



Department of Defense INSTRUCTION

NUMBER 7770.3

October 19, 1990

Administrative Reissuance Incorporating Change 1, April 14, 1994

ASD(RA)

SUBJECT: Magnetic Tape Extracts of Reserve Components Military Pay Records

- References:
- (a) DoD Directive 5125.1, "Assistant Secretary of Defense (Reserve Affairs)," January 12, 1984
 - (b) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
 - (c) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965
 - (d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," July 1989, authorized by DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965
 - (e) Public Law 98-525, "Montgomery GI Bill Act of 1984," October 19, 1984
 - (f) *Title 10, United States Code*

1. PURPOSE

This Instruction implements reference (a), prescribes policy, assigns responsibilities, prescribes procedures, and establishes requirements for the reporting by magnetic tape extracts of Reserve component pay data files maintained by the Military Services.

2. APPLICABILITY AND SCOPE

This Instruction applies to:

2.1. The Office of the Secretary of Defense (OSD) and the Military Departments, including their National Guard and Reserve components. The term "Military

Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the U.S. Coast Guard, by agreement with the Department of Transportation (DoT), when it is not operating as a Service in the Navy.

2.2. All enlisted members, warrant officers, and commissioned officers of the Reserve components.

3. POLICY

It is DoD policy to provide a DoD centralized capability for the timely reporting of the pay and allowances of Reserve component military personnel. That reporting requirement provides information for interagency reporting, research, actuarial purposes, and evaluation of DoD programs and policies.

4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)), consistent with DoD Directive 5125.1 (reference (a)), shall provide overall policy guidance on DoD reporting of Reserve component military pay and allowances.

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

4.2.1. Ensure that Reserve component military pay information requirements for actuarial valuations and for effective total force military personnel management are identified to the ASD(RA).

4.2.2. Exercise such policy guidance and management supervision for the DMDC consistent with the ASD(FM&P) responsibilities in DoD Directive 5124.2 (reference (e)) as required to ensure that adequate resources are available and used by the DMDC to fulfill its responsibilities.

4.3. The Director, Defense Manpower Data Center (DMDC) shall: Maintain the Reserve components military pay files, to include computer support, software development, quality control, inquiry capability and administrative support.

4.4. The Secretaries of the Military Departments shall implement this Instruction.

5. PROCEDURES

5.1. This Instruction establishes no new data collection requirement. The Military Services shall report only those data elements that are available on existing automated information processing systems.

5.2. Reporting shall be accomplished through magnetic tapes or cartridges, labeled as specified in enclosure 1, and formatted as described in enclosure 2.

5.3. Each report shall be accompanied by a letter of transmittal that identifies the files transmitted and states the number of records in each file.

5.4. DoD standard data elements and codes established by DoD Directive 5000.11 and DoD Instruction 5000.12 (references (b) and (c)) shall be used where specified. Other data elements and codes should be registered in the DoD Data Element Program. If specific coding instructions are not provided, reference shall be made to DoD 5000.12-M (reference (d)). The Military Service failing to comply either with the coding instructions herein, or with codes registered in the DoD Data Element Program shall be responsible for the conversion costs in accomplishing data interchange.

5.5. Each fiscal year (FY) contains 12 monthly reporting periods.

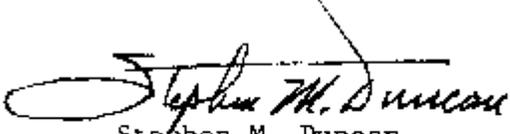
5.6. The first report under this Instruction shall be for the month ending January 31, 1992 and shall be submitted by February 29, 1992. Subsequent reports shall be submitted within 30 days of the close of the month reported.

6. INFORMATION REQUIREMENTS

The report prescribed herein is assigned Report Control Symbol DD-RA(M) 1851.

7. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 120 days.



Stephen M. Duncan
Assistant Secretary of Defense
(Reserve Affairs)

Enclosures - 2

1. Submission Instructions
2. Record Format

E1. ENCLOSURE 1
SUBMISSION INSTRUCTIONS

E1.1. DATA SPECIFICATIONS

E1.1.1. Each report shall contain one record for each Service member who is on the Reserve payrolls, as of the reporting date, or who left the Reserve payrolls during the preceding 3 months.

