

**PART 114—RESERVE COMPONENTS  
COMMON PERSONNEL DATA  
SYSTEM (RCCPDS)**

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AUTHORITY: 10 U.S.C. 261, 267, 275, 511, 651, 652, 671, 1331, 6330, and 8914.

SOURCE: 56 FR 18699, Apr. 24, 1991, unless otherwise noted.

**§ 114.1 Purpose.**

This part updates policy and standardize data elements affecting the RCCPDS.

**§ 114.2 Applicability and scope.**

This part applies to: (a) The Office of the Secretary of Defense (OSD); the Military Departments (including their National Guard and Reserve components); the Chairman, Joint Chiefs of Staff and Joint Staff; the Defense Agencies; and the U.S. Coast Guard, by agreement with the Department of Transportation (DoT), when it is not operating as a military service in the Navy.

(b) All officers, warrant officers, and enlisted personnel assigned to the Ready Reserve, the Standby Reserve, and the Retired Reserve. Reservists on Active Duty for Training (ADT) who continue their assignment with a Reserve component are included. Reserve Officer Training Corps (ROTC) members, who are not members of the Simultaneous Membership Program

(SMP), are excluded. Also excluded are individuals who have elected discharge after 20 creditable years instead of transfer to the Retired Reserve. The Defense Manpower Data Center (DMDC) shall maintain an historical file on those individuals.

(c) Enlisted members of an active component, who also hold a Reserve commission, shall not be reported in the RCCPDS.

(d) Service members on Extended Active Duty (EAD) who are part of the active component or assigned to the Selective Service System (SSS) shall not be reported. (That does not include Service members identified in § 114.5(a)(1)).

**§ 114.3 Policy.**

(a) The RCCPDS is the computerized common data base established to meet the policy requirements and to provide statistical tabulations of Reserve components' strengths and related data for use throughout the Department of Defense, other Government Agencies, the Congress, and for appropriate public release by the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) (DoD Directive 1205.17<sup>1</sup>).

(b) The requirements and procedures prescribed by 32 CFR part 286a must be followed to safeguard the personnel data maintained in that reporting system. Individuals having access to identifiable personnel information may be held personally responsible and punishable under the law for making unauthorized disclosures.

**§ 114.4 Responsibilities.**

(a) The *Assistant Secretary of Defense (Reserve Affairs)* (ASD(RA)) shall:

(1) Establish policy and provide guidance for Reserve Component Categories (RCCs), personnel transaction accounting, personnel data items, definitions, and accuracy standards.

(2) Provide policy guidance to the DMDC on the content and use of the RCCPDS including data fields, definitions, frequency, format, and the content of periodic and special RCCPDS

<sup>1</sup>Copies may be obtained, at cost, from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

reports, in accordance with responsibilities detailed in DoD Directives 1205.17 and 32 CFR part 379.

(3) Revise and maintain this part, as necessary, to update data requirements and provide accurate and effective guidance on personnel data management to the Military Departments and their Reserve components.

(b) The *Assistant Secretary of Defense (Force Management and Personnel)* (ASD(FM&P)) shall:

(1) Ensure that Reserve component military personnel information requirements for actuarial valuations and for effective Total Force military personnel management are identified to the ASD(RA).

(2) Exercise such policy guidance and management supervision for the DMDC, consistent with ASD(FM&P) responsibilities in 32 CFR part 384, as required, to ensure that adequate resources are available and used by the DMDC to fulfill its responsibilities.

(c) The *Director, DMDC* shall:

(1) Operate and maintain the RCCPDS, to include computer support, software development, quality control, inquiry capabilities, and administrative support.

(2) Develop, produce, and distribute all periodic and special RCCPDS reports.

(3) Provide programming and analytical support to the ASD(RA) for special studies requiring use of the RCCPDS.

(4) Modify the RCCPDS to reflect the changing nature of the Reserve components.

(5) Inform the ASD(RA) of data produced from the RCCPDS for other users and of the state and quality of the information submitted by the Reserve components.

(d) The *Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard (USCG)* shall:

(1) Provide their respective Reserve components with the support necessary to maintain a personnel data system.

(2) Prepare at the end of each month, and submit within 20 calendar days, a "Master Officer File" and "Master Enlisted File" reflecting the status of each member of the Reserve component as of the last day of each month, as stated in Appendix A to this part.

(3) Prepare at the end of each month, and submit within 20 calendar days, an "Officer Transaction File" and an "Enlisted Transaction File" reflecting the gains, losses, reenlistments, extensions, and transfers of Reserve component personnel that occurred during the reporting month, as stated in Appendix C to this part. Transactions processed within 45 days of effective day shall not be considered late, due to data lag.

(4) Edit monthly submissions according to the editing concept defined in appendix B to this part.

(5) Perform a quality control validation of the data before submission to the OSD.

#### § 114.5 Procedures.

(a) The following categories of Full-Time Support (FTS) personnel shall be reported in the RCCPDS:

(1) *Active Guard and/or Reserve (AGR)*. Guardsmen and Reservists on active duty to provide full time support to the Ready Reserve and who are paid from the Reserve personnel appropriations of the Military Department concerned.

(2) *Military Technicians*. Federal civilian personnel of a Military Department, who occupy military technician positions and are members of the Reserve component that they support.

(b) As the official DoD vehicle for reporting Reserve component manpower strengths, records reported in RCCPDS (as prescribed in § 114.4(d) (2) and (3)) may not be duplicated in other DoD-wide strength reporting systems. Additionally, to support the accuracy of strength data in the system, the DoD Components shall ensure that:

(1) All strength-affecting changes are processed and reported without delay.

(2) All master and transaction files are edited before submission following the procedures in appendix C to this part.

(c) Requests to provide specifically tailored reports and inquiries to system users shall be directed to the address in paragraph (g) of this section. A Reserve component may not be provided data relative to another Reserve component without prior approval of that Reserve component.

(d) Any information available to the RCCPDS required by the SSS and the

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Department of Veterans' Affairs (VA) shall be provided by magnetic tape extracts of data submitted in compliance with this part.

(e) Information from the RCCPDS shall be provided annually to Federal Agencies screening employees who are also Reserve component members, as prescribed by 32 CFR part 44.

(f) RCCPDS data validity shall be ensured, as follows:

(1) The following shall be critical data for all Reserve component members, and the goal shall be 100-percent validity to ensure acceptability in the system appendix A to this part.

Record field	Data field	Record position
1 .....	Reserve Component .....	1 through 2.
2a .....	Reserve Component Category Designator .....	3.
2b .....	Reserve Component Training-Retirement Category Designator .....	4.
3 .....	Social Security Number .....	5 through 13.
92 .....	Transaction Codes .....	399 through 400.

(2) Each of the following (as applicable in each Reserve Component Category) shall have as a goal at least 98-percent validity:

Record field	Data field	Record position
6 .....	Name, Individual .....	24 through 50.
7 .....	Date of Birth .....	51 through 56.
8 .....	Sex .....	57.
11 .....	Marital Status .....	60.
13 .....	Educational Designator .....	63.
17 .....	Date of Rank .....	155 through 160.
18 .....	Pay Grade, Uniformed Services .....	161 through 163.
19 .....	Pay Entry Base Date (PEBD) .....	164 through 169.
35(a) through (d) .....	Multiple Reporting: Date of Appointment and/or Date of Expiration of Enrollment in Ready Reserve.	229 through 234.
40 .....	Armed Forces Qualification Test (AFQT) Percentile Score (Enlisted ONLY).	243 through 244.
46 .....	Military Unit Designator (Unit Identification Code) .....	251 through 258.
47 .....	States of the United States, and Countries (Unit) .....	259 through 260.
48 .....	National Zoning Improvement Plan (Unit Zip Code) .....	261 through 269.
66 (a), (b) .....	Year and Month, Reserve Component Incentive Program Eligibility Effective Date.	311 through 314.
67 .....	Reserve Component Incentive Program Type .....	315.
68 .....	Reserve Component Incentive Program Educational Type .....	316.
70 .....	Active Component "Montgomery GI Bill (MGIB)" Enrollment status (38 U.S.C. chapter 30.)	323.
76 .....	Reserve Component MGIB Eligibility Status (10 U.S.C. Chapter 106.) .....	339.
88 .....	Notification of Eligibility for Military Retired Pay Indicator .....	385.
89 .....	Date of Transfer to the Retired Reserve .....	386 through 391.
90 .....	Date of Transfer to the Standby Reserve .....	392 through 397.

(3) The goal for all remaining data fields shall be:

(i) 95-percent validity for the Ready Reserve and Standby Reserve.

(ii) 95-percent validity for the Retired Reserve eligible for pay at age 60.

(4) The data validity rates §114.6(f) (1) through (3)) shall be used as standards for judging the validity of that data base and shall be provided to any audit or inspection agency reviewing their accuracy.

(g) Magnetic tape files and the quality control edit report (appendices E and F) to this part shall be delivered by the 20th of the month following the previous report period to the following: Defense Manpower Data Center, Attn: Reserve File Manager, 99 Pacific Street, suite 155-A, Monterey, CA 93940-3231.

**§ 114.6 Information requirements.**

The reporting requirements for this part are assigned the following Report Control Symbols (RCS):

Master File: DD-RA(M)1147 (See Appendix A to this part).

Transaction File: DD-RA(M)1148 (See Appendix C to this part).

Standard data elements from DoD 5000.12-M2<sup>2</sup> are being used in these reporting requirements where applicable.

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<sup>2</sup>See footnote 1 to §114.3(a).

APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD-RA(M)1147

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sei Res	Irr/Ing	Stnby Res	Ret Res
1. Reserve Component a. Military Service	The arrangement of the data fields has been established in a "Logical User View." Every effort has been made to achieve consistency and standardization of data fields and data structure throughout this instruction. A=U.S. Army (USA) N=U.D. Navy (USN) M=U.S. Marine Corps (USMC) F=U.S. Air Force (USAF) P=U.S. Coast Guard (USCG) G=National Guard of the United States V=Reserve	1-2 1	2 A 1 A	DE- NM- AA.	X X	X X	X X	X X
b. Service Component		2	1 A	SE- NA- AA.	X	X	X	X
2. Reserve Component Category (RCC).	(Title 10 U.S.C. 267, 268, 273, and 274, (reference h))	3-4	2 AN	Stand- ard pend- ing.	X	X	X	X
a. Reserve Component Category Designator (RCCD).	See DoD Directive 1215.6 (reference (j)). Each member must be placed in one of the following RCCs:  Ready Reserve—(Selected Reserve) S=Trained in Units—Those Selected Reserve members who have completed training and are assigned to a unit T=Trained individuals (nonunit)—Those Selected Reserve members who have completed training and are not assigned to a Reserve component unit U=Training Pipeline—Those Selected Reservists (officers and enlisted) who are awaiting training, including the second part of split initial active duty for training (IADT); those Senior ROTC members who are in Simultaneous Membership Program (SMP) or Marine Corps Platoon Leader Class members; nonprior service AGR (Navy TAR Enlisted Program (TEPs) personnel; and Selected Reserve untrained personnel in other training programs Ready Reserve—(Individual Ready Reserve (IRR)) R=IRR—Those individual members of the Ready Reserve not in the Selected Reserve. Those include: Officers awaiting active duty (AD), or Selected Reserve assignment; members with previous Active Component or Selected Reserve Service, who have a remaining Military Service obligation or who voluntarily extend their service in the IRR; untrained members of the IRR; and those who enlist directly into the IRR	3	1 A	Stand- ard pend- ing.	X	X	X	X



APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD—RA(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sel Res	Irr/hg	Stnby Res	Ret Res
	<p>P=Personnel awaiting IADT and authorized to perform Inactive Duty Training (IDT). Includes Service members with or without pay.</p> <p>Q=Personnel awaiting the second part of IADT.</p> <p>S=AGR currently on, or awaiting IADT. Includes nonprior service AGR (Navy TAR Enlisted Program (TEPs)) personnel.</p> <p>T=Simultaneous Membership Program (SMP). Senior ROTC Cadets or Marine Corps PLC members who are also permitted to be members of a Selected Reserve unit in the grade of "cadet." Does not include Basic ROTC enrollees.</p> <p>X=Selected Reserve members in other training programs, including chaplain, medical, health professional stipend, and early commissioning programs.</p> <p>READY RESERVE—IRR and/or ING</p> <p>Trained—RCC (R)</p> <p>E=Trained individual members of the Ready Reserve not in the Selected Reserve.</p> <p>Ready Reserve Training—RCC (P)</p> <p>J=Ready Reserve members, not in the Selected Reserve, participating in officer training programs. Excludes ROTC, including chaplain and Judge Advocate General (JAG) schooling, education delay, Reserve officers commissioned through ROTC or other programs, officer assignment delay, Army Early Commissioning Program, Coast Guard direct commissioning candidates, and Marine Corps PLC members not in SMP.</p> <p>K=Ready Reserve members, not in the Selected Reserve, participating in the HPSP.</p> <p>Inactive National Guard—RCC (I)</p> <p>L=Ready Reserve members who are members of the ING.</p> <p>Standby Reserve—(Standby Active and Inactive).</p> <p>Standby Reserve—RCC (Y)</p> <p>D=Members of the Standby Reserve on the "Active Status List"</p> <p>L=Members with at least 20 years of 10 U.S.C. 1332 (reference (h)) service, with less than 30 percent Service disability, and who have been transferred to the "Inactive Status List" instead of separation under Chapter 61 of reference (h)</p> <p>N=Other members of the Standby Reserve on the "Inactive Status List"</p> <p>Retired—RCC (V)</p>							

<p>1=Service members who have completed at least 20 qualifying years creditable for retirement pay under Section 1331, of reference (h) who are 60, or more, years of age, and are now drawing retirement pay under Section 1331 of reference (h). Required to be tracked at component level. Should not to be submitted to RCCPDS</p>							X
<p>2=Service members who have completed 20 qualifying years creditable for retired pay but are not yet entitled to retired pay. Only retirement category to be submitted to RCCPDS</p>							X
<p>3=Service members retired for physical disability under Sections 1201, 1202, 1204, or 1205 of reference (h). Members must have 20 years of active Federal service creditable for retirement pay or be 30 percent, or more, disabled (includes Reservists serving with Active or Reserve components). Required to be tracked at component level. Should not to be submitted to RCCPDS</p>							X
<p>4=Reserve members who have completed 20, or more, years of AD service and retired under Sections 3911, 3914, 6323, 6330, 8911, or 8914 of reference (h). Includes Regular and Reserve Army and Air Force enlisted personnel with between 20 and 30 years of Military Service, and Regular and Reserve Navy and Marine Corps enlisted personnel in the Fleet Reserve (Navy), and Fleet Marine Corps Reserve with between 20 and 30 years of service. Required to be tracked at component level. Should not to be submitted to RCCPDS</p>	5-13	9 N	SO- CA- AB.	X	X		X
<p>5=Reserve personnel drawing retired pay based on retirement for reasons other than age, service requirements or physical disability. That category is restricted to those who are retired under special conditions, as authorized by the Assistant Secretary of Defense for Reserve Affairs (ASD(RA)), under Legislation. Not required to be submitted to RCCPDS</p>	14-22	9 AN	SO- CA- AD.	X	X		
<p>6=Service members who are not eligible for retirement pay, but have requested placement on the "Honorary Retired List" under 10 U.S.C. 274 and DoD Directive 1200.15 (references (h) and (k)). Not required to be submitted to RCCPDS</p>							
<p>3. Social Security Number (SSN) Enter nine numeric digits omitting hyphens for the Service member's SSN</p>							
<p>4. SSN Military Spouse of a Service Member. Enter nine numeric digits omitting hyphens for the SSN of the individual's lawful wife or husband who is a member of the Armed Forces. If not applicable, set I=WWWWWWWWWWW. If unknown, set I=ZZZZZZZZZ. (Use "not applicable" for PJ and PK.)</p>							
<p>5. Verification Status of SSN .... Indicates the status of an individual's SSN verification by the Social Security Administration (SSA), i.e., the extent that the standard data elements: SSN, name, individual, date of birth (DoB), and sex agree with the SSA's data. If not applicable, set I=W; if unknown, set I=Z</p>	23	1 A	VE- SA- AA.	X	X		X



APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD—RA(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sel Res	Irr/Ing	Stnby Res	Ret Res
6. Service Member's Name .....	A=SSN verified on name, DoB and sex B=SSN not in SSA's numerical identification file C=Name matches, DoB matches, sex code does not match D=Name matches, sex code matches, DoB does not match E=Name matches, DoB and sex code do not match F=Name does not match, DoB and sex code not checked G=Input SSN not verified; SSA located and verified a different SSN H=Input SSN verified on name only (DOB and/or sex not provided) K=SSN has been submitted for verification, but no reply has been received V=SSN has not been submitted for verification See DoD 5000.12-M, section 2.3.5.3, (reference (i)) "Rules for Formation of Name." The date on which an individual was born. If unknown, set I=999999. If not applicable, set I=WWWWWW. Enter, Year, month, and day (YYMMDD). If day only is unknown, set I=YYMM99. (Use "not applicable" for PJ and PK.)	24-50	27 AN	NA-RG	X	X	X	
7. Date of Birth .....		51-56	6 N	DA-FA-AS.	X	X		X
8. Sex .....	M=Male ..... F=Female ..... Z=Unknown	57	1 A	SE-XA-AH.	X	X	X	X
9. Race and/or Population Group.	C=White ..... M=Asian or Pacific Islander ..... N=Black ..... R=American Indian and/or Alaskan Native ..... Z=Unknown ..... W=Not reported (Use "not reported" for PJ and PK.)	58	1 A	RA-BA-AB.	X	X	X	X

10. Ethnic Group .....	59	1 AN	ET-MY	X	X	X	X
Applicable to a member from a segment population that possesses common characteristics and/or cultural heritage. (Leave blank for PJ and PK.) 1=Other Hispanic descent 2=U.S. and/or Canadian Tribes (formerly American-Indian) 3=Other Asian Descent 4=Puerto Rican 5=Filipino 6=Mexican (formerly Mexican-American) 7=Eskimo 8=Aleut 9=Cuban (formerly Cuban-American) S=Latin American with Hispanic Descent H=Guamanian G=Chinese J=Japanese K=Korean D=Indian V=Vietnamese E=Melanesian W=Micronesian L=Polynesian Q=Other Pacific Island Descent X=Other Y=None (Indicates no specific ethnicity) Z=Unknown	60	1 A	MA- NA- AA.	X	X	X	X
11. Marital Status .....	60	1 A	MA- NA- AA.	X	X	X	X
12. Dependents, Number of .....	61-62	2 N	DE- PG- AA.	X	X	X	X
13. Educational Designator .....	63	1AN	ED- UC- AA.	X	X	X	X

APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD—RA(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to		
					Set Res	Irr/hg	Stnby Res
	<p>1=Less than high school diploma—status of an individual who is not currently attending high school and who is neither a high school graduate or an alternate high school credential holder.</p> <p>C=Occupational Program Certificate—a certificate or diploma awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. An individual so coded must also have completed 11 years of regular day school. That is considered an alternate high school credential.</p> <p>7=Correspondence school diploma—a secondary school diploma or certificate awarded upon completion of correspondence school coursework, regardless of whether the diploma was issued by a correspondence school, a State, or a secondary or postsecondary educational institution. That is considered an alternate high school credential.</p> <p>H=Home study diploma—a secondary school diploma or certificate, typically awarded by a State, based on certification by a parent or guardian that an individual completed his or her Secondary Education at home. That is considered an alternate high school credential.</p> <p>B=Adult education diploma—a secondary school diploma awarded on the basis of attending and completing an adult education or “external” diploma program, regardless of whether the diploma was issued by a State or by a secondary or postsecondary educational institution. That is considered an alternate high school credential.</p> <p>E=Test-based equivalency diploma—a diploma or certificate of general education development (GED) or other test-based high school equivalency diploma. That includes State-wide testing programs such as the “California High School Proficiency Examination (CHSPE),” whereby, examinees may earn a certificate of competency or proficiency. A State or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. That is considered an alternate high school credential.</p>						



APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD-RAM(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Ret Res	Stnby Res	Irr/hg	Sel Res
15. Home Mailing Address .....	Include the present home address for ALL Personnel. If unknown, fill first five positions in first line as follows: set I=ZZZZZ. If not applicable, set I=WWWWW. (Use "not applicable" for PJ and PK.)	63-153	87 AN	.....	X			X
a. Street Address .....	Line 1 .....	67-95	29 AN	ST-AD- AA.	X	X		X
	Line 2 .....	96-124	29 AN	ST-AD- AA.	X	X		X
b. City .....	.....	125-142	18 A	non-standard.	X	X		X
c. Postal State Abbreviation .....	Enter DoD Standard .....	143-144	2 AN	ST-GA	X	X		X
d. Postal ZIP Code .....	Enter postal ZIP Code. Use a five-digit ZIP Code with trailing zeros until nine-digits become available. If not applicable or unknown, fill first five positions in first line as follows: if not applicable, set I=WWWWW, if unknown, set I=ZZZZZ	.....	.....	.....				
16. Mailing Address Status Indicator.	1=Undeliverable and/or not locatable (include postmaster reports of death) 2=Restricted mailing (no bulk) 3=Restricted mailing (foreign address—special handling) 4=Overseas address 5=Army Post Office (APO) and/or Fleet Post Office (FPO) 7=Other good address (other than those above) The date that establishes the relative seniority of an individual among others who possess the same grade. If unknown, set I=999999. ENTER: YMMDD. Current grade consisting of personnel class and pay level serial number	154	1 N	Standard pending.	X	X		X
17. Date of Rank .....	.....	155-160	6 N	DA-FA- BF.	X		X	X
18. Pay Grade, Uniformed Services.	.....	161-163	3 AN	PA-SN- AA.	X	X		X
19. Pay Entry Base Date (PEBD).	The constructed date that establishes the beginning of an individual's creditable Federal service for pay purposes. If unknown, set I=999999. ENTER: YMMDD	164-169	6 N	DA-FA- BM.	X	X		X

