



**DEPARTMENT OF DEFENSE**  
**CIVILIAN PERSONNEL HANDBOOK**

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians*

**July 11, 2023**

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## **SECTION 1: GENERAL HANDBOOK INFORMATION**

### **1.1. INTRODUCTORY MEMORANDUM.**



The Department of Defense (DoD) Digital Modernization Strategy is a roadmap that supports force modernization and the strategic use of data to create a competitive and operational advantage. It is the cornerstone for advancing innovation, improving capabilities, and mission success through a metric driven approach. Expanding the Department’s digital environment transforms processes to enable resilience and transparent decision-making. Therefore, data must be readily accessible, understandable, and trustworthy.

This handbook, *Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians*, serves as one of our mechanisms to access and manage workforce data. It also ensures standardization and uniform reporting of NAF data by establishing procedures and requirements for Department of Defense NAF Component employers to collect, maintain, and submit civilian personnel record data.

The guidance in this handbook is effective immediately with the expectation that Component NAF employers will begin submitting their personnel record data, based on system change priorities, to coincide with the implementation of the Defense Civilian Human Resources Management System. To ensure its accuracy and currency the Defense Civilian Personnel Advisory Service (DCPAS) NAF Personnel Policy Office will maintain the *Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians* handbook. In addition, the DCPAS NAF Personnel Policy Office is charged with the responsibility for monitoring Component NAF employer compliance and reporting.

Secretaries of the Military Department, Directors of Defense Agencies, and the Directors of Department of Defense Field Activities with independent appointing authority may issue supplemental guidance as authorized.

Address questions regarding this handbook to DCPAS NAF Personnel Policy, at [dodhra.mc-alex.dcpas.mbx.naf@mail.mil](mailto:dodhra.mc-alex.dcpas.mbx.naf@mail.mil).

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## **1.2. OVERVIEW.**

This handbook establishes procedural guidance and requirements for the collection, maintenance and submission of personnel record data of NAF direct hire civilians, (collectively referred to in this handbook as “NAF personnel”), paid partly or wholly from DoD Components with NAF employees. DoD NAF employers employ both U.S. citizens and non-U.S. citizens (legal resident aliens of the United States) within and outside the United States that may move in and out of active pay status, as well as active duty Military Service members working at Nonappropriated Fund Instrumentalities (NAFIs) during off-duty hours.

## **1.3. APPLICABILITY.**

a. This handbook applies to the Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff; the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies except as noted in paragraph 1.3.b., the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this handbook as “the DoD Components.”)

b. This handbook does not apply to intelligence and counterintelligence agencies, including the National Reconnaissance Office, the National Security Agency, the National Geospatial-Intelligence Agency, and the Defense Intelligence Agency.

c. This handbook applies to all DoD Components with NAF employees.

## **1.4. GENERAL GUIDANCE.**

This handbook establishes DoD NAF Civilian Personnel data requirements.

DoD will update this handbook to provide guidance for the submission of personnel data records when a designated DoD data collection and repository solution is identified.

## **1.5. STRATEGIC ALIGNMENT.**

This handbook aligns with the eight guiding principles of the DoD Digital Modernization Strategy, DoD Information Resource Management Strategic Plan Fiscal Year (FY) 2019-2023 and DoD’s Civilian Human Capital Operating Plan FY 2020-2026 to expand workforce data and human resources (HR) analytics to better support decision making.

## **1.6. REPORTING REQUIREMENTS.**

a. DoD Components are required to collect and maintain reportable workforce data. Data assets are to be available on whichever systems the information resides, and requirements for submitting DoD civilian personnel records to the appropriate Offices of the Secretary of Defense will be in accordance with Department of Defense Instruction (DoDI) 1400.25, Volume 1401,

“DoD Civilian Personnel Management System: General Information Concerning Nonappropriated Fund Personnel Policy.”

b. DoD Components with NAF employees will respond to data requests and reports in accordance with guidance published by DCPAS.

c. To enable increased data accessibility and availability, a comprehensive centralized repository of current and historical DoD civilian personnel data will be used for research, actuarial, and ad hoc analysis.

