



DoD MANUAL 7730.69, VOLUME 2

UNIFORMED SERVICES HUMAN RESOURCES INFORMATION SYSTEM: SUPPLEMENTAL REPORTING REQUIREMENTS

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Approved by:	Grier Martin, Performing the Duties of the Assistant Secretary of Defense for Manpower and Reserve Affairs

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

- The purpose of the manual is to provide procedures for the Uniformed Services Human Resources Information System (USHRIS) in accordance with the authority in DoD Directive 5124.10 and DoD Instruction (DoDI) 7730.68.
- This volume implements policy established in DoDI 7730.68, and provides detailed procedures for the:
 - Reserve Component benefit transaction file.
 - Workforce transaction file.
 - Line of duty transaction file.
 - Unit information transaction file.
 - Personnel tempo (PERSTEMPO) transaction file.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This volume applies to:

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

c. Reporting requirements for members of the uniformed services, including:

- (1) All Service members of the Regular Components of the Military Services.
- (2) All Service members in the Reserve Components of the Military Services.
- (3) All uniformed service members of the Commissioned Corps of the NOAA.
- (4) All uniformed service members of the Regular Corps of the USPHS and Ready Reserve Corps of the USPHS Commissioned Corps.
- (5) All cadets and midshipmen of the Military Service Academies, and the United States Coast Guard (USCG) Academy.
- (6) All living service members on Regular, or Reserve retired lists of the uniformed services.

1.2. POLICY.

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

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

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

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

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

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

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

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

e. Sharing of uniformed services human resource data suitable for research and analysis with the federally funded research and development centers in accordance with DoDI 5000.77 and DoD research partners for use in DoD-sponsored studies and analysis.

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

(1) Personnel eligibility information for education programs.

(2) Personnel eligibility information for medical benefits.

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

(4) Prior service enlistment eligibility information.

(5) Identity and Federal identification card information.

g. Use in computer matching programs with other Federal and State agencies, in accordance with Section 552a of Title 5, U.S.C., also referred to as the "Privacy Act of 1974," as amended; DoDIs 1000.30 and 5400.11; and DoD 5400.11-R.

SECTION 2: RESPONSIBILITIES

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

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

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

2.2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.

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

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

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

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

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

2.4. ATSD(PA).

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

2.5. SECRETARIES OF THE MILITARY DEPARTMENTS.

The Secretaries of the Military Departments:

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

2.6. COMMANDANT, USCG.

The Commandant of the USCG:

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

2.7. DIRECTOR, NOAA CORPS

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

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

The Director, Commissioned Corps Headquarters, USPHS Commissioned Corps:

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

SECTION 3: GENERAL PROCEDURES

3.1. GENERAL GUIDANCE.

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

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

3.2. REPORT INSTRUCTIONS.

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

a. Report Requirements.

Each uniformed services component providing personnel data will:

- (1) Submit each required report to the DMDC via secure electronic transmission in compliance with the data submission requirements of the ICD.
- (2) Submit each required report according to the frequency and due date requirement.

b. Data Specification.

Each uniformed services component providing personnel data will:

- (1) Order records on all data files by personal Social Security number (SSN) identifier in ascending order.
- (2) Right-justify numeric data with leading zeros if needed, or left-justify character, or alpha-numeric data, with trailing BLANKS if needed.
 - (a) If the character data item is not available, not required, or not applicable, report the data item as a BLANK field.
 - (b) Exceptions will be noted in the record field coding remarks of the coding formats of the transaction files.
- (3) Report numeric data that are calendar dates as “YYYYMMDD” unless otherwise instructed in the data item description.
 - (a) If the calendar date is required to report as an indefinite date report “55555555”.

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

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

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

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

c. File Naming Conventions.

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

d. Electronic Secure Submission.

(1) **Data Submission.**

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

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

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

SECTION 4: RESERVE COMPONENT BENEFITS TRANSACTION FILE

4.1. APPLICABILITY.

a. The Reserve Components of the Military Services will use the Reserve Components benefits transaction file format described in Tables 1 and 2 to report eligibility information for a Reserve Component Benefits Registry (RCBR) to serve as the determination of eligibility for:

(1) Reserve Component early identification (EID) for TRICARE in accordance with Section 1074(d) of Title 10, U.S.C.

(2) Newly commissioned Reserve Component officer members waiting to start their initial period of active duty (IAD) entitled to TRICARE in accordance with Section 1074(a)(2)(B) of Title 10, U.S.C.

b. The RCBR will be used to identify:

(1) Reserve Component Service members issued a delayed-effective-date active-duty order, or covered by such an order, as the basis for establishing eligibility for EID of TRICARE, in accordance with Section 1074(d) of Title 10, U.S.C.

(2) An entitlement for health care for newly commissioned Reserve Component officers who are members of the Individual Ready Reserve that are waiting to start their IAD in accordance with Section 1074(a)(2)(B) of Title 10, U.S.C.

4.2. REPORTING REQUIREMENTS FOR EID FOR TRICARE.

a. The Reserve Components of the Military Services will report the Reserve Component Service member who is issued a delayed-effective-date active-duty order, or covered by such an order as the basis for establishing eligibility for EID for:

(1) A period of active duty (AD) of more than 30 days under a provision of law referred to in Section 101(a)(13)(B) of Title 10, U.S.C., or pursuant to Section 12301(d) of Title 10, U.S.C. that is in support of a contingency operation.

(2) A period of AD of more than 30 days pursuant to Section 12304b of Title 10, U.S.C., beginning on or after December 12, 2017.

b. EID eligibility for TRICARE begins on the latter of:

(1) Ninety days before the start of activation or the date of the delayed-effective-date active-duty order, for a delayed-effective-date active-duty order issued on or after November 24, 2003, and before October 28, 2009.

(2) One hundred eighty days before the start of activation or the date of the delayed-effective-date active-duty order, for a delayed-effective-date active-duty order on or after October 28, 2009.

c. EID eligibility for TRICARE ends when the:

(1) Qualifying period of AD referenced in the delayed-effective-date active-duty order begins;

(2) Delayed-effective-date AD order is canceled, and the Service member is removed from the activation list; or

(3) Delayed-effective-date AD order start date is changed by more than 60 days in the future and the Service member is issued a new delayed-effective-date AD order.

d. The Reserve Components will submit the benefits transaction file, described in Table 1, each day in accordance with the respective ICD between each Reserve Component and the DMDC.

4.3. REPORTING REQUIREMENTS FOR NEWLY COMMISSIONED RESERVE COMPONENT OFFICERS.

a. The Reserve Components of the uniformed services will report a newly commissioned Reserve Component officer waiting to start their IAD, for health care coverage in accordance with Section 1074(a)(2)(B) of Title 10, U.S.C. The Reserve Component must ensure the Reserve Component officer satisfies all these conditions:

(1) They have an approved request for initial AD orders for a period of more than 30 days.

(2) Their order to AD is approved and will be or has been issued, but the officer has not yet started AD.

(3) They do not have health care insurance and are not covered by any other health benefits plan.

b. The newly commissioned Reserve Component officer is limited to one TRICARE benefit period of health care, ended by a period of AD for more than 30 days relating to IAD.

c. The Reserve Components will submit the IAD benefits transaction file, described in Table 2, each day in accordance with the respective ICD between each Reserve Component and the DMDC.

4.4. PROCEDURES AND EDITS FOR EID FOR TRICARE DATA.

a. The data items in Table 1 will uniquely identify a record for the RCBR:

- (1) Uniformed service branch classification code (record field 1, Table 1).
- (2) Uniformed service organization component code (record field 2, Table 1).
- (3) Person SSN identifier (record field 3, Table 1).
- (4) EID notification date (record field 6, Table 1).
- (5) EID project code (record field 9, Table 1).

b. Use the action process codes (record field 5, Table 1) to add, update, or cancel records by the unique identifier of Paragraph 4.4.a. in the RCBR.

(1) To add a new EID record:

- (a) Use the action process code “EA”.
- (b) Submit data items according to the applicability rule for “EA” in Table 1.
- (c) For open records:

1. The projected AD begin date (record field 7, Table 1) has a valid date on or after the EID notification date (record field 6, Table 1).

2. The end date (record field 8, Table 1) is not reported.

(d) The EID notification calendar date and the projected AD begin date (record field 7, Table 1) are used to determine health care coverage period pursuant to Paragraph 4.2.b.

(2) To update an existing RCBR EID record:

(a) Use the action process code “EU” to update data items, except for the unique identifier data items in Paragraph 4.4.a., subject to the applicability rule for “EU” rule in Table 1.

(b) If the delayed-effective-date AD order is amended to begin within 60 days after the original EID projected active service begin calendar date, submit an action process code “EU” record with the updated projected AD begin date (record field 7, Table 1).

(c) If the new EID projected AD begin date is more than 60 days from the original EID projected AD begin calendar date, submit an action process code “EU” in accordance with Paragraph 4.4.b.(3). Then submit a record in accordance with Paragraph 4.4.b.(1).

(3) To end a period of EID before the Service member’s period of AD referenced by the projected AD begin date (record field 7, Table 1):

(a) Use the action process code “EU”, subject to the applicability rule for “EU-E” in Table 1.

(b) Close the RCBR EID record by submitting a valid EID end date (record field 8, Table 1). End the period of EID:

1. When a projected AD begin date (record field 7, Table 1) has changed more than 60 days from the original projected AD begin date;

2. When a Service member has been removed from the activation list; or

3. When the activation has been canceled.

(4) To cancel an existing RCBR EID record, use the action process code “EX” subject to the applicability rule for “EX” rule in Table 1. This will remove the record from the RCBR.

c. The applicability rule for Table 1 details the required, applicable, and updatable data items for the transaction rules: “EA”, “EU”, “EU-E”, and “EX”.

(1) “R” designates required data items.

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

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

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

d. Reserve Components benefits exception processing concepts:

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

(2) Reported data items for RCBR EID records for the RCBR must conform to the data validity specified for each the data items in Table 1. Required data items must be reported.

