1.	<ul style="list-style-type: none"> a. This information notice contains the NOA code of input transaction. b. CPMF record was updated as indicated. c. If CPMF record is correct, do nothing; otherwise, submit a corrected transaction.
ZQ	Transaction placed in future actions file.	<ul style="list-style-type: none"> a. This information notice contains the NOA code of input transaction. b. Transaction will be recycled by HQDA(PECC-CIO-H) in next update cycle.

Table 4-6
Information codes—Continued

Code	Message	Explanation of code and action required
ZR	Position occupied code changed from x to 2.	<p>a. This information notice contains the NOA code of input transaction.</p> <p>b. CPMF record was updated as indicated.</p> <p>c. If CPMF record is correct, do nothing; otherwise, submit a corrected transaction.</p>
ZS	SPID changed from xx to yy.	<p>a. This information notice contains the NOA code of input transaction.</p> <p>b. CPMF record was updated as indicated.</p> <p>c. If CPMF record is correct, do nothing, otherwise, submit a corrected transaction.</p>
ZT	Transaction SSN changed to xxxxxxxx.	<p>a. The SSN in positions 64-72 is the SSN from the CPMF record that will be updated in the next update cycle.</p> <p>b. If the correct CPMF record will be updated, do nothing.</p> <p>c. If the CPMF SSN is incorrect, submit card 5, NOA 911SS, to correct the CPMF SSN.</p> <p>d. If the transaction will update the wrong CPMF record, notify HQDA(PECC-CIO-H).</p>
ZU	Check costs-hours.	No action if both costs and hours are correct. If any of the four fields was in error, submit a 6 card cancellation for original transaction and a new training card with the correct data.
ZX	Check Bargaining Unit Status.	Bargaining unit status code changed to 8888.
ZW	Check hours-costs source.	No action required, if course was valid. If however, course was found to have constituted on-the-job training, submit a 6 card cancellation since on-the-job training courses are not reportable.

Table 4-7
Format for follow-up notice

Data	Card columns	Remarks
Card Type	1	Will contain an F.
SSN	2-10	
Name	11-15	Five positions (if available).
NOA	16-18	Same as the error notice.
NOA SUFFIX	19-20	
EDOA	21-26	Same as the error notice.
SON	27-30	
Blank	31-33	
Error Code	34-35	Indicates the unresolved error condition.
Blank	36-60	
Message	61	

Chapter 5 Status and Reconciliation (S&R) Report

Section I General

5-1. Purpose

This report, generated at HQDA(PECC-CI) is an essential part of the overall CIVPERSINS. The S and R report will—

- a. Serve as a tool for reconciling differences between the serviced strength figures as reflected in CIVPERSINS and as maintained in the servicing CPOs.
- b. Assist in the control and validation of input transactions from the time they are dispatched until they have completed the CIVPERSINS processing cycle.
- c. Aid management in reviewing and measuring the effectiveness of the CPO in fulfilling the CIVPERSINS reporting requirements.
- d. Serve as a research and historical document for reference purposes.

5-2. Report preparation

- a. The S and R report will be prepared monthly by Civilian Information Systems Directorate (CISD), 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 master files.
 - (3) CIVPERSINS error suspense file.

5-3. Distribution

- a. Applicable sections of the report will be mailed to each installation or activity and MACOM on or about the 13th of each month, immediately following the month-end update cycle. Reports for activities serviced by non-Army CPOs will be mailed to the responsible major or subordinate command headquarters.
- b. Changes in mailing addresses should be reported promptly to HQDA(PECC-CIO).

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 CIVPERSINS. 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:

Line Entry No.	Description
1.....	The number of transaction cards received at CIVPERSINS by card type under the SON shown in the report. The code BB will be entered for shipments with missing control numbers.
2.....	The number of transaction cards posted to CPMF.
3.....	The number of cards not posted to the CPMF including rejected cards, duplicate cards, and cards with invalid card codes.
4.....	The number of error notices (E 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 total on line 1.
6.....	The transaction card error rate for all installations and activities. Rate is computed by dividing the total of all input transactions received by CIVPERSINS for the cycle or month into the total of all error notices generated.
7.....	The number of information notices (N cards) generated by CIVPERSINS and submitted to the installation or activity.
8.....	The number of followup notices (F cards) generated by CIVPERSINS for unresolved error conditions.
9.....	The number of error conditions outstanding on the CIVPERSINS 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

Each month the S&R report must be reconciled with information and statistics maintained locally. The following procedures should be followed:

- a. Verify the card count (totals) in line 1 of the report with the number of transaction cards submitted by the installation or activity under the indicated SON. This will establish whether CIVPERSINS received all of the input submitted. K cards are not counted in the total number of transactions received by CIVPERSINS.
- 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 CIVPERSINS-generated notices.
- c. Notify PECC-CIO-H immediately by telephone or message of any discrepancies. In the event of condition MINIMIZE, hand-carry or use airmail.

Note: Eight (8) cards (NAF Transactions) are counted in the total number of transaction cards received by CIVPERSINS but are not used in the calculations as indicated in Line Entry No. 2 through 9 of Part I.

Note: Although these figures are not a precise indicator of input quality, they serve as a comparative guide to past performance and to the performance of other installations and activities.

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 a monthly validation of its serviced strength on the CPMF. It includes sufficient information to permit a reconciliation of imbalance between the CPMF 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 5-1 for this portion of the report.
- b. Descriptions of line entries are as follows:

<i>Line Entry No.</i>	<i>Description</i>
1	The total <i>serviced population</i> as of the previous month-end.
2A	Accession (AA-AD) and loss cancellation (LZ) actions processed during the report month.
2B	Movement gains (CC or CE) and movement gain cancellation (CZ) actions involving a change in SON, thereby increasing serviced strength.
2C	The number of records changed by CIVPERSINS reflect movement to the SON shown in the heading of the report, thereby increasing serviced strength. Changes were made at the request of the CPO.
3A	Loss (LL-LD) and accession cancellation (AZ) actions processed during the report month, except 430, 450, 452, 460, 462, and 472.
3B	Movements (CC or CE) or movement gain cancellation (CZ) actions submitted by gaining CPOs picking up employees formerly serviced by the SONs shown in the heading of the report.
3C	Number of records changed by CIVPERSINS 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 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.
6	The number of departure notices (935MM) submitted by this SON for losses to a gaining SON which has not submitted cards 4 and K (CC or CE) to pick up the record.

5-8. Strength transactions processed (section B)

- a. See figure 5-3 for this portion of the report.
- b. This section lists 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 the report.
- b. This section shows a summary of strength transactions rejected by CIVPERSINS 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 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 CIVPERSINS. Quick response will facilitate strength reconciliation of subsequent reports and provide more accurate strength and statistical data in CIVPERSINS.
- d. No action is necessary if the rejected strength transaction is a loss to another Army SON.

5-11. Action recommended if serviced strength is out-of-balance

- a. If CPMF's serviced strength cannot be reconciled to the CPO's actual serviced strength, consider the following:

- (1) Were all strength transactions for the report month submitted in time to arrive in CIVPERSINS by 1200 hours on the 5th and 15th workdays? Was submission verified by local AUTODIN terminal officials? If so, do they all appear in sections B or D?

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

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

- (4) Have all of the movement gains (CC, CE) to other CPO's been picked up by the gaining CPO? (Check line 5 of section B and line 4 of section D).

- b. If reconciliation cannot be made, contact CISD immediately by telephone or message. In the event of condition MINIMIZE, hand-carry or use airmail.

CIVPERSINS STATUS AND RECONCILIATION REPORT (CSGPA-1103)

FOR MONTH OF- NOV 1983

SON- 1946

NOTE - DIRECT QUESTIONS REGARDING THIS REPORT TO CIVILIAN PERSONNEL SYSTEMS
DIVISION STAFF, MILPERCEN, HQDA, USING AUTOVON 221, EXTENSION 9414,
OR THROUGH AREA CODE 202, 325-9414.

PART I - INPUT AND ERROR SUMMARY

1. CARDS RECEIVED UNDER SSCN- 12.13.

	MM CYCLE	ME CYCLE	TOTAL
ONE CARD.	0	0	0
TWO CARDS	0	0	0
THREE CARDS	0	0	0
FOUR CARDS	12	1	13
FIVE CARDS	11	2	13
SIX CARDS	5	2	7
EIGHT CARDS	0	0	0
TOTALS	28	5	33

2. CARDS POSTED TO CPMF

33

** 3. CARDS NOT POSTED TO CPMF

0

4. ERROR NOTICES (E CARDS)

0

5. ERROR RATE THIS SON

0.000%

0.000% AVG.

6. ERROR RATE DA WIDE

3.339%

3.301% AVG.

7. INFORMATION NOTICES (N CARDS)

0

8. FOLLOW-UP NOTICES (F CARDS)

0

9. ERROR CONDITIONS ON ERROR SUSPENSE FILE:

CURRENT MONTH	0	0	0
PREVIOUS MONTH	0	0	0
PRIOR TO PREVIOUS MONTH			0
TOTAL			0

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

Figure 5-1. Part I, Input and Error Summary

CIVPERSINS STATUS AND RECONCILIATION REPORT (CSGPA-1103)

FOR MONTH OF-- NOV 1983

SON- 1946

PART II - SERVICED STRENGTH
SECTION A - RECONCILIATION OF SERVICED STRENGTH

	CPMF
1. SERVICED POPULATION PREVIOUS MONTH-END (LINE 4 OF LAST MONTH REPORT)	59
2. PLUS -- A. GAINS TO THE ARMY	00
B. GAINS FROM OTHER ARMY SONS	00
C. MASS CHANGES FROM OTHER SONS (MADE AT HQDA)	00
3. LESS -- A. LOSSES TO THE ARMY	01-
B. LOSS TO OTHER ARMY SONS	00-
C. MASS CHANGES TO OTHER SONS	00-
4. SERVICED POPULATION CURRENT MONTH-END (LINE 1 PLUS LINES 2A, 2B AND 2C LESS LINES 3A, 3B AND 3C)	58
5. NUMBER OF INCOMPLETE/INCOMPATIBLE RECORDS (INCLUDED IN LINE 4 ABOVE)	00
6. NUMBER OF DEPARTURE NOTICES IN SUSPENSE (NOA 935MM)	00

Figure 5-2. Part II, Section A—Reconciliation of Serviced Strength

CIVPERSINS STATUS AND RECONCILIATION REPORT (CSGPA-1103)

FOR MONTH OF- NOV 1983

SON- 2612

PART II - SERVICED STRENGTH
SECTION B - STRENGTH TRANSACTIONS PROCESSED

	SSN	LAST NAME	NOA	EDOA	LOSING GAINING	
					SON	SON
1. GAINS TO THE ARMY	466272121		101AA	831107		
	299484446		101AA	831107		
	465807258		101AA	831024		
	465407116		130AD	831113		
	426327842		130AA	831106		
	418825053		101AA	831107		
	265585072		140AA	831023		
	286503127		171AA	831110		
2. GAINS FROM OTHER ARMY SONS	487488463		721CC	831023	2403	
3. MASS CHANGES FROM OTHER SONS	433629771		721CC	831030	2282	
4. LOSSES TO THE ARMY	460467819		317LL	831112		
	551528047		317LL	831118		
5. LOSSES TO OTHER SONS	474606609		721CC	831030		2582
	452581003		702CC	831030		1983

Figure 5-3. Part II, Section B—Strength transactions processed

CIVPERSINS STATUS AND RECONCILIATION REPORT (CSGPA-1103)

FOR MONTH OF- NOV 1983

SON- 2612

PART II - SERVICED STRENGTH

SECTION C - SUMMARY OF REJECTED STRENGTH TRANSACTIONS FOR REPORT MONTH

CPMF

1. GAINS TO THE ARMY	00
2. GAINS FROM OTHER SONS	01
3. LOSSES TO THE ARMY	00
4. LOSSES TO OTHER ARMY SONS	00

Figure 5-4. Part II, Section C—Summary of rejected strength transactions for report month

CIVPERSINS STATUS AND RECONCILIATION REPORT (CSGPA-1103)

FOR MONTH OF- NOV 1983

SON- 2685

PART II - SERVICED STRENGTH

SECTION D - REJECTED STRENGTH TRANSACTIONS FOR REPORT MONTH

	SSN	LAST NAME	NOA	EDDA	ERROR CODE	LOSING OR	
						GAINING	SON
1. GAINS TO THE ARMY	384805514		170AA	831003	UF		
	380120096		101AA	830515	UD		
	512469901		115AA	831114	UD		
2. GAINS FROM OTHER SONS	421709187		713CC	830918	XP	2394	
	257480742		721CC	830714	GA	3054	
3. LOSSES TO THE ARMY	378762609		355LL	830923	UH		
4. LOSSES TO OTHER ARMY SONS	396329831		721CC	830615	CM	3055	
	396329831		571CC	830615	CM	3055	

Figure 5-5. Part II, Section D—Rejected strength transactions for report month

Chapter 6 Nonappropriated Fund Personnel

Section I General

6-1. Systems concept

The CIVPERSINS NAF data base encompasses all procedures, methods, processes, and techniques for collecting and coding personnel input data at the installation/activity level and the creation of output reports from the master files maintained at HQDA (PECC-CIO).

6-2. Reporting personnel actions

The guidance in this chapter applies to reporting NAF civilian personnel actions and supplements the general CIVPERSINS instructions in the preceding chapters. Input submitted according to these instructions is edited and posted to the NAF data base.

Section II Input Requirements

6-3. General

A single card format (table 2-18) is used to report all civilian personnel actions for NAF personnel. This includes additions (new employees), updating/changes, and deletions (loss of an employee). DA Form 3788-8-R Worksheet for card 8 (NAF) is used to collect, code, keypunch, and verify reportable actions.

6-4. Input card procedures

a. Additions. To establish a new employee record on the NAF data base, an addition transaction (A in card column 13) must be submitted on card 8. If the new employee is holding more than one position, a temporary social security number (SSN) must be assigned for each additional position following the instructions in table A-59. Temporary SSN should also be used for non-US citizens.

b. Updating/changes. To change or update an existing employee record on the file, an update/change transaction must be submitted (S in card column 13) on card 8.

(1) The card columns that must be filled are as follows:

Card Column	Data
1	8
2-10	SSN
13	S
14-39	Name
41-44	SON

(2) Information to be changed or updated is coded

in the remaining columns in accordance with table 2-18 and appendix A.

c. Deletions. To delete an employee record, a deletion transaction must be submitted (D in card column 13) on Card 8. The columns that must be filled are:

Card Column	Data
1	8
2-10	SSN
13	D
14-18	First five positions of name
41-44	SON

Be sure that the SSN used is the correct one for the position the employee is leaving, as he or she may hold more than one job. If a temporary social security SSN number was assigned for the employee in the position he or she is leaving, use the temporary number in card columns 2 through 10 of the deletion transaction.

d. Transfers. When an employee is transferring from one SON to another, a deletion (D in card column 13) transaction must be submitted by the losing SON; and an addition transaction (A in card column 13) must be submitted by the gaining SON. Follow instructions in *a* above for addition, and in *c* above for deletions.

Section III Error and Information Notices

6-5. General

a. There are three different error conditions.

(1) Data element errors, which are generally coding or keypunching errors.

(2) Compatibility errors, which occur when inter-related data elements are incompatible with each other.

(3) Transaction errors, such as duplicate SSN or incorrect SON.

b. The types of errors and corrections are in tables 6-1, 6-2, and 6-3.

6-6. Transaction error register

a. The list of errors is sent to the servicing CPO twice monthly, after the mid-month and the month-end updates.

b. The error codes and corrections are explained in tables 6-1, 6-2, and 6-3. The list of columnar headings and their definitions are shown below.

Heading	Definition
SSN	Social Security Number
SON	Submitting Office Number
CY DTE	Cycle Date
NAME	Name
FM	Family Member
NF	NAF Administrator Code
AC	Action Indicator Code
PPL	Pay Plan
OCSR	Occupation Series Code
PTL	Position Title Code
PBS	Pay Basis
WKS	Work Schedule

Heading	Definition
GL	Grade/Level
SR	Step Rate
SALARY	Salary
PVR	Position Supervisory Code
EST	Employment Status
RPY	Retained Pay
LWOP	Leave Without Pay
SX	Sex
CZ	Citizenship Code
RNO	Race/National Origin
CMD	Command Code
GO	Geographic Location Code

6-7. Error messages

a. An error list is generated after each mid-month and month-end update of the data base and forwarded to the servicing CPO. Error codes and messages are printed on the line below the affected transaction. The messages are as follows:

(1) *** Transaction Not Posted—indicates that the change (S in card column 13) or the deletion (D in card column 13) did not update or delete the record. Error codes identified in table 6-1, 6-2, and 6-3 will be printed for the specific error and required corrective action.

(2) **** Master Not Written—indicates that the addition (A in card column 13) did not create a new record on file. Error codes identified in tables 6-1, 6-2, and 6-3 will be printed for the specific error and required corrective action.

(3) ***** 02—followed by one or more alphabetic codes indicates the transaction was posted but the record contains errors. The error codes and the corrective action for these errors are in tables 6-1, 6-2, and 6-3.

6-8. Compatibility errors

a. Some data elements have a specific relationship to each other. When this relationship is incorrect on a record, a compatibility error exists.

b. The monthly NAF SON Master Listing (RCS DCSPER 325) Part II, has seven columns on the right side of the page. An asterisk (*) indicates compatibility errors in the record. See table 6-3 for correcting these errors.

6-9. Correction of errors

a. After the error has been identified, the correction transaction should be included with the next regular CIVPERSINS submission.

b. If the message is "Transaction Not Posted," re-submit the transaction after correction in accordance with table 6-1, 6-2, or 6-3. If the message is "Master Not Written," resubmit the complete accession transaction (A in card column 13) after correction in accordance with table 6-1, 6-2, or 6-3.

6-10. Error suspense

a. The NAF data base has an error suspense system. All errors are suspended and retained except SON errors and SSN errors. These control fields cannot be identified with correction transactions.

b. When transactions are received, they are matched against the Error Suspense File. If the incoming transaction contains a data element(s) that is listed on the error suspense file and if there is a match on SSN and SON, the errors will be dropped from the file. After the update, new errors are added to the file. If there are no errors, old or new, the Error Register will not be printed.

c. If an error is not corrected within two cycles, followup notices will be displayed in the Error Register until the error is corrected. The error followup notices will be printed first in cycle-date order (CY DTE) to facilitate identification. The heading, if there are error followup notices, will read "OUTSTANDING ERRORS FROM PREVIOUS CYCLES—NOT CORRECTED." Current errors will be headed "ERRORS FROM CURRENT CYCLE."

Table 6-1
Error codes and correction instructions

If error code is	Condition		Corrective Action	
	Indicating	and action indicator code is	then submit an "8" card with the following data	in card column
AC	invalid action code	other than A, S, or D	8 SSN S for change/correction A for addition/gain D for deletion/loss Name SON	1 2-10 13 14-39 41-44
CM	invalid command code	A or S	8 SSN S Name SON Command code (table A-11)	1 2-10 13 14-39 41-44 72-73
CZ	invalid citizenship code	A or S	8 SSN S Name SON Citizenship code (table A-9)	1 2-10 13 14-39 41-44 70
DM	invalid off-duty military code	A or S	8 SSN S Name SON Off-duty military code (table A-40)	1 2-10 13 14-39 41-44 80
DS	invalid family member code	A or S	8 SSN S Name Family member code SON (table A-25)	1 2-10 13 14-39 40 41-44
ES	invalid status code	A or S	8 SSN S Name SON Employment status (table A-23)	1 2-10 13 14-39 41-44 66
GE	invalid geographic code	A or S	8 SSN S Name SON Geographic location code (table A-29)	1 2-10 13 14-39 41-44 74-75
GL	invalid grade	A or S	8 SSN S Name SON Grade (table A-30)	1 2-10 13 14-39 41-44 56-57

Table 6-1
Error codes and correction instructions—Continued

If error code is	Condition		Corrective Action	
	indicating	and action indicator code is	then submit an "8" card with the following data	in card column
LP	LWOP	A or S	8 SSN S Name SON LWOP code (table A-32)	1 2-10 13 14-39 41-44 68
RNO	race/national origin code	A or S	8 SSN S Name SON RNO code (table A-48)	1 2-10 13 14-39 41-44 71
NF	NAF administrator code	A or S	8 SSN S Name SON NAF administrator code (table A-35)	1 2-10 13 14-39 41-44 11-12
NM	name	A or S or D	8 SSN S Name (table A-36) SON	1 2-10 13 14-39 41-44
OS	occupation series code	A or S	8 SSN S Name SON Occupation series (table A-39)	1 2-10 13 14-39 41-44 47-50
PB	pay basis code	A or S	8 SSN S Name SON Pay basis (table A-41)	1 2-10 13 14-39 41-44 53-54
PL	position title code	A or S	8 SSN S Name SON Position title code (ref app D)	1 2-10 13 14-39 41-44 51-52
PP	pay plan	A or S	8 SSN S Name SON Pay plan (table A-42)	1 2-10 13 14-39 41-44 45-46
PS	position supervisory code	A or S	8 SSN S Name SON Position supervisory code (table A-45)	1 2-10 13 14-39 41-44 65

Table 6-1
Error codes and correction instructions—Continued

If error code is	Condition		Corrective Action	
	indicating	and action indicator code is	then submit an "8" card with the following data	in card column
RP	retained pay code	A or S	8 SSN S Name SON Retained pay code (table A-51)	1 2-10 13 14-39 41-44 67
SL	salary	A or S	8 SSN S Name SON Salary (table A-54)	1 2-10 13 14-39 41-44 60-64
SN	invalid social security number	A	enter all data after correcting the social security number	
		S	8 Corrected SSN (table A-59) S Name SON Plus all data to be changed/updated.	1 2-10 13 14-39 41-44
		D	8 Corrected SSN (table A-59) D First five positions of name SON	1 2-10 13 14-18 41-44
SO	invalid submitting officer number	A, S or D	8 SSN A, S, or D (as appropriate) Name Corrected SON (table A-76)	1 2-10 13 14-39 41-44
SR	invalid step	A or S	8 SSN S Name SON Step (table A-75)	1 2-10 13 14-39 41-44 58-59
SX	invalid sex code	A or S	8 SSN S Name SON Sex (table A-58)	1 2-10 13 14-39 41-44 69
TB	invalid work schedule code	A or S	8 SSN S Name SON Work schedule (table A-90)	1 2-10 13 14-39 41-44 55
UA	no record on NAF data base for this SSN	S	Resubmit the transaction with correct SSN or submit the entire "8" card with "A" in card column 13 to create a record on the file with the SSN.	

Table 6-1
Error codes and correction instructions—Continued

If error code is	Condition		Corrective Action	
	indicating	and action indicator code is	then submit an "8" card with the following data	in card column
		D	8 Corrected SSN D First 5 positions of Name SON	1 2-10 13 14-18 41-44
UD	SSN is already on NAF data base	A	8 Corrected SSN S Name SON Plus any data to be changed.	1 2-10 13 14-39 41-44
Note: If you try to change a record with an "A" action indicator code it will be rejected with this error code.				
UK	duplicate SSN same SON	A	This indicates a duplicate accession action was submitted for that SSN during the same update cycle. If the SSN is in error, correct and resubmit. If the employee has a second job, follow instructions in table A-59.	
UL	duplicate SSN different SON	A	This indicates that the SSN is already on the data base. If SSN is in error, correct and resubmit. If employee was transferred from another SON, do not submit cards 1, 2, and 3 but cards 4 and K for a CAO action.	
UM	wrong submitting office for SSN	D or S	Indicates that a change or deletion was made to an employee not assigned to your SON. If the SSN is incorrect, correct and submit. If the employee is serviced by your activity, check with previous SON to have them delete the record, then submit an "A" action to add to the data base.	

Table 6-2
Compatibility error codes and correction instructions

Condition		Corrective Action			
If error code is	indicating incompatibility	then verify the data elements against this table to identify the problems, and submit the necessary corrections on a change transaction.			
XB	citizenship code and geographic location code	If citizenship code is		Then geographic location must be	
		(table A-9) 1 or 2 3 through 6		(table A-29) numeric (01-56) alphabetic	
XG	pay plan, grade, and step	If pay plan is (table A-42)	The grade must be (table A-30)	And step must be (table A-75)	
		AS	01-07	01-05	
		NA	01-15	01-05	
		NL	01-15	01-05	
		NS	01-19	01-05	
		NW	01-07	01-04	
		PS	01-07	01-05	
		UA	06-18	01-10	
ZZ	01-19	00-25			
XT	pay plan, occupational series and position title code	Reference appendix D entitled "Input Codes for Occupational Series and Position Title Codes" which includes pay plan, occupation series, and position title codes.			
XV	pay plan and position supervisory	If pay plan is (table A-42)		Then position supervisory must be (table A-45)	
		NS		1	
		AS		1 or 2	
		NA		2	
		NL		2	
		NW		2	
		PS		1 or 2	
		UA		1 or 2	
ZZ		1 or 2			
SH		2			
XW	employment status work schedule and off-duty-military	If work schedule is (table A-90)	Then employment status must be (table A-23)	And off-duty military must be (table A-40)	
		F	R or T	C	
		P	R or T	C or M	
		I	N	C or M	
		J	L	C or M	
XP	pay plan, pay basis and salary	If pay plan is (table A-42)	The pay basis must be (table A-41)	And salary	And coded
		UA	PA	IAW GS/GM salary schedules (table A-54)	IAW non-appropriated salary and wage rates for the pay plan
		AS, PS	PH		
		NA, NL			

Chapter 7 Department of Defense Dependents Schools (DODDS) Employees

Section I General

7-1. Instructions

This chapter applies to reporting civilian personnel actions for DODDS personnel only and supplements the general CIVPERSINS instructions in earlier chapters. Input submitted in accordance with these instructions is edited and posted to the CIVPERSINS data base where it is used to meet the personnel information needs of DODDS.

7-2. Data elements

Data codes shown in this chapter apply to DODDS employees. They are not, however, a complete list of reportable data elements.

Section II Input Requirements

7-3. General

Card formats are used to report all civilian personnel actions for DODDS. This includes accessions (new employees), updates/changes, deletions (losses), training, placement in pay status (return from summer recess), and placement in nonpay status for summer recess. Reportable data elements are described in appendix A. The following data elements and codes are standard for DODDS employees:

a. Teachers and non-teachers.

- (1) Command code DD
- (2) Function designator 1
- (3) DODAC(UIC)-HE NNNN (HE in the 1st two positions plus 4 numerics)

b. DODDS teachers under 20 USC 901-907.

- (1) Full-time teachers.
 - (a) Pay Basis PA
 - (b) Pay Plan AD
 - (c) Work Schedule G
 - (d) Type of Appointment/Employee Tenure

Data Chain

- If TA is 70 then ET is 1
- If TA is 71 then ET is 0
- If TA is 73 then ET is 2

- (e) Position Occupied 2
- (f) Scheduled Hours 40
- (g) Pay rate determinant 00, J, or K
- (2) Part-time teachers.
 - (a) Pay Basis PA
 - (b) Pay Plan AD

- (c) Work Schedule Q
 - (d) Type of Appointment/Employee Tenure
- #### Data Chain

- If TA is 70 then ET is 1
- If TA is 71 then ET is 0
- If TA is 73 then ET is 2

- (e) Position Occupied 2
- (f) Scheduled Hours 4 to 32
- (3) Substitute and summer school teachers.

- (a) Pay Basis PD
- (b) Pay Plan AD
- (c) Work Schedule
 - Substitutes J
 - Summer School Q
- (d) Type of Appointment/Employee Tenure

Data Chain

TA is 71 - ET is 0

- (e) Position Occupied 2
- (f) Scheduled Hours
 - For Part-time 20
 - For Substitutes 00

c. DODDS administrators and support personnel (not AD pay plan).

Refer to appropriate tables in this regulation.

Note: All dates, constant and variable, must be displayed in Year-Month-Day format, i.e., YYMMDD.

7-4. Input card procedures

(See para 2-4.)

a. Accessions. Submit cards 1, 2, and 3 to establish a new employee record in CIVPERSINS.

b. Updates/changes.