E1.1.2. Use blanks for inapplicable and unavailable data.

E1.1.3. Numeric data shall be signed packed decimal, unless otherwise specified. Alpha and alphanumeric data shall be left-justified with trailing blanks.

E1.1.4. All pay, allowance, allotment, and tax amounts shall be rounded to the nearest dollar, unless otherwise specified.

E1.2. TAPE OR CARTRIDGE SPECIFICATION

No header or trailer labels

Density - 6250 bytes per inch (BPI) preferred and/or 1600 BPI accepted for tape

Track - 9 track

Record length - 300

Block size - 20 records per block

Sequence - social security number (SSN) in ascending order

External Label

Density

Tracks

Reporting Date (year, month, reference DoD Standard YE-NH)

Reports Control Symbol

Reel Sequence Number

E1.3. SHIPPING INSTRUCTIONS

Mail tapes (certified) to the following address:

Defense Manpower Data Center
99 Pacific Street, Suite 155A
Monterey, CA 93940-2453

ATTN: Reserve Pay Manager

E2. ENCLOSURE 2

RECORD FORMAT

<u>Rcd Fld</u>	<u>Description & Coding Remarks</u>	<u>Position</u>	<u>Definition</u>	<u>DoD Standard</u>
1	RESERVE COMPONENT	1-2	2 A	
1 a	Department establishment component (DoD component) A = Army N = Navy M = Marine Corps F = Air Force P = Coast Guard	1	1 A	DE-NM
1 b	Service Component G = National Guard V = Reserve	2	1 A	SE-NA
2	SOCIAL SECURITY NUMBER (SSN) Enter nine numeric characters omitting hyphens for the Service member's SSN.	3-11	9 N	SO-CA
3	NAME See DoD 5000.12-M, section 2.3.5.3., "Rules for Formation of Name" (Reference (d)).	12-38	27 AN	NA-RG
4	PAY GRADE Current grade consisting of personnel class and pay level serial numbers. Example: E01 = Enlisted W01 = Warrant O01 = Officer	39-41	3 AN	PA-SN
5	SPECIAL PAY GRADE INDICATOR E = Pay grade is: O-1 O-2 or O-3 and Service member has over 4 years of active duty (AD) enlisted or warrant service.	42	1 A	SP-HP
6	EFFECTIVE DATE OF RANK FOR PAY PURPOSES The date that establishes the relative seniority of an individual among others who possess the same permanent grade. Synonymous names are "promotion service date" and "current pay grade". If unknown, leave blank. Year-month-day (YYMMDD).	43-48	6 N	DA-FA

<u>Rcd Fld</u>	<u>Description & Coding Remarks</u>	<u>Position</u>	<u>Definition</u>	<u>DoD Standard</u>
7	PAY ENTRY BASE DATE (PEBD) The constructed date that establishes the beginning of an individual's creditable Federal service for pay purposes. If unknown, leave blank. (YYMMDD)	49-54	6 N	DA-FA
8	OFFICER SERVICE DATE The date that establishes the beginning of continuous commissioned officer service, active and inactive and creditable for basic pay, adjusted to exclude enlisted service and breaks in service. (Used for calculation of gates for aviation services.) If unknown, leave blank. (YYMMDD)	55-60	6 N	DA-FA
9	AVIATION SERVICE DATE The initial date a commissioned officer was placed on flying status as a student officer at the flight training facility or the date of appointment as a warrant officer on completion of flight training. If the individual was a warrant officer on entry into flight school, the date is computed in the same manner as for a commissioned officer. Once established, time credited toward aviation service shall run without interruption. If unknown, leave blank (YYMMDD).	61-66	6 N	DA-FA
10	HEALTH PROFESSIONAL'S PAY ENTRY DATE The constructed date that established health professionals' date of entry into Federal service; used to establish base date for receipt of incentive and compensatory pay. If unknown, leave blank. (YYMMDD)	67-72	6 N	DA-FA
11	CURRENT STATE OR COUNTRY OF LEGAL RESIDENCE A person's fixed permanent, and principal residence for legal purposes. Enter the two character code. If unknown, leave blank.	73-74	2 AN	CO-GA CO-XV
12	FEDERAL TAXABLE WAGES (YEAR-TO-DATE) All basic pay, hazardous duty and incentive pay, is taxable. Transportation and travel allowances are taxable only if the payments are in excess of the actual expenses the Reservist incurs. Enter the total pay amount subject to Federal withholding.	75-79	PDS 9(9)	\$'s
13	FEDERAL TAX WITHHELD (YEAR-TO-DATE) An involuntary reduction in gross pay charged against an individual's earnings. It is withheld at its source for use by the Federal Government. Enter the total amount withheld for the calendar year-to-date.	80-84	PDS 9(9)	\$'s

