

Department of Defense
INSTRUCTION

NUMBER 7730.64
December 11, 2004

USD(P&R)

SUBJECT: Automated Extracts of Manpower and Unit Organizational Element Files

- References:**
- (a) DoD Instruction 7730.64, "Automated Extracts of Manpower and Unit Organizational Element Files," March 7, 1995 (hereby canceled)
 - (b) DoD Organization and Functions Guidebook, March 2001¹
 - (c) DoD Instruction 1336.5, "Automated Extracts of Active Duty Military Personnel Records," May 2, 2001
 - (d) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System," August 6, 2004
 - (e) through (nn), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to implement policy, update responsibilities, and establish a requirement for reporting and obtaining visibility of manpower authorization, requirement, individuals account, programmed manpower structure, and unit data.

2. APPLICABILITY AND SCOPE

2.1. This Instruction applies to the Office of the Secretary of Defense, the Military Services, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Military Services," as used above, refers to the Army, the Navy, the Air Force, and the Marine Corps.

¹ Available from OSD Director of Administration & Management web site <http://www.defenselink.mil/pubs/>, Room 1E757, Pentagon, Washington, DC 20301-4000.

2.2. This Instruction requires identification of and accounting for all active military, Reserve component, and DoD civilian (both direct hire and indirect hire) billets, and for all units in the programmed force structure.

2.3. The DoD Organization and Functions Guidebook (reference (b)) lists all specific organizations within the DoD Components affected by this Instruction.

3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2 and acronyms in enclosure 3.

4. POLICY

It is DoD policy to maintain a centralized DoD database on manpower required and authorized to operate the approved force structure. This data supplements various DoD personnel inventory data provided by DoD Instruction 1336.5 (reference (c)), DoD Instruction 7730.54 (reference (d)), and DoD Instruction 1444.2 (reference (e)). A centralized DoD database of all units (any DoD organizational entity identified with a unique identification code) is also required. This policy provides information for oversight and evaluation of programs and policies on staffing, inventory imbalances, manpower use and mix, personnel staffing and training, and units.

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness, as the primary DoD manpower advisor to the Secretary of Defense, shall:

5.1.1. Provide policy guidance relative to the Department of Defense's overall manpower and unit information requirements.

5.1.2. Maintain oversight on the content and currency of manpower and unit data required by this Instruction.

5.1.3. Establish a Joint DoD Committee for Manpower and Unit Data. The Joint DoD Committee shall be chaired by a representative from the Requirements Directorate within the Office of the Deputy Under Secretary of Defense for Program Integration (ODUSD(PI)RQ) and include representatives from the Chairman of the Joint Chiefs of Staff, the Military Services, the Office of the Director of Administration and Management, the Assistant Secretary of Defense for Reserve Affairs, and the Defense

Manpower Data Center (DMDC). At the invitation of the chairperson, representatives from the other DoD Components may be invited to attend Committee meetings. The Committee shall meet at the call of and act as an advisor to the Director of Requirements within the Office of the Deputy Under Secretary of Defense for Program Integration (ODUSD(PI)).

5.1.3.1. The Joint DoD Committee shall:

5.1.3.1.1. Facilitate the development and use of Force Management Identifiers for use with all manpower and unit data.

5.1.3.1.2. Review ongoing or planned manpower system development and acquisition programs in the DoD Components in terms of their ability to provide data in accordance with this Instruction.

5.1.3.1.3. Act as a forum for discussion and resolution of issues arising from changes to this Instruction.

5.1.3.2. The Director of Requirements, Office of the Deputy Under Secretary of Defense for Program Integration shall:

5.1.3.2.1. Approve changes to submission schedules, as specified in this Instruction.

5.1.3.2.2. Approve changes to data requirements, as specified in this Instruction.

5.1.3.2.3. Ensure the above changes are documented in Memorandums of Understanding (MOU) between the requesting DoD Component and the ODUSD(PI)RQ.

5.1.3.2.4. Ensure organizations within the DoD Components, as listed in reference (b), are meeting the requirements of this Instruction.

5.1.4. Ensure that the Director, DMDC, serves as custodian of all automated extracts of manpower and unit organizational element files and provides technical assistance, data quality control, inquiry capabilities, and administration and computer support.

5.2. The Heads of the DoD Components shall submit manpower and unit organizational data, maintained by the DoD Component, to the centralized DoD databases maintained at the DMDC, in accordance with this Instruction. In the near

term, data is pushed to the DMDC on a quarterly basis. As the Department transitions to a distributed architecture, the DoD Components must migrate to systems that allow data to be pulled in accordance with the DoD Net-Centric Data Strategy (reference (f)), The Strategic Planning Guidance (reference (g)), and implementing guidance (reference (h)). Responsibility for manpower and unit data reporting for certain activities may be delegated to other DoD Components with the consent of the ODUSD(PI)RQ and notification to the DMDC. The reported organization shall ensure that the reporting activity has complete and accurate data and reports it according to this Instruction when reporting has been delegated to another agency.

6. INFORMATION REQUIREMENTS

6.1. Data requirements shall be in accordance with the definitions in enclosure 2 and consistent with the methodology used to provide data for preparation of the Defense Manpower Requirements Report (DMRR) (reference (i)) and the Department's Future Years Defense Program (FYDP) DoD 7045.7-H (reference (j)).

6.2. Data standards, developed in support of DoD data administration policies, as established by DoD Directive 8320.1 (reference (k)), and maintained by the Defense Information Systems Agency in the DoD Data Dictionary System (DDDS) (reference (l)) or identified by reference in enclosure 4 and enclosure 5, shall be used where specified. Organizations shall comply with the data standards contained in the coding instructions herein, and shall be responsible for any data interchange conversion costs.

6.3. When the formats or coding structures in the organizations current systems cannot be converted to the required formats or do not exist, the submitting organization shall initiate a MOU with the Director of Requirements ODUSD(PI)RQ and the DMDC within 60 days of the signing of this Instruction. The memorandum shall specify the alternative format and coding structures that shall be provided to the DMDC to meet the requirements of this Instruction and specify a schedule of when the data shall be provided in the required format.

6.4. The classification and security guidance in DoD 5200.1-R (reference (m)) and DoD Instruction 8500.2 (reference (n)) apply. Each organization shall provide a Classification Guide to the DMDC for use in conjunction with the data submitted under this Instruction, as specified in Chapter 2, Section 5. of reference (m). A list of data elements or categories requiring protection, plus a level of classification, shall be included in the implementing documents to this Instruction.

6.4.1. The highest level of classified data sent to the DMDC shall not exceed the SECRET level.

6.4.2. Record fields 7, 16, 45.1.2, and 45.1.3 of the Billet Master File format (enclosure 4) and record field 6 of the Unit Master File format (enclosure 5) all relate to the security classification of the data contained in the record.

6.4.3. The overall security classification of the Billet Master File submission (enclosure 4) shall reflect the record with the highest classification of record fields 7, 16, 45.1.2, or 45.1.3.

6.4.4. The overall security classification of the Unit Master File submission shall reflect the record with the highest classification level recorded in record field 6.

6.4.5. If both the Billet Master File and Unit Master File are submitted together, the overall security classification shall be managed as the highest classification level of either file.

6.5. Reporting shall be accomplished through electronic data transfer on the SECRET Internet Protocol Router Network (SIPRNET), Non-Secure Internet Protocol Router Network (NIPRNET), diskettes, or Compact Disks (CD) labeled, as specified in enclosure 6. Two reports are required: the Billet Master File and the Unit Master File. Accompanying each Billet and Unit Master File submission shall be sufficient documentation describing deviations from the specified format, any coding changes to standardized data elements or domain values, and the total number of records in each file. See enclosure 6. For the Billet Master File, the documentation shall also list the current year authorization totals for each organization and the current year authorization subtotals by Position Manpower Type Code category.

6.6. The Billet Master File shall be formatted according to the specifications contained in enclosure 4. It shall include a record for each unique billet as identified by the Organization Position Identifier, which is record field 8 (enclosure 4). All billets, active military, Reserve component and DoD civilian, shall be reported. Data are required for the following fiscal years (FYs): prior year, current year, current year plus 1, current year plus 2, current year plus 3, current year plus 4, and current year plus 5. Data for each reported year shall reflect the end of FY data.

6.6.1. For each Joint Duty Assignment (JDA) position within the DoD Component (as defined in enclosure 2, E2.1.11.) and identified by the Joint Duty Assignment Code, which is record field 44.1 (enclosure 4), the Billet Master File shall include a record for each position started and stopped during the interval between the

previous quarterly submission and/or the current submission that reflects the inclusive date the position was active for JDA purposes. For each JDA position include additional record(s) for every projected change over the next 24 months. Multiple projected changes to a position for the same date may be combined into a single record. Changes projected for different dates shall require multiple records each identified by the Organization Position Identifier.

6.6.2. For each acquisition billet identified by record field 22 (enclosure 4) the associated Organization Position Identifier, which is record field 8 (enclosure 4), must match the Personnel Position Number in record field 3 (enclosure 7) of DoD Instruction 5000.55 (reference (o)).

6.6.3. The Billet Master File shall be submitted quarterly to the DMDC no later than the 15th day of the month following the end of the quarter. If the billet data are not updated on a quarterly basis, approval of an alternative submission schedule shall be requested from the ODUSD(PI)RQ and the DMDC.

6.7. The Unit Master File shall be formatted according to the specifications in enclosure 5. It shall include a record for each unique Unit Identification Code (UIC), which identifies organizations having personnel, manpower, or other unit status information (i.e., separate hull number and personnel or manpower UICs). The report shall also contain a record for each unique combination of UICs, Major Command Code, and Unit ZIP Code. A UIC record shall be provided for every UIC referenced in the Billet Master File.

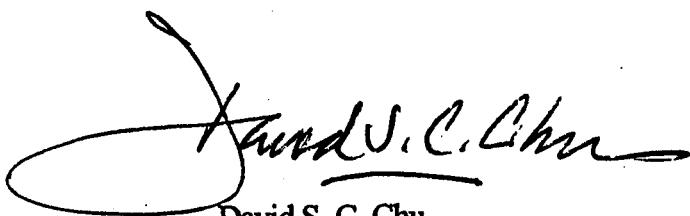
6.7.1. Unit Master File submissions shall contain information on all current unique units at the time of the submission.

6.7.2. The Unit Master File shall be submitted quarterly to the DMDC no later than the 15th day of the month following the end of the quarter. If the unit data are not updated on a quarterly basis, approval of an alternative submission schedule shall be requested from the ODUSD(PI)RQ and the DMDC.

6.8. The Billet Master File is assigned Report Control Symbol DD-P&R(SA)-1807 and the Unit Master File is assigned Report Control Symbol DD-P&R(SA)-1808 in accordance with DoD 8910.1-M (reference (p)).

7. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu
Under Secretary of Defense for
Personnel and Readiness

Enclosures - 6

- E1. Reference, continued**
- E2. Definitions**
- E3. Acronyms**
- E4. Billet Master File Format**
- E5. Unit Master File Format**
- E6. Submission Instructions**

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Instruction 1444.2, "Consolidation of Automated Civilian Personnel Records," September 16, 1987
- (f) DoD Net-Centric Data Strategy, May 9, 2003²
- (g) Strategic Planning Guidance (SPG) FY 2006-2011, March 15, 2004³
- (h) Deputy Secretary of Defense Memorandum, "Actions from the Senior Readiness Oversight Council Held December 10, 2003," January 20, 2004
- (i) DoD Instruction 1110.1, "Defense Manpower Requirements Report (DMMR)," June 28, 1979
- (j) DoD 7045.7-H, "FYDP Program Structure," November 2000
- (k) DoD Directive 8320.1, "DoD Data Administration," September 26, 1991
- (l) Defense Data Dictionary System, a repository provided by the Defense Information Systems Agency⁴
- (m) DoD 5200.1-R, "Information Security Program," January 14, 1997
- (n) DoD Instruction 8500.2, "Information Assurance (IA) Implementation," February 6, 2003
- (o) DoD Instruction 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions," November 1, 1991
- (p) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (q) Sections 661-668 of title 10, United States Code
- (r) Under Secretary of Defense (Personnel and Readiness), "DoD Functions," current edition⁵

² Available from the DoD Chief Information Officer, at http://www.afei.org/pdf/ncow/DoD_data_strategy.pdf web site, 6000 Defense Pentagon, Washington, DC 20301-6000.

³ Available from the Secretary of Defense, 1800 Defense Pentagon, Washington, DC 20301-1800.

⁴ Available from the Defense Information Systems Agency web site at <http://diides.ncr.disa.mil/dereg/user/index.cfm> 6000 Pentagon, Washington, DC 20301-6000.

⁵ Available from the Office of the Deputy Under Secretary of Defense, Personnel and Readiness web site at <http://dod.mil/prhome/dusdpi.html>, 4000 Defense Pentagon, Washington, DC 20301-4000.

- (s) Under Secretary of Defense (Personnel and Readiness), "Manpower Mix Criteria," current edition⁶
- (t) Office of Personnel Management Operating Manual, "The Guide to Personnel Data Standards," current edition⁷
- (u) Department of the Army Pamphlet 611-21, "Military Occupational Classification and Structure," March 31, 1999⁸
- (v) NAVPERS 18068F, "Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Volume II," current edition⁹
- (w) NAVPERS 15839I, "Manual of Navy Officer Manpower and Personnel Classifications Volume I," current edition⁹
- (x) Air Force Manual 36-2108, "Enlisted Classification," October 31, 2000¹⁰
- (y) Air Force Manual 36-2105, "Officer Classification," April 30, 2001¹⁰
- (z) Marine Corps Order P1200.7Y, "Military Occupational Specialties Manual," April 16, 2001¹¹
- (aa) DoD Instruction 1300.20, "DoD Joint Officer Management Program Procedures," December 20, 1996

⁶ Available from the Office of the Deputy Under Secretary of Defense, Personnel and Readiness web site at <http://dod.mil/prhome/dusdpi.html>, 4000 Defense Pentagon, Washington, DC 20301-4000.

⁷ Available from the Office of Personnel Management web site at <http://www.opm.gov/feddata> 1900 E Street NW, Washington, DC 20415-1000.

⁸ Available from the Headquarters, Department of the Army, Office of Deputy Chief of Staff for Personnel, Attn: DAPE-PRP, 300 Army Pentagon, Washington, DC 20310-0300.

⁹ Available from the Department of the Navy, Navy Manpower Analysis Center, Code 1211 web site at <http://www.navmac.navy.mil>, 5722 Integrity Drive, Millington, TN 38054-5011.

¹⁰ Available from the Secretary of the Air Force, Headquarters Air Force Personnel Center, Attn: HQ AFPC/DPP, Randolph AFB, TX 78150.

¹¹ Available from the Commanding General, Marine Corps Combat Development Command (C472), 3300 Russell Road, Quantico, VA 22134-5002.

- (bb) Defense Finance and Accounting Service-Indianapolis Manual 37-100-02, "The Army Management Structure," current edition¹²
- (cc) Department of the Army, "Security Classification Guidelines for National Foreign Intelligence Program (NFIP) Resource Information," current edition¹³
- (dd) Army Regulation 71-32, "Force Development and Documentation-Consolidated Policies," January 3, 1997¹⁴
- (ee) NAVPERS 16000A, "Total Force Manpower Management System (TFMMS) Coding Directory"¹⁵
- (ff) United States Navy Total Force Manpower Management System Database¹⁶
- (gg) General Services Administration Geographic Locator Codes and Database¹⁷
- (hh) United States Air Force Data Dictionary (AFDD) System¹⁸
- (ii) Marine Corps Order P1080.20M, "Marine Corps Total Force Systems Codes Manual," May, 24, 2000¹⁹

¹² Available from the Director, Defense Finance and Accounting Service-Indianapolis Center, Attn: DFAS-AHDA/IS, 8899 East 56th Street, Indianapolis, IN 46249-1700.

¹³ Available from the Department of the Army, Office of the Deputy Chief of Staff for Intelligence web site at <http://www.dami.army.pentagon.mil/offices/dami-pa/nfip.asp>, Washington, DC 20310-1001.

¹⁴ Available from the Headquarters, Department of the Army, Deputy Chief of Staff, G3, Attn: DAMO-FDF, 400 Army Pentagon, Washington, DC 20310-0400.

¹⁵ Available from the Department of the Navy, Navy Manpower Analysis Center, 5722 Integrity Drive, Millington, TN 38054-5011.

¹⁶ Available from the Department of the Navy, Navy Manpower Analysis Center, Functional Management, Code 1211, 5722 Integrity Drive, Millington, TN 38054-5011.

¹⁷ Worldwide Geographic Location Codes, U.S. General Services Administration, Office of Real Property-MPS, 1800 F St. NW, Room 6233, Washington, DC 20405.

¹⁸ Available from the Deputy Assistant Secretary of the Air Force (Budget), Directorate of Budget Management and Execution, Budget Information Systems Division, SAF/FMBMA-S, 560 North Drive, Bldg. 900, MAFB-Gunter Annex, Montgomery, AL 36114-3030.

¹⁹ Available from the Department of the Navy, Headquarters, United States Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

- (jj) Chairman of the Joint Chiefs of Staff Manual 3150.02, "Global Status of Resources and Training System (GSORTS)," April 15, 2000²⁰
- (kk) Army Regulation 25-70, "Troop Program Sequence Number," July 18, 2000²¹
- (ll) Department of the Army Pamphlet 5-18, "Army Stationing and Installation Guide," October 29, 1993²²
- (mm) NAVPERS 15909G, "Enlisted Transfer Manual," April, 2000²³
- (nn) Marine Corps Order 5311.1C, "Total Force Structure Process," January 14, 1999²⁴

²⁰ Available from the Office of the Chairman of the Joints Chiefs of Staff, Public Affairs, 9999 Joint Staff, Room 2D844, Washington, DC 20318-9999.

²¹ Available from the Headquarters, Department of the Army, Deputy Chief of Staff, G3, Attn: DAMO-FMF, 400 Army Pentagon, Washington, DC 20310-0400.

²² Available form the Headquarters, Department of the Army (DAIM-FDP-P), Washington, DC 20310-0600.

²³ Available from the Department of the Navy, Navy Personnel Command, Attn: PERS 451, 5720 Integrity Drive, Millington, TN 38055-4000.

²⁴ Available from the Department of the Navy, Headquarters, United States Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. Authorized (Manpower). The aggregation of military and civilian funded billets or positions representing the total manpower authorizations for units and organizations in the programmed force structure. Manpower authorizations are expressed in terms of one year of full-time workload.

E2.1.2. Billet or Position. Programmed manpower structure space typically defined by grade and occupation and associated with a specific unit or organization. A Billet or Position may be funded (authorized) or unfunded (generally called an unfunded requirement).

E2.1.3. Direct Hire. Employees hired directly by an Agency of the Department of Defense. Included are Foreign Nationals hired by the Department of Defense to support DoD activities in their home countries.

E2.1.4. Force Structure Deviation. The difference between operating strength and programmed manning at a point in time, or the average difference (expressed in man-years) for the entire fiscal year.

