



DoD INSTRUCTION 7730.68

UNIFORMED SERVICES HUMAN RESOURCES INFORMATION SYSTEM

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DoD Manual 1336.05, “Defense Manpower Data Center Domain Values for Military Personnel Data Extracts,” July 28, 2009, as amended
DoD Instruction 7730.54, “Reserve Components Common Personnel Data System (RCCPDS),” May 20, 2011
DoD Manual 7730.54, Volume 1, “Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures”, May 25, 2011, as amended
DoD Manual 7730.54, Volume 2, “Reserve Components Common Personnel Data System (RCCPDS): Domain Values for Reserve Components (RC) Personnel Reports”, May 25, 2011
- Approved by:** Gilbert R. Cisneros, Jr., Under Secretary of Defense for Personnel and Readiness
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Purpose: In accordance with the authority in DoD Directive 5124.02, this issuance:

- Establishes policy, assigns responsibilities, and provides guidance for establishing the Uniformed Services Human Resources Information System (USHRIS).
- Establishes the Uniformed Services Human Resource Data Governance Council (USHRDGC).

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to:

a. OSD, the Military Departments (including the United States Coast Guard (USCG) at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

b. The Commissioned Corps of the United States Public Health Service (USPHS), under agreement with the Department of Health and Human Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA), under agreement with the Department of Commerce.

1.2. POLICY.

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

a. Tracking and reporting official personnel strengths of the Regular and Reserve Components of the Military Services in accordance with Section 115 of Title 10, United States Code (U.S.C.).

b. Creating information reports, statistical tabulations, and demographic information of the uniformed services for use throughout the DoD, by other U.S. Government agencies, and for use by the branches of the Federal Government with appropriate coordination with the Assistant to the Secretary of Defense for Public Affairs (ATSD(PA)).

c. Policy analysis, personnel planning, and budget analysis by OSD Components.

d. Calculations and valuations by the DoD Office of the Actuary for the:

(1) DoD Military Retirement Fund, in accordance with Chapter 74 of Title 10, U.S.C.

(2) DoD Education Benefits Fund, in accordance with Section 2006 of Title 10, U.S.C.

(3) DoD Medicare Eligible Retiree Health Care Fund, in accordance with Chapter 56 of Title 10, U.S.C.

e. Authorized sharing of uniformed services human resource data suitable for research and analysis for the Federally Funded Research and Development Centers in accordance with DoD Instruction (DoDI) 5000.77 and other DoD-sponsored research and analysis.

f. Sharing of uniformed services human resource data for the Defense Enrollment Eligibility Reporting System (DEERS) in accordance with DoDI 1341.02 for administering certain legislatively mandated benefits and entitlements of DoD programs and programs of other Federal agencies, including:

(1) Personnel eligibility information for education programs.

(2) Personnel eligibility information for medical benefits.

(3) Personnel eligibility information for Chapter 50 of Title 50, U.S.C, also known as the “Servicemembers Civil Relief Act.”

(4) Prior Service enlistment eligibility information.

(5) Identity and Federal identification card information.

g. Use in computer matching programs with other Federal and State agencies, in accordance with Section 552a of Title 5, U.S.C., also known as the “Privacy Act of 1974, as amended;” DoDI 5400.11; and DoD 5400.11-R.

h. Using and maintaining Social Security numbers in accordance with DoDI 1000.30.

SECTION 2: RESPONSIBILITIES

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

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

- a. Develops requirements, guidance, and procedures for the collection, integration, and management of human resource data in the USHRIS in accordance with DoD Directive 5124.10.
- b. Develops policy guidance, procedures, and standards for the administration and management of human resource policies, plans, and programs for the Regular and Reserve Components of the Military Services.
- c. Designates the Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD(MPP)) as the chair for the USHRDGC.

2.2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.