(1) Use extracts from the repository to provide specialized reporting on the civilian workforce in accordance with DoDI 3001.02, DoDI 6490.03, and Directive-type Memorandum 17-004.

(2) Use extracts from the repository in the Defense Enrollment Eligibility Reporting System to create and modify elements relevant to identity management and issuance of common access cards in accordance with DoDI 1000.25, Homeland Security Presidential Directive 12, and the Under Secretary of Defense for Personnel and Readiness Directive-Type Memorandum 08-003.

d. Personally identifiable information (PII) in the repository will be safeguarded following the requirements and procedures prescribed by DoD 5400.11-R and DoDI 5015.02. Individuals having access to PII may be held personally responsible and subject to criminal penalties, administrative disciplinary action, or both for unauthorized release of PII.

e. Use computer matching programs as prescribed in DoD 5400.11-R. Computer matching is conducted with other federal and non-federal agencies to:

(1) Verify eligibility for benefit programs and determine continued compliance with benefit program requirements.

(2) Recover improper payments made to or delinquent debts owed by federal personnel, including current and former employees.

## **1.7. DATA TRANSMISSION AND USE.**

DoD Components will transmit core civilian personnel data to the designated DoD data collection and repository solution. The Department will use the information received to support civilian human capital goals and initiatives, and human resources analytics through creation of dashboards, and specialized reporting on the NAF civilian workforce.

## **SECTION 2: PROCEDURES**

### **2.1. GENERAL GUIDANCE.**

Section 3, Civilian NAF Status Coding Instructions provides the DoD civilian personnel data requirements DoD NAF Component employers are required to collect and maintain. Two tables divide the data requirements.

Table 1 provides current DoD data requirements (Record Fields and Data Items 1 to 52) that should be immediately available. DoD NAF Component employers must review and ensure their data is meeting the coding requirements.

Table 2 provides new or augmented data requirements (Record Fields and Data Items 53 to 184) that the DoD NAF Component employers must track in their electronic systems and be prepared to submit to the Department. Data originating systems will differ between DoD NAF Component employers. NAF Component employers must prepare to make available the required data in the required format regardless of originating system.

DoD NAF employers will continue to adhere the requirements in DoDI 1444.02, Volume 2, “Data Submission Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians” until it sunsets. Thereupon the requirements of this handbook will supersede. In preparation, and to ensure a smooth and immediate transition to the requirements of this handbook, DoD Components will immediately begin to make the necessary system changes.

This handbook does not contain submission instructions. DoD will update this handbook to provide guidance for the submission of personnel data records when a designated DoD data collection and repository solution is identified.