E2.1.5. Fourth Estate Organizations. Refers to DoD organizations, other than the Military Services, having DoD manpower resources. See the DoD Organization Chart within the Organization and Functions Guidebook (reference (b)) for specific organizations.

E2.1.6. Full-Time Equivalent (FTE). A measure of civilian manpower that reflects the total number of regular, straight-time hours worked by civilian employees, divided by the number of compensable hours applicable for that type of full-time employee each fiscal year. Also referred to as work-years. One FTE or work-year is equal to 2080 civilian straight-time hours.

E2.1.7. Funded. A position that is both a requirement and is authorized.

E2.1.8. Grade. The pay grade requirement of a billet or position.

E2.1.9. Indirect Hire. Foreign Nationals assigned to support U.S. Forces through contracts or agreements with foreign governments (or agencies thereof). These personnel are employees of the foreign governments involved.

E2.1.10. Individuals Account. A component of military end strength: the overhead allowance for transients, holdees (patients, prisoners, and separatees), students, trainees, and cadets or midshipmen for which funds have been allocated or requested.

E2.1.11. Joint Duty Assignment (JDA). An assignment to a designated position in a multi-Service or multi-national command or activity that is involved in the integrated employment or support of the land, sea, and air forces of at least two of the three Military Services. The preponderance of the officer's duties involves producing or promulgating national military strategy, joint doctrine, joint policy, strategic plans or contingency plans, or to commanding and controlling operations under a Combatant Command. Assignments in an officer's own Military Service or assignments for joint education or joint training or to overstrength and/or temporary positions are not covered by the definition. Medical officers, dental officers, chaplains, and judge advocates may not be assigned to a JDA position. The joint positions designated for such officers are excluded from this definition regardless of the position description. JDA positions have been individually designated by the Secretary of Defense as a joint assignment in accordance with Sections 661-668 of title 10, United States Code (reference (q)).

E2.1.12. Major Command (MAJCOM) or Major Organizational Element. Denotes major military operational command organizations and other major functional organizations within a DoD Component. For the Military Services, the term is synonymous with:

E2.1.12.1. Army: Assigned Command.

E2.1.12.2. Navy: Major Manpower Claimant.

E2.1.12.3. Marine Corps: Monitored Command.

E2.1.12.4. Air Force: Major Command and Sub-Command.

E2.1.13. Manpower. A collective term used to describe the number of personnel required to perform a function. Manpower is reflected as standard units of work that equate to 1 year of full-time support. It is reported in terms of what is required (manpower requirement) and what is authorized for employment (manpower authorization).

E2.1.14. Military End Strength. The total number of military personnel authorized to be on duty as of September 30 of each year, as approved by the Congress in the National Defense Authorization Act for that fiscal year.

E2.1.15. Occupation. The specialty skill or job series that represents the minimum qualification requirement of a billet or position. If required by the billet, additional skill requirement information shall be included as part of the occupation.

E2.1.17. OSD Functional Oversight Authority. That official, within the OSD, assigned programmatic oversight responsibilities on specific mission or program areas. Functional oversight authorities are at the "Assistant Secretary of Defense" or equivalent level.

E2.1.17. Program Element Code (PEC). A ten-position alphanumeric code that describes the mission supported by a billet, group of billets, or unit. The PEC is the basic building block of the budget and the FYDP.

E2.1.18. Programmed Force Structure. The set of units and organizations that exists in the current year and that are planned and programmed for a given fiscal year.

E2.1.19. Programmed Manning. Those billets in the programmed manpower structure that are planned to be staffed with trained personnel at the end of the fiscal year. Programmed manning is a statement of distribution policy; the term is synonymous with:

E2.1.19.1. Army: Force Structure Allowance (MTOE and TDA).

E2.1.19.2. Navy: Distributable Billets.

E2.1.19.3. Air Force: Force Structure Authorizations.

E2.1.19.4. Marine Corps: Authorized Strength Report.

E2.1.19.5. Defense Agencies: Funded Requirements.

E2.1.20. Programmed Manpower Structure. The aggregation of billets describing the full manpower requirement for units and organizations in the programmed force structure. The programmed manpower structure does not include Individual Mobilization Augmentees (IMA) and Individuals. For operational units, the term is synonymous with the "table of organization" structure (or its equivalent), and for non-operational units, it means the structure associated with full peacetime workload requirements. Operational units are those combat, combat support, and combat service support organizations with operational readiness reporting requirements under the Status of Resources and Training System.

E2.1.21. Requirement (Manpower). The aggregation of military and civilian, funded and unfunded, positions representing the total manpower requirement for units and organizations in the programmed force structure. Manpower requirements are expressed in terms of 1 year of full-time workload and are determined independent of resource constraints and based on sound manpower management determinations.

E2.1.22. Unfunded. A position (manpower requirement) that is not funded and therefore is not authorized.

E2.1.23. Unit. Any organizational element with a mission and structure prescribed by competent authority, such as an organization letter or table of organization and equipment.

E3. ENCLOSURE 3

ACRONYMS

E3.1.1.	ADCON	Administrative Control
E3.1.2.	ADP	Automated Data Processing
E3.1.3.	ADPE	Automated Data Processing Equipment
E3.1.4.	AFSC	Air Force Specialty Code
E3.1.5.	AGR	Active Guard and Reserve
E3.1.6.	AMSC	Army Management Structure Code
E3.1.7.	AOC	Area of Concentration Code
E3.1.8.	API	Aircrew Position Identifier
E3.1.9.	AQD	Additional Qualification Designator
E3.1.10.	ART	Air Force Reserve Technician
E3.1.11.	ASCII	American Standard Code for Information Interchange
E3.1.12.	ASI	Additional Skill Identifier
E3.1.13.	CD	Compact Disk
E3.1.14.	CD-R	Compact Disk-Recordable
E3.1.15.	CD-RW	Compact Disk-Rewritable
E3.1.16.	CMF	Career Management Field
E3.1.17.	CONUS	Continental United States
E3.1.18.	CRUC	Command Reporting Unit Code
E3.1.19.	CSA	Civilian Service Activity
E3.1.20.	DDDS	DoD Data Dictionary System
E3.1.21.	DMDC	Defense Manpower Data Center
E3.1.22.	DMRR	Defense Manpower Requirement Report
E3.1.23.	DoD	Department of Defense
E3.1.24.	DPM	Deputy Program Manager
E3.1.25.	FAC	Functional Account Code
E3.1.26.	FTE	Full-time Equivalent
E3.1.27.	FY	Fiscal Year
E3.1.28.	FYDP	Future Years Defense Program
E3.1.29.	GEOLOC	Geolocation
E3.1.30.	HAZMAT	Hazardous Material
E3.1.31.	IGCA	Inventory of Commercial and Inherently Governmental Activity
E3.1.32.	IMA	Individual Mobilization Augmentee
E3.1.33.	IMINT	Imagery Intelligence
E3.1.34.	JDA	Joint Duty Assignment
E3.1.35.	MAJCOM	Major Command

E3.1.36. MCC	Monitored Command Code
E3.1.37. MILTECH	Military Technician
E3.1.38. MOS	Military Occupation Specialty
E3.1.39. MOU	Memorandum of Understanding
E3.1.40. MTOE	Modified Table of Organization and Equipment
E3.1.41. MWR	Morale, Welfare, Recreation
E3.1.42. NEC	Navy Enlisted Classification
E3.1.43. NFIP	National Foreign Intelligence Program
E3.1.44. NIPRNET	Non-Secure Internet Protocol Router Network
E3.1.45. NOBC	Navy Officer Billet Code
E3.1.46. OPCON	Operational Control
E3.1.47. OPM	Office of Personnel Management
E3.1.48. OSD	Office of the Secretary of Defense
E3.1.49. OSINT	Open Source Intelligence
E3.1.50. ODUSD(PI)	Office of the Deputy Under Secretary of Defense for Program Integration
E3.1.51. ODUSD(PI)RQ	Office of Under Secretary of Defense (Personnel and Readiness) (Program Integration) Requirements
E3.1.52. PAS	Personnel Accounting Symbol
E3.1.53. PEC	Program Element Code
E3.1.54. PEO	Program Executive Officer
E3.1.55. PM	Program Manager
E3.1.56. PMRS	Performance Management and Recognition System
E3.1.57. R&D	Research and Development
E3.1.58. RIC	Resource Identification Code
E3.1.59. RUC	Reporting Unit Code
E3.1.60. S&T	Science and Technology
E3.1.61. SCO	Senior Contracting Official
E3.1.62. SEI	Special Experience Identifier
E3.1.63. SIES	Senior Intelligence Executive Service
E3.1.64. SIP	Senior Intelligence Professional
E3.1.65. SIPRNET	SECRET Internet Protocol Router Network
E3.1.66. SPG	Strategic Planning Guidance
E3.1.67. SPRDE	Systems Planning, Research, Development, and Engineering
E3.1.68. SQI	Special Qualification Identifiers
E3.1.69. SRC	Standard Requirements Code
E3.1.70. SSP	Subspecialty

E3.1.71.	TDA	Table of Distribution and Allowance
E3.1.72.	TMDE	Test, Measurement, and Diagnostic Equipment
E3.1.73.	TPSN	Troop Sequence Number
E3.1.74.	TYPCO	Type Unit Code
E3.1.75.	UIC	Unit Identification Code
E3.1.76.	USA	United States Army
E3.1.77.	USAF	United States Air Force
E3.1.78.	USMC	United States Marine Corps
E3.1.79.	USN	United States Navy
E3.1.80.	USPS	United States Postal Service

E4. ENCLOSURE 4
BILLET MASTER FILE FORMAT

E4.1. GENERAL

The organization(s) listed in the Submitter column of Table E4.T1. have reporting requirements for the associated data element. Table E4.T2. explains the abbreviations used in the Submitter column. If an Organization does not have a reporting requirement for the specific data element report not applicable.

Table E4.T1. Billet Master File Format

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
1	1-6	Data Effective Period Date	Length 6. The date that identifies the as of calendar year and month of the data in the submission file. YYYY12 The December submission YYYY03 The March submission YYYY06 The June submission YYYY09 The September submission	All	
2	007	Organization Type Code	Length 1. The code that uniquely represents the type of organization that owns the position. A Office of Secretary of Defense and DoD Inspector General B Joint Staff and Chairman Controlled Activities C Combatant Commands/Multi-National Force D Military Services E Defense Agencies F DoD Field Activities G Other Defense-wide Organizations H Executive Office of the President I Cabinet-Level Departments and Agencies J Federal Boards, Commissions and Committees K Federal Independent Agencies and Government Corporations L Federal Quasi-Official Agencies M Federal Legislative Branch N Federal Judicial Branch O State and Local Government Activities	All	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
3	008-012	Organization Code	P Universities, Institutes and Training Centers Q Other Non-Governmental Activities R International Agencies and Activities Length 5. The code that uniquely identifies the organization that owns the position. See ATTACHMENT 1 for a list of domain values and definitions.	All	
4	013-022	Unit Identification Code	Length 10. The unique code that represents the DoD organization that owns the position. If not applicable, report all W's. If unknown, report all Z's. Army: Report a W, the UIC, and four blanks. Navy: Report an N, the UIC, and four blanks. Marine Corps: Report an M, the Reporting Unit Code (RUC), and four blanks. Air Force: Report an F, the unit portion of the Personnel Accounting Symbol (PAS) code, and four blanks. Fourth Estate Organizations: Report DoD UIC when available, otherwise report the same constructed code as submitted to DMDC under DoD Instruction 1444.2 (reference (e)). For IMA billets, report the UIC of the unit that will be augmented upon mobilization.	All	DDDS 15190
5	023	Position Manpower Type Code	Length 1. The code that represents the type of manpower designated to fill a position. A Active Duty C Civilian G Guard V Reserve	All	
6	024-026	Major Command Code	Length 3. The Military Services unique code that represents the highest level organization of the assigned unit. Report the same code as submitted to DMDC under DoD Instruction 1336.5 (reference (c)). If not applicable, report all W's. If unknown, report all Z's. Army: Report the Command Assignment code and one blank. Navy: Report the Navy Claimant code and one blank. Air Force: Report the PAS Major Command and Subcommand Identifier. Marine Corps: Report the Monitoring Command Code.	Mil	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
7	027	Record Security Classification Code	Length 1. The code that represents the highest security classification assigned to data in the record (reference (m)). The code denotes the degree of damage that unauthorized disclosure would cause to National Defense or Foreign Relations and the degree of protection required. C Confidential S Secret U Unclassified	All	
8	028-047	Organization Position Identifier	Length 20. The identifier that represents a unique position as defined by the DoD Component. This is an alphanumeric domain value. Army: Report Paragraph, Sub-Paragraph, Line Number and a unique identifier for each record. Air Force: Report the Major Command Code and Position Number. Navy: Report the Billet Identification Number. Marine Corps: Report the Billet Identification Code. Fourth Estate Organizations: Report the unique identifier within the reporting Organization.	All	DDDS 17485
9	048-097	Work Center Name	Length 50. The name of the work center or section in which the position resides. Also known as paragraph title. If not applicable, report all W's. If unknown, report all Z's.	All	
10	98-107	Work Center Identifier	Length 10. The unique identifier that represents a work center (also known as Paragraph). If not applicable, report all W's. If unknown, report all Z's.	All	
11	108-157	Work Center Position Name	Length 50. The name or title of the position within the work center (also known as Line Number Title or Billet Title Text). If not applicable, report all W's. If unknown, report all Z's.	All	DDDS 27486
12	158-167	Work Center Position Identifier	Length 10. The identifier that represents a unique position within a work center of an Organization (also known as Line Number). If not applicable, report all W's. If unknown, report all Z's.	All	DDDS 17485

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
13	168-171	Position Geolocation Code	Length 4. The code that represents a Geographic location (GEOLOC) of the base, station, port, city, or other place at which the position is permanently located. Maybe distinct from the unit GEOLOC. If not applicable, report all 0's. If unknown, report all 9's.	All	DDDS 17385
14	172-179	Filler	Length 8. Report all blanks.	N/A	
15	180-189	Program Element Code	Length 10. The PEC represents a primary object in the FYDP that corresponds to a particular mission within a major defense program. See DoD 7045.7-H (reference (j)) for a list of domain values and definitions. This code provides the linkage between the planning, programming and budgeting phase and the execution phase of the budget and accounting cycle. If unknown, report all Z's.	All	DDDS 39898
16	190	PEC Security Classification Code	Length 1. The code that represents the security classification of the requirement manpower strengths associated with a specific PEC (reference (m)). The code denotes the degree of damage that unauthorized disclosure would cause to National Defense or Foreign Relations and the degree of protection required. C Confidential S Secret U Unclassified	All	
17	191-194	Position Manpower Resource Identification Code	Length 4. The Resource Identification Code (RIC) represents the type of manpower resource assigned to each program element. See DoD 7045.7-H (reference (j)) for a list of domain values and definitions. If not applicable, report all W's. If unknown, report all Z's.	All	
18	195	Individuals Account Code	Length 1. The code that represents the type of the Individuals Account. If not applicable, report W. *For Individuals Accounts coded "H" or "M," record fields 4, 6, 9, 10, 13, 14, 17, 19-30, 32-36, 44, and 45 may be coded as not applicable. C Cadets or Midshipmen H Patients, prisoners, and holdees*	Mil	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
19	196	Position Reserve Manpower Type Code	<p>M Transients*</p> <p>S Students (personnel attending non-initial entry training)</p> <p>T Trainees (personnel attending initial entry training)</p> <p>Length 1. The code that represents the type of Reserve manpower participation and training requirements for a position. If not applicable, report W.</p> <p>A Selected Reserve (not including AGR, MILTECH or IMA)</p> <p>B Active Guard and Reserve (AGR)</p> <p>C Military Technician (MILTECH)</p> <p>D Individual Mobilization Augmentee (IMA)</p>	All	
20	197	Acquisition Certification Type Code	<p>Length 1. The code that represents the degree of an acquisition certification type required of an incumbent of a position. If not applicable, report W.</p> <p>A Entry Level (I) - Trainee exposed to the functions of acquisition and the roles of its various specialization</p> <p>B Intermediate Level (II) - Continued area specialization with a broadening toward a more general expertise in the overall acquisition process</p> <p>C Senior Level (III) - In-depth knowledge of the specialization area, mandatory training and evaluation requirements completed and knowledge that spans the entire acquisition</p>	All	DDDS 28662
21	198	Acquisition Position Significance Code	<p>Length 1. The code that indicates the type of acquisition position. If not applicable, report W.</p> <p>1 Critical Acquisition Position</p> <p>2 Acquisition Position - Not Critical</p>	All	
22	199	Acquisition Position Category Code	<p>Length 1. The required career field code for an acquisition position. See attachment 2 for domain values. If not applicable, report 0.</p>	All	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
23	200	Acquisition Position Specialized Nature Code	Length 1. The code applies to positions involving acquisition assignments. See attachment 3 for domain values. If not applicable, report 0.	All	DDDS 54310
24	201-202	Education Level Code	Length 2. The code that represents an advanced educational status or level required of the incumbent filling a position. If not applicable, report 00. If unknown, report 99. 36 Master's degree 37 Post-Master's degree 38 Professional degree 42 Doctorate degree 43 Post-Doctorate degree	All	DDDS 22030
25	203-206	Function Code	Length 4. The code that represents the primary task associated with a manpower position. See attachment 4 for a list of domain values and titles. See Office of Under Secretary of Defense (Personnel and Readiness) (OUSD(P&R)) Function Code document (reference (r)) for comprehensive domain value explanations. If not applicable, report all W's. If unknown, report all Z's.	All	
26	207	Manpower Mix Criteria Code	Length 1. The code that represents the type of manpower for a DoD position. See attachment 5 for a list of domain values and titles. See Office of Under Secretary of Defense (Personnel and Readiness) (OUSD(P&R)) Manpower Mix Criteria Code document (reference (s)) for comprehensive domain value explanations. If not applicable, report 0. If unknown, report 9.	All	
27	208	Filler	Length 1. Reserved for future reporting of Manpower Mix Criteria Code. Leave blank.	N/A	
28	209	Financial Disclosure Statement Requirement Code	Length 1. The code that represents whether a position incumbent requires a financial disclosure statement or not. If not applicable, report W. If unknown, report Z. Y Yes N No	All	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
29	210	Rated Aeronautical Expertise Code	Length 1. The code that represents whether a position incumbent must possess a rated aeronautical expertise. Ratings include pilots, navigators, flight testers and astronauts. If not applicable, report W. If unknown, report Z. Y Yes N No	All	
30	211	Clearance Requirement Security Classification Code	Length 1. The code that represents the highest level of classified information to which the position has access. [Note: This data element is not deemed CLASSIFIED INFORMATION unless otherwise determined by the reporting organization.] If not applicable, report W. If unknown or to mask if deemed CLASSIFIED INFORMATION and exceeds the Classification level of SECRET, report Z. C Confidential S Secret T Top Secret U Unclassified	All	
31	212-217	31.1. <u>Pay Plan, Grade and Step data</u>	Reporting related to a schedule for monetary compensation and a sequential level within that schedule used to determine the rate of civilian and military Basic Pay.	All	
	212-213	31.1.1. Position Pay Plan Code	Length 2. The code that represents a pay category or a schedule for monetary compensation required by the positions. See attachment 6 for a list of domain values and definitions.	All	DDDS 20374
	214-215	31.1.2. Position Pay Plan Grade Identifier	Length 2. The identifier that represents a sequential level within a pay category or schedule required by the position. 01-09 Enlisted grades 1 through 9 01-05 Warrant Officer grades 1 through 5 01-11 Commissioned Officer grades 1 through 11 00-66 Civilian grades 0 through 66 or alpha codes as required by specific pay plans. For Individual Account positions, report "00". If the pay plan associated with a billet does not have a grade structure, then report "00".	All	DDDS 20369