(3) All calendar dates for RCBR EID records must be valid calendar dates. The projected AD begin date (record field 7, Table 1) and, when reported, the EID end date (record field 8, Table 1) must be on or after the EID notification date (record field 6, Table 1).

(4) EID notification date (record field 6, Table 1) with a future date will be rejected.

(5) EID records for the RCBR identified by Paragraphs 4.4.a.(1) through 4.4.a.(5) must be unique in the RCBR.

e. Termination of the medical benefit for an EID transaction with an action process code “EA” is defined by the projected AD begin date (record field 7, Table 1). There is no requirement to submit a transaction with an action process code “EU” in accordance with the applicability rule “EU-E” to end the EID medical coverage that will normally end by the Service member’s AD period referenced by the projected AD begin date (record field 7, Table 1).

f. The EID notification date (record field 6, Table 1) is the order issue date of the delayed-effective-date AD order.

4.5. PROCEDURES AND EDITS FOR IAD FOR TRICARE DATA.

a. The data items in Table 2 will uniquely identify a record in the RCBR for IAD for TRICARE:

- (1) Uniformed service branch classification code (record field 1, Table 2).
- (2) Uniformed service organization component code (record field 2, Table 2).
- (3) Person SSN identifier (record field 3, Table 2).
- (4) IAD begin date (record field 6, Table 2).

b. Use the action process codes (record field 5, Table 2) to add, update, or cancel records by the unique identifier pursuant to Paragraph 4.5.a. in the RCBR.

(1) To add a new RCBR IAD record:

- (a) Use the action process code “IA”.
- (b) Submit data items according to the applicability rule for “IA” in Table 2.
- (c) The projected AD begin date (record field 7, Table 2) has a valid date after the IAD begin date (record field 6, Table 2).
- (d) The IAD end date (record field 8, Table 2) is not reported.

(2) To update an existing RCBR IAD record:

(a) Use the action process code “IU” to submit data items according to the applicability rule for “IU” in Table 2 to update data items, except for the unique identifier data items in Paragraph 4.5.a. subject to the applicability rule for “IU” rule in Table 2.

(b) Update the projected AD begin date (record field 7, Table 2) and do not report a valid IAD end date (record field 8, Table 2).

(3) To end a period of IAD early before the projected AD begin date (record field 7, Table 2), use the action process code “IU”, subject to the applicability rule for “IU-E” in Table 2. To close the record, submit a valid IAD end date (record field 8, Table 2) and do not report a valid projected AD begin date (record field 7, Table 2).

(4) To cancel an existing record, use the action process code “IX” subject to the applicability rule for “IX” in Table 2. This will remove the record from the RCBR.

c. The applicability rule for Table 2 details the required, applicable, and updatable data items for the transaction rules: “IA”, “IU”, “IU-E” and “IX”:

- (1) “R” designates required data items.
- (2) “A” designates data items that are applicable and may be reported are designated.
- (3) “U” designates data items that may be changed in an update transaction.
- (4) “X” designates data items that are not applicable and should not be reported.

d. Reserve Component benefits IAD for TRICARE exception processing concepts:

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

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

(3) All calendar dates for IAD records must be valid calendar dates. The projected AD begin date (record field 7, Table 2) and, when reported, the IAD end date (record field 8, Table 2) must be after the IAD begin date (record field 6, Table 2).

(4) Do not submit future dated IAD records for the benefits transaction file defined by the IAD begin date (record field 6, Table 2).

(5) IAD records for the RCBR identified by Paragraphs 4.5.a.(1) through 4.5.a.(4) must:

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

e. Termination of the medical benefits for an IAD transaction with an action process code “IA” is defined by the projected AD begin date (record field 7, Table 2). There is no requirement to submit a transaction with an action process code “IU” in accordance with the applicability rule “IU-E” to end the IAD medical coverage that will normally end by the Service member’s AD period referenced by the projected AD begin date (record field 7, Table 2).

APPENDIX 4A: RESERVE COMPONENT BENEFITS TRANSACTION FILE EID CODING FORMAT

Table 1. EID File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				EA	EU	EU-E	EX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A United States Army (USA) C USCG F United States Air Force (USAF) M United States Marine Corps (USMC) N United States Navy (USN) S United States Space Force (USSF)	1	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States V Reserve	1	R	R	R	R
3	Person SSN Identifier	Enter nine numeric digits omitting hyphens of the Service member's SSN.	9	R	R	R	R
4	Electric data interchange personal identifier (EDI-PI)	The ten unique numeric digits that are used to identify a Service member within the DoD.	10	A	A	A	A
5	Action Process Code	The code that represents a type of action represented by the transaction for early TRICARE. EA Add EU Update EX Cancel	2	R	R	R	R
6	EID Notification Date	The calendar date the delayed-effective-date AD order is issued. Format: YYYYMMDD	8	R	R	R	R
7	Projected AD Begin Date	The calendar date the Service member is projected to begin the first day of AD associated with the delayed-effective-date AD order. Format: YYYYMMDD	8	R	A	A	X

Table 1. EID File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				EA	EU	EU-E	EX
8	EID End Date	The calendar date the Service member is removed from a delayed-effective-date AD order. EID ends. Service member will not go on AD as projected. Format: YYYYMMDD	8	X	A	R	X
9	Project Code	The unique code assigned to the named contingency or Section 12304b of Title 10, U.S.C. event. NCI Codes 3AZ COVID-19 Response 3HQ UNITED ASSISTANCE 3HS FREEDOM's SENTINEL 3JR HURRICANE SANDY 3JT UNIFIED RESPONSE 9BU SOUTHERN WATCH/DESERT THUNDER 9EC UPHOLD DEMOCRACY 9EV JOINT ENDEAVOR/GUARD 9FF JOINT FORGE 9GF OVERSEAS CONTINGENCY OPERATION 9FS ALLIED FORCE 9FV JOINT GUARDIAN TSH Hurricane Harvey TSI Hurricane Irma HSM Hurricane Maria TSN Hurricane Nate Y60 USCG-SOUTHWEST BORDER CONTINGENCY Y61 SOUTHERN BORDER SECURITY MISSION Emergency Collector Reporting Codes Y10 United States Army Reserve Emergency Collector Y11 United States Navy Reserve Emergency Collector Y12 United States Marine Corps Reserve Emergency Collector Y13 United States Air Force Reserve Emergency Collector Y30 United States Coast Guard Reserve Emergency Collector Active Service Reporting Code A27 AD-ADOT-Involuntary	3	R	R	R	R

Table 1. EID File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				EA	EU	EU-E	EX
10	Statute Code	The statute code of the delayed-effective-date AD order 1 Section 12304a of Title 10, U.S.C. 2 Section 12304b of Title 10, U.S.C. 5 Section 251 of Title 10, U.S.C. A Section 688 of Title 10, U.S.C. B Section 12301(a) of Title 10, U.S.C. C Section 12301(d) of Title 10, U.S.C. D Section 12302 of Title 10, U.S.C. E Section 12304 of Title 10, U.S.C. I Section 12406 of Title 10, U.S.C. L Section 712 or 3713 of Title 14, U.S.C. V Section 252 of Title 10, U.S.C.	2	R	U	U	R

APPENDIX 4B: RESERVE COMPONENT BENEFITS TRANSACTION FILE CODING IAD FORMAT

Table 2. IAD File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule			
				IA	IU	IU-E	IX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA C USCG F USAF H USPHS M USMC N USN S USSF	1	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States V Reserve	1	R	R	R	R
3	Person SSN Identifier	Enter nine numeric digits omitting hyphens of the Service member's SSN.	9	R	R	R	R
4	EDI-PI	The ten unique numeric digits that are used to identify a Service member within the DoD.	10	A	A	A	A
5	Action Process Code	The code that represents a type of action represented by the transaction for IAD. IA Add IU Update IX Cancel	2	R	R	R	R
6	IAD Begin Date	The calendar date the Service member meets the eligibility criteria for IAD. This date is the beginning of the Service member's TRICARE eligibility. Format: YYYYMMDD	8	R	R	R	R
7	Projected AD Begin Date	The calendar date the Service member is projected to begin the first day of AD for a period of more than 30 days. Format: YYYYMMDD	8	R	A	A	X
8	IAD End Date	The calendar date the Service member no longer meets the entitlement criteria for IAD. Format: YYYYMMDD	8	X	A	R	X

SECTION 5: WORKFORCE TRANSACTION FILE

5.1. APPLICABILITY.

a. The Military Services will use the workforce transaction file formats described in Tables 4 through Table 10 to report the personnel information occurring in multiple occurrences across a Service member’s career for: language skills, Defense Language Aptitude Battery (DLAB), cyber requirements, regional proficiency skills, military awards, education data, and permanent change of station moves. Reporting requirements are specified in Table 3.

Table 3. Workforce Applicability

	DoD	USCG	USPHS
Language	Regular Component, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Component		
DLAB	Regular Component, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Component		
Cyber	Regular Component, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Component		
Regional Proficiency	Regular Component, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Component		
Military Awards	Regular Component, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Component	Regular Component, Regular Retired, and Reserve Component	Regular Component, Regular Retired, and Reserve Component
Education	Regular Component, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Component		
Permanent Change of Station	Regular Component, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Component		

b. The Workforce transaction file information will form a collection of registries:

(1) [Language Data Registry \(LDR\)](#).

DoDI 5160.70 requires language data on all Service members of the DoD Regular Component, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Components to document the proficiencies and capabilities for managing and reporting foreign language skills and their DLAB scores.

(2) [DLAB Data Registry \(DLABDR\)](#).

DoDI 5160.70 requires language data on all Service members of the DoD Regular, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Components to document the proficiencies and capabilities for managing and reporting foreign language skills and their DLABDR scores.

(3) [Cyber Registry \(CYBR\)](#).

DoDD 8140.01 and DoDI 8140.02 require tracking the cyber requirements of positions of the DoD Regular Component and the Selected Reserve of the Reserve Components as well as the cyber qualification information of Service members.

(4) [Regional Proficiency Data Registry \(RPDR\)](#).

DoDI 5160.70 requires regional proficiency data on all DoD Regular, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Component Service members to document the proficiencies and capabilities for regional proficiency skills.