## SECTION 3: CIVILIAN NAF STATUS CODING INSTRUCTIONS

### 3.1. CODING INSTRUCTIONS.

**Table 1. NAF Coding Instructions (Current Requirements)**

Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or Human Capital Operating Plan (HCOP) Metrics	Originating System
1. Social Security Number (SSN)	The number assigned to an employee’s social security account. Adhere to data standards established by the Office of Personnel Management (OPM).	9 C	Identity, Credential, and Access Management (ICAM)	HR/Payroll
2. DoD Electronic Data Interchange Person Identifier	A unique 10-digit identifier assigned to each person who has a record in the Defense Eligibility and Enrollment Record System database.	10 N	ICAM	HR
3. SSN Being Corrected	The SSN, previously submitted, that is being corrected. Adhere to data standards established by OPM.	9 C	ICAM	HR/Payroll
4. Last Name (Family)	Non-chosen, inherited, or married name by which a person is known or designated on all official transactions. This will include suffixes such as Jr., II, Sr., III, etc.	35 C	ICAM	HR/Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
5. First Name (Given)	Given, chosen, or often used first name by which a person is known or designated on all official transactions. Adhere to data standards established by OPM.	35 C	ICAM	HR/Payroll
6. Middle Name	Middle name or initial by which a person is known or designated on all official transactions. Adhere to data standards established by OPM.	35 C	ICAM	HR/Payroll
7. Date of Birth	An employee's date of birth. Adhere to data standards established by OPM.	8 C	Diversity, Equity, Inclusion and Accessibility (DEIA)	HR
8. Sex	An employee's sex. Adhere to data standards established by OPM.  M = Male F = Female	1 C	Volume 1403  DEIA	HR
9. U.S. Citizenship	The indicator of whether an employee is a U.S. citizen. Adhere to data standards established by OPM.	1 N	Volume 1403  DEIA	HR
10. Citizenship Country Code	Employee's country of citizenship. Adhere to data standards established by OPM.	2 C	Volume 1403 DEIA	HR
11. Race or National Origin	An employee's race or national origin. Adhere to data standards established by OPM. Applies only to those accessed prior to July 1, 2006.	1 C	Volume 1403 DEIA	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
12 - 16. Ethnicity and Race Identification:				
12. Race Identifier	American Indian or Alaska Native	1 N	Volume 1403 DEIA	HR
13. Race Identifier	Asian	1 N	Volume 1403 DEIA	HR
14. Race Identifier	Black or African American	1 N	Volume 1403 DEIA	HR
15. Race Identifier	Native Hawaiian or Other Pacific Islander	1 N	Volume 1403 DEIA	HR
16. Race Identifier	White	1 N	Volume 1403 DEIA	HR
17. Ethnicity Identifier	Hispanic or Latino	1 N	Volume 1403 DEIA	HR
18. Education Level	The level of an employee's education from an accredited institution. Adhere to data standards established by OPM.	2 N	Volume 1403 DoDI 1020.05	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
19. Year Degree or Certificate Attained	The calendar year during which the employee received the degree or certificate shown for educational level. Adhere to data standards established by OPM.	4 C	Volume 1403  DEIA	HR
20. Pay Plan	The code indicating an employee's pay category or schedule.  NA = NAF, crafts and trades worker  NL = NAF, crafts and trades leader  NS = NAF, crafts and trades supervisory  NF = NAF, pay band  CY = NAF, child and youth  XW = NAF, automotive mechanic nonsupervisory  XY = NAF, automotive mechanic leader  XZ = NAF, automotive mechanic supervisory	2 C	Volume 1405  Guide for Conducting Federal Wage System (FWS) Surveys for NAFI Employees  DEIA	HR
21. Grade or Pay Band	An indicator of hierarchical relationships among positions covered by the same pay plan or system.	2 C	Volume 1405  Guide for Conducting FWS Surveys for NAFI Employees  DEIA	HR/Payroll

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
22. Step	An indicator or a specific salary within a grade, level, class, rate, or pay band.	2 N	Volume 1405	HR/Payroll
23. Employee Pay Status	Indicates if the employee is or is not being paid. Adhere to data standards established by OPM.	1 C	DEIA	HR/Payroll
24. Work Schedule	The period of time, which an employee is scheduled to work.  F = Full-time  P = Part-time  Z = Unknown	1 C	ICAM  Volume 1403  DEIA	HR
25. Hourly Rate of Pay	Employee's hourly rate of pay.  Applicable only if pay is distributed in U.S. currency. Report the amount of salary or wages paid per hour of work.	5 N	Volume 1405  DEIA	HR/Payroll
26. Occupational Series	An employee's occupational series. Adhere to data standards established by OPM.	4 N	Volume 1407  DEIA	HR
27. Unit Identification Code (UIC)	The lowest unit to which the employee is assigned. Service codes are translated in the UIC address file. Defense Agency UIC's are not translated in that file.	6 C	ICAM  Personnel Accountability	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
28. Agency and Sub-element	The agency and, where applicable, the administrative subdivision (e.g., sub-element) in which a person is employed. The first and second positions of the code indicate the agency. The third and fourth positions indicate the administrative subdivision. If no sub-elements are assigned to an agency, the third and fourth positions are zeros (e.g., xx00). Adhere to data standards established by OPM.	4 C	ICAM  Personnel Accountability	HR
29. Personnel Office Identifier	The code that represents the NAF Personnel Office Identifier. Includes UIC, Activity Identification Code, Personnel Office Identifier (POI), and Navy Personnel Morale, Welfare, and Recreation (MWR) Code.	4 N	ICAM  Personnel Accountability	HR
30. Personnel Servicing Center Code	The on-site personnel office that handles the face-to-face customer activities for civilian personnel operations.	2 C	ICAM	HR
31-34. Duty Station (to include Duty Station State or Country, and City	The location of an employee's official worksite. Combined length of 9 bytes. Adhere to data standards established by OPM.			