Under the authority, direction, and control of the USD(P&R), the Director, Department of Defense Human Resources Activity:

- a. Maintains custody of and oversees the support, administration, and information management for the USHRIS, in accordance with the Privacy Act of 1974, as amended; DoDIs 5400.11 and 8320.02; and DoD 5400.11-R.
- b. Implements the requirements, procedures, and guidance in this issuance for use in operational systems, programs, and applications. Makes data available to support the Office of the USD(P&R) (OUSD(P&R)) enterprise-wide, analytic environment.
- c. Provides personnel data for use by the Federally Funded Research and Development Centers, and other government-sponsored research partners within the OUSD(P&R) enterprise-wide, analytic environment.
- d. Provides query and report capabilities for the USHRIS, and develops, produces, and distributes USHRIS administrative reports to requesting customers from the OUSD(P&R) enterprise-wide, analytic environment.
- e. Develops, produces, and provides USHRIS data analytics products for the OUSD(P&R), and appropriate government customers and performs analytics and research support for evaluating policy questions and decision support for effective total force military personnel management.
- f. Selects members to participate in the USHRDGC and USHRDGC Advisory Panel.

g. Keeps the ASD(M&RA) informed of:

(1) Proposed uses of the USHRIS for information exchanges and to support DoD programs, systems, and applications.

(2) Assessments of the validity and accuracy of the human resource data submitted to the USHRIS by the uniformed services.

(3) Assessments and reviews of submission requirements with the uniformed services in preparing and sending their required submissions of the USHRIS.

(4) Documenting procedures and processing guidelines for the human resource data in USHRIS to explain data curation, procedures, and data quality in accordance with this issuance.

(5) Identifies and recommends data information requirements for effective total force military personnel management through research and analysis to the ASD(M&RA).

h. Coordinates these interface requirements and uses with the ASD(M&RA); the Secretaries of the Military Departments; the Commandant of the USCG; the Director, Commissioned Corps of the NOAA; and the Director, Commissioned Corps Headquarters, USPHS Commissioned Corps.

i. Arranges agreements with the providers of human resource data to USHRIS through established interface control document (ICD) in Paragraph 3.2.c. for each required report submission in Section 3.

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

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

2.4. ATSD(PA).

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

2.5. SECRETARIES OF THE MILITARY DEPARTMENTS.

The Secretaries of the Military Departments:

a. Implement the requirements, procedures, and guidance in this issuance within their respective Departments.

b. Provide their respective Regular and Reserve Components with the necessary resources to fully support from authoritative source information systems to meet the reporting requirements and standards in this issuance.

c. Direct and oversee submission requirements for the required informational reports in Section 3.

d. Directs Regular and Reserve Components to enter into an ICD with Defense Manpower Data Center (DMDC) for reporting of uniformed services for the required informational reports in Section 3.

e. Selects members to participate in the USHRDGC and USHRDGC Advisory Panel in accordance with Section 4.

2.6. COMMANDANT OF THE USCG.

The Commandant of the USCG:

a. Implements the requirements, procedures, and guidance in this issuance.

b. Directs the USCG's Regular and Reserve Component to enter into an ICD with DMDC for reporting of uniformed services required informational reports in Section 3.

c. Provides NOAA human resource data in accordance with the Service Agreement Between the National Oceanic and Atmospheric Administration Department of Commerce and the United States Coast Guard Department of Homeland Security Regarding Personnel and Payroll Services Provided by the U.S. Coast Guard Pay & Personnel Center.

d. Selects members to participate in the USHRDGC and USHRDGC Advisory Panel in accordance with Section 4.

2.7. DIRECTOR, NOAA CORPS.

The Director, NOAA Corps:

a. Implements the requirements of this issuance as required through interagency agreements with the USCG.

b. Selects members to participate in the USHRDGC and USHRDGC Advisory Panel in accordance with Section 4.

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

The Director, Commissioned Corps Headquarters, USPHS Commissioned Corps:

- a. Implements the requirements, procedures, and guidance in this issuance.
- b. Directs Regular and Reserve Components to enter into an ICD with DMDC for reporting of USPHS required informational reports in Section 3.
- c. May select members to participate in the USHRDGC and USHRDGC Advisory Panel in accordance with Section 4.