(5) [Military Awards Data Registry \(MADR\)](#).

The medal and award information from the MADR will be used to establish eligibility for benefits and entitlements administered by the Department of Veterans Affairs and supplemental information for the master person file.

(6) [Education Data Registry \(EDR\)](#).

Report the post-secondary civilian education information, professional military education (PME), and joint PME (JPME) of Service members for supplemental information for the master person file.

(7) [Permanent Change of Station \(PCS\) Data Registry \(PCSDR\)](#).

PCS information must be entered in the PCSDR for reports and oversight of the PCS programs of the Military Services.

5.2. REPORTING REQUIREMENTS FOR THE WORKFORCE TRANSACTION FILE.

a. Each Workforce registry should have a complete history of values for service members in their current uniformed service component.

b. The uniformed services Regular and Reserve Components will report workforce transaction files described in Tables 4 through Table 10, daily or as needed for each reporting requirement, in accordance with an ICD between the respective Military Service and DMDC.

5.3. PROCEDURES FOR PROCESSING THE LANGUAGE DATA.

a. The data items in Table 4 will uniquely identify a record in the LDR:

(1) Uniformed service branch classification code (record field 1, Table 4).

(2) Uniformed service organization component code (record field 2, Table 4).

(3) Person SSN identifier (record field 3, Table 4), uniformed language code (record field 7, Table 4)

(4) Language proficiency source code (record field 15, Table 4).

b. Use the action process codes (record field 6, Table 4) to add, update, or cancel records by the unique identifier of Paragraph 5.3.a. in the LDR.

(1) To add a new LDR record, use the action process code “LA”. Submit data items subject to the applicability rule for “LA” in Table 4.

(2) To update an existing LDR record, use the action process code “LU” in Table 4 to update any information, except for the unique identifier data items in Paragraph 5.3.a., subject to the applicability rule for “LU” in Table 4.

(3) To cancel an existing LDR record, use the action process code “LX” subject to the applicability rule for “LX” in Table 4, for the unique identifier in Paragraph 5.3.a. This will remove the record from the LDR.

c. The applicability rule for Table 4 details the required, applicable, and updatable data items for the transaction rules “LA”, “LU” and “LX”.

(1) “R” designates required data items.

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

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

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

d. Workforce transaction file language data exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 4) and uniformed service organization component code (record field 2, Table 4) for LDR transactions will be subject to the uniformed service component association established by the USHRIS master person and master person transaction files of Volume 1 of this manual.

(2) All reported data items for language records, both required and applicable data items for each language transaction action process record, must conform to 100 percent data validity specified for each the data items in Table 4.

(3) LDR records identified by Paragraphs 5.3.a.(1) through 5.3.a.(4) must be unique in the LDR.

5.4. PROCEDURES FOR PROCESSING THE DLABDR.

a. The data items in Table 5 will uniquely identify a record in the DLABDR.

(1) Uniformed service branch classification code (record field 1, Table 5).

(2) Uniformed service organization component code (record field 2, Table 5).

(3) Person SSN identifier (record field 3, Table 5).

b. DLABDR program data records use the action process codes (record field 6, Table 6) to add, update, or cancel records by the unique identifier of Paragraph 5.4.a. in the DLABDR.

(1) To add a new DLABDR record, use the action process code “DA”. Submit data items subject to the applicability rule for “DA” in Table 5.

(2) To update an existing DLABDR record, use the action process code “DU” to update data items, except for the unique identifier data items in Paragraph 5.4.a. subject to the applicability rule for “DU” in Table 5.

(3) To cancel an existing DLABDR record, use the action process code “DX” subject to the applicability rule for DX in Table 5, for the unique identifier in Paragraph 5.4.a. This will remove the record from the DLABDR.

c. The applicability rule for Table 5 details the required, applicable, and updatable data items for the transaction rules: “DA”, “DU” and “DX”.

(1) “R” designates required data items.

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

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

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

d. Workforce transaction file DLABDR exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 5) and uniformed service organization component code (record field 2, Table 5) for DLABDR transactions will be subject to the uniformed service component association established by the USHRIS master person and master person transaction files of Volume 1 of this manual.

(2) Reported data items for DLABDR records must conform to the data validity specified for each the data items in Table 5.

(3) DLABDR records for the DLABDR identified by Paragraphs 5.4.a.(1) through 5.4.a.(3) must:

(a) Be unique in the DLABDR.

(b) Not overlap any other DLABDR record.

5.5. PROCEDURES FOR PROCESSING THE CYBER DATA.

a. The data items in Table 6 will uniquely identify a record in the CYBR.

(1) Uniformed service branch classification code (record field 1, Table 6)

(2) Uniformed service organization component code (record field 2, Table 6)

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

(4) DoD cyberspace workforce framework (DCWF) work role code (record field 7, Table 6)

(5) DCWF work role proficiency level code (record field 8, Table 6).

(6) Cyber duty code (record field 9, Table 6).

b. Use the action process codes (record field 6, Table 6) to add, update, or cancel records by the unique identifier of Paragraph 5.5.a. in the CYBR.

(1) To add a new open CYBR record, use the action process code “NA”. Submit data items subject to the applicability rule for “NA-O” in Table 6. For open records, ensure the cyber begin date (record field 15, Table 6) has a valid date and the cyber end date (record field 16, Table 6) is not reported.

(2) To add a new closed CYBR record, use the action process code “NA”. Submit data items subject to the applicability rule for “NA-C” in Table 6. For closed records, ensure the cyber end date (record field 16, Table 6) has a valid date on or after a valid cyber begin date (record field 15, Table 6).

(3) To update an existing CYBR record that is open or closed, use the action process code “NU” to update data items, except for the unique identifier data items in Paragraph 5.5.a. subject to the applicability rule for “NU” in Table 6.

(4) To close an existing CYBR record that is open, use the action process code “NU” to update data items, except for the unique identifier in Paragraph 5.5.a. subject to the applicability rule for “NU-E” in Table 6. To close a record using the “NU”, submit a valid cyber end date (record field 16, Table 6).

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

c. The applicability rule for Table 6 details the required, applicable, and updatable data items for the transaction rules: “NA-O”, “NA-C”, “NU”, “NU-E”, and “NX”.

(1) “R” designates required data items.

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

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

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

d. Workforce transaction file cyber data exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 6) and uniformed service organization component code (record field 2, Table 6) for CYBR transactions will be subject to the uniformed service component association established by the USHRIS master and transaction files of Volume 1 of this manual.

(2) Reported data items for CYBR records must conform to the data validity specified for each the data items in Table 6.

(3) CYBR records identified by Paragraphs 5.5.a.(1) through 5.5.a.(6) must be unique in the CYBR.

5.6. PROCEDURES FOR PROCESSING THE REGIONAL PROFICIENCY DATA.

a. The data items in Table 7 will uniquely identify a record in the RPDR.

(1) Uniformed service branch classification code (record field 1, Table 7).

(2) Uniformed service organization component code (record field 2, Table 7).

(3) Person SSN identifier (record field 3, Table 7).

(4) Regional proficiency skill level (record field 7, Table 7).

(5) Regional proficiency country code (record field 8, Table 7).

b. Use the action process codes (record field 6, Table 7) to add, update, or cancel records by the unique identifier of Paragraph 5.6.a. in the RPDR.

(1) To add a new RPDR record, use the action process code “RA”. Submit data items subject to the applicability rule for “RA” in Table 7.

(2) To update an existing RPDR record, use the action process code “RU” to update data items, except for the unique identifier data items in Paragraph 5.6.a. subject to the applicability rule for “RU” in Table 7.

(3) To cancel an existing RPDR record, use the action process code “RX” subject to the applicability rule for RX in Table 7, for the unique identifier in Paragraph 5.6.a. This will remove the record from the regional proficiency (RP) repository.

c. The applicability rule for Table 7 details the required, applicable, and updatable data items for the transaction rules: “RA”, “RU”, and “RX”.

(1) “R” designates required data items.

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

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

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

d. Workforce transaction file regional proficiency data exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 7) and uniformed service organization component code (record field 2, Table 7) for RPDR transactions will be subject to the uniformed service component association established by the USHRIS master and transaction files of Volume 1 of this manual.

(2) Reported data items for RPDR records must conform to the data validity specified for each of the data items in Table 7.

(3) All calendar dates must be valid calendar dates.

(4) RPDR records identified by Paragraphs 5.6.a.(1) through 5.6.a.(5). must be unique in the RPDR.

e. Use the 3-byte GENC standard as the country code standard for the RP country code (record field 8, Table 7).

5.7. PROCEDURES FOR PROCESSING THE MILITARY AWARD DATA.

a. The data items in Table 8 will uniquely identify a record in the award repository:

- (1) Uniformed service branch classification code (record field 1, Table 8)
- (2) Uniformed service organization component code (record field 2, Table 8).
- (3) Person SSN identifier (record field 3, Table 8).
- (4) Military award code (record field 10, Table 8).
- (5) Military award device code (record field 11, Table 8).
- (6) Military award approval date (record field 13, Table 8).

b. Use the action process codes (record field 6, Table 8) to add, update, or cancel records by the unique identifier of Paragraph 5.7.a. in the MADR.

(1) To add a new MADR record, use the action process code “MA”. Submit data items subject to the applicability rule for “MA” in Table 8.

(2) To update an existing MADR record, use the action process code “MU” to update data items, except for the unique identifier data items in Paragraph 5.7.a. subject to the applicability rule for “MU” in Table 8.

(3) To cancel an existing MADR record, use the action process code “MX” subject to the applicability rule for MX in Table 8, for the unique identifier in Paragraph 5.7.a. This will remove the record from the MADR.

c. The applicability rule for Table 8 details the required, applicable, and updatable data items for the transaction rules: “MA”, “MU”, and “MX”.

- (1) “R” designates required data items.
- (2) “A” designates data items that are applicable and may be reported.
- (3) “U” designates data items that may be changed in an updated transaction.
- (4) “X” designates data items that are not applicable and should not be reported.

d. Workforce transaction file award data exception processing concepts:

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

(2) Reported data items for MADR records must conform to the data validity specified for each of the data items in Table 8. Required data items must be reported.