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<b>Record Field and Data Item</b>	<b>Coding And Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
31. Duty Station State or Country	Indicates the state (if the code is numeric) or the U.S. possession, U.S. administered area, or foreign country (if the code is alphabetic).	2 C	Personnel Accountability  Guide for Conducting FWS Surveys for NAFI Employees	HR
32. Duty Station City	Indicates the city	4 N	Personnel Accountability  Guide for Conducting FWS Surveys for NAFI Employees	HR
33. Duty Station County	Indicates the county	3 N	Personnel Accountability  Guide for Conducting FWS Surveys for NAFI Employees	HR
34. Duty Station Zone Improvement Code (ZIP) Code	Report the ZIP code and extension for the employee's duty location. If only the five-position ZIP code is available, report it in the first five positions followed by four zeroes.	9 N	Personnel Accountability  Guide for Conducting FWS Surveys for NAFI Employees	HR
35. Service Computation Date (Leave)	An employee's service computation date for leave accrual purposes. This will include military service time. Adhere to data standards established by OPM.	8 C	Volume 1406	HR

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36. Bargaining Unit Membership Status Code	<p>The code that identify if employee's position is covered by a bargaining unit.</p> <p>Y = Covered by a bargaining unit</p> <p>N = Not covered by a bargaining unit</p>	1 C	<p>Volume 1471</p> <p>Volume 711</p>	HR
37. Disability	<p>The physical or mental impairment that substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others. Adhere to data standards established by OPM. Not applicable to non-U.S. citizens employed outside of the United States and its territories and associated areas.</p>	2 C	<p>Volume 1403</p> <p>DEIA</p> <p>DoDI 1020.05</p>	HR
38. NAF Activity Fund Category Code	<p>The code that indicates an MWR fund category code.</p> <p>A = NAF activity funded almost entirely by appropriated funds</p> <p>B = NAF activity funded by a mix of appropriated and nonappropriated funds</p> <p>C = NAF activity funded with minimal appropriated funds</p>	1 C	DoDI 1015.15	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
<p>39. Nonappropriated Fund Activity Code</p>	<p>NAF activities where NAF employment is authorized.</p> <p>01 = Armed Forces professional entertainment program overseas</p> <p>02 = Free admission motion pictures</p> <p>03 = Physical fitness and aquatic training</p> <p>04 = Library programs and information services</p> <p>05 = On-installation parks and picnic areas</p> <p>06 = Category A Recreation Centers (Military Personnel)</p> <p>07 = Shipboard, company, and/or unit level programs</p> <p>08 = Sports and athletics (self-directed, unit level, intramural)</p> <p>09 = Child development programs</p> <p>10 = Youth activities</p> <p>11 = Family child care</p> <p>12 = School age care</p> <p>13 = Resource and referral</p>	<p>2 N</p>	<p>DoDI 1015.15</p>	<p>HR</p>

