SC1411. SUBCHAPTER 1411

NONAPPROPRIATED FUND (NAF) CORPORATE PERSONNEL MANAGEMENT INFORMATION SYSTEM (MIS) TABLE OF CONTENTS

SECTIONS		Page
SC1411.1.	PURPOSE	1411-2
SC1411.2.	APPLICABILITY	1411-2
SC1411.3.	POLICY	1411-2
SC1411.4.	RESPONSIBILITIES	1411-3
SC1411.5.	REPORTING REQUIREMENTS	1411-3

TABLE

SC1411.T1.	NAF Employee File Record Format	1411-5

SC1411. SUBCHAPTER 1411

NONAPPROPRIATED FUND (NAF) CORPORATE PERSONNEL MANAGEMENT INFORMATION SYSTEM (MIS)

References: (a) DoD Instruction 1401.1, "Personnel Policy for Nonappropriated Fund Instrumentalities," November 15, 1985
(b) DoD 8910.1-M, "Management and Control of Information Requirements," June 11, 1993
(c) Section 6308 of title 5, United States Code
(d) Section 8347(q) of title 5, United States Code

SC1411.1. PURPOSE

To establish the DoD NAF Corporate Personnel MIS to assist the Office of the Assistant Secretary of Defense for Force Management Policy (ASD(FMP)) in fulfilling NAF personnel management oversight responsibilities described in DoD Instruction 1401.1 (reference (a)).

SC1411.2. APPLICABILITY

This subchapter applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Defense Agencies, the DoD Field Activities, and all the other organizational entities in the Department of Defense (referred to as "the DoD Components").

SC1411.3. POLICY

SC1411.3.1. The Heads of the DoD Components shall report key NAF workforce statistics to the Office of the Secretary of Defense consistent with this subchapter. The report control symbol for this requirement is DD-P&R(M)2022. See reference (b).

SC1411.3.2. Data requirements for the NAF Corporate Personnel MIS shall be reviewed periodically by the DoD NAF Personnel Policy Committee to ensure that the data is responsive to corporate management information needs.

SC1411.3.3. The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) may exempt NAF employers, who participate in the Defense Civilian Personnel

Data System (DCPDS), from the reporting requirements of this subchapter to the extent that the needed information is accessible in the modern DCPDS database.

SC1411.4. RESPONSIBILITIES

SC1411.4.1. The Assistant Secretary of Defense (Force Management Policy) shall be responsible for all personnel policy matters of DoD NAF employees, consistent with DoD Instruction 1401.1 (reference (a)).

SC1411.4.2. The Heads of the DoD Components shall implement and support NAF Corporate Personnel MIS policies, procedures, and requirements.

SC1411.5. REPORTING REQUIREMENTS

SC1411.5.1. File Coverage. The NAF Corporate Personnel MIS covers employees paid from NAFs, including active duty Military Service members working at NAF instrumentalities (NAFIs) during off-duty hours. Active duty personnel, whose duty assignment is to work at a NAFI shall not be reported in that file, as their pay comes wholly from appropriated funds.

SC1411.5.2. Reporting Frequency. Reports shall be provided monthly to the Defense Manpower Data Center (DMDC). The file "as of" date is the last day of the month. Files are due within 15 days of the "as of" date. For example, the April 30 file is due to the DMDC by May 15.

SC1411.5.3. File Type. Files shall be a status report of the covered workforce on the "as of" date of the file. Persons separating on the "as of" date are reported in the file.

SC1411.5.4. Data Specifications

SC1411.5.4.1. Numeric data shall be right-justified with leading zeros.

SC1411.5.4.2. Alpha and alphanumeric data shall be left-justified with trailing blanks. Alpha and alphanumeric data shall be in all upper case letters.

SC1411.5.5. Cartridge or Magnetic Tape Specifications

SC1411.5.5.1. Unlabeled or standard International Business Machines header and trailer labels.

SC1411.5.5.2. Density: 6250 bytes per inch (BPI) preferred, 1600 BPI accepted.

SC1411.5.5.3. Track: 9 track (if magnetic tape) or 18 track (if tape cartridge).