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	216-217	31.1.3. Position Pay Plan Grade Step Identifier	Length 2. The identifier that represents the applicable step. Only report the Grade Step Identifier for Pay Plan Code "ES" that does not have an associated Pay Plan Grade Identifier. Report "00" for all other Pay Plan Codes.	All	DDDS 20370
32	218-223	Position DoD Occupation Code	01-06 Civilian steps 1 through 6 Length 6. The code that represents a classification of the domain values of several sets of military and civilian occupation codes required to fill a position. If left blank, DMDC will furnish the Position DoD Occupation Code.	N/A	DDDS 60476
33	<u>224-229</u>	33.1. <u>Civilian Occupation data</u>	The unique set of codes that represent the civilian occupation requirement of the position.		
	224	33.1.1. Civilian Personnel Type Code	Length 1. The code that represents the type of personnel for the civilian position. If not applicable, report 0. If unknown, report 9. 1 Position is for US citizen 2 Position is for local national 3 Position is for non-US citizen in US 4 Other		
	225	33.1.2. Civilian Hire Category Code	Length 1. The code that represents the category of hire for civilian positions. If not applicable, report W. If unknown, report Z. A Direct hire B Indirect hire	All	DDDS 29199
	226-229	33.1.3. Civilian Occupation Series Type Code	Length 4. The code that represents the occupation required for a civilian incumbent of a position. See OPM Operating Manual (reference (t)) for a listing of domain values and definitions. If not applicable, report all W's. If unknown, report all Z's. Valid white collar occupation codes: 0001 - 2299 Valid blue collar occupation codes: 2501 - 9999	All	DDDS 54296

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
34	230-251	<u>Service Occupation data</u>	The Military Service-unique code or set of codes that represents the military occupation requirement of the position. Report not applicable, all W's, if a civilian record.		
	230-232	34.1. <u>USA (Enlisted)</u>	See Department of the Army Pamphlet 611-21 (reference (u)) for lists containing domain values and definitions.	AR/4th	DDDS 64623 (D)
	233	34.1.1. Enlisted Military Occupation Specialty Code	Length 3. The Enlisted Military Occupation Specialty (MOS) code represents the grouping of duty positions requiring similar qualifications, and the performance of closely related duties. If not applicable, report all W's. If unknown, report all Z's.	AR/4th	DDDS 64625 (D)
	234	34.1.2. Enlisted Skill Level Code	Length 1. The code that represents a type and degree of skill representing the extent of qualification with the total MOS. It reflects the skills typically required for successful performance at the grade with which the skill level is associated. If not applicable, report W. If unknown, report Z.	AR/4th	DDDS 64626 (D)
	235-236	34.1.3. Enlisted Special Qualification Code	Length 1. The Enlisted Special Qualification (SQI) is used with the MOS and Skill Level codes, unless otherwise specified, to represent special positions. If not applicable, report 0. If unknown, report 9.	AR/4th	DDDS 64622 (D)
	237-238	34.1.4. Primary Enlisted Additional Skill Code	Length 2. The Additional Skill Indicator (ASI) represents an additional skill required by the position. If not applicable, report WW. If unknown, report ZZ.	AR	DDDS 64622 (D)
	239-251	34.1.5. Secondary Enlisted Additional Skill Code	Length 2. The ASI represents an additional skill required by the position. If not applicable, report WW. If unknown, report ZZ.	N/A	
		34.1.6. Filler	Length 13. Report all blanks.		

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
		<u>34.2. USA (Warrant Officers)</u>	See Department of the Army Pamphlet 611-21 (reference (u)) for lists containing domain values and definitions.		
	230-233	34.2.1. Warrant Officer Military Occupation Specialty Code	Length 4. The MOS code represents the grouping of duty positions requiring similar qualifications, and the performance of closely related duties. If not applicable, report all W's. If unknown, report all Z's.	AR/4th	DDDS 64631
	234	34.2.2. Special Qualification Code	Length 1. The SQI is used with the MOS code, unless otherwise specified, to represent special positions. If not applicable, report 0. If unknown, report 9.	AR	
	235-236	34.2.3. Primary Warrant Officer Additional Skill Code	Length 2. The ASI represents an additional skill required by the position. If not applicable, report WW. If unknown, report ZZ.	AR	DDDS 64630 (D)
	237-238	34.2.4. Secondary Warrant Officer Additional Skill Code	Length 2. The ASI represents an additional skill required by the position. If not applicable, report WW. If unknown, report ZZ.	AR	DDDS 64630 (D)
	239-251	34.2.5. Filler	Length 13. Report all blanks.	N/A	
		34.3. USA (Officers)	See Department of the Army Pamphlet 611-21 (reference (u)) for lists containing domain values and definitions.		
	230-232	34.3.1. Commissioned Officer Area of Concentration Code Branch	Length 3. The Area of Concentration Code (AOC) represents a grouping of duty positions requiring similar qualifications and the performance of closely related tasks. If not applicable, report all W's. If unknown, report all Z's.	AR/4th	DDDS 64617 (D)
	233-234	34.3.2. Commissioned Officer AOC Functional Area	Length 2. The Functional Area code represents a grouping of officers that comprises an arm or service of the Army in which an officer is commissioned, trained, developed, and promoted. If not applicable, report WW. If unknown, report ZZ.	AR	DDDS 64617 (D)
	235-236	34.3.3. Primary Additional Skill Code	Length 2. The ASI represents an additional skill required by the position. If not applicable, report WW. If unknown, report ZZ.	AR/4th	

Table E4.T1. Billet Master File Format, Continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	237-238	34.3.4. Secondary Additional Skill Code	Length 2. The ASI represents an additional skill required by the position. If not applicable, report WW. If unknown, report ZZ.	Submitter AR	
	239-251	34.3.5. Filler	Length 13. Report all blanks.	N/A	
		<u>34.4. USN (Enlisted)</u>	See USN Manual NAVPERS 18068F (reference (v)) for lists containing domain values and definitions.		
	230-232	34.4.1. Rating Code	Length 3. The code that represents a grouping of duty positions requiring similar qualifications, and the performance of closely related duties. If not applicable, report all W's. If unknown, report all Z's.	NV/4 th	
	233-236	34.4.2. Primary Navy Enlisted Classification Code	Length 4. The Navy Enlisted Classification Code (NEC) represents a non-rating wide skill, knowledge, aptitude, or qualification. If not applicable, report all W's. If unknown, report all Z's.	NV/4 th	
	237-240	34.4.3. Secondary Navy Enlisted Classification Code	Length 4. The NEC Code represents a non-rating wide skill, knowledge, aptitude, or qualification. If not applicable, report all W's. If unknown, report all Z's.	NV	
	241-251	34.4.4. Filler	Length 11. Report all blanks.	N/A	
		<u>34.5. USN (Warrant Officer / Officer)</u>	See USN Manual NAVPERS 15839I (reference (w)) for lists containing domain values and definitions.		
	230-233	34.5.1. Billet Designator Code	Length 4. The code that represents the primary naval specialty qualification required of the billet incumbent and to administratively categorize officer billets for proper management and identification. If not applicable, report all W's. If unknown, report all Z's.	NV/4 th	
	234-237	34.5.2. Primary Navy Officer Billet Code	Length 4. The Navy Officer Billet Code (NOBC) represents a general description of duties performed in a billet. If not applicable, report all W's. If unknown, report all Z's.	NV/4 th	
	238-241	34.5.3. Secondary Navy Officer Billet Code	Length 4. The NOBC represents a general description of duties performed in a billet. If not applicable, report all W's. If unknown, report all Z's.	NV	

Table E4.T1. Billet Master File Format, Continued

	242-244	34.5.4. Additional Qualification Designator Code	Length 3. The Additional Qualification Designator (AQD) Code enhances billet designator codes by identifying more specifically the qualifications of officers and the qualifications required by the billet. If not applicable, report all W's. If unknown, report all Z's.	NV/4 th	
	245-249	34.5.5. Subspecialty Code	Length 5. The Subspecialty (SSP) code represents the requirements for advanced education, functional training, and significant experience in various fields and disciplines. If not applicable, report all W's. If unknown, report all Z's.	NV/4 th	
	250-251	34.5.6. Filler <u>34.6. USAF (Enlisted/Officer)</u>	Length 2. Report all blanks. See USAF Manual 36-2108 (reference (x)) and USAF Manual 36-2105 (reference (y)) for lists containing domain values and definitions.	N/A	
	230	34.6.1. Air Force Specialty Code Prefix Code	Length 1. The Prefix code to Air Force Specialty Code (AFSC) represents specific skills and abilities not restricted to a single career field. If not applicable, report 0. If unknown, report 9.	AF	
	231-235	34.6.2. Air Force Specialty Code	Length 5. The AFSC represents the basic grouping of positions requiring similar skills and qualifications. If not applicable, report all W's. If unknown, report all Z's.	AF/4 th	
	236	34.6.3. Air Force Specialty Code Suffix Code	Length 1. The suffix code to an AFSC represents specialization in a specific type of equipment or function. If not applicable, report 0. If unknown, report 9.	AF/4 th	
	237-239	34.6.4. Special Experience Identifier	Length 3. The Special Experience Identifier (SEI) represents special experience and training not otherwise reflected in the classification system. If not applicable, report all W's. If unknown, report all Z's.	AF	
	240-251	34.6.5. Filler <u>34.7. USMC (Enlisted / Warrant Officer / Officer)</u>	Length 12. Report all blanks. See USMC Manual MCO P1200.7Y (reference (z)) for lists containing domain values and definitions.	N/A	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
35	230-233	34.7.1. Military Occupation Specialty Code	Length 4. The MOS code represents the grouping of duty positions requiring similar qualifications, and the performance of closely related duties. If not applicable, report all W's. If unknown, report all Z's.	MC/4th	
	234-251	34.7.2. Filler	Length 18. Report all blanks.	N/A	
	252-254	Position Language 1 Code	Length 3. The code that represents a means of communication based on a formalized system of sounds and/or symbols. Report the language, other than English, in which the member filling this position must have proficiency. See attachment 7 for a list of domain values and definitions. If not applicable, report all W's. If unknown, report all Z's.	All	DDDS 15940
36	255-257	Position Language 2 Code	Length 3. The code that represents a means of communication based on a formalized system of sounds and/or symbols. Report the language, other than English, in which the member filling this position must have proficiency. See attachment 7 for a list of domain values and definitions. If not applicable, report all W's. If unknown, report all Z's.	All	DDDS 15940
37	258	Prior Fiscal Year Resource Code	Length 1. The code that indicates whether a manpower requirement was funded (authorized) in the Prior Fiscal Year. If not applicable, report W. If unknown, report Z. A Funded B Unfunded	All	
38	259	Current Fiscal Year Resource Code	Length 1. The code that indicates whether a manpower requirement is funded (authorized) in the Current Fiscal Year. If not applicable, report W. If unknown, report Z. A Funded B Unfunded	All	
39	260	Current Fiscal Year+1 Resource Code	Length 1. The code that indicates whether a manpower requirement will be funded (authorized) in the Current Fiscal Year+1. If not applicable, report W. If unknown, report Z. A Funded B Unfunded	All	
40	261	Current Fiscal Year+2 Resource Code	Length 1. The code that indicates whether a manpower requirement will be funded (authorized) in the Current Fiscal Year+2. If not applicable, report W. If unknown, report Z. A Funded B Unfunded	All	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
41	262	Current Fiscal Year+3 Resource Code	Length 1. The code that indicates whether a manpower requirement will be funded (authorized) in the Current Fiscal Year+3. If not applicable, report W. If unknown, report Z. A Funded B Unfunded	All	
42	263	Current Fiscal Year+4 Resource Code	Length 1. The code that indicates whether a manpower requirement will be funded (authorized) in the Current Fiscal Year+4. If not applicable, report W. If unknown, report Z. A Funded B Unfunded	All	
43	264	Current Fiscal Year+5 Resource Code	Length 1. The code that indicates whether a manpower requirement will be funded (authorized) in the Current Fiscal Year+5. If not applicable, report W. If unknown, report Z. A Funded B Unfunded	All	
44	<u>265-307</u>	<u>Joint Duty Assignment Specific Data</u>	<p>Applicable to JDA Officer positions within the reporting organization. See DoD Instruction 1300.20, "DoD Joint Officer Management Program Procedures" (reference (aa)) for specific guidance on JDAdata reporting requirements.</p> <p>Include a record on any JDA position both started and stopped during the interval between the previous quarterly submission and the current submission that reflects the inclusive date the position was active for JDA purposes. Additionally, every approved projected change over the next 24 months (multiple records) as identified by the Organization Position Identifier, record field 8, must be reported.</p> <p>Note: Military Services report JDA specific data for positions in other Services and in agencies administered by an Executive Agent (ex United States Military Entrance Processing Command). The Military Services do not report Joint Duty Assignment specific data for JDA positions located in Fourth Estate organizations (e.g., Joint Chiefs of Staff).</p>	All	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	265	44.1. Joint Duty Assignment Code	Length 1. The code that represents if a position is a JDA Officer assignment that has been approved by the Secretary of Defense under the Goldwater-Nichols Reorganizations Act and codified in Sections 661-668 of title 10 (reference (q)). Y Yes N No	All	
	266	44.2. Joint Duty Assignment Critical Position Code	Length 1. The code that represents whether a JDA position is a critical JDA position under the Goldwater-Nichols Reorganization Act and codified in U.S. Code Sections 661-668 of title 10 (reference (q)). If not applicable, report W. Y Yes N No	All	
	267-274	44.3. Joint Duty Assignment Position Start Date	Length 8. The date when a JDA position was or will be started on the Joint Duty Assignment List (reference (aa)). If not applicable, report '01011800'.	All	
	275-282	44.4. Joint Duty Assignment Position Stop Date	Length 8. The date when a JDA position was or will be stopped on the Joint Duty Assignment List (reference (aa)). If indefinite report '12312999'. If not applicable, report '01011800'.	All	
	283-290	44.5. Joint Duty Assignment Board Review Date	Length 8. The date when the JDA Board reviewed the JDA position (reference (aa)). If not applicable, report '01011800'.	All	
	291-298	44.6. Joint Duty Assignment Position Attributes Change Effective Date	Length 8. The date when any attribute of a JDA position changes (reference (aa)). Report any JDA position both started and stopped during the interval between the previous and current submission and every projected change over the next 24 months. If changes occurred over a period of time report multiple records. Multiple projected changes for the same date may be combined into a single record. If not applicable, report '01011800'.	All	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
45	299-306	44.7. Joint Duty Assignment Position Identifier	Length 8. The unique identifier that represents a JDA position in the JDA List (reference (q)). If not applicable, report all W's. Position 1 is Major Activity Identifier (alphanumeric) Positions 2 - 4 is Subactivity Identifier (numeric) Positions 5 - 8 is Position Identifier (numeric)	All	
	307	44.8. Joint Duty Assignment Joint Professional Military Education Exempt Code	Length 1. The code indicates the JDA position is exempt from sending the incumbent to Joint Professional Military Education (reference (q)). If not applicable, report W. Y The position is exempt from sending the incumbent to Joint Professional Military Education. N The position is not exempt from sending the incumbent to Joint Professional Military Education.	All	
	<u>308-412</u>	Organization Specific data	Organization data that provides additional information about the billet position.		
	45.1. <u>USA-Specific Data</u>		Applicable to positions reported by USA.		
	308-315	45.1.1. Army Management Structure Code	Length 8. The Army Management Structure Code (AMSC) (reference (bb)) represents the framework for interrelating programming, budgeting, accounting and manpower control in a standard classification of activity functions. If not applicable, report all W's. If unknown, report all Z's.	AR	DDDS 36963 (D)
	316	45.1.2. Individual AMSC Security Classification Code	Length 1. The code that represents the security classification (reference (m)) of manpower strengths identified by the individual AMSC. Based upon Security Classification Guidelines for NFIP Resource Information (reference (cc)). The code denotes the degree of damage that unauthorized disclosure would cause to National Defense or Foreign Relations and the degree of protection required. This field is mandatory if AMSC is provided. C Confidential S Secret U Unclassified	AR	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	317	45.1.3. Group AMSC Security Classification Code	Length 1. The code that represents the security classification (reference (m)) of manpower strengths identified by the group AMSC. Based upon Security Classification Guidelines for NFIP Resource Information (reference (cc)). The code denotes the degree of damage that unauthorized disclosure would cause to National Defense or Foreign Relations and the degree of protection required. This field is mandatory if AMSC is provided. C Confidential S Secret U Unclassified	AR	
	318-319	45.1.4. Personnel Remark 1 Code	Length 2. The code (reference (dd)) that represents an additional duty of the position. If not applicable, report WW. If unknown, report ZZ.	AR	
	320-321	45.1.5. Personnel Remark 2 Code	Length 2. The code (reference (dd)) that represents an additional duty of the position. If not applicable, report WW. If unknown, report ZZ.	AR	
	322-323	45.1.6. United States Army Basic Branch Code	Length 2. The code (reference (u)) that represents a grouping of officers that comprises an arm or service of the Army in which an officer is commissioned, trained, developed, and promoted. If not applicable, report WW. If unknown, report ZZ.	AR	DDDS 64587 (D)
	324-325	45.1.7. Enlisted Military Occupational Specialty Career Management Field Code	Length 2. The Career Management Field (CMF) code (reference (u)) represents a manageable grouping of related MOS that provides visible and logical progression to grade E9. If not applicable, report WW. If unknown, report ZZ.	AR	DDDS 64624 (D)
	326-412	45.1.8. Filler <u>USN-specific data</u>	Length 87. Applicable to positions reported by USN.	N/A	
	308-309	45.2.1. Manpower Resource Code	Length 2. The alphabetic code (reference (ee)) that represents the types of resources for the FYDP in the Total Force Manpower Management System. If not applicable, report WW. If unknown, report ZZ.	NV	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	310-319	45.2.2. Activity Code	Length 10. The code (reference (ff)) that represents the type of activity. The first four positions of this 10-digit code represent activity type. The next four positions represent hull number if a ship, a squadron number if an aircraft squadron, or a unique number within the type to identify a shore activity. The last two positions represent component code and contains zeros if a parent activity, or contains the values 01-98, 99 is assigned to personnel accounting activities only. If not applicable, report all W's. If unknown, report all Z's.	N/A	
	320-327	45.2.3. Homeport Geolocation Code	Length 8. The code (reference (gg)) that represents the Homeport location of the position. The first two positions indicate the State, U.S. territory, or foreign country where the property is located. Numbers identify property located in States, and letters identify property located in U.S. territories and foreign countries. The next four positions, identified by numbers, indicate the city or town where the installation is located. The last three positions, identified by numbers, indicate the county (within each State), U.S. territory, or foreign country, where the installation is located. If not applicable, report all W's. If unknown, report all Z's.	NV	
	328-412	45.2.4. Filler 45.3. <u>USAF-specific data</u>	Length 85. Applicable to positions report by USAF.	N/A	
	308-311	45.3.1. Functional Account Code	Length 4. The Functional Account Code (FAC) (reference (hh)) represents a homogeneous grouping of tasks (a particular function). The four characters are controlled by HQ USAF and describe the organization down to the basic function. If not applicable, report all W's. If unknown, report all Z's.	AF	DDDS 47445 (D)
	312-313	45.3.2. Functional Account Shred-out	Length 2. The Shred-out is used in conjunction with the basic FAC to provide a more refined description of homogenous tasks. The Shred-outs are MAJCOM controlled and used to identify command peculiar work centers. These two characters are listed in MAJCOM directives. If not applicable or the Shred-out is not used report 00.	AF	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	314	45.3.3. Air Force Reserve Technician Code	Length 1. The Air Force Reserve Technician (ART) code is used to identify an individual simultaneously filling both a reserve force requirement and its related peacetime civilian requirement. If not applicable, report W. If unknown, report Z. Y Yes (position is ART) N No (position is not ART)	AF	
	315	45.3.4. Aircrew Position Identifier	Length 1. The Aircrew Position Identifier (API) (reference (hh)) represents an officer position's requirement for an aeronautical rating. If not applicable, report W. If unknown, report Z.	AF	
	316-412	45.3.5. Filler <u>45.4. USMC-specific data</u>	Length 97. Applicable to positions reported by USMC.	N/A	
	308-313	45.4.1. Command Reporting Unit Code	Length 6. The Command Reporting Unit Code (CRUC) (reference (ii)) represents the unit that has authority of the Marine member's personnel records. Populate the first position with "M" and the remaining 5 positions with the CRUC. The CRUC is used for administration purposes. If not applicable, report all W's. If unknown, report all Z's.	MC	
	314-316	45.4.2. Monitored Command Code	Length 3. The Monitored Command Code (MCC) (reference (ii)) represents a particular command/organization. The MCC is used by HeadQuarters, USMC to assign a Marine to a particular command/organization. If not applicable, report all W's. If unknown, report all Z's.	MC	
	317-412	45.4.3. Filler <u>45.5.4th Estate-Specific Data</u>	Length 96. Applicable to positions reported by Fourth Estate Organizations.		
	308-315	45.5.1. Position Start Date	Length 8. The date when the position was or will be started. If unknown report "01011809".	4th	
	316-323	45.5.2. Position Stop Date	Length 8. The date when the position was or will be stopped. If unknown report "01011809". If indefinite report "12312999".	4th	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
		45.5.3. Organization Sub-Activity Code	The unique set of codes that represent the hierarchical sub-activities within an Organization. Report organization-specific codes and provide a table relating domain value codes and organization sub-division names.	4th	
	324-333	45.5.3.1. Organization Sub- Activity Code 1	Length 10. The code that uniquely represents the first-order (highest level) sub-activity that owns the position within an organization. For a Fourth Estate organization these may be high-level sub-activities called deputates or directorates. If not applicable, report all W's.	4th	
	334-343	45.5.3.2. Organization Sub- Activity Code 2	Length 10. The code that uniquely represents the second level entity that owns the position within an organization. For a Fourth Estate organization whose first-level organizational breakdown is a directorate, the second level may be called divisions. If not applicable, report all W's.	4th	
	344-363	45.5.4. Service Position Identifier	Length 20. The identifier used by the Military Service assigned to fill a position in a Fourth Estate Organization. If not applicable, report all W's. If unknown, report all Z's. Fourth Estate Organizations: Report the Organization Position Identifier provided by the Military Service (described below) that fills the unique position. This will usually be as follows: For Army: Report USA Paragraph, Sub-Paragraph, Line Number. For Air Force: Report the Major Command Code and Position Number. For Navy: Report Billet Identification Number. For Marine Corps: Report the Billet Identification Code.	4th	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	364-373	45.5.5. Service Unit Identification Code	Length 10. The UIC of the Military Service Organization assigned to fill a position in a Fourth Estate Organization. If not applicable, report all W's. If unknown, report all Z's.	4th	DDDS 15190
	374	45.5.6. Position Uniformed Service Branch Classification Code	Length 1. The code that represents the Uniformed Service required to fill the position. If not applicable, report W. A Army C Coast Guard F Air Force H The Commissioned Corps of the Public Health Service M Marine Corps N Navy P The Commissioned Corps of the National Oceanic and Atmospheric Administration X Other	4th	DDDS 52292
	375	45.5.7. Position Fill Category Code	Length 1. The code that represents the category (method) used to fill a position. If not applicable, report W. If not known, report Z. N Candidate nominated by multiple Services P Permanent assignment to one Service R Position incumbents rotate among the Services X Other	4th	
	376-377	45.5.8. Position Tour Months Code	Length 2. The length of an assigned tour in the position specified in months. For civilian positions or if not applicable, report 00. If unknown, report 99. 12 months 18 months 24 months 30 months 36 months 48 months	4th	