	<p>14 = Cable or community television</p> <p>15 = Recreation information, tickets, and tours services</p> <p>16 = Recreational swimming</p> <p>17 = Directed outdoor programs</p> <p>18 = Outdoor recreation equipment checkout</p> <p>19 = Boating Program (Checkout and Lessons)</p> <p>20 = Camping (primitive and/or tents)</p> <p>21 = Riding stables, Government-owned or leased</p> <p>22 = Amateur radio</p> <p>23 = Performing arts (music, drama, and theater)</p> <p>24 = Arts and crafts skill development</p> <p>25 = Automotive crafts skill development</p> <p>26 = Bowling (16 lanes or less)</p> <p>27 = Sports programs (above intramural level)</p> <p>28 = Joint service facilities or armed forces recreation centers</p> <p>29 = Membership club program</p>			
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	<p>30 = Non-membership program</p> <p>31 = Snack bars incidentals to operation of other programs</p> <p>32 = Recreational lodging</p> <p>33 = Permanent change of station (PCS) lodging facilities</p> <p>34 = Flying program</p> <p>35 = Parachute and sky diving program</p> <p>36 = Rod and gun program</p> <p>37 = Scuba diving program</p> <p>38 = Horseback riding</p> <p>39 = Video program</p> <p>40 = Resale</p> <p>41 = Amusement and recreation machines or gaming</p> <p>42 = Bowling (over 16 lanes)</p> <p>43 = Golf</p> <p>44 Marinas (resale or private boat berthing)</p> <p>45 = Equipment rental (other than outdoor recreation equipment rental)</p> <p>46 = Unofficial commercial travel services</p>			
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	<p>47 = Armed services exchanges and related activities</p> <p>48 = Single Service Member Program</p> <p>49 = Community Programs</p> <p>50 = Category B Recreation Center (Military &amp; Family Members)</p> <p>51 = Techno Centers</p> <p>52 = Other Special Interest Programs</p> <p>53 = Aquatics Centers (Water Theme Parks)</p> <p>54 = Base Theater Film Program</p> <p>55 = Vehicle Storage</p> <p>56 = Animal Kennels</p> <p>57 = Food, Beverage, and Entertainment Programs</p> <p>58 = Relocation Assistance</p> <p>59 = Non-Medical Individual and Family Counseling</p> <p>60 = Personal and Family Life Education</p> <p>61 = Personal Financial Management Services</p> <p>62 = Information and Referral Services</p> <p>63 = Deployment Services</p>			
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	<p>64 = Exceptional Family Member Program</p> <p>65 = Child Abuse Prevention and Response Services</p> <p>66 = Emergency Family Assistance</p> <p>67 = Transition Assistance</p> <p>68 = Family Advocacy Program</p> <p>69 = Sexual Assault Prevention and Response Services</p> <p>70 = Temporary Duty (TDY) Lodging</p> <p>71 = Military Treatment Facility Lodging</p> <p>72 = Military Service Academy</p> <p>73 = Vehicle Registration (For example, Army U.S. Army Europe (USAREUR))</p> <p>74 = Chaplain Services</p> <p>75 = Veterinary Services</p> <p>76 = Supplemental Mission Funds</p> <p>77 = Special Purpose Central Funds</p>			
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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
40. Appropriated Fund Severance Pay Entitlement	<p>Identifies employees who are involuntarily separated from a DoD civil service position under conditions conveying severance pay eligibility. Appropriated fund severance payments 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 will resume if the employee is involuntarily separated from NAF. Indicate the NAF employee's appropriated fund severance pay entitlement.</p> <p>Y = Appropriated fund severance pay suspended upon movement to NAF.</p> <p>N = Not applicable.</p>	1 C	Volume 1417	HR

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41. Personnel Departure from Pre-Deployment Location Date	The date the employee departed from the pre-deployment duty location to support a DoD operation, e.g., detail, temporary duty. Report if the transaction documents the deployment-related personnel action (currently Defense Civilian Personnel Data System (DCPDS) Nature of Action Codes (NOACS) 921, 922, and 923. Resubmit this element as further updates to the deployment take place.	8 C	Volume 1412  Personnel Accountability	HR
42. Personnel Arrival in Theater Date	The date the deployed employee arrived in theater to support a DoD operation. Report if the transaction documents the deployment-related personnel action (DCPDS NOACS 921, 922, and 923.) Resubmit this element as further updates to the deployment take place.	8 C	Volume 1412  Personnel Accountability	HR
43. Personnel Deployment Duty Location Country Code	The state or country code where the employee deployed to support a DoD operation. Report if the transaction documents the deployment-related personnel action (currently DCPDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	2 C	Volume 1412  Personnel Accountability	HR