(3) There will be an edit to ensure the military award device code (record field 11, Table 8) is a valid device for a military award code (record field 10, Table 8).

(4) MADR records for the MADR identified by Paragraphs 5.7.a.(1) through 5.7.a.(6) must:

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

5.8. PROCEDURES FOR PROCESSING THE EDUCATION DATA.

a. The data items in Table 9 will uniquely identify a record in the EDR:

- (1) Uniformed service branch classification code (record field 1, Table 9).
- (2) Uniformed service organization component code (record field 2, Table 9).
- (3) Person SSN identifier (record field 3, Table 9).
- (4) Education type code (record field 7, Table 9).
- (5) Education designator code (record field 9, Table 9).
- (6) Education completion effective date (record field 12, Table 9).

b. Use the action process codes (record field 6, Table 9) to add, update, or cancel records by the unique identifier of Paragraph 5.8.a. in the EDR.

(1) To add a new EDR record, use the action process code “TA”. Submit data items subject to the applicability rule for “TA” in Table 9.

(2) To update an existing EDR record, use the action process code “TU” to update data items, except for the unique identifier data items in Paragraph 5.8.a. subject to the applicability rule for “TU” in Table 9.

(3) To cancel an existing EDR record, use the action process code “TX” subject to the applicability rule for TX in Table 9, for the unique identifier in Paragraph 5.8.a. This will remove the record from the EDR.

c. The applicability rule for Table 9 details the required, applicable, and updatable data items for the transaction rules: “TA”, “TU”, and “TX”.

- (1) “R” designates required data items.
- (2) “A” designates data items that are applicable and may be reported.
- (3) “U” designates data items that may be changed in an updated transaction.
- (4) “X” designates data items that are not applicable and should not be reported.

d. Workforce transaction file education data exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 9) and uniformed service organization component code (record field 2, Table 9) for EDR transactions will be subject to the uniformed service component association established by the USHRIS master and transaction files of Volume 1 of this manual.

(2) Reported data items for EDR records must conform to the data validity specified for each the data items in Table 9. All required data items must be reported.

(3) EDR records identified by Paragraphs 5.8.a.(1) through 5.8.a.(6) must be unique in the EDR.

5.9. PROCEDURES FOR PROCESSING THE PCS DATA.

a. The data items in Table 10 will uniquely identify a record in the PCSDR:

(1) Uniformed service branch classification code (record field 1, Table 10).

(2) Uniformed service organization component code (record field 2, Table 10).

(3) Person SSN identifier (record field 3, Table 10).

(4) PCS budget category code (record field 8, Table 10).

(5) PCS transaction effective date (record field 7, Table 10).

b. Use the action process codes (record field 6, Table 10) to add, update, or cancel records by the unique identifier of Paragraph 5.9.a. in the PCSDR.

(1) To add a new PCSDR record, use the action process code “PA”. Submit data items subject to the applicability rule for “PA” in Table 10.

(2) To update an existing PCSDR record, use the action process code “PU” to update data items, except for the unique identifier data items in Paragraph 5.9.a. subject to the applicability rule for “PU” in Table 10.

(3) To cancel an existing PCSDR record, use the action process code “PX” subject to the applicability rule for “PX” in Table 10, for the unique identifier in Paragraph 5.9.a. This code will remove the record from the PCSDR.

c. The applicability rule for Table 10 details the required, applicable, and updatable data items for the transaction rules: “PA”, “PU”, and “PX”.

(1) “R” designates required data items.

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

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

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

d. Workforce transaction file PCS exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 10) and uniformed service organization component code (record field 2, Table 10) for PCSDR transactions will be subject to the uniformed service component association established by the USHRIS master and transaction files.

(2) Reported data items for PCSDR records must conform to the data validity specified for each the data items in Table 10.

(3) All calendar dates must be valid calendar dates.

(4) PCSDR records for the PCSDR identified by Paragraphs 5.9.a.(1) through 5.9.a.(5) must:

(a) Be unique in the PCSDR.

(b) Not overlap any other PCSDR record.

APPENDIX 5A: WORKFORCE TRANSACTION FILE LANGUAGE CODING FORMAT

Table 4. Language File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				LA	LU	LX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA F USAF M USMC N USN S USSF	1	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R
3	Person SSN Identifier	The identifier assigned by the Social Security Administration (SSA) to a person.	9	R	R	R
4	EDI-PI	The identifier assigned by the DoD to a Service member.	10	A	A	A
5	Transaction Effective Date	The effective calendar date when the workforce language transaction came into effect.	8	R	R	R
6	Action Process Code	The code that represents a type of action represented by the transaction. LA Add LU Update LX Cancel	2	R	R	R
7	Language Code	The code that represents a means of communication based on a formalized system of sounds and symbols. Report the language, other than English, in which a Service member possesses the highest proficiency. See the Language Code Table at the DMDC website for a list of domain values and definitions.	3	R	R	R
8	Language Speaking Proficiency Code	The code that represents the degree of speaking competence in the language in which a Service member possesses the highest proficiency. 00 No proficiency 06 Memorized proficiency	2	R	U	R

Table 4. Language File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				LA	LU	LX
		10 Elementary proficiency 16 Elementary proficiency, plus 20 Limited working proficiency 26 Limited working proficiency, plus 30 General professional proficiency 36 General professional proficiency, plus 40 Advanced professional proficiency 46 Advanced professional proficiency, plus 50 Functionally native proficiency				
9	Language Speaking Proficiency Code Effective Date	The effective date of the degree of speaking competence in the language in which a Service member possesses the highest proficiency. Format: YYYYMMDD	8	R	U	R
10	Language Listening Proficiency Code	The code that represents the degree of listening competence in the language in which a Service member possesses the highest proficiency. See record field 8 coding and remarks.	2	R	U	R
11	Language Listening Proficiency Code Effective Date	The effective date of the degree of listening competence in the language in which a Service member possesses the highest proficiency. Format: YYYYMMDD	8	R	U	R
12	Language Reading Proficiency Code	The code that represents the degree of reading competence in the language in which a Service member possesses the highest proficiency. See record field 8 coding and remarks.	2	R	U	R
13	Language Reading Proficiency Code Effective Date	The effective date of the degree of reading competence in the language in which a Service member possesses the highest proficiency. Format: YYYYMMDD	8	R	U	R
14	Language Skill Source Code	The code that represents the origin of the skill in the language in which a Service member possesses the highest proficiency. A Civilian school course B Defense Language Institute C Foreign residence D Home environment E Military school other than the Defense Language Institute F Self-study G Survival-level language course X Other	1	R	U	R

Table 4. Language File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				LA	LU	LX
15	Language Proficiency Source Code	The code that represents the source of the proficiency evaluation. A Formally assessed B Self-reported	1	R	U	R

APPENDIX 5B: WORKFORCE TRANSACTION FILE DLAB CODING FORMAT

Table 5. DLAB File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				DA	DU	DX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA F USAF M USMC N USN S USSF	1	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R
3	Person SSN Identifier	The identifier assigned by the SSA to a person.	9	R	R	R
4	EDI-PI	The identifier assigned by the DoD to a Service member.	10	A	A	A
5	Transaction Effective Date	The effective calendar date when the workforce DLAB transaction came into effect. Format: YYYYMMDD	8	R	R	R
6	Action Process Code	The code that represents a type of action represented by the transaction. DA Add DU Update DX Cancel	2	R	R	R
7	DLAB Score Quantity	The score achieved on the DLAB. Valid values: 012-164.	3	R	U	R

APPENDIX 5C: WORKFORCE TRANSACTION FILE CYBER CODING FORMAT

Table 6. Cyber File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				NA-O	NA-C	NU	NU-E	NX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA F USAF M USMC N USN S USSF	1	R	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R	R	R
3	Person SSN Identifier	The identifier assigned by the SSA to a person.	9	R	R	R	R	R
4	EDI-PI	The identifier assigned by the DoD to a Service member.	10	A	A	A	A	A
5	Transaction Effective Date	The effective calendar date when the workforce cyber transaction came into effect.	8	R	R	R	R	R
6	Action Process Code	The code that represents a type of action represented by the transaction. NA Add NU Update NX Cancel	2	R	R	R	R	R
7	DCWF Work Role Code	This code represents the work role in which the Service member is qualified or in which the qualification is being waived to perform duties. 000 Non-Primary Cyber Work Role 111 All-Source Analyst 112 Mission Assessment Specialist 121 Exploitation Analyst 131 Target Developer 132 Target Network Analyst 133 Target Reporter 141 Warning Analyst 151 Multi-Disciplined Language Analyst 211 Forensics Analyst 212 Cyber Defense Forensics Analyst 221 Cyber Crime Investigator 311 All-Source Collection Manager 312 All-Source Collection Requirements Manager 321 Access Network Operator	3	R	R	U	U	R

Table 6. Cyber File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				NA-O	NA-C	NU	NU-E	NX
		322 Interactive Operator						
		331 Cyber Intelligence Planner						
		332 Cyber Operations Planner						
		333 Partner Integration Planner 411 Technical Support Specialist						
		421 Database Administrator						
		422 Data Analyst						
		431 Knowledge Manager						
		441 Network Operations Specialist						
		451 System Administrator						
		461 Systems Security Analyst						
		511 Cyber Defense Analyst						
		521 Cyber Defense Infrastructure Support Specialist						
		531 Cyber Defense Incident Responder						
		541 Vulnerability Assessment Analyst						
		611 Authorizing Official/Designating Representative						
		612 Security Control Assessor						
		621 Software Developer						
		622 Secure Software Assessor						
		631 Information Systems Security Developer						
		632 Systems Developer						
		641 Systems Requirements Planner						
		651 Enterprise Architect						
		652 Security Architect						
		661 Research & Development Specialist						
		671 System Testing and Evaluation Specialist						
		711 Cyber Instructional Curriculum Developer						
		712 Cyber Instructor						
		722 Information Systems Security Manager						
		723 COMSEC Manager						
		731 Cyber Legal Advisor						
		732 Privacy Compliance Manager						
		751 Cyber Workforce Developer and Manager						
		752 Cyber Policy and Strategy Planner						
		801 Program Manager						
		802 IT Project Manager						
		803 Product Support Manager						
		804 IT Investment/Portfolio Manager						
		805 IT Program Auditor						
		901 Executive Cyber Leadership						