- (1) Submit a 5 card for single data element change.
- (2) Submit cards 4 and K for multiple data element changes.
- (3) To correct an error in an initial submission (accession), see paragraph 4-7f.

c. Deletions. Submit a card 5 to delete a DODDS employee's record from CIVPERSINS.

d. Training. Submit a 6 card. See chapter 2 and appendix A, tables A-77 through A-85.

e. Placement in Pay Status from summer recess. When a regular school year begins, HQDA (PECC-CIO) will prepare placement in Pay Status NOA "280AA" transactions with an Effective Date of Action (EDOA) 31 August for all those employees placed in recess status per the following paragraph. A listing of these transactions will be sent to each CPO.

f. Placement in Non-Pay Status for summer recess. According to paragraph 2-10, HQDA(PECC-CIO) will automatically generate leave status transactions on DODDS teachers (Pay Plan AD, Work Schedule G or Q). NOA 430LL, EDOA 15 June will generate the transactions. A listing of these transactions will be sent to each CPO. For those teachers or counselors who receive

summer school appointments submit the summer appointment transaction using a temporary SSN (table A-59).

7-5. Card formats

Card formats, reproducible coding sheets, and other relevant information, are found at the end of this regulation.

7-6. Transmitting data to CIVPERSINS

All installations with access to a communications center and AUTODIN will use those facilities for transmitting data to CIVPERSINS. All other installations will mail punched card input to HQDA(PECC-CIO-H), ALEX VA 22332. See chapter 3 for required format.

**Section III
Error and information notices**

7-7. Errors

There are three categories of errors.

- a. Data element errors, which are generally coding or key punching errors.
- b. Compatibility errors, which occur when interrelated data elements are incompatible.
- c. Major processing errors, such as duplicate SSNs, incorrect SON.

7-8. Error corrections

Types of errors and correction instructions are in chapter 4, tables 4-2, 4-3, and 4-4.

Appendix A Identification and Description of CIVPERSINS Data Elements

The following is a list of CIVPERSINS data elements, arranged in alphabetical sequence, with the corresponding table number. CIV indicates the element is used only

for appropriated fund personnel. NAF indicates it is used only for nonappropriated fund personnel. If there is no indication, element is used in reporting both.

	Table	Page		Table	Page
Academic discipline	CIV	A-1	A-2	Position title code	NAF A-47 A-22
Action indicator	NAF	A-2	A-6	Race/national origin	A-48 A-23
Amount of merit increase	CIV	A-3	A-6	Reportable handicap	A-49 A-24
Amount of merit pay cash award	CIV	A-4	A-6	Reserve status code	CIV A-50 A-25
Annuitant indicator code	CIV	A-5	A-6	Retained pay	NAF A-51 A-25
Army management structure code	CIV	A-6	A-7	Retirement	CIV A-52 A-25
Bargaining unit status code	CIV	A-7	A-7	Retired military	CIV A-53 A-26
Career program	CIV	A-8	A-7	Salary	A-54 A-26
Citizenship		A-9	A-8	Scheduled hours	CIV A-55 A-26
Civilian performance rating	CIV	A-10	A-8	Scheduled salary	CIV A-56 A-27
Command		A-11	A-8	Service computation date	CIV A-57 A-27
Current appointment authority	CIV	A-12	A-9	Sex	A-58 A-27
Data degree attained (year)	CIV	A-13	A-9	Social security number (SSN)	A-59 A-27
Date of birth	CIV	A-14	A-9	Special employment program	CIV A-60 A-27
Date of estimated return from overseas	CIV	A-15	A-9	SPEP—date entered	CIV A-61 A-30
Date of merit increase	CIV	A-16	A-10	SPEP—date of graduation/loss	CIV A-62 A-30
Date of merit pay cash award	CIV	A-17	A-10	SPEP—entry grade	CIV A-63 A-30
Date of performance rating	CIV	A-18	A-10	SPEP—entry occupational series code	CIV A-64 A-30
Date of return from overseas	CIV	A-19	A-10	SPEP—entry pay plan	CIV A-65 A-30
Educational level, academic	CIV	A-20	A-11	SPEP—proposed date of graduation	CIV A-66 A-30
Effective date of action (EDOA)	CIV	A-21	A-13	SPEP—special employment program graduation/loss reason	CIV A-67 A-31
Employee tenure	CIV	A-22	A-13	SPEP—special employment program graduation/loss identifier	CIV A-68 A-32
Employment status	NAF	A-23	A-13	SPEP—source of intake	CIV A-69 A-32
Fair labor standard act status	CIV	A-24	A-13	SPEP—target grade	CIV A-70 A-33
Family member code		A-25	A-14	SPEP—target occupational series code	CIV A-71 A-33
Federal employees group life insurance (FEGLI)	CIV	A-26	A-14	SPEP—target pay plan	CIV A-72 A-33
Function designator	CIV	A-27	A-15	SPEP—training command	CIV A-73 A-33
Functional classification	CIV	A-28	A-15	Special program identifier	CIV A-74 A-35
GSA location		A-29	A-15	Step or rate	A-75 A-36
Grade or level		A-30	A-15	Submitting office number (SON)	A-76 A-36
Key employee	CIV	A-31	A-16	Training, date of completion	CIV A-77 A-36
Leave without pay (LWOP)	NAF	A-32	A-16	Training, direct costs	CIV A-78 A-36
Legal authority	CIV	A-33	A-16	Training, indirect costs	CIV A-79 A-37
Merit pay unit designator	CIV	A-34	A-16	Training, nonduty hours of	CIV A-80 A-37
NAFI administrator	NAF	A-35	A-17	Training, on duty hours of	CIV A-81 A-37
Name of employee		A-36	A-17	Training, principal purpose of	CIV A-82 A-38
Nature of action (NOA)	CIV	A-37	A-17	Training, special interest program	CIV A-83 A-39
Nature of action suffix	CIV	A-38	A-18	Training, source	CIV A-84 A-39
Occupational series		A-39	A-19	Training, type	CIV A-85 A-40
Off-duty military	NAF	A-40	A-19	Type of appointment	CIV A-86 A-41
Pay basis		A-41	A-20	Unit identification code (UIC)	CIV A-87 A-41
Pay plan		A-42	A-20	Veterans preference	CIV A-88 A-41
Pay rate determinant	CIV	A-43	A-20	Vietnam era veteran indicator code (VEV)	CIV A-89 A-42
Position occupied	CIV	A-44	A-21	Work schedule	A-90 A-42
Position supervisory		A-45	A-22		
Position tenure	CIV	A-46	A-22		

Table A-1
Academic discipline

Definition:	This code designates the field of study at a college or university (schooling beyond grade 12).	Engineering disciplines (0901 through 0999)
Source:	SF 171 (Personnel Qualifications Statement) or SF 172 (Amendment to Personnel Qualifications Statement)	Arts: fine/performing/applied (1001 through 1099)
Field:	Four (4) numeric characters. The academic disciplines are grouped in the following broad categories: Agro/animal sciences (0101 through 0199) Architecture/environment (0201 through 0299) Geographical studies (0301 through 0399) Biological sciences (0401 through 0499) Banking/business/commerce (0501 through 0599) Communications/journalism/advertising (0601 through 0699) Data processing/information sciences (0701 through 0799) Education (0801 through 0899)	Language-foreign (1101 through 1199) Health care (1201 through 1299) Home/consumer economics (1301 through 1399) Law (1401 through 1499) English language arts (1501 through 1599) Library sciences (1601 through 1699) Mathematic disciplines (1701 through 1799) Military sciences (1801 through 1899) Physical sciences (1901 through 1999) Psychology (2001 through 2099) Public services (2101 through 2199) Social/political sciences (2201 through 2299) Theology (2301 through 2399) Multiple disciplines (4901 through 4999)

<i>Code</i>	<i>Academic Discipline</i>	<i>Code</i>	<i>Academic Discipline</i>
AGRO/ANIMAL SCIENCES (0101 through 0199)		0304	Southeast Asian studies
0101	Agriculture, general	0305	African studies
0102	Agronomy (field crops, and crop management)	0306	Islamic studies
0103	Soils science (management and conservation)	0307	Russian and Slavic Studies
0104	Animal science (husbandry)	0308	Latin American studies
0105	Dairy science (husbandry)	0309	Middle Eastern studies
0106	Poultry science	0310	European studies, general
0107	Fish, game, and wildlife management	0312	West European studies
0108	Horticulture (fruit and vegetable production)	0313	American studies
0109	Ornamental horticulture (floriculture, nursery)	0314	Pacific area studies
0110	Agricultural and farm management	0399	Other, related
0111	Agricultural economics	Biological Sciences (0401 through 0499)	
0112	Agricultural business	0401	Biology, general
0113	Food science and technology	0402	Botany, general
0114	Forestry	0403	Bacteriology
0115	Natural resources management	0404	Plant pathology
0116	Agriculture and forestry technologies (baccalaureate and higher programs)	0405	Plant pharmacology
0117	Range management	0406	Plant physiology
0199	Other, related	0407	Zoology, general
Architecture/Environment (0201 through 0299)		0408	Pathology, human and animal
0201	Environmental design, general	0409	Pharmacology, human and animal
0202	Architecture	0410	Physiology, human and animal
0203	Interior design	0411	Microbiology
0204	Landscape architecture	0412	Anatomy
0205	Urban architecture	0413	Histology
0206	City, community, and regional planning	0414	Biochemistry
0299	Other, related	0415	Biophysics
Geographical Studies (0301 through 0399)		0416	Molecular biology
0301	Asians studies, general	0417	Cell biology (cytology, cell physiology)
0302	East Asian studies	0418	Marine biology
0303	South Asian (India, etc.) studies	0419	Biometrics and biostatistics
		0420	Ecology
		0421	Entomology

Table A-1
Academic discipline—Continued

<i>Code</i>	<i>Academic Discipline</i>	<i>Code</i>	<i>Academic Discipline</i>
0422	Genetics	0812	Education of the deaf
0423	Radiobiology	0813	Education of the culturally disadvantaged
0424	Nutrition, scientific (excludes nutrition in home economics and dietetics)	0814	Education of the visually handicapped
0425	Neurosciences	0815	Speech correction
0426	Toxicology	0816	Education of the emotionally disturbed
0427	Embryology	0817	Remedial education
0498	Wildlife biology	0818	Special learning disabilities
0499	Other, related	0819	Education of the physically handicapped
Banking/Business/Commerce (0501 through 0599)		0820	Education of the multiple handicapped
0501	Business and commerce, general	0821	Social foundations (history and philosophy)
0502	Accounting	0822	Educational psychology (include learning theory)
0503	Business statistics	0823	Pre-elementary education (kindergarten)
0504	Banking and finance	0824	Educational statistics and research
0505	Investments and securities	0825	Educational testing, evaluation, and measurement
0506	Business management and administration	0826	Student personnel (counseling and guidance)
0507	Operations research	0827	Educational administration
0508	Hotel and restaurant management	0828	Educational supervision
0509	Marketing and purchasing	0829	Curriculum and instruction
0510	Transportation and public utilities	0830	Reading education (methodology and theory)
0511	Real estate	0831	Art education (methodology and theory)
0512	Insurance	0832	Music education (methodology and theory)
0513	International business	0833	Mathematics education (methodology and theory)
0514	Secretarial studies (baccalaureate and higher programs)	0834	Science education (methodology and theory)
0515	Personnel management	0835	Physical education
0516	Labor and industrial relations	0836	Driver and safety education
0517	Business economics	0837	Health education (include family life education)
0599	Other, related	0838	Business, commerce, and distributive education
Communications/Journalism/Advertising (0601 through 0699)		0839	Industrial arts, vocational, and technical education
0601	Communications, general	0897	Guidance counseling
0602	Journalism (printed media)	0898	Vocational counseling
0603	Radio/television	0899	Other, general
0604	Advertising	Engineering Disciplines (0901 through 0999)	
0605	Communications media (use of videotape, films, etc., oriented specifically toward radio/television)	0901	Engineering, general
0699	Other, related	0902	Aerospace, aeronautical and engineering
Data Processing/Information Sciences (0701 through 0799)		0903	Agricultural engineering
0701	Computer and information sciences, general	0904	Architectural engineering
0702	Information sciences and systems	0905	Bioengineering and biomedical engineering
0703	Data processing	0906	Chemical engineering (include petroleum refining)
0704	Computer programming	0907	Petroleum engineering (exclude petroleum refining)
0705	System analysis	0908	Civil, construction, and transportation engineering
0799	Other, related	0909	Electrical, electronics, and communications engineering
Education (0801 through 0899)		0910	Mechanical engineering
0801	Education, general	0911	Geological engineering
0802	Elementary education, general	0912	Geophysical engineering
0803	Secondary education, general	0913	Industrial and management engineering
0804	Junior high school education	0914	Metallurgical engineering
0805	Higher education, general	0915	Materials engineering
0806	Junior and community college education	0916	Ceramic engineering
0807	Adult and continuing education	0917	Textile engineering
0808	Special education, general	0918	Mining and mineral engineering
0809	Administration of special education	0919	Engineering physics
0810	Education of the mentally retarded	0920	Nuclear engineering
0811	Education of the gifted	0921	Engineering mechanics
		0922	Environmental and sanitary engineering
		0923	Naval architecture and marine engineering
		0924	Ocean engineering
		0925	Engineering technologies (baccalaureate and higher programs)
		0999	Other, related

Table A-1
Academic discipline—Continued

<i>Code</i>	<i>Academic Discipline</i>	<i>Code</i>	<i>Academic Discipline</i>
Arts: Fine/Performing/Applied (1001 through 1099)			
1001	Fine arts, general	1220	Speech pathology and audiology
1002	Art (painting, drawing, sculpture)	1221	Chiropractic
1003	Art history and appreciation	1222	Clinical social work (medical and psychiatric and specialized rehabilitation services)
1004	Music (performing, composition, theory)	1223	Medical laboratory technologies (baccalaureate and higher programs)
1005	Music (liberal arts program)	1224	Dental technologies (baccalaureate and higher programs)
1006	Music history and appreciation (musicology)	1225	Radiologic technologies (baccalaureate and higher programs)
1007	Dramatic arts	1299	Other, related
1008	Dance	Home/Consumer Economics (1301 through 1399)	
1009	Applied design (ceramics, weaving, textile design, fashion design, jewelry, metalsmithing, interior decoration, commercial art)	1301	Home economics, general
1010	Cinematography	1302	Home decoration and home equipment
1011	Photography	1303	Clothing and textiles
1099	Other, related	1304	Consumer economics and home management
Language-Foreign (1101 through 1199)			
1101	Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)	1305	Family relations and child development
1102	French	1306	Foods and nutrition (include dietetics)
1103	German	1307	Institutional management and cafeteria management
1104	Italian	1399	Other, related
1105	Spanish	Law (1401 through 1499)	
1106	Russian	1401	Law, general
1107	Chinese	1499	Other, related
1108	Japanese	English Language Arts (1501 through 1599)	
1109	Latin	1501	English, general
1110	Greek, classical	1502	Literature, English
1111	Hebrew	1503	Comparative literature
1112	Arabic	1504	Classics
1113	Indian (Asiatic)	1505	Linguistics (include phonetics, semantics, and philology)
1114	Scandinavian languages	1506	Speech, debate, and forensic science (rhetoric and public address)
1115	Slavic languages (other than Russian)	1507	Creative writing
1116	African languages (non-Semitic)	1508	Teaching of English as a foreign language
1199	Other, related	1509	Philosophy
Health Care (1201 through 1299)			
1201	Health professions, general	1510	Religious studies (exclude theological professions)
1202	Hospital and health care administration	1599	Other, related
1203	Nursing (baccalaureate and higher programs)	Library Sciences (1601 through 1699)	
1204	Dentistry, D.D.S. or D.M.D. degree	1601	Library science, general
1205	Dental specialties (work beyond first professional degree D.D.S. or D.M.D.)	1699	Other, related
1206	Medicine, M.D. degree	Mathematic Disciplines (1701 through 1799)	
1207	Medical specialties (work beyond first professional degree, M.D.)	1701	Mathematics, general
1208	Occupational therapy	1702	Statistics, mathematical and theoretical
1209	Optometry	1703	Applied mathematics
1210	Osteopathic medicine, D.O. degree	1797	Actuarial science
1211	Pharmacy	1799	Other, related
1212	Physical therapy	Military Sciences (1801 through 1899)	
1213	Dental hygiene (baccalaureate and higher programs)	1801	Military science (Army)
1214	Public health	1802	Naval science (Navy, Marines)
1215	Medical record librarianship	1803	Aerospace science (Air Force)
1216	Podiatry (Pod. D. or D.P) or podiatric medicine (D.P.M.)	1899	Other, related
1217	Biomedical communication	Physical Sciences (1901 through 1999)	
1218	Veterinary medicine (D.V.M. degree)	1901	Physical sciences, general
1219	Veterinary medicine specialties (work beyond first professional degree, D.V.M.)	1902	Physics, general (exclude biophysics)
		1903	Molecular physics

Table A-2
Action indicator

Definition:	Code which designates the processing action being submitted.
Field:	One (1) position alphabetic.
Codes:	A = addition of new employee. S = change to existing record. D = deleting an entire record.
Applicability:	Applies to NAF employees only.

Table A-3
Amount of merit increase

Definition:	The dollar amount of Merit Pay Increase granted a GM employee based upon the Merit Pay Computation Process. (Note: This amount does not include the annual comparability increase nor any additional comparability adjustment to bring employee's salary up to the minimum rate for the grade.)
Source:	Merit Pay Administrator
Field:	Five (5) numeric characters
Codes:	N/A
Card 5 NOA:	891SS
Remarks:	Entry of this data element is required for all NOA 891SS transactions, including a zero merit pay increase.
Applicability:	Applies to appropriated fund—merit pay system employees only.

Table A-4
Amount of merit pay cash award

Definition:	The dollar amount paid to a GM employee under the Army Merit Pay Cash Awards Program. Includes both On-The-Spot and Significant Accomplishment Cash Awards.
Source:	DA Form 1256 (Incentive Award Nomination and Approval)
Field:	Five (5) numeric characters.
Codes:	N/A
Card 5 NOA:	890SS
Remarks:	On-The-Spot Awards range from \$25—\$200. The Significant Accomplishment Cash Award maximum is \$25,000.
Applicability:	Applies to appropriated fund employees.

Table A-5
Annuitant indicator code

Definition:	The status of the annuitant appointed to a position in the Federal civilian service.														
Source:	Item 15 on the SF 50 B.														
Field:	One (1) numeric character														
	<table> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reemployed Annuitant—Employee whose annuity under the Civil Service Retirement System continues after appointment.</td> </tr> <tr> <td>2</td> <td>Retired Uniformed Service Officer—Employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or Warrant officer.</td> </tr> <tr> <td>3</td> <td>Retired Uniformed Service Enlisted Member—Employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-Officer (or enlisted) service.</td> </tr> <tr> <td>4</td> <td>Retired Uniformed Service Officer and Reemployed Annuitant—Employee is <i>both</i> a retired uniformed service Commissioned or Warrant Officer and a reemployed annuitant (Employee meets definition for codes 1 and 2).</td> </tr> <tr> <td>5</td> <td>Retired Uniformed Enlisted member and Reemployed Annuitant—Employee is <i>both</i> a retired uniformed service enlisted member and a reemployed annuitant (Employee meets the definition for both codes 1 and 3).</td> </tr> <tr> <td>9</td> <td>Not applicable.</td> </tr> </tbody> </table>	Code	Name	1	Reemployed Annuitant—Employee whose annuity under the Civil Service Retirement System continues after appointment.	2	Retired Uniformed Service Officer—Employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or Warrant officer.	3	Retired Uniformed Service Enlisted Member—Employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-Officer (or enlisted) service.	4	Retired Uniformed Service Officer and Reemployed Annuitant—Employee is <i>both</i> a retired uniformed service Commissioned or Warrant Officer and a reemployed annuitant (Employee meets definition for codes 1 and 2).	5	Retired Uniformed Enlisted member and Reemployed Annuitant—Employee is <i>both</i> a retired uniformed service enlisted member and a reemployed annuitant (Employee meets the definition for both codes 1 and 3).	9	Not applicable.
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5	Retired Uniformed Enlisted member and Reemployed Annuitant—Employee is <i>both</i> a retired uniformed service enlisted member and a reemployed annuitant (Employee meets the definition for both codes 1 and 3).														
9	Not applicable.														
Card 5 NOA:	965SS														
Applicability:	Applies to appropriated fund employees only.														

Table A-6
Army management structure

Definition:	A standard classification of Army activities and functions to interrelate programming, budgeting, accounting and manpower control.
Source:	Item 36 of the SF 50-B (Notification of Personnel Action).
Field:	Twelve positions. Eleven alphanumeric characters with a constant decimal point in the seventh position from the left of the field.
Codes:	The correct codes for each fiscal year are published in AR 37-100-XX-(XX is fiscal year, i.e., 82, 83).
Card 5 NOA:	987SS
Applicability:	Applies to appropriated fund employees
Remarks:	The six positions left of the decimal must not be left-justified nor zero filled when there are less than six characters. Code exactly as shown in AR 37-100-XX.

Table A-7
Bargaining unit status code

Definition:	Bargaining Unit representing employee. This is the <i>last</i> four digits of the Office of Labor Management Relations—Labor Agreement Information Retrieval System (OLMR-LAIRS) publication <i>Union Representation in the Federal Government</i> . BUS determination should be established through consultation with the local Labor Relations Office.
Source:	Item 39D on the SF 50-B.
Field:	Four (4) numeric characters
Codes:	0001 through 9999—Bargaining unit numbers 777—Eligible but not covered by an agreement and not included in the blanket exclusions. 8888—Ineligible
Card 5 NOA:	963SS
Remarks:	Ineligible employees are those (1) in organizations excluded from the Federal Labor Management Relations Program by Law or Executive Order, (2) Confidential Employees as defined in 5 USC 7103(a) (13), (3) Supervisors or management officials as stated in 5 USC 7103(a) (10) and (11), except those continued by a "Grandfather Clause" in 5 USC 7135(a) (2).
Applicability:	Applies to appropriated fund employees only.

Table A-8
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 description.																																																		
Field:	Two (2) numeric characters																																																		
	<table border="0"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Career Program</th> </tr> </thead> <tbody> <tr><td>00</td><td>Not covered in present position</td></tr> <tr><td>10</td><td>Civilian Personnel Administration</td></tr> <tr><td>11</td><td>Comptroller</td></tr> <tr><td>12</td><td>Safety Management</td></tr> <tr><td>13</td><td>Supply Management</td></tr> <tr><td>14</td><td>Contracting and Acquisition</td></tr> <tr><td>15</td><td>Quality and Reliability Assurance</td></tr> <tr><td>17</td><td>Material Maintenance Management</td></tr> <tr><td>18</td><td>Engineers and Scientists</td></tr> <tr><td>19</td><td>General Intelligence</td></tr> <tr><td>20</td><td>Quality Assurance Specialist (Ammunition Librarian Surveillance)</td></tr> <tr><td>21</td><td></td></tr> <tr><td>22</td><td>Public Affairs and Communications Media</td></tr> <tr><td>23</td><td>Automatic Data Processing</td></tr> <tr><td>24</td><td>Transportation Management</td></tr> <tr><td>25</td><td>Communications</td></tr> <tr><td>26</td><td>Manpower and Force Management</td></tr> <tr><td>27</td><td>Housing Management</td></tr> <tr><td>28</td><td>Equal Employment Opportunity</td></tr> <tr><td>29</td><td>Commissary Management</td></tr> <tr><td>30</td><td>Records Management</td></tr> <tr><td>31</td><td>Education Services</td></tr> <tr><td>32</td><td>Training</td></tr> <tr><td>33</td><td>Ammunition Specialist</td></tr> </tbody> </table>	Code	Career Program	00	Not covered in present position	10	Civilian Personnel Administration	11	Comptroller	12	Safety Management	13	Supply Management	14	Contracting and Acquisition	15	Quality and Reliability Assurance	17	Material Maintenance Management	18	Engineers and Scientists	19	General Intelligence	20	Quality Assurance Specialist (Ammunition Librarian Surveillance)	21		22	Public Affairs and Communications Media	23	Automatic Data Processing	24	Transportation Management	25	Communications	26	Manpower and Force Management	27	Housing Management	28	Equal Employment Opportunity	29	Commissary Management	30	Records Management	31	Education Services	32	Training	33	Ammunition Specialist
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Card 5 NOA:	929SS																																																		
Remarks:	<p>a. Reference AR 690-950-1. 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.</p> <p>b. For Senior Executive Service (SES) employees, enter the Career Program Code related to the occupation. Although SES is not covered under DA Career Programs, this code will identify these employees.</p>																																																		
Applicability:	Applies to appropriated fund employees only.																																																		

Table A-9
Citizenship

Definition:	Employee's citizenship status
Source:	Application for Federal employment or Certificate of Naturalization.
Field:	One numeric character
Codes:	1 = US citizen 2 = Other 3 = Family member of military employee 4 = Family member of civilian employee 5 = Local national 6 = Third country national (foreign national working in country not his or her own and not US)
Card 5 NOA:	914SS
Remarks:	Codes 3 through 6 are restricted to oversea employment.
Applicability:	a. Only codes 1 through 4 apply to appropriated fund employees. b. All codes apply to NAF employees.

Table A-10
Civilian performance rating

Definition:	An evaluation assigned to an employee's performance of duties and responsibilities as measured by the performance standards for the position.												
Source:	DA Form 4969 (Employee Performance Appraisal) Applicable Forms—GPAS, SES, Merit Pay, etc.												
Field:	One (1) alpha character.												
Codes:	<table border="1"> <thead> <tr> <th>Code</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>E</td> <td>Exceptional</td> </tr> <tr> <td>H</td> <td>Highly successful</td> </tr> <tr> <td>L</td> <td>Fully successful</td> </tr> <tr> <td>M</td> <td>Marginal or minimally satisfactory</td> </tr> <tr> <td>U</td> <td>Unsatisfactory</td> </tr> </tbody> </table>	Code	Definition	E	Exceptional	H	Highly successful	L	Fully successful	M	Marginal or minimally satisfactory	U	Unsatisfactory
Code	Definition												
E	Exceptional												
H	Highly successful												
L	Fully successful												
M	Marginal or minimally satisfactory												
U	Unsatisfactory												
Card 5 NOA:	962 SS												
Applicability:	Applies to appropriated fund employees only.												

Table A-11
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's assignment.																																																																																																
Field:	Two (2) alphanumeric characters.																																																																																																
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Table A-11
Command—Continued

<i>Codes</i>	<i>Command</i>
X1	US Army Materiel Development & Readiness Command
X2	HQ, DARCOM
X3	DARCOM HQ Staff Support Activities
X4	DARCOM training activities
X5	DARCOM all others
X6	US Army Missile Command
X7	Tank Automotive Command
X8	Communications Electronic Command
XA	Reserved
XB	Aviation Systems Command (AVSCOM)
XD	Electronics Research and Development Command
XF	Mobility Equipment Research and Development Command
XG	Natick Research and Development Command
XJ	DARCOM Research Labs
XK	Materiel Acquisition Activities
XL	Materiel Acquisition Project Managers
XM	Test and Evaluation Command (TECOM)
XP	US Army Security Assistance Center
XQ	US Army Armament Munitions and Chemical Command
XR	Troop Support Command (TROSCOM)
XW	Depot System Command
XX	Materiel Readiness Activities
XY	Materiel Readiness Project Managers
Card 5 NOA:	926SS
Applicability:	Applies to appropriated fund and NAF employees.

Table A-12
Current appointment authority

Definition:	The code which identifies the law, executive order, rule, regulation or other basis which authorizes the appointing officer to appoint an employee.
Source:	FPM Supplement 296-33.
Field:	Three (3) alphanumeric characters
Codes:	As required in FPM Supplement 296-33
Card 5 NOA:	976SS
Remarks:	System generated from legal authority 1 on accessions and conversions.
Applicability:	Applies to appropriated fund employees only.