SC1411.5.5.4. Record length: 125 bytes.

SC1411.5.5.5. Block size: 12,500 bytes.

SC1411.5.5.6. Sequence: Ascending social security number (SSN).

SC1411.5.5.7. Character set: Extended Binary Coded Decimal Interchange Code (EBCDIC)

SC1411.5.6. External Label

SC1411.5.6.1. Cartridge or reel number.

SC1411.5.6.2. Return address (aids proper return of the file).

SC1411.5.6.3. Data set name (if internally labeled).

SC1411.5.6.4. Record length and block size.

SC1411.5.6.5. Covered Agency (e.g., the United States Army (USA), the United States Air Force (USAF), the Bureau of Naval Personnel (BUPERS), the Naval Exchange Command (NEXCOM), the United States Marine Corps (USMC), and the Army and Air Force Exchange Service (AAFES)).

SC1411.5.6.6. Report "as of" date.

SC1411.5.7. Accompanying Documentation

SC1411.5.7.1. Cartridge or reel number.

SC1411.5.7.2. File Type: NAF file. Assign: NAF file manager.

SC1411.5.7.3. Covered Agency (e.g., the USA, the USAF, the BUPERS, the NEXCOM, the USMC, and the AAFES).

SC1411.5.7.4. Report "as of" date.

SC1411.5.7.5. Record length and block size.

SC1411.5.7.6. Original or resubmission file indicator.

SC1411.5.7.7. Point of contact name and telephone number.

SC1411.5.7.8. Return address.

SC1411.5.8. Shipping Instructions. Cartridges or tapes shall be sent to the Defense Manpower Data Center, DoD Center Monterey Bay, Attn: NAF File Manager, 400 Gigling Road, Seaside, CA 93955-6771.

SC1411.5.9. Data Requirements. Table SC1411.T1. follows and lists the data requirements.

Table SC1411.T1. NAF Employee File Record Format

Record Field	Record Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks
1	001-004	NAFI Organization Code	AF00: Air Force NAFI. AR00: Army NAFI. DD36: AAFES. NV23: NEXCOM. NV22: Navy Bureau of Pers (BUPERS). NV27: Marine Corps NAFI.
2	005-013	Duty Station	The location of an employee's place of work. Duty station names and codes may be found at WEB site: www.gsa.gov. Select Public Information; select Geographic Locator Codes; select search for codes to get to the GSA Worldwide Geographic Location Code. The first and second positions indicate the State (if the code is numeric) or the U.S. possession, the U.S. administered area, or the foreign country (if the code is alphabetic). The third through the sixth positions indicate the city. The seventh through the ninth positions indicate the U.S. county. Submit zeros when city and/or county are not applicable.
3	014-018	NAF Personnel Office Identifier	Includes unit identification code (UIC); activity identification code; submitting office number (SON); personnel office identifier (POI); or BUPERS morale, welfare, and recreation (MWR) code.
4	019-027	Person Designator Identifier	Defense Data Dictionary System (DDDS) referral 13679 (approved). Report a SSN, if available, and if unavailable, report a pseudo SSN or other 9-byte alphanumeric person designator identifier.

Table SC1411.T1. NAF Employee File Record Format, continued

Record Field	Record Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks
5	028	Person Designator Type Code	DDDS referral 13680 (approved). S: SSN. X: Pseudo SSN.
6	029-067	Person Name	The name shall be shown in the following format: Last name, a space, first name, a space, and middle name. Do not use commas or periods in the name field.
7	068-075	Person Birth Date	DDDS referral 11322 (approved). Format: YYYYMMDD.
8	076	Person Sex Code	DDDS referral 11697 (approved). F: Female. M: Male.
9	077	Person Race Code	Not applicable to non-U.S. citizens employed outside the the U.S. territories, and the associated areas. A: American Indian and/or Alaskan native. B: Black or African American. C: White. D: Asian. E: Native Hawaiian or Other Pacific Islander. F: Not Applicable. Z: Unknown.
10	078	Person Hispanic Category Code	DDDS referral 23685 (approved). Not applicable to non-U.S. citizens employed outside the United States, the U.S. territories, and the associated areas. 1: Hispanic or Latino. 2: Not of Hispanic or Latino. 9: Not applicable.