SECTION 3: USHRIS COMPOSITION

3.1. REPORTING.

The reporting requirements of the USHRIS include the following members of the uniformed services:

- a. All Regular and Reserve Component Service members.
- b. All uniformed Service members of the Commissioned Corps of the NOAA.
- c. All uniformed Service members of the Regular Commissioned Corps of the USPHS and Ready Reserve Corps of the USPHS.
- d. All cadets and midshipmen of the Military Service Academies and the Coast Guard Academy.
- e. All living uniformed Service members on Regular or Reserve retired lists of the uniformed services.

3.2. UNIFORMED SERVICES DATA.

a. USHRIS is comprised of authoritative human resource data as reported by the uniformed services from their systems of records for human resource data.

(1) Report human resource data for members of the Regular and Reserve Components of the uniformed services, cadets and midshipmen of the Military Service Academies, and all members on Regular and Reserve retired lists in uniformed services.

(2) The status of the Service member's record will reflect the Service member's end of day status for all required reports.

(3) There will be no changes or omissions to human resource data in the required report submissions in Paragraph 3.2.b. as processed by DMDC into the USHRIS.

b. The mandatory information reports of the USHRIS are:

(1) **Master Person File.**

(a) The master person file should be submitted by the first working day of the following month.

(b) This extract of human resource information is designated and used as the official strength data in accordance with Section 115 of Title 10, U.S.C. for the Military Services and establishes the uniformed services component association for the USHRIS.

(c) The applicability, data requirements, and procedures of the master person file are described in Section 3, Volume 1, DoD Manual (DoDM) 7730.69.

(2) Master Person Transaction File.

(a) The master person transaction file will account for the gain, loss, update, and cancellation transactions for each day and is dependent on the master file from the previous month.

(b) This file must be submitted by the end of each work day.

(c) The applicability, data requirements, and procedures of the master person transaction file are described in Section 5, Volume 1, DoDM 7730.69.

(3) Service Academy Transaction File.

(a) The Service Academy transaction file should be submitted by the first working day of the following month.

(b) This extract of human resource information with the gain, loss, update, and cancellation transactions of cadets and midshipmen in the Service Academies of the Military Services.

(c) The applicability, data requirements, and procedures of the Service Academy transaction file are described in Section 6, Volume 1, DoDM 7730.69.

(4) Civilian Employment Information Transaction File.

(a) The civilian employment information transaction file must be submitted each week due on the Monday of the following week.

(b) The applicability, data requirements, and procedures of the civilian employment information transaction file are described in Section 7, Volume 1, DoDM 7730.69.

(5) Active Service Transaction Files.

(a) The Active Service transaction file is submitted by the end of each work day.

(b) The Active Guard and Reserve Temporary Duty transaction file is submitted by the end of each work day.

(c) The applicability, data requirements, and procedures of the active service transaction files are described in Section 8, Volume 1, DoDM 7730.69.

(6) Reserve Component Benefits Transaction File.

(a) The Reserve Component benefits transaction file is submitted by the end of each work day.

(b) The applicability, data requirements, and procedures of the Reserve Component benefits transaction file are described in Section 4, Volume 2, DoDM 7730.69.

(c) The benefit programs requiring reporting are:

1. Early identification of TRICARE eligibility in accordance with Section 1074(d) of Title 10, U.S.C.

2. Medical coverage for newly commissioned Reserve Component officers in accordance with Section 1074(a)(2) of Title 10, U.S.C.

(7) Workforce Transaction Files.

(a) The workforce transaction files are submitted by the end of each work day.

(b) The applicability, data requirements, and procedures of the workforce transaction file are described in Section 5, Volume 2, DoDM 7730.69.

(c) The programs requiring reporting are:

1. Language skills.

2. Defense Language Aptitude Battery scores.

3. Cybersecurity.

4. Regional proficiency assessments.

5. Military awards.

6. Education information.

7. Permanent change of station.

(8) Line of Duty Transaction File.

(a) The line of duty transaction file must be submitted each week, due on the Monday of the following week.

(b) The applicability, data requirements, and procedures of the line of duty transaction file are described in Section 6, Volume 2, DoDM 7730.69.