20. Date of Initial Entry into Military Service (DIEMS).	The date an individual was first appointed, enlisted, or conscripted into any Uniformed Service of the United States (Active or Reserve component). That date is fixed and is not adjusted for breaks in service. That includes enlistment as a Reservist in the Senior ROTC Program, or as a scholarship cadet, or midshipman under 10 U.S.C. 2107 or 2107(a), enlistment under 10 U.S.C. 511(d) (reference (h)), enlistment in the Active component Delayed Entry Program (DEP), and entrance as a cadet or midshipman at the United States Military Academy (USMA), the United States Naval Academy (USNA), the United States Air Force Academy (USFA), and the United States Coast Guard Academy (USCGA) (excludes the U.S. Merchant Marine Academy (USMMA)). If unknown, set I=999999. If not applicable, set I=666666. ENTER: YYMMDD. (Use "not applicable" for PJ and PK.)	170-175	6 N DA-FA- BN.	X	X	X
21. Date of Initial Entry into Reserve Forces (DIERF).	The date an individual affiliates or enlists in any Reserve component (Non-EAD) for the first time. That date is fixed and is not adjusted for breaks in Reserve component service. That does not include time in the Active component DEP, the ROTC, or the Professional Appointment Program. If unknown, set I=999999. If not applicable, set I=666666. ENTER: YYMMDD. (Use "not applicable" for PJ and PK.)	176-181	6 N DA-FA- BO.	X	X	X
22. Date of Expiration of Statutory Military Service Obligation (MSO).	The date an individual has completed or will complete a period of Service required by statute. (The date of expiration of a Service member's statutory MSO). If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD. (Use "not applicable" for PJ and PK.)	182	6 N DA-FA- BP.	X	X	X
23. Military Technician Identifier and/or Active Guard or Reserve Statute Identifier.	Identifies members of the Selected Reserve who are civilian employees that must have "dual status" as military members of the Selected Reserve. Also identifies the specific statutory authority under which an AGR member is serving. Includes U.S. Naval Reserve TARs; however, does not include U.S.C.G. Reserve Program Administrators (RPAs), because they are not members of the Selected Reserve. If not applicable, set I=W. If other, set I=X. If unknown, set I=Z M=Military Technician U.S.C. 10 and U.S.C. 32 (reference (h) and (l)) A=10 U.S.C. 175 (reference (h)) B=10 U.S.C. 265 (reference (h)) C=10 U.S.C. 672(d) (reference (h)) D=10 U.S.C. 678 (reference (h)) E=10 U.S.C. 715 (reference (h)) F=10 U.S.C. 3015/3019/8019 (reference (h)) G=10 U.S.C. 3033/8033 (reference (h)) H=10 U.S.C. 3496/8496 (reference (h)) J=32 U.S.C. 502(f) (reference (l)) K=32 U.S.C. 503 (reference (l)) L=32 U.S.C. 708 (reference (l))	188	1 A AC- WA- AA.	X		

APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD—RA(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sel Res	Irr/hg	Stnby Res	Ret Res
24. Military Aeronautical Rating	<p>Applicable to both officer and enlisted aeronautical Service members. The code defines the individual's aeronautical rating for Military Services. If not applicable, set I=W. If unknown, set I=Z. (Use "not applicable" for PJ and PK).</p> <p>A=Astronaut                      B=Fixed wing pilot                      C=Rotary wing pilot                      D=Fixed and/or rotary wing pilot                      E=Navigator and/or weapons systems                      F=Observer                      G=Flight surgeon                      H=Crew member (other)                      J=Non-crew member                      K=Naval flight officer                      L=Student aviator</p>	189	1 A	MI-FA-AA.	X	X		
25. Military Flying Status Indicator.	<p>Applicable to both officer and enlisted Service members (as required). That code defines whether an individual draws some type of flying pay for current duties. An individual must have a current aeronautical rating shown in record field 24, before an entry in that field is required. If not applicable, set I=6. If unknown, set I=9. (Use "not applicable" for PJ and PK).</p> <p>1=On flying status                      2=Not on flying status</p>	190	1 N	MI-JX-AA.	X	X		
26. Service Occupation Code (Primary).	<p>Enter up to eight most significant characters indicating the primary military skill held by the individual. Include a prefix or suffix only if space permits. Report Army Enlisted Military Occupational Skill (MOS) and Additional Skill Identifier (ASI), Army Warrant Officer MOS and ASI, Army Commissioned Officer Specialty Skill Identifier (SSI) and ASI, Navy Enlisted Rating and primary Navy Enlisted Classification Code (NEC), Navy Officer Designator (NOC) and primary subspecialty, Marine Corps MOS, Air Force Specialty Code (AFSC), Coast Guard officer experience indicator, and Coast Guard enlisted rating and qualification code, (left justify) if not applicable, set I=WWWWWWWWW. If unknown, set I=ZZZZZZZZ. (Use "not applicable" for PJ and PK).</p>	191-198	8 AN	Service specific.	X	X	X	X

27. Service Occupation Code (Duty).	199-206	8 AN	Service specific.	X	X	X
27. Service Occupation Code (Duty). Enter up to eight most significant characters indicating the military skill of the mobilization position occupied by the individual. Include a prefix or suffix only if space permits. Report Army enlisted MOS and ASI, Army warrant officer MOS and ASI, Army commissioned officer SSI and ASI, Navy enlisted distribution rating and NEC, Navy primary and secondary Officer Billet Code (NOBC), Marine Corps billet military occupational skill (BMOS), Air Force AFSC, Coast Guard Officer experience indicator, and Coast Guard enlisted rating and qualification code (left justify). If not applicable, set I=WWWWWWWWW. If unknown, set I=ZZZZZZZZ. (Use "not applicable" for PJ and PK).	207-212	6 N	DA-FA	X	X	X
28. Active Duty Start Date .....	213-218	6 N	DA-FA	X	X	X
29. Active Duty Stop Date .....	219	1 A	SE-FB	X	X	X
30. Security Classification .....	220	1 AN	Standard pending.	X	X	X
31. Security Investigation Type .....	221-226	6 N	DA-FA-BS.	X	X	X
32. Date of Award of Current Security Clearance.						



APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD—RA(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sel Res	Irr/hg	Stnby Res	Ret Res
33. Statutory Authorization for Military Service.	That information is required for all Service members serving under a statutory Military obligation. If not applicable, set I=6. If unknown, set I=9. (Use "not applicable" for PJ and PK). 1=Currently serving under a 6-year statutory obligation (10 U.S.C. 651 reference (h)) 2=Currently serving under an obligation other than required by Section 651 of reference (h) 3=Currently serving under an 8-year statutory obligation Section 651 of reference (h)	227	1 N	Stand-ard pend-ing.	X	X	X	
34. Multiple Reporting a. Source of Initial Commission for a Commissioned Officer.	The Accession Program source of officer's original initial commission. Once recorded, the entry should not change except for corrections. If not applicable, set I=W. If other, set I=X. If unknown, set I=Z. A=Academy graduate, U.S.M.A. B=Academy graduate, U.S.N.A. C=Academy graduate, U.S.A.F.A. D=Academy graduate, U.S.C.G.A. E=Academy graduate, U.S.M.M.A. F=Air National Guard (ANG)/Academy of Military Sciences G=ROTC/Naval Reserve Officer Training Corps (NROTC) (scholarship) H=ROTC/Naval Reserve Officer Training Corps (NROTC) (non-scholarship) J=Officer Candidate School (OCS)/Aviation Officer Candidate School (AOCS)/Officer Training School (OTS)/Platoon Leader Course (PLC) K=Aviation Cadet L=National Guard State OCS M=Direct appointment (professional—medical, dental, JAG, chaplain, etc.) N=Direct appointment (all others. includes Navy limited duty officer) P=Aviation training program (exclusive of OCS and/or AOCS and/or OTS and/or PLC) Method by which an individual was initially appointed a warrant officer or commissioned warrant officer. If not applicable, set I=6. If other, set I=8. If unknown, set I=9. 1=Appointment as a warrant officer 2=Appointment as a commissioned warrant officer 3=Warrant Officer Aviation Training Program	228 228	1 AN 1 A	D SO-WB-AA.	X	X	X	X
b. Source of Initial Appointment for a Warrant Officer.		228	1 N	Stand-ard pend-ing.	X	X	X	X
35. Multiple Reporting Date		229-234	6 N	DA-FA				

a. Date of Initial Appointment for a Commissioned Officer.	b. Date of Initial Appointment for a Warrant Officer.	c. Date of Initial Appointment for a Commissioned Warrant Officer.	d. Date of Expiration of Enlistment in the Ready Reserve.	36. Basic Branch or Specialty (Officer Only).	Actual date of acceptance of initial commission of an officer. That does not include constructive credit awarded. Excludes Commissioned Warrant Officers. If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD.	Date of acceptance of initial appointment to warrant officer. If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD.	Date of acceptance of initial commission to a warrant officer. If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD.	The constructed date on which an individual's period of service in the Ready Reserve, incurred through contractual provisions, expires. If unknown, set I=999999. ENTER: YYMMDD. Report for Army National Guard and Army Reserve. If not applicable, set I=WW. If unknown, set I=ZZ. (Use "not applicable" for PJ and PK.)	6 N	DA- FA- BI.	X	X	X	X	X	X	X
					229-234	229-234	229-234	229-234	6 N	DA- FA- BI.	X	X	X	X	X	X	X
					229-234	229-234	229-234	229-234	6 N	DA- FA- BJ.	X	X	X	X	X	X	X
					235-236	235-236	235-236	235-236	2 A	Service spe- cific.	X	X	X	X	X	X	X

APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD—RA(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sel Res	Irr/hg	Stnby Res	Ret Res
37. Year and Month of Officer Mandatory Removal Date.	<p>JA=Judge Advocate                      MC=Medical Corps                      MI=Military intelligence                      MS=Medical Service Corps                      SP=Medical Specialist (Air Force≥ Biomedical Science Corps)                      VC=Veterinarian                      LI=Line (unrestricted)                      RL=Restricted line (less Military intelligence)                      PS=Prospective Staff Corps (unrestricted line)                      LL=Limited duty officer (in support of the unrestricted line)                      LR=Limited Duty officer (in support of the restricted line)                      LS=Limited duty officer (in support of the Staff Corps)                      WL=Warrant officer (in support of the unrestricted line)                      WR=Warrant officer (in support of the restricted line)                      WS=Warrant officer (in support of the Staff Corps)                      CE=Civil Engineer Corps                      PC=Supply Corps</p> <p>Enter the YYYYMM part of the date that an individual must be removed from active status due to mandatory Service, grade, and age criteria. Report actual year and month, even if it is beyond 1999, if not applicable, set I=6666. If unknown, set I=9999. (Use "not applicable" for PJ and PK).</p> <p>That status applies to all commissioned officers who are qualified to serve as a unit commander regardless of administrative and/or function pay. If not applicable, set I=6. If unknown, set I=9. (Use "not applicable" for PJ and PK).</p> <p>1=Currently in command of a unit                      2=Previously commanded a unit                      3=Never commanded a unit</p> <p>The highest level of military education completed by an officer in residency, seminar, or correspondence. If not applicable, set I=6. If none, set I=8. If unknown, set I=9. (Use "not applicable" for PJ and PK).</p> <p>1=Senior Service School—includes:                      National War College                      Industrial College of the Armed Forces                      Army War College                      Navy War College, Advanced Study and Naval Warfare (British)                      Royal College of Defense Studies                      North Atlantic Treaty Organization (NATO) Defense College                      Art of War Studies (Quantico)                      Canadian National Defense College</p>	237-240	4 N	YE— NH— AY.	X	X	X	
38. Command Status of Commissioned Officer.		241	1 N	CO— FT— AA.	X			
39. Professional Military Education Level.		242	1 N	PR—PL— AA.		X	X	X