Table A-13
Date degree attained (year)

Definition:	The year a college degree was received.
Source:	SF 171, SF 172 (item 39b on the SF 50-B).
Field:	Two (2) numeric characters (YY Format).
Card 5 NOA:	986SS
Remarks:	Applies to code 10, Associate Degree or codes 13 through 22, Bachelor's Degree and above.
Applicability:	Applies to appropriated fund employees only.

Table A-14
Date of birth

Definition:	Employee's birth date.
Source:	Item 4 of SF 50-B.
Field:	Six (6) numeric characters: year, month, day (YYMMDD format).
Values/ Criteria:	Must be at least 16 years prior to current date (14 years for certain overseas areas).
Card 5 NOA:	913SS
Remarks:	February 7, 1935 is coded 350207.
Applicability:	Applies to appropriated fund employees only.

Table A-15
Date of estimated return from overseas

Definition:	The estimated date for an employee's completion of an overseas assignment and return to the continental United States. An overseas assignment is to any state or country with alpha in the first two positions of the GSA location code.
Field:	Numeric, six positions (YYMMDD).
Card 5 NOA:	936SS
Applicability:	Applies to appropriated fund employees only.

Table A-16
Date of merit increase

Definition:	The numeric month, day, and year that an individual received the last merit increase (or zero merit increase), as shown on official records.
Source:	Item 14, on the SF 50-B effecting the merit increase.
Field:	Six (6) numeric characters.
Codes:	N/A
Card 5 NOA:	891SS
Remarks:	Code YYMMDD in EDOA field.
Applicability:	Applies to appropriated fund merit pay system employees only.

Table A-17
Date of merit pay cash award

Definition:	The numeric month, day, and year that an individual received the last merit pay cash award, as shown on official records.
Source:	Item 14 on the SF 50-B effecting the merit pay cash awards.
Field:	Six (6) numeric characters.
Codes:	N/A
Card 5 NOA:	890SS
Remarks:	Code as YYMMDD in EDOA field.
Applicability:	Applies to appropriated fund merit pay system employees only.

Table A-18
Date of performance rating

Definition:	The numeric month, day, and year the performance rating is signed by the approving official.
Source:	DA Forms 4969, DA Form 4940-1-R, (Merit Pay System Performance Appraisal-Part I—Annual Rating and Merit Pay Point Assignment), DA Form 3612-R, (Non-appropriated Fund Instrumentality Employee Performance Rating), DA Form 4816-R (Senior Executive Service Performance Appraisal).
Field:	Six (6) numeric characters YYMMDD in EDOA field.
Codes:	N/A
Card 5 NOA:	962SS
Remarks:	Date of performance rating is coded as the date the action is approved (card columns 21-26) for NOA 962.
Applicability:	Applies to appropriated fund employees only.

Table A-19
Date of return from overseas

Definition:	The effective date of the personnel action that returned an employee to the continental United States from an overseas assignment. An overseas assignment is to any State or country with alpha in the first two positions of the GSA location code.
Field:	Numeric, six positions (YYMMDD).
Card 5 NOA:	988SS
Applicability:	Applies to appropriated fund employees only.

Table A-20
Education level, academic

<i>Codes</i>	<i>Education level</i>	<i>Definition</i>
Definition: A code to indicate the extent of an individual's educational attainments.		
Source: SF 171 (Personal Qualifications Statement), SF 172 (Amendment to Personal Qualifications Statement), (Item 39F on the SF 50-B).		
Field: Two (2) numeric characters.		
01	No formal education or some elementary school but did not complete.	Elementary school means grades 1 through 8 or equivalents not completed.
02	Elementary school completed—no high school.	Grade 8 or equivalent completed.
03	Some high school—did not graduate.	High school means grades 9 through 12 or equivalents.
04	High school graduate or certificate of equivalency.	
05	Terminal occupational program—did not complete.	Program extending beyond grade 12, usually no more than 3 years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first 2 or 3 years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
06	Terminal occupational program—certificate of completion, diploma, or equivalent.	(See code 05 above.) Two levels are recognized: a. The technical and/or semiprofessional level preparing technicians or semiprofessional personnel in engineering fields. b. The craftsman/clerical level training artisans, skilled operators, and clerical workers.
07	Some college—less than 1 year.	Less than 30 semester hours of 45 quarter hours completed.
08	1 Year college	30-59 semester hours or 45-89 quarter hours completed.
09	2 Years college	60-89 semester hours or 90-134 quarter hours completed.
10	Associate degree	2-year college degree program completed.
11	3 years college	90-119 semester hours or 135-179 quarter hours completed.
12	4 years college	120 or more semester hours or 180 or more quarter hours completed—no bachelor's degree.
13	Bachelor's degree	Requires completion of at least 4, but no more than 5 years of academic work; includes bachelor's degree conferred in a cooperative plan or program which provides for alternate class attendance and employment in business, industry, or government to allow student's to combine actual work experience with college studies.
14	Post-bachelor's	Some work beyond (at a higher level than) the bachelor's degree, but no additional higher degree.
15	First professional degree	Signifies the completion of academic requirements for selected professions, which are based on programs requiring at least 2 academic years of previous college work for the entrance and a total of at least 6 academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.) and Osteopathy (D.O.).

Table A-20
Education level, academic—Continued

16	Post-first professional	Some work beyond (at a higher level than) the first professional degree but no additional higher degree.
17	Master's degree	For liberal arts and sciences, customarily granted upon successful completion of 1 or 2 academic years beyond the bachelor's degree. In professional fields, an advanced degree beyond the first professional, but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master Science in Dentistry; M.S.W., Master of Social Work.
18	Post-master's	Some work beyond (at a higher level than) the master's degree, but no additional higher degree.
19	Sixth-year degree	Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education, Certificate, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.
20	Post-Sixth year	Some work beyond (at a higher level than) the sixth-year degree, but no additional higher degree.
21	Doctorate degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include doctor's degrees that are first professional per code 15.
22	Post doctorate	Work beyond the doctorate.

Card 5 NOA: 984SS

Remarks: When reporting code 13 and above (especially when reporting a change from code 12 or below to code 13 or above), academic discipline and year degree attained must also be reported in the same update cycle.

Applicability: Applies to appropriate fund employees only.

Table A-21
Effective date of action (EDOA)

Definition:	The date the action being submitted became effective.
Source:	Item 14 of SF 50-B.
Field:	Six (6) numeric characters: year, month, day (YYMMDD format).
Values/ Criteria:	Cannot be more than one month in advance of current date.
Card 5 NOA:	910S2
Remarks:	September 6, 1972 is code 720906.
Applicability:	Applies to appropriated fund employees only.

Table A-22
Employee tenure

Definition:	A code to designate the employee's tenure for reduction in force purposes based on his current appointment.
Source:	Item 7 of SF 50-B.
Field:	One (1) numeric character.
Codes	<i>Tenure</i>
0	No tenure group
1	Tenure Group 1 (career/permanent)
2	Tenure Group 2 (career conditional/career with probation/trial)
3	Tenure Group 3 (indefinite)
4	SES career appointment
5	SES career appointment (probation with placement rights)
6	SES career appointment (probation without placement rights)
7	SES noncareer appointment
8	SES limited term appointment
9	SES limited emergency appointment
Cards 4 & K NOA:	880SS.
Remarks:	Retention groups in the excepted service correspond to those in the competitive service.
Applicability:	Applies to appropriated fund employees only.

Table A-23
Employment status

Definition:	Indicates the employee's work status and scheduled work-week hours.
Source:	DA Form 3434 (Notification of Personnel Action—Nonappropriated Fund Employee)
Field:	One (1) position alphabetic.
Codes:	R = Regular employee (appointed to a continuing position and a regularly scheduled workweek). T = A temporary employee (appointed to serve in a limited tenure 6 months or less and a regularly scheduled workweek). N = Intermittent employee (appointed to position with no regularly scheduled workweek). L = Intermittent employee (appointed to position with regularly scheduled workweek of less than 20 hours).
Applicability:	Applies to NAF employees only.

Table A-24
Fair labor standards act status

Definition:	Indicates the status of Federal civilian employees under the authority of section 13 of the Fair Labor Standard Act as amended (29 U.S.C. 212).
Source:	Item 10 of SF 50-B.
Field:	One (1) alpha character.
Codes:	E—exempt employee. N—nonexempt employee.
Card 5 NOA:	964SS
Remarks:	Mandatory on accession action.
Applicability:	Applies to appropriated fund employees.

Table A-25
Family member code

Definition: A code indicating the number of family members *overseas* accompanying *overseas* employees. (For US citizens only).

Field: One (1) numeric character.

<i>Codes</i>	<i>Description</i>
0	unaccompanied
1	accompanied by 1 family member
2	accompanied by 2 family members
3	accompanied by 3 family members
4	accompanied by 4 family members
5	accompanied by 5 family members
6	accompanied by 6 family members
7	accompanied by 7 family members
8	accompanied by 8 family members
9	accompanied by 9 or more family members

Card 5 NOA: 915SS

Remarks: Mandatory for oversea employees. Must be blank when citizenship code is 3 or 4.

Applicability: Applies to appropriated fund and NAF employees.

Table A-26
Federal employees group life insurance (FEGLI)

Definition: A code to indicate employee's coverage or non-coverage under FEGLI.

Source: Item 9 on the SF 50-B, or most recent election of coverage (SF 2817 (Life Insurance Election))

Field: One (1) alpha character.

<i>Codes</i>	<i>Coverage</i>
A	Ineligible for life insurance coverage
B	Waived all life insurance
C	Basic life only
D	Basic life plus standard option
E	Basic life plus family option
F	Basic life plus standard option and family option
G	Basic life plus additional option with 1 times pay
H	Basic life plus additional option with 1 times pay and standard option
I	Basic life plus additional option with 1 times pay and family option
J	Basic life plus additional option with 1 times pay and standard option and family option
K	Basic life plus additional option with 2 times pay

Table A-26
Federal employees group life insurance (FEGLI)—Continued

<i>Codes</i>	<i>Coverage</i>
L	Basic life plus additional option with 2 times pay and standard option
M	Basic life plus additional option with 2 times pay and family option
N	Basic life plus additional option with 2 times pay and standard option and family option
O	Basic life plus additional option with 3 times pay
P	Basic life plus additional option with 3 times pay and standard option
Q	Basic life plus additional option with 3 times pay and family option
R	Basic life plus additional option with 3 times pay and standard option and family option
S	Basic life plus additional option with 4 times pay
T	Basic life plus additional option with 4 times pay and standard option
U	Basic life plus additional option with 4 times pay and family option
V	Basic life plus additional option with 4 times pay and standard option and family option
W	Basic life plus additional option with 5 times pay
X	Basic life plus additional option with 5 times pay and standard option
Y	Basic life plus additional option with 5 times pay and family option
Z	Basic life plus additional option with 5 times pay and standard option and family option

Card 5 NOA: 881SS.

Applicability: Applies to appropriated fund employees only.

Table A-27
Function designator

Definition: A code to identify the broad appropriation category from which the employee is paid.

Source: Authorization document or TDA.

Field: One (1) numeric character.

Codes *Appropriation*

1 Military functions

2 Civil functions, Corps of Engineers

3 Cemeterial Expense

Card 5 NOA: 928SS.

Applicability: Applies to appropriated fund employees only.

Table A-28
Functional classification

Definition: A Code used to classify certain scientific and engineering positions by specific functions.

Source: Item 39E on the SF 50-B.

Field: Two (2) numeric characters.

Code *Functional classification*

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 Not applicable

Card 5 NOA: 954SS

Applicability: Applies to appropriated fund employees only.

Table A-29
GSA location

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

Source: Item 34 of SF 50-B or Item 18 of DA Form 3434.

Field:

- Appropriated fund processing is nine characters: first two alphabetic or numeric; last seven numeric only.
- NAF processing uses the first two alphabetic or numeric only.

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

Card 5 NOA: 792SS

Applicability: Applies to appropriated fund processing only:

Remarks:

- 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 through sixth digits) of the 9-digit code.
- The last three digits of the code for territories and foreign countries must be in accordance with the GSA Publication Worldwide Geographical Location Codes. Where there is no code, enter "000" as the last three digits.
- If a military installation is within a city, use the code assigned to the installation (i.e., Cameron Station is in the city of Alexandria, VA, and the Cameron Station code is used).

Applicability: Applies to appropriated fund and NAF employees.

Table A-30
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 30 of the SF 50-B or DA Form 3434.

Field: Two (2) numeric characters.

Card 5 NOA: 921SS

Remarks:

- Use two zeros (00) for employees whose pay plan does not have grades or levels.

Applicability:

- Appropriated fund processing must be consistent with the pay data chain (table 2-2).
- The following grades apply to nonappropriated fund processing only.
 - 01—15 for NAF pay plan NA
 - 01—15 for NAF pay plan NL
 - 01—19 for NAF pay plan NS
 - 01—07 for NAF pay plan AS
 - 01—07 for NAF pay plan PS
 - 05—18 for NAF pay plan UA
 - 01—07 for NAF pay plan NW
 - 01—19 for NAF pay plan ZZ

Table A-31
Key employee

Definition:	This code designates an employee in a position that supports mobilization or emergency function necessary to the continuity of operations within DA.
Field:	Numeric, one position.
Codes:	
1	Key employee—incumbent of a key position, or designated to fill a key position upon mobilization.
2	Emergency—essential employee—incumbent of an emergency—essential position, or designated to fill an emergency—essential position upon mobilization. Retention in position during mobilization or hostilities is essential.
3	Mobilization cadre member—incumbent of a cadre position upon mobilization.
4	Incumbent—not key/not surplus—employee is not identified as code 1, 2, 3, or 5.
5	Incumbent—surplus—employee cannot be placed locally upon mobilization. (Includes, but is not limited to, US citizen employees overseas, without return rights, who are to be evacuated and have not been previously identified for CONUS placement.)
Card 5 NOA:	989SS, S2 or SZ.
Applicability:	Applies to appropriated fund employees only.

Table A-32
Leave without pay (LWOP) (NAF)

Definition:	Code indicates whether employee is in pay status or nonpay status.
Source:	DA Form 4017 (Request For Personnel Action-Nonappropriated Fund Instrumentality)
Field:	One (1) position numeric.
Codes:	
0	In pay status.
1	In leave-without-pay status.
Applicability:	Applies to NAF employees only.

Table A-33
Legal authority code

Definition:	A code indicating the law, executive order, rule, regulation, or other basis that authorizes the personnel action on an employee.
Source:	Authority Code 1—Item 18C or 19C on SF 50B. Authority Code 2—Item 18E or 19E or SF 50B.
Field:	Two sets of three (3) character codes. Authority Code 1—Three (3) alphanumeric characters. Authority Code 2—Three (3) alphanumeric characters.
Codes:	As required by FPM Supplement 296-33.
Card 5 NOA:	As applicable with SS suffix.
Applicability:	Applies to appropriate fund employees only.

Table A-34
Merit pay unit designator

Definition:	A code that identifies the specific merit pay unit to which a GM employee is assigned. This code is established by the major command and consists of three parts—the command code prefix, the unit number, and a suffix code indicating the composition of the unit. (Note: When an employee is assigned to a merit pay unit outside his or her parent command, the employee's command code and the merit pay unit command code prefix will differ).
Source:	Command Merit Pay Unit Administrator.
Field:	Six (6) alphanumeric characters
Codes:	Merit Pay Unit Command Code (1st two positions) Unit Number (3rd through 5th positions) 3rd position left blank 4th and 5th position—Unit Designator Number Unit composition (6th position) 1—Multiple Grade Unit 3—Single Grade Unit (GM-13 only) 4—Single Grade Unit (GM-14 only) 5—Single Grade Unit (GM-15 only)
Card 5 NOA:	961SS
Remarks:	Edits are as follows: a. Each part of this designator must be entered properly (see explanation under "Codes" above. Example: If Unit Composition is "4," employee must be grade 14). b. If employee's pay plan is "GM," this data element must be placed in the CPMF record.
Applicability:	Applies to appropriated fund—Merit pay system employees only.

Table A-35
NAFI administrator (NAF)

Definition:	Organizational assignment of employee.
Source:	Item 17a of DA Form 3434
Field:	Two (2) numeric characters
Codes:	
01	Officers' Club
02	NCO/Enl Club
03	Class VI Locker Funds
04	Stars and Stripes
05	Central Post Fund
06	Army Central Welfare Fund
07	Armed Forces Recreation Center
08	Youth Activities DYA, AYA
09	Post Restaurant
10	Nursery
11	Central Accounting Office
12	Civilian Personnel Office
13	Consolidated Chaplains' Fund
14	Billeting
15	Guest House
16	Recreation Services/Outdoor Recreation
17	Packaged Beverage Branch
18	Consolidated Clubs
19	Dependent School Mess Fund
20	Boating and Yacht Club
21	Rod & Gun, Wildlife or Rifle Clubs
22	Riding or Stable Clubs
23	Flying
24	Golf Club
25	Bowling Alley
26	Admin Support Branch Clubs
27	Central Warehouse
28	Veterinary Fund
29	Civilian Welfare Fund
30	All other Funds
Applicability:	Applies to NAF employees only.

Table A-36
Name of employee

Definition:	Employee's current legal name.
Source:	Item 1 of SF 50-B or Item 1 of DA Form 3434
Field:	(1) Card 1—Twenty-six alphabetic characters. (2) Card 8—Twenty-nine characters. (3) Cards 2, 3, 4 and K, 5 and 6—five alphabetic characters.
Values/Criteria:	(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.
Card 5 NOA:	780SS.
Remarks:	(1) See formats for cards 2, 3, 4 and K, 5, and 6 (tables 2-8, 2-9, 2-10, 2-11, 2-12, and 2-17. If the last name is less than 4 characters, leave a space after the last name and enter the appropriate characters of the first name to 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.
Examples:	(1) William Q. Smyth-Evans, enter as SMYTHEVANS WILLIAM Q (2) Roy J. McCoy, enter as MCCOY ROY J (3) Cyrus E. van Der Veld, enter as VANDERVELD CYRUS E (4) James L. High, enter as HIGH JAMES L
Applicability:	Applies to appropriated fund and NAF employees.

Table A-37
Nature of action (NOA)

Definition:	This code denotes the application of the nature of action code for systems control and statistical accountability.
Source:	Item 18A or 19A of SF 50-B and appendix B.
Field:	Three (3) numeric characters.
Codes:	
Card 5 NOA:	Depends on the specific data element to be submitted.
Applicability:	Applies to appropriated fund employees only.

Table A-41
Pay basis

Definition:	The principal condition, in terms of time, production, or other service, upon which an employee's pay is based.
Source:	Item 33 of SF 50-B or Item 16 of DA Form 3434.
Field:	Two (2) alphabetic characters.
Codes:	<i>Pay Basis</i>
FB	Fee basis
PA	Per Annum
PD	Per Diem
PH	Per Hour
PM	Per Month
WC	Without Compensation
Card 5 NOA:	924 SS
Remarks:	Wage system employee (i.e., paid at an hourly rate) must always be reflected with a "PH" pay basis.
Applicability:	a. All codes apply to appropriated fund employees. b. Only codes PH, PM, and PA apply to NAF processing.

Table A-42
Pay plan

Definition:	This code indicates the system or schedule establishing and governing rates of pay for civilian employees.
Source:	Item 29 of SF 50-B or Item 14 of DA Form 3434.
Field:	Two (2) alphabetic characters. Appropriated fund employees.
Codes	<i>Description</i>
AD	Administratively determined (Always used for DODDs Teachers)
CZ	Panama Canal Area General Schedule Type
ED	Expert (appointed under 5 U.S.C. 3109)
EE	Expert (appointed under authority similar to 5 U.S.C. 3109)
EF	Consultant (appointed under 5 U.S.C. 3109)
EG	Consultant (appointed under authority similar to 5 U.S.C. 3109)
EH	Advisory Committee Member (appointed under 5 U.S.C. 3109)
EI	Advisory Committee Member (appointed under authority similar to 5 U.S.C. 3109)
ES	Senior Executive Service (SES)
EX	Executive Schedule
FC	AID Foreign Service
GM	Merit Pay System
GS	General Schedule
GW	Positions under Schedule A 213.3102 (W), classified under and paid at GS rate
SR	Statutory Rates
ST	Scientific and Professional (formerly PL313)
SZ	Panama Canal Area Special Category

Table A-42
Pay plan—Continued

<i>Codes</i>	<i>Description</i>
YV	Summer Aide Employees (Schedule A 213.3102 (V))
YW	Student Aide Employees (Schedule A 213.3102 (W))
WA	Navigational Lock and Dam—Supervisory
WB	Regular Wage Board not converted to FWS and other non-FWS system and for SPID 94.
WD	Scheduling, Nonsupervisory
WG	Nonsupervisory Federal Wage Schedule
WJ	Supervisory Hopper Dredge Schedule
WK	Nonsupervisory Hopper Dredge Schedule
WL	Federal Wage Schedule Leader
WM	Maritime Pay Schedules
WN	Scheduling, Supervisory
WP	Printing and Lithographic Pay Schedules
WQ	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico—Supervisory—Federal Wage System
WR	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico—Leader—Federal Wage System
WS	Federal Wage Schedule Supervisor
WU	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico—Nonsupervisory—Federal Wage System
WW	Student Aid Employees (Schedule A 213.3102 (W), classified and paid under a wage system
WZ	Panama Canal Area Wage System Type
XD	Nonsupervisory Production Facilitating Schedules
XL	Leader Printing and Lithographic Pay Schedules
XN	Supervisory Production Facilitating Schedules
XP	Nonsupervisory Printing and Lithographic Pay Schedules
XS	Supervisory Printing and Lithographic Pay Schedules
	<i>NAF Pay Plans</i>
<i>Codes</i>	<i>Description</i>
AS—	Leader, supervisory, and non-supervisory positions in clerical, secretarial, and administrative support.
NA—	Nonsupervisory positions in trades, crafts, and labor occupations.
NL—	Leader positions in trades, crafts, and labor occupations.
NS—	Supervisory positions in trades, crafts, and labor occupations.
NW—	Positions in tipped occupations e.g., waiter/waitress and bartenders paid under DA four step wage schedules.
PS—	Leader, supervisory and nonsupervisory positions in sales and service occupations generally involving patron contact.
SH—	Summer hires, Europe.
UA—	Managerial, executive, technical or professional positions paid on an annual salary identical to the General Schedule.
ZZ—	Local national or third country national.

Table A-42
Pay plan—Continued

<i>Codes</i>	<i>Description</i>
Card 5 NOA: 919SS	
Applicability:	Applies to appropriated fund and NAF employees as indicated.

Table A-43
Pay rate determinant

Definition: This code indicates the basis upon which an employee's pay is fixed.

Source: Item 39C of SF 50-B

Field: One (1) alpha or numeric character

<i>Code</i>	<i>Item/Name</i>	<i>Definition/Explanation</i>
0	Regular Rate	Use this code for all employees, regardless of pay system, who receive a scheduled rate <i>and</i> for whom none of the following codes apply.
2	Saved Rate-Indefinite	Employee is paid, without time limitations, at a pay rate above the maximum rate for the grade when: <ol style="list-style-type: none"> a. Prior to 11 January 1979 (the effective date of section 801(a) of the Civil Service Reform Act of 1978 (CSRA)), the employee and his or her position had been converted from one pay plan to another under appropriate authority; and b. The employee is not entitled to either grade or pay retention (codes A, B, J, K, U, or V below) on the effective date of the CSRA. (Note: Section 801(a)(2) of the CSRA repealed 5 U.S.C. 5334(d). Therefore, this code may not be used for conversions effective on or after 11 January 1979.)
3	Retained Pay—Special Rate Adjustment	Employee is receiving retained pay due to: <ol style="list-style-type: none"> a. A downward adjustment of a special rate range that leaves the employee with a pay rate higher than the highest pay rate in the new special rate range; or b. Abolishment of a special rate range that leaves the employee with a pay rate in excess of the top rate of the grade.
5	Special <i>and</i> Superior Qualifications Rates	(Combination of 6 and 7 below.)
6	Special Rate	Employee is paid at a special rate, established under appropriate authority to recruit well qualified individuals in selected occupations and locations. (If employee is also entitled to a retained grade, use code E or F, as appropriate.)
7	Superior Qualifications Rate	Employee is appointed at a rate higher than the regular minimum rate for the position. The rate is established under appropriate authority to enable the Government to recruit well qualified employees.
8	Advanced Rate	Employee is paid at a rate above the minimum of a grade when the employee has regular responsibility for supervision over prevailing rate employees.
A	Retained Grade—Different Position	Employee retains grade for a 2-year period, but is occupying a different position than that held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code E.)
B	Retained Grade—Same Position	Employee retains grade for a 2-year period and continues to occupy the same position held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code F.)
E	Retained Grade <i>and</i> Special Rate—Different Position	Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, and is occupying a different position than that held before the grade reduction.
F	Retained Grade <i>and</i> Special Rate—Same Position	Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, and is occupying the same position held before the grade reduction.
J	Retained Pay—Same Position	Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), or 5 CFR 536.104 (except section 536.104(a)(3)) and continues to occupy the same position held before the reduction in grade or other action that otherwise

Table A-43
Pay rate determinant—Continued

<i>Code</i>	<i>Item/Name</i>	<i>Definition/Explanation</i>
		would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present grade of the position.)
K	Retained Pay—Different Position	Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), or 5 CFR 536.104 (except sec 536.104(a)(3)), but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (NOTE: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the grade of the position now occupied.)
R	Retained Pay—SES Removal	Following removal from the SES the employee is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed.
S	Continued SES Basic Pay	An SES career employee appointed by the President, by and with the advice and consent of the Senate, to a position for which the rate of basic pay payable is equal to or greater than that payable for level V of the Executive Schedule and the employee elects to continue to receive basic pay as if remaining in the SES position from which appointed.
U	Retained Grade and Pay—Same Position	The employee: a. Has a retained grade. b. Is receiving retained pay. c. Continues to occupy the same position held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code J would be appropriate if grade retention were not also applicable.
V	Retained Grade and Pay—Different Position	The employee: a. Has a retained grade. b. Is receiving pay retention. c. Is currently occupying a different position than that held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code K would be appropriate if grade retention were not also applicable.

Card 5 NOA: 955SS

Applicability: Applies to appropriated fund employees only.

Table A-44
Position occupied

Definition: This indicates whether the employee's present position is in competitive or excepted service; SES General or Career Reserved.

Source: Item 35 of SF 50-B

Field: One (1) numeric character

Codes:

1 Competitive service
2 Excepted service
3 SES General
4 SES Career Reserved

Card 5 NOA: 957SS

Applicability: Applies to appropriated fund employees only

Table A-45
Position, supervisory

Definition:	The nature of managerial, supervisory, or non-supervisory responsibility assigned to a position; and, identification of an employee as High Potential.
Source:	Item 39A of SF 50-B, or DA Form 374 (Job Description), FPM chapter 412 and AR 690-400, chapter 413, DA Form 3435 (Department of the Army Job Description (Non Appropriated Funds)).
Field:	One (1) numeric or alpha character.
Codes:	Initial determinations must be against the numeric codes. If codes 2 or 6 apply, a further determination as to whether the position is subject to merit pay must be made. In this case, if merit pay applies, then the applicable alpha code is used in place of the original numeric determination.

1. Position requires the exercise of at least the level of supervisory responsibilities that meets the minimum requirement for application of the *Supervisory Grade Evaluation Guide* (published by OPM) for GS positions or for classification in the WS or WN schedules of the Federal Wage System, or similar standards of minimum supervisory responsibilities defined in the job standards or other directives of the applicable pay schedule or system. This code also applies to all NAF supervisory positions.

2. Position does not meet the definitions of Supervisory, Manager, High Potential, or Leader. This code also applies to NAF non-supervisory and NAF leader positions.

3. Position requires the exercise of at least the level of managerial responsibilities specified in FPM Supplement 305-1, (Executive Resources Management) and AR 690-400, chapter 413, (Management Development).

4. Employee has been formally identified as having high potential for promotion or reassignment to a managerial position (AR 690-400, chap 413) and currently occupies a supervisory position as defined for Code 1 above.