Table 6. Cyber File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				NA-O	NA-C	NU	NU-E	NX
8	DCWF Work Role Proficiency Level Code	The code that represents the proficiency level of the cyber work role. A Advanced B Basic I Intermediate	1	R	R	U	U	R
9	Cyber Duty Code	The code that identifies whether the cyber duties are their primary or additional duty. A Primary B Additional 1 C Additional 2	1	R	R	U	U	R
10	Cyber Waiver Effective Date	The calendar date the cyber certification waiver was established. Format: YYYYMMDD	8	A	R	U	U	R
11	Cyber Waiver Expiration Date	The calendar date the cyber certification waiver expired or will expire. Format: YYYYMMDD	8	A	R	U	U	R
12	Cyber Foundational Qualification Indicator	The identifier for status of qualification as a cyber professional in their computing environment. The qualification must be current and not expired. 1 Education 2 Training 3 Certification 4 Experience 5 Not Qualified	1	R	R	U	U	R
13	Residential Qualification Indicator	The identifier for whether the cyber professional has an on-the-job evaluation. The evaluation must be current and unexpired. Y Yes N No	1	R	R	U	U	R
14	Cyber Signed Privileged User Agreement Indicator Code	The identifier for whether the cyber professional has signed a privileged user agreement. The agreement must be current and unexpired. Y Yes N No	1	R	R	U	U	R
15	Cyber Begin Date	The calendar Date of the assignment to a DCWF Work Role Code, DCWF Work Role Proficiency Level Code, and Cyber Duty Code combination. Format: YYYYMMDD	8	R	R	U	U	R
16	Cyber End Date	The calendar date of the removal from a DCWF Work Role Code, DCWF Work Role Proficiency Level Code, and Cyber Duty Code combination. Format: YYYYMMDD	8		R	U	R	R

APPENDIX 5D: WORKFORCE TRANSACTION FILE RP CODING FORMAT

Table 7. RP File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				RA	RU	RX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA F USAF M USMC N USN S USSF	1	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R
3	Person SSN Identifier	The identifier assigned by the SSA to a person.	9	R	R	R
4	EDI-PI	The identifier assigned by the DoD to a Service member.	10	A	A	A
5	Transaction Effective Date	The effective calendar date when the workforce RP transaction came into effect.	8	R	R	R
6	Action Process Code	The code that represents a type of action represented by the transaction. RA Add RU Update RX Cancel	2	R	R	R
7	RP Skill Level	The skill levels represent an individual's awareness and understanding of the historical, political, cultural, sociological, economic, and geographic factors of a foreign country or specific global region. 0 Pre-novice 1 Novice 2 Associate 3 Professional 4 Senior Professional 5 Expert	1	R	U	R
8	RP Country Code	Country code of RP skill level. See GENC Registry Website for a list of domain values and definitions.	3	R	U	R

APPENDIX 5E: WORKFORCE TRANSACTION FILE MILITARY AWARDS CODING FORMAT

Table 8. Military Awards File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				MA	MU	MX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA C USCG F USAF H USPHS M USMC N USN S USSF	1	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R
3	Person SSN Identifier	The identifier assigned by the SSA to a person.	9	R	R	R
4	EDI-PI	The identifier assigned by the DoD to a service member.	10	A	A	A
5	Transaction Effective Date	The effective calendar date when the workforce military award transaction came into effect.	8	R	R	R
6	Action Process Code	The code that represents a type of action represented by the transaction. MA Add MU Update MX Cancel	2	R	R	R
7	Military Award Code	The code that represents the military award. See the Military Award Code Table at the DMDC website for a list of domain values and definitions.	4	R	U	R
8	Military Award Device Code	The authorized device for the military award A V Device (valor) B Oak leaf cluster C 3/16-inch Service Star D Campaign Star (3/16 inch) E 3/16-inch Battle Star F Antarctica Service Medal Winter-Over Clasp G Antarctica Service Medal Winter-Over Disk H Arrowhead Device I Hourglass Device J Fleet Marine Force Combat Ops Insignia K Arabic Numerals L Mobilization	1	R	U	R

Table 8. Military Awards File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				MA	MU	MX
		M 5/16-inch Star N R-Device (remote impact) O C-Device (meritorious, combat)				
9	Military Award Device Number Code	The number of authorized military devices for the authorized military device in record field 11 of this table.	2	R	U	
10	Military Award Approval Date	The calendar date of the approval of the military award.	8	R	U	R
11	Award Period Begin Date	The calendar date of the start date of the award's period of service. Format: YYYYMMDD	8	A	U	R
12	Award Period End Date	The calendar date of the end date of the award's period of service. Format: YYYYMMDD	8	A	U	R
13	Personal Military Decoration Date	The calendar date of the act or achievement for a personal military decoration. Format: YYYYMMDD	8	A	U	R

APPENDIX 5F: WORKFORCE TRANSACTION FILE EDUCATION CODING FORMAT

Table 9. Education File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				TA	TU	TX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA C USCG F USAF M USMC N USN S USSF	1	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R
3	Person SSN Identifier	The identifier assigned by the SSA to a person.	9	R	R	R
4	EDI-PI	The identifier assigned by the DoD to a Service member.	10	A	A	A
5	Transaction Effective Date	The effective calendar date when the workforce education transaction came into effect.	8	R	R	R
6	Action Process Code	The code that represents a type of action represented by the transaction. TA Add TU Update TX Cancel	2	R	R	R
7	Education Type Code	The code that identifies the type of education. C Post-secondary education O Officer Military PME P Officer Military JPME	1	R	U	R
8	Military School	Enter military PME or JPME school for record field 7, education type equal 'O' or 'P.' AA Army War College AB Army Command and General Staff College AC Captains Career course – Phase I (formerly AOC) AD Captains Career Course – Phase II (formerly AOC-RC) TATS-C	2	R	U	R

Table 9. Education File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				TA	TU	TX
		AE Captains Career course – Phase II (formerly CAS3)				
		FA Air Force Squadron Officer School				
		FB Air Command and Staff College				
		FC Air War College				
		IA Senior Level International School				
		IB Intermediate Level International School				
		IC Primary Level International School				
		JA CAPSTONE				
		JB Combined/Joint Force Functional Component Commander Course				
		JC Combined/Joint Force Special Operations Component Commander Course				
		JD Cybersecurity Operations Executive Course				
		JE Joint Flag Officer Warfighting Course				
		JF PINNACLE				
		JG Senior International Defense Management Course				
		JH Senior Joint Information Operations Applications Course				
		JM Advance Joint Professional Military Education JCWS-Hybrid				
		JN College of International Security Affairs (CISA)				
		JO College of International Security Affairs (CISA)-CSCT Program Cohort				
		JP Eisenhower School (Industrial College of the Armed Forces)				
		JQ Joint Advanced Warfighting School (JAWS) at JFSC				
		JR Joint and Combined Warfighting School (JCWS) at JFSC				
		JS National War College				
		JT School of Information Warfare and Strategy (SIWS)				
		JU Joint and Combined Staff Officer School (JCSOS) at JFSC				
		JV Joint and Combined Warfighting School at JFSC				
		JW Joint Forces Staff College				
		JX National Intelligence University JPME Cohort				
		MA Marine Corps War College				

Table 9. Education File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				TA	TU	TX
		MB Marine Corps Command and Staff College MC Marine Corps Expeditionary Warfare School MD Marine Corps Amphibious Warfare Course (Historic) NA College of Naval Warfare NB Naval War College, Command and Staff Interim Course NC College of Naval Warfare, Command and Staff ND Navy Warfare Specialty Training				
9	Education Designator Code	Enter civilian education designation code for school for type equal 'C.' D Associate Degree G Professional Nursing K Baccalaureate Degree N Master's Degree U Doctorate Degree W Professional Degree	1	R	U	R
10	Educational Discipline Code	The code established by the Department of Education that represents a subject of study. Report the educational discipline that is the basis for the highest post-secondary certificate, degree, or diploma awarded to a member. For record field 7, Education Type Code equal 'C'. See the Educational Discipline Code table at the DMDC website for a list of domain values and definitions.	6	R	U	R
11	School Residence Indicator Code	The code to designate attendance at a post-secondary or professional education school in-residence N School attendance was not performed in-residence Y School attendance was in-residence	1	R	U	R
12	Education Completion Effective Date	The calendar date the civilian or military education program was successfully completed. Format: YYYYMMDD	8	R	U	R

APPENDIX 5G: WORKFORCE TRANSACTION FILE PCS CODING FORMAT

Table 10. PCS File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				PA	PU	PX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA F USAF M USMC N USN S USSF	1	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R
3	Person SSN Identifier	The identifier assigned by the SSA to a person.	9	R	R	R
4	EDI-PI	The identifier assigned by the DoD to a Service member.	10	R	R	R
5	Transaction Effective Date	The effective calendar date when the workforce PCS transaction came into effect.	8	R	R	R
6	Action Process Code	The code that represents a type of action represented by the transaction. PA Add PU Update PX Cancel	2	R	R	R
7	PCS Transaction Effective Date	The effective calendar date when the PCS transaction came into effect. Format: YYYYMMDD	8	R	U	R
8	PCS Budget Category Code	The budget category of the PCS move type. A Accession move B Training C Operational D Rotational E Separation F Unit	1	R		R
9	PCS Budget Fiscal Year Quantity	Budget fiscal year of PCS move.	4	R	U	R
10	PCS Entitlement Code	The entitlement status of the move to the gaining station.	1	R	U	R