<p>Canadian Seminar in Foreign Policy, Department of State (DoS)                  Inter-American Defense College                  Air War College                  2=Intermediate Service School—includes:                  Air Command and Staff College                  Army Command and General Staff College                  Naval War College, Command and Staff                  Naval War College, Command and Staff Interim Course                  Marine Corps Command and Staff College                  Spanish Naval War College                  French Naval War College                  Royal Naval Command and Staff College                  Royal Air Force Staff College                  Japanese Command and Staff College                  German General Staff College                  Indian National Defense Service Staff College                  3=Skill Progression School—includes:                  Army Advanced Branch School                  Marine Corps Amphibious Warfare Course                  Air Force Squadron Officer School                  Combined Arms and Services Staff School (CAS3)                  4=Initial Skill—includes:                  Army Basic Course                  Marine Corps Basic School                  Navy Warfare Specialty Training</p>	<p>243-244</p>	<p>2 AN</p>	<p>TE-ST-AA.</p>	<p>X</p>	<p>X</p>
<p>Report only if individual was ordered to AD under 10 U.S.C., Chapter 39, (reference (h)). Does not apply to AGR on AD, Section 672(d) of reference (h). Enter:                  CI=Presidential Callup (10 U.S.C. 673b)                  PM=Partial Mobilization (10 U.S.C. 673)                  Designates the "initial" entry into the United States Armed Forces, as an enlisted Service member. The data is intended to be a permanent record entry and should only change if an error is found. If not applicable, set I=W. If other, set I=X. If unknown, set I=Z. (Use "not applicable" for PJ and PK.)                  A=Induction (any Service)                  B=Voluntary enlistment in a Regular component                  C=Voluntary enlistment in a Reserve component for service in a Regular component DEP, any Service, under 10 U.S.C. 511 or, after November 1989, 10 U.S.C. 513 of reference (h)                  D=Voluntary enlistment in Reserve component, any Service, under 10 U.S.C. 511. Excludes the DEP</p>	<p>245-246</p>	<p>2 AN</p>	<p>Stand-ard pend-ing.</p>	<p>X</p>	<p>X</p>
<p>40. Armed Forces Qualification Test (AFQT) Percentile Score (Enlisted Only).</p> <p>41. Involuntary Call to Active Duty.</p> <p>42. Means of Initial Entry into Military Service for Enlisted Members.</p>	<p>247</p>	<p>1 A</p>	<p>ME-ES-AB.</p>	<p>X</p>	<p>X</p>

APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD—RA(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Ret Res	Stnby Res	Irr/hg	Sel Res
43. Prior Service (PS) Status Indicator (Active).	Prior AD service of 180 days or more in any Armed Force. Does not include ADT. If unknown, set I=Z. If not applicable, set I=W. (Use "not applicable" for PJ and PK). Y=Yes N=No	248	1 A	Stand-ard pend-ing.	X		X	
44. Prior Service Status Indicator (Selected Reserve).	Prior Selective Reserve Service. Report if individual has previously been a member of the Selected Reserve of any Armed Force. Y=Yes N=No	249	1 A	Stand-ard pend-ing.	X		X	
45. Length of Current Selected Reserve Agreement and/or Service Commitment.	Enter the code for the actual number of years Service member (officer and enlisted) agrees, or, is committed, to serve in the Selected Reserve. If indefinite, set I=V. If not applicable, set I=W. If unknown, set I=Z. Code and Selected Reserve A 0 B 1 C 2 D 3 E 4 F 5 G 6 H 7 J 8	250	1 A	Stand-ard pend-ing.	X			
46. Military Unit Designator (Unit Identification Code (UIC)).	Enter UIC of Reserve unit to which Service member is assigned. If UIC where Service member is actually performing duty is different, then, also enter data in record field 101. IMAs shall carry the UIC of the unit they augment on mobilization. (Marine Corps to submit Reporting Unit Code (RUC) and Monitored Command Code (MCC), Air Force to submit PAS Code, Army Reserve to submit 6 position UIC and MUSARC Code) If not applicable, set I=WWWWWWWWW. If unknown, set I=ZZZZZZZ.	251-258	8 AN	Service specific.	X		X	
47. States of the United States and Countries (Unit Location).	Use only the State, territory, or country of the Service member's Reserve unit. IMAs shall carry the State code of the unit they augment on mobilization. If not applicable set I=WW. If overseas, set I=88. If unknown, set I=99.	259-260	2 AN	ST-GA-AA or CO-XV-AA.	X			

	261-269	9 AN	NA- ZC- AC.	X			
48. National Zoning Improvement Plan (Unit ZIP Code).				X			
49. Filler .....	270-275	6AN					
50. Defense Language Aptitude Battery Test Score.	276-278	3 N	AS- RB- AA.	X	X		
51. Language Identifier .....	279-280	2 A	LA-JM- AB.	X	X		
52. Speaking Proficiency Level, First Language.	281-282	2 N	LA- JW- AB.	X	X		
53. Listening Proficiency Level, First Language.	283-284	2 N	LA-JX- AB.	X	X		
54. Reading Proficiency Level, First Language.	285-286	2 N	LA-JY- AB.	X	X		
55. Filler .....	287	2 N					
56. Language Proficiency Source, First Language.	289	1A	LA-JV- AB.	X	X		
57. Year and Month of Last Proficiency Test of First Language.	290-293	4 N	YE- NH- BB.	X	X		

Use only the ZIP Codes shown in the most recent edition of the "National ZIP Code Directory," (reference (m)) for the members Reserve unit. Enter an APO or FPO for a unit in an overseas location. IMAs shall carry the ZIP Code of the unit they augment on mobilization. Use a five-digit ZIP Code with trailing zeros until nine-digits ZIP Codes become available. If not applicable, set I=WWWWWWWWW. If unknown, set I=ZZZZZZZ. (Use "not applicable" for PJ and PK.)

Reserved for future use. Report as "not applicable", set I=666666.

Enter a test score value of 012 to 164. If not applicable, set I=666. If unknown, set I=999. (Use "not applicable" for PJ and PK.)

A language in which an individual possesses proficiency. Enter language code according to DoD Standard Data Element LA-JM, DoD 5000.12-M, reference (i). (Report the language, other than English, in which an individual has the highest proficiency level, based on the Defense Language Proficiency Test (DPLT)). If not applicable, set I=WW. If unknown, set I=ZZ. (Use "not applicable" for PJ and PK.)

The demonstrated degree of speaking skill of an individual as determined by a language examination. (See record field 51.) If only a one character code is available (according to DoD Standard Data Element Reference LA-JW, DoD 5000.12-M, reference (i)), left justify the data. If not applicable, set I=66. If unknown, set I=99. (Use "not applicable" for PJ and PK.)

The demonstrated degree of listening skill of an individual as determined by a language examination. (See record field 51.) If only a one character code is available (according to DoD Standard Data Element reference LA-JX, (reference (i)), left justify the data. If not applicable, set I=66. If unknown, set I=99. (Use "not applicable" for PJ and PK.)

The demonstrated degree of reading skill of an individual as determined by a language examination. (See record field 51.) If only a one character code is available (according to DoD Standard Element Reference LA-JY, (reference (i)), left justify the data. If not applicable, set I=66. If unknown, set I=99. (Use "not applicable" for PJ and PK.)

Reserved for future use. Report "not applicable," set I=66 .....

Main origin of skill in a language. Enter one character code according to DoD Standard Data Element LA-JV, DoD 5000.12-M, reference (i). If not applicable, set I=W. If unknown, set I=Z. (Use "not applicable" for PJ and PK.)

The YYYYMM part of the evaluation date of an individual's last proficiency test in a first language. ENTER: YNMM. If not applicable, set I=6666. If unknown, set I=9999. (Use "not applicable" for PJ and PK.)

APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD—RA(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sel Res	Irr/hg	Stnby Res	Ret Res
58. Second Language Identifier	A language in which an individual possesses proficiency. Enter language code according to DoD Standard Data Element LA-JM, DoD 5000.12-M, reference (i). (Report the language, other than English, in which an individual has the second highest proficiency level, based on the Defense Language Proficiency Test (DPLT).) If not applicable, set I=WW. If unknown, set I=ZZ. (Use "not applicable" for PJ and PK). The demonstrated degree of speaking skill of an individual as determined by a language examination. (See record field 58.) If only a one character code is available (according to DoD Standard Data Element Reference LA-JW, DoD 5000.12-M, reference (i)), left justify the data. If not applicable, set I=66. If unknown, set I=99. (Use "not applicable" for PJ and PK).	294-295	2 A	LA-JM-AC.	X	X		
59. Speaking Proficiency Level, Second Language.	The demonstrated degree of speaking skill of an individual as determined by a language examination. (See record field 58.) If only a one character code is available (according to DoD Standard Data Element Reference LA-JW, DoD 5000.12-M, reference (i)), left justify the data. If not applicable, set I=66. If unknown, set I=99. (Use "not applicable" for PJ and PK).	296-297	2 N	LA-JW-ACB.	X	X		
60. Listening Proficiency Level, Second Language.	The demonstrated degree of listening skill of an individual as determined by a language examination. (See record field 58.) If only a one character code is available (according to DoD Standard Data Element Reference LA-JX, reference (i)), left justify the data. If not applicable, set I=66. If unknown, set I=99. (Use "not applicable" for PJ and PK).	298-299	2 N	LA-JX-AC.	X	X		
61. Reading Proficiency Level, Second Language.	The demonstrated degree of reading skill of an individual as determined by a language examination. (See record field 58.) If only a one character code is available (according to DoD Standard Data Element Reference LA-JY, reference (i)), left justify the data. If not applicable, set I=66. If unknown, set I=99. (Use "not applicable" for PJ and PK).	300-301	2 N	LA-JY-ACB.	X	X		
62. Filler .....	Reserved for future use. Report "not applicable," set I=66 .....	302-303	2 N					
63. Language Proficiency Source, Second Language.	Main origin of skill in a language. Enter one character code according to DoD Standard Data Element LA-JV, DoD 5000.12-M, reference (i). If not applicable, set I=W. If unknown, set I=Z. (Use "not applicable" for PJ and PK).	304	1 A	LA-JV-AC.	X	X		
64. Year and Month of Last Proficiency Test of Second Language.	The YYMM part of the evaluation date of an individual's last proficiency test in a second language. ENTER: YYMM. If not applicable, set I=6666. If unknown, set I=9999. (Use "not applicable" for PJ and PK).	305-308	4 N	YE-NH-AC.	X	X		
65. Third Language Identifier.	A language in which an individual possesses proficiency. Enter language code according to DoD Standard Data Element LA-JM, DoD 5000.12-M, reference (i). (Report the Language, other than English in, which an individual has the third highest proficiency level, based on the Defense Language Proficiency Test (DPLT).) If not applicable, set I=WW. If unknown, set I=ZZ. (Use "not applicable" for PJ and PK).	309-310	2 A	LA-JM-AD.	X	X		

66. Year and Month, Reserve Component Incentive Program Eligibility Effective Date.	311-314	4 N	YE--NH--AZ.	X	X
67. Reserve Component Incentive Program Type.	315	1 A	RE--WA--AA.	X	X
68. Reserve Component Incentive Program Education Type.	316	1 A	Stand and pending.	X	X

Enter the YYMM part of the date that an individual became eligible for a Reserve Incentive Program component bonus or stipend under the Reserve Incentive Program. If not applicable, set I=6666. If unknown, set I=9999. ENTER: YYMM. (Use "not applicable" for PJ and PK.)