Table E4.T1. Billet Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
46	378-386	45.5.9. Person Social Security Number Identifier	Length 9. The identifier assigned by the Social Security Administration to the position incumbent. If not applicable, the position does not have an incumbent, report W's. If the incumbent of the position is unknown, report Z's.	4th	
	387-412	45.5.10. Person Surname Text	Length 26. The text of a designation applied to the incumbent of the position generally referred to as the last or family name. If not applicable, the position does not have an incumbent, report W's. If the incumbent of the position is unknown, report all Z's.	4th	DDDS 49789
	413-492	Filler	Length 80. Reserved for future reporting of Enterprise-Wide Identifiers. Leave blank.	N/A	

Table E4.T2. Submitter Organization Abbreviation

Abbreviation	Name	Abbreviation	Name
All	All DoD Components	AR	United States Army
Mil	All Military Services	AF	United States Air Force
4th	All Fourth Estate Organizations	MC	United States Marine Corps
N/A	Not Applicable	NV	United States Navy

Attachments - 7

- E4.A1. Organization Code
- E4.A2. Acquisition Position Category Code
- E4.A3. Acquisition Position Specialized Nature Code
- E4.A4. Function Code
- E4.A5. Manpower Mix Criteria Code
- E4.A6. Position Pay Plan Code
- E4.A7. Language Code

E4.A1. ATTACHMENT 1 TO ENCLOSURE 4**ORGANIZATION CODE****E4.A1. GENERAL**

The Organization Code table is maintained by the DMDC. If the submitting organization is not represented in the table below contact the DMDC Joint Manpower Information System manager.

Table E4.A1.T1. Organization Code

Organization Type Code	Organization Code	Text	Acronym
A	A0001	Office of the Secretary of Defense (OSD) & OSD Staff	OSD
A	A0002	DoD Inspector General	DoDIG
B	A0003	The Joint Staff	JS
B	A0004	National Defense University	NDU
B	A0005	Inter-American Defense Board	IADB
B	A0008	Joint Theater Air And Missile Defense Organization	JTAMDO
C	A0012	US Joint Forces Command	JFCOM
C	A0013	US Central Command	CENTCOM
C	A0014	North American Aerospace Defense Command	NORAD
C	A0015	US European Command	EUCOM
C	A0017	US Strategic Command	STRATCOM
C	A0018	US Pacific Command	PACOM
C	A0019	US Special Operations Command	SOCOM
C	A0020	US Southern Command	SOUTHCOM
C	A0021	US Transportation Command	TRANSCOM
C	A0022	North Atlantic Treaty Organization	NATO
D	A0023	Air Force	USAF
D	A0024	Army	USA
D	A0026	Marine Corps	USMC
D	A0027	Navy	USN
E	A0029	Defense Advanced Research Projects Agency	DARPA
E	A0030	Defense Commissary Agency	DeCA
E	A0031	Defense Contract Audit Agency	DCAA
E	A0032	Defense Contract Management Agency	DCMA
E	A0033	Defense Finance and Accounting Service	DFAS
E	A0034	Defense Information Systems Agency	DISA
E	A0035	Defense Intelligence Agency	DIA

Table E4.A1.T1. Organization Code, continued

Organization Type Code	Organization Code	Text	Acronym
E	A0036	Defense Legal Services Agency	DLSA
E	A0037	Defense Logistics Agency	DLA
E	A0038	Defense Security Cooperation Agency	DSCA
E	A0039	Defense Security Service	DSS
E	A0040	Defense Threat Reduction Agency	DTRA
E	A0042	National Security Agency	NSA
F	A0043	American Forces Information Service	AFIS
F	A0044	Defense POW/MIA Office	DPMO
F	A0045	DoD Education Activity	DoDEA
F	A0046	DoD Human Resources Activity	DoDHRA
F	A0047	Office of Economic Adjustment	OEA
F	A0048	TRICARE Management Activity	TMA
F	A0049	Washington Headquarters Services	WHS
G	A0050	Uniformed Services University of the Health Sciences	USUHS
G	A0051	United States Court of Appeals for the Armed Services	CMA
E	A0087	Missile Defense Agency	MDA
E	A0088	Pentagon Force Protection Agency	PFPA
F	A0089	Defense Technology Security Administration	DTSA
F	A0090	DoD Counterintelligence Field Activity	DCFA
C	A0169	US Northern Command	NORTHCOM
B	A0170	Joint Requirements Office Chemical, Biological, Radiological, Nuclear	JRO CBRN
E	A0214	National Geospatial-Intelligence Agency	NGA
F	A0215	Department of Defense Test Resource Management Center	DoDTRMC

E4.A2. ATTACHMENT 2 TO ENCLOSURE 4**ACQUISITION POSITION CATEGORY CODE****Table E4.A2.T1. Acquisition Position Category Code**

Value	Description
A	Program Management
C	Contracting
D	Industrial/Contract Property Management
E	Purchasing and Procurement Assistant
F	Facilities Engineering
G	Manufacturing and Production
H	Quality Assurance
I	Systems Planning, Research, Development and Engineering (SPRDE) - Science & Technology Manager
K	Business, Cost Estimates, Financial Management
L	Acquisition Logistics
R	Information Technology
S	Systems Planning, Research, Development and Engineering (SPRDE) - Systems Engineer
T	Test and Evaluation
U	Auditing
V	Program Management Oversight
X	Education, Training, and Career Development
Y	Other

E4.A3. ATTACHMENT 3 TO ENCLOSURE 4

ACQUISITION POSITION SPECIALIZED NATURE CODE

Table E4.A3.T1. Acquisition Position Specialized Nature Code

Value	Description
A	Program Executive Officer (PEO)
B	Program Manager (PM)
C	Deputy Program Manager (DPM)
D	Senior Contracting Official (SCO)
E	Education, Training, Career Development Positions
F	Contracting Officer
G	PEO and Contracting Officer
H	PM and Contracting Officer
J	DPM and Contracting Officer
K	SCO and Contracting Officer
L	Deputy Program Executive Officer

E4.A4. ATTACHMENT 4 TO ENCLOSURE 4**FUNCTION CODE****Table E4.A4.T1. Function Code**

Code	Title
Y105	Management and Operation of the DoD: Management Headquarters - Defense Direction and Policy Integration
Y115	Management and Operation of the DoD: Management Headquarters - Joint Staff Direction of the Armed Forces
Y199	Management and Operation of the DoD: Other Force Management and General Support Activities
Y210	Operation Planning and Control: Management Headquarters - Operation Planning and Control
Y215	Operation Planning and Control: Operation Planning and Control
Y217	Operation Planning and Control: Combat Development Evaluations and Experimentation
Y220	Operation Planning and Control: National Mobilization and Emergency Preparedness Management
Y240	Manpower Management: Management Headquarters - Manpower Management
Y245	Manpower Management: Manpower Management Operations
Y310	Support External to DoD: Management Headquarters - Foreign Military Sales and Security Assistance
Y315	Support External to DoD: Foreign Military Sales and Security Assistance Program Management
Y320	Support External to DoD: Support External to DoD - Not Identified
Y405	Legal Services: Management Headquarters - Legal Services
Y415	Legal Services: Legal Services and Support
Y501	Public Affairs: Management Headquarters - Public Affairs
Y515	Public Affairs: Public Affairs Program Activities and Operations
Y525	Protocol Operations: Protocol Operations
Y527	Protocol Operations: Other Protocol Activities
Y560	Visual Information: Management Headquarters - Visual Information
Y570	Visual Information: Visual Information Program Activities and Operations
Y610	Legislative Affairs: Management Headquarters - Legislative Affairs
Y620	Legislative Affairs: Legislative Affairs
Y710	Historical Affairs: Management Headquarters - Historical Affairs
Y720	Historical Affairs: Historical or Heraldry Services
Y730	Historical Affairs: Museum Operations
Y810	Administrative Support: Management Headquarters - Administrative Support
Y815	Administrative Support: Administrative Support Program Management
Y820	Administrative Support: Administrative Management and Correspondence Services
Y830	Administrative Support: Documentation Services
Y840	Administrative Support: Directives and Records Management Services
Y850	Administrative Support: Microfilming and Library Services
Y860	Administrative Support: Printing and Reproduction Services
Y880	Administrative Support: Document Automation and Production Services
Y899	Administrative Support: Other Administrative Support Activities

Table E4.A4.T1. Function Code, Continued

Code	Title
I110	Audits and Investigations: Management Headquarters - Audit
I120	Audits and Investigations: Audit Operations
I510	Audits and Investigations: Personnel Security Clearances and Background Investigations
I520	Audits and Investigations: Criminal, Counter Intelligence, and Administrative Investigative Services
I530	Audits and Investigations: Industrial Security Assessments
I999	Audits and Investigations: Other Audit and Investigative Activities
C110	Financial Management: Management Headquarters - Financial Management
C400	Financial Management: Budget Support
C700	Financial Management: Finance/Accounting Services
C999	Financial Management: Other Financial Management Activities
W100	Management Headquarters - Communications, Computing & Information
W210	Communications Services: Telephone Systems
W220	Communications Services: Telecommunication Centers
W299	Communications Services: Other Communications Systems
W310	Computing Services: Computing Services and Data Base Management
W399	Computing Services: Other Computing Services
W410	Information Operation Services: Information Operations and Information Assurance/Security
W430	Information Operation Services: Mapping and Charting
W440	Information Operation Services: Meteorological & Geophysical Services
W499	Information Operation Services: Other Information Operation Services
R110	Science and Technology (S&T) and Research and Development (R&D) Management and Support: Management Headquarters - R&D
R120	S&T and R&D Management and Support: Science and Technology
R140	S&T and R&D Management and Support: Management and Support to R&D
R999	S&T and R&D Management and Support: Other S&T and R&D Management and Support Activities
F110	Systems Acquisition, Test and Evaluation, Engineering, and Contracting: Management Headquarters - Systems Acquisition
F120	Systems Acquisition, Test and Evaluation, Engineering, and Contracting: Systems Acquisition - Program Management
F140	Systems Acquisition, Test and Evaluation, Engineering, and Contracting: Technology Transfer and International Cooperative Program Management
F150	Systems Acquisition, Test and Evaluation, Engineering, and Contracting: Systems Acquisition-Demonstration and Development
F160	Systems Acquisition, Test and Evaluation, Engineering, and Contracting: Systems Acquisition-Other Program Support
F199	Systems Acquisition, Test and Evaluation, Engineering, and Contracting: Other Systems Acquisition Activities
A610	Test and Evaluation: Management Headquarters-Test and Evaluation
A620	Test and Evaluation: Developmental and Operational Test and Evaluation
A630	Test and Evaluation: Management and Support to Test and Evaluation
A699	Test and Evaluation: Other Test and Evaluation Activities

Table E4.A4.T1. Function Code, Continued

Code	Title
F310	Procurement and Contracting: Management Headquarters-Procurement and Contracting
F320	Procurement and Contracting: Contract Administration and Operations
F399	Procurement and Contracting: Other Procurement and Contracting Activities
F510	Engineering: Engineering Support at Maintenance Depots
F520	Engineering: All Other Engineering Support
P110	Logistics: Management Headquarters-Logistics.
P119	Logistics: Other Logistics Activities
P120	Maintenance: Management Headquarters-Maintenance
J410	Maintenance of Equipment: Organizational & Intermediate Repair & Maintenance Management
J501	Maintenance of Equipment: Aircraft
J502	Maintenance of Equipment: Aircraft Engines
J503	Maintenance of Equipment: Missiles
J504	Maintenance of Equipment: Vessels
J505	Maintenance of Equipment: Combat Vehicles
J506	Maintenance of Equipment: Non-Combat Vehicles and Equipment
J507	Maintenance of Equipment: Electronic and Communications Equipment
J511	Maintenance of Equipment: Special Equipment
J518	Maintenance of Equipment: Support Equipment
J519	Maintenance of Equipment: Industrial Plant Equipment
J520	Maintenance of Equipment: Test, Measurement & Diagnostic Equipment (TMDE)
J550	Maintenance of Equipment: Software Support for Embedded and Mission Systems
J555	Maintenance of Equipment: Tactical Automatic Data Processing Equipment (ADPE)
J570	Maintenance of Equipment: Armament and Ordnance
J575	Maintenance of Equipment: Munitions
J600	Maintenance of Equipment: Metal and Other Containers, Textiles, Tents and Tarpaulins
J700	Maintenance of Equipment: Portable Troop Support Equipment
J750	Maintenance of Equipment: Portable Field Medical and Dental Equipment
J999	Maintenance of Equipment: Organizational and Intermediate Repair & Maintenance of Other Equipment
K410	Depot Maintenance: Depot Management
K531	Depot Maintenance: Aircraft
K532	Depot Maintenance: Aircraft Engines
K533	Depot Maintenance: Missiles
K534	Depot Maintenance: Vessels
K535	Depot Maintenance: Combat Vehicles
K536	Depot Maintenance: Non-Combat Vehicles and Equipment
K537	Depot Maintenance: Electronic and Communications Equipment
K539	Depot Maintenance: Special Equipment