Table 10. PCS File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				PA	PU	PX
		A Full entitlement B Low-cost entitlement				
11	Losing Station Assignment Date Arrived on Station Date	Date of arrival at losing permanent duty station. Format: YYYYMMDD	8	R	U	R
12	Losing Station Assignment Date Departed Duty Station Date	Date of departure from losing permanent duty station. Format: YYYYMMDD	8	R	U	R
13	Losing Station Assignment Composite Unit Identification Code (UIC)	Enter the unit information of the Service member's losing station. USA: UIC Major Command Code USN: UIC Command Code USMC: Reporting Unit Code Monitored Command Code USAF/USSF: MPF Identifier Major Command Code Personnel Accounting Symbol	8 6 2 6 2 5 3 2 2 4	R	U	R
14	Losing Station Tour Accompaniment Reason Code	The losing station tour accompaniment status. A Accompanied overseas tour S Overseas tour without command sponsored family members U Unaccompanied overseas tour with family members W Continental United States assignment	1	R	U	R
15	Losing Station Time on Station Exception Code	The reason the tour-length was curtailed. See the PCS Time on Station Exception Code at the DMDC website for a list of domain values and definitions.	2	R	U	R
16	Losing Station Service Tour Waiver Indicator	An indicator identifying a Service tour waiver. N No curtailment of overseas tour by Service policy Y Curtailment of overseas tour by Service policy	1	R	U	R
17	Losing Station Service Tour Curtailment Indicator	An indicator identifying a Service tour curtailment reason. N No waiver of overseas tour by Service policy Y Waiver of overseas tour by Service policy	1	R	U	R

Table 10. PCS File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule		
				PA	PU	PX
18	Losing Station Tour Length Code	The losing station outside the continental United States tour lengths for an accompanied or unaccompanied tour. A Unaccompanied tour - 12-months B 24/12 C 24/18 D 24/24 E 30/18 F 36/24 G 48/24 X Other	1	R	U	R
19	Losing Station Tour Family Member Quantity	Number of family members residing with the Service member at the losing permanent duty station.	2	R	U	R
20	Gaining Station Assignment Date on Station Date	Date of arrival at gaining permanent duty station. Format: YYYYMMDD	8	R	U	R
21	Gaining Station Assignment Composite UIC	Enter the unit information of the Service member's gaining station. See record field 13 coding and remarks	8	R	U	R
22	Gaining Station Tour Accompaniment Reason	The gaining station tour accompaniment status. A Accompanied overseas tour S Overseas tour without command sponsored family members U Unaccompanied overseas tour with family members W Continental United States assignment	1	R	U	R
23	Gaining Station Tour Length Code	The gaining station outside the continental United States tour lengths for an accompanied or unaccompanied tour. A Unaccompanied tour - 12-months B 24/12 C 24/18 D 24/24 E 30/18 F 36/24 G 48/24 X Other	1	R	U	R
24	Gaining Station Tour Family Member Quantity	Number of family members residing with the Service member at the gaining permanent duty station	2	R	U	R

SECTION 6: LINE OF DUTY (LOD) TRANSACTION FILE

6.1. APPLICABILITY.

a. The Reserve Components of the uniformed services will use the LOD transaction file format described in Table 11 to report LOD benefit information for their personnel. This LOD information will identify episodes of medical and dental care for Reserve Component members who incur or aggravate an injury, illness, or disease or experience death while in a duty status described DoDI 1241.01.

b. This information will form a LOD registry (LODR) of Reserve Component members who meet the condition of Paragraph 6.1.a. These members are authorized medical and dental treatment in accordance with Sections 1074 and 1074a of Title 10, U.S.C.

6.2. REPORTING REQUIREMENTS FOR THE LOD FILE.

a. Report a transaction for each Reserve Component member when the Reserve Component makes an interim or formal LOD determination that an injury, illness, or disease was incurred or aggravated or death experienced while on duty, and that the injury, illness, disease, or death was not the result of the member's gross negligence or misconduct.

b. The LOD information will be submitted in accordance with an ICD between each Service Component and the DMDC.

6.3. PROCEDURES AND EDITS FOR THE LOD DATA.

a. The data items in Table 11 will uniquely identify a record in the LODR:

- (1) Uniformed service branch classification code (record field 1, Table 11).
- (2) Uniformed service organization component code (record field 2, Table 11).
- (3) Person SSN identifier (record field 3, Table 11).
- (4) LOD unique identifier (record field 7, Table 11).

b. Use the action process codes (record field 6, Table 11) to add, update, or cancel records by the unique identifier of Paragraph 6.3.a. in the LODR.

- (1) To add a new open LODR record:
 - (a) Use the action process code "BA".
 - (b) Submit data items according to the applicability rule for "BA-O" in Table 11.
 - (c) For open records:

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

2. The benefit termination date (record field 13, Table 11) is not reported.

(2) To add a new closed LODR record:

(a) Use the action process code “BA”.

(b) Submit data items according to the applicability rule for “BA-C” in Table 11.

(c) For closed records:

1. The benefit termination date (record field 13, Table 11) has a valid date on or after the benefit eligibility begin date (record field 11, Table 11).

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

(3) To update an existing LODR record that is open or closed, use the action process code “BU” to update data items, except for the unique identifier data items in Paragraph 6.3.a. subject to the applicability rule for “BU” rule in Table 11.

(4) To close an existing LODR record that is open, use the action process code “BU” to update data items, except for the unique identifier in Paragraph 6.3.a. subject to the applicability rule for “BU-U” in Table 11. To close a record using “BU” submit a valid Benefit Termination Date (record field 13, Table 11), and do not report a valid benefit eligibility end date (record field 12, Table 11).

(5) To open an existing LODR record that is closed, use the action process code “BU” to update data items, except for the unique identifier in Paragraph 6.3.a. subject to the applicability rule for “BU-U” in Table 11. To open a record using “BU” submit a valid benefit eligibility end date (record field 12, Table 11), and do not report a valid benefit termination date (record field 13, Table 11).

(6) To cancel an existing LODR record, use the action process code “BX” subject to the applicability rule for “BX” rule in Table 11. This code will remove the record from the LODR.

c. The applicability rule for Table 11 details the required, applicable, and updatable data items for the transaction rules: “BA-O”, “BA-C”, “BU”, “BU-U” and “BX”.

(1) “R” designates required data items.

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

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

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

d. LOD transaction file exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 11) and uniformed service organization component code (record field 2, Table 11) for LODR transactions will be subject to the uniformed service component association established by the USHRIS master and transaction files.

(2) Reported data items for LODR records must conform to the data validity specified for each of the data items in Table 11.

(3) All calendar dates must be valid calendar dates. Any reported benefit eligibility end date (record field 12 in Table 11) and benefit termination date (record field 13 in Table 11) must be on or after the benefit eligibility begin date (record field 11 in Table 11).

(4) An LODR record identified by Paragraphs 6.3.a.(1) through 6.3.a.(4) must be unique in the LODR.

APPENDIX 6A: LOD TRANSACTION FILE CODING FORMAT

Table 11. LOD Transaction File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				BA-O	BA-C	BU	BU-U	BX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA C USCG F USAF H USPHS M USMC N USN S USSF	1	R	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States V Reserve	1	R	R	R	R	R
3	Person SSN Identifier	The identifier assigned by the SSA to a person.	9	R	R	R	R	R
4	EDI-PI	The identifier assigned by the DoD to a Service member.	10	R	R	R	R	R
5	Transaction Effective Date	The effective calendar date when the LOD transaction came into effect.	8	R	R	R	R	R
6	Action Process Code	The code that represents a type of action represented by the transaction. BA Add BU Update BX Cancel	2	R	R	R	R	R
7	LOD Unique Identifier	Service-unique identifiers of LOD benefit case.	15	R	R	R	R	R
8	LOD Incident Date	Calendar date of the LOD incident. Must be set to valid date. Format: YYYYMMDD	8	R	R	R	R	R
9	LOD Duty Status	Service member's duty status at LOD incident date. 00 Unterminated 01 AD less than 31 days 02 AD more than 30 days 03 Full-time National Guard duty less than 31 days 04 Full-time National Guard duty more than 30 days 05 Funeral honors 06 Inactive duty 07 Inactive duty - Travel 09 Inactive duty - Sponsored Events	2	R	R	U	U	R

Table 11. LOD Transaction File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				BA-O	BA-C	BU	BU-U	BX
10	LOD Case Status	Current status of the LOD case. 01 Formal (final) 02 Informal (interim or presumptive) 03 Appeal	2	R	R	U	U	10.
11	Benefit Eligibility Begin Date	The calendar date indicating the date that the eligibility commences for receipt of medical or dental care for the LOD injury. Must be set to valid date. Format: YYYYMMDD	8	R	R	R	R	11.
12	Benefit Eligibility End Date	The calendar date indicating the expected date that eligibility for medical or dental care for the LOD injury will terminate. Format: YYYYMMDD	8	R	R	U	U	R
13	Benefit Termination Date	The actual calendar date indicating the date that eligibility for medical or dental care for the LOD injury will terminate. Format: YYYYMMDD	8	A	R	U	U	R
14	Benefit Termination Reason Code	The code identifying the reason why eligibility for the LOD is terminated. 01 Return to duty 02 No LOD, misconduct 03 No LOD, no misconduct 04 No LOD, existed before service 05 Existed before service – service aggravated 06 Separation or retirement 07 Death related to LOD 08 Death not related to LOD 09 Noncompliance with care	2	R	R	U	U	R
15	Disability Referral Type Code	Referral to Disability Evaluation System. 01 Medical Evaluation Board 02 Physical Evaluation Board 03 Referral to Secretary of the Military Department	2	A	A	U	U	R
16	AD for Medical Care Date	Calendar date that Service member is called to AD for medical care. Format: YYYYMMDD	8	A	A	U	U	R
17	Incapacitation Pay Start Date	The calendar date indicating the date that incapacitation pay, and allowances less earned income as authorized in Sections 204(g) and 204(h) of Title 37 U.S.C. Format: YYYYMMDD	8	A	R	U	U	R
18	Incapacitation Pay End Date	The calendar date indicating the date that incapacitation pay, and allowances less earned income as authorized in Sections 204(g) and 204(h) of Title 37 U.S.C. ends. Format: YYYYMMDD	8	A	R	U	U	R

SECTION 7: UNIT INFORMATION (UI) TRANSACTION FILE

7.1. APPLICABILITY.

- a. The DoD requires use of the UI transaction file format described in Table 12 to report the unit information and addresses of Service members currently assigned in the USHRIS.
- b. This information will be used to establish a UI registry (UIR) for reporting, analysis, and research.