Enter the type of Reserve component bonus or stipend for any member of the Ready Reserve, who is appointed, enlists, reenlists, affiliates, or extends in a Ready Reserve Incentive Program. If not applicable, set I=W. If unknown, set I=Z. (Use "not applicable" for PJ and PK.)

A=Enlistment bonus (3-year, PS only)  
 B=Enlistment bonus (6-year, PS only)  
 C=Enlistment bonus (6-year, NPS only)  
 D=Enlisted bonus (converted from educational assistance)  
 E=Reenlistment bonus (3-year, Selected Reserve)  
 F=Reenlistment bonus (6-year, Selected Reserve)  
 G=Reenlistment bonus (3-year, IRR)  
 H=Reenlistment bonus (6-year, IRR)  
 J=Affiliation bonus (18-months or less left on MSO)  
 K=Affiliation bonus (18-months or more left on MSO)  
 L=Stipend under HPSP (health professionals, officers ONLY)  
 M=Health Professional Stipend Program for Reserve Service (health professionals, officers ONLY) FY 1988  
 N=Eligibility suspended—Service member has been granted a period of authorized non-availability (missionary)  
 P=Eligibility suspended—Service member has been granted a period of authorized non-availability (all others)  
 Q=Eligibility reinstated—Service member reaffiliates with Selected Reserve following a period of authorized non-availability  
 R=Enlisted bonus (3-year Selected Reserve)  
 S=Enlisted bonus (6-year Selected Reserve)  
 Enter the type of Reserve component educational incentive for a member of the Ready Reserve who is appointed, enlists, reenlists, affiliates, or extends in a Ready Reserve Incentive Program. That does not include the Montgomery G.I. Bill (MGIB), (10 U.S.C. Chapter 106, reference (h)). If not applicable, set I=W. If unknown, set I=Z. (Use "not applicable" for PJ and PK.)

A=Educational assistance (other than MGIB, Chapter 106 of reference (h))  
 B=Educational assistance (converted from bonus)  
 C=Educational loan repayment (enlisted only) assistance  
 D=Educational loan repayment (health professionals, officers only)



APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD-RAM1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sei Res	Irr/Ing	Stnby Res	Ret Res
69. Year and Month Reserve Component Incentive Program Eligibility Terminated.	Enter the YYMM part of the date that the individual's eligibility for a Reserve component bonus or stipend was terminated under the Reserve Component Incentive Program. Left justify the data with zero fill. If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD. (Use "not applicable" for PJ and PK.)	317-322	6 N	YE—NH—BA.	X	X		
70. Montgomery GI Bill (MGIB) Enrollment Status (Title 38, U.S.C., Chapter 30, reference (g)).	DoD Directive 1322.16 (reference (g) and (h)). If not applicable, set I=W. If unknown, set I=Z. 1=Ineligible—Service member first entered on AD before July 1, 1985 2=Enrolled—Service member has not executed a declination of enrollment 3=Ineligible—after December 31, 1976. Service member received a commission as an officer upon graduation from a Service academy or completion of a ROTC scholarship educational assistance program 4=Enrolled—Service member on AD for a period of obligated service of less than 3 years 5=Enrolled—Service member on AD for a period of obligated service of 3 years or more 6=Ineligible—Service member declined enrollment G=Enrolled during open period—Service member on AD for a period of obligated service of less than 3 years H=Enrolled during open period—Service member on AD for a period of obligated service of 3 years or more If not applicable, set I=W. Includes Army College Fund and Navy Sea College. ENTER: Amount code from specific Service.	323	1 AN	Stand-ard pend-ing.	X			
71. MGIB Monthly Authorized Increased Basic Allowance Amount (Kicker), (Title 38, U.S.C., Chapter 30).	If not applicable, set I=W. ENTER: Amount code from specific Service.	324	1 AN	Service spe-cific.	X			
72. MGIB Monthly Supplemental Allowance Amount, Title 38, U.S.C., (Chapter 30 or reference (g)).	If not applicable, set I=W. ENTER: Amount code from specific Service.	325	1 AN	Service spe-cific.	X			
73. Date of Declaration of MGIB Enrollment, Title 38, U.S.C., Chapter 30 of reference (g).	The date a Service member accepts or declines enrollment in the Active component MGIB (reference (g)). If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD. Reserved for future use. Report as not applicable, set I=666666	326-331	6 N	DA-FA	X			
74. Filler	Report key employees in the Standby Reserve on Active and Inactive Status and those on Reserve Retired Status, per (DoD Directive 1200.7), reference (f). If not applicable, set I=W. If unknown, set I=Z. Enter C=key employee.	332-337	6 N	.....	X			
75. Key Employees		338	1 A	Stand-ard pend-ing.		X		X

	1 A	Stand- pend- ing.	X
<p>Chapter 106 of reference (h) and DoD Instruction 1322.17 (ref-erences (m)). If not applicable, set I=W. If unknown, set I=Z.</p> <p>Eligible:                      F=Eligible—meets the eligibility criteria under reference (h)                      R=Eligible—disability not the result of individual's willful mis-conduct                      Ineligible:                      A=Ineligible—Service member has completed the course of in-struction required for the award of a baccalaureate or equiva-lent degree and has not executed a 6-year obligation in the Selected Reserve after 30 September, 1990                      B=Ineligible—Service member in receipt of an ROTC scholar-ship.                      C=Ineligible—Service member has not executed a 6-year en-lisment/reenlistment or extension of service in the Selected Reserve after June 30, 1985                      D=Ineligible—Service member has executed a 6-year enlist-ment/reenlistment or extension in the Selected Reserve after June 30, 1985, but has not completed IADT as prescribed by the Secretary of the Military Department (includes split train-ing option)                      E=Ineligible—Service member did not receive a secondary school diploma (or equivalency certificate) before completion of IADT (NPS) or before execution of a 6-year enlistment/re-enlistment or extension of service in the Selected Reserve. (PS)                      G=Ineligible—correction of erroneous report of eligibility                      S=Ineligible—Eligibility terminated FTS and/or AGR who gained entitlement to the MGIB, on or after, October 1, 1990, are not eligible for Chapter 106, of reference (h)                      Eligibility terminated                      H=Eligibility terminated—Service member has been determined to be an unsatisfactory participant or performer                      I=Eligibility terminated—Expiration of 10 year eligibility period.                      J=Eligibility terminated—Service member has completed a course of instruction required for the award of a baccalaureate degree or equivalent degree and has not executed a 6-year obligation in the Selected Reserve after 30 Septem-ber, 1990.                      K=Eligibility terminated—Service member in receipt of an ROTC scholarship.                      L=Eligibility terminated—Service member died. Service member separated, or transferred from the Selected Reserve.                      Eligibility Suspended:                      M=Eligibility suspended—Service member awaiting final deter-mination of unsatisfactory participation or performance.                      N=Eligibility suspended—Service member has been granted a period of authorized non-availability (missionary).</p>	339		

76. MGIB Eligibility Status Title  
 10, U.S.C. Chapter 106, of  
 reference (h).

APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD-RAM(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sei Res	Irr/hg	Stnby Res	Ret Res
77. MGIB Eligibility Start Date. Chapter 106 of reference (h).	P=Eligibility suspended—Service member has been granted a period of authorized nonavailability (all others). Eligibility Reinstated: Q=Eligibility reinstated—Service member has reaffirmed with the Selected Reserve following a period of authorized nonavailability. Report the eligibility start date stated in Block 10 of the DD Form 2384, "Educational Assistance Program (GI Bill) Notice of Basic Eligibility (NOBE)," if not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD. If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD. If record filed 76 (MGIB eligibility status)=H, I, J, K, L, M, N, or P. Months of MGIB obligated service remaining at termination or suspension of Reserve component MGIB eligibility (reference (h)). If not applicable, set I=WW. If unknown, set I=ZZ. ENTER: OO-72. Reporting requirement applies to all Selected Reserve Members. If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD.	340-345	6 N	DA-FA	X			
78. MGIB Eligibility Stop Date. Title 10, U.S.C. Chapter 106 of reference (h).		346-351	6 N	DA-FA	X			
79. Months of Reserve Component MGIB. Obligated Service remaining. Title 10, U.S.C. Chapter 106, of reference (h).		352-353	2 AN	10-TT-14.	X			
80. Date of Execution of a 6-year Service Obligation of a Selected Reserve Member (MGIB) (ref. (h)).		354-359	6 AN	DA-FA	X			
81. Effective Date of Current Enlistment, Reenlistment, or Extension of Enlistment Agreement.		360-365	6 N	DA-FA	X	X		X
82. MGIB Benefit Recoupment Status Chapter 106 of reference (h).		366	1 N	DA-FA	X			
83. Total Days Active Federal Military Service.	1=Recoupment not required 2=Recoupment required, not waived 3=Recoupment required, waived Enter the total number of days of active Federal Service to include AD, temporary, tours of AD (TTAD), special AD for training (SADT) annual training (AT), (ADT), full time training duty (FTTD), AD for support, and TEMAC active duty mandays. Reporting for AGR personnel is optional. If not applicable, set I=666666. If unknown, set I=999999. (Use "not applicable" for PJ and PK). 1=Recoupment not required 2=Recoupment required, not waived 3=Recoupment required, waived Enter the total number of days of active Federal Service to include AD, temporary, tours of AD (TTAD), special AD for training (SADT) annual training (AT), (ADT), full time training duty (FTTD), AD for support, and TEMAC active duty mandays. Reporting for AGR personnel is optional. If not applicable, set I=666666. If unknown, set I=999999. (Use "not applicable" for PJ and PK).	367-371	5 N	10-TT-03-AP.	X	X		X
84. Number of Years Creditable for Reserve Retirement.	Enter number of years creditable toward Reserve retirement; e.g., 50 points, or more, for a satisfactory year, under section 1331 of reference (h). Reporting for AGR personnel is optional. If not applicable, set I=66. If unknown, set I=99. (Use "not applicable" for PJ and PK).	372-373	2 N	10-TT-28-AE.	X	X		X