(9) Unit Information Transaction File.

(a) The unit information transaction file is submitted each month, due at the end of the month.

(b) The applicability, data requirements, and procedures of the unit information transaction file are described in Section 7, Volume 2, DoDM 7730.69.

(10) Personnel Tempo Transaction File.

- (a) The personnel tempo transaction file is submitted by the end of each work day.
- (b) The applicability, data requirements, and procedures of the personnel tempo transaction file are described in Section 8, Volume 2, DoDM 7730.69.
- c. The uniformed services require guidelines for reporting of USHRIS data.
 - (1) For each required report, the uniformed services component will execute an ICD with the DMDC to specify procedures and methods for transferring human resource data from the uniformed services component for the USHRIS. The ICD will address and define:
 - (a) Data formats, data content, and layout.
 - (b) Physical interfaces involving hardware and system specifications.
 - (c) Communication protocols.
 - (d) Security considerations.
 - (2) Each uniformed services component is responsible for reporting in the common data format for data items, and coding definitions in Volumes 1 and 2 of DoDM 7730.69. The common formats minimize the data collection requirements and recognizes the diverse and independent processes in the human resource data systems of the uniformed services.
 - (3) Reporting for some data items with uniformed services unique information is allowed by exception. Reporting with direct uniformed services data requires that the uniformed service provide a translation table for the coding format of the uniformed service defined data element.
 - (4) Each uniformed services component must edit data submitted to the USHRIS for validity, accuracy, reliability, and consistency before submission to ensure the human resource data is accurate and reflects the uniformed Service member's status at the end of the day.

3.3. PROCESSING.

Uniformed services human resource data will transform and load into the USHRIS subject to the following:

- a. Records submitted to the USHRIS will undergo minimal reject criteria. Reject human resource data that does not satisfy Volumes 1 and 2 of DoDM 7730.69 reporting conditions:
 - (1) Data validity rejects will apply to certain data items that will require 100 percent adherence for the variables coding.
 - (2) Data requirements such as strength requirements, recode consistency, core data required to create, maintain, or cancel a transaction in various reporting sections.

(3) Certain data items that uniquely identify transaction information.

b. All required reports are processed according to the uniformed services component associations reported in the master file and the associated transaction file and will be saved to the OUSD(P&R) enterprise-wide, analytics environment. There are additional report processing actions by DMDC for certain report submissions:

(1) The Active Service transaction file will be processed with a uniformed service component established by identity and affiliation data in accordance with DoDI 1341.02 to process on the DEERS.

(2) Reserve Component benefits transaction file will be processed with a uniformed service component established by identity and affiliation data in accordance with DoDI 1341.02 to process on the DEERS.

c. DMDC management reports, accuracy reports, validity reports for the Military Services and OSD. USHRIS will supply an array of reports to assist the uniformed services components to assess the validity and accuracy of the reporting and processing of their human resource data.

d. All data in USHRIS will process with common processing procedures. Some temporary exceptions may occur for temporary requests by the uniformed services.

e. USHRIS will not reject missing or incomplete data reported by the uniformed services components that does not involve unique identifying information or data items that require 100-percent data validity defined in the required mandatory information reports of the USHRIS. However, missing and incomplete data will affect the quality and accuracy of informational reports and will affect the administration of human resource data that is used to administer benefits and entitlements.

3.4. SPECIAL CASES.

a. The DMDC will check for duplicate records among USHRIS master person files. Detected duplicate records will be identified to each uniformed service to determine the proper accounting for the Service member and require actions to report correct and precise end strength person data.

b. Processing of the transaction file will be dependent on the last reported master person file in USHRIS and will result in generated transactions that in some cases will cause the rejection of late reported transaction records.

SECTION 4: USHRDGC

4.1. PURPOSE.

The USHRDGC will serve as the principal governance body for:

- a. Operating under the policy guidance of the DASD(MPP) for coordinating uniformed services human resources regulatory matters.
- b. Oversight of the policies and procedures in this issuance.
- c. Reviewing and assessing the uniformed services human resources systems capabilities and each Military Service's compliance with the reporting requirements in this issuance.
- d. Reviewing and advising on use of the military human resource data.
- e. Advising on emerging data collection requirements of the OUSD(P&R).