Table E4.A4.T1. Function Code, Continued

Code	Title
K541	Depot Maintenance: Industrial Plant Equipment
K546	Depot Maintenance: Test, Measurement & Diagnostic Equipment (TMDE)
K549	Depot Maintenance: Support Equipment
K550	Depot Maintenance: Software Support for Embedded and Mission Systems
K555	Depot Maintenance: Tactical Automatic Data Processing Equipment (ADPE)
K570	Depot Maintenance: Armament and Ordnance
K575	Depot Maintenance: Munitions
K600	Depot Maintenance: Metal and Other Containers, Textiles, Tents and Tarpaulins
K700	Depot Maintenance: Portable Troop Support Equipment
K750	Depot Maintenance: Portable Field Medical and Dental Equipment
K999	Depot Maintenance: Depot Repair and Maintenance of Other Equipment
T101	Supply Operations: Management Headquarters - Supply
T110	Supply Operations: Retail Supply Operations
T120	Supply Operations: Wholesale/Depot Supply Operations
T130	Supply Operations: Storage and Warehousing
T140	Supply Operations: Supply Cataloging
T150	Supply Operations: Warehousing and Distribution of Publications
T160	Supply Operations: Bulk Liquid Storage
T165	Supply Operations: Distribution of Petroleum, Oil and Lubricant Products
T167	Supply Operations: Distribution of Liquid, Gaseous and Chemical Products
T175	Supply Operations: Troop Subsistence
T177	Supply Operations: Food Supply
T180	Supply Operations: Military Clothing
T190	Supply Operations: Preparation, Demilitarization and Disposal of Excess and Surplus Inventory
T199	Supply Operations: Other Supply Activities
T701	Transportation: Management Headquarters - Transportation
T710	Transportation: Traffic/Transportation Management Services
T800	Transportation: Ocean Terminal Operations
T810	Transportation: Air Transportation Services
T811	Transportation: Water Transportation Services
T812	Transportation: Rail Transportation Services
T824	Transportation: Motor Vehicle Transportation Services
T826	Transportation: Air Traffic Control
T899	Transportation: Other Transportation Services
X931	Products Manufactured or Fabricated: Ordnance
X932	Products Manufactured or Fabricated: Products made from Fabric or Similar Materials
X933	Products Manufactured or Fabricated: Container Products and Related Items
X938	Products Manufactured or Fabricated: Communications and Electronic Products

Table E4.A4.T1. Function Code, Continued

Code	Title
X939	Products Manufactured or Fabricated: Construction Products
X944	Products Manufactured or Fabricated: Machined Parts
X999	Products Manufactured or Fabricated: Other Products Manufactured and Fabricated
S100	Installation/Facility Management: Management Headquarters - Installations
S200	Installation/Facility Management: Installation, Base or Facility Management
S210	Installation/Facility Management: Building Management
S310	Installation/Facility Management: Housing Management
S410	Installation/Facility Management: Custodial Services
S420	Installation/Facility Management: Collection and Disposal of Trash and Other Refuse
S430	Installation/Facility Management: Collection and Disposal of Hazardous Material (HAZMAT)
S435	Installation/Facility Management: Pest Management
S440	Installation/Facility Management: Fire Prevention and Protection
S450	Installation/Facility Management: Laundry and Dry Cleaning Operations
S499	Installation/Facility Management: Other Building and Housing Management Services
S500	Law Enforcement, Physical Security and Security Guard Operations: Management of Law Enforcement, Physical Security and Security Guard Operations
S510	Law Enforcement, Physical Security and Security Guard Operations: Law Enforcement, Physical Security and Security Guard Operations
S520	Law Enforcement, Physical Security and Security Guard Operations: Support Services to Law Enforcement, Physical Security and Security Guard Operations
S540	Law Enforcement, Physical Security and Security Guard Operations: Security of Classified Material
S560	Law Enforcement, Physical Security and Security Guard Operations: Special Guard Duties
S719	Prison and Other Confinement Facility Operations: Confinement Facility Operations
S720	Prison and Other Confinement Facility Operations: Prison Operations
S724	Prison and Other Confinement Facility Operations: Other Law Enforcement, Physical Security and Security Guard Operations
S725	Utility Plant Operation and Maintenance: Electrical Plant and Distribution Systems Operation and Maintenance
S726	Utility Plant Operation and Maintenance: Heating Plant and Distribution Systems Operation and Maintenance
S727	Utility Plant Operation and Maintenance: Water Plant and Distribution Systems Operation and Maintenance
S728	Utility Plant Operation and Maintenance: Sewage and Waste Plant and Distribution Systems Operation and Maintenance
S729	Utility Plant Operation and Maintenance: Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance
S730	Utility Plant Operation and Maintenance: Incinerator Plant and Sanitary Fill Operations
S799	Utility Plant Operation and Maintenance: Other Utility Plant and Distribution Systems Operation and Maintenance

Table E4.A4.T1. Function Code, Continued

Code	Title
E110	Environmental Security and Natural Resource Services: Management Headquarters - Environmental Security
E120	Environmental Security and Natural Resource Services: Environmental and Natural Resources Services
E220	Environmental Security and Natural Resource Services: Safety
E225	Environmental Security and Natural Resource Services: Occupational Health Services
E230	Environmental Security and Natural Resource Services: Explosives Safety
E250	Environmental Security and Natural Resource Services: Response to Hazardous Material Mishaps
E999	Environmental Security and Natural Resource Services: Other Environmental Security Activities
Z101	Real Property Program and Project Management: Corps of Engineers Program and Project Management
Z110	Real Property Program and Project Management: Management of Major Construction of Real Property
Z120	Real Property Program and Project Management: Real Estate/Real Property Acquisition
Z135	Real Property Program and Project Management: Title, Outgranting and Disposal of Real Estate/Real Property - National Projects
Z138	Real Property Program and Project Management: Title, Outgranting and Disposal of Real Estate/Real Property - Local Projects
Z145	Real Property Program and Project Management: Architect - Engineering - National Projects
Z148	Real Property Program and Project Management: Architect - Engineering - Local Projects
Z199	Real Property Program and Project Management: Other Real Property Program and Project Management Activities
Z991	Real Property Maintenance, Repair and Construction: Minor Construction, Maintenance & Repair of Family Housing and Structures
Z992	Real Property Maintenance, Repair and Construction: Minor Construction, Maintenance & Repair of Buildings and Structures other than Family Housing
Z993	Real Property Maintenance, Repair and Construction: Maintenance and Repair of Grounds and Surfaced Areas
Z997	Real Property Maintenance, Repair and Construction: Maintenance and Repair of Railroad Facilities
Z998	Real Property Maintenance, Repair and Construction: Maintenance and Repair of Waterways and Waterfront Facilities
Z999	Real Property Maintenance, Repair and Construction: Maintenance, Repair and Minor Construction of Other Real Property
Q120	Civil Works: Management Headquarters - Civil Works
Q220	Civil Works: Water Regulatory Oversight and Management
Q240	Civil Works: Natural Resources Oversight and Management
Q260	Civil Works: Civil Works Planning Production and Management
Q420	Civil Works: Bank Stabilization
Q440	Civil Works: Maintenance of Open Waterways for Navigation
Q460	Civil Works: Maintenance of Jetties and Breakwaters
Q520	Civil Works: Operation and Maintenance of Locks and Bridges

Table E4.A4.T1. Function Code, Continued

Code	Title
Q540	Civil Works: Operation and Maintenance of Dams
Q560	Civil Works: Operation and Maintenance of Hydropower Facilities
Q580	Civil Works: Operation and Maintenance of the Washington Aqueduct
Q620	Civil Works: Operation and Maintenance of the Recreation Areas
Q999	Civil Works: Other Civil Works Activities
B710	Civilian Personnel Services: Management Headquarters-Civilian Personnel
B720	Civilian Personnel Services: Civilian Personnel Operations
B810	Military Personnel Services: Management Headquarters - Military Personnel
B820	Military Personnel Services: Military Recruiting and Examining Operations
B830	Military Personnel Services: Military Personnel Operations
B910	Personnel Social Action Programs: Management Headquarters - Personnel Social Action Programs
B920	Personnel Social Action Programs: Personnel Social Action Program Operations
B999	Personnel Social Action Programs: Other Personnel Activities
G006	Social Services: Commissary Management
G008	Social Services: Commissary Operations
G013	Social Services: Military Exchange Operations
G050	Social Services: Management Headquarters - Community and Family Services
G055	Social Services: Morale, Welfare, and Recreation (MWR) Services
G060	Social Services: Family Center Services
G065	Social Services: Child Care and Youth Programs
G080	Social Services: Homeowner's Assistance Program
G090	Social Services: Employee Relocation Assistance Program
G105	Social Services: Recreational Library Operations
G210	Social Services: Postal Services
G220	Social Services: Military Bands
G900	Social Services: Chaplain Activities and Support Services
G902	Social Services: Casualty and Mortuary Affairs
G910	Social Services: Temporary Lodging Services
G999	Social Services: Other Social Services
U001	Military Education and Training: Management Headquarters - Military Education and Training
U050	Military Education and Training: Military Institutional Education and Training Management
U100	Military Education and Training: Recruit Training
U150	Military Education and Training: Multiple Category Training
U200	Military Education and Training: Officer-Acquisition (Pre-Commissioning) Training
U300	Military Education and Training: Specialized Skill Training
U400	Military Education and Training: Flight Training
U510	Military Education and Training: Professional Military Education

Table E4.A4.T1. Function Code, Continued

Code	Title
U520	Military Education and Training: Graduate Education (Fully Funded, Full Time)
U530	Military Education and Training: Other Full-Time Education Programs
U540	Military Education and Training: Off-Duty and Voluntary Education Programs
U550	Military Education and Training: Training Development and Support for Military Education & Training
U599	Military Education and Training: Other Military Education and Training Activities
U605	Civilian Education and Training: Management Headquarters - Civilian Education and Training
U620	Civilian Education and Training: Management of Civilian Institutional Training Education & Development
U630	Civilian Education and Training: Acquisition Training, Education, and Development
U640	Civilian Education and Training: Civil Works Training, Education, and Development
U650	Civilian Education and Training: Intelligence Training, Education, and Development
U660	Civilian Education and Training: Medical Training, Education, and Development
U699	Civilian Education and Training: Other Civilian Training, Education, and Development
U710	Dependent Education: Management Headquarters - Dependent Education
U720	Dependent Education: Dependent Education Field Management
U760	Dependent Education: Dependent Education - Teacher Instruction
U770	Dependent Education: Dependent Education - Substitute Instruction
U780	Dependent Education: Dependent Education - Aides for Instruction
U799	Dependent Education: Other Dependent Education Activities
H010	Health Services: Management Headquarters - Health Services
H050	Health Services: Hospital/Clinic Management
H100	Health Services: Medical Care
H102	Health Services: Surgical Care
H106	Health Services: Pathology Services
H107	Health Services: Radiology Services
H108	Health Services: Pharmacy Services
H113	Health Services: Dental Care
H116	Health Services: Veterinary Services
H119	Health Services: Preventive Medicine
H125	Health Services: Rehabilitation Services
H127	Health Services: Alcohol and Drug Rehabilitation
H203	Health Services: Ambulatory Care Services
H250	Health Services: Medical and Dental Devices Development
H350	Health Services: Hospital Food Services and Nutritional Care
H450	Health Services: Medical Records and Medical Transcription
H650	Health Services: Hospital Supplies and Equipment
H710	Health Services: Medical Transportation Services
H999	Health Services: Other Health Services

Table E4.A4.T1. Function Code, Continued

Code	Title
M120	Operational Command and Control: Combatant Headquarters - Combatant Commander Command Authority
M145	Operational Command and Control: Combatant Headquarters - Military Department Command Authority
M150	Operational Command and Control: Support to the Combatant Commanders-Information Sharing Systems
M199	Operational Command and Control: Other Operational Command and Control Activities
M301	Intelligence: Management Headquarters - Intelligence
M302	Intelligence: Intelligence Policy and Coordination
M306	Intelligence: Classification Management
M310	Intelligence: Counterintelligence
M312	Intelligence: Imagery Intelligence (IMINT)
M314	Intelligence: Imagery Acquisition
M316	Intelligence: Geospatial Information Production
M318	Intelligence: Geospatial Information Acquisition and Processing
M320	Intelligence: Open Source Intelligence (OSINT) Collection/Processing
M322	Intelligence: Language Exploitation
M324	Intelligence: Multidisciplinary Collection and Processing
M326	Intelligence: Intelligence Communications and Filtering
M328	Intelligence: All Source Analysis
M330	Intelligence: Intelligence Production Integration and Analytic Tools
M334	Intelligence: Intelligence Requirements Management and Tasking
M399	Intelligence: Other Intelligence Activities
M410	Expeditionary Force Defense: Expeditionary Force Operations
M610	Homeland Defense: Homeland Defense Operations
M810	Space Defense: Military Space Operations

E4.A5. ATTACHMENT 5 TO ENCLOSURE 4**MANPOWER MIX CRITERIA CODE****Table E4.A5.T1. Manpower Mix Criteria Code**

Code	Title
A	Military Operations
B	Military Support Elements in Operating Forces
C	Civilian Support Elements in Operating Forces
D	Exemptions for Military and Civilian Wartime Designations (Dual Status)
E	Civilian Authority, Direction and Control
F	Military-Unique Knowledge and Skills
G	Exemptions for Esprit de Corps and Military Support
H	Continuity of Infrastructure Operations
I	Military Augmentation of the Infrastructure During War
J	Civilian and Military Rotation
K	Civilian and Military Career Progression
L	Restricted by Law, Executive Order, Treaty or International Agreement
M	Restricted by DoD Management Decision
P	Pending Restructuring Decision
R	Subject to Review
W	Nonpackageable Commercial Activity
X	Alternative Candidates to A-76

E4.A6. ENCLOSURE 4**POSITION PAY PLAN CODE****Table E4.A6.T1. Position Pay Plan Code**

Pay Plan Code	Definition	Pay Plan Code	Definition
A1	Germany/Trade and Craft Category 1	DA	Demonstration Administrative
A2	Germany/Trade and Craft Category 2	DB	Demonstrated Engineers and Scientists
A3	Germany/Trade and Craft Category 3	DC	Greece/Graded
A4	Germany/Trade and Craft Category 4	DE	Demonstration Engineers and Scientists Technicians
A5	Germany/Trade and Craft Category 5	DG	Demonstration General
AD	Administratively Determined Rates	DJ	Demonstration Administrative
AF	American Family Members	DK	Demonstration General Support
AG	GS Equivalent for Local Nationals	DP	Demonstration Professional
AN	Germany/Longshoreman	DR	Demonstration Air Force Scientist and Engineer
AP	Germany/Apprentices	DS	Demonstration Specialist
AS	Nonappropriated fund, administrative support (to be replaced by NF)	DT	Demonstration Technician
BA	Spain/Administrative	ED	Expert (5 U.S.C. 3109)
BB	Nonsupervisory - Negotiated Pay	EF	Expert (other)
C1	Germany/Salary Schedule	EG	Consultant (other)
CA	Board of Contract Appeals	EH	Advisory Committee Member (5 U.S.C. 3109)
CB	Germany/Automated Data Processing (ADP)	EI	Advisory Committee Member (other)
CC	Nonappropriated fund, childcare	ES	Senior Executive Service
CE	Contract Education-Year Long	EX	Executive Pay
CG	Corporate Graded	EY	Direct Hire Embassy
CZ	Canal Zone General Schedule - Type Positions	FS	Canal Zone - Production Facilities Supervisor
D1	Germany /Master Tariff (D1)	GB	Germany/Print Plants (GV2)
D2	Germany/Master Tariff (D2)	GG	Grades Similar to General Schedule

Table E4.A6.T1. Position Pay Plan Code, continued

Pay Plan Code	Definition	Pay Plan Code	Definition
GM	Employees Covered by the Performance Management and Recognition System (PMRS) Termination Provisions	KK	Germany/Medical Profession
GP	Germany/Printing Plants	KL	Non-Craft - Leader
GS	General Schedule	KM	Germany/Firefighter Personnel
H1	Germany/Catering - 40 hours (H1)	KN	German/Policemen(CSA)
HM	Germany/Hotel/Restaurant Managers	KO	Germany/Special Salary Schedule
IE	Senior Intelligence Executive Service (SIES) Program	KP	Germany/Special Salary (CSA)
IG	Korea/Non-Manual	KQ	Germany/Professional Medical
IP	Senior Intelligence Professional (SIP) Program	KR	Netherlands/Indirect Hire
IW	Korea/Manual	LU	Luxenburg White Collar (Berlin)
JA	Japan/Basic Wage Table 1	LZ	Bermuda - Wage Grade Equivalent
JB	Japan/Basic Wage Table 2	MC	Military Cadet
JC	Japan/Basic Wage Table 3	ME	Military Enlisted
JD	Demo FBI Language Translator	MO	Military Officer
JE	Japan/Basic Wage Table 5	MP	Italy/Managers
JF	Japan/Basic Wage Table 6	MW	Military Warrant Officer
JJ	Iceland - Plumber	NA	Nonappropriated funds, crafts and trades worker
K1	Germany/Clerical -Technical & Administrative	NC	Naval Research Lab Administrative Support
K2	Germany/Retail Trade	ND	Demonstration Scientific and Engineering
K3	Belgium/Indirect Hire	NF	Nonappropriated fund, pay band
KA	Kiess Act	NG	Demonstration General Support
KB	Germany/Data Processing Personnel	NH	Business Management and Technical Management Professional
KD	Germany/Telecommunication Personnel	NJ	Technical Management Support
KF	Germany/Hospital Personnel	NK	Administration Support
KH	Germany/Clerk-Technical & Administrative Civilian Service Activity (CSA)	NL	Nonappropriated Funds, crafts and trades leader
KI	Germany/Hotel & Restaurant	NM	Canal Zone/Equivalent to General Schedule

Table E4.A6.T1. Position Pay Plan Code, continued

Pay Plan Code	Definition	Pay Plan Code	Definition
NO	Naval Research Lab Administrative Specialist/Professional	SR	Statutory Rates No Elsewhere Specified
NP	Naval Research Lab Science and Engineering Professional	ST	Scientific and Professional
NR	Naval Research Lab Science and Engineering Technical	T1	Saudi Arabia/White Collar
NS	Nonappropriated Funds, crafts and trades supervisory	T2	Saudi Arabia/Third State Grade
NT	Demonstration Administrative and Technical	T5	Germany/Retail Activities
NU	Wage Grade Equivalent for Local Nationals	TF	Local National Wage Foreman - Lajes (Azores)
P1	Germany/Firefighting/Security	TG	Local National Wage Leader - Lajes (Azores)
P2	Germany/Firefighting Special Hours Per Month (PI)	TL	Local National Wage Grade - Lajes (Azores)
P3	Germany/Firefighting Special Hours Per Month (PII)	TM	Local National Wage Supervisors (A Blue Collar/not clear/Special-Rate-Lajes (Azores)
PB	Iceland - Firefighter/Mechanic	TP	Teaching Positions
PS	Nonappropriated fund, patron service (to be replaced by NF)	TS	Local National General Schedule - White Collar
QC	Turkey/Clerical/Technical	UF	United Kingdom/Staff
QF	Turkey/Foreman	UK	United Kingdom/Indirect Hire
QL	Turkey/Manual Leader	UL	United Kingdom/Works Leader
QM	Turkey/Manual	US	United Kingdom/Supervisor
SL	Senior Level Positions	UW	United Kingdom/Works