<u>Rcd</u> <u>Fld</u>	<u>Description & Coding Remarks</u>	<u>Position</u>	<u>Definition</u>	<u>DoD</u> <u>Standard</u>
14	"FEDERAL INSURANCE COMPENSATION ACT" (FICA) WAGES (YEAR-TO-DATE) Enter the total pay subject to FICA taxes.	85-89	PDS 9(9)	\$'s
15	FICA TAXES WITHHELD (YEAR-TO-DATE) Enter total FICA taxes withheld.	90-94	PDS 9(9)	\$'s
16	STATE TAXABLE WAGES (YEAR-TO-DATE) Most States require Reservists to pay income tax on their Reserve pay. Any military pay subject to Federal withholding may be subject to State taxation. Enter total pay amount subject to State taxes.	95-99	PDS 9(9)	\$'s
17	STATE TAX WITHHELD (YEAR-TO-DATE) An involuntary reduction in gross pay charged against an individual's earnings. It is withheld at its source for use by the State government. Enter total amount withheld for the calendar year-to-date.	100-104	PDS 9(9)	\$'s
18	UNIT IDENTIFICATION CODE (UIC) Enter UIC of unit through which member is paid. If the standard Chairman, Joint Chiefs of Staff (CJCS), UIC is used, provide six characters of data. That field would then be left justified with blank padding on the right. If not applicable, enter. "wwwwwwwww."	105-112	8 AN	SERV. SPEC.
19	AUTHORIZED REGULAR DRILLS CURRENT FY Enter the total regular drills authorized for the current FY.	113-115	3 N	STD. PEND.
20	REPORTED PAID REGULAR DRILLS CURRENT MONTH A member of a Reserve component is entitled to one-thirtieth of the monthly basic pay prescribed for grade and years' service for the performance of each authorized period of regular inactive duty training (IDT) (drill or unit training assembly (UTA)).	116-118	3 N	STD. PEND.
21	ALL OTHER PAID REPORTED DRILLS CURRENT MONTH Report all drills other than regular drills for which member was paid.	119-121	3 N	STD. PEND.
22	UNPAID DRILLS REPORTED CURRENT MONTH Report all unpaid drills.	122-124	3 N	STD. PEND.
23	TOTAL BASE PAY ALL DRILLS Total paid to an individual for drills reported in data elements 20 through 21, above.	125-129	PDS 9(9)	\$'s

<u>Rcd</u> <u>Fid</u>	<u>Description & Coding Remarks</u>	<u>Position</u>	<u>Definition</u>	<u>DoD</u> <u>Standard</u>
24	AD TRAINING (ACDUTRA) DAYS REPORTED IN CURRENT MONTH The term "active duty" (AD) includes ACDUTRA, AD for training (ADT), full-time training duty (FTTD), annual training (AT), and attendance while in active Service at a school designated as a Service school by law or the Secretary concerned, temporary active duty (TAD), when the pay is chargeable to a Reserve appropriation, or in the case of the National Guard, FTTD, and other full-time duty. It does not mean "extended" AD (EAD). Enter the total number of active days for the current month.	130-132	3 N	STD. PEND.
25	AD FOR SPECIAL WORK (ADSW) All other AD not defined as "ACDUTRA" (data element 24, above). Enter the total number of active days for the current month.	133-135	3 N	STD. PEND.
26	BASIC AD PAY CURRENT MONTH That pay represents a Service member's basic pay for all AD. Enter total amount paid to individual for AD for data elements 24 and 25, above.	136-140	PDS 9 (9)	\$'s
27	BASIC ALLOWANCE FOR QUARTERS STATUS (BAQ) a. BAQ is payable to a member of a Reserve component ordered to AD with pay according to the pay grade in which serving or appointed for basic pay purposes b. A member of a Reserve component ordered to AD without pay is entitled to quarters in kind or commutation, thereof, as provided for in subparagraphs (1) and (2), below. When a Service member is ordered to AD "without pay and allowances," payment is not authorized. (1) Duty at the permanent duty station. BAQ shall be paid at the same rates and under the same conditions as provided for a member without dependents on AD with pay. (2) Duty at other than the permanent duty station. When Government quarters are not available, reimbursement for quarters is authorized. 1 = Receiving BAQ "with dependents." 2 = Receiving BAQ "without dependents." 3 = Receiving partial BAQ. 4 = Receiving BAQ "with dependents" living in inadequate Government quarters. 5 = Not receiving BAQ living in adequate quarters. 6 = Not applicable. 7 = Other. 9 = Unknown.	141	1 N	EN-PA