Table SC1411.T1. NAF Employee File Record Format, continued

Record Field	Record Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks
11	079	U.S. Citizenship Status Code	1: U.S. Citizen. A citizen of the United States, by birth or Naturalization. (Includes U.S. nationals. A U.S. national, though not a citizen of the United States, owes permanent allegiance to the United States. Limited to natives of American Samoa and Swains Island.) 8: Not U.S. Citizen or National. All foreign nationals and/or local nationals shall be given that code. Example: A German employed in Germany, a Turk employed in England, a Japanese employed in the United States.
12	080-083	Civilian Occupation Series Code	For a list of domain values see WEB site: www.opm.gov/feddata/guidance.htm for the OPM Guide to Personnel Data Standards. Not applicable to non-U.S. citizens employed outside the United States, the U.S. territories, and the associated areas. If not applicable, submit "9999."
13	084	Employment Code (Work Schedule Agreement Duration Type Code)	DDDS referral 12687 (approved). R: Regular (Permanent). F: Flexible (Temporary).
14	085	Work Schedule Code (Work Schedule Agreement Category Code)	DDDS referral 12701 (approved). F: Full-time employment. P: Part-time employment.
15	086	Off-Duty Military Code	Y: Yes; a Military Service member on active duty (employed by a NAF activity during off duty hours). N: No; not a Military Service member on active duty.

Table SC1411.T1. NAF Employee File Record Format, continued

Record Field	Record Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks
16	087-088	Dependent-Sponsor Relationship Code	First position identifies whether dependent's sponsor is military (M) or civilian (C); second position indicates type of dependent. MA: Spouse of Military Service member on active duty. MB: Other dependent of Military Service member on active duty. CA: Spouse of a civilian. CB: Other dependent of a civilian. ZZ: Not applicable. Not a dependent of a sponsor.
17	089-090	Pay Plan Code	Not applicable to non-U.S. citizens employed outside the United States, the U.S. territories, and the associated areas. NA: NAF crafts and trades worker. NL: NAF crafts and trades leader. NS: NAF crafts and trades supervisor. NF: NAF payband. CC: NAF childcare. ZZ: Not applicable.
18	091-092	Pay Plan Grade Ordinal Identifier	01 through 19. 99: Not applicable.
19	093-094	Step	DDDS referral 20370 (approved). Report 01 through 05. 99: Not applicable.
20	095-099	Hourly Rate of Pay	Applicable only if pay is in U.S. currency. Report the amount of salary or wages paid for each hour of work. The amount is in dollars and cents with no decimal point. The amount is right justified with leading zeros. For example, report 8 dollars and 87 cents as "00887." Report 22 dollars and 50 cents an hour as "02250. If not applicable, report "99999."

Table SC1411.T1. NAF Employee File Record Format, continued

Record Field	Record Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks
21	100	Retirement Plan Code (Non-Tax Deferred Annuity Agreement Type Code)	DDDS referral 12723 (codes A and D are approved, other codes are pending). A: Civil Service Retirement System (CSRS). C: Federal Insurance Contribution Act (FICA) (and CSRS partial). D: Federal Employees Retirement System (FERS). N: NAF, Army. P: NAF, Navy/BUPERS. Q: NAF, Navy/NEXCOM. R: NAF, Marine Corps. S: NAF, Air Force. T: NAF, Army and Air Force Exchange Service (AAFES). Z: None.
22	101	Savings Plan (Tax Deferred Annuity Agreement Type Code)	DDDS referral 23390 (approved). A: Thrift Savings Plan. D: Army NAFI 401(k). E: BUPERS NAFI 401(k). F: NEXCOM NAFI 401(k). G: Marine Corps NAFI 401(k). H: Air Force NAFI 401(k). J: AAFES 401(k). Z: None.
23	102	Portability of Benefits Status Code	Identifies employees who moved after January 1, 1987, without a break in service of more than 3 days, to DoD NAF positions from DoD civil service positions. (Authority, Section 6308 of title 5, United States Code (reference (c)). Y: Covered by reference (c). N: Not covered.