85. Reserve Component Accumulated Total Creditable Retirement Points Earned Last Retirement Year.	Report annually on September file. Enter total Reserve component retirement points (to be used in the retirement calculations) earned by an individual during the most recently completed retirement and/or retention year as of the end of the FY. Chapter 67 of reference (h). Reporting for AGR personnel is optional. If not applicable, set I=666. If unknown, set I=999. (Use "not applicable" for PJ and PK).	374-376	3 N	RE- WX- AB.	X	X	X	X	X	X	X	X	X
86. Reserve Component Total Number of Accumulated Paid Points Earned This Year.	Report annually on September file. Enter total Reserve component paid points earned by the individual during the most recently completed retirement and/or retention year, as of the end of the FY. "Paid" refers to any point for which the Service member received basic pay, whether creditable or not creditable toward retirement. Chapter 67 of reference (h). Reporting for AGR is optional. If not applicable, set I=666. If unknown, set I=999. (Use "not applicable" for PJ and PK).	377-379	3 N	RE- WX- AC.	X	X	X	X	X	X	X	X	X
87. Reserve Component Total Number of Accumulated Creditable Points Earned During Career Toward Retirement.	Report annually on September file. Enter Reserve component career total points earned by an individual creditable toward retirement through the most recently completed retirement retention year, as of the end of the FY (Chapter 67 of reference (h)). Reporting for AGR personnel is optional. If not applicable, set I=66666. If unknown, set I=99999. (Use "not applicable" for PJ and PK).	380-384	5 N	RE- WX- AD.	X	X	X	X	X	X	X	X	X
88. Notification of Eligibility for Military Retirement Pay Indicator.	Indicates that an individual has, or has not, been issued notification of eligibility for retired pay on completion of all requirements by Section 1331(d) of reference (h) and DoD Directive 1200.15 (reference (k)). Reporting for AGR personnel is optional. The synonymous name is "20-year letter indicator." If unknown, set I=9. If not applicable, set I=6. (Use "not applicable" for PJ and PK).	385	1 N	NO-PI- AA.	X	X	X	X	X	X	X	X	X
89. Date of Transfer to the Retired Reserve.	0=Notification of eligibility for retired pay not issued 1=Notification of eligibility for retired pay issued The date a Service member reported in the RCCPDS was assigned to any category in the Retired Reserve. If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD. (Use "not applicable" for PJ and PK).	386-391	6 N	DA- FA- BG.	X	X	X	X	X	X	X	X	X
90. Date of Transfer to the Standby Reserve.	The date a Service member was transferred to the Inactive Standby Reserve (10 U.S.C. 1209 reference (h)). If not applicable, set I=666666. If unknown, set I=999999. ENTER: YYMMDD.	392-397	6 N	DA- FA- BH.	X	X	X	X	X	X	X	X	X
91. Privacy Act reference(s) Disputed Record Indicator.	Indicates if the individual has filed a statement of disagreement as provided by the Privacy Program (DoD Directive 5400.11, reference (c)), regardless of informational item in dispute. 1=No statement of disagreement filed 2=A statement of disagreement has been filed	398	1 N	PR- MG- AA.	X	X	X	X	X	X	X	X	X
92. Transaction Codes	Leave blank for master record	399-400	2 AN	Non- stand- dard.	X	X	X	X	X	X	X	X	X
93. Separation Codes	Leave blank for master record. (To be used with loss Codes "L1").	401-405	5 N	.....	X	X	X	X	X	X	X	X	X

APPENDIX A TO PART 114—CODING INSTRUCTIONS—MASTER FILE DD—RA(M)1147—Continued

Record field and data item	Coding and remarks	Record Position	Length class	DoD Std. data Elem.	Applicable to			
					Sei Res	Irr/Ing	Stnby Res	Ret Res
94. Transaction Effective Date ...	Leave blank for master record .....	406-411	6 N	Non-standard.	X	X	X	X
95. Reenlistment Eligibility Code	Leave blank for master record .....	412-413	2 AN	Non-standard.	X	X	X	X
96. Program Objective Memorandum (POM) Defense Plan Program Structure (Program Element Code (PEC)).	That code structure (DoD 7045.7-H, reference (g)) identifies units, resources, and personnel related to a specific mission or weapons system. One code should identify all individuals in a unit. IMAs shall carry the PEC of the unit they augment upon mobilization. If not applicable, set I=WWWWWWWWWW. If unknown, set I=ZZZZZZZ.	414-421	8 AN	Service specific.	X	X		
97. Service Occupation Code (Secondary).	Enter up to eight most significant characters indicating the secondary military skill held by the individual. Include a prefix or suffix only, if space permits. Report Army enlisted MOS and ASI, Army warrant officer MOS and ASI, Army commissioned officer SSI and ASI, Navy enlisted rating and secondary MOS, Navy officer secondary specialty, Marine Corps MOS, Air Force AFSC, Coast Guard officer experience indicator, and Coast Guard enlisted rating and qualification Code. (Left justify.) If not applicable, set I=WWWWWWWW. If unknown, set I=ZZZZZZZ. (Use "not applicable" for PJ and PK).	422-429	8 AN	Service specific.	X	X	X	X
98. Career Management Field (CMF), Enlisted.	Report for Army National Guard and Reserve. If not applicable, set I=66. If unknown, set I=99.	430-431	2 N	Non-standard.	X	X	X	X
99. Date of Expiration of Selected Reserve Commitment.	Report the end of an individual's Selected Reserve commitment. ENTER: YYMMDD. If unknown, set I=999999. If not applicable, set I=666666.	432-437	6 N	DA-FA	X			
100. Reason for Loss/Transfer from Selected Reserve.	Reporting requirements apply to all members of the Selected Reserve who transfer from the Selected Reserve to another RCC in either the same Reserve component, or other Reserve or Active component or who are discharged. For Service members assigned a separation program designator (SPD), reporting must be consistent with data reported in record field 92b of the transaction file coding instruction. If other, set I=XX. If unknown, set I=ZZ. Leave blank for Master Record. For individuals with unsatisfactory performance/participation report the following: Up=Unsatisfactory participation as defined in DoD Directive 1215.13 (reference (r)). US=Misconduct (to include misconduct for purely military offenses)	438-439	2 A	Standard-pending.	X			

	8 AN	Service specific.	X	X	440-447	448-449	450	1 A	
101. Military Unit Designator (Unit Identification Code).					Enter "UIC" of Reserve unit where Service member is actually performing duty. (Can be different from "unit member is assigned to"—see record field 46). IMAs shall carry the UIC of the unit they augment on mobilization. (Marine Corps to submit RUC and MCC; Air Force to submit PAS code, Army Reserve to submit 6 position UIC and MUSARC code) If not applicable, set I=WWWWWWWW. If unknown, set I=ZZZZZZZ.	When loss code L7 is reported additional information below is required: DD=Death as a proximate result of participating on active or reserve inactive duty DC=Death as a proximate result of participating on active or reserve inactive duty DA=Death under adjudication If not applicable, set I=WW Reserved for future use. Report as "not applicable," set I=W ....			
102. Circumstance of death .....									
103. Filler .....									

APPENDIX B TO PART 114—TRANSACTION  
AND EDITING PROCEDURES FOR SUB-  
MISSION TAPES

*A. Transaction Concept*

1. All transactions flowing into the RCCPDS from the Reserve components apply to gains and losses (including transfers, reenlistments and extensions). Report the appropriate Reserve Component Category Designator (RCCD) and Reserve Component Training-Retirement Category Designator (RCTRCD) for all transactions, as follows:

a. For accessions, use codes for gaining categories listed in record field 92.a.

b. For transfers, use codes for categories to which transferred listed in record field 92.d.

c. For losses, use codes for categories from which loss occurred listed in record field 92.b.

2. The following conditions show examples of acceptable transaction practices:

a. When a Service member is transferred from the IRR to the Standby Reserve, submit a transfer transaction i.e. TN.

b. If a Service member transfers from one State to another, and continues as a Selected Reservist of the same Reserve component, submit no transaction.

c. If a Service member is transferred from the IRR and/or ING (or Standby and/or Retired) to the Selected Reserve, submit a transfer transaction. Do not submit a corresponding loss transaction for the decrease in IRR strength.

d. A loss to the Reserve component shall only be reported if a change from Reserve component appropriations to Active component appropriations occurs. That does not apply to Reserve component members performing duty for 180 days, or less, in support of an Active component mission that is being funded through Active component appropriations. Reserve component members shall be reported in RCCPDS in their current Reserve Component Category while performing that duty.

3. The occurrence of multiple transactions during a single reporting period is unusual. However, those must be reported against the same record in the same update cycle. The following conditions shall apply:

a. Include only valid gains, losses, transfers, reenlistments, and extensions.

b. Do not report record corrections resulting from erroneous gains, losses, reenlistments, or extensions. For example, if an erroneous "loss" is processed and then a corresponding "gain" is initiated during the same reporting cycle, do not report those transactions.

c. Ensure that the transaction effective dates of the various transactions are different.

*B. Edit Concept*

All data submitted to the RCCPDS must be edited by the Reserve components for validity, reliability, and consistency before submission to ensure that the Reserve component strengths match the official strengths produced from the RCCPDS. At the Department of Defense, all master files and transaction inputs are edited before file update to ensure the accuracy of files and resulting reports. Use the following edit procedures to screen all input:

1. Master Files

a. *Duplicate SSN in a Reserve Component's Submission.* When a duplicate SSN is found, accept the first occurrence and reject subsequent occurrences.

b. *Duplicate SSNs Between Reserve Component Files.* That procedure checks for duplication among Reserve components. It is applied after files are updated and does not result in rejects. As agreed to by the Reserve components, the DMDC shall provide each Reserve component periodic output from the RCCPDS to assist in reconciling errors. That maximally reduces the incidence of duplication, and encourages cooperation among the Reserve components.

2. Transactions

a. *Gains and Transfers.* Check all gain and transfer transactions for Service member's status on last month's master file (previous month's submission).

(1) A gain from outside the Reserve component is valid only if the Service member's record did not exist on the Reserve component's last month's master file. If the Service member's record already exists on last month's master file, the transaction shall reject and not be counted.

(2) A transfer from inside the Reserve component (i.e. from IRR to Selected Reserve) is valid if the Service member's record existed on the Reserve component's last month's master file. If that condition is not satisfied, the transaction shall reject and not be counted.

b. *Losses.* All current loss transactions are also reviewed with respect to a Service member's status on last month's master file. A loss to the Reserve component is valid, only if the Service member's record previously existed. If not, the loss transaction shall reject and not be counted.

c. *Gain and/or Loss.* Where simultaneous gain and loss, and reenlistment and/or extension, transactions occur against the same record (SSN) during one reporting period, count each transaction.

d. *Reenlistment and/or Extension.* A reenlistment and/or extension transaction is acceptable to the RCCPDS if the record identifies the Service member as a Reservist and that record is in the Reserve component's master

file of the previous month. When those conditions cannot be validated, the transaction shall reject and not be counted.