<u>Rcd Fld</u>	<u>Description & Coding Remarks</u>	<u>Position</u>	<u>Definition</u>	<u>DoD Standard</u>
28	BAQ AMOUNT CURRENT MONTH Enter total amount of BAQ payments for the current month.	142-146	PDS 9(9)	\$'s
29	BASIC ALLOWANCE FOR SUBSISTENCE (BAS) AMOUNT CURRENT MONTH Enter total amount of BAS payments for the current month.	147-151	PDS 9(9)	\$'s
30	AVIATION CAREER INCENTIVE PAY To provide additional pay for aviation service to increase the ability of the Uniformed Services to attract and retain officer volunteers in an aviation career. Enter the total compensation for the current month.	152-156	PDS 9(9)	\$'s
31	AIRBORNE WARNING AND CONTROL SYSTEMS (AWACS) CONTROLLER PAY CURRENT MONTH To provide additional pay to attract and retain the officer force necessary to man the AWACS. That incentive pay is based on grade and years of service. Enter the total compensation for the month.	157-161	PDS 9(9)	\$'s
32	CAREER SEA PAY CURRENT MONTH To provide a special payment to personnel serving on sea duty in recognition of the rigors attached to such duty and to efficiently target manpower dollars to improve the retention of personnel in sea service skills. Enter the total compensation for the month.	162-166	PDS 9(9)	\$'s
33	DIVING DUTY PAY CURRENT MONTH To provide additional pay to increase the ability of the Uniformed Services to attract and retain volunteers for diving duty, and to compensate for the more than normally dangerous character of such duty. Enter the total compensation for the month.	167-171	PDS 9(9)	\$'s
34	FOREIGN DUTY PAY CURRENT MONTH To provide a token extra payment to enlisted personnel serving at specific locations outside the United States, both as a morale factor and in recognition of the rigors of service at such locations. Enter the total compensation for the month.	172-176	PDS 9(9)	\$'s
35	HOSTILE FIRE PAY AND/OR IMMINENT DANGER PAY CURRENT MONTH To provide additional pay during periods of nominal peace as a token of recognition to personnel serving in a designated hostile fire area, and to personnel of a vessel, aircraft, or unit that engages in hostile action outside a designated hostile fire area. Enter the total compensation for the month.	177-181	PDS 9(9)	\$'s