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44. Personnel Deployment Unit Identifier	The unit identifier code of an employee while deployed to support a DoD operation. The unit identifier will be for the attached (not the assigned) unit. Report if the transaction documents the deployment-related personnel action (currently DCPDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	8 C	Volume 1412  Personnel Accountability	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
45. Personnel Departure from Theater Date	Date the deployed employee departed theater after supporting a DoD operation. In the status file, report the reassignment not to exceed (NTE) date or the extension of reassignment NTE date while the employee remains in theater. After departing theater, report the actual departure date and continue to report it as long as the employee remains in a post-deployment assigned duty location. If the employee redeploys, report only the new reassignment NTE date or the new extension of reassignment NTE date. Report if the transaction documents the deployment-related personnel action (currently DCPDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	8 C	Volume 1412	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
46. Personnel Arrival Post Deployment Duty Location Date	The date the formerly deployed employee returned to the post-deployment duty location after supporting a DoD operation. Report blanks while the employee is deployed. Report if the transaction documents the deployment-related personnel action (currently DCPDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	8 C	Volume 1412	HR
47. Personnel Deployment Operation Code	The alpha-numeric operation code identifying the DoD operation aided by the employee while deployed. Report if the transaction documents the deployment-related personnel action (currently DCPDS NOACs 921, 922, and 923). Resubmit this element as further updates to the deployment take place.	3 C	Volume 1412	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
48. Portability of Benefits Status Code	<p>The code that identifies the portability of benefits. 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.</p> <p>Y = Covered by Public Law (PL) 101-508</p> <p>N = Not covered</p>	1 C	Portability of Benefits as described in Volume 1408	Benefits

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
49. Portability Retirement Election Code	<p>Identifies employees who moved on or after August 10, 1996 without a break in service of more than 1 year in accordance with PL 104-106. Employees who elected to remain in a Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) and/or made a retroactive election.</p> <p>A = Employee elected to remain in civil service retirement plan.</p> <p>B = Elected to have FERS service credited for eligibility</p> <p>C = Elected to have FERS service credited for eligibility and computation</p> <p>Z = None of the above</p>	1 C	Portability of Benefits as described in Volume 1408	Benefits
50. Service Computation Date (Length of Service)	An employee's service computation date for Length of Service purposes.	8 C	Volume 1471	HR
51. Service Computation Date	An employee's service computation date for Business Based Action (BBA) purposes.	8 C	Volume 1408	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
52. Fair Labor Standards Act (FLSA) Status	<p>Indicates an employee's FLSA status in accordance with Part 551 of Title 5, Code of Federal Regulations (CFR).</p> <p>E = Exempt employee. An employee who is exempt from the minimum wage and overtime provisions of the FLSA.</p> <p>N = Nonexempt employee. An employee who is subject to the minimum wage and overtime provisions of the FLSA.</p>	2 C	Volume 1405	HR/Payroll

**Table 2. NAF Coding Instructions (New Requirements)**

Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics	Originating System
53. Health Plan	<p>Employee’s currently enrolled health benefits plan (HBP).</p> <p>01 = NAF HBP Single</p> <p>02 = NAF HBP Single + Spouse</p> <p>03 = NAF HBP Single + Child(ren)</p> <p>04 = NAF HBP Single + Spouse + Child(ren)</p> <p>05 = NAF HBP outside of continental United States (OCONUS)/Post 65 Single</p> <p>06 = NAF HBP OCONUS/Post 65 Single + Spouse</p> <p>07 = NAF HBP OCONUS/Post 65 Single + Child(ren)</p> <p>08 = NAF HBP OCONUS/Post 65 Single + Spouse + Child(ren)</p> <p>09 = NAF High Deductible Health Plan (HDHP) Single</p>	2 N	Volume 1408	Benefits