5. Position is that of a Leader in the General Schedule pay system that has been evaluated by, and meets the criteria of *Work Leader Grade Evaluation Guide* published by OPM; or meets similar requirements for leader responsibilities specified by the job standards or other directives of the applicable pay schedule or system, such as the WL pay plan.

6. Employee has been formally identified as having high potential for promotion or reassignment to a managerial position (AR 690-400, chap 413), and currently does not occupy a supervisory position as defined in the Supervisory Grade Evaluation Guide.

7. Position is that of a Leader as defined by code 5, and the incumbent has been formally identified as having high potential for promotion or reassignment to a managerial position.

A. Position is non-supervisory or non-managerial as defined by code 2, but meets the definition of supervisor under the merit pay system.

B. Position is non-supervisory or non-managerial as defined by

Table A-45
Position, supervisory—Continued

code 2, but meets the definition of management official under the merit pay system.

C. Employee has been identified as high potential as defined by code 6, and position meet the definition of supervisor under the merit pay system.

D. Employee has been identified as high potential as defined by code 6, and position meets the definition of management official under the merit pay system.

Card 5 NOA: 983SS

Applicability: All codes apply to appropriated fund employees. Only codes 1 and 2 apply to NAF processing. Only codes 1, 2, and 3 apply to SES employees.

Table A-46
Position tenure

Definition:	This code indicates whether a position is permanent or temporary, without regard to the employee tenure of the incumbent.
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Source:	Management determination made by operating officials regarding each position in the organization.
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Field:	One (1) alphabetic character
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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.
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T = Temporary. A position that has been established for a limited period of less than a year and has not been occupied for a year or more.

L = Temporary, Indirect Hire-Local National position occupied by a family member of a sponsor employee; oversea positions only.

M = Permanent, Direct Hire-Local National position occupied by a family member of a sponsor employee; oversea positions only.

Card 5 NOA: 918SS

Applicability: Applies to appropriated fund employees only.

Table A-47
Position title code (NAF)

Definition:	This code sequences different job titles within same occupational series.
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Field:	Two (2) numeric characters.
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Codes:	Reference appendix D.
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Applicability: Applies to NAF employees only.

Table A-48
Race/national origin (RNO)

Definition: Identifies the employee's basic racial and national origin category. Employees of mixed racial and/or national origin should be identified by the category with which they most closely associate themselves.

Source: SF 181 (Race And National Origin Identification)

Field: One (1) alpha character

<i>Codes</i>	<i>Minority Group</i> (other than Hawaii or Puerto Rico)
A	American Indian or Alaskan Native
B	Asian or Pacific Islander
C	Black, not of Hispanic origin
D	Hispanic
E	White, not of Hispanic origin
	<i>Minority Group (employees working in Hawaii)</i>
A	American Indian or Alaskan Native
C	Black not of Hispanic origin
D	Hispanic
E	White not of Hispanic origin
F	Asian Indian
G	Chinese
H	Filipino
J	Guamanian
K	Hawaiian
L	Japanese
M	Korean
N	Samoan
P	Vietnamese
Q	All other Asian or Pacific Islanders
	<i>Minority Group (working in Puerto Rico)</i>
D	Hispanic
Y	Not Hispanic in Puerto Rico

Remarks: RNO code corrections are explained in table 2-19, 2(b).

Applicability: Applies to appropriated fund and NAF employees.

Card 5 NOA: 934SS

Table A-49
Reportable handicap

Definition: This code identifies an employee's physical or emotional capacity that must be reported under Office of Personnel Management

Source: SF 256

Field: Two (2) numeric characters

<p>DEFINITION OF A HANDICAP. A person is handicapped if he or she has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Those handicaps that are</p>		<p>to be reported are listed below (codes in bold numbers 13 through 93). In the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation.</p>	
<p>01 I do not wish to identify my handicap status. (Please note that self-identification of handicap status, although voluntary, is essential. Before using this code, please read the reverse side of this form which explains the need for and the uses of this information. [Note: Your agency may use this code if, in their judgment, you used an incorrect code.]</p>		<p>COMPLETE PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)</p>	
<p>04 I do not have any handicap, or if handicapped, I do not have any handicap of those listed below.</p>		<p>70 One hand</p>	
<p>SPEECH IMPAIRMENTS</p>		<p>71 Both hands</p>	
<p>13 Severe speech malfunction or inability to speak, hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"]).</p>		<p>72 One arm</p>	
<p>HEARING IMPAIRMENTS</p>		<p>73 Both arms</p>	
<p>15 Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)</p>		<p>74 One leg</p>	
<p>16 Total deafness in both ears, with understandable speech</p>		<p>75 Both legs</p>	
<p>17 Total deafness in both ears, and unable to speak clearly</p>		<p>76 Lower half of body, including legs</p>	
<p>VISION IMPAIRMENTS</p>		<p>77 One side of body, including one arm and one leg</p>	
<p>22 Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected—"Tunnel vision")</p>		<p>78 Three or more major parts of the body (arms and legs)</p>	
<p>23 Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as glass or projector modifier)</p>		<p>OTHER IMPAIRMENTS</p>	
<p>24 Blind in one eye</p>		<p>80 Heart disease with no restriction or limitation of activity (History of heart problems with complete recovery)</p>	
<p>25 Blind in both eyes (No usable vision, but may have some light perception)</p>		<p>81 Heart disease with restriction or limitation of activity</p>	
<p>MISSING EXTREMITIES</p>		<p>82 Convulsive disorder (e.g. epilepsy)</p>	
<p>27 One hand</p>		<p>83 Blood diseases (e.g., sickle cell anemia, leukemia, hemophilia)</p>	
<p>28 One arm</p>		<p>84 Controlled diabetes with no restriction of activity</p>	
<p>29 One foot</p>		<p>85 Diabetes with limitation of activity due to complications such as retinitis, neuritis, etc.</p>	
<p>30 One leg</p>		<p>86 Pulmonary or respiratory disorders (e.g., tuberculosis, emphysema, asthma)</p>	
<p>31 Both hands or arms</p>		<p>87 Kidney dysfunctioning (e.g., if dialysis [Use of an artificial kidney machine] is required)</p>	
<p>32 Both hands or arms and one foot or leg</p>		<p>88 Cancer—a history of cancer with complete recovery</p>	
<p>33 Both hands or arms and both feet or legs</p>		<p>89 Cancer—undergoing surgical and/or medical treatment</p>	
<p>NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)</p>		<p>90 Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(1) of Schedule A.)</p>	
<p>44 One or both hands</p>		<p>91 Mental or emotional illness (A history of treatment for mental or emotional problems)</p>	
<p>45 One or both feet</p>		<p>92 Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis [severe distortion of back])</p>	
<p>46 One or both arms</p>		<p>93 Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birth marks, club feet, etc.])</p>	
<p>47 One or both legs</p>			
<p>48 Hip or pelvis</p>			
<p>49 Back</p>			
<p>57 Any combination of two or more parts of the body</p>			
<p>PARTIAL PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)</p>			
<p>61 One hand</p>			
<p>62 One arm, any part</p>			
<p>63 One leg, any part</p>			
<p>64 Both hands</p>			
<p>65 Both legs, any part</p>			
<p>66 Both arms, any part</p>			
<p>67 One side of body, including one arm and one leg</p>			
<p>68 Three or more major parts of the body (arms and legs)</p>			

Card 5 NOA: 916SS

Applicability: Applies to appropriated fund employees only.

Table A-50
Reserve status code

Definition: This code identifies an employee's military reserve status.

Source: Obtain this information from the employee.

Field: One (1) numeric character

Codes:

1. *Selected Reserve*—That portion of the Ready Reserve consisting of:

(a) Members that are assigned to a reserve unit (Troop Program Unit); both obligated and non-obligated members who have agreed to participate in inactive duty training periods and annual training, both of which are in a pay status;

(b) Non-unit members preselected, pretrained and assigned to occupy an authorized active duty position (i.e., on mobilization TDA) as required during early mobilization; these individuals are members of the Individual Mobilization Augmentee (IMA) Program and are referred to as Mobilization Designees (MOBDES).

2. *Individual Ready Reserve (IRR)*—That portion of the Ready Reserve consisting of members not assigned to the Selected Reserve. (Non-UNIT members and not MOBDES.)

3. *Standby Reserve*—Consists of: (a) Active status members of the reserve program who may voluntarily participate in Inactive Duty Training, but without pay or travel allowance; (b) Inactive status members who are not required by law or regulation to remain members of the active status program but desire to retain their Reserve affiliation and have skills that can be used in a wartime assignment.

4. *Retired Reserve*—Consists of former members of the reserve program as an Officer, Warrant Officer, or Enlisted Person. *These reservists are not receiving retirement pay.* (Employees drawing retirement pay from the Reserve program must be coded in the Retired Military data element).

5. *Army Reserve Technician/selected reserve (Dual Status)*—Same as code 1 above, plus serving in the Army Reserve Technician Program. Meaning that his or her duties as a civilian employee are the same as a reservist.

6. *Army Reserve Technician/individual Ready Reserve (Dual Status)*—Employees covered by code "2" above who are also serving in the Army Reserve Technician Program.

7. *Army Reserve Technician/Standby Reserve (Dual Status)*—Same as code 3 above, plus serving in the Army Reserve Technician Program.

8. *Army Reserve Technician (Non-Dual Status)*—An individual who is a civilian employee working under the Army Reserve Technician Program, but not serving in the Reserve Program.

9. *All Other Uniformed Services*—Consists of all other members who are assigned to a Uniformed Service Unit (i.e., Air National Guard, Army National Guard, or Coast Guard).

0. Not Applicable.

Card 5 NOA: 981SS

Remarks: Mandatory on all accession actions.

Applicability: Applies to appropriated fund employees only.

Table A-51
Retained pay (NAF)

Definition: Indicates basis on which employee's pay is fixed.

Field: One (1) numeric character.

Codes:

0 = Not applicable.

1 = *Indefinite Retention*. An employee whose rate of pay is fixed above the maximum scheduled rate of the grade as a result of conversion to UA, PS, AS, or prevailing rate system.

2 = *Two Year Retention*. An employee whose rate of pay is fixed at a rate other than a scheduled rate of the grade as a result of a demotion through no fault of his or her own.

Applicability: Applies to NAF employees only.

Table A-52
Retirement

Definition: This code identifies the civilian retirement system which deductions from the employee's pay are credited.

Source: Item 8 of SF 50-B.

Field: One (1) alphanumeric character.

Code	Retirement Coverage
1	Civil Service
2	Federal Insurance Contributions Act (FICA)
3	Foreign Service
4	None
5	Other
6	CS Special
C	Coverage under FICA and CS at the transitional withholding rate of 1.3%
E	Coverage under FICA and CS-Special at the transitional withholding rate of 1.3%
G	Coverage under FICA and FS at the transitional withholding rate of 1.3%
J	Coverage under FICA and Other at the transitional withholding rate of 1.3%
R	Coverage under FICA and CS at the full withholding rate of 7%
T	Coverage under FICA and CS-Special at the full withholding rate of 7.5%
W	Coverage under FICA and FS at the full withholding rate of 7%
X	Coverage under FICA and Other at the full withholding rate of 7%

Card 5 NOA: 982SS

Applicability: Applies to appropriated fund employees only.

Remarks: Codes 6 and T apply only to occupational series 0081, Fire Protection/Prevention; 0083, Police; 0085, Guard.

Table A-53
Retired military

Definition:	This code differentiates those retired military who are in regular or nonregular component status and whether or not they are on preassignment recall orders.
Source:	SF 171
Field:	One (1) alpha character.
Codes	Description
A	Officer—Regular Component—Has preassignment recall orders.
B	Officer—Regular Component—No preassignment recall orders.
C	Officer—Nonregular Component—Has preassignment recall orders.
D	Officer—Nonregular Component—No preassignment recall orders.
E	Warrant officer—Regular Component—Has preassignment recall orders.
F	Warrant officer—Regular Component—No preassignment recall orders.
G	Warrant officer—Nonregular Component—Has preassignment recall orders.
H	Warrant Officer—Nonregular Component—No preassignment recall orders.
I	Enlisted—Regular Component—Has preassignment recall orders.
J	Enlisted—Regular Component—No preassignment recall orders.
K	Enlisted Nonregular Component—Has preassignment recall orders.
L	Enlisted Nonregular Component—No preassignment recall orders.
M	Not applicable.
Card 5 NOA:	980SS
Applicability:	Applies to appropriated fund employees only.

Table A-54
Salary

Definition:	This code identifies the base pay at which an employee is compensated, excluding additional compensation of any kind.
Source:	Items 25 and 32 of SF 50-B or Item 16 of DA Form 3434.
Field:	Five (5) numeric characters. (See example below.)
Values/	
Criteria:	Values must be consistent with other data elements of the pay data chain. (See table 2-2 for appropriated fund processing and table 6-3 for NAFI processing.)
Card 5 NOA:	923SS
Remarks:	<p>a. For employees under the Panama Canal area merit system, use Panama Canal area base pay, plus the tax factor.</p> <p>b. Salaries for wage system employees must be submitted as per hour rates.</p> <p>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.</p> <p>d. For NAF employees, salaries are expressed on a per annum (PA), per hour (PH) or per month (PM) basis only.</p>
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 00024. (Round to the nearest dollar amount; do not show cents amount).</p> <p>\$75 on a fee basis is coded 00075.</p> <p>Without compensation is coded 00000.</p>
Applicability:	Applies to appropriated fund and NAF employees.

Table A-55
Scheduled hours

Definition:	The number of hours per week an employee is scheduled for duty, if other than 40.
Field:	Two (2) numeric characters.
Codes:	Code is mandatory where work schedule is "P" or "Q" (part-time or part-time seasonal).
Card 5 NOA:	782SS
Applicability:	Applies to appropriated fund employees only.

Table A-56
Scheduled salary

Definition: This is the amount of money an employee *would* receive if his or her basic pay were not limited to that of level V of the executive schedule, i.e., the scheduled as opposed to the payable salary. Scheduled salary is salary which exceeds the pay cap.

Source: Civilian personnel office computation.

Field: Five (5) numeric characters.

Card 5 NOA: 968SS

Applicability: Applies to appropriated fund employees only.

Remarks: Scheduled salary is required when it exceeds the pay cap since FPM Supplement 296-33 requires scheduled salary to be reported in the salary blocks of the SF 50-B.

Table A-57
Service computation date

Definition: This is the date established as beginning creditable service for determining the employee's annual leave category.

Source: Item 6 of SF 50-B

Field: Six (6) numeric characters: year, month, day, (YYMMDD format) (e.g., Mar 6, 1948 is coded: 480306).

Values/
Criteria: Must be at least 16 years (14 years O/S) 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

Applicability: Applies to appropriated fund employees only.

Table A-58
Sex

Definition: This code indicates whether the employee is male or female.

Source: Item 11 on SF 50-B or DA Form 3434.

Field: One (1) alphabetic character.

Codes: *Definitions*
M Male
F Female

Card 5 NOA: 912SS

Applicability: Applies to appropriated fund and NAF employees.

Table A-59
Social security number

Definition: This identification number is assigned to an employee by the Social Security Administration.

Source: Item 2 of SF 50-B or Item 4 of DA Form 3434.

Field: Nine (9) numeric characters.

Card 5 NOA: 911SS

Remarks:

- a. 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.
- b. When an expert or consultant employee 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 SSNs will be coded and assigned in the same manner as for the other temporary SSN described above.

Applicability: Applies to appropriated and non-appropriated fund employees.

Table A-60
Special employment program (SPEP)

Definition: This identifier code specifies the special employment program to which the employee is assigned.

Field: One (1) alpha character

Codes

A *Definition*
Centrally Funded DA Intern—An individual who participates in a formal training program in preparation to perform successfully at the journeyman level in a career program and is eligible for noncompetitive promotion to a target grade level; entry level is GS-5 or GS-7 except for Series 1410 (Librarian Career Program) which can be at the GS-9; target grade is GS-9 or GS-11. *Individual is assigned to TDA W4CMAA for the DA Civilian Training, Education, and Development Student Detachment administered by the CIVPERCEN and centrally funded by CIVPERCEN.* (Mobility Agreement required).

B *Secretary of Army MOD Program-SAMOD Management Intern*—An individual in training for a period of 18-24 months (varies based on qualifications); entrance occupational series and level at GS-301-9 with conversion to a

Table A-60
Special employment program (SPEP)—Continued

	specific career field upon promotion to GS-11 target grade. This program involves five (5) career programs. (Pilot Program—hired centrally).
D	<i>Secretary of Army MOD Program—SAMOD Intern</i> —An individual in training for a period of 18–54 months (varies based on qualifications); entrance occupational series and level of GS-301-4, 5, or 7; first promotion into a specific career field with target grade either GS-9 or 11 based on career field assigned. This program involves twelve (12) career programs. <i>Pilot Program—hired centrally.</i>
E	<i>Army's Mobility Opportunity and Development (AMOD) Intern Program</i> —An individual in training for a period of 18 to 54 months. (The length of time spent in training varies based on qualifications.) The entrance occupational series and level at GS-301-4, 5, or 7, or GS-525-5, 6, or 7. The first promotion of an AMOD intern who entered the program in the 301 series will be into a specific career field. The first promotion of an AMOD intern who entered at the GS-525-5 or GS-525-6 level will be to the GS-525-6 and GS-525-7 level respectively. The first promotion of an AMOD intern entering at the GS-525-7 level will be to the GS-510-9 level. An AMO intern entering the 301 series will have a target grade of either GS-9 or 11 level based on the career field assigned. An AMOD intern entering the 525 series will have a target grade GS-11. <i>The individual is assigned to TDA W4CMAA for the DA Civilian Training, Education, and Development Student Detachment administered by CIVPERCEN and centrally funded by CIVPERCEN.</i>
F	<i>Secretary of Army MOD Program—SAMOD Fellowship</i> —A highly qualified specialist assigned to an 18 month developmental assignment to broaden and develop managerial expertise and develop skills and knowledge required to perform efficiently at a staff policy making level; assigned as GS-11 or 12 level in the specialized occupational series. (Pilot Program—hired centrally).
G	<i>Army's Mobility, Opportunity and Development (AMOD) Fellowship Program</i> —A highly qualified specialist assigned to an 18 month developmental assignment to broaden and develop skills and knowledges required to perform efficiently at a staff policy level; assigned at GS-11 or 12 level in the specialized occupational series. <i>Individual is assigned to TDA W4CMAA for the DA Civilian Training, Education and Development Student Detachment administered by CIVPERCEN and centrally funded by CIVPERCEN.</i>

Table A-60
Special employment program (SPEP)—Continued

H	<i>Presidential Management Intern Program (PMIP)</i> —An individual with exceptional management potential who has received special training in planning and managing public programs and policies. Entrance level at GS-9 in the specialized occupational series with target grade at GS-12; two year-program; masters degree required; appointed under Excepted Service. (FPM Chapter 362) Individual is assigned to TDA W4CMAA for the Civilian Training, Education and Development Student Detachment administered by CIVPERCEN and centrally funded by CIVPERCEN.
I	<i>Locally Funded DA Intern</i> —An individual who participates in a formal training program in preparation to perform successfully at the journeyman level in a career program and is eligible for noncompetitive promotion to a target grade level; entry level is GS-5 or GS-7 except for series 1410 (Librarian Career Program) which can be at the GS-9; target grade is GS-9 or GS-11. Individual is assigned to an activity's TDA and paid from local command funds.
J	<i>Functional Trainee</i> —An individual training for a position that may lead to an occupational series covered by a DA career program but whose training is not in accordance with prescribed DA or MACOM training plans, i.e., to meet local staffing needs. Such positions are supported with local resources and are established in circumstances in which full performance target level has been designated.
K	<i>Facilities Engineering Apprentice Program (FEAP)—Centrally Controlled</i> —The approved overall DA Program for apprentices for occupational series reflected under AR 690-900, chapter 971 which are assigned to command code CE, UIC W37FAA and are centrally funded or sponsored by OCE.
L	<i>Facilities Engineering Apprentice Program (FEAP)—Locally Funded</i> —The approved DA program for apprentices whose employment, apprentice registration, and training are carried out under the provisions of AR 690-900, chapter 971, but who are assigned to a local command code and UIC, and are locally funded.
M	<i>Apprentice Program—Other</i> —An individual working under a formally approved apprentice program requested through channels to Department of Labor by the local installation which leads to a trade/craft occupation (AR 690-400, chap. 410, subchap. 15). The individual can be assigned to any occupational series, using local command code and UIC.

Table A-60
Special employment program (SPEP)—Continued

N	<i>Federal Junior Fellowship Program (FJFP)</i> —Employees working under FJFP who are outstanding high school seniors and who need earnings to attend college. (FPM chapter 308, subchapter 8)
O	<i>Graduate Cooperative Education Program</i> —Employees enrolled in a cooperative education program who have completed all requirements for a bachelor's degree and are enrolled as a graduate student in a curriculum related to the occupation to which appointed and will complete master's degree requirements within 30 months or PhD requirements within 42 months after entering graduate school (FPM chapter 308, subchapter 3; Authority-schedule B, section 213.3202(b)).
P	<i>Cooperative Education Program (COOP)</i> —Employees enrolled in a cooperative education program (4 year college) who are pursuing a bachelor's degree appointed under schedule B, section 213.3202 (a). This excludes nonbaccalaureate cooperative education student covered by code Q below.
Q	<i>Nonbaccalaureate Cooperative Education Program</i> —Employees enrolled as students in a cooperative education program who are either full-time high school students or non-baccalaureate students in full time attendance at a 2 year college or 2 year technical institute. May be appointed under schedule B section 213.3202 (b); schedule A, sections 213.3202 (q) and 213.3102 (g) (schedule A authorities are not limited to this program only).
R	<i>Employee-Veterans Readjustment Appointment Program</i> —Employees appointed under a Veterans' Readjustment Appointment, excluding trainees in developmental jobs covered in code S below. Authority 5 CFR, 307.103.
S	<i>Employee-Veterans Readjustment Appointment Program</i> —The individual is a trainee hired under VRA authority and placed in developmental (WTO) jobs with prior OPM approval. Such positions are exempt from strength accountability for a 12-month period from date of appointment. Authority 5 CFR, 307.103.
T	<i>Worker-Trainee Opportunity (WTO) Program</i> —Employees in lower-graded developmental jobs, whose employment is not counted against approved manpower ceilings. Prior OPM approval is required.
U	<i>WTO Regular</i> —WTO employees in regular job assignments. Such positions are strength accountable.

Table A-60
Special employment program (SPEP)—Continued

V	<i>Upward Mobility Program</i> —Employees in lower positions not covered by a DA Career Program (GS-9 and below, or Wage Grade equivalents) who are competitively enrolled in programs under formalized training agreements. This program is designed to prepare them for performance of higher-graded duties. Positions must be identified as formal upward mobility jobs with firm target grades. (Reference FPM Letter 338-10, 5 June 1981)
W	<i>Locally Funded Presidential Management Intern Program (PMIP)</i> —An individual with exceptional management potential who has received special training in planning and managing public programs and policies. Entrance level at GS-9 in the specialized occupational series with target grade at GS-12; two-year program; Master's Degree required; appointed under Excepted Service. (FPM Chapter 362). <i>Individual assigned to an activity's TDA and paid from local command funds.</i>
X	<i>Army Mobility Opportunity and Development (AMOD) Intern Program</i> —An individual in training for a period of 18 to 54 months. (The length of time spent in training varies based on qualifications.) The entrance occupational series and levels are GS-301-4, 5, or 7, or GS-525-5, 6, or 7. The first promotion of an AMOD intern who entered the program in the 301 series will be into a specific career field. The first promotion of an AMOD intern who entered at the GS-525-5 or GS-525-6 level will be to the GS-525-6 and GS-525-7 level respectively. The first promotion of an AMOD intern entering at the GS-525-7 level will be to the GS-520-9 level. An AMOD intern entering the 301 series will have a target grade of either GS-9 or 11 level based on the career field assigned. An AMOD intern entering the 525 series will have target grade of GS-11. <i>The individual is assigned to an activity's TDA and paid from local commands funds.</i>
Y	<i>Army's Mobility, Opportunity and Development (AMOD) Fellowship Program</i> —A highly qualified specialist assigned to a 18-month development assignment to broaden and develop skills and knowledge required to perform efficiently at a staff policy-making level; assigned at GS-11 or 12 level in the specialized occupational series. <i>Individual is assigned to an activity's TDA and paid from local command funds.</i>
Z	<i>Student Trainee</i> —An individual appointed competitively from a register whose duties consist of planned on-the-job training and of regular scholastic training at an ac-

Table A-60
Special employment program (SPEP)—Continued

credited college or university. Upon initial appointment, the individual receives a career conditional appointment.

Card 5 NOA: 940SS—See table 2-13 for changing SPEP.

Applicability: Applies to appropriated fund—Special Employment Program employees only.

Table A-61
SPEP—Date entered

Definition: This date is the numeric month and year that the individual entered the Special Employment Program.

Field: Four (4) numeric characters—year; month (YYMM)

Card 5 NOA: 940SS—See table 2-13 for special coding instructions.

Applicability: Applies to appropriated fund—Special Employment Program employees only.

Table A-62
SPEP—Date of graduation/loss

Definition: This date is the numeric month and year in which the individual graduated or ended participation in the special employment.

Field: Four (4) numeric characters—year; month (YYMM)

Card 5 NOA: 942SS—See table 2-14 for special coding instructions.

Applicability: Applies to appropriated fund—Special Employment Program employees only.

Table A-63
SPEP—Entry grade

Definition: This is the entry grade or level the individual was assigned upon entering the specific Special Employment Program.

Field: Two (2) numeric characters

Card 5 NOA: 941SS—See table 2-13 for special coding instructions.

Applicability: Applies to appropriated fund—Special Employment Program employees only.

Table A-64
SPEP—Entry occupational series code

Definition: This is the specific occupational series code that the individual was assigned upon entering the Special Employment Program.

Field: Four (4) numeric characters.

Codes: Codes are listed in the OPM Handbook of Occupational Groups and Series of Classes, and in the Handbook of Blue-Collar Occupational Families and Series, as supplemented by DA instructions.

Remarks: A three-digit code must be preceded by a zero (0) to fill the four-digit field.

Card 5 NOA: 941SS—See table 2-13 for special coding instructions.

Applicability: Applies to appropriated fund—Special Employment Program employees only.

Table A-65
SPEP—Entry pay plan

Definition: This is the specific pay plan that the individual was assigned upon entering the Special Employment Program.

Field: Two (2) alpha characters.

Codes: See table A-42.

Card 5 NOA: 941SS—See table 2-13 for special coding instructions.

Applicability: Applies to appropriated fund—Special Employment Program employees only.

Table A-66
SPEP—Proposed date of graduation

Definition: This is the proposed month and year that the individual will graduate from the Special Employment Program.

Field: Four (4) numeric characters—year; month (YYMM).

Card 5 NOA: 941SS—See table 2-13 for special coding instructions.

Applicability: Applies to appropriated fund—Special Employment Program employees only.

Table A-67
SPEP—Special employment program graduation/loss reason

Field:	Definition
Definition:	This code reflects the reason for the individual's ending participation in the Special Employment Program.
Field:	Two (2) alphanumeric characters.
<i>Codes</i>	<i>Definition</i>
A0	Successful completion of SPEP.
B0	Unsatisfactory Performance.
C0	Abandonment of position.
D0	Failure to fulfill terms of appointment.
D1	Failure to complete program within specified time limits.
D2	Failure to maintain requisite grade level.
D3	Change in degree program to a major or minor not compatible with the position to which assigned.
D4	Failure to complete education or training program. (VRA)
D5	Withdrawal from school or failure to maintain full-time enrollment.
D6	Failure to complete minimum career related work assignments within the agency.
E0	Refusal to accept a new assignment, according to established rotation policy, mobility agreement, or when directed in the best interest of the government.
F0	No available position for employee to fill by noncompetitive conversion.
G0	End of temporary appointment which has no entitlement to conversion.
H0	Transfer—Continue in program but with another agency, e.g., because of change in college major, relocation, etc.
I0	Competitive appointment/conversion to a position outside SPEP.
J0	Working conditions.
K0	Dissatisfaction with job/career program.
K1	Insufficient challenge.
K2	Insufficient prestige.
K3	Skills not sufficiently used.
K4	Job not in line with career plans.
K5	Not enough recognition for accomplishments.
K6	Training not provided in accordance with career program training plan.
L0	Relocation (moving, accompanying spouse, etc.).
M0	Economic considerations.
M1	Not enough pay.