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36	FOREIGN LANGUAGE PROFICIENCY PAY CURRENT MONTH To provide an additional monthly compensation to personnel with language proficiencies. Payment is based on the language codes; enter the total amount for the month.	182-186	PDS 9(9)	\$'s
37	FAMILY SEPARATION ALLOWANCE CODE 0 = No FSA pay. 1 = Type I - equal to "without dependents" BAQ for a Service member's grade. It is intended to defray the cost of two residences. 2 = Type II. 3 = Type I and II.	187	1 N	STD. PEND.
38	FAMILY SEPARATION ALLOWANCE (I and II) CURRENT MONTH To equitably reimburse members of the Uniformed Services involuntarily separated from their dependents for the average extra expenses that result from such separation, and to reimburse Service members who must maintain a home in the United States for their dependents and another home overseas for themselves for the average expenses of maintaining the overseas home. Enter the total compensation for the month.	188-192	PDS 9(9)	\$'s
39	VARIABLE HOUSING ALLOWANCE (VHA) Enter total compensation for the month.	193-197	PDS 9(9)	\$'s
40	HAZARDOUS DUTY INCENTIVE PAY I A = Flying Pay (Crew) B = Flying (Noncrew) C = Air Weapons Controller Crew Member D = Operational Submarine Duty Pay E = Continuous Submarine Duty Pay F = Parachute Duty Pay G = Flight Deck Duty Pay H = Demolition Duty Pay I = Experimental Stress Duty Pay K = Toxic Fuels Exposure Pay L = Toxic Fuels Exposure Pay M = Toxic Pesticides Duty Pay N = Halo Pay	198	1 A	STD. PEND.

<u>Rcd</u> <u>Fld</u>	<u>Description & Coding Remarks</u>	<u>Position</u>	<u>Definition</u>	<u>DoD</u> <u>Standard</u>
41	HAZARDOUS DUTY INCENTIVE PAY AMOUNT CURRENT MONTH To provide an additional pay to compensate military personnel in dangerous duty areas. Enter the total compensation for the month.	199-203	PDS 9(9)	\$'s
42	HAZARDOUS DUTY INCENTIVE PAY II See data element 40, above, for coding structure.	204	1 A	STD. PEND.
43	HAZARDOUS DUTY II INCENTIVE PAY AMOUNT CURRENT MONTH As defined for data element 41, above.	205-209	PDS 9(9)	\$'s
44	HAZARDOUS DUTY INCENTIVE PAY III See data element 40, above, for coding structure.	210	1 A	STD. PEND.
45	HAZARDOUS DUTY III INCENTIVE PAY AMOUNT CURRENT MONTH As defined for data element 41, above.	211-215	PDS 9(9)	\$'s
46	RESERVE COMPONENT INCENTIVE PROGRAMPEND TYPE A = Enlistment bonus (3 year prior Service only). B = Enlistment bonus (6 year prior Service only). C = Enlistment bonus (6-year nonprior Service only). D = Enlistment bonus (Converted from educational assistance). E = Reenlistment bonus (3 year, Selected Reserve). F = Reenlistment bonus (6 year, Selected Reserve). G = Reenlistment bonus (3 year, Individual Ready Reserve (IRR)). H = Reelishment bonus (6 year, IRR). J = Affiliation bonus (18 month, or less, left on Military Service obligation (MSO)). K = Affiliation bonus (18 months, or more, left on MSO). L = Stipend under Health Professionals Scholarship Program (HPSP). (Health professionals, officers only). M = HPSP for Selected Reserve Service (Health Professionals Officers only). N = HPSP for IRR Service (Health Professionals Officers only). O = HPSP for Selected Reserve Service (Health Professionals Enlisted only). P = HPSP for IRR Service (Health Professionals Enlisted only). Q = Bonus Test Program for Selected Reserve Health Care Professionals. W = Not applicable. Z = Unknown.	216	1 A	STD. PEND.

<u>Rcd</u> <u>Fld</u>	<u>Description & Coding Remarks</u>	<u>Position</u>	<u>Definition</u>	<u>DoD</u> <u>Standard</u>
47	RESERVE COMPONENT INCENTIVE PROGRAM PAYMENTS CURRENT MONTH Enter total compensation for the month.	217-221	PDS 9(9)	\$'s
48	RESERVE COMPONENT INCENTIVE PROGRAM. EDUCATION TYPE Enter the type of Reserve component educational incentive for any member of the Ready Reserve who is appointed, enlists, reenlists, affiliates, or extends in a Ready Reserve Program. That does not include the "Montgomery GI Bill". (reference(e)). A = Educational assistance (other than the "Montgomery GI Bill") (reference (e)). B = Educational assistance (converted from bonus). C = Educational loan repayment (enlisted only). D = Educational loan repayment (health professionals, officers only).	222	1 A	STD. PEND.
49	RESERVE COMPONENT INCENTIVE PROGRAM EDUCATION PAYMENTS CURRENT MONTH Enter total compensation for the month.	223-227	PDS 9(9)	\$'s
50	SPECIAL PAY FOR RESERVE MEDICAL OFFICERS PAYMENTS CURRENT MONTH To provide additional pay to increase the ability of the Uniformed Services to attract and retain a sufficient number of health professionals to meet health-care needs. Enter total entitlement for the current month.	228-232	PDS 9(9)	\$'s
51	UNIFORM CLOTHING ALLOWANCE PAYMENTS CURRENT MONTH To provide clothing, or the commuted value, thereof, to enlisted members of the Armed Forces adequate to enable them to satisfactorily perform their duties, and to reimburse officers for their purchase of required uniforms and equipment. Enter the total entitlement for the current month.	233-237	PDS 9(9)	\$'s
52	SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE CODE (SGLI) 0 = No coverage 1 = \$10,000 2 = \$20,000 3 = \$30,000 4 = \$40,000 5 = \$50,000	238	1 N	SE-RB