Table SC1411.T1. NAF Employee File Record Format, continued

Record Field	Record Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks
24	103	Portability Retirement Election Code	Identifies employees who elected to remain in a civil service retirement plan (either the CSRS or the FERS) upon moving to NAF without a break in service of more than 1 year. The code also identifies those employees who made a retroactive election under Section 8347 (q) (reference (d)). A: Employee elected to remain in a civil service retirement plan. B: Under reference (d), employee retroactively elected to return to the CSRS or the FERS. C: Under reference (d), employee retroactively elected to have FERS service credited to NAF retirement plan for eligibility purposes only. D: Under reference (d), employee retroactively elected to have FERS service credited to NAF retirement plan for eligibility and computation purposes. Z: None of the above.
25	104	Bargaining Unit Position Status Code	Y: Covered by a bargaining unit. N: Not covered by a bargaining unit.
26	105-106	Person Physical and/or Mental Impairment Code	For a list of domain values, see DCPDS table 095. Not applicable to non-U.S. citizens employed outside the United States, the U.S. territories, and the associated areas. 99: Not applicable.
27	107	MWR Fund Category Code	A: MWR activity funded wholly by appropriated funds. B: MWR activity funded by a mix of appropriated and nonappropriated funds. C: MWR activity funded wholly by NAFs.

Table SC1411.T1. NAF Employee File Record Format, continued

Record Field	Record Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks
28	108-109	MWR Activity Code	01: Armed Forces professional entertainment program overseas. 02: Free admission motion pictures. 03: Physical fitness and aquatic training. 04: Library programs and information services. 05: On-installation parks and picnic areas. 06: Basic social recreation activities. 07: Shipboard, company, and/or unit level programs. 08: Sports and athletics (self-directed, unit level, and intramural). 09: Child development programs. 10: Youth activities. 11: Family child care. 12: School-age care. 13: Resource and referral. 14: Cable and/or community television. 15: Recreation information, tickets, and tours services. 16: Recreational swimming. 17: Directed outdoor programs. 18: Outdoor recreation equipment checkout. 19: Boating without resale or private berthing. 20: Camping (primitive and/or tents). 21: Riding stables, Government-owned or leased. 22: Amateur radio. 23: Performing arts (music, drama and theater). 24: Arts and crafts skill development. 25: Automotive crafts skill development. 26: Bowling (12 lanes or less). 27: Sports programs (above intramural level). 28: Joint-Service facilities and/or Armed Forces recreation centers. 29: Membership club program. 30: Non-membership program.

Table SC1411.T1. NAF Employee File Record Format, continued

Record Field	Record Position	Data Element Name	Data Element Description, Coding Instructions, and Remarks
28	108-109	MWR Activity Code (continued)	31: Snack bars incidental to operation of other programs. 32: Recreational lodging (cabins, cottages, trailers, trailer, and/or recreational vehicle parks with hook-ups). 33: Permanent change of station lodging facilities. 34: Flying program. 35: Parachute and sky diving program. 36: Rod and gun program. 37: Scuba and diving program. 38: Horseback riding. 39: Video program. 40: Resale. 41: Amusement and recreation machines and/or gaming. 42: Bowling (over 12 lanes). 43: Golf. 44: Boating (with resale or private boat berthing). 45: Equipment rental. 46: Unofficial commercial travel services. 47: Armed Services exchanges and related activities.
29	110	Appropriated Fund Severance Pay Entitlement	Identifies employees who were involuntarily separated from a DoD civil service position under conditions conveying severance pay eligibility. Appropriated fund severance payments were suspended because the employee moved to a DoD NAF position without a break in service of more than 3 days. Appropriated fund severance pay eligibility shall resume if employee is separated involuntarily from NAF. Y: Appropriated fund severance pay was suspended on movement to NAF. N: Not applicable. Code Y shall apply only if portability of benefits status code is "Y."
30	111	Blank	Reserved for future use.