Table E4.A6.T1. Position Pay Plan Code, continued

Pay Plan Code	Definition	Pay Plan Code	Definition
WA	Navigational Lock and Dame Operations and Maintenance in U.S. Army Corps of Engineers - Supervisory, Fed Wage Sys	WS	Supervisory Pay Schedules - Federal Wage System
WB	Wage Positions Under the Federal Wage System Not Otherwise Designated	WT	Apprentices and Shop Trainees - Federal Wage System
WD	Production Facilitating Non-Supervisory - Federal Wage System	WU	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico - Nonsupervisory - Federal Wage System
WG	Nonsupervisory Pay Schedules - Federal Wage System	WY	Navigational Lock & Dam Operations & Maintenance Positions in U.S. Army Corps of Engineers, Nonsupervisory, Federal Wage System
WJ	Hopper Dredge Schedule-Federal Wage System	XF	Floating Plant Schedule (Other than Hopper Dredge) Schedule - Nonsupervisory - Federal Wage System
WK	Hopper Dredge Schedule, Nonsupervisory	XG	Floating Plant Schedule (Other than Hopper Dredge) Schedule - Leader - Federal Wage System
WL	Federal Wage Schedule Leader	XH	Floating Plant (Other than Hopper Dredge) Schedule - Federal Wage System
WM	Maritime Pay Schedules-5 U.S.C. 5348	XL	Leader Special Schedule Printing Employee
WN	Production Facilitating Supervisory Federal Wage System	XM	Italy/Firefighter
WO	Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers - Leader - Federal Wage System	XP	Nonsupervisory Special Schedule Printing Employee
WQ	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico - Supervisory- Federal Wage System	XU	Italy/Lead Foreman
WR	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico - Leader - Federal Wage System	XW	Italy/Foreman

Table E4.A6.T1. Position Pay Plan Code, continued

Pay Plan Code	Definition		Pay Plan Code	Definition
XX	Italy/Leader		Z4	Germany/Manual (CSA)ZA4
XZ	Italy/General Schedule		ZZ	Non-applicable
Z2	Germany/Manual (CSA) ZA2			

E4.A7. ATTACHMENT 7 ENCLOSURE 4**LANGUAGE CODE**Table E4.A7.T1. Language Code

Code	Language	Code	Language
ACH	ACEH	AYM	AYMARA
ACL	ACHOLI	AZR	AZERBAIJANI
ADY	ADYGHE	AZN	AZERBAIJANI, NORTH
AFR	AFRIKAANS	AZS	AZERBAIJANI, SOUTH
AKN	AKAN	BNR	BAHNAR
AKP	AKPOSO	BAL	BALI
ALB	ALBANIAN	BLC	BALUCHI
ALG	ALBANIAN-GHEG	BMB	BAMBARA
ALT	ALBANIAN-TOSK	BML	BAMILEKE
AUT	ALEUT	BNT	BANTU
ASL	AMERICAN SIGN LANGUAGE	BAA	BASAA
AMH	AMHARIC	BSH	BASHKIR
APH	APACHE	BSQ	BASQUE
ARC	ARABIC, CLASSICAL	BSS	BASSA
ARB	ARABIC-MODERN STANDARD	BTK	BATAK
ARA	ARABIC-ALGERIAN	BAU	BAULE
ARE	ARABIC-EGYPTIAN	BEJ	BEJA
ARG	ARABIC-GULF	BLR	BELORUSSIAN
ARQ	ARABIC-IRAQI	BEM	BEMBA
ARL	ARABIC-LIBYAN	BNG	BENGALI
ARM	ARABIC-MAGHREBI	BRB	BERBER
ARR	ARABIC-MOROCCAN	BRK	BERBER-KABYLE
ARD	ARABIC-SAUDI	BRT	BERBER-TACHELHIT
ARN	ARABIC-SUDANESE	BRZ	BERBER-TAMAZIGHT
ARS	ARABIC-SYRIAN	BRF	BERBER-TARIFIT
ART	ARABIC-TUNISIAN	BET	BETI
ARY	ARABIC-YEMENI	BHL	BHILI
AMC	ARAMAIC	BCL	BICOLANO
AMN	ARMENIAN	BHR	BIHARI
ASM	ASSAMESE	BLF	BLACKFOOT
AVR	AVAR	BRH	BRAHUI
AVS	AVESTAN	BRE	BRETON

Table E4.A7.T1. Language Code, continued

Code	Language	Code	Language
BGS	BUGIS	DCR	DUTCH CREOLE
BLG	BULGARIAN	DUT	DUTCH-FLEMISH
BUR	BURMESE	DRM	DYERMA
BSK	BURUSHASKI	DZO	DZONGKHA
CAJ	CAJUN	EDO	EDO
CAT	CATALAN	EFK	EFIK
CEB	CEBUANO	ENG	ENGLISH
CGA	CHAGGA	ECC	ENGLISH CARIBBEAN CREOLE
CMR	CHAMORRO	ENL	ENGLISH, OLD
CHE	CHECHEN	ESK	ESKIMO
CHR	CHEROKEE	ESP	ESPERANTO
CHG	CHIGA	EST	ESTONIAN
CCN	CHINESE-CANTONESE	EWE	EWE
CFW	CHINESE-FUCHOW	EWD	EWONDO
CFK	CHINESE-FUKIENESE	FAN	FANAGOLO
CGN	CHINESE-GAN	FBU	FANG-BULU
CHK	CHINESE-HAKKA	FAR	FAROESE
CHS	CHINESE-HSIANG	FJI	FIJIAN
CHN	CHINESE-MANDARIN	FIN	FINNISH
CSM	CHINESE-SOUTH MIN	FON	FON
CSW	CHINESE-SWATOW	FRE	FRENCH
CWU	CHINESE-WU	FCR	FRENCH CREOLE
CHC	CHOCTAW	FRL	FRENCH, OLD
CKW	CHOKWE	FRS	FRISIAN
CKT	CHUKOT	FUL	FULANI
CVS	CHUVASH	FUD	FUTNIAN
SWB	COMORIAN	FTJ	FUUTAJALON
CPT	COPTIC	GAA	GA
CRN	CORNISH	GLI	GAEILIC, IRISH
CRE	CREE	GLS	GAEILIC, SCOT
CZC	CZECH	GLN	GALICIAN
DKT	DAKOTA	GDA	GANDA
DNS	DANISH	GRW	GARHWALI
DML	DIMLI	GRG	GEORGIAN
DNK	DINKA	GER	GERMAN
DGR	DOGRI-KANGRI	GRH	GERMAN, OLD HIGH
DUA	DUALA	GRB	GERMAN-BAVARIAN

Table E4.A7.T1. Language Code, continued

Code	Language		Code	Language
GRS	GERMAN-SWISS		ITN	ITALIAN-NEAPOLITAN
GLK	GILAKI		ITS	ITALIAN-SARDINIAN
GOG	GOGO		ITC	ITALIAN-SICILIAN
GND	GONDI		JPN	JAPANESE
GTH	GOTHIC		JRA	JARAI
GRK	GREEK		JVN	JAVANESE
GDE	GREEK DEMOTIC		JUL	JULA
GKT	GREEK KATHAREVOUSA		KBR	KABRE
GKA	GREEK, ANCIENT		KCN	KACHIN
GKN	GREEK, NEW TESTAMENT		KZJ	KADAZAN
GRN	GUARANI		KMB	KAMBA
GJR	GUJARATI		KBT	KAMBATTA
GSI	GUSII		KND	KANNADA
HDY	HADIYYA		KNR	KANURI
HCR	HAITIAN CREOLE		KPM	KAPINGAMARANGI
HUA	HAUSA		KRC	KARACHAI-BALKHAR
HWA	HAWAIIAN		KRN	KAREN
HWC	HAWAIIAN CREOLE		KSH	KASHMIRI
HAY	HAYA		KSU	KASHUBIAN
HBW	HEBREW		KAZ	KAZAKH
HBA	HEBREW, ANCIENT		KNZ	KENUZI-DONGOLA
HER	HERERO		KER	KERES
HLG	HILIGAYNON		KRW	KHERWARI
HND	HINDI		KMR	KHMER
HMN	HMONG		KKU	KIKUYU
HOO	HO		KRG	KIRGYZ
HPP	HOPI		GIL	KIRGYZ
HNG	HUNGARIAN		KIS	KISSI
IBN	IBAN		KTB	KITUBA
IBG	IBANAG		KNG	KONGO
ICE	ICELANDIC		KNK	KONKANI
IBO	IGBO		KOR	KOREAN
IJW	IJAW		KPL	KPELLE
ILT	ILA-TONGA		KRI	KRIO
ILC	ILOCANO		KUR	KURDI
IND	INDONESIAN		KUN	KURDI-NORTH
ITL	ITALIAN		KUS	KURDI-SOUTH

Table E4.A7.T1. Language Code, continued

Code	Language		Code	Language
KRK	KURUKH		MLP	MALAY-PATTANI
KSI	KUSAIE		MDV	MALDIVIAN
LDN	LADINO		MLK	MALINKE
LDA	LAHNDA		MLT	MALTESE
LAH	LAHU		MNT	MANTA
LKT	LAKOTA		MNX	MANX
LMB	LAMBA		MAO	MAORI
LMP	LAMPUNG		MRN	MARANAO
LAO	LAO		MRT	MARATHI
LAP	LAPP		MRS	MARSHALLESE
LTN	LATIN		MWR	MARWARI
LTE	LATIN, ECCLESIASTIC		MSI	MASAI
LAT	LATVIAN		MYA	MAYAN
LGL	LINGALA		MZD	MAZANDERANI
LIS	LISU		MBU	MBUNDU, LOANDA
LTH	LITHUANIAN		MTH	MEITHE
LOL	LOLO		MND	MENDE
LOM	LOMA		MER	MERU
LMG	LOMONGO		MEN	MIEN
LMW	LOMWE		MGK	MINANGKABAU
LBK	LUBA-KASAI		MSK	MISKITO
LBS	LUBA-SHABA		MIX	MIXE-ZOQUE
LBU	LUBU		MKP	MOKPWE
LND	LUNDA		MGL	MONGOLIAN
LUO	LUO		MRE	MOORE
LRI	LURI		MRD	MORDVIN
LVL	LUVALE		TSG	MORO
LUY	LUYIA		MRL	MORTLOCK
MCD	MACEDONIAN		MNG	MUONG
MDR	MADURESE		MKG	MUSKOGEE
MDN	MAGINDANAON		MYN	MYENE
MKS	MAKASSAR		NTL	NAHUATL
MAK	MAKUA		NAU	NAURUAN
MLG	MALAGASY		NVJ	NAVAJO
MLY	MALAY		NBL	NDEBELE
MLM	MALAYALAM		NPL	NEPALI
MLB	MALAY-BAZAAR		NIU	NIUE

Table E4.A7.T1. Language Code, continued

Code	Language	Code	Language
NRS	NORSE, OLD	RMY	ROMANY
NWB	NORWEIGN-BOKMAL	RRT	ROROTONGAN
MWL	NORWEGIAN-LANDSMAL	RUM	RUMANIAN
NNG	NUNG	RND	RUNDI
NUP	NUPE	RUS	RUSSIAN
NYJ	NYANJA	RWA	RWANDA
NYK	NYANKOLE	RYU	RYUKYUAN
NYR	NYORO	SMA	SAMA
GBW	OGIBWA	SMO	SAMOAN
ORY	ORIYA	SNG	SANGO
ORM	OROMO	SKT	SANSKRIT
OSE	OSETIN	SNT	SANTALI
PLU	PALAUAN	SSK	SASAK
PLI	PALI	SED	SEDANG
PMP	PAMPANGAN	SEN	SENA
PNG	PANGASINAN	SRC	SERBIAN-CROTIAN
PPG	PAPAGO-PIMA	SRS	SERERE-SINE
PPM	PAPIAMENTO	SHA	SHAN
PPU	PAPUAN	SHN	SHONA
PSH	PASHTO	SDM	SIDAMO
PSA	PASHTO-AFGHAN	SND	SINDHI
PSY	PASHTO-YUSUFZAI	SNL	SINHALA
PND	PENNSYLVANIA DUTCH	SLN	SLAVONIC, OLD
PRA	PERSIAN-AFGHAN	SLO	SLOVAK
PRF	PERSIAN-FARSI	SLV	SLOVENIAN
POL	POLISH	SGA	SOGA
PNP	PONAPEAN	SML	SOMALI
PTG	PORTUGUESE	SGE	SONGE
PTB	PORTUGUESE-BRAZILIAN	SNK	SONINKE
PTE	PORTUGUESE-EUROPEAN	SRA	SORA
PRV	PROVENCAL	SOT	SOTHO
PUW	PULUWAT	SCR	SPANISH CREOLE
PJB	PUNJABI	SPN	SPANISH
QCH	QUECHUA	SPA	SPANISH-AMERICAN
RAD	RADE	SPC	SPANISH-CASTILIAN
REJ	REJANG	SKM	SUKUMA-NYAMWEZI
RTR	RHAETO-ROMANCE	SDA	SUNDA

Table E4.A7.T1. Language Code, continued

Code	Language	Code	Language
SUS	SUSU	TVL	TUVULAN
SWA	SWAHILI	UGH	UIGHUR
SWT	SWATI	UKR	UKRAINIAN
SWD	SWEDISH	ULT	ULITHI
SYL	SYLHETTI	UMB	UMBUNDU
SYR	SYRIAC	URD	URDU
TAG	TAGALOG	UZB	UZBEK
THN	TAHITIAN	VAI	VAI
TJK	TAJIKI	VNM	VIETNAMESE
TKT	TAKI-TAKI	VNC	VIETNAMESE-CENTRAL
TML	TAMIL	VNS	VIETNAMESE-SOUTHERN
TTR	TATAR	VSY	VISAYAN
TLG	TELUGU	VLP	VOLAPUK
TMN	TEMNE	WAA	WA
TTL	TETELA	WAL	WALLISIAN
TET	TETUM	WRY	WARAY-WARAY
TAI	THAI	WLS	WELSH
THO	THO	WND	WENDISH
TBT	TIBETAN	WSC	WECOS
TGR	TIGRE	WLT	WOLAYTTA
TGN	TIGRINYA	WLI	WOLEAI
TIV	TIV	WLF	WOLOF
TKP	TOK Pisin	XHS	XHOSA
TKL	TOKELAUAN	YKA	YAKAN
TNG	TONGA	YAK	YAKUT
TKS	TRUKESE	YAO	YAO
TSN	TSONGA	YPS	YAPPESE
TSW	TSWA	YDS	YIDDISH
TWN	TSWANA	YRB	YORUBA
TUL	TULU	ZND	ZANDE
TMB	TUMBUKA	ZPT	ZAPOTECO
TGS	TUNGUSU	ZNG	ZENAGA
TUP	TUPI	ZHN	ZHUANG
TUR	TURKISH	ZUL	ZULU
TKM	TURKMEN	ZUN	ZUNI

E5. ENCLOSURE 5
UNIT MASTER FILE FORMAT

E5.1. GENERAL

The organization(s) listed in the Submitter column of Table E5.T1. have reporting requirements for the associated data element. Enclosure 4, Table E4.T2. explains the abbreviations used in the Submitter column. If an organization does not have a reporting requirement for the specific data element report not applicable.

Table E5.T1. Unit Master File Format

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
1	1-6	Data Effective Period Date	Length 6. The date that identifies the as of calendar year and month of the data in the submission file. YYYY12 The December submission YYYY03 The March submission YYYY06 The June submission YYYY09 The September submission	All	
2	007	Organization Type Code	Length 1. The code that uniquely represents the type of organization that owns the position. A Office of Secretary of Defense and DoD Inspector General B Joint Staff and Chairman Controlled Activities C Combatant Commands/Multi-National Force D Military Services E Defense Agencies F DoD Field Activities G Other Defense-wide Organizations H Executive Office of the President I Cabinet-Level Departments and Agencies J Federal Boards, Commissions and Committees K Federal Independent Agencies and Government Corporations L Federal Quasi-Official Agencies	All	

Table E5.T1. Unit Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
3	008-012	Organization Code	<p>M Federal Legislative Branch N Federal Judicial Branch O State and Local Government Activities P Universities, Institutes and Training Centers Q Other Non-Governmental Activities R International Agencies and Activities</p> <p>Length 5. The Code that uniquely represents the organization that owns the position. See enclosure 4, ATTACHMENT 1 for a list of domain values and definitions.</p>	All	
4	013-022	Unit Identification Code	<p>Length 10. The unique code that represents the DoD organization that owns the position. If not applicable, report all W's. If unknown, report all Z's.</p> <p>Army: Report a W, the UIC, and four blanks.</p> <p>Navy: Report an N, the UIC, and four blanks.</p> <p>Marine Corps: Report an M, the RUC, and four blanks.</p> <p>Air Force: Report an F, the unit portion of the PAS Code, and four blanks.</p> <p>Fourth Estate Organizations: Report DoD UIC when available, otherwise report the same constructed code as submitted to DMDC under DoD Instruction 1444.2 (reference (e)).</p>	All	DDDS 15190
5	023	Uniformed Service Organization Component Type Code	<p>Length 1. The code that represents a uniformed service organization component type. If not applicable, report W. If unknown, report Z.</p> <p>G Federal component of the National Guard.</p> <p>R Regular standing military component of the Armed Forces in both peace and war.</p> <p>V Reserve component of ready-trained personnel for military service when needed.</p>	Mil	DDDS 17063

Table E5.T1. Unit Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
6	024	Organization Record Security Classification Code	Length 1. The code that represents the highest security classification assigned to information contained in the organization record (reference (m)). The code denotes the degree of damage that unauthorized disclosure would cause to National Defense or Foreign Relations and the degree of protection required. C Confidential S Secret U Unclassified	All	
7	025-054	Organization Abbreviated Name Text	Length 30. The text of the assigned abbreviated name of the official designation of an organization. If not applicable, report all W's. If unknown, report all Z's.	All	
8	055-109	Organization Long Name Text	Length 55. The text of the official long name of the organization. If not applicable, report all W's. If unknown, report all Z's.	All	
9	110-149	Mailing Address Line 1 Text	Length 40. The text of the detailed portion of an organization's mailing address. This may include street number and name, apartment number, building number or name, post office boxnumber, rural route number and box number. If not applicable, report all W's. If unknown, report all Z's.	All	
10	150-189	Mailing Address Line 2 Text	Length 40. The second line of text of an organization's address containing information to complete the organization's mailing address. If not applicable, report all W's. If unknown, report all Z's.	All	
11	190-209	Mailing Address Postal Region City Place Name	Length 20. The name of the highest-level delivery station within a postal state territory, or country for an organization's mailing address. If not applicable, report all W's. If unknown, report all Z's.	All	
12	210-211	Mailing Address US Postal Region State Code	Length 2. The code that represents the state, territory, or military overseas or afloat designation as the highest level subdivision of a US postal region for an organization's mailing address. See ATTACHMENT 1 for a list of domain values and definitions. If non-US or unknown, report ZZ.	All	DDDS 33363