<u>Rcd</u> <u>Fid</u>	<u>Description & Coding</u> Remarks	<u>Position</u>	<u>Definition</u>	<u>DoD</u> <u>Standard</u>
53	SGLI FULL-TIME AND/OR PART-TIME INDICATOR F = Full time P = Part time N = No coverage	239	1 A	STD. PEND.
54	INCAPACITATION PAY AMOUNT PAID CURRENT MONTH Enter the total amount paid this month to a Service member while incapacitated.	240-244	PDS 9(9)	\$'s
55	INCAPACITATION PAY DAYS PAID CURRENT MONTH Enter the total days for which a Service member was paid incapacitation pay this month.	245-247	3 N	STD. PEND.
56	SEPARATION DATE (YYMMDD)	248-253	6 N	STD. PEND.
57	SEPARATION PAY AMOUNT <i>Enter: (1). The amount of the first annual special separation payment for members who have completed at least 20 years of qualifying service (under 10 U.S.C. 1332 reference (f)) and have been transferred to the Retired Reserve, or (2). The amount of the lump sum payment for members who are involuntary separated and have at least 6 years but less than 15 years of qualifying service (under Section 1332 of reference (f)).</i>	254-258	PDS 9(9)	STD. PEND.

Calculation of amount is as follows:

a. Special separation pay for members who have completed 20 years of qualifying service shall be paid annually for five years (except no payments are authorized after age 60). The annual amount is determined by multiplying by 12, the products of (1) the monthly basic pay (as of the date transferred to the Retired Reserves) the member would be entitled to if serving on active duty; and (2) a percentage equal to five percent plus one half of one percent for each full year of service calculated under 10 U.S.C. 1332 over twenty years, but not exceeding a maximum total of ten percent.

b. Separation pay for the lump sum entitled member is calculated as 15% of the product of the member's years of service, calculated under 10 U.S.C. 1332, and an amount equal to 62 times of the daily equivalent of the monthly basic pay to which the member would be entitled if serving on active duty at the time of discharge or transfer.

<u>Rcd</u> <u>Fld</u>	<u>Description & Coding Remarks</u>	<u>Position</u>	<u>Definition</u>	<u>DoD</u> <u>Standard</u>
58	SEPARATAION PAY INDICATOR Enter code below to identify special separation or separation payment. Special sep pmnt = SS Sep pmnt = SP	259-260	2A	STD. PEND.
59	MONTHLY BASIC PAY FOR COMPUTATION Enter the amount of monthly basic pay to which the individual would have been entitled if serving on active duty on the date of member's transfer to the retired Reserve or involuntary separation. This is the monthly basic pay used to calculate the separation or special separation payment.	261-265	PDS(9)	STD. PEND.
60a.	DATE OF TRANSFER TO RETIRED RESERVE (YYMMDD) Enter the date of a member's transfer to the Retired Reserve.	266-267	6N	STD. PEND.
60b.	DATE OF INVOLUNTARY DISCHARGE OR TRANSFER (YYMMDD) Enter the date of member's involuntary transfer from the Selected Reserve or discharge.			
61.	DATE OF BIRTH Enter member's birth date.	268-273	6N	DA-FA-AS