Table A-67
SPEP—Special employment program graduation/loss reason
—Continued

<i>Codes</i>	<i>Definition</i>
M2	Not enough fringe benefits.
M3	Not enough promotional opportunity.
N0	Health or physical condition (other than retirement disability).
O0	Relationships on the job.
O1	Doesn't get along with fellow workers.
O2	Doesn't get along with supervisor(s).
O3	Favoritism in assignments, promotions, etc.
O4	Discrimination because of race, color, or national origin.
O5	Discrimination because of religion.
O6	Discrimination because of sex.
O7	Discrimination because of age.
P0	Family responsibilities.
Q0	Marriage.
R0	Continue education.
S0	Military service.
T0	Transportation difficulties.
U0	Age and service.
V0	Disability.
W0	Other—when reason cannot be categorized under another code.
Card 5 NOA:	942SS—See table 2-14 for special coding instructions.
Applicability:	Applies to appropriated fund—Special Employment Program Employees only.

Table A-68
SPEP—Special employment graduation/loss identifier

Definition:	This code reflects the type of action ending the individual's participation in the Special Employment Program.
Field:	One (1) alpha character
Codes	<i>Definition</i>
A	Promotion (graduation)
B	Reassignment (graduation) (applicable to SAMOD/AMOD fellows only)
C	Conversion to Career or Career Conditional Appointment (Non-competitive—with concurrent completion of SPEP)
D	Conversion to Career or Career Conditional Appointment (Competitive—with concurrent completion of SPEP)
E	Conversion to Career or Career Conditional Appointment (competitive—without concurrent completion of SPEP)
F	Termination—Expiration of appointment
G	Promotion (to a position outside of SPEP without completion of SPEP)
H	Reassignment (to a position outside of SPEP without completion of SPEP)
I	Change to lower grade (to a position outside of SPEP without completion of SPEP)
J	Removal (management initiated)
K	Death
L	Retirement
M	RIF
N	Resignation
O	Transfer (outside Army within DOD)
P	Transfer (Outside DOD)
Q	Other
Card 5 NOA:	942SS—See table 2-14 for special coding instructions.
Applicability:	Applies to appropriated fund—Special Employment Program employees only.

Table A-69
SPEP—Source of intake

Definition:	This code reflects the source from which the individual was hired into the Special Employment Program.
Field:	One (1) alpha or numeric character
Codes	<i>Definition</i>
A	EXTERNAL—Career or Career Conditional Appointment (Competitive Service) (From OPM/local register).
B	EXTERNAL—(Competitive Service)
C	EXTERNAL—Reinstatement (Competitive Service)
D	EXTERNAL—Excepted Service Appointment (new hire)
E	EXTERNAL—Excepted Service Appointment (from other Federal agency)
F	EXTERNAL—Veterans Readjustment Appointment (Excepted Service) (new hire)
G	EXTERNAL—Veterans Readjustment Appointment (Excepted Service) (from other Federal agency)
H	EXTERNAL—Excepted Service appointment (handicapped) (new hire)
I	EXTERNAL—Excepted Service Appointment (handicapped) (from other Federal agency)
J	EXTERNAL—Noncompetitive Career or Career Conditional Appointment (from other Federal agency) (Competitive Service)
K	EXTERNAL—Temporary Appointment pending establishment of Register (Competitive Service)
L	INTERNAL—Reassignment (Competitive Service)
M	INTERNAL—Promotion (Competitive Service)
N	INTERNAL—Change to Lower Grade (Competitive Service)
O	INTERNAL—Reassignment (Excepted Service)
P	INTERNAL—Promotion (Excepted Service)
Q	INTERNAL—Change to Lower Grade (Excepted Service)
R	INTERNAL—Reassignment—VRA (Excepted Service)
S	INTERNAL—Promotion—VRA (Excepted Service)
T	INTERNAL—Change to Lower Grade—VRA (Excepted Service)
U	INTERNAL—Reassignment—Handicapped (Excepted Service)
V	INTERNAL—Handicapped (Excepted Service)

Table A-69
SPEP - Source of intake—Continued

<i>Codes</i>	<i>Definition</i>
W	INTERNAL—Change to Lower Grade—Handicapped (Excepted Service)
X	INTERNAL—Noncompetitive Conversion to Career or Career Conditional Competitive Service Appointment (Intern)
Y	INTERNAL—Conversion to Career or Career Conditional Competitive Service Appointment
Z	INTERNAL—Conversion to Temporary Appointment Pending Establishment of Register (Competitive Service)
1	INTERNAL—Conversion to Excepted Appointment.
Card 5 NOA:	941SS—See table 2-13 for special coding instructions.
Applicability:	Applies to appropriated fund—Special Program Employees only.

Table A-70
SPEP—Target grade

Definition:	This is the target grade or level the individual is to obtain upon graduation from the Special Employment Program.
Field:	Two (2) numeric characters
Card 5 NOA:	941SS—See table 2-13 for special coding instructions.
Applicability:	Applies to appropriated fund—Special Employment Program employees only.

Table A-71
SPEP—Target occupational series code

Definition:	This will be the occupational series code assigned upon graduation from the Special Employment Program.
Field:	Four (4) numeric characters
Codes:	Codes are listed in the OPM Handbook of Occupational Groups and Series of Classes, and in the Handbook of Blue-Collar Occupational Families and Series, as supplemented by DA instructions.
Remarks:	A three-digit code must be preceded by a zero (0) to fill the four-digit field.
Card 5 NOA:	941SS—See table 2-13 for special coding instructions.
Applicability:	Applies to appropriated fund—Special Employment Program employees only.

Table A-72
SPEP—Target pay plan

Definition:	This is the pay plan the individual will be assigned upon graduation from the Special Employment Program.
Field:	Two (2) alpha characters
Codes:	See table A-42
Card 5 NOA:	941SS—See table 2-13 for special coding instructions.
Applicability:	Applies to appropriated fund—Special Employment Program employees only

Table A-73
SPEP—Training command (TR CMD)

Definition:	This code reflects the command where the space has been allocated for recruitment, training, and permanent placement upon graduation.
Field:	Two (2) alphanumeric characters placed in the last two positions of the AMS code; card 3, columns 44-45; card 5 (SPEP Conversion) columns 33-34.

Command Codes

<i>Command Codes</i>	<i>Definition</i>
AG	The Adjutant General
AS	US Army Intelligence & Security Command (INSCOM)
AU	US Army Audit Agency
CB	US Army Criminal Investigation Command
CC	US Army Communications Command
CE	US Army Corps of Engineers
CM	US Army Computer Systems Command
CS	Office, Chief of Staff, Army
DD	Department of Defense Dependents' Schools
E1	US Army, Europe and Seventh Army (assigned units and activities not otherwise identified)
E2	21st Support Command
E3	US Army Southern European Task Force
E4	Berlin Brigade
E5	V Corps
E6	32d Army Air Defense Command
E7	VII Corps
E8	7th Medical Command, Europe
E9	4th Transportation Brigade
E0	59th Ordnance Brigade
EB	1st Personnel Command
ED	USMCA Heidelberg
EF	US Army Special Forces, Europe
EH	56th Field Artillery Brigade
EJ	Contopo Field Support Europe
EK	42d Military Police Group
EL	502d ASA Group, Europe
EN	Seventh Army Training Command
EP	2nd Armored Division (FWD)
FC	US Army Forces Command
GB	National Guard Bureau
HS	US Army Health Services Command
J1	US Army Element SHAPE

Table A-73
SPEP—Training command (TR CMD)—Continued

<i>Command Codes</i>	<i>Definition</i>
JA	Joint Activities
MA	US Military Academy
MD	The Surgeon General
MP	US Army Military Personnel Center
MT	Military Traffic Management Command
MW	US Army Military District of Washington
P1	US Army Western Command
P3	US Army, Japan
P8	Eighth US Army
PC	Military Entrance Processing Command
RC	US Army Recruiting Command
SA	Office, Secretary of the Army
SC	US Army Ballistics Missile Defense System Command
SF	Field operating agencies of the OSA and the Army Staff (includes those assigned to DCSPER, DCSOPS, DCSLOG, DCSRDA, ACSI, CMH, COA, CCH, TJAG, TIG)
SO	Concepts Analysis Agency
S1	Office Chief of Army Reserves
S2	US Army Command and Control Support Agency
S3	US Army Management Systems Support Agency
S4	The Adjutant General Center
S5	US Army Finance and Accounting Center
S6	US Army Troop Support Agency
S7	US Army Reserve Components Personnel Administrative Center
S8	US Army Civilian Personnel Center
S9	Field operating agencies of the OSA and the Army Staff not otherwise identified.
TC	US Army Training and Doctrine Command
X2	US Army Materiel Development and Readiness Command
X3	DARCOM HQ Staff Support Activities
X4	DARCOM training activities
X5	DARCOM all others
X6	US Army Missile Command
X7	Tank Automotive Command
X8	Communications Electronics Command
XB	Aviation Research & Development Command
XD	Electronics Research & Development Command
XF	Mobility Equipment Research & Development Command
XG	Natick Research & Development Command
XJ	DARCOM Research Labs
XK	Materiel Acquisition Activities
XL	Materiel Acquisition Project Managers
XM	Test and Evaluation Command (TECOM)
XP	US Army Security Assistance Center
XQ	Armament Materiel Readiness Command
XR	Troop Support and Aviation Materiel Readiness Command
XW	Depot System Command
XX	Materiel Readiness Activities
XY	Materiel Readiness Project Managers

Table A-73
SPEP—Training command (TR CMD)—Continued

Card 5 NOA:	941SS—See table 2-13 for special coding instructions.
Applicability:	Applies to appropriated fund—Special Employment Program employees only.

Table A-74
Special program Identifier

Definition: This code identifies the type of special interest program, if any, with which the employee is associated.

Field: Two (2) numeric characters.

Codes: Enter the appropriate code from among the following; if more than one code applies, use the code numerically lower, except in those instances involving Veteran's Readjustment Appointments (Type of Appointment code 76). VRA appointments must always reflect a SPID of 59 or 88, as appropriate.

<i>Codes</i>	<i>Program Name</i>	<i>Definition/Remarks</i>
53	DASE ROTC CO-OP Program Employees	
54	Employee—Stay-in-School Campaign	Pay Plans YW, GW, WW (5 CFR 213.3102(W))
55	Employee—Summer Aid	Pay Plan YV (5 CFR 213.3102(V))
57	Employee—Federal Junior Fellowship Program	Appropriate OPM guidance (currently FPM Bulletins, 308 series).

Table A-74
Special program identifier—Continued

<i>Codes</i>	<i>Program Name</i>	<i>Definition/Remarks</i>
58	Employee—Work Release Program Prisoner Rehabilitation Act of 1965	Reference FPM Chapter 306.
59	Employee—Veterans Readjustment Appointment	FPM Chapter 307 "Those employees appointed under a Readjustment Appointment, excluding employees in developmental jobs specifically covered by SPID 88." (This is an exception to the rule to use the lower code when more than one code applies)
60	30 Percent Disabled Veteran Appointment	Initial temporary appointment under 5 U.S.C. 3112 of a veteran with a compensable service connected disability of 30 percent or more. Code <i>must</i> be changed if employee is subsequently converted to a career or career-conditional appointment. <i>Note:</i> Not to be confused with Code 59. FPM Chapter 316, paragraph 4-7i.
62	Employee—Cooperative Education Program	Employees in cooperative education programs who are enrolled in a college or university pursuing an associate, a bachelor's or a graduate degree. (See SPID 87 for cooperative education employees in high school or vocational school).
64	Trainee	Indicates participation in a formal training or developmental program leading to a position targeted at a higher grade level. Do not use this code to identify situations more specifically covered by codes 90, 92 and 93.
65	Upward Mobility Program	A current permanent DA Employee who is placed out of a position or series with limited promotion potential (GS-8 or below, or Wage Grade equivalent) into a position or series which provides advancement opportunity normally beyond the current grade or series and who will be developed under a training program. The employee may be serving on a competitive or excepted permanent appointment.
67	Special Handicapped Appointment	Initial appointment under schedule A, section 213.3102 T or U, or schedule B, section 213.3202 K. Physical Handicap code must be other than 01 or 04.
85	Oversea Employee—extended 6 months or more beyond 5 years foreign area limitation.	US Citizen personnel subject to 5-year foreign area limitations (AR 690-300, chap 301) and extended for 6 months or more. Do not include personnel serving under Overseas Limited Term Appointments, personnel serving Excepted Service Appointments, and Priority Placement Program registrants.
86	Oversea Employee—No 5-year foreign area limitation	US citizen personnel not subject to 5-year foreign area limitation. Do not include personnel serving under the Excepted Service Appointments.
87	Employee—Nonbaccalaureate Cooperative Education Program	Employees in a cooperative education program who are either full-time high school students or students in full-time attendance at a technical or vocational institute.
*88	Employee—Veterans Readjustment Appointment (Developmental job)	"Trainees hired under VRA authority and placed in a developmental job or an apprentice program. Such positions are exempt from strength accountability for a 12-month period from date of appointment. (FPM Letter 713-33 dated 3 Oct 75)".
89	Emergency Jobs Bill Temporary Employment	Employees hired under Jobs Bill temporary employment, (PL 98-8, dated 24 March 1983).
*90	WTO Trainee	Worker-Trainee Opportunity (WTO) employees in developmental jobs that may or may not be in an apprentice program.
91	WTO Regular	WTO employees in regular job assignments. Such positions are strength accountable.
92	Career Program Interns	Employees occupying positions covered by established DA or DOD career programs.
93	Apprentice	Employee working under a formally approved apprentice program leading to a trade or craft occupation.
94	Oversea Student Employment	O/S version of Summer Aid and Stay-in-School Programs. These positions are strength accountable; pay plans YV, YW, GW, and WW not authorized.
95	Oversea Returnee Placement Rights	Has either statutory or administrative return rights (FPM 352).
97	Summer Employment Exam	FPM Chapter 332, Paragraph J-3. Employees covered by codes 54, 55, 57, 94, and 98 are excluded from coverage of this category.

Table A-74
Special program identifier—Continued

Codes	Program Name	Definition/Remarks
98	Summer Faculty Hires	Counselors and teachers of a school, college, or university who are hired for summer employment (FPM Chapter 332, Paragraph J-4).
99	Other Summer Hires	Employees covered by codes 54, 55, 94, 97, or 98 are excluded from coverage by this category.
00	Not applicable	
Card 5 NOA:	956SS	
Applicability:	Applies to appropriated fund employees only.	
*These positions are exempt from strength accountability.		

Table A-75
Step or rate

Definition: This is one of the incremental rates of basic pay in a pay schedule.

Source: Item 31 of SF 50-B or Item 15 of DA Form 3434.

Field: Two (2) numeric characters.

Values/Criteria: a. Within the limits for the pay and grade shown in the pay data chain (table 2-2) for appropriated fund processing.
 b. The following steps apply to NAF processing for the pay plans indicated:

Steps	NAF Pay Plan
01-05	AS
01-05	NA
01-05	NL
01-05	NS
01-04	NW
01-05	PS
01-10	UA
00-25	ZZ
00-00	SH

Card 5 NOA: 922SS

Applicability: Applies to appropriated fund and NAF employees as indicated.

Table A-76
Submitting office number (SON)

Definition: This is the number assigned by OPM to identify an individual civilian personnel office.

Source: Item 39K of SF 50-B or Item 20 of DA Form 3434.

Field: Four (4) numeric characters

Codes: Use only the code assigned by the OPM.

Applicability: Applies to appropriated fund and NAF employees

Table A-77
Training, date of completion

Definition: This date indicates the year, month, and day in which an employee finished an instance of training.

Source: Civilian Personnel Training and Development Branch.

Field: Six (6) numeric characters, in the form YYMMDD (e.g., 4 March 1974 would be coded 740304).

Applicability: Applies to appropriated fund employees only.

Table A-78
Training, direct cost

Definition: This indicates the total dollar amount expended for each completed instance of training. In the case of training provided by the agency internally, it includes the cost of books, supplies, and materials, directly associated with the instance of training. In the case of training acquired from external sources, it includes the dollar amounts paid for tuition, laboratory and/or library fees, books, and other materials or supplies for each completed instance of training.

Source: Civilian Personnel Training and Development Branch.

Field: Four (4) numeric characters

Codes: a. The number of total dollar (no cents) is the code.
 b. All codes are to be 4-digit numbers; therefore, when the actual number of dollars is less than 1,000, (drop the cents and zero-fill left-most position(s) to complete the 4-digit field (e.g., \$52.40 is coded as 0052).

Applicability: Applies to appropriated fund employees only.

Table A-79
Training, indirect cost

Definition:	This indicates the dollar amount paid by the Federal Government for transportation, lodging, and subsistence in connection with a completed instance of training.
Source:	Civilian Personnel Training and Development Branch.
Field:	Four (4) numeric characters.
Codes:	<ul style="list-style-type: none"> a. The number of total dollars (no cents) is the code. b. All codes are to be 4-digit numbers; therefore, when the actual number of dollars is less than 1000, drop the cents and zero-fill leftmost positions(s) to complete the 4-digit field (e.g., \$52.40 is coded as 0052).
Applicability:	Applies to appropriated fund employees only.

Table A-80
Training, non-duty hours of

Definition:	This indicates the duration in off-duty (i.e., in nonwork status other than normal duty hours) of each completed instance of training. An instance of training is any planned course of instruction of 4 hours or more. The training may be conducted in a classroom setting, at the worksite, in learning, or through correspondence courses.
Source:	Civilian Personnel Training and Development Branch
Field:	Four (4) numeric characters.
Codes:	<ul style="list-style-type: none"> a. The code is the total number of hours. b. All codes are to be 4-digit numbers; therefore, when the actual number of hours is less than 1,000, zero-fill the leftmost position(s) to complete the 4-digit field (e.g., 40 hours is coded as 0040).
Applicability:	Applies to appropriated fund employees only.

Table A-81
Training, on-duty hours of

Definition:	This indicates the duration in duty-time hours (i.e., in work status during normal duty hours) of each completed instance of training. An instance of training is any planned course of instruction of 4 hours or more. The training may be conducted in classrooms on the worksite, in learning centers, or through correspondence courses.
Source:	Civilian Personnel Training and Development Branch.
Field:	Four (4) numeric characters.
Codes:	<ul style="list-style-type: none"> a. The code is total number of hours. b. All codes are to be 4-digit numbers; therefore, when the actual number of hours is less than 1,000, zero-fill the leftmost positions to complete the 4-digit field (e.g., 40 hours is coded as 0040).
Remarks:	When on-duty hours are zero, either direct costs or indirect costs must be present.
Applicability:	Applies to appropriated fund employees only.

Table A-82
Training, principal purpose of

Definition:	This code indicates the reason for the training. When an instance of training can be identified by more than one code, the main purpose is the code. It reflects management's decision regarding the employee's need for training.	
Source:	Civilian Personnel Training and Development Branch.	
Field:	One (1) numeric character.	
<i>Codes</i>	<i>Purpose</i>	<i>Explanation</i>
1	As a result of mission or program change	To provide the knowledge or skills needed as a result of change in agency mission, policies, programs, or procedures, e.g., training provided social workers to acquaint them with new policies and procedures affecting the eligibility for, or benefits to be accorded, welfare recipients.
2	As a result of new technology	To provide the knowledge or skills required to keep abreast of developments in the employee's occupational field or in a related field, e.g., training provides an employee in the use, maintenance, or repair of new and advanced electronic equipment; the application of new technology; or advances in the "state-of-the-art."
3	As a result of new work assignments	To provide the knowledge and skills needed as a result of assignment to new duties and responsibilities, when such training is not a part of a planned career development program, e.g., technical training provided an accounting clerk who has been newly assigned accounting technician duties.
4	To improve present performance	To provide the knowledge or skills needed to improve or maintain proficiency in present job, e.g., training provided typists to improve typing speed and accuracy, training in telephone techniques for clerks or secretaries. This includes "refresher" training.
5	To meet future staffing needs	To provide the knowledge and skills needed to meet future staffing needs through a planned career development program in an occupational specialty, executive or managerial development program, a management internship or a training agreement, or programs to upgrade skills and abilities, e.g., stenographic training for typists, technical training for laboratory assistants, etc.
6	To develop skills unique to the government	To provide the knowledge or skills needed for fields of work that are unique to the Federal Government, or to meet Government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates, e.g., air traffic controller or taxpayers service representative training.
7	Trade or craft apprenticeship	To provide the classroom or group portion of the formal training that, together with guided work experience, permit the employee to acquire the knowledge and skills needed to meet the full requirements for journeyman status in an apprenticeship program.
8	Orientation	To provide orientation to the policies, purposes, mission, and functions of the employing agency or the Federal Government for new employees.
9	Adult basic education	To provide the basic knowledge and skills needed to permit the employee to function in the work place.
Applicability:	Applies to appropriated fund employees only.	

Table A-83
Training, special interest program

Definition: This code indicates that the training provided the employee was a part of the planned action by the Department in support of a "high interest" program area such as executive development or supervision. It reflects management's actions in support of the training aspects of such programs.

Source: Civilian Personnel Training and Development Branch.

Field: One (1) numeric character.

<i>Codes</i>	<i>Interest</i>	<i>Explanation</i>
0	No special program	Training was not a part of planned action in support of a special interest program.
1	Executive development	Training was provided as a part of the Army's executive development program (AR 690-400, chap 413), or FPM chapter 412, (Executive Development).
2	Supervision	Training was provided as a part of the Army's program to train all newly appointed supervisors (FPM chap 335 para 3-8b).
3	EEO	EEO Training
4	CO-OP	Cooperative Education Employees
5	Engineer Apprentice	Facility Engineer Apprenticeship Program

Table A-84
Training, source of

Definition: This code indicates the Government or non-Government activity that provided the training.

Source: Civilian Personnel Training and Development Branch.

Field: One (1) numeric character.

<i>Codes</i>	<i>Source</i>	<i>Explanation</i>
1	Government—agency	Use when the training was given by DOD.
2	Government—interagency	Use when the training was given by an agency other than DOD or an interagency training activity.
3	Non-Government—designed for agency	Use when the training was developed and given expressly for DOD by an individual, company, educational institution, professional association, or consultant under contract to the agency.
4	Non-Government "Off the Shelf"	Use when the trainee was enrolled in a standard training or educational program offered by a company, professional association or educational institution, (e.g., university courses, professional seminars, technical, business, or vocational school courses).
5	State or Local Government	Use when the training was given by a State or local Government agency or activity. (Education or training provided by State or local educational institutions is to be coded 3 or 4 as appropriate.)

Applicability Applies to appropriated fund employees only.

Table A-85
Training, type

Definition: This code indicates the principal subject matter and emphasis of the training provided an employee. (This standard classifies the subject matter of training given, not the position of the person trained).

Source: Civilian Personnel Training and Development Branch.

Field: One (1) numeric character.

<i>Codes</i>	<i>Type</i>	<i>Explanation</i>
1	Executive and management	Education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling.
2	Supervisory	Education or training in supervisory principals and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations), human behavior and motivation, communication processes in supervision; work planning, scheduling, and review; and performance evaluation.
3	Legal, medical, scientific, or engineering	Education or training in the concepts, principals, theories or techniques of such disciplines as law; medicine; the physical biological, natural, social, or behavioral sciences; education; economics; mathematics and statistics; architecture; engineering, or foreign affairs.
4	Administration and analysis	Education or training in the concepts, principals, and theories of such fields as public or business administration; personnel; training, equal employment opportunity; logistics; finance; systems analysis; policy, program, or management analysis; or planning.
5	Specialty and technical	Training of a specialized or technical nature in the methods and techniques of such fields as investigation, security police science, supply, procurement, transportation, air traffic control, computer programming, languages, or medical, legal, or scientific support work.
6	Clerical	Training in clerical skills such as typing, shorthand, key punch or computer operating, letter writing, filing, or telephone techniques.
7	Trade or craft	Training in the knowledge and skills needed in such fields as electrical or electronic equipment installation maintenance or repair, tool and die making, welding, or carpentry.
8	Orientation	Training of a general nature to provide an understanding of the organization and missions of the Federal Government or the employing agency, or a broad overview and understanding of matters of public policy, such as the policies relating to equal employment opportunity.
9	Adult basic education	Education or training to provide basics in such subject as remedial reading, grammar, arithmetic, lipreading, or braille.

Remarks: Unacceptable combinations of codes from this table and Pay Plan and Grade/Level are described in table 2-6.

Applicability: Applies to appropriated fund employees only.

Table A-86
Type of appointment

Definition:	This code identifies the nature of an employee's current appointment.
Source:	Item 18C, 18E, 19C, or 19E of SF 50-B
Field:	Two (2) numeric characters
Code	<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
66	Limited Executive Assignment
	<i>Excepted Service</i>
70	Excepted Service without condition or limitation; Panama Canal Area Career Appointment.
71	Excepted—NTE; Panama Area Temporary—NTE.
72	Excepted—Indefinite; Panama Canal area Temporary—PER
73	Excepted—Conditional; Panama Canal area Career-Conditional
76	Veterans Readjustment
79	Presidential Management Intern
90	Senior Executive Service
Card 5 NOA:	930SS
Applicability:	Applies to appropriated fund employees only.

Table A-87
Unit identification code (UIC)

Definition:	This code identifies the organizational unit to which an employee is officially assigned by personnel action.
Source:	The third through eighth digits of the TDA number identifying the organizational unit of employee's assignment.
Field:	Six (6) characters: First character must be W; second through fourth cannot be alphabetic I or O.
Codes:	Validity of codes may be checked with the installations, commands, or HQDA (DAMO-FDA) UIC information officer. Approved derivative UICs may be used.
Card 5 NOA:	927SS
Remarks:	Corps of Engineers civil works functions are exempt from TDA but will have an assigned organization Unit Code (UIC).
Applicability:	Applies to appropriated fund employees only.

Table A-88
Veterans preference

Definition:	This code identifies the preference granted an employee based on military service, actual or derived.
Source:	Item 5 of SF 50-B
Field:	One (1) numeric character.
Codes	<i>Preference</i>
1	None or not determined
2	5-point
3	10-point disability
4	10-point compensable with service-connected disability of 10 percent to 30 percent.
5	10-point other (spouse, widow, widower, or mother).
6	10-point compensable with service-connected disability of 30 percent or more.
Card 5 NOA:	883SS
Applicability:	Applies to appropriated fund employees only.

Appendix B

Nature of Action (NOA) Codes Acceptable in CIVPERSINS

NOA Code	To prepare original transaction use-		To cancel this action use same NOA and		To correct this action use same NOA		General description of NOA codes
	Suffix	Cards	Suffix	Cards	Suffix	Cards	
100, 101, 102, 103, 104, 107, 108, 112, 115, 117, 120, 122, 124, 128, 130, 132, 140, 141, 142, 143, 145, 146, 147, 148, 149, 150, 151, 153, 154, 155, 157, 170, 171	AA AD	1, 2, and 3	AZ	5	A2	4 and K	Accessions
280, 292	AA	5	AZ	5	*		Return to duty from non-pay status in excess of 30 days
280, 292	SS	5	SZ	5	*		Return to duty from non-pay status of 30 days or less
300, 301, 302, 303, 304, 312, 317, 330, 350, 353, 354, 355, 356, 357, 385, 386	LL	5	Cancellation of losses may be submitted on a Card 5 (LZ) if lapsed time since the erroneous loss action was submitted to HQDA is less than 120 days. If the lapsed time is 120 days or more, Cards 1, 2, and 3 must be submitted to HQDA with original LOSS NOAC and LZ suffix.	*	5	Losses	
352	LD/LL						Termination—appointment in (agency)
430, 450, 452, 460, 472	LL	5	LZ	5	*	5	LWOP, suspension or Placement in Non-Pay Status over 30 days.
430, 450, 460, 472,	SS	5	SZ	5	*	5	Suspension, LWOP, or furlough on consecutive days for at least one pay period.
462	LL	5	LZ	5	*	5	Employee on sick leave, pending retirement exceeding or is scheduled to exceed 30 calendar days.
480	SS	5	SZ	5	*	5	Sabbatical NTE *Date
471	SS	5	SZ	5	*	5	Furlough for any number of consecutive days of less than one pay period or any numbers of non-consecutive days over a period of time.
500, 501, 502, 503, 504, 507, 508, 512, 515, 517, 520, 522, 524, 528, 540, 541, 542, 543, 546, 548, 549, 550, 551, 553, 554, 555, 570, 571	CC or SS (see para 2-5 and table 2-19), 4 & K. For Nat'l Guard accessions submit cards 1, 2, & 3 with suffix code NG		CZ SZ	4 & K	S2 C2	4 & K	Conversions
702, 713, 721	CC or SS (see para 2-5) 4 & K		CZ or SZ	4&K	S2 C2	4 & K	Promotions, reassignments, change to lower grade.