7.2. REPORTING PROCEDURES FOR THE UI FILE.

- a. Regular and Reserve Components of the Military Services will report the UI where all Service members are assigned in the reporting requirements of the USHRIS.
- b. All Composite UI will be reported, but unclassified UI only.
- c. UI will be submitted in accordance with an ICD between each Service Component and the DMDC.

7.3. PROCEDURES AND EDITS FOR THE UI DATA.

- a. The data items in Table 12 will uniquely identify a record in the UIR:
 - (1) Uniformed service branch classification code (record field 1, Table 12).
 - (2) Uniformed service organization component code (record field 2, Table 12).
 - (3) Composite UI code (record field 4, Table 12).
 - (4) UI begin date (record field 14, Table 12).
- b. Use the action process code (record field 3, Table 12) to add, update, or cancel records by the unique identifier of Paragraph 7.3.a. in the UIR.
 - (1) To add a new open UIR record:
 - (a) Use the action process code “UA” to submit data items according to the applicability rule for “UA-O” in Table 12.
 - (b) The UI begin date (record field 14, Table 12) has a valid date. The UI end date (record field 16, Table 12) is not reported.
 - (2) To add a new closed UIR record:

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

(b) The UI end date (record field 15, Table 12) has a valid date on or after the UI begin date.

(3) To update an existing UIR record that is open or closed, use the action process code “UU” to update data items, except for the unique identifier data items in Paragraph 7.3.a. subject to the applicability rule for “UU” in Table 12.

(4) To close an existing UIR record that is open, use the action process code “UU” to update any information, except for the unique identifier in Paragraph 7.3.a. subject to the applicability rule for “UU-U” in Table 12. To close a record using the code “UU”, submit a valid UI end date (record field 15, Table 12) on or after the UI begin date (record field 14, Table 12).

(5) To open an existing UIR record that is closed, use the action process code “UU” to update any information, except for the unique identifier in Paragraph 7.3.a. subject to the applicability rule for “UU-U” in Table 12. To open a record using the code “UU”, submit a valid UI begin date (record field 14, Table 12), and do not report a UI end date (record field 15, Table 12).

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

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

(1) “R” designates required data items.

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

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

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

d. UI transaction file processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 12) and uniformed service organization component code (record field 2, Table 12) for UIR transactions will be subject to the uniformed service component association established by the USHRIS master and transaction files.

(2) Reported data items for UIR records must conform to the data validity specified for each of the data items in Table 12.

(3) All calendar dates must be valid calendar dates. Any reported UI end date (record field 15 in Table 12) must be on or after the UI begin date (record field 14 in Table 12).

(4) UIR records for the UIR identified by Paragraphs 7.3.a.(1) through 7.3.a.(4) must:

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

(5) A UIR record identified by Paragraph 7.3.a. must not overlap any other UIR record UI begin date (record field 14 in Table 12) and UI end date (record field 15, Table 12) for a uniformed service branch classification code (record field 1, Table 12), uniformed service organization component code (record field 2, Table 12) and composite UI code (record field 4, Table 12).

e. The DMDC will review the validity and consistency of the data items as well as missing data item values. Missing and unreported data items in the UIR may affect the applicable uses of the UIR in Paragraph 7.1.b.

f. The reporting uniformed services component will provide translation coding tables to the DMDC for data items for the composite UI code (record field 16 in Table 12): Army major command code, Navy major command code, Marine Corps monitored command code, Air Force military personnel flight code and major command code, and Coast Guard district code.

g. Use the 3-byte GENC standard as the country code standard for the UI country code (record field 12, Table 12).

h. Use U.S. postal code for UI state codes (record field 10, Table 12).

APPENDIX 7A: UI TRANSACTION FILE CODING FORMAT

Table 12: UI Transaction File Layout

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				UA-O	UA-C	UU	UU-U	UX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA C USCG F USAF M USMC N USN S USSF	1	R	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve	1	R	R	R	R	R
3	Action Process Code	The code that represents a type of action represented by the transaction. UA Add UU Update UX Cancel	2	R	R	R	R	R
4	Composite UI	The composite UI fields are. USA: UIC Major Command Code USN: UIC Command Code USMC: Reporting Unit Code Monitored Command Code USAF/USSF: MPF Identifier Major Command Code Personnel Accounting Symbol USCG: District Code Department Identifier BLANK	8 6 2 6 2 5 3 2 2 4 2 5 1	R	R	R	R	R
5	Unit Title - Full Name Text	Full name of unit	50	R	R	U	U	X
6	Unit Title - Abbreviated Name Text	Abbreviated name of unit	25	R	R	U	U	X

Table 12. UI Transaction File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				UA-O	UA-C	UU	UU-U	UX
7	Unit Address Line-1 Text	The text of the detailed portion of a unit's mailing address. This may include street number and name, building number or name, post office box number, or rural route number and box number.	40	R	R	U	U	X
8	Unit Address Line-2 Text	The text of the detailed portion of a unit's mailing address. This may include street number and name, building number or name, post office box number, or rural route number and box number.	40	R	R	U	U	X
9	Unit City Text	The name of the highest-level delivery station within a postal state territory, or country.	20	R	R	U	U	X
10	Unit State Code	Postal address of the States, the District of Columbia, Puerto Rico, and the insular areas of the United States. See the postal region state code at the DMDC website for a list of domain values and definitions.	2	R	R	U	U	X
11	Unit ZIP Code	The identifier that represents the designated United States Postal Service mail service region and the definitive delivery drop within the region for a member's residence mailing address. If the extension identifier is not reported, set to zero the last four positions of the data item.	9	R	R	U	U	X
12	UIC Country Code	The code that represents the principal geopolitical entity of the world for the location of the unit. See GENC registry website for a list of domain values definitions.	3	R	R	U	U	X
13	Sea Shore Identifier	The identifier for Navy or Marine Corps UIC designating a sea or shore unit. A Shore based UIC S Sea based UIC	1	R	R	U	U	X
14	UIC Begin Date	The calendar date the UIC enters in an active status. Format: YYYYMMDD	8	R	R	U	U	X
15	UIC End Date	The calendar date the UIC ends an active status. Format: YYYYMMDD	8		R	U	R	X

SECTION 8. PERSTEMPO TRANSACTION FILE

8.1. APPLICABILITY.

a. The DoD will use the PERSTEMPO transaction file format described in Table 13 to report the deployment information of Service members in the DoD Regular Components, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Components to provide a source for accurate reporting of the PERSTEMPO of these Service members in accordance with DoDI 1336.07.

b. This information will be used to establish the PERSTEMPO registry (PTR) of participants for operating and PERSTEMPO events for reporting, research, actuarial analysis, interagency reporting, and evaluation of policies and programs.

8.2. REPORTING REQUIREMENTS FOR THE PERSTEMPO FILE.

a. The DoD Regular Components, Regular Retired, Fleet Reserve, Fleet Marine Corps Reserve, and Reserve Components will report the personnel data in Table 13 for all PERSTEMPO events where the Service member is deployed or not deployed.

b. Service members will be considered deployed or in a deployment on any day, pursuant to orders, that they are performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for a Service member to spend off-duty time in the housing in which they reside when on garrison duty at their permanent duty station (PDS) or homeport (HP).

c. Reserve Component Service members are considered deployed or in a deployment on any day performing active service pursuant to orders that do not establish a PCS, from the State in which they reside when on garrison duty at their PDS or HP. This includes the Service member's residence that the Service member occupies for use during off-duty time when on garrison duty at the Service member's PDS or HP.

d. Service members are not deployed or in a deployment when they:

(1) Perform service as a student or trainee at a school (including any government school);

(2) Perform administrative, guard, or detail duties in garrison at their PDS or HP;

(3) Are unavailable solely because of hospitalization at their PDS, HP, or the immediate vicinity of their permanent residence; or

(4) Are unavailable as a result of disciplinary action.

e. The DoD Regular and Reserve Components will report periods of deployment according to an ICD between each Regular and Reserve Component and the DMDC.

8.3. PROCEDURES AND EDITS FOR THE PERSTEMPO DATA.

a. The data items in Table 13 will uniquely identify a record in the PTR:

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

b. Use the action process codes (record field 5, Table 13) to add, update, or cancel records by the unique identifier of Paragraph 8.3.a. in the PTR.

(1) To add a new open PTR record, use the action process code “GA”. Submit data items according to the applicability rule for “GA-O” in Table 13. For open records ensure the projected end date (record field 10, Table 13) has a valid date on or after the begin date (record field 9, Table 13) and the end date (record field 11, Table 13) is not reported.

(2) To add a new closed PTR record, use the action process code “GA”. Submit data items according to the applicability rule for “GA-C” in Table 13. For closed records ensure the end date (record field 11, Table 13) has a valid date on or after the begin date (record field 9, Table 13), and projected end date (record field 10, Table 13) is not reported.

(3) To update an existing PTR record that is open or closed, use the action process code “GU” to update data items, except for the unique identifier data items in Paragraph 8.3.a. subject to the applicability rule for “GU” in Table 13.

(4) To close an existing PTR record that is open, use the action process code “GU” to update data items, except for the unique identifier in Paragraph 8.3.a. subject to the applicability rule for “GU-U” in Table 13. To close a record using “GU”, submit a valid end date (record field 11, Table 13) and do not report a projected end date (record field 10 in Table 13).

(5) To open an existing PTR record that is closed, use the action process code “GU” to update data items, except for the unique identifier in Paragraph 8.3.a. subject to the applicability rule for “GU-U” in Table 13. To open a record, submit a valid projected end date (record field 10, Table 13) and do not report a projected end date (record field 11, Table 13).