Table E5.T1. Unit Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
13	212-213	Mailing Address Country Code	Length 2. The code that represents the principal geopolitical entity of the world for an organization's mailing address. See ATTACHMENT 2 for a list of domain values and definitions. Report US for the 50 States and District of Columbia and the appropriate value for other US and all non-US Territory. If unknown, report ZZ.	All	DDDS 14392
14	214-222	Mailing Address US Postal Region ZIP Identifier and Extension Identifier	Length 9. The identifier that represents a designated United States Postal Service (USPS) mail service region and a definitive delivery drop with the region for the normal shore location or homeport of the organization. If the Extension Identifier is unknown, report all zeros in the last four positions of the field. If non-USPS or unknown, report all zeros.	All	DDDS 33366 and DDDS 33365
15	223-231	Mailing Address Postal Code Identifier	Length 9. The Zip Code equivalent for non-U.S. Postal addresses. If not applicable, report all 0's. If unknown, report all 9's.	All	
16	232-235	Home Geolocation Code	Length 4. The code that represents the geographic location code for the base, station, port, city, or other place at which the record organization/unit is permanently located. If unknown, report all 9's.	All	DDDS 17385
17	236-238	Installation Type Code	Length 3. The code that represents the type of installation the organization/unit is permanently located. If unknown, report all Z's.	All	DDDS 62463
18	239-242	Present Geolocation Code	Length 4. The code that represent the geographic location code for the base, station, port, city, or other place at which the record unit is presently located. If unknown, report all 9's.	All	DDDS 17385
19	243-245	Unit Level Code	Length 3. The code that represents the size and organization of the unit. See CJCSM 3150.02 (reference (jj)) for a list of domain values and definitions. If not applicable, report all W's. If unknown, report all Z's.	All	
20	246	Unit Descriptor Code	Length 1. The code that represents the record unit's component, general status, and primary mission. See CJCSM 3150.02 (reference (jj)) for a list of domain values and definitions. If not applicable or unknown leave blank.	Mil	

Table E5.T1. Unit Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
21	247-251	Unit Type Code	Length 5. The code that represents the categorization of the record unit by kind, class, or type of unit with common distinguishing characteristics. See CJCSM 3150.02 (reference (jj)) for a list of domain values and definitions. If not applicable, report all W's. If unknown, report all Z's.	Mil	
22	252-254	Major Command Code	Length 3. The unique code that represents the highest level organization of the assigned unit. Report the same code as submitted to DMDC under DoD Instruction 1336.5 (reference (c)). If not applicable, report all W's. If unknown, report all Z's. Army: Report the Command Assignment code and one blank. Navy: Report the Navy Claimant code and one blank. Air Force: Report the PAS Major Command and Subcommand Identifier. Marine Corps: Report the Monitoring Command Code.	Mil	
23	255-264	Parent Unit Identification Code	Length 10. The UIC of the unit from whose organic resources the record unit was formed. If not applicable, report all W's. If unknown, report all Z's.	All	DDDS 15190
24	265-274	Administrative Control Unit Identification Code	Length 10. The UIC of the unit exercising Administrative Control (ADCON) over the record unit. If not applicable, report all W's. If unknown, report all Z's.	All	DDDS 15190
25	275-284	Operational Control Unit Identification Code	Length 10. The UIC of the unit exercising Operational Control (OPCON) over the record unit. If not applicable, report all W's. If unknown, report all Z's.	All	DDDS 15190
26	<u>285-308</u>	Organization Specific data	Organization data that provides additional information about the billet position.		
		26.1. <u>USA-specific data</u>	Applicable to all units, activities and organizations reported by the USA.		
	285	26.1.1. Type Unit Code	Length 1. The Type Unit Code (TYPCO) represents the basic organization of a unit. If not applicable, report W. If unknown, report all Z. M Modified Table of Organization and Equipment T Table of Distribution and Allowances	AR	

Table E5.T1. Unit Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	286-292	26.1.2. Military Unit Troop Sequence Identifier	Length 7. The Troop Sequence Identifier (TPSN) (reference (kk)) represents a group of units by mission, types, and size. If not applicable, report all W's. If unknown, report all Z's.	AR	DDDS 15249
	293-304	26.1.3. Standard Requirements Code	Length 12. The Standard Requirements Code (SRC) (reference (ll)) represents the unit's basic Table of Organization and Equipment or MTOE or elements and variations thereof. If not applicable, report all W's. If unknown, report all Z's.	AR	
	305-308	26.1.4. Filler 26.2. <u>USN-specific data</u>	Length 4. Applicable to all units, activities and organizations reported by the USN.	N/A	
	285	26.2.1. Sea/Shore Code	Length 1. The code (reference (mm)) that represents whether the reported unit is a sea or shore unit. If not applicable, report 0. If unknown, report 9.	NV	
	286	26.2.2. Activity Designation Code	Length 1. The code (reference (ff)) that represents the operational status of the activity for purposes of travel entitlement (sea, shore or mobile). If not applicable, report W. If unknown, report Z.	NV	
	287-288	26.2.3. Activity Mission Code	Length 2. The code (reference (ff)) that groups activities by mission (sea duty, shore) and relates an activity to a placement desk in Bureau of Naval Personnel. If not applicable, report all W's. If unknown, report all Z's.	NV	
	289-298	26.2.4. Activity Code	Length 10. The code (reference (ff)) that represents the type of activity. The first four positions of this 10-digit code represent activity type. The next four positions represent hull number if a ship, a squadron number if an aircraft squadron, or a unique number within the type to identify a shore activity. The last two positions represents component code and contains zeros if a parent activity, or contains the values 01-98, 99 is assigned to personnel accounting activities only. If not applicable, report all W's. If unknown, report all Z's.	NV	

Table E5.T1. Unit Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	299	26.2.5. Activity Type Composite Code	Length 1. The code (reference (ff)) that groups activities by various types of activities (i.e., ships, squadrons, students, training, Navy support to Marine Corps, recruits, afloat staffs, shore staffs, Navy Management Headquarters, support outside Navy, etc.). If not applicable, report W. If unknown, report Z.	NV	
	300	26.2.6. Detachment Code	Length 1. The code that represents the organizational status of the reported unit. If not applicable, report 0. If unknown, report 9. 1 Complete unit 2 Headquarters element of unit 3 Detached element from unit	NV	
	301-308	26.2.7. Geographic Homeport Location Code	Length 8. The code (reference (gg)) that represents the Homeport location of the activity. The first two positions indicate the State, U.S. territory, or foreign country where the property is located. Numbers identify property located in States, and letters identify property located in U.S. territories and foreign countries. The next four positions, identified by numbers, indicate the city or town where the installation is located. The last three positions, identified by numbers, indicate the county (within each State), U.S. territory, or foreign country, where the installation is located. If not applicable, report all W's. If unknown, report all Z's.	NV	
	285-286	26.3. <u>USAF-specific data</u>	Applicable to all units, activities and organizations reported by the USAF.	AF	
	287-288	26.3.1. Military Personnel Flight Code	Length 2. The code (reference (hh)) that represents the base to which the organization is attached. If not applicable, report WW. If unknown, report ZZ.	AF	
	289-308	26.3.2. Major Command Number Code	Length 2. The code (reference (hh)) that represents the Air Force Major Command. If not applicable, report WW. If unknown, report ZZ.	N/V	
	285-294	26.3.3. Filler 26.4. <u>USMC-specific data</u>	Length 20. Applicable to all units, activities and organizations reported by the USMC.	MC	
		26.4.1. Table of Organization Text	Length 10. The text (reference (nn)) that identify Marine Corps units by organization type and numbers of personnel authorizations. If not applicable, report all W's. If unknown, report all Z's.		

Table E5.T1. Unit Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
	295-300	26.4.2. Command Reporting Unit Code	Length 6. The Command Reporting Unit Code (CRUC) (reference (ii)) represents the unit that has authority of the Marine member's personnel records. The CRUC is used for administration purposes. Populate the first position with "M" and the remaining 5 positions with the CRUC. If not applicable, report all W's. If unknown, report all Z's.	MC	
	301-303	26.4.3. Monitored Command Code	Length 3. The Monitored Command Code (MCC) (reference (ii)) represents a particular command/organization. The MCC is used by HQ USMC to assign a Marine to a particular command/organization. If not applicable, report all W's. If unknown, report all Z's.	MC	
	304-308	26.4.4. Filler 26.5. <u>4th Estate-Specific Data</u>	Length 5. Applicable to units, activities and organizations reported by Fourth Estate Organizations.	N/A N/A	
	<u>285-308</u>	26.5.1. <u>Organization Sub- Activity Code</u>	The unique set of codes that represent the hierarchical sub-activities within an Organization. Report organization-specific codes and provide a table relating domain value codes and organization sub-division names.		
	285-294	26.5.1.1. Organization Sub- Activity Code 1	Length 10. The code that uniquely represents the first-order (highest level) sub-activity that owns the position within an organization. Within a Fourth Estate organizations these may be high-level sub-activities called deputates or directorates. If not applicable, report all W's.	4th	
	295-304	26.5.1.2. Organization Sub- Activity Code 2	Length 10. The code that uniquely represents the second level entity that owns the position within an organization. For a Fourth Estate organization whose first level organizational breakdown is a directorate, the second level may be called divisions. If not applicable, report all W's.	4th	
	305-308	26.5.2. Filler	Length 4.	N/A	

Table E5.T1. Unit Master File Format, continued

Field	Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks	Submitter	References
27	309-388	Filler	Length 80. Reserved for future reporting of Enterprise-Wide Identifiers. Leave blank.	N/A	

Attachments - 2

E5.A1. Mailing Address U.S. Postal Region State Code

E5.A2. Mailing Address Country Code

E5.A1. ATTACHMENT 1 TO ENCLOSURE 5**MAILING ADDRESS U.S. POSTAL REGION STATE CODE****Table E5.A1.T1. Mailing Address U.S. Postal Region State Code**

Code	Title	Code	Title
AL	Alabama	OK	Oklahoma
AK	Alaska	OR	Oregon
AZ	Arizona	PA	Pennsylvania
AR	Arkansas	RI	Rhode Island
CA	California	SC	South Carolina
CO	Colorado	SD	South Dakota
CT	Connecticut	TN	Tennessee
DE	Delaware	TX	Texas
DC	District of Columbia	UT	Utah
FL	Florida	VT	Vermont
GA	Georgia	VA	Virginia
HI	Hawaii	WA	Washington
ID	Idaho	WV	West Virginia
IL	Illinois	WI	Wisconsin
IN	Indiana	WY	Wyoming
IA	Iowa	AS	American Samoa
KS	Kansas	FM	Federated States of Micronesia
KY	Kentucky	GU	Guam
LA	Louisiana	MH	Marshall Islands
ME	Maine	MP	Northern Mariana Islands
MD	Maryland	PW	Palau
MA	Massachusetts	PR	Puerto Rico
MI	Michigan	VI	Virgin Islands of the U.S.
MN	Minnesota	MS	Mississippi
MO	Missouri	UM ¹	U.S. Minor Outlying Islands [Composed of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Island.]
MT	Montana		
NE	Nebraska		
NV	Nevada		
NH	New Hampshire		
NJ	New Jersey	AA ²	Armed Forces the Americas [Excludes Canada. Formerly APO/FPO Miami (FL).]
NM	New Mexico		

Table E5.A1.T1. Mailing Address U.S. Postal Region State Code, continued

Code	Title	Code	Title
NY	New York	AE ²	Armed Forces Europe [Includes Canada. Formerly APO/FPO New York (NY).]
NC	North Carolina		
ND	North Dakota	AP ²	Armed Forces Pacific [Formerly APO/FPO San Francisco (CA) and Seattle (WA).]
OH	Ohio		

¹ Not included in the set of domain values for US Postal Region State Code.
² Not included in the set of domain values for US State Alpha Code.

E5.A2. ATTACHMENT 2 TO ENCLOSURE 5**MAILING ADDRESS COUNTRY CODE**Table E5.A2.T1. Mailing Address Country Code

Code	Title	Comments
AF	Afghanistan	
AL	Albania	
AG	Algeria	
AQ	American Samoa	
AN	Andorra	
AO	Angola	
AV	Anguilla	Part of SC (St. Christopher-Nevis-Anguilla) prior to June 1974.
AY	Antarctica	
AC	Antigua and Barbuda	Defined as "Antigua" prior to May 1983.
AR	Argentina	
AM	Armenia	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
AA	Aruba	Part of NA (Netherlands Antilles) prior to April 1986.
AT	Ashmore and Cartier Islands	Part of AS (Australia) from February 1977 to May 1983.
AS	Australia	Included AT (Ashmore and Cartier Islands) and CR (Coral Sea Islands) from February 1977 to May 1983. Included CR (Coral Sea Islands) prior to June 1974.
AU	Austria	
AJ	Azerbaijan	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
BF	Bahamas, The	Defined as "Bahamas" prior to March 1977.
BA	Bahrain	
FQ	Baker Island	Partially replaced IQ (US Miscellaneous Pacific Islands) in May 1983.
BG	Bangladesh	Part of PK (Pakistan) prior to June 1974.
BB	Barbados	
BS	Bassas da India	Part of RE (Reunion) prior to May 1983.
BO	Belarus	Defined as "Byelarus" prior to September 1992. Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
BE	Belgium	
BH	Belize	Defined as "British Honduras" prior to June 1974.
BN	Benin	Replaced obsolete value DM(Benin) in May 1983. Defined as "Dahomey" prior to April 1976.
BD	Bermuda	
BT	Bhutan	
BL	Bolivia	

Table E5.A2.T1. Mailing Address Country Code, continued

Code	Title	Comments
BK	Bosnia and Herzegovina	Defined as "Bosnia and Hercegovina" prior to February 1993. Partially replaced YO (Yugoslavia) in August 1992.
BC	Botswana	
BV	Bouvet Island	Defined as "Bouvetoya" prior to June 1978.
BR	Brazil	
IO	British Indian Ocean Territory	
VI	British Virgin Islands	
BX	Brunei	
BU	Bulgaria	
UV	Burkina	Defined as "Upper Volta" prior to November 1984.
BM	Burma	
BY	Burundi	
CB	Cambodia	Defined as "Kampuchea" from August 1978 to December 1984 and "Khmer Republic" and "Cambodia" prior to August 1978.
CM	Cameroon	
CA	Canada	
	Canal Zone	Obsolete value (formerly PQ); part of PN (Panama) as of November 1979.
	Canton and Enderbury Islands	Obsolete value (formerly EQ); replaced by KR (Kiribati) in November 1979.
CV	Cape Verde	Defined as "Cape Verde, Republic of" from July 1975 to April 1983.
CJ	Cayman Islands	
CT	Central African Republic	Defined as "Central African Empire" from March 1977 to October 1979.
	Central and Southern Line Islands	Obsolete value (formerly CL); replaced by GN (Gilbert and Ellice Islands) in June 1974.
CD	Chad	
CI	Chile	
CH	China	Defined as "China, Peoples Republic of" from June 1974 to June 1977 and "China, Communist" prior to June 1974.
KT	Christmas Island	
IP	Clipperton Island	Part of FP (French Polynesia) prior to May 1983.
CK	Cocos (Keeling) Islands	Defined as "Cocos Islands" prior to June 1974.
CO	Colombia	Included part of BQ (US Miscellaneous Caribbean Islands) as of June 1974.
CN	Comoros	Defined as "Comoro Islands" prior to March 1977.
CF	Congo	Defined as "Congo (Brazzaville)" prior to June 1974.
CG	Congo, Democratic Republic of the	
CW	Cook Islands	

Table E5.A2.T1. Mailing Address Country Code, continued

Code	Title	Comments
CR	Coral Sea Islands	Part of AS (Australia) from February 1977 to May 1983 and prior to June 1974.
CS	Costa Rica	
IV	Cote D'Ivoire	Defined as "Ivory Coast" prior to February 1993.
HR	Croatia	Partially replaced YO (Yugoslavia) in August 1992.
CU	Cuba	
CY	Cyprus	
EZ	Czech Republic	Partially replaced CZ (Czechoslovakia) in February 1993.
	Czechoslovakia	Obsolete value (formerly CZ); replaced by EZ (Czech Republic) and LO (Slovakia) in February 1993.
DA	Denmark	
DJ	Djibouti	Replaced FT (French Territory of the Afars and Issas) in July 1977.
DO	Dominica	
DR	Dominican Republic	
EC	Ecuador	
EG	Egypt	Defined as "United Arab Republic" prior to June 1974.
ES	El Salvador	
EK	Equatorial Guinea	
ER	Eritrea	Part of ET (Ethiopia) prior to May 1993.
EN	Estonia	Part of UR (Union of Soviet Socialist Republics) prior to September 1991.
ET	Ethiopia	Included ER (Eritrea) prior to May 1993.
EU	Europa Island	Part of RE (Reunion) prior to May 1983.
FK	Falkland Islands (Islas Malvinas)	Partially replaced FA (Falkland Islands (Islas Malvinas)) in January 1991. Obsolete value (formerly FA); replaced by FK (Falkland Islands (Islas Malvinas)) and SX (South Georgia and the South Sandwich Islands) in January 1991. Defined as "Falkland Islands" prior to June 1974.
FO	Faroe Islands	Defined as "Faeroe Islands" prior to March 1977.
FM	Federated States of Micronesia	Partially replaced NQ (Trust Territory of the Pacific Islands) in February 1987.
FJ	Fiji	
FI	Finland	
FR	France	Included MF (Mayotte) prior to May 1983.
FG	French Guiana	
FP	French Polynesia	Included IP (Clipperton Island) prior to May 1983.
FS	French Southern and Antarctic Lands	
	French Territory of the Afars and Issas	Obsolete value (formerly FT); replaced by DJ (Djibouti) in July 1977.
GB	Gabon	
GA	Gambia, The	Defined as "Gambia" prior to March 1977.

Table E5.A2.T1. Mailing Address Country Code, continued

Code	Title	Comments
GZ	Gaza Strip	
GG	Georgia	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
GM	Germany	Replaced BZ (Germany, Berlin), GC (German Democratic Republic), and GE (Germany, Federal Republic of) in October 1990.
	German Democratic Republic	Obsolete value (formerly GC); replaced by GM (Germany) in October 1990. Defined as "Germany, Soviet Zone of" prior to June 1974.
	Germany, Berlin	Obsolete value (formerly BZ); replaced by GM (Germany) in October 1990. Replaced WB (Germany, Berlin) in March 1977.
	Germany, Berlin	Obsolete value (formerly WB); replaced by BZ (Germany, Berlin) in March 1977. Defined as "West Berlin" prior to June 1974.
	Germany, Federal Republic of	Obsolete value (formerly GE); replaced by GM (Germany) in October 1990.
GH	Ghana	
	Gilbert and Ellice Islands	Obsolete value (formerly GN); replaced by GS (Gilbert Islands) and TV (Tuvalu) in April 1976. Replaced CL (Central and Southern Line Islands) in June 1974.
	Gilbert Islands	Obsolete value (formerly GS); replaced by KR (Kiribati) in November 1979. Partially replaced GN (Gilbert and Ellice Islands) in April 1976.
GI	Gibraltar	
GO	Glorioso Islands	Part of RE (Reunion) prior to May 1983.
GR	Greece	
GL	Greenland	
GJ	Grenada	
GP	Guadeloupe	
GQ	Guam	
GT	Guatemala	
GK	Guernsey	Part of (UK United Kingdom) prior to May 1983.
GV	Guinea	
PU	Guinea-Bissau	Defined as "Portuguese Guinea" prior to September 1974.
GY	Guyana	
HA	Haiti	
HM	Heard Island and McDonald Islands	Defined as "Heard and McDonald Islands" prior to June 1974.
HO	Honduras	Included SQ (Swan Islands) as of June 1974.
HK	Hong Kong	
HQ	Howland Island	Partially replaced IQ (US Miscellaneous Pacific Islands) in May 1983.
HU	Hungary	
IC	Iceland	
IN	India	Included SK (Sikkim) as of April 1975.