NOA Code	To prepare original transaction use-		To cancel this action use same NOA and		To correct this action use same NOA		General description of NOA codes
	Suffix	Cards	Suffix	Cards	Suffix	Cards	
703, 730	CE or SE	4 & K	CZ or SZ	4 & K	S2 C2	4 & K	Temporary promotion, Detail NTE
735, 736, 740	CC or SS	4 & K	CZ or SZ	4 & K	S2 C2	4 & K	Grade Restoration, Grade/Pay Retention Position change.
741	CE or SE	4 & K	CZ or SZ	4 & K	S2 C2	4 & K	Temporary position change.
750, 760, 761, 762, 765, 769, 770, 731	SS	5	SZ	5	S2	5	Ext of appt NTE, Summer appt NTE, SES apt NTE, Term appt NTE, Promotion NTE, Position change NTE, Continuance and Detail.
732	SS/CC	4 & K	SZ/CZ	4 & K	S2 C2	4 & K	Termination of Detail
772, 773	SS/LL	5	SZ/LZ	5			Extension of Furlough NTE, Extension LWOP NTE
780	SS	5	SZ	5	S2	5	Name change (fr Prev name)
781	SS	5	SZ	5	S2	5	Work Schedule
782	SS	5	SZ	5	S2	5	Change in Hours
790	CC	4 & K	SZ	4 & K	C2	4 & K	Realignment
792	SS	5	SZ	5	S2	5	Duty Station
866	SS	4 & K	SZ	4 & K	S2	4 & K	Expiration of grade retention, termination of grade retention.
880	SS	4 & K	SZ	4 & K	S2	4 & K	Change in employee tenure group.
881	SS	5	SZ	5	S2	5	Federal Employees Group Life Insurance
882	SS	5	SZ	5	S2	5	Service Computation Date
883	SS	5	SZ	5	S2	5	Veterans preference
888	SS	5	SZ	5	S2	5	Denial of within-grade increase
890	SS	5	SZ	5	S2	5	Merit Pay Cash Award
891	SS	5	SZ	5	S2	5	Merit Increase
892, 893, 894, 899	SS	4 & K	SZ	4 & K	S2	4 & K	Pay Change, Step Adjustment
910	Not Applicable		Cannot be cancelled		S2	5	Correction in NOA/NOA Effective Date
911	SS	5	SZ	5	S2	5	SSN Change
912	SS	5	SZ	5	S2	5	Sex
913	SS	5	SZ	5	S2	5	Date of Birth
914	SS	5	SZ	5	S2	5	Citizenship
915	SS	5	SZ	5	S2	5	Family Member
916	SS	5	SZ	5	S2	5	Reportable Handicap
918	SS	5	SZ	5	S2	5	Position Tenure
919	SS	5	SZ	5	S2	5	Pay Plan
921	SS	5	SZ	5	S2	5	Grade or Level
922	SS	5	SZ	5	S2	5	Step or Rate
923	SS	5	SZ	5	S2	5	Salary
924	SS	5	SZ	5	S2	5	Pay Basis
926	SS	5	SZ	5	S2	5	Command Code
927	SS	5	SZ	5	S2	5	Unit Identification Code
928	SS	5	SZ	5	S2	5	Function Designator

NOA Code	To prepare original transaction use-		To cancel this action use same NOA and		To correct this action use same NOA		General description of NOA codes
	Suffix	Cards	Suffix	Cards	Suffix	Cards	
929	SS	5	SZ	5	S2	5	Career Program Code
930	SS	5	SZ	5	S2	5	Type of Appointment
932	SS	5	NOA code 932SS actions cannot be cancelled				Intermittent employees working one or more days in a single month.
934	SS	5	SZ	5	S2	5	Race and National Origin
935	MM	5	MZ**	5	M2**	5	Servicing CPO Changes
936	SS	5	SZ	5	SZ		Date of Estimated Return
940	SS	5	SZ	5	S2	5	Conv to SPEP
941	SS	5	SZ	5	S2	5	SPEP Data Element Change
942	SS	5	SZ	5	S2	5	Grad/Loss from SPEP
954	SS	5	SZ	5	S2	5	Functional Classification
955	SS	5	SZ	5	S2	5	Pay Rate Determinant
956	SS	5	SZ	5	S2	5	SPID
957	SS	5	SZ	5	S2	5	Position Occupied Code
958	SS	5	SZ	5	S2	5	Occupational Series Code
961	SS	5	SZ	5	S2	5	Merit Pay Unit Designator Code
962	SS	5	SZ	5	S2	5	Performance Rating
963	SS	5	SZ	5	S2	5	Bargaining Unit Status Code
964	SS	5	SZ	5	S2	5	FSLA
965	SS	5	SZ	5	S2	5	Annuitant Indicator Code
966	SS	5	SZ	5	S2	5	Vietnam Era Veteran
968	SS	5	SZ	5	S2	5	Scheduled Salary
971	LL	5	Same as for cancellation of 3xx.NOAC		*	5	Movement to an ARNG Technician position by conversion from a non-technician position (accepted or competitive) in any DA activity (loss to CIVPERSINS).
975	Not applicable		Cannot be cancelled		S2	5	Correction of Legal Authority
976	SS	5	SZ	5	S2	5	Current Appointment Authority
978	SS	5	SZ	5	S2	5	Assign to Long Term Trng
979	SS	5	SZ	5	S2	5	Comp of Long Trm Trng
980	SS	5	SZ	5	S2	5	Retired Military
981	SS	5	SZ	5	S2	5	Reserve Status Code
982	SS	5	SZ	5	S2	5	Retirement
983	SS	5	SZ	5	S2	5	Position Supervisory
984	SS	5	SZ	5	S2	5	Educational Level, Academic
985	SS	5	SZ	5	S2	5	Academic Discipline
986	SS	5	SZ	5	S2	5	Year Degree Attained
987	SS	5	SZ	5	S2	5	Army Management Structure Code

NOA Code 1	To prepare original transaction use -		To cancel this action use same NOA and		To correct this action use same NOA		General description of NOA codes
	Suffic	Cards	Suffix	Cards	Suffix	Cards	
988	SS	5					Date of Return From Overseas
989	SS	5	SZ	5	S2	5	Key Employee

*If NOA/NOA Effective Date is being corrected use Code 910. If Legal Authority is being corrected use Code 975. These two NOA's require suffix S2.

**Use the MZ or M2 suffix when the gaining CPO has not processed the pick-up (CAO) action. When the gaining CPO has processed the pick-up (CAO) action and a cancellation of that action is required, the losing CPO should use the appropriate 5XX/7XX NOA with suffix CZ on a 4 and K card. If a correction action is required, use the appropriate 5XX/7XX NOA with suffix C2 on a 4 and K card. The NOA and Effective Date would have to be obtained from the CPO which processed the pick-up (CAO) action.

Appendix C Civilian Personnel Offices

Section I. Listed in SON sequence within State and country.

Non-Army SONs are coded: (AF)—Air Force
(DD)—Department of Defense
(NASA)—National Aeronautics and Space Administration
(NV)—Navy

<i>SON</i>	<i>Location</i>	<i>SON</i>	<i>Location</i>
Alabama (AL)		California (CA)—Continued	
1991	US Army Missile Command, Redstone Arsenal, Huntsville	2558	US Naval Supply Center, San Diego (NV)
2014	Fort McClellan, US Army	2572	US Army Depot, Sacramento
2047	3800 ABW/DPC, Maxwell AFB (AF)	2800	NAS, Lemoore (NV)
2237	US Army Engr Dist, Mobile	3051	Tracey Defense Depot, Tracey (DD)
2394	Fort Rucker, US Army	3186	Defense Contract Administration Services Region, Los Angeles (DD)
2399	US Army Depot, Anniston	4275	National Trng Ctr, Ft. Irwin
3307	US Army Engr Div, Huntsville	Colorado (CO)	
Alaska (AK)		1981	Fitzsimons Army Medical Center
2211	172d Infantry Brigade	2283	Fort Carson, US Army
Arizona (AZ)		Cuba	
2057	832nd Combat Spt. Grp Luke AF (AF)	2358	Consolidated Civilian Personnel Office (NV)
2289	Fort Huachuca, US Army	Delaware (DE)	
2536	Yuma Proving Ground, US Army	2458	Dover Air Force Base (AF)
Arkansas (AR)		District of Columbia (DC)	
2016	Pine Bluff Arsenal, US Army	2574	Walter Reed Army Medical Center
2288	US Army Engr Dist, Little Rock	4241	Chief of Engineers, Pulaski Bldg.
Belgium		England	
3300	NATO/SHAPE Support Group	3274	Burtonwood Army Depot
Bermuda		4052	RAF, Mildenhall UK, APO New York 09127 (AF)
2169	Civ Pers Dept, US Naval Air Station (NV)	4053	RAF, Upper Heyford, UK, APO New York 09194 (AF)
California (CA)		4054	RAF, Alconbury, UK, APO New York 09238 (AF)
1918	NASA/AMES Research Center, Moffet Field (NASA)	4055	RAF, Bentwaters, UK, APO New York 09755 (AF)
1985	Western Area MTMC, Oakland	Florida (FL)	
2017	US Army Depot, Sierra	1972	US Army Training Device Agency (NV)
2149	Edwards Air Force Base (AF)	2052	Homestead Air Force Base (AF)
2213	Defense Language, Institute Presidio of Monterey (Army)	2240	US Army Engr Dist, Jacksonville
2284	US Army Engr Dist, San Francisco	2460	CPO, McDill AFB (AF)
2285	Fort Ord, US Army	Georgia (GA)	
2286	US Army Depot, Sharpe	1992	US Army Engr Dist, Savannah
2313	US Army Engr Dist, Los Angeles	2043	US Army Infantry Center and Fort Benning
2318	Norton Air Force Base (AF)	2108	US Army Engr Div, South Atlantic
2457	Travis Air Force Base (AF)	2238	Fort Stewart, US Army
2483	Presidio of San Francisco		
2484	US Army Engr Dist, Sacramento		

<i>SON</i>	<i>Location</i>
Georgia (GA)—Continued	
2276	Fort Gordon, US Army
2302	Fort McPherson, US Army
Germany	
2422	Kaiserslautern Area
2486	Augsburg Area
2508	HQ, Berlin Brigade, USAREUR
2601	Nuernberg Area
2682	Stuttgart Area
2683	Heidelberg Area
2795	Bremerhaven Area
2937	Frankfurt Area
3054	Giessen Area
3055	Wuerzburg Area
3407	Zweibruecken Area
4167	Bad Kreuznach Area
4168	Baumholder Area
4169	Hanau Area
4170	Mannheim Area
4180	Pirmasens Area
4201	Ansbach Area
4202	Aschaffenburg Area
4203	Bamberg Area
4204	Darmstadt Area
4206	Garmisch Area
4207	Grafenwoehr Area
4208	Karlsruhe Area
4209	Munich Area
4210	Schweinfurt Area
4211	Wiesbaden Area
4302	Rheinberg
4347	Fulda Community CPO
Greece	
2552	Hellenikon AB, Greece (AF)
Hawaii (HI)	
2273	US Army Support Command, HI
8008	Hale Koa Hotel, Ft. DeRussy (PSEUDO SON)
Iceland	
2156	Keflavik, Civilian Personnel Office (NV)
Illinois (IL)	
1988	US Army Depot Activity, Savanna
2241	Rock Island Arsenal, US Army
2282	Fort Sheridan, US Army
2388	US Army Engr Div, Chicago
2575	US Army Engr Dist, Rock Island
Indiana (IN)	
1966	US Army Finance and Accounting Center
2562	Crane Army Ammunition Plant (NV)

<i>SON</i>	<i>Location</i>
Indiana (IN)—Continued	
2797	Jefferson Proving Ground, US Army
Idaho (ID)	
2194	Mt Home AFB, Elmore Co. (AF)
Italy	
2124	Aviano Air Force Base (AF)
2446	Naval Air Facility, Sigonella (NV)
2541	8th Support Gp, Leghorn
2700	Naval Support Activity (NV)
4171	Vicenza Area
Japan	
2573	US Army CPO (Honshu)
2115	18 CSG Kadena AFB, Okinawa (AF)
2243	475th ABW/DPC (AF)
Kansas (KS)	
2228	Fort Riley, US Army
2230	Fort Leavenworth, US Army
Kentucky (KY)	
2040	Fort Cambell, US Army
2278	US Army Armor Center and Fort Knox
2279	US Army Engr Dist, Louisville
2386	US Army Depot Activity, Lexington-Blue Grass
Korea	
2680	Eighth US Army-Seoul
3014	Osan Air Base, Central CPO (AF)
4335	19th SPT CMD TAEGU
8001	Eighth US Army-Ascom (PSEUDO SON)
8003	Eighth US Army-Pusan (PSEUDO SON)
8004	Eighth US Army-I Corps (PSEUDO SON)
8005	Eighth US Army-Camp Casey (PSEUDO SON)
8006	Eighth US Army-Camp Humphreys (PSEUDO SON)
8007	Eighth US Army-Camp Page (PSEUDO SON)
Louisiana (LA)	
2317	US Army Engr Dist, New Orleans
2686	Fort Polk, US Army
Maryland (MD)	
1962	Aberdeen Proving Ground, US Army
1984	Fort Detrick, US Army
2281	US Army Engr Dist, Baltimore (DD)
2291	US Army Administrative Survey Detachment, Fort George G. Meade
2602	Fort George G. Meade, US Army
2645	Harry Diamond Laboratories, US Army, Adelphi
2828	Fort Ritchie, US Army

SON

Location

Maryland (MD)—Continued

4104 Defense Investigative Service (DIS) Baltimore
(DD)

Massachusetts (MA)

2481 Natick Research and Development Labs
2482 Fort Devens, US Army
2539 US Army Materiel & Mechanics Research Center,
Watertown

Michigan (MI)

2621 US Army Engr Dist, Detroit
2685 US Army Tank-Automotive Materiel Readiness
Command, Warren

Minnesota (MN)

2582 US Army Engr Dist, St. Paul

Mississippi (MS)

2138 US Army Engr Dist, Vicksburg
2222 US Army Engr Waterways Experiment Station,
Vicksburg

Missouri (MO)

1993 US Army Engr Dist, St. Louis
2229 Fort Leonard Wood, US Army
2298 US Army Troop Support and Aviation Readiness
Command, St. Louis
2391 US Army Reserve Components Personnel and
Administrative Center, St. Louis
2684 US Army Engr Dist, Kansas City

Nebraska (NB)

2045 HQ 3902D Air Base Wing, OFFUTT AFB (AF)
2106 US Army Engr District, Omaha

Newfoundland

2569 US Naval Facility Code 13 (NV)

New Hampshire (NH)

4001 US Army Cold Regions Research and Engineering
Laboratories, Hanover

New Jersey (NJ)

2041 Fort Dix, US Army
2220 Eastern Area MTMC, Bayonne
2308 US Army Armament Research & Development
Command, Dover
2542 US Army Communications & Electronics Mate-
riel Readiness Command, Fort Monmouth

New Mexico (NM)

1997 US Army White Sands Missile Range
2510 Kirtland AFB, Albuquerque (AF)

SON

Location

New York (NY)

1964 US Army Engr Dist, New York
1990 United States Military Academy
2390 US Army Depot, Seneca
2906 Watervliet Arsenal, US Army
4182 Fort Drum, Watertown
4190 US Army Engr Dist, Buffalo

North Carolina (NC)

2103 Fort Bragg, US Army
2104 US Army Research Office
3151 US Army Engr Dist, Wilmington
3443 Military Ocean Terminal, Sunny Point

Ohio (OH)

1910 NASA LEWIS Research Ctr, Cleveland (NASA)
2144 US Army Engr Dist, Ohio River
2208 Defense Construction Supply Center, Columbus
(DD)
2520 Wright Paterson AFB, Ohio (AF)
3182 DCASR, Cleveland (DD)

Oklahoma (OK)

2068 McAlester Army Ammunition Plant
2205 Tinker Air Force Base (AF)
2577 Fort Sill, US Army
2578 US Army Engr Dist, Tulsa

Oregon (OR)

2101 US Army Engr Dist, Portland

Panama

2146 193rd Infantry Brigade

Pennsylvania (PA)

2083 US Army Depot, New Cumberland
2087 Defense Personnel Support Center, Philadelphia
(DD)
2100 Carlisle Barracks, US Army
2214 US Army Engr Dist, Pittsburgh
2395 US Army Depot, Tobyhanna
2534 US Naval Base, Philadelphia (NV)
2547 US Army Depot, Letterkenny
2647 US Army Engr Dist, Philadelphia

Philippines

2374 Clark Air Base CSG/DPCD (AF)

Portugal

2971 Azores, Central Civ Pers Office (AF)

Saudi Arabia

4074 Navy CPO, Bahrain (NV)

<i>SON</i>	<i>Location</i>
South Carolina (SC)	
2295	Fort Jackson, US Army
Spain	
2072	Torrejon Air Force Base (AF)
2749	Naval Station, Rota, Spain (NV)
Tennessee (TN)	
1961	US Army Engr Dist, Memphis
2015	US Army Engr Dist, Nashville
3137	Defense Depot, Memphis (DD)
Texas (TX)	
1983	Fort Sam Houston, US Army
2186	US Army Depot Activity, Corpus Christi
2294	Fort Hood, US Army
2385	US Army Depot, Red River
2397	US Army Air Defense Center and Fort Bliss
2403	US Army Engr Dist, Fort Worth
Turkey	
2597	HQ TUSLOG/DOCA APO NEW York 09254 (AF)
3538	TUSLOG, Detachment 118, APO New York 09224 (AF)
3537	39th Combat Support Squadron/DPCA APO NEW YORK 09289 (AF)
Utah (UT)	
1996	Dugway Proving Ground, US Army
2543	US Army Depot, Tooele
3140	Defense Depot, Ogden (DD)
Virginia (VA)	
1946	NASA Langley Research Center, Hampton (NASA)
1952	Defense General Supply Center, Richmond (DD)
1960	US Army Transportation Center and Fort Eustis
2012	Fort Monroe, US Army
2081	US Army Engr Dist, Norfolk
2212	US Army Quartermaster Center and Fort Lee
2233	US Army Military District of Washington, Ft. Myer
2306	US Army Engr Center and Fort Belvoir
2320	Personnel and Employment Service-Washington
2475	HQ US Army Security Agency
2946	US Army Materiel Development and Readiness Command
2967	HQ, MTMC
3268	US Army Foreign Science & Technology Center
4191	US Army Engineer Division (Middle East), Winchester
4239	US Mil Dist of Washington, Pentagon

<i>SON</i>	<i>Location</i>
Virginia (VA)—Continued	
4240	US Army Military District of Washington, Hoffman Building
4256	US Army Intelligence and Security CMD, Warrenton
Washington (WA)	
2080	US Army Engr Dist, Walla Walla
2310	US Army Engr Dist, Seattle
2400	Fort Lewis, US Army
West Virginia (WV)	
2210	US Army Engr Dist, Huntington
Wisconsin (WI)	
3314	Fort McCoy, US Army

Section II. Listed in SON sequence.

<i>SON</i>	<i>Location</i>
1910	NASA LEWIS Research Center, Cleveland, OH
1918	NASA/AMES Research Center, Moffet Field, CA
1946	NASA Langley Research Center, Hampton, VA
1952	Defense General Supply Center, Richmond, VA
1960	US Army Transportation Center & Fort Eustis, VA
1961	US Army Engineer District, Memphis, TN
1962	Aberdeen Proving Ground, US Army, MD
1964	US Army Engineer District, NY
1966	US Army Finance and Accounting Center, IN
1972	US Army Training Device Agency, FL
1981	Fitzsimons Army Medical Center, CO
1983	Fort Sam Houston, US Army, TX
1984	US Army, Fort Detrick, MD
1985	Western Area MTMC, Oakland, CA
1988	US Army Depot Activity, Savanna, IL
1990	US Military Academy, West Point, NY
1991	US Army Missile Materiel Readiness Command, AL
1992	US Army Engineer District, Savannah, GA
1993	US Army Engineer District, St. Louis, MO
1996	Dugway Proving Ground, US Army, UT
1997	US Army White Sands Missile Range, NM
2012	US Army, Fort Monroe, VA
2014	US Army, Fort McClellan, AL
2015	US Army Engineer District, Nashville, TN
2016	US Army, Pine Bluff Arsenal, AR
2017	US Army Depot, Sierra, CA
2040	US Army, Fort Campbell, KY
2041	US Army, Fort Dix, NJ
2043	US Army Infantry Center and Fort Benning, GA
2045	HQ 3902D Air Base Wing, OFFUTT AFB, NE

<i>SON</i>	<i>Location</i>	<i>SON</i>	<i>Location</i>
2047	3800 ABW/DPC Maxwell AFB, AL	2283	US Army, Fort Carson, CO
2052	Homestead Air Force Base, FL	2284	US Army Engineer District, San Francisco, CA
2057	832nd Cmb Spt Gp, Luke AFB, AZ	2285	US Army, Fort Ord, CA
2068	McAlester Army Ammunition Plant, OK	2286	US Army Depot, Sharpe, CA
2071	Central Civ Pers Office, Azores, Portugal	2288	US Army Engineer District, Little Rock, AR
2072	Torrejon Air Force Base, Spain	2289	US Army, Fort Huachuca, AZ
2080	US Army Engineer District, Walla Walla, WA	2291	US Army Administrative Survey Detachment, Fort Meade, MD
2081	US Army Engineer District, Norfolk, VA	2294	US Army, Fort Hood, TX
2083	US Army Depot, New Cumberland, PA	2295	US Army, Fort Jackson, SC
2087	Defense Personnel Support Center, Philadelphia, PA	2298	US Army Troop Support Command and Avia— tion Systems Command, St. Louis, MO
2100	Carlisle Barracks, US Army, PA	2302	US Army, Fort McPherson, GA
2101	US Army Engineer District, Portland, OR	2306	US Army Engineer Center and Fort Belvoir, VA
2103	US Army, Fort Bragg, NC	2308	US Army Armament Research and Development Command, Dover, NJ
2104	US Army Research Office, Durham, NC	2310	US Army Engineer District, Seattle, WA
2106	US Army Engineer District, Omaha, NE	2313	US Army Engineer District, Los Angeles, CA
2108	US Army Engineer District, South Atlantic, GA	2317	US Army Engineer District, New Orleans, LA
2115	18 CSG Kadina, AFB, Okinawa	2318	Norton Air Force Base, California
2124	Aviano Air Force Base, Italy	2320	Office, Secretary of Army, Pentagon, Washing— ton, DC
2138	US Army Engineer District, Vicksburg, MS	2358	Consolidated Civilian Personnel Office, Cuba
2144	US Army Engineer District, Ohio River, OH	2374	Clark Air Base, Philippines
2146	193d Infantry Brigade, Panama Canal Area	2385	US Army Depot, Red River, TX
2149	Edwards Air Force Base, CA	2386	US Army Depot Activity, Lexington-Blue Grass, KY
2156	Civilian Personnel Office, Keflavik, Iceland	2388	US Army Engineer Division, Chicago, IL
2169	US Naval Air Station, Bermuda	2390	US Army Depot, Seneca, Romulus, NY
2186	US Army Depot Activity, Corpus Christi, TX	2391	US Army Personnel and Administration Center, St. Louis, MO
2194	Mt. Home AFB, Elmore County, ID	2394	US Army, Fort Rucker, AL
2205	Tinker Air Force Base, OK	2395	US Army Depot, Tobyhanna, PA
2208	Defense Construction Supply Center, Co— lumbus, OH	2397	US Army Air Defense Center and Fort Bliss, TX
2210	US Army Engineer District, Huntington, WV	2399	US Army Depot, Anniston, AL
2211	172d Infantry Brigade, Alaska	2400	US Army, Fort Lewis, WA
2212	US Army Quartermaster Center and Fort Lee, VA	2403	US Army Engineer District, Fort Worth, TX
2213	Defense Language Institute, Presidio of Monte— rey, CA	2422	Kaiserslautern Area, Germany
2214	US Army Engineer District, Pittsburgh, PA	2446	Naval Air Facility, Sigonella, Italy
2220	Eastern Area MTMC, Bayonne, NJ	2457	Travis Air Force Base, CA
2222	US Army Engr Waterways Experiment Station, Vicksburg, MI	2458	Dover Air Force Base, DE
2228	US Army, Fort Riley, KS	2460	CPO, McDill AFB, FL (AF)
2229	US Army, Fort Leonard Wood, MO	2475	HQ US Army Security Agency, Arlington, VA
2230	US Army, Fort Leavenworth, KS	2481	Natick Research and Development Labs, MA
2233	US Army Military District of Washington, Fort Myer, VA	2482	US Army, Fort Devens, MA
2237	US Army Engineer District, Mobile, AL	2483	US Army, Presidio of San Francisco, CA
2238	US Army, Fort Stewart, GA	2484	US Army Engineer District, Sacramento, CA
2240	US Army Engineer District, Jacksonville, FL	2486	Augsburg Area, Germany
2241	US Army, Rock Island Arsenal, IL	2508	HQ, Berlin Brigade, USAREUR, Germany
2243	475 AFB/DPC, Japan	2510	Kirkland, Air Force Base, Albuquerque, NM
2273	US Army Support Command, Fort Shafter, HI	2520	Wright-Patterson AFB, OH
2276	US Army, Fort Gordon, GA	2534	US Naval Base, Philadelphia, PA (NV)
2278	US Army Armor Center and Fort Knox, KY	2536	Yuma Proving Ground, US Army, AZ
2279	US Army Engineer District, Louisville, KY	2539	US Army Materiels and Mechanics Research Cen— ter, Watertown, MA
2281	US Army Engineer District, Baltimore, MD		
2282	US Army, Fort Sheridan, IL		