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	<p>10 = NAF HDHP Single + Spouse</p> <p>11 = NAF HDHP Single + Child(ren)</p> <p>12 = NAF HDHP Single + Child(ren) + Spouse</p> <p>13 = NAF HDHP OCONUS/Post 65 Single</p> <p>14 = NAF HDHP OCONUS/Post 65 Single + Spouse</p> <p>15 = NAF HDHP OCONUS/Post 65 Single + Child(ren)</p> <p>16 = NAF HDHP OCONUS/Post 65 Single + Spouse + Child(ren)</p> <p>17 = Health Maintenance Organization (HMO)</p> <p>18 = Declined Enrollment</p> <p>19 = Not Eligible</p>		
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*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
54. Dental Plan (Carrier and Enrollment Category)	<p>Employees currently enrolled dental benefits plan.</p> <p>01 = NAF HBP Single</p> <p>02 = NAF HBP Single + Spouse</p> <p>03 = NAF HBP Single + Child(ren)</p> <p>04 = NAF HBP Single + Spouse + Child(ren)</p> <p>05 = NAF HDHP Single</p> <p>06 = NAF HDHP Single + Spouse</p> <p>07 = NAF HDHP Single + Child(ren)</p> <p>08 = NAF HDHP Single + Spouse + Child(ren)</p> <p>09 = Stand Alone Single</p> <p>10 = Stand Alone Single + Spouse</p> <p>11 = Stand Alone Single + Child(ren)</p> <p>12 = Stand Alone Single + Child(ren) + Spouse</p> <p>13 = HMO + Dental</p> <p>14 = Not Eligible</p> <p>15 = Declined Enrollment</p>	2 N	Volume 1408	Benefits

Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics	Originating System
55. Retirement Plan Code	<p>The code that represents the employee’s retirement plan.</p> <p>1 = CSRS</p> <p>2 = Federal Insurance Contribution Act (FICA) only</p> <p>K = Federal Employees Retirement System (FERS) and FICA</p> <p>KF = FERS Further Revised Annuity Employees (FRAE) FICA</p> <p>KR = FERS Revised Annuity Employees (RAE)</p> <p>A = NAF, Army</p> <p>B = NAF, Navy/Commander, Navy Installations Command (CNIC)</p> <p>C = NAF, Navy/Navy Exchange Command (NEXCOM)</p> <p>D = NAF, Air Force</p> <p>E = NAF, Navy/Marine Corps</p>	2 C	Volume 1408	Benefits

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

	F = NAF, Army and Air Force Exchange Service (AAFES)  G = NAF, Coast Guard  W = Eligible but not enrolled  Z = Not eligible for retirement coverage			
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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
56. Savings Plan	<p>The code that represents the employee's savings plan.</p> <p>NA = Army NAF 401(k)</p> <p>NB = CNIC NAF 401(k)</p> <p>NC = NEXCOM 401(k)</p> <p>ND = Air Force NAF 401(k)</p> <p>NE = Marine Corps NAFI 401(k)</p> <p>NF = AAFES 401(k)</p> <p>NG = Coast Guard NAF 401(k)</p> <p>NX = Thrift Savings Plan</p> <p>NY = Thrift Savings Plan Roth</p> <p>W = Eligible but not enrolled</p> <p>Z = Not eligible</p>	2 C	Volume 1408	Benefits

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
57. Citizenship Basis Code / Citizenship Origin Code	<p>The code that represents the means by which a U.S. citizen established citizenship.</p> <p>A = Immigrant Alien</p> <p>K = U.S. citizen, born abroad of U.S. parents</p> <p>L = Dual citizen</p> <p>N = Non U.S. citizen</p> <p>P = Philippine nonimmigrant alien</p> <p>S = U.S. citizen naturalized</p> <p>U = U.S. citizen by birth, born in the U.S. and in U.S. territories</p> <p>X = Citizenship not recorded in personnel database</p> <p>Z = unknown despite research to establish it</p>	1 C	Volume 1403 DEIA	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
58. Employment Category	Employment category pursuant to DoDI 1400.25, Volume 1403, “DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Employment.”  RFT = Full Time  RPT = Part Time  FLX = Flexible  FLS = Flexible Seasonal	3 C	Volume 1403  DEIA	HR  PAYROLL
59. Job Title Description	Official classification title description of the position of the employee	35 C	Guide for Conducting FWS Surveys for NAFI Employees	HR