4.2. USHRDGC MEMBERS.

All members of the USHRDGC, including any designees for primary members, designated alternate members, or members of any sub-element of the USHRDGC, must be full-time or permanent part-time Federal civilian officers or employees, or active duty members of the uniformed services.

- a. Chair: the DASD(MPP).
- b. Primary members:
 - (1) Directors assigned by the Director, Department of Defense Human Resources Activity.
 - (2) Deputy Assistant Secretaries designated by the Secretaries of each Military Department.
 - (3) Director of Reserve and Military Personnel, USCG.
- c. Additional members may be invited to attend as identified by the USHRDGC chair, including, but not limited to:
 - (1) Director, NOAA Corps.
 - (2) Director, Division of Commissioned Corps Personnel and Readiness, USPHS.
- d. Each USHRDGC primary member may designate as necessary alternate members to the USHRDGC to represent their component during any absence.

- e. An executive secretary selected by the DASD(MPP).

4.3. MEETINGS.

The USHRDGC meetings will be held as needed but at least annually.

4.4. ROLES AND RESPONSIBILITIES.

- a. The chair will:

- (1) Call and lead USHRDGC meetings.
- (2) Serve as the sponsor for the USHRIS.
- (3) Approve meeting agendas.
- (4) Provide leadership and strategic direction to the USHRDGC.
- (5) Review and prioritize changes to this issuance.
- (6) Assign actions and tasks to USHRDGC members and working groups as needed, to complete USHRDGC assigned tasks.
- (7) Resolve USHRDGC issues, as required.
- (8) Present recommendations of the USHRDGC to the USD(P&R) and the ASD(M&RA), as required.

- b. Members will:

- (1) Submit agenda topics for consideration to the chair.
- (2) Work with OUSD(P&R) and DoD Component subject matter experts to prepare read-ahead materials (e.g., briefs, position papers, work plans) to be presented at USHRDGC meetings.
- (3) Identify solutions and enable changes that optimizes the collection and use of military human resource data, as prescribed in this issuance.
- (4) Provide data and information to the USHRDGC or working groups as requested by the chair to help ensure data transparency.
- (5) Represent their respective organization's position regarding uniformed service human resource data-related issues.
- (6) Convey and support the positions and decisions of the USHRDGC to their respective organizations.

(7) Ensure their respective organizations are represented on appropriate working groups and that appropriate resources are provided as necessary.

(8) Keep the USHRDGC apprised of relevant and significant matters arising from other DoD governance bodies and information-sharing forums.

4.5. USHRDGC ADVISORY PANEL.

The USHRDGC advisory panel will function as a working group on behalf of the USHRDGC to review, assess, and develop solutions to comply with the requirements of this issuance. The USHRDGC advisory panel will:

a. Be composed of:

(1) A team lead from the Office of the DASD(MPP).

(2) A member representing each Regular and Reserve Component from each uniformed service who is at least an O-5 or General Schedule (GS)-14 grade or above.

(3) Additional members from the OSD staff and the DMDC who are at least an O-5 or GS-14 grade or above.

(4) Additional members from the uniformed services

b. Meet to discuss issues, problems, data usage, and questions with implementation and compliance with this issuance.

(1) Uniformed service systems issues and questions for reporting compliance for Volumes 1 and 2 of DoDM 7730.69.

(2) Discuss and advise on DMDC data collection and integration services.

(3) Provide information and guidance to the appropriate component members of the USHRDGC.

c. Meet with all members or a particular uniformed service or component.

d. Review and explain data information requirements in the USHRIS.

e. Review and assess capabilities of each uniformed service to report human resource data, both content for data validity and data accuracy, and the timeliness of the data submissions.