Table E5.A2.T1. Mailing Address Country Code, continued

Code	Title	Comments
ID	Indonesia	Included PT (Portuguese Timor) as of September 1976.
IR	Iran	
IZ	Iraq	
	Iraq-Saudi Arabia Neutral Zone	Obsolete value (formerly IY), as of September 1992.
EI	Ireland	
IS	Israel	Included IU (Israel-Syria Demilitarized Zone) and IW (Israel-Jordan Demilitarized Zone) as of March 1977.
	Israel-Jordan Demilitarized Zone	Obsolete value (formerly IW); part of IS (Israel) as of March 1977.
	Israel-Syria Demilitarized Zone	Obsolete value (formerly IU); part of IS (Israel) as of March 1977.
IT	Italy	
JM	Jamaica	
JN	Jan Mayen	Partially replaced JS (Svalbard and Jan Mayen) in May 1983. Replaced by JS (Svalbard and Jan Mayen) in March 1977.
JA	Japan	Included YQ (Ryukyu Islands) as of June 1974.
DQ	Jarvis Island	Partially replaced IQ (US Miscellaneous Pacific Islands) in May 1983.
JE	Jersey	Part of (UK United Kingdom) prior to May 1983.
JQ	Johnston Atoll	
JO	Jordan	
JU	Juan de Nova Island	Part of RE (Reunion) prior to May 1983.
KZ	Kazakhstan	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
KE	Kenya	
KQ	Kingman Reef	Partially replaced IQ (US Miscellaneous Pacific Islands) in May 1983.
KR	Kiribati	Replaced EQ (Canton and Enderbury Islands) and GS (Gilbert Islands) in November 1979.
KN	Korea, Democratic People's Republic of	Defined as "Korea, North" prior to March 1977.
KS	Korea, Republic of	
KU	Kuwait	
KG	Kyrgyzstan	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
LA	Laos	
LG	Latvia	Part of UR (Union of Soviet Socialist Republics) prior to September 1991.
LE	Lebanon	
LT	Lesotho	
LI	Liberia	

Table E5.A2.T1. Mailing Address Country Code, continued

Code	Title	Comments
LY	Libya	
LS	Liechtenstein	
LH	Lithuania	Part of UR (Union of Soviet Socialist Republics) prior to September 1991.
LU	Luxembourg	
MC	Macau	Defined as "Macao" prior to June 1981.
MK	Macedonia	Partially replaced YO (Yugoslavia) in August 1992.
MA	Madagascar	
MI	Malawi	
MY	Malaysia	
MV	Maldives	
ML	Mali	
MT	Malta	
IM	Man, Isle of	Part of (UK United Kingdom) prior to May 1983.
RM	Marshall Islands	Partially replaced NQ (Trust Territory of the Pacific Islands) in February 1987.
MB	Martinique	
MR	Mauritania	
MP	Mauritius	
MF	Mayotte	Part of FR (France) prior to May 1983.
MX	Mexico	
MQ	Midway Islands	
MD	Moldova	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
MN	Monaco	
MG	Mongolia	
MW	Montenegro	Partially replaced YO (Yugoslavia) in August 1992.
MH	Montserrat	
MO	Morocco	
MZ	Mozambique	
WA	Namibia	Defined as "South-West Africa" prior to March 1977.
NR	Nauru	
BQ	Navassa Island	Defined as "US Miscellaneous Caribbean Islands" prior to June 1974.
NP	Nepal	
NL	Netherlands	
NT	Netherlands Antilles	Replaced NA(Netherlands Antilles) in January 1991. Included AA (Aruba) prior to April 1986.
NC	New Caledonia	
NZ	New Zealand	

Table E5.A2.T1. Mailing Address Country Code, continued

Code	Title	Comments
NU	Nicaragua	
NG	Niger	
NI	Nigeria	
NE	Niue	
NF	Norfolk Island	
CQ	Northern Mariana Islands	Partially replaced TQ (Trust Territory of the Pacific Islands) in April 1978.
NO	Norway	
MU	Oman	Defined as "Muscat and Oman" prior to June 1974.
PK	Pakistan	Included BG (Bangladesh) prior to June 1974.
LQ	Palmyra Atoll	Partially replaced IQ (US Miscellaneous Pacific Islands) in May 1983.
PM	Panama	Replaced PN (Panama) in June 1980. Included PQ (Canal Zone) as of November 1979.
PP	Papua New Guinea	Defined as "Papua and New Guinea" prior to June 1974.
PF	Paracel Islands	
PA	Paraguay	
PE	Peru	
RP	Philippines	
PC	Pitcairn Islands	Defined as "Pitcaim" from March 1977 to October 1977 and "Pitcairn Island" prior to March 1977.
PL	Poland	
PO	Portugal	
	Portuguese Timor	Obsolete value (formerly PT); part of ID (Indonesia) as of September 1976.
RQ	Puerto Rico	
QA	Qatar	
RE	Reunion	Included BS (Bassas da India), EU (Europa Island), GO (Glorioso Islands), JU (Juan de Nova Island), and TE (Tromelin Island) prior to May 1983.
RO	Romania	
RS	Russia	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
	Ryukyu Islands	Obsolete value (formerly YQ); part of JA (Japan) as of June 1974.
RW	Rwanda	
WS	Somoa	
SM	San Marino	
TP	Sao Tome and Principe	
SA	Saudi Arabia	

Table E5.A2.T1. Mailing Address Country Code, continued

Code	Title	Comments
SG	Senegal	
SR	Serbia	Partially replaced YO (Yugoslavia) in August 1992.
SE	Seychelles	
SL	Sierra Leone	
	Sikkim	Obsolete value (formerly SK); part of IN (India) as of April 1975.
SN	Singapore	
LO	Slovakia	Partially replaced CZ (Czechoslovakia) in February 1993.
SI	Slovenia	Partially replaced YO (Yugoslavia) in August 1992.
BP	Solomon Islands	Defined as "British Solomon Islands" prior to July 1975.
SO	Somalia	
SF	South Africa	
SX	South Georgia and the South Sandwich Islands	Partially replaced FA(Falkland Islands (Isla Malvinas)) in January 1991.
	Southern Rhodesia	Obsolete value (formerly RH); replaced by ZI (Zimbabwe) in May 1980.
SP	Spain	Included ME (Spanish North Africa) as of March 1977.
	Spanish North Africa	Obsolete value (formerly ME); part of SP (Spain) as of March 1977. Defined as "Spanish Territories in Northern Morocco" prior to June 1974.
	Spanish Sahara	Obsolete value (formerly SS); replaced by WI (Western Sahara) March 1977.
PG	Spratly Islands	Defined as "Spratly Island" prior to June 1974.
CE	Sri Lanka	Defined as "Ceylon" prior to June 1974.
SH	St. Helena	
SC	St. Kitts and Nevis	Defined as "St. Christopher and Nevis" from September 1983 to June 1989, "St. Christopher-Nevis" from June 1981 to August 1983, and "St. Christopher-Nevis-Anguilla" prior to June 1981. Included AV(Anguilla) prior to June 1974.
ST	St. Lucia	
SB	St. Pierre and Miquelon	
VC	St. Vincent and the Grenadines	Defined as "St. Vincent" prior to November 1979.
SU	Sudan	
NS	Suriname	Defined as "Surinam" prior to June 1978.
SV	Svalbard	Partially replaced JS (Svalbard and Jan Mayen) in May 1983. Replaced by JS (Svalbard and Jan Mayen) in March 1977.
	Svalbard and Jan Mayen	Obsolete value (formerly JS); replaced by JN (Jan Mayen) and SV(Svalbard) in May 1983. Replaced JN (Jan Mayen) and SV(Svalbard) in March 1977.
	Swan Islands	Obsolete value (formerly SQ); part of HO (Honduras) as of June 1974.
WZ	Swaziland	
SW	Sweden	

Table E5.A2.T1. Mailing Address Country Code, continued

Code	Title	Comments
SZ	Switzerland	
SY	Syria	
TW	Taiwan	Defined as "China (Taiwan)" from March 1977 to April 1983 and "China, Republic of" prior to March 1977.
TI	Tajikistan	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
TZ	Tanzania	Defined as "Tanzania, United Republic of" from March 1977 to March 1995.
TH	Thailand	
TO	Togo	
TL	Tokelau	Defined as "Tokelau Islands" prior to November 1977.
TN	Tonga	
TD	Trinidad and Tobago	
TE	Tromelin Island	Part of RE (Reunion) prior to May 1983.
PS	Trust Territory of the Pacific Islands (Palau)	Defined as "Trust Territory of the Pacific Islands" prior to April 1995. Partially replaced NQ (Trust Territory of the Pacific Islands) in February 1987. Obsolete value (formerly NQ); replaced by FM (Federated States of Micronesia), PS (Trust Territory of the Pacific Islands), and RM (Marshall Islands) in February 1987. Obsolete value (formerly TQ); replaced by CQ (Northern Mariana Islands) and NQ (Trust Territory of the Pacific Islands) in April 1978.
TS	Tunisia	
TU	Turkey	
TX	Turkmenistan	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
TK	Turks and Caicos Islands	
TV	Tuvalu	Partially replaced GN (Gilbert and Ellice Islands) in April 1976.
UG	Uganda	
AE	United Arab Emirates	Replaced TC (United Arab Emirates) in June 1998. Obsolete value (formerly TC); replaced by AE (United Arab Emirates) in June 1998. Defined as "Trucial States" prior to June 1974.
UP	Ukraine	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
	Union of Soviet Socialist Republics	Obsolete value (formerly UR); replaced by AJ (Azerbaijan), AM (Armenia), BO (Belarus), GG (Georgia), KG (Kyrgyzstan), KZ (Kazakhstan), MD (Moldova), RS (Russia), TI (Tajikistan), TX (Turkmenistan), UP (Ukraine), and UZ (Uzbekistan) in January 1992. Included EN (Estonia), LG (Latvia), and LH (Lithuania) prior to September 1991. Defined as "Soviet Union" prior to March 1977.
UK	United Kingdom	Included GK (Guernsey), IM (Isle of Man), and JE (Jersey) prior to May 1983.
US	United States	
	US Miscellaneous Pacific Islands	Obsolete value (formerly IQ); replaced by DQ (Jarvis Island), FQ (Baker Island), HQ (Howland Island), KQ (Kingman Reef), and LQ (Palmyra Atoll) in May 1983.
UY	Uruguay	
UZ	Uzbekistan	Partially replaced UR (Union of Soviet Socialist Republics) in January 1992.
NH	Vanuatu	Defined as "New Hebrides" prior to July 1980.

Table E5.A2.T1. Mailing Address Country Code, continued

Code	Title	Comments
VT	Vatican City	
VE	Venezuela	
VM	Vietnam	Replaced VN (Viet-nam, North) and VS (Vietnam, Republic of) in August 1976.
	Viet-nam, North	Obsolete value (formerly VN); replaced by VM(Vietnam) in August 1976.
	Vietnam, Republic of	Obsolete value (formerly VS); replaced by VM(Vietnam) in August 1976.
VQ	Virgin Islands	Defined as "Virgin Islands of the U.S." from March 1977 to April 1983.
WQ	Wake Island	
WF	Wallis and Futuna	
WE	West Bank	
WI	Western Sahara	Replaced SS (Spanish Sahara) in March 1977.
WS	Western Samoa	
YM	Yemen	Replaced YE (Yemem (Sanaa)) and YS (Yemen (Aden)) in October 1990.
	Yemen (Aden)	Obsolete value (formerly YS); replaced by YM(Yemen) in October 1990. Defined as "Southern Yemen" prior to June 1974.
	Yemen (Sanaa)	Obsolete value (formerly YE); replaced by YM(Yemen) in October 1990. Defined as "Yemen (Sana)" from June 1975 to May1981, "Yemen (San'a)" from June 1974 to May 1975, and "Yemen" prior to June 1974.
	Yugoslavia	Obsolete value (formerly YO); replaced by BK (Bosnia and Herzegovina), HR (Croatia), MK (Macedonia), MW (Montenegro), SI (Slovenia), and SR (Serbia) in August 1992.
CG	Zaire	Defined as "Congo (Kinshasa)" prior to June 1974.
ZA	Zambia	
ZI	Zimbabwe	Replaced RH (Southern Rhodesia) in May 1980.

E6. ENCLOSURE 6
SUBMISSION INSTRUCTIONS

E6.1. DATA SPECIFICATIONS

E6.1.1. Alpha and alphanumeric data shall be in upper case and left justified with trailing blanks unless noted otherwise.

E6.1.2. Numeric data shall be right justified with leading zeros.

E6.1.3. Records shall be sorted in sequence by Organization Type Code, Organization Code, and Unit Identification Code.

E6.2. ELECTRONIC SUBMISSION

E6.2.1. The submitting DoD Component shall contact the DMDC Billet and Unit Master File Manager, who shall establish an account number and password exclusively for these reports and provide additional system specifications, including security protocols appropriate to protect the data from compromise and consistent with standards established by the National Institute of Standards and Technology.

E6.2.1.1. Transmission of classified and sensitive information: The confidentiality level of data specified in enclosure 4 and enclosure 5 and sent to the DMDC has been defined as classified or sensitive as established by DoD Instruction 8500.2 (reference (n)). Classified information shall be transmitted via the SIPRNET. Sensitive information may be sent via the SIPRNET or NIPRNET. Sensitive information sent via the NIPRNET must be encrypted prior to transmission.

E6.2.2. Transmission Protocol: The DMDC supports standard Secure File Transfer Protocol and Secure Copy Protocol software and can accept compressed (zipped) data files. The file names shall be consistent with the naming convention outlined in paragraph E6.2.3., below. The submitting organization is responsible for the accuracy and completeness of each electronic data transfer.

E6.2.3. File Naming Convention: The file or data set names of electronic submissions shall be in the format "ABBBBBCDEYYYYMM"(all upper case) for Billet and Unit Master files, where A, BBBB, C, D, E and YYYYNN equal the appropriate value specified in Table E6.T1.

Table E6.T1. Submission File Name Format

Position	Data Element Name	Code/Definition
A	Submitting Organization Type Code	<p>A Office of Secretary of Defense and DoD Inspector General B Joint Staff and Chairman Controlled Activities C Unified/Combined Commands D Military Services E Defense Agencies F DoD Field Activities G Other Defense-wide Organizations H Executive Office of the President I Cabinet-Level Departments and Agencies J Federal Boards, Commissions and Committees K Federal Independent Agencies and Government Corporations L Federal Quasi-Official Agencies M Federal Legislative Branch N Federal Judicial Branch O State and Local Government Activities P Universities, Institutes and Training Centers Q Other Non-Governmental Activities R International Agencies and Activities</p> <p>Note: The code of the submitting organization will be used in this field.</p>
BBBBB	Submitting Organization Code	<p>See enclosure 4, ATTACHMENT 1 for list of domain values and definitions.</p> <p>Note: The code of the submitting organization will be used in this field.</p>
C	Data Type Code	B Billet Master U Unit Master
D	File Type Code	M Master Submission
E	File Period Type Code	M Monthly or end of the month Q Quarterly B Biannually
YYYYMM	Submission File Period Date	Report a period date (YYYYMM).

E6.3. DISKETTE SPECIFICATIONS

E6.3.1. File format: American Standard Code for Information Interchange (ASCII) text (PRN).

E6.3.2. File Naming Convention: As specified in paragraph E6. 2.3.

E6.3.3. Disk Specifications

E6.3.3.1. 100MB Zip disk Specifications

E6.3.3.1.1. Physical characteristics: 100MB Zip disk - 3"X 3"X 3/16"

E6.3.3.1.2. Storage capacity: 100 MB

E6.3.3.2. GB JAZ disk Specifications

E6.3.3.2.1. Physical characteristics: 1GB Jaz disk - 5"X 4"X 7/16".

E6.3.3.2.2. Storage capacity: 1 GB.

E6.3.3.3. Compact Disks (CD).

E6.3.3.3.1. Physical characteristics: 1 x 24 Recording speeds. Standard 12 cm/120mm physical size.

E6.3.3.3.2. Storage capacity: 650 MB, 700 MB.

E6.3.3.3.3. CD-Recordable (CD-R) or CD-Rewritable (CD-RW)

E6.4. EXTERNAL LABEL

E6.4.1. Classification Marking:

E6.4.1.1. The overall classification of the submission file.

E6.4.1.2. The agency, office of origin, and date of the submission file.

E6.4.1.3. Identification of the source(s) of classification of the information contained in the submission file.

E6.4.1.4. Declassification instructions and any downgrading instructions that apply.

E6.4.1.5. Control notices and other markings that apply to the submission data.

E6.4.2. Organization Name.

E6.4.3. Report as of date.

E6.4.4. Report Control Symbol.

E6.4.5. Record count.

E6.4.6. Storage Format: ASCII text.

E6.4.7. Diskette number or CD number.

E6.5. INTERNAL TRAILER RECORD LABEL

E6.5.1. Each file shall include an internal trailer record signifying the end of the file. Table E6.T2. describes the information contained in the trailer record.

Table E6.T2. Trailer Record Format

Record Position	Data Element Name	Description
1-4	File End	Length 4. Literal character field consisting of the characters #END.
5-12	Record count	Length 8. Numeric field: Total number of records; do not include the trailer record in the record count. Right justified and padded with zeros ('0') and no commas.
13-27	File Name	Length 15. Character field: Same format as E6.2.3.
28-50	Submitting DoD Component acronym name	Length 23. Character field: Example DISA, USN, WHS
51-130	Work E-mail address of the submitting individual	Length 80. Character field: Left justified

E6.6. ACCOMPANYING WRITTEN DOCUMENTATION

E6.6.1. All data submissions shall be accompanied by the following minimum written documentation: Classification Marking (if external label is not provided, see paragraph E6.4.1.), file format (if differing from the standards contained in enclosure 4 and enclosure 5), total record counts for each file submitted, and other relevant information related to Organization-specific data elements.

E6.6.2. For the Billet Master File, the written documentation shall also list the current year authorization totals for each organization and authorization subtotals for each organization by Position Manpower Type Code Category.

E6.6.3. At the discretion of the reporting DoD Component the Force Structure Deviations for the reported fiscal years may be included in the accompanying written documentation.

E6.7. SHIPPING INSTRUCTIONS

Diskettes, CDs, and JAZ diskettes shall be shipped via registered mail per current DoD Regulations to the following address:

DMDC, DoD Center
ATTN: Billet and Unit File Manager
400 Gigling Road
Seaside, CA 93955-6771