3. *Master File and/or Transactions.* Standard validity checks are made on all master file and transaction inputs to ensure that they conform to the code structure in Section 3 of this Instruction. For example, if a "GA" transaction were submitted, it would reject because its second character is "ALPHA" and the procedure requires a "NUMERIC" second character. Validity errors in a record shall cause rejection of the entire record, only under the following circumstances:

- a. When the Reserve component code equals "9".
- b. When the SSN does not fit within the numeric boundaries established by the Social Security Administration.

4. Master File and/or Transaction File Relationship

- a. During the month's reporting cycle, each gain, loss, reenlistment, extension, or

transfer transaction shall have a corresponding impact on the master file for the same period. The following relationships exist:

- (1) When a gain transaction is submitted, report a master file record on that Service member during the same cycle.
- (2) When a loss transaction is reported, eliminate the master file record showing the Service member as a Reservist.
- (3) When a reenlistment and/or extension transaction is submitted, the corresponding master file for the same period must reflect the individual as being in a Reserve component.
- (4) When a transfer transaction occurs, the corresponding master file for the same period must reflect the individual as being in the new Reserve component category.

- b. All transactions that cannot satisfy the above relationship to the current master file shall reject and will not be counted.



APPENDIX C TO PART 114—CODING INSTRUCTIONS—TRANSACTION FILE DD-RA (M) 1148

Record field and data item	Coding and remarks	Record position	Length class	DOD Std. data elem.	Applicable to			
					Sei Res	Irr/lng	Stnby Res	Ret Res
1-102. Transaction File .....	The transaction file is identified by the RCS DD-RA(M)1148. That RCS shall be used to report gains, transfers, losses, and reenlistments and/or extensions for members of the Reserve. In addition to a master record, a transaction record shall include items: transaction codes and the transaction effective date. The first 398 positions of data for the transaction record will be identical to the Master Record (see enclosure 2). For gains to the Reserve components (for both officers and enlisted).	1-450	450 AN	.....	X	X	X	
1-91. Master Record .....		1-398	398 AN	.....	X	X	X	
92. Transaction Codes .....		399-400	2 AN	Non-Standard.	X	X	X	
a. Gains .....	G1=NPS: an individual from civilian status who has never served previously in an Active or Reserve component, and has not received credit toward fulfillment of his or her Military Service Obligation (MSO). G3=From civil life (prior service). G4=Direct from active duty (AD) to the Reserve components. G5=Gain from another Reserve component (i.e. the USNR to the USAFR, the USAR, to the ARNG, etc.). G7=Other gain. G8=From enlisted to officer status or vice versa (shall appear as a gain in the officer file and a loss in the enlisted file, or vice versa). G0=Reenlistment gain: Individuals with a break in Service of more than 24 hours, but less than 91 days, who have reenlisted. That transaction assumes the individual was a previous loss to strength. For losses from the Reserve components (for both officers and enlisted).							
b. Losses .....	L1=Discharged to civil life (a final or complete discharge, which severs all contractual service or statutory obligations). L2=To extended active duty (EAD) any Service only if change from Reserve appropriations to Active component appropriations. L3=Loss to another Reserve component (i.e. the USNR to the USMCR, the ANG, to the USCGR, etc.). L7=Death (See record field 102 on master and transaction file for additional coding instructions). L8=From enlisted to officer status, or vice versa (shall appear as a "loss" in the enlisted file and a "gain" in the officer file or vice versa). L0=Other losses which cannot be classified into the above codes.	399-400	2 AN	Non-Standard.	X	X	X	

c. Reenlistments and/or Extensions.	For immediate (in 24 hours) reenlistment and/or extensions in the Reserve components.	399-400	2 AN	Non-Standard.	X	X	X
<p>d. Transfers .....</p>	<p><i>Definition</i>—A reenlistment occurs when an individual immediately reenlists (in 24 hours) on expiration of his or her Service contract, or agreement, or reenlists before the expiration of his or her Service contract, or agreement, in the same Reserve component. An extension occurs when an individual voluntarily extends his or her service contract, or agreement in writing beyond its normal expiration date. A break in Service of over 24 hours but less than 91 days, is to be counted as a PS gain (reenlistment) and should be reported with a gain code of "GO."</p> <p>M1=Immediate reenlistment. M2=Extension of current enlistment contract or agreement. For intracomponent transfers between Reserve categories .....</p>	399-400	2 AN	Non-Standard.	X	X	X
	<p>TA=Selected Reserve (other than AGR) to AGR TB=Selected Reserve (other than AGR) to IRR TC=Selected Reserve (other than AGR) to ING TD=Selected Reserve (other than AGR) to Standby TE=Selected Reserve (other than AGR) to Retired (V2) TF=AGR to Selected (other than AGR) TG=AGR to IRR TH=AGR to ING TJ=AGR to Standby TK=AGR to Retired (V2) TL=IRR to AGR TM=IRR to Selected (other than AGR) TN=IRR to Standby TP=IRR to Retired (V2) TO=ING to AGR TR=ING to Selected (other than AGR) TU=Standby to AGR TV=Standby to Selected (other than AGR) TW=Standby to IRR TY=Standby to Retired (V2) TZ=Retired to AGR T1=Retired to Selected (other than AGR) T2=Retired to IRR T3=Retired to Standby P0=Retired transferred to retired status other than V2 P1=Selected Reserve transferred to retired status other than V2 P2=AGR transferred to retired status other than V2 P3=IRR transferred to retired status other than V2 P4=Standby transferred to retired status other than V2 For intercomponent transfer within the same Service N1=Guard Selected to Selected Reserve in same service N2=Guard Selected to Reserve IRR</p>	399-400	2 AN	Non-Standard.	X	X	X

APPENDIX C TO PART 114—CODING INSTRUCTIONS—TRANSACTION FILE DD—RA (M) 1148—Continued

Record field and data item	Coding and remarks	Record position	Length class	DOD Std. data elem.	Applicable to			
					Sei Res	Irr/hg	Stnby Res	Ret Res
e. Changes to Social Security Number or Name.	N3=Guard Selected to Reserve-Standby for reason other than retirement	399-400  1-2 3-11 12-38 39-65 66-74 75-398 399-400  401-405 406-411 412-425 401-405  401-403  404  405  406-411	2 AN	Non-Standard.	X	X	X	X
	N4=Guard Selected to Reserve-Standby for purpose of retirement							
	N5=Guard AGR to Reserve IRR							
	N6=Guard AGR to Reserve-Standby for reason other than retirement							
	N7=Guard AGR to Reserve-Standby for the purpose of retirement							
	Changes to an individual's SSN, or name, shall be submitted in an abbreviated record format consisting of:							
	Reserve component .....							
	Old SSN .....							
	Old name .....							
	New name .....							
	New SSN .....							
	Filler .....							
	Transaction Codes .....							
	S1—change to Service member's SSN.							
S2—change to Service member's name.								
Filler .....								
Transaction effective date .....								
Filler .....								
For use in describing losses from the Reserve component (for both officers and enlisted). Applicable to loss codes "L1" only, for all other transaction codes use filler, set I=99999.								
(1) Separation Program Designator (SPD) code .....								
(2) Character of Service .....								
(3) Filler. Reserved for future use. ....								
Report as "not applicable," set I=WW .....								
The effective date of a gain, loss, reenlistment, extension or transfer in the Reserve components. That date supports the transaction code defined in record field 92 and would be submitted along with it. ENTER: YYMMDD.								
Report the reenlistment eligibility code. If not applicable, set I=WW.								
93. Separation Codes .....	401-403	3 AN	SE-	X	X	X	X	
	404	1 A	KY- AA CH- DB- AA.	X	X	X	X	
	405	1 A	.....	X	X	X	X	
94. Transaction Effective Date ..	406-411	6N	.....	X	X	X	X	
95. Reenlisted Eligibility Code	412-413	2 AN	Service Standard.	X	X	X	X	

	414-421	8 AN						
96. Five-Year Defense Plan Program (FYDP) Structure Program Element Code (SPEC).	Leave blank for Transaction File .....							
97. Service Occupation Code (Secondary).	Enter up to eight most significant characters indicating the secondary military skill held by the individual. Include a prefix or suffix, only if space permits. Report Army enlisted MOS and ASI, Army warrant officer MOS and ASI, Army commissioned officer SSI and ASI, Navy enlisted rating and secondary NEC, Navy officer secondary specialty, Marine Corps MOS, Air Force AFSC, Coast Guard officer experience indicator, and Coast Guard enlisted rating and qualification code. (Left justify). If not applicable, set I=WWWWWWWW. If unknown, set I=ZZZZZZZ. (Not required for PJ and PK).	8 N	Service Specific.	X	X	X	X	X
98. Career Management Field (CMF), Enlisted.	Report for ARNG. If not applicable, set I=66. If unknown, set I=99.	2 N	Stand-ard Pend-ing.	X	X	X	X	X
99. Date of Expiration of Selected Reserve Commitment.	Report the end of an individuals Selected Reserve commitment. Enter YYMMDD. If unknown set I=99.	6 N	Stand-ard Pend-ing.	X	X	X	X	X
100. Reason for Loss/Transfer from Selected Reserve.	Reporting requirements apply to all members of the Selected Reserve who transfer from the Selected Reserve to another RCC in either the same Reserve component, other Reserve or Active component or who are discharged. For Service members assigned a SPD reporting must be consistent with data reported in record field 92b of the Transaction File Coding Instruction. If other, set I=XX. If unknown, set I=ZZ. For individuals with unsatisfactory performance/participation report the following: UP=Unsatisfactory participation as defined in DOD Directive 1215.13 (reference (r)) US=Misconduct (to include misconduct for purely military offenses)	2 A	Stand-ard Pend-ing.	X	X	X	X	X
101. Military Unit Designator (UIC).	Enter "UIC" of Reserve unit where Service member is actually performing duty (can be different from "Unit member is assigned to"—see record field 46). IMAs shall carry the UIC of the unit they augment on mobilization. (Marine Corps to submit Reporting Unit Code (RUC) and Monitored Command Code (MCC)). Air Force to submit PAS code, Army Reserve to submit 6-position UIC and MUSARC code.) If not applicable, set I=WWWWWWWW. If unknown, set I=ZZZZZZZ. When Loss code L7 is reported, additional information below is required.	8 AN	Service Specific.	X	X	X	X	X
102. Circumstance of Death	DD=Death as a proximate result of participating on active or reserve inactive duty	2 A	Stand-ard Pend-ing.	X	X	X	X	X

APPENDIX C TO PART 114—CODING INSTRUCTIONS—TRANSACTION FILE DD—RA (M) 1148—Continued

Record field and data item	Coding and remarks	Record position	Length class	DOD Std. data elem.	Applicable to		
					Set Res	Irr/hg	Stnby Res
103. Filler .....	DC=Death not as a proximate result of participating on active or reserve inactive duty DA=Death under adjudication If not applicable, set I=WW Reserved for future use. Report as "not applicable," set I=W ..... General Note for Personnel Processing this Report: Data elements and coding must be as indicated in Sections two and four above. In cases where specific coding instructions are not provided, refer to DoD 5000.12-M (reference (i)). Non-compliance with either the coding instructions herein or those approved standards published in reference (i) shall make the organization that fails to comply responsible for required conversions in data base communication. Cost of data conversions shall be borne by the organization whose category of data element lacks precedence.	450	1 A				

APPENDIX D TO PART 114—GENERAL SPECIFICATIONS FOR SUBMISSION TAPES

A. Submit magnetic tape files separately for each Reserve component within 20 calendar days of each month's end (as of date of the file). Separate each file into "officer" and "enlisted" files.