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

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

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

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

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

d. PERSTEMPO file exception processing concepts:

(1) Record verification of the uniformed service branch classification code (record field 1, Table 13) and uniformed service organization component code (record field 2, Table 13) for PTR transactions will be subject to the uniformed service component association established by the USHRIS master and transaction files.

(2) Reported data items for PTR records must conform to the data validity specified for each the data items in Table 13. Required data items must be reported.

(3) All calendar dates must be valid calendar dates. A reported projected end date (record field 10, Table 13) and end date (record field 10, Table 13) must be on or after the begin date (record field 9, Table 13).

(4) PTR records for the PTR identified by Paragraphs 8.3.a.(1) through 8.3.a.(4) must:

(a) Be unique in the PTR.

(b) Not overlap any other PTR record.

(5) A PTR record identified by Paragraph 8.3.a. cannot overlap any other PTR record in begin date (record field 10, Table 13), projected end date (record field 11, Table 13), and end date (record field 11, Table 13) for a uniformed service branch classification code (record field 1, Table 13), uniformed service organization component code (record field 2, Table 13), and person SSN identifier (record field 3, Table 13).

e. A PERSTEMPO event with a 1-day duration will be coded with the same begin date (record field 9, Table 13) and projected end date (record field 10, Table 13) or end date (record field 11, Table 13).

APPENDIX 8A: PERSTEMPO TRANSACTION FILE CODING FORMAT**Table 13. PERSTEMPO Transaction File Layout**

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				GA-O	GA-C	GU	GU-U	GX
1	Uniformed Service Branch Classification Code	The code that represents an organizational categorization based on subdivisions recognized within the DoD community. A USA F USAF M USMC N USN S USSF	1	R	R	R	R	R
2	Uniformed Service Organization Component Code	The code that represents a subdivision of an officially sanctioned organization whose members wear military attire. G National Guard of the United States R Regular V Reserve X Regular Retired Y Fleet Reserve, Fleet Marine Corps Reserve	1	R	R	R	R	R
3	Person SSN Identifier	Enter nine numeric digits omitting hyphens for the Service member's SSN.	9	R	R	R	R	R
4	EDI-PI	The ten unique numeric digits that are used to identify a Service member within the DoD.	10	A	A	A	A	A
5	Action Process Code	The code that represents a type of action represented by the transaction. GA Add GC Update GX Cancel	2	R	R	R	R	R
6	PERSTEMPO Event Indicator Code	The code that indicates whether a PERSTEMPO event or activity is a deployment. N Non-deployment event or activity Y Deployment event or activity	1	R	R	U	U	R

Table 13. PERSTEMPO Transaction File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				BA-O	BA-C	BU	BU-U	BX
7	PERSTEMPO Event Category Code	<p>The code that represents a classification of a PERSTEMPO event based on the PERSTEMPO Event Indicator Code. If Deployment PERSTEMPO Event Indicator Code (record field 6) equals Y:</p> <p>A Operation B Exercise C Unit training D Mission support temporary duty F Home station training P Hospitalization duty not at or near PDS/HP</p> <p>Else if Deployment PERSTEMPO Event Indicator Code (record field 6) equals N:E</p> <p>Individual training G Duty in garrison H Hospitalization at or near PDS/HP I Disciplinary event J Inactive duty Training K Muster Duty L Funeral Honors Duty</p>	1	R	R	U	U	R
8	High Deployment Allowance Indicator	<p>A Reserve Component Service member who is on AD:</p> <ul style="list-style-type: none"> - Under a call or order to AD for a period of more than 30 days that is the second (or later) such call or order to AD (whether voluntary or involuntary) for that member in support of the same contingency operation; or - For a period of more than 30 days under Section 12304b of Title 10, U.S.C. or a provision of law referred to in Section 101(a)(13)(B) of Title 10, U.S.C. if such period begins within 1 year after the date on which the member was released from previous service on AD for a period of more than 30 days under a call or order issued under such a provision of law. <p>Y Eligible for high deployment allowance - if satisfied conditions in Section 436(a)(2)(C) of Title 37, U.S.C.</p> <p>N Not eligible for high deployment allowance</p>	1	R	R	U	U	R
9	Begin Date	<p>The calendar date when the PERSTEMPO event or activity started. Format: YYYYMMDD</p>	8	R	R	U	U	R
10	Projected End Date	<p>The calendar date when the PERSTEMPO event or activity is projected to stop. Format: YYYYMMDD</p>	8	R	R	U	R	R

Table 13. PERSTEMPO Transaction File Layout, Continued

Record Field	Data Item	Coding and Remarks	Len	Applicability Rule				
				BA-O	BA-C	BU	BU-U	BX
11	End Date	The calendar date when a PERSTEMPO event or activity ends. Format: YYYYMMDD	8	X	R	U	R	R
12	Assigned Military Composite UI	The composite UI information to which the Service member is assigned. USA: UIC Major Command Code USN: UIC Command Code USMC: Reporting Unit Code Monitored Command Code USAF/USSF: MPF Identifier Major Command Code Personnel Accounting Symbol	8 6 2 6 2 5 3 2 2 4	A	A	U	U	U
13	Duty Military Composite UI	The composite UI information where the Service member is performing duty. See record field 12	8	A	A	U	U	U

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
AD	active duty
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ATSD(PA)	Assistant to the Secretary of Defense for Public Affairs
CYBR	cyber registry
DCWF	DoD cyberspace workforce framework
DEERS	Defense Enrollment Eligibility Reporting System
DLAB	Defense Language Aptitude Battery
DLABDR	Defense Language Aptitude Battery Data Repository
DMDC	Defense Manpower Data Center
DoDD	DoD directive
DoDI	DoD instruction
EDI-PI	electronic data interchange personal identifier
EDR	education data registry
EID	early identification
GENC	geopolitical entities, names, and codes
HP	homeport
IAD	initial period of active duty
ICD	interface control document
JPME	joint professional military education
LDR	language data registry
LOD	line of duty
LODR	line of duty registry
MADR	military awards data registry
NOAA	National Oceanic and Atmospheric Administration
OUSD(P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
PCS	permanent change of station
PCSDR	permanent change of station data registry

ACRONYM	MEANING
PDS	permanent duty station
PERSTEMPO	personnel tempo
PME	professional military education
PTR	personnel tempo registry
RCBR	Reserve Component Benefits registry
RP	regional proficiency
RPDR	regional proficiency data registry
SSA	Social Security Administration
SSN	Social Security number
UI	unit information
UIC	unit identification code
UIR	unit information registry
USA	United States Army
USAF	United States Air Force
U.S.C.	United States Code
USCG	United States Coast Guard
USHRIS	Uniformed Services Human Resources Information System
USMC	United States Marine Corps
USN	United States Navy
USPHS	United States Public Health Service
USSF	United States Space Force

G.2. DEFINITIONS.

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

TERM	DEFINITION
authoritative source	A data source that has the responsibility for maintaining records and updating data.

TERM	DEFINITION
delayed-effective-date AD order	An official document prescribing the order to AD of a Reserve Component member or members on a specified date after the date of the order for a period of more than 30 days pursuant to Section 12304b of Title 10, U.S.C., or in accordance with a provision of law referred to in Section 101(a)(13)(B) of Title 10 U.S.C. Such an order may be either an individual mobilization order or a unit mobilization order, provided it specifies an order authority, a start date, and the duration of the activation. To qualify, the unit mobilization order will apply to all unit members or have an annex, approved by a senior authorized individual for the unit or higher headquarters, identifying all individuals to whom individual mobilization orders will be issued.
federally funded research and development center	Defined in DoDI 5000.77.
insular areas of the United States	A U.S.-associated jurisdiction that is not part of the 50 States or the District of Columbia.
PERSTEMPO	The amount of time Service members are engaged in their official duties at a location or under circumstances that make it infeasible for members to spend off-duty time in the housing in which they reside.
Service member	A member of the Military Services.
USHRIS	A data warehouse of authoritative source human resource data from the uniformed services.
uniformed services	As defined at Section 101(a)(5) of Title 10, U.S.C., this includes the Military Services, the NOAA Corps, and the USPHS Corps.

REFERENCES

- Defense Manpower Data Center website¹
- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- DoD Directive 5124.10, “Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA),” March 14, 2018
- DoD Directive 8140.01, “Cyberspace Workforce Management,” October 5, 2020
- DoD Instruction 1000.30, “Reduction of Social Security Numbers (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 1336.07, “Management of Personnel Tempo,” December 28, 2020
- 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 5160.70, “Management of the Defense Language, Regional Expertise, and Culture (LREC) Program,” December 30, 2016
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- DoD Instruction 7730.68, “Uniformed Services Human Resources Information System,” September 1, 2023
- DoD Instruction 8140.02, “Identification, Tracking, and Reporting of Cyberspace Workforce Requirements,” December 21, 2021
- DoD Instruction 8320.02, “Sharing Data, Information, and Technology (IT) Services in the Department of Defense,” August 5, 2013, as amended
- DoD Instruction 8500.01, “Cybersecurity,” March 14, 2014, as amended
- DoD Manual 7730.69, Volume 1, “Uniformed Services Human Resources Information System: Main Reporting Requirements,” September 1, 2023
- National Geospatial-Intelligence Agency website, GENC State and Country Code Standards²
- Service Agreement between the National Oceanic and Atmospheric Administration (NOAA), Department of Commerce and the United States Coast Guard, Department of Homeland Security, Regarding Personnel and Payroll Services Provided by the U.S. Coast Guard Pay and Personnel Center³

¹ Available at <https://dwp.dmdc.osd.mil/dwp/app/dod-data-reports/workforce-reports>.

² Available at <http://nsgreg.nga.mil/gencc/discovery>

³ Copies of the interagency agreement may be obtained from U.S. Coast Guard Headquarters, 2703 Martin Luther King Jr. Ave. SE, Stop 7907, Washington, DC 20593-7907

United States Code, Title 5, Section 552a (also known as the “Privacy Act of 1974,” as amended)

United States Code, Title 10

United States Code, Title 14

United States Code, Title 37

United States Code, Title 50