<i>SON</i>	<i>Location</i>	<i>SON</i>	<i>Location</i>
2541	8th Support Group, Leghorn, Italy	3274	Burtonwood Army Depot, England
2542	US Army Communications and Electronics Materiel Command, Fort Monmouth, NJ	3300	NATO/SHAPE Support Group, Belgium
2543	US Army Depot, Tooele, UT	3307	US Army Engineer Dist, Huntsville, AL
2547	US Army Depot, Letterkenny, PA	3314	US Army, Fort McCoy, WI
2552	Hellenikon AB, Greece	3407	Zweibruecken Area, Germany
2558	US Naval Supply Center, San Diego, CA	3443	Military Ocean Terminal, Sunny Point, NC
2562	Crane Army Ammunition Plant, IN	3537	39th CMBT SUPT SQ/DPCA AB Turkey, APO NY 09289
2569	US Naval Facility, Code 13, Newfoundland	3538	TUSLOG, Det 118, Turkey, APO NY 09224
2572	US Army Depot, Sacramento, CA	4001	US Army Cold Regions Research and Engineering Lab, Hanover, NH
2573	US Army Garrison, Honshu, Japan	4052	RAF, Mildenhall UK, England
2574	Walter Reed Army Medical Center, Washington, DC	4053	RAF, Upper Heyford, England
2575	US Army Engineer District, Rock Island, IL	4054	RAF, Alconbury, England
2577	US Army, Fort Sill, OK	4055	RAF, Bentwaters, England
2578	US Army Engineer District, Tulsa, OK	4074	Navy CPO, Bahrain, Saudi Arabia
2582	US Army Engineer District, St. Paul, MN	4104	Defense Investigative Service Baltimore, MD
2597	HQ TUSLOG/DOCA APO NY 09254 (AF)	4167	Bad Kreuznach Area, Germany
2601	Nuernberg Community, Germany	4168	Baumholder Area, Germany
2602	Fort George G. Meade, US Army, MD	4169	Hanau Area, Germany
2621	US Army Engineer District, Detroit, MI	4170	Mannheim Area, Germany
2645	Harry Diamond Laboratories, US Army, MD	4171	Vicenza Area, Italy
2647	US Army Engineer District, Philadelphia, PA	4180	Pirmasens Area, Germany
2680	Eighth US Army, Seoul, Korea	4182	Fort Drum, Watertown, NY
2682	Stuttgart Area, Germany	4190	US Army Engineer District, Buffalo, NY
2683	Heidelberg Area, Germany	4191	US Army Engineer (Middle East), Winchester, VA
2684	US Army Engineer Dist, Kansas City, MO	4201	Ansbach Area, Germany
2685	US Army Tank-Automotive Materiel Readiness Command, Warren, MI	4202	Aschaffenburg Area, Germany
2686	US Army, Fort Polk, LA	4203	Bamberg Area, Germany
2700	US Naval Support Activity, Italy	4204	Darmstadt Area, Germany
2749	US Naval Station, Rota, Spain	4206	Garmisch Area, Germany
2795	Bremerhaven Area, Germany	4207	Grafenwoehr area, Germany
2797	Jefferson Proving Ground US Army, IN	4208	Karlsruhe Area, Germany
2800	NAS, Lemoore, CA	4209	Munich Area, Germany
2828	US Army, Fort Ritchie, MD	4210	Schweinfurt Area, Germany
2906	Watervliet Arsenal, US Army, NY	4211	Wiesbaden Area, Germany
2937	Frankfort Area, Germany	4239	US Army MDW, Pentagon, Washington, DC
2946	US Army Materiel Development and Readiness Command, Alexandria, VA	4240	US Army MDW, Hoffman, Alexandria, VA
2967	HQ, Military Traffic Management Command, Falls Church, VA	4241	Chief of Engineers, Pulaski Building, Washington, DC
2971	Azores, Central Civilian Personnel Office	4256	US Army Intelligence and Security Command, Warrenton, VA
3014	Osan Air Base, Central CPO, Korea	4275	National Training Center, Fort Irwin, CA
3051	Tracey Defense Depot, Tracey, CA	4302	Rheinberg, Germany
3054	Giessen Area, Germany	4335	19th Spt Cmd-Taegu, Korea
3055	Wuerzburg Area, Germany	4347	FULDA Community CPO, Germany
3137	Defense Depot, Memphis, TN	8001	Eighth US Army—Ascom, Korea
3140	Defense Depot, Ogden, UT	8003	Eighth US Army—Pusan, Korea
3151	US Army Engineer District, Wilmington, NC	8004	Eighth US Army—I Corps, Korea
3182	DCASR, Cleveland, OH	8005	Eighth US Army—Camp Casey, Korea
3186	Defense Contract Administrative Services Region, Los Angeles, CA	8006	Eighth US Army—Camp Humphreys, Korea
3268	US Army Foreign Science and Technology Center, Charlottesville, VA	8007	Eighth US Army—Camp Page, Korea
		8008	Hale Koa Hotel, Fort DeRussy, HI

Appendix D Input Codes for Occupational Series and Position Title Codes (NAF)

If the position title is	and pay plan and series are	Pay plan AS	
		Then input code	
		for coded series is	And coded position title code is
Safety Technician	AS-0019	0019	01
Personnel Clerk	AS-0203	0203	01
Personnel Clerk (Typing)	AS-0203	0203	02
Classification Clerk (Typing)	AS-0203	0203	03
Staffing Clerk (Typing)	AS-0203	0203	04
Clerical Assistant	AS-0301	0301	01
General Clerk	AS-0301	0301	02
Operations Clerk	AS-0301	0301	03
Clerical Supervisor	AS-0301	0301	04
Supvy Oper Clerk (Typing)	AS-0301	0301	06
Operations Clerk (Typing)	AS-0301	0301	07
Supvy Operations Clerk	AS-0301	0301	11
Unit Fund Coord	AS-0301	0301	12
Bar. Steward	AS-0301	0301	15
Receptionist/Cashier	AS-0301	0301	19
General Clerk (Typing)	AS-0301	0301	20
Admin Svc Clerk	AS-0301	0301	21
Admin Svc Clerk (Typing)	AS-0301	0301	22
Quarters Inspector	AS-0301	0301	23
Courier	AS-0302	0302	01
Administrative Svc Clerk	AS-0303	0303	02
Receptionist	AS-0304	0304	01
File Clerk	AS-0305	0305	01
Mail Clerk	AS-0305	0305	02
Clerk Stenographer	AS-0312	0312	01
Secretary	AS-0318	0318	01
Secretary (Typing)	AS-0318	0318	02
Secretary (Steno)	AS-0318	0318	03
Clerk Typist	AS-0322	0322	01
Code-type Composing Mach Oper	AS-0324	0324	01
Computer Operator	AS-0332	0332	01
Data Control Clerk	AS-0335	0335	01
EDP Librarian	AS-0335	0335	02
Equip & Facilities Clerk	AS-0342	0342	01
Management Clerk	AS-0344	0544	01
Office Machine Operator	AS-0350	0350	01
Bookkeeping Mach Operator	AS-0354	0354	01
Calculating Mach Operator	AS-0355	0355	02
Keypunch Operator	AS-0356	0356	01
Supv Data Transcriber	AS-0356	0356	02
Coding Clerk	AS-0357	0357	01
Telephone Operator	AS-0382	0382	01
Audit Clerk	AS-0501	0501	01
Fiscal Reports Clerk	AS-0501	0501	02
Stock Records Clerk	AS-0501	0501	03
Disbursement Clerk (Typ)	AS-0501	0501	04
Accounting Technician	AS-0525	0525	01
Accounting Tech (Typing)	AS-0525	0525	02
Accounting Clerk	AS-0525	0525	03

Section 1	Pay plan AS		
		Then input code	
If the position title is	and pay plan and series are	for coded series is	And coded position title code is
Accounting Clerk (Typing)	AS-0525	0525	04
Accounting Clerk (Data Transcriber)	AS-0525	0525	05
Voucher Examiner	AS-0540	0540	01
Voucher Examiner (Typing)	AS-0540	0540	02
Cashier	AS-0530	0530	01
Cashier (Typing)	AS-0530	0530	02
Payroll Clerk	AS-0544	0544	01
Payroll Clerk (Typing)	AS-0544	0544	02
Payroll Clerk Loader	AS-0544	0544	03
Time & Leave Clerk	AS-0590	0590	01
Animal Health Aid	AS-0704	0704	01
Draftsman/Draftswoman	AS-0818	0818	01
Insurance & Claims Clerk	AS-0998	0998	01
Advertising Draftsman	AS-1001	1001	01
Clerk-Translator (Typing)	AS-1046	1046	01
Photo Lab Technician	AS-1060	1060	01
Editing Clerk	AS-1082	1082	01
Editorial Clerk	AS-1087	1087	01
Supvy Editorial Clerk	AS-1087	1087	02
Duty Manager	AS-1101	1101	01
Night Manager	AS-1101	1101	02
Child Care Center Asst	AS-1101	1101	03
Caterer	AS-1101	1101	04
Contracts Clerk (Typing)	AS-1102	1102	01
Purchasing Agent	AS-1105	1105	01
Purchasing Agent Supv	AS-1105	1105	02
Procurement Clerk	AS-1106	1106	01
Procurement Clerk (Typing)	AS-1106	1106	02
Library Technician	AS-1411	1411	02
Library Aid	AS-1411	1411	03
Library Aid (Typing)	AS-1411	1411	04
Statistical Clerk	AS-1531	1531	01
Quality Inspector	AS-1960	1960	01
Inventory Mgmt Clerk	AS-2005	2005	01
Inventory Mgmt Clerk (Typing)	AS-2005	2005	02
Inventory Mgmt Clerk Supvy	AS-2005	2005	03
Supply Clerk	AS-2005	2005	04
Equipment and Facilities Clerk	AS-2005	2005	05
Freight Rate Clerk	AS-2131	2131	01
Travel Clerk	AS-2132	2132	01
Transportation Clerk	AS-2134	2134	01

If the position title is	Section 2		Pay plan NA, NL, NS, NW
			Then input code
	and pay plan and series are	for coded series is	And coded position title code is
Electronics Mechanic	NA,NL,NS-2614	2614	02
Electronics Worker	NA,NL,NS-2614	2614	03
Electrician	NA,NL,NW-2805	2805	01
Theatre Costume Designer	NA,NL,NS-3101	3101	01
Upholsterer	NA,NL,NS-3106	3106	01
Upholstery Worker	NA,NL,NS-3106	3106	02
Sewing Machine Operator	NA,NL,NS-3111	3111	01
Parachute Repairer/Packer	NA,NL,NS-3165	3165	01
Watch Repairer	NA,NL,NS-3309	3309	01
Driller (Bowling Ball)	NA,NL,NS-3401	3401	01
Patternmaker (Metal)	NA,NL,NS-3405	3405	01
Machine Tool Oper (Bowling)	NA,NL,NS-3431	3431	01
Utility Worker	NA,NL,NS-3501	3501	03
Laborer	NA,NL,NS-3502	3502	01
Laborer (Bagger)	NA,NL,NS-3502	3502	02
Bowling Facilities Maintenance Laborer	NA,NL,NS-3502	3502	03
Student Aide	SH-3506	3506	01
Greens Keeper	NA,NL,NS-3554	3554	01
Custodian	NA,NL,NS-3566	3566	01
Welder	NA,NL,NS-3703	3703	01
Mobile Equip Metal Worker	NA,NL,NS-3809	3809	01
Mobile Equip Meal Repairer/Mechanic	NA,NL,NS-3809	3809	02
Engraver	NA,NL,NS-3816	3816	01
Ferrier	NA	3830	01
Tape Library Worker	NA,NL,NS-3901	3901	01
Light & Sound Equip Oper	NA,NL,NS-3901	3901	02
Motion Picture Projectionist	NA,NL,NS-3910	3910	01
Painting Worker	NA,NL,NS-4102	4102	01
Painter	NA,NL,NS-4102	4102	02
Pipefitter	NA,NL,NS-4204	4204	01
Plumber	NA,NL,NS-4206	4206	01
Bowling Ball Worker	NA,NL,NS-4301	4301	01
Compositor	NA,NL,NS-4403	4403	01
Printer	NA,NL,NS-4406	4406	01
Linotype Operator	NA,NL,NS-4407	4407	01
Monotype Keyboard Operator	NA,NL,NS-4411	4411	01
Offset Plate Marker	NA,NL,NS-4416	4416	01
Offset Press Operator	NA,NL,NS-4417	4417	01
Silk Screen Maker & Printer	NA,NL,NS-4419	4419	01
Wood Worker	NA,NL,NS-4604	4604	01
Woodcraftsman	NA,NL,NS-4605	4605	01
Woodcraftsman Instr	NA,NL,NS-4605	4605	02

If the position title is	and pay plan and series are	Pay plan NA, NL, NS, NW	
		Then input code	
		for coded series is	And coded position title code is
Carpenter	NA,NL,NS-4607	4607	01
Caretaker	NA,NL,NS-4701	4701	01
Maintenance Worker	NA,NL,NS-4749	4749	02
Maintenance Mechanic	NA,NL,NS-4749	4749	04
General Equip Repairer	NA,NL,NS-4801	4801	01
Athletic Equip Repairer	NA,NL,NS-4801	4801	02
Skate Repairer	NA,NL,NS-4801	4801	03
Musical Instr Repairer	NA,NL,NS-4802	4802	01
Graden Equip Repairer	NA,NL,NS-4804	4804	01
Office Appliance Repairer	NA,NL,NS-4806	4806	01
Bowling Equip Repairer	NA,NL,NS-4819	4819	01
Bowling Equip Worker	NA,NL,NS-4819	4819	02
Vending Machine Repairer	NA,NL,NS-4820	4820	01
Bicycle Repairer	NA,NL,NS-4844	4844	01
Small Appliance Repairer	NA,NL,NS-4855	4855	01
Farming Trainer	NA,NL,NS-5002	5002	01
Gardener	NA,NL,NS-5003	5000	01
Grounds Maintenance Worker	NA,NL,NS-5003	5003	02
Gardener (Motor Veh Oper)	NA,NL,NS-5003	5003	04
Pest Controller	NA,NL,NS-5026	5026	01
Livestock Trainer	NA,NL,NS-5035	5035	01
Animal Caretaker	NA,NL,NS-5048	5048	01
Industrial Equipment Repairer	NA,NL,NS-5301	5301	01
Air Conditioning Equip Mech	NA,NL,NS-5306	5306	01
Printing Equip Repairer	NA,NL,NS-5330	5330	01
Printing Equip Mechanic	NA,NL,NS-5330	5330	02
Equipment Repairer/Mechanic	NA,NL,NS-5352	5352	01
Powered Spt Svc Mechanic	NA,NL,NS-5378	5378	01
Powered Spt Equip Repairer	NA,NL,NS-5378	5378	02
Lift Operator	NA,NL,NS-5401	5401	01
Motor Vehicle Operator	NA,NL,NS-5703	5703	01
Fork Lift Operator	NA,NL,NS-5704	5704	01
Tractor Operator	NA,NL,NS-5705	5705	01
Engineering Equip Operator	NA,NL,NS-5716	5716	01
Boat Operator	NA,NL,NS-5723	5723	01
Mobile Industrial Equip Opr	NA,NL,NS-5801	5801	01
Heavy Mobile Equip Mechanic	NA,NL,NS-5803	5803	01
Mobile Equip Servicer	NA,NL,NS-5806	5806	01
Automotive Worker	NA,NL,NS-5823	5823	02
Automotive Mechanic	NA,NL,NS-5823	5823	03
Electromotive Equip Mech	NA,NL,NS-5876	5876	01

If the position title is	and pay plan and series are	Pay plan NA, NL, NS, NW	
		Then input code	
		for coded series is	And coded position title code is
Tool and Parts Attendant	NA,NL,NS-6904	6904	01
Warehouseman	NA,NL,NS-6907	6907	02
Warehouseman/Motor Veh. Opr.	NA,NL,NS-6907	6907	04
Warehouseman/Fork Lift Oper	NA,NL,NS-6908	6908	01
Material Sorter & Classifiér	NA,NL,NS-6912	6912	01
Store Worker	NA,NL,NS-6914	6914	01
Packer	NA,NL,NS-7002	7002	01
Laundry Worker	NA,NL,NS-7304	7304	01
Laundry Mach Operator	NA,NL,NS-7305	7305	01
Presser	NA,NL,NS-7306	7306	01
Dry Cleaner	NA,NL,NS-7307	7307	01
Baker	NA,NL,NS-7402	7402	01
Cook	NA,NL,NS-7404	7404	01
Bartender	NA,NL,NS-7405	7405	01
Bartender	NW-7405	7405	02
Bar Assistant	NA,NL,NS-7405	7405	05
Bartender Trainee	NA,NL,NS-7405	7405	06
Meatcutter	NA,NL,NS-7407	7407	01
Food Service Worker	NA,NL,NS-7408	7408	01
Vending Mach Attendant	NA,NL,NS-7408	7408	02
Food Prep & Svc Foreman	NS-7408	7408	05
Waiter	NA,NL,NS-7420	7420	01
Waiter	NW-7420	7420	02
Bellman/Captain	NA,NL,NS-7601	7601	03
Barber	NA,NL,NS-7603	7603	01
Doorkeeper	NA,NL,NS-7606	7606	01
Caddy Master	NA,NL,NS-7606	7606	02
Cloak Room Attendant	NA,NL,NS-7606	7606	03
Aircraft Engine Rep Insp	NA,NL,NS-8602	8602	01
Small Engine Mechanic	NA,NL,NS-8610	8610	01
Marine Equipment Rep/Mech	NA,NL,NS-8610	8610	02
Aircraft Mechanic	NA,NL,NS-8852	8852	01
Aircraft Equip Rep Insp	NA,NL,NS-8852	8852	02
Telephone Worker	ZZ	2502	01
Telephone Worker Leader	ZZ	2502	02
Elec Worker	ZZ	2620	01
Elec Worker Leader	ZZ	2620	02
Elec Worker Lead/Foreman	ZZ	2620	03
Elec Worker Foreman	ZZ	2620	04
Electrician	ZZ	2805	01
Electrician Leader	ZZ	2805	02
Util. Sys Rep Opr.	ZZ	4742	01
Util. Sys Rep Opr. Ldr.	ZZ	4742	02
Util. Sys Rep Opr. Ldr/Foreman	ZZ	4742	03
Util. Sys Rep Opr Foreman	ZZ	4742	04
Air Cond Equip Mech.	ZZ	5306	01

Section 2		Pay plan NA, NL, NS, NW	
		Then input code	
If the position title is	and pay plan and series are	for coded series is	And coded position title code is
Air Cond Equip Leader	ZZ	5306	02
Elevator Mech.	ZZ	5313	01
Elec. Power Controller	ZZ	5407	01
Elec. Power Control Ldr.	ZZ	5407	02
Elec. Power Control Ldr/Foreman	ZZ	5407	03
Laundry Rec/Shipper	ZZ	7303	01
Laundry Rec/Shipper L/Foreman	ZZ	7303	02
Laundry Mäch. Opr.	ZZ	7305	01

Section 3		Pay plan PS	
		Then input code	
If the position title is	and pay plan and series are	for coded series is	And coded position title code is
Identification Checker	PS-0085	0085	01
Security Guard	PS-0085	0085	02
Security Guard Supv	PS-0085	0085	03
Security Guard Leader	PS-0085	0095	04
Child Care Attendant	PS-0189	0189	01
Recreation Aid	PS-0189	0189	02
Child Care Attendant Ldr	PS-0189	0189	03
Lifeguard	PS-0189	0189	04
Child Care Attendant Supv	PS-0189	0189	05
Tennis Court Attendant	PS-0189	0189	06
Recreation Aid Supv	PS-0189	0189	07
Recreation Aid Leader	PS-0189	0189	08
Recreation Asst	PS-0189	0189	09
Leader/Supv Lifeguard	PS-0189	0189	10
Club Operator Asst.	PS-0189	0189	11
Duty Officer (Club or Mess)	PS-0301	0301	01
Riding Stable Operator	PS-0301	0301	02
Club Attendant	PS-0301	0301	03
Club Attendant Sup	PS-0301	0301	04
Hostess	PS-0301	0301	05
Nursery Manager	PS-0301	0301	06
Health Services Attendant	PS-0301	0301	08
Snack Bar Manager	PS-0301	0301	09
Ticket Seller	PS-0530	0530	01
Animal Health Tech.	PS-0704	0704	01
Display Artist	PS-1001	1001	01
Usher	PS-1001	1001	02
Ticket Taker	PS-1001	1001	03
Supv Hos/Hostess	PS-1001	1001	04
Visual Merchandiser	PS-1001	1001	05
Photographer	PS-1060	1060	01
Announcer (Radio-TV)	PS-1081	1081	01
Open Mess Night Supv	PS-1101	1101	01
Desk Clerk	PS-1176	1176	01
Lodge Host/Hostess	PS-1176	1176	02
Supv Desk Clerk	PS-1176	1176	03
Steward	PS-1667	1667	01
Wine Steward	PS-1667	1667	02

If the position title is	Section 3		Pay plan PS	
	and pay plan and series are	Then input code		
		for coded series is	And coded position title code is	
Training Technician (Auto)	PS-1702	1702	01	
Education Technician	PS-1702	1702	02	
Education Aide	PS-1702	1702	03	
Cashier-Checker	PS-2091	2091	01	
Customer Service Clerk	PS-2091	2091	01	
Mobile Sales Clerk	PS-2091	2091	03	
Personal Svcs Clerk	PS-2091	2091	04	
Sales Clerk	PS-2091	2091	05	
Annex Supervisor	PS-2091	2091	06	
Sales Clerk Supervisor	PS-2091	2091	07	
Dining Room Hostess	PS-2091	2091	09	
Gun & Rifle Club Attendant	PS-2091	2091	12	
Golf Shop Svc Asst	PS-2091	2091	13	
Sales Clerk (Typing)	PS-2091	2091	14	
Customer Svc Floral Arranger	PS-2091	2091	15	
Retail Supv (Shift)	PS-2091	2091	16	
Hat Check Attendant	PS-2091	2091	18	
Cafeteria Supervisor	PS-2091	2091	19	
Supervisor Dining Room Hostess	PS-2091	2091	20	
Package Store Clerk	PS-2091	2091	22	
Supv Package Store Clerk	PS-2091	2091	23	
Recreation Facility Manager	PS-2091	2091	24	
Snack Bar Operator	PS-2091	2091	25	
Ticket Seller	PS-2091	2091	26	
Summer Hire	SH-3506	3506	01	

If the position title is	Section 4		Pay plan UA	
	and pay plan and series are	Then input code		
		for coded series is	And coded position title code is	
Sports Specialist	UA-0030	0030	02	
Sports Spec (Golf)	UA-0030	0030	03	
Chaplain/Chaplain Director	UA-0060	0060	01	
Phys Security Specialist	UA-0080	0080	01	
Social Worker	UA-0185	0185	01	
Counseling Assistant	UA-0186	0186	01	
Social Services Assistant	UA-0186	0186	02	
Social Svcs Rep	UA-0187	0187	01	
Recreation Specialist	UA-0188	0188	02	
Recreation Spec (Arts & Crafts)	UA-0188	0188	03	
Recreation Spec (Comm Acting)	UA-0188	0188	04	
Recreation Spec (Youth Act)	UA-0188	0188	05	
Recreation Spec (Music)	UA-0188	0188	06	
Recreation Spec (Outdoor)	UA-0188	0188	07	
Recreation Spec (Sca)	UA-0188	0188	09	
Recreation Spec (Sports)	UA-0188	0188	10	
Recreation Spec (Swim/Tennis)	UA-0188	0188	11	
Recreation Spec (Youth Act)	UA-0188	0188	12	
Recreation Asst	UA-0189	0189	02	
Recreation Asst (Dya)	UA-0189	0189	03	
Recreation Asst (Sca)	UA-0189	0189	04	
Recreation Asst (Bowling)	UA-0189	0189	06	
Class & Employee Rel Spec	UA-0201	0201	01	
Pers Management Spec	UA-0201	0201	03	

If the position title is	Section 4		Pay plan UA	
	and pay plan and series are	Then input code		
		for coded series is	And coded position title code is	
Personnel Officer	UA-0201	0201	04	
Pers Staf & Emp Rel Spec	UA-0201	0201	05	
Personnel Staff & Class Spec	UA-0201	0201	07	
Personnel Asst	UA-0203	0203	02	
Staffing Asst (Typing)	UA-0203	0203	06	
Personnel Staffing Assistant	UA-0203	0203	07	
Personnel Staffing Specialist	UA-0212	0212	02	
Position Class Spec	UA-0221	0221	01	
Salary & Wage Admin Specialist	UA-0223	0223	01	
Wage Analyst Asst (Typing)	UA-0223	0223	03	
Employee Relations Spec	UA-0230	0230	01	
Labor Mgmt Relations Spec	UA-0233	0233	01	
Asst Custodian	UA-0301	0301	09	
Food & Beverage Manager	UA-0301	0301	12	
Custodian	UA-0301	0301	13	
Food Service Manager	UA-0301	0301	14	
Bar Manager	UA-0301	0301	15	
Dining Room Manager	UA-0301	0301	17	
Annex Manager	UA-0301	0301	22	
Thrift Shop Manager	UA-0301	0301	24	
Garden Manager	UA-0301	0301	26	
Maintenance Manager	UA-0301	0301	27	
Rec Area Manager	UA-0301	0301	30	
Rec & Vacation Program Mgr	UA-0301	0301	31	
Rec Planning Asst	UA-0301	0301	32	
Special Svcs Asst	UA-0301	0301	33	
Travel Svcs Specialist	UA-0301	0301	34	
Guest House Supv/Manager	UA-0301	0301	37	
Hotel Manager	UA-0301	0301	38	
Maitre D/Hotel	UA-0301	0301	39	
Entertainment Control Officer	UA-0301	0301	40	
Religious Prog Asst	UA-0301	0301	41	
Locker Fund Manager	UA-0301	0301	42	
Musician	UA-0301	0301	44	
NAF Investment Ofcr & Couns	UA-0301	0301	46	
Welfare & Morale Svc Officer	UA-0301	0301	47	
Exec Secretary	UA-0301	0301	51	
Vehicle Reg Spec	UA-0301	0301	53	
Operating Property Officer	UA-0301	0301	54	
Property Officer	UA-0301	0301	55	
Circulation Manager/Asst Mgr	UA-0301	0301	56	
Magazine Business Manager	UA-0301	0301	58	
Business Manager/Comptroller	UA-0301	0301	59	
Sales Promotion Specialist	UA-0301	0301	60	
Purchasing & Promotion Chief	UA-0301	0301	61	
Inventory Management Chief	UA-0301	0301	62	
Logistics Officer	UA-0301	0301	63	
Asst Materiel & Trans Manager	UA-0301	0301	64	
Membership Secretary	UA-0301	0301	66	
Memb Asst (Steno)	UA-0301	0301	67	
Religious Educ Director	UA-0301	0301	68	
Asst Golf Pro	UA-0301	0301	69	
Golf Specialist	UA-0301	0301	70	
Golf Course Min Tech	UA-0301	0301	71	
Caddy Master	UA-0301	0301	72	
Asst Golf Caddy Master	UA-0301	0301	73	
Range Manager	UA-0301	0301	74	

If the position title is	Section 4		Pay plan UA	
			Then input code	
	and pay plan and series are	for coded series is	And coded position title code is	
Newspaper Records Tech	UA-0301	0301	75	
Group Ins & Retire Plan Data Spec	UA-0301	0301	77	
Processing Chief	UA-0301	0301	78	
Club Policy Advisor	UA-0301	0301	79	
Club Policy Specialist	UA-0301	0301	80	
Billeting Office Manager	UA-0301	0301	81	
Front Desk Manager	UA-0301	0301	82	
Club Systems Asst, Manager	UA-0301	0301	83	
Staff Operations Officer	UA-0301	0301	84	
Clerk Stenographer	UA-0312	0312	01	
Secretary	UA-0318	0318	01	
Secretary (Steno)	UA-0318	0318	02	
Secretary (Typing)	UA-0318	0318	03	
Computer Operator	UA-0322	0322	01	
Cold-Type Comp Mach Opr	UA-0324	0324	01	
Lead Cold-Type Comp Mach Opr	UA-0324	0324	02	
Digital Comp Sys Analyst	UA-0330	0330	01	
Computer Operator (Typing)	UA-0332	0332	02	
Computer Specialist	UA-0334	0334	02	
Computer Systems Analyst	UA-0334	0334	03	
Computer Programmer	UA-0334	0334	04	
Computer Aid	UA-0335	0335	01	
Compute Technician	UA-0335	0335	02	
Admin Officer	UA-0341	0341	01	
Admin Asst	UA-0341	0341	02	
Office Svc Manager/Supervisor	UA-0342	0342	01	
Management Analyst	UA-0343	0343	01	
Management Asst	UA-0343	0343	02	
Management Asst (Typing)	UA-0343	0343	03	
Program Analyst Officer	UA-0345	0345	02	
Program Analyst	UA-0345	0345	03	
Program Analyst (Plans)	UA-0345	0345	04	
Logistics Mgmt Spec	UA-0346	0346	02	
Biological Tech (Soil)	UA-0404	0404	01	
Gen Actg & Admin Officer	UA-0501	0501	01	
Accounts Specialist	UA-0501	0501	03	
Budget & Acctg Tech	UA-0501	0501	06	
Budget Technician	UA-0501	0501	07	
Financial Officer	UA-0501	0501	08	
Asst Funds Custodian	UA-0501	0501	09	
Unit Fund Specialist	UA-0501	0501	11	
Program & Budget Clerk	UA-0501	0501	12	
Financial Coordinator	UA-0501	0501	15	
Payroll & Accounting Tech	UA-0501	0501	16	
Budget & Acctg Officer	UA-0504	0504	01	
Budget & Acctg Clerk	UA-0504	0504	02	
Budget & Acctg Analyst	UA-0504	0504	03	
Budget & Acctg Assistant	UA-0504	0504	04	
Financial Manager	UA-0505	0505	01	
Operating Accountant	UA-0510	0510	01	
Accounting Officer	UA-0510	0510	02	