B. Order each file by Social Security Number (field number 3), in ascending order, beginning with "001010001." Additionally, sort transaction records with like SSNs on the ascending transaction effective date.

C. Multifile reels are permissible and preferred to reduce the volume of tape handling.

D. All tapes shall be 9-track, 6250 or 1600 bytes per inch (BPI), extended binary coded decimal interchange code (EBCDIC), with standard IBM labels. Data set names (DSN) shall be seven positions without spaces or periods, as follows:

1. First position; *Reserve component*. Enter:

- G=ARNG
- A=USAR
- N=USNR
- M=USMCR
- K=ANG
- F=USARF
- P=USCGR

2. Second position; *military personnel class*. Enter:

- O=Officer
- E=Enlisted

3. Third through sixth position, as of date. Enter:

YYMM

4. Seventh position; *type of file*. Enter:

- M=Master File
- T=Transaction File

E. Block all files with 13,600 characters (32 data records of 425 characters per block).

F. Accompany all magnetic tape files by a computer-produced quality control edit. Make that edit after the files have been produced, but before submission to the OSD. The computer-produced edit may also serve as the letter of transmittal for the files. (See Appendices E and F for format.)

G. Mail all magnetic tape files and quality control edits to the address shown in §114.6(g).

APPENDIX E TO PART 114—QUALITY CONTROL EDIT—MASTER FILE DD-RA (M) 1147

The format for each Master File (1147) Quality Control Edit Report is, as follows (data is illustrative):

- Reel Number: 123456.
- Data Set Name: PE8//6M.
- First Data Record: PE8//6M.

RESERVE COMPONENT CATEGORY

Training Retired Category	S	T	U	R	P	I	Y	V	Total
A .....	5,000								5,000
B .....		100							100
C .....							15		15
D .....							25		25
E .....				200					200
F .....			100						100
G .....	100								100
I .....						500			500
J .....					175				175
K .....					125				125
L .....									
N .....									
P .....			50						50
Q .....			100						100
S .....			25						25
T .....									
W .....									
X .....									
Z .....									
	5,100	100	275	200	300	500	40	25	6740

APPENDIX F TO PART 114—QUALITY CONTROL EDIT—TRANSACTION FILE DD-RA(M) 1148

- Reel Number: 123456.
- Data Set Name: PE8//6T.
- First Data Record: PE8//6T.

The format for each Transaction File (1148) Quality Control Edit Report is, as follows (data is illustrative):

RESERVE COMPONENT CATEGORY

Transaction Code	S	T	U	R	P	I	Y	V	Total
G1 .....					250				250
G3 .....	400								400
G4 .....	150								150
G5 .....	75								75
G7 .....									—
G8 .....									—
G0 .....	10	5							15
Subtotal: .....	635	5	0	0	250	0	0	0	890
L1 .....	150	15	10	5	10	1			191
L2 .....	75	25	10	25	5				140
L3 .....	20	25							45
L7 .....	5								5
L8 .....	5								5
L0 .....									—
Subtotal: .....	255	65	20	30	15	1	0	0	386
M1 .....	75	50	25	50					200
M2 .....	50		5						55
Subtotal: .....	125	50	30	50	0	0	0	0	255
TA .....	1								1
TB .....		1							1
TC .....									
TD .....									
TE .....									
TF .....									
TG .....									
TH .....									
TJ .....									
TK .....									
TL .....				1					1
TM .....									
TN .....									
TP .....									
TQ .....									
TR .....									
TU .....									
TV .....									
TW .....									
TY .....									
TZ .....									
T1 .....								1	1
T2 .....									
T3 .....									
T4 .....									
N1 .....									
N2 .....									
N3 .....									
N4 .....									
N5 .....									
N6 .....									
N7 .....									
P0 .....									
P1 .....									
P2 .....									
P3 .....									
P4 .....									
Subtotal: .....	1	1	0	1	0	0	0	1	4
Total .....	1,016	121	50	81	265	1	0	1	1,535

APPENDIX G TO PART 114—GLOSSARY  
 AD Active Duty

AF  
 AFQT

Air Force  
 Armed Forces Qualification  
 Test

## Office of the Secretary of Defense

## Pt. 114, App. G

AFSC	Air Force Specialty Code	NOBC	Navy Officer Billet Classification
AGR	Active Guard/Reserve		
ANG	Air National Guard	NPS	Non-Prior Service
AOCS	Aviation Officer Candidate School	NROTC	Naval Reserve Officer Training Corps
APO	Army Post Office	OCS	Officer Candidate School
AQD	Additional Qualification Designator	OJCS	Office of the Joint Chiefs of Staff
ARNG	Army National Guard	OSD	Office of the Secretary of Defense
ASD(FM&P)	Assistant Secretary of Defense (Force Management & Personnel)	OSUT	One Station Unit Training
ASD(PA)	Assistant Secretary of Defense (Public Affairs)	OTS	Officer Training School
ASD(RA)	Assistant Secretary of Defense (Reserve Affairs)	PEBD	Pay Entry Base Date
ASI	Additional Skill Identifier	PEC	Program Element Code
ASVAB	Armed Services Vocational Aptitude Battery	PLC	Platoon Leaders Course
AT	Annual Training	PS	Prior Service
BMOS	Billet Military Occupational Specialty	RCC	Reserve Component Category
BPI	Bytes Per Inch	RCCD	Reserve Component Category Designator
CAS3	Combined Arms and Services Staff School	RCCPDS	Reserve Components Common Personnel Data System
CMF	Career Management Field	RCTRCD	Reserve Component Training-Retirement Category Designator
DEERS	Defense Enrollment Eligibility Reporting System	ROTC	Reserve Officer Training Corps
DEP	Delayed Entry Program	RPA	Reserve Program Administrators
DIEMS	Date of Initial Entry Military Service	SADT	Special Active Duty for Training
DIERF	Date of Initial Entry Reserve Forces	SMP	Simultaneous Membership Program
DMDC	Defense Manpower Data Center	SPD	Separation Program Designator
DOB	Date of Birth	SSI	Service Specialty Identifier
DoD	Department of Defense	SSN	Social Security Number
DoDI	Department of Defense Instruction	STD	Standard
DSN	Data Set Name	TARS	Training and Administration of Reserves
DUI	Data Use Identifier	TEMAC	Temporary Active Duty
EAD	Extended Active Duty	TTAD	Temporary Tours of Active Duty
EBCDIC	Extended Binary Coded Decimal Interchange Code	U.S.	United States
Encl	Enclosure	U.S.C.	United States Code
FPO	Fleet Post Office	U.S.N.R.	United States Naval Reserve
FTTD	Full-Time Training Duty	UIC	Unit Identification Code
FYDP	Five Year Defense Program	USAFA	United States Air Force Academy
GED	General Equivalency Diploma	USAFR	United States Air Force Reserve
HQ	Headquarters		
IDT	Inactive Duty Training	USCG	United States Coast Guard
IADT	Initial Active Duty for Training	USCGA	United States Guard Academy
IMA	Individual Mobilization Augmentee	USMA	United States Military Academy
ING	Inactive National Guard	USMC	United States Marine Corps
IRR	Individual Ready Reserve	USMMA	United States Merchant Marine Academy
MOS	Military Occupational Specialty	USN	United States Navy
MSO	Military Service Obligation	USNA	United States Naval Academy
NATO	North Atlantic Treaty Organization	YYMM	Year Year Month Month
NEC	Navy Enlisted Classification Code	YYMMDD	Year Year Month Month Day Day
MGIB	Montgomery GI Bill	ZIP	Zoning Improvement Plan



Pt. 114, App. H

32 CFR Ch. I (7-1-97 Edition)

APPENDIX H TO PART 114—RECORD LAYOUT  
RESERVE COMPONENTS COMMON PERSONNEL  
DATA SYSTEM (RCCPDS)

APPENDIX H TO PART 114—RECORD LAYOUT  
RESERVE COMPONENTS COMMON PERSONNEL  
DATA SYSTEM (RCCPDS)—Continued

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RESERVE COMPONENTS COMMON PERSONNEL  
DATA SYSTEM (RCCPDS)—Continued

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PART 115—ASSIGNMENT TO AND  
TRANSFER BETWEEN RESERVE  
CATEGORIES, AND DISCHARGE  
FROM RESERVE STATUS

Sec.

- 115.1 Purpose and applicability.  
115.2 Original assignment to reserve status.  
115.3 Transfer to the Standby Reserve.  
115.4 Transfer from the Standby Reserve.  
115.5 Discharge.

AUTHORITY: Sec. 301, 80 Stat. 379; 5 U.S.C. 301, sec. 1(5)(A), 72 Stat. 1438; 10 U.S.C. 271, E.O. 11190; 3 CFR, 1964-1965 Comp. p. 272, E.O. 11382; 3 CFR, 1967 Comp. p. 327.

SOURCE: 35 FR 2775, Feb. 10, 1970, unless otherwise noted.

**§ 115.1 Purpose and applicability.**

This part establishes Department of Defense policy guidance to the Military Departments for assignment of military personnel to and transfer between reserve categories, and discharge from reserve status under the provisions of the Military Selective Service Act of 1967 (50 App. U.S.C. 451 et seq.) and title 10 U.S.C.

**§ 115.2 Original assignment to reserve status.**

(a) *Ready Reserve*. Original membership in the Ready Reserve may be attained by:

(1) Transfer thereto under sections 269(a) and 651 of title 10 U.S.C. upon release from active duty;

(2) Appointment as a Reserve Officer and assignment to the Ready Reserve under section 6(d), The Military Selective Service Act of 1967 (50 App. U.S.C. 451 et seq.) and section 269(a) of title 10 U.S.C.;

(3) Entry (appointment or enlistment) into the Army National Guard of the United States or Air National Guard of the United States in accordance with section 269(b) of title 10 U.S.C. as affected by sections 510, 591, 3077, 3261, 3351, 8077, 8261, and 8351 of title 10 U.S.C.;

(4) Direct entry under section 511 of title 10 U.S.C.;

(5) Direct voluntary entry (appointment or enlistment) of an individual into the Ready Reserve, other than as provided above.

(b) *Standby Reserve*. Direct assignment to the Standby Reserve without