4.6. WORKING GROUPS.

The USHRDGC chair may establish permanent or ad-hoc working groups as needed. Working groups will be assigned an accountable team lead, clearly defined objectives and outcomes, and team members.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ATSD(PA)	Assistant to the Secretary of Defense for Public Affairs
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DEERS	Defense Enrollment Eligibility Reporting System
DMDC	Defense Manpower Data Center
DoDI	DoD instruction
DoDM	DoD manual
GS	general schedule
ICD	interface control document
NOAA	National Oceanic and Atmospheric Administration
OUSD(P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
U.S.C.	United States Code
USCG	United States Coast Guard
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USHRDGC	Uniformed Services Human Resource Data Governance Council
USHRIS	Uniformed Services Human Resource Information System
USPHS	United States Public Health Service

G.2. DEFINITIONS.

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

TERM	DEFINITION
Active Guard and Reserve Temporary Duty transaction file	A reporting requirement of deployment events for Reserve Component Active Guard and Reserve members in the Military Services.
Active Service transaction file	A reporting requirement of activation events for Reserve Component and Retired Service members in the uniformed services.

TERM	DEFINITION
authoritative source	The repository or system that contains the data and attributes that are considered the primary source for this information.
civilian employment information transaction file	A reporting requirement of the skill and employer information of Reserve Component Service members in the Ready Reserve of the Military Services.
Federally Funded Research and Development Center	Defined in DoDI 5000.77
ICD	A document that specifies procedures and methods for transferring human resource data from a uniformed services component to the DMDC for processing into the USHRIS.
line of duty transaction file	A weekly transaction file of the personnel eligibility information of Reserve Component Service members for medical benefit eligibility in accordance with DoDI 1241.01.
master person file	A census of all the Service members of the uniformed services component as of the last day of the month and submitted every month.
master person transaction file	A collection of human resource information tracking the daily compilation of gains, losses, and updates of Service member personnel data within the uniformed services' components.
personnel tempo transaction file	A reporting requirement of the personnel tempo information in accordance with Section 991(c) of Title 10, U.S.C.
Reserve Component benefits transaction file	A reporting of personnel eligibility information for benefits and entitlement for the uniformed services' Reserve Components.
Service Academy transaction file	A census of all the cadets and midshipmen of the Military Service Academies as of the last day of the month and submitted every month.
uniformed services	Defined in the DoD Dictionary of Military and Associated Terms.
unit information transaction file	A monthly extract of the unit information reported by the Military Services.
USHRIS	A data warehouse of authoritative source human resource data from the uniformed services

TERM

DEFINITION

**workforce transaction
file**

A daily transaction file of the personnel information for various programs pertaining to the personnel management of Service members.

REFERENCES

- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Directive 5124.10, “Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)),” March 14, 2018
- DoD Instruction 1000.30, “Reduction of Social Security Number (SSN) Use Within DoD,” August 1, 2012, as amended
- DoD Instruction 1241.01, “Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements,” April 19, 2016
- DoD Instruction 1341.02, “Defense Enrollment Eligibility Reporting System (DEERS) Program and Procedures,” August 18, 2016
- DoD Instruction 5000.77, “DoD Federally Funded Research and Development Center (FFRDC) Program,” January 31, 2018, as amended
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- DoD Instruction 8320.02, “Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense,” August 5, 2013, as amended
- DoD Manual 7730.69, Volume 1, “Uniformed Services Human Resource Information System: Procedures Part 1,” September 1, 2023
- DoD Manual 7730.69, Volume 2, “Uniformed Services Human Resource Information System: Procedures Part 2,” September 1, 2023
- Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition
- Service Agreement Between the National Oceanic and Atmospheric Administration Department of Commerce and the United States Coast Guard Department of Homeland Security Regarding Personnel and Payroll Services Provided by the U.S. Coast Guard Pay & Personnel Center¹
- United States Code, Title 5, Section 552a (also known as the “Privacy Act of 1974, as amended”)
- United States Code, Title 10
- United States Code, Title 50, Chapter 50 (also known as the “Servicemembers Civil Relief Act”)

¹ Copies of the interagency agreement may be obtained from U.S. Coast Guard Headquarters, 2703 Martin Luther King Jr. Ave. SE, Stop 7907, Washington, DC 20593-7907