If the position title is	and pay plan and series are	Pay plan UA	
		for coded series is	And coded position title code is
Assistant Accounting Officer	UA-0510	0510	03
Accountant	UA-0510	0510	04
Auditor	UA-0510	0510	09
Budget & Accounting Analyst	UA-0510	0510	10
System Accountant	UA-0510	0510	11
Program & Budget Anal	UA-0510	0510	12
Admin Asst/Accountant	UA-0510	0510	14
Accounting Technician	UA-0525	0525	02
Accounts Maintenance Clerk	UA-0525	0525	04
Cash Clerk	UA-0530	0530	01
Voucher Examiner	UA-0540	0540	01
Payroll Leader/Supervisor	UA-0544	0544	01
Payroll Technician	UA-0544	0544	02
Budget Officer	UA-0560	0560	01
Budget Analyst	UA-0560	0560	02
Budget Assistant	UA-0561	0561	01
Therapy Aide	UA-0636	0636	01
Therapy Assistant	UA-0636	0636	02
Health Technician	UA-0699	0699	01
Mgmt Agronomist	UA-0741	0741	01
General Engineer	UA-0801	0801	01
Electronics Engr	UA-0855	0855	01
Electronic Technician	UA-0856	0856	02
Contact Representative	UA-0962	0962	01
Claims Examiner	UA-0990	0990	01
Claims Clerk	UA-0998	0998	01
Entertainment Specialist	UA-1001	1001	02
Gen Art, Music & Theater Spec	UA-1001	1001	03
Theater Center Director	UA-1001	1001	04
Gen Arts Specialist	UA-1001	1001	05
Interior Decorator/Designer	UA-1001	1001	06
Sales Promotion Spec	UA-1001	1001	07
Gen Arts & Info Spec	UA-1001	1001	08
Illustrator	UA-1020	1020	01
Music Specialist	UA-1051	1051	02
Theater Specialist	UA-1054	1054	02
Theater Prod Specialist	UA-1054	1054	03
Arts & Crafts Dir	UA-1056	1056	01
Art Specialist	UA-1056	1056	03
Photographer	UA-1060	1060	01
Audio-Visual Prod Officer	UA-1071	1071	01
Radio Prod Spec	UA-1071	1071	03
Public Information Specialist	UA-1081	1081	01
Editor (Printed Media)	UA-1082	1082	02
Writer-Editor (Printed Media)	UA-1082	1082	03
Writer (Printed Media)	UA-1082	1082	04
Editor (Radio)	UA-1082	1082	05

If the position title is	Section 4		Pay plan UA	
			Then input code	
	and pay plan and series are	for coded series is	And coded position title code is	
Writer (Radio)	UA-1082	1082	06	
Writer-Editor	UA-1082	1082	07	
Editor	UA-1082	1082	08	
Writer	UA-1082	1082	09	
Visual Information Spec	UA-1084	1084	01	
Editorial Clerk	UA-1087	1087	01	
Club Manager/Asst	UA-1101	1101	01	
Bowling Ctr Mgr/Asst	UA-1101	1101	03	
Golf Course Mgr/Asst	UA-1101	1101	05	
Package Store Mgr/Asst	UA-1101	1101	07	
Bowling Ctr & Golf Crse Mgr/Asst	UA-1101	1101	11	
Bowling Equip Resale Act Mgr	UA-1101	1101	13	
Pro Shop Mgr (Bowling)	UA-1101	1101	14	
Caterer/Cateress	UA-1101	1101	17	
Night Club Manager	UA-1101	1101	18	
Bar Manager/Asst Mgr	UA-1101	1101	19	
Coffee Shop Manager	UA-1101	1101	25	
Resort Manager	UA-1101	1101	26	
Hotel Manager/Asst Manager	UA-1101	1101	27	
Check Out Center Manager	UA-1101	1101	30	
Rooms Department Manager	UA-1101	1101	31	
Stable Manager/Asst Manager	UA-1101	1101	32	
Skating Facility Mgr/Asst Mgr	UA-1101	1101	33	
Museum Souvenir Shop Manager	UA-1101	1101	34	
Asst Marina Manager	UA-1101	1101	35	
Rod & Gun Club Manager	UA-1101	1101	36	
Ski Area Manager	UA-1101	1101	37	
Outdoor Facility Manager	UA-1101	1101	38	
Aero Club Manager	UA-1101	1101	39	
Audio-Photo Club Mgr/Asst Mgr	UA-1101	1101	40	
Sales Store Manager	UA-1101	1101	43	
Rationed Items Store Mgr	UA-1101	1101	44	
Recreation Facilities Mgr	UA-1101	1101	45	
Entertainment Specialist	UA-1101	1101	46	
Annex Manager	UA-1101	1101	47	
Child Care Center Mgr/Asst Mgr	UA-1101	1101	48	
Installation Club Mgr	UA-1101	1101	55	
Club Inspector	UA-1101	1101	56	
Locker Fund Custodian/Asst	UA-1101	1101	57	
Club Management Specialist	UA-1101	1101	60	
Business Mgmt Anal	UA-1101	1101	61	
Business Mgmt Specialist	UA-1101	1101	62	
Merchandizing Manager	UA-1101	1101	63	
Marketing Specialist	UA-1101	1101	64	
Transient Billet Manager	UA-1101	1101	66	
Automotive Supervisor	UA-1101	1101	67	
Maintenance Supervisor	UA-1101	1101	68	
Warehouse Manager	UA-1101	1101	70	
Assistant Supply Supervisor	UA-1101	1101	71	
General Manager/Asst Manager	UA-1101	1101	72	
Area Manager/Asst Manager	UA-1101	1101	74	
Publications Manager	UA-1101	1101	76	
Operations Manager	UA-1101	1101	77	
Army Central Fund Mgmt Officer	UA-1101	1101	78	
Asst Open Mess Manager	UA-1101	1101	79	
Housekeeping Dept Supv	UA-1101	1101	80	
Admin Support Br Manager	UA-1101	1101	82	
Ticket Office Manager	UA-1101	1101	83	
Shift Manager	UA-1101	1101	84	
Magazine Dept Manager	UA-1101	1101	85	

If the position title is	and pay plan and series are	Pay plan UA	
		Then input code	
		for coded series is	And coded position title code is
Mess Manager	UA-1101	1101	88
Craft Exchange Manager	UA-1101	1101	90
Bowling Program Manager	UA-1101	1101	91
Club Manager Trainee	UA-1101	1101	92
Business Management Analyst	UA-1101	1101	94
Group Ins Retail Manager	UA-1101	1101	95
Sports Center Manager	UA-1101	1101	98
Procurement Agent	UA-1102	1102	03
Contract Specialist	UA-1102	1102	06
Contract Negotiator	UA-1102	1102	07
Contract Administrator	UA-1102	1102	08
Supv Purchasing Agent	UA-1105	1105	01
Purchasing Agent	UA-1105	1105	02
Purchasing Agent (Typing)	UA-1105	1105	03
Package Store Manager	UA-1105	1105	05
Procurement Asst	UA-1106	1106	01
Procurement Clerk (Steno)	UA-1106	1106	03
Financial Analyst	UA-1160	1160	01
Insurance Examiner	UA-1163	1163	01
Insurance Examiner (General)	UA-1163	1163	03
Loan Specialist (Commercial)	UA-1165	1165	01
Housing Project Mgr/Asst Mgr	UA-1173	1173	03
Housing Project Asst	UA-1173	1173	05
Housing Manager/Asst Manager	UA-1176	1176	01
Reservations Manager/Asst Mgr	UA-1176	1176	02
Front Desk Mgr/Asst Mgr	UA-1176	1176	03
Retail Manager/Asst Manager	UA-1182	1182	01
Administrative Librarian	UA-1410	1410	01
Librarian	UA-1410	1410	03
Library Technician	UA-1411	1411	02
Library Aid	UA-1411	1411	03
Statistician	UA-1530	1530	01
Statistical Asst	UA-1531	1531	01
Facility Mgr—Entertainment	UA-1601	1601	05
Facility Manager	UA-1601	1601	06
Construction & Material Mgr	UA-1601	1601	07
Golf Course Superintendent	UA-1601	1601	08
Facility manager	UA-1640	1640	01
Facility Manager (Ranch)	UA-1640	1640	02
Printing Officer	UA-1654	1654	03
Executive Housekeeper	UA-1666	1666	01
Asst Executive Housekeeper	UA-1666	1666	02
Housekeeper	UA-1666	1666	03
Asst Housekeeper	UA-1666	1666	04
Restaurant Manager	UA-1667	1667	01
Executive Chef	UA-1667	1667	02
Chef/Banquet Chef	UA-1667	1667	03
Steward	UA-1667	1667	05
Pastry Chef	UA-1667	1667	06
Snack Bar Manager	UA-1667	1667	07
School Cafeteria Manager	UA-1667	1667	08

If the position title is	and pay plan and series are	Pay plan UA	
		Then input code	
		for coded series is	And coded position title code is
Equipment Specialist	UA-1670	1670	02
Nursery & Nursery School Dir	UA-1701	1701	01
Education Technician	UA-1702	1702	02
Training Tech (Nursery)	UA-1702	1702	05
Training Technician	UA-1702	1702	06
Education Specialist	UA-1710	1710	02
Principal (Kindergarten)	UA-1710	1710	03
Teacher (Kindergarten)	UA-1710	1710	04
Teacher (Elementary)	UA-1710	1710	06
Principal (Pre-Kindergarten)	UA-1710	1710	07
Teacher (Pre-Kindergarten)	UA-1710	1710	08
Teacher (Typing)	UA-1710	1710	09
Instructor (Black History)	UA-1710	1710	10
Religious Education Director	UA-1710	1710	11
Training Instructor	UA-1712	1712	02
Training Instructor (Auto)	UA-1712	1712	04
Training Instr (Auto Body Rep)	UA-1712	1712	05
Training Instructor (Track)	UA-1712	1712	06
Training Instructor (Religion)	UA-1712	1712	07
Training Instr (Outdoor Rec)	UA-1712	1712	08
Training Instr (Arts & Crafts)	UA-1712	1712	09
Training Instr (Riding)	UA-1712	1712	10
Training Instr (Woodwork)	UA-1712	1712	11
Training Instr (Fencing)	UA-1712	1712	12
Training Instr (Photography)	UA-1712	1712	13
Training Instr (Ceramics)	UA-1712	1712	14
Training Instr (Guitar)	UA-1712	1712	15
Training Instr (Piano)	UA-1712	1712	16
Training Instr (Golf)	UA-1712	1712	18
Training Instr (Greenhouse)	UA-1712	1712	20
Training Instr (Screen Print)	UA-1712	1712	21
Training Instr (Sports Parachute)	UA-1712	1712	22
Training Instr (Upholstery)	UA-1712	1712	23
General Supply Specialist	UA-2001	2001	02
Controlled Storeroom Manager	UA-2001	2001	03
Supply Technician	UA-2002	2002	01
Supply Clerk	UA-2005	2005	01
Supply Technician	UA-2005	2005	02
Supply & Procurement Asst	UA-2005	2005	03
Supply Management Officer	UA-2005	2005	04
Inventory Management Office	UA-2010	2010	01
Inventory Management Spec	UA-2010	2010	02
Distribution & Storage Spec	UA-2030	2030	01
Distribution Facility Mgr	UA-2030	2030	02
Storage Manager/Asst Manager	UA-2030	2030	03
Sales Clerk	UA-2091	2091	01
Travel Assistant	UA-2132	2132	01
Travel Clerk	UA-2132	2132	03
Motor Vehicle Dispatcher	UA-2151	2151	01
Flight Instructor (Fixed Wing)	UA-2181	2181	02
Airplane Pilot	UA-2181	2181	03

GLOSSARY

Section I

Abbreviations

AMOD	Army's Mobility, Opportunity and Development
AUTODIN	automatic digital network
CISD	Civilian Information Systems Directorate
CIVPERSINS	Civilian Personnel Information System located at HQDA(PECC-CISD)
CNAF	Civilian Nonappropriated Fund
COEMIS	Corps of Engineers Management Information System
CPAS	Civilian Personnel Accounting System
CPDF	Central Personnel Data File
CPMF	Civilian Personnel Master File
CPO	civilian personnel office
CTF	Civilian Training File
DA	Department of the Army
DOD	Department of Defense
DODDS	Department of Defense Dependent School
DPI	data processing installation
FEAP	Facilities Engineering Apprentice Program
HQDA	Headquarters, Department of the Army
INSCOM	US Army Intelligence and Security Command
LWOP	leave without pay
LWP	leave with pay
MACOM	major Army command
MILPERCEN	US Army Military Personnel Center
ME	Month end
MM	Mid month
NAF	nonappropriated funds
NGB	National Guard Bureau
NLT	not later than
NTE	not to exceed
NOA	nature of action
OPM	Office of Personnel Management
PMIP	Presidential Management Intern Program
RNO	race/national origin
RTD	return to duty
SCIPMIS	Standard Civilian Personnel Management Information System
SON	submitting office number
SPEP	Special Employment Program
SPID	special program identifier
SSCN	sequential shipment control number
SSN	social security number
TECOM	Test and Evaluation Command
UIC	unit identification code
VEV	Vietnam era veteran
WTO	worker-trainee opportunity

Section II

Terms

Automatic digital network (AUTODIN)

A high-speed, common-user data communications network operated by the Defense Communications Agency.

AUTODIN header

The first or leading control card of a batch.

AUTODIN trailer (end-of-transmission)

The last or trailing control card of a batch.

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.

Civilian Nonappropriated Fund Master File (CNAF)

A file maintained at HQDA, that contains an automated record for covered employees who are paid from nonappropriated funds.

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.

Covered employees

Employees for whom personnel actions must be reported to HQDA.

Central Personnel Data File (CPDF)

A file maintained at the Office of Personnel Management (OPM), that contains an automated record for each Federal employee.

Civilian Personnel Master File (CPMF)

A file maintained at HQDA that contains an automated record for each covered employee.

Civilian Training File (CTF)

A file maintained at HQDA, that contains data on each instance of training completed by an employee covered by CIVPERSINS.

Data element

A basic unit of information having a unique meaning, that may have subcategories of distinct units or values (e.g., RNO and sex).

Input transactions

Punched cards or card images prepared from documents created by the CPO and forwarded to HQDA to add, change, or delete employee's record on the CIVPERSINS master file.

RTD

Return to duty from a non-pay status.

Servicing civilian personnel office (CPO)

The organizational element (usually located at installation or activity level) official designated to provide civilian service to DA civilian employees currently assigned to organizational units, and where the employee's Official Personnel Folder is maintained. (In cases of non-Army CPO servicing DA civilian employees, the CPO of the serviced organization unit to

which employees are assigned will arrange for input to the system.)

Text header

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

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.

Transaction card

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

United States

The 50 States and the District of Columbia.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

Distribution: Active Army: To be distributed in accordance with DA Form 12-9A requirements for, AR, Personnel Information Systems—D, ARNG, USAR:—
NONE

CIVPERSINS-I TRANSCRIPT WORKSHEET - CARD 4 & K

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

REQUIREMENT CONTROL SYMBOL
CSGPA-1103

CARD CODE 4 CC1	SOCIAL SECURITY NUMBER CC2	NAME (5 Positions) CC11	NATURE OF ACTION CODE CC16	EFFECTIVE DATE OF ACTION (YYMMDD) CC21
EMPL TENURE CC27	WORK SCHEDULE CC28	POS TENURE CC29	STEP/RATE CC40 CC41	PAY BASIS CC47 CC48
PAY RATE DETER CC49	PAY PLAN CC30 CC31	FUNCTIONAL CLASS CC36 CC37	GRADE/LEVEL CC38 CC39	SALARY CC42
	COMMAND CODE CC50 CC51	GSA LOCATION CODE CC58	FUNC DESIG CC67	CAREER PROG CC71 CC72
	UNIT ID CODE CC52		POS OCC CC68	TYPE APT CC69 CC70
	SUBMITTING OFFICE NUMBER CC73	VETERAN PREF CC79		
	SPECIAL PROG ID CC77 CC78	POSITION SUPV CC80		

CARD CODE K CC1	SOCIAL SECURITY NUMBER CC2	NAME (5 Positions) CC11	NATURE OF ACTION CODE CC16	EFFECTIVE DATE OF ACTION (YYMMDD) CC21
LEGAL AUTH CD 1 CC27	LEGAL AUTH CD 2 CC30	BARGAINING UNIT STATUS CODE CC33	MERIT PAY UNIT DESIGNATOR CC43	
	CC29	CC32	FLSA CC44	
	CC31	CC36	BLANK	
	CC34	CC38	BLANK	
	CC35	CC40	BLANK	
	CC37	CC42	BLANK	
	CC39	CC45	BLANK	
	CC41	CC47	BLANK	
	CC43	CC49	BLANK	
	CC46	CC53	BLANK	
	CC48	CC55	BLANK	
	CC50	CC57	BLANK	
	CC52	CC59	BLANK	
	CC54	CC61	BLANK	
	CC56	CC63	BLANK	
	CC58	CC65	BLANK	
	CC60	CC66	BLANK	
	CC62	CC68	BLANK	
	CC64	CC70	BLANK	
	CC67	CC72	BLANK	
	CC69	CC74	BLANK	
	CC71	CC76	BLANK	
	CC73	CC78	BLANK	
	CC75	CC80	BLANK	

PREPARED BY _____ (Signature/Initials)

REVIEWED BY _____ (Signature/Initials)

CIVIL SERVICE - I TRANSCRIPT WORKSHEET - CARD 5 (SPECIAL EMPLOYMENT PROGRAM UPDATE)

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

REQUIREMENT CONTROL SYMBOL
CSGPA-1103

SPEP CONVERSIONS/CHANGES

CARD CODE	SOCIAL SECURITY NUMBER										NAME (5 Positions)					NATURE OF ACTION CODE <i>(Use when NOA CODE is 940-941)</i>					EFFECTIVE DATE OF ACTION <i>(YYMMDD)</i>																								
5	CC1	CC2	CC3	CC4	CC5	CC6	CC7	CC8	CC9	CC10	CC11	CC12	CC13	CC14	CC15	CC16	CC17	CC18	CC19	CC20	CC21	CC22	CC23	CC24	CC25	CC26																			
SUBMITTING OFFICE NUMBER	SPEP										SOURCE OF INTAKE CD					TRNG CMD					ENTRY PAY PLAN					ENTRY OCC SERIES					ENTRY GRADE					TARGET PAY PLAN					TARGET OCC SERIES				
CC27	CC28	CC29	CC30	CC31	CC32	CC33	CC34	CC35	CC36	CC37	CC38	CC39	CC40	CC41	CC42	CC43	CC44	CC45	CC46	CC47	CC48	CC49	CC50	CC51	CC52	CC53	CC54	CC55	CC56	CC57	CC58	CC59	CC60												
TARGET GRADE	DATE ENTERED SPEP <i>(YYMM)</i>										PROPOSED DATE OF GRADUATION <i>(YYMM)</i>					BLANK					BARGAIN UNIT STATUS CD					LEGAL AUTH CODE 1					LEGAL AUTH CODE 2														
CC49/50	CC51	CC52	CC53	CC54	CC55	CC56	CC57	CC58	CC59	CC60	CC61	CC62	CC63	CC64	CC65	CC66	CC67	CC68	CC69	CC70	CC71	CC72	CC73	CC74	CC75	CC76	CC77	CC78	CC79	CC80	CC81	CC82													

SPEP LOSSES

CARD CODE	SOCIAL SECURITY NUMBER										NAME (5 Positions)					NATURE OF ACTION CODE					EFFECTIVE DATE OF ACTION <i>(YYMMDD)</i>												
5	CC1	CC2	CC3	CC4	CC5	CC6	CC7	CC8	CC9	CC10	CC11	CC12	CC13	CC14	CC15	CC16	CC17	CC18	CC19	CC20	CC21	CC22	CC23	CC24	CC25	CC26							
SUBMITTING OFFICE NUMBER	GRAD/LOSS LOSS ID										GRAD/LOSS REASON					DATE OF GRAD/LOSS					BLANK												
CC27	CC28	CC29	CC30	CC31	CC32	CC33	CC34	CC35	CC36	CC37	CC38	CC39	CC40	CC41	CC42	CC43	CC44	CC45	CC46	CC47	CC48	CC49	CC50	CC51	CC52	CC53	CC54	CC55	CC56	CC57	CC58	CC59	CC60
CC61	CC62	CC63	CC64	CC65	CC66	CC67	CC68	CC69	CC70	CC71	CC72	CC73	CC74	CC75	CC76	CC77	CC78	CC79	CC80	CC81	CC82	CC83	CC84	CC85	CC86	CC87	CC88	CC89	CC90	CC91	CC92	CC93	CC94

PREPARED BY _____ (Signature/Initials) REVIEWED BY _____ (Signature/Initials)

CIVPERSINS-1 TRANSCRIPT WORKSHEET - CARD 6 (TRAINING)

REQUIREMENT CONTROL SYMBOL

CSGPA-1103

For use of this form, see RR 680-330; the proponent is DCSPER.

CARD CODE 6 CC1	SOCIAL SECURITY NUMBER CC2	NAME (5 Positions) CC11	SUBMITTING OFFICE NUMBER CC16	PRINCIPAL PURPOSE CC20	TYPE CC21	SOURCE CC22
SP INTEREST PROGRAM CC23	DIRECT COST CC24	INDIRECT COST CC28	DATE OF COMPLETION (YYMMDD) CC32	ON DUTY HOURS CC38	NON DUTY HOURS CC42	CC45
FOR CANCELLATIONS ONLY CC46						
BLANK CC52						
CC51						
CC75						

NOTE: Card columns 76-80 are blank.

CARD CODE 6 CC1	SOCIAL SECURITY NUMBER CC2	NAME (5 Positions) CC11	SUBMITTING OFFICE NUMBER CC16	PRINCIPAL PURPOSE CC20	TYPE CC21	SOURCE CC22
SP INTEREST PROGRAM CC23	DIRECT COST CC24	INDIRECT COST CC28	DATE OF COMPLETION (YYMMDD) CC32	ON DUTY HOURS CC38	NON DUTY HOURS CC42	CC45
FOR CANCELLATIONS ONLY CC46						
BLANK CC52						
CC51						
CC75						

NOTE: Card columns 76-80 are blank.

PREPARED BY _____

(Signature/Initials)

REVIEWED BY _____

(Signature/Initials)

CIVPERSINS-I TRANSCRIPT WORKSHEET - CARD 8 (NAF)
 For use of this form, see AR 680-330; the proponent agency is DCSPER.

REQUIREMENT CONTROL SYMBOL
 CSGPA-1103

CARD CODE
 8
 CC1

SOCIAL SECURITY NUMBER
 2

NAFI ADMIN
 11 12

ACT IND
 13

FAMILY MEMBER
 40

NAME
 CC14
 39

SON
 44
 CC41

PAY PLAN
 45 46

OCC SERIES
 47 50

POSITION TITLE CODE
 51 52

PAY BASIS
 53 54

WORK SCH
 55

GRADE
 56 57

STEP
 59
 CC58

SALARY
 60 64

SUPERVISORY
 65

EMP STATUS
 66

RETAIN PAY
 67

LWOP
 68

SEX
 69

CIT
 70

RNO
 71

GEO CODE
 74 75

BLANK
 76 79

OFF DUTY MIL
 80

CMD
 73
 CC72



0001158439

CIVPERSINS-I AUTODIN/TEXT HEADER AND TRAILER CARD WORKSHEET

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

REQUIREMENT CONTROL SYMBOL
CSGPA-1103

AUTODIN HEADER CARD FORMAT

PREC R CC1	LANG MEDIA C C CC2/3	CLASS U CC4	CIC A D C C CC5 8	RIC OF ORIGINATOR [] [] [] [] [] [] [] [] CC10 16	STA SER NUMBER [] [] [] [] CC17 20
JULIAN DATE [] [] [] CC22 24	TIME FILED [] [] [] [] CC25 28	REC COUNT [] [] [] [] CC30 33	CLASS REDUNDANCY - U U U U CC34 38	[] [] CC39/40	
ROUTING OF ADDRESSEE R U E W R H A CC41 47	PERIOD ● CC48	CD PCH OPERATOR NOTES: (1) LEAVE CC 9, 21, 29, 41-80 BLANK. (2) COORDINATE COMPLETION OF AUTODIN HDR AND TRLR RCD WITH LOCAL AUTODIN FACILITY.			

TEXT HEADER CARD FORMAT

TEXT HDR IDENT T X H D R CC1 5	REPT CON SYM C I V - C C CC6 11	SEQUENTIAL SHIPMENT NO. [] [] CC41/42	NO. OF DATA REC IN BATCH [] [] [] [] CC49 53	BATCH NUMBER [] [] [] CC55 57
NO. OF BATCHES IN SHIPMENT [] [] [] CC59 61	TOTAL DATA REC OF ALL BATCHES IN SHIPMENT [] [] [] [] [] [] [] [] CC63 68	RIG C CC70	SON CODE [] [] [] [] CC72 75	SHIPMENT CONTROL CYCLE NO. [] [] CC77/78
				RIN C CC79

CD PCH OPERATOR NOTES: (1) LEADING ZEROS WILL BE PUNCHED AS REQUIRED TO FILL ABOVE FIELDS.
(2) LEAVE CC 12-40, 43-48, 54, 58, 62, 69, 71, 76 AND 80 BLANK.

TEXT TRAILER CARD FORMAT

TEXT TRL IDENT T X T L R CC1 5	REPT CON SYM C I V - C C CC6 11	SEQUENTIAL SHIPMENT NO. [] [] CC41/42	NO. OF DATA REC IN BATCH [] [] [] [] CC49 53	BATCH NUMBER [] [] [] CC55 57
NO. OF BATCHES IN SHIPMENT [] [] [] CC59 61	TOTAL DATA REC OF ALL BATCHES IN SHIPMENT [] [] [] [] [] [] [] [] CC63 68	RIG [] CC70	SON CODE [] [] [] [] CC72 75	CONTROL CYCLE NO. [] [] CC77/78
				RIN [] CC79

CD PCH OPERATOR NOTES: (1) LEADING ZEROS WILL BE PUNCHED AS REQUIRED TO FILL ABOVE FIELDS.
(2) LEAVE CC 12-40, 43-48, 54, 58, 62, 69, 71, 76 AND 80 BLANK.

AUTODIN TRAILER/END-OF-TRANSMISSION CARD FORMAT

PREC R CC1	LANG MEDIA C C CC2/3	CLASS U CC4	CIC A D C C CC5 8	RIC OF ORIGINATOR [] [] [] [] [] [] [] [] CC10 16	STA SER NUMBER [] [] [] [] CC17 20
JULIAN DATE [] [] [] CC22 24	TIME FILED [] [] [] [] CC25 28	REC COUNT [] [] [] [] CC30 33	CLASS REDUNDANCY - U U U U CC34 38	SPECIAL CODE N N N N CC77 80	

CD PCH OPERATOR NOTES: (1) LEAVE CC 9, 21, 29, 39-76 BLANK.
(2) COORDINATE COMPLETION OF AUTODIN HDR AND TRLR RCD WITH LOCAL AUTODIN FACILITY.

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INIT. DIST.		ACTION		INIT. DIST.	
ISSUE DATE		ISSUE DATE		ISSUE DATE	

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