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Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics	Originating System
60. Functional Community	<p>Adhere to the Functional Community Construct to crosswalk occupational series to the functional community.</p> <p><a href="https://www.dcpas.osd.mil/sites/default/files/2021-05/Functional_Community_Construct-JUL2020.pdf">https://www.dcpas.osd.mil/sites/default/files/2021-05/Functional_Community_Construct-JUL2020.pdf</a></p> <p>01-Administrative Support</p> <p>02-Contracting</p> <p>03-Cyber</p> <p>04-Education</p> <p>05-Engineering (Non-Construction)</p> <p>06-Environment Management</p> <p>07-Facilities Engineering Management</p> <p>08-Financial Management</p> <p>09-Foreign Affairs</p> <p>10-Human Resources</p> <p>11-Intelligence</p> <p>12-Law Enforcement</p> <p>13-Legal</p>	2 N	<p>HCOP</p> <p>Volume 1407</p> <p>DoD Occupational Series to Career Program Matrix</p>	HR

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	14-Logistics			
	15-Medical			
	16-Military Community and Family Support			
	17-Miscellaneous Occupational Series			
	18-Public Affairs			
	19-Quality Assurance			
	20-Safety & Public Safety			
	21-Science & Technology			
	22-Security			

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
61. TCP Code	The code that identifies how an employee is paid.  T = Tipped C = Commissioned P = Piece work	1 C	Guide for Conducting FWS Surveys for NAFI Employees  Volume 1405	HR  Payroll

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
62. Military Affiliation	<p>The code that represents an employee's military affiliation.</p> <p>MA = Employee is an enlisted military member on active duty (employed by an NAF activity during off duty hours)</p> <p>MR = Employee is a retired member of the military, receiving military retirement pay</p> <p>MV = Employee is a military veteran not receiving military retirement pay</p> <p>MS = Spouse of military member on active duty</p> <p>MB = Other dependent of military member on active duty</p> <p>MG = Gold Star Spouse</p> <p>MC = Gold Star Child</p> <p>MY = Spouse or dependent of a retired military member</p> <p>ZZ = Not military affiliated</p>	2 C	Volume 1403	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
63. Bargaining Unit Status	<p>Identify the bargaining unit status (BUS) of employee's position. Adhere to data standards established by the OPM.</p> <p>Include SPECIAL CODES</p> <p>6666 Bargaining unit status is in transition because of a mass transfer.</p> <p>7777 Eligible but not in a bargaining unit.</p> <p>8888 Ineligible for inclusion in a bargaining unit.</p>	4 C	<p>Volume 1471</p> <p>Volume 711</p> <p>OPM/Federal Prevailing Rate Advisory Committee data requests</p>	HR
64. Union Name	Indicates the name of labor organization representing employee.	35 C	Volume 1471	HR
65. Emergency Essential Position	<p>Indicates if the position is designated as an Emergency Essential Position</p> <p>Y = Yes N = No</p>	1 C	Volume 1403	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
66. Supervisory Status	<p>The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's current position. Adhere to DoD Instruction Guide: Supervisory And Managerial Position/Person Data Coding Defense Civilian Personnel Data System And The Defense Civilian Human Resources Management System: <a href="https://www.dcpas.osd.mil/sites/default/files/2021-10/DoDGuideNewMSCodingReqsDecember_20_2021_v2.pdf">https://www.dcpas.osd.mil/sites/default/files/2021-10/DoDGuideNewMSCodingReqsDecember_20_2021_v2.pdf</a></p> <p>2 = Supervisor or Manager                      4 = Supervisor, Civil Service Reform Act (CSRA), Section 7103(a)(10) of Title 5 United States Code (U.S.C.)                      5 = Management Official, CSRA                      6 = Leader                      7 = Team Leader                      8 = Non-Supervisory</p>	1 N	Volume 1407  Volume 1403  Department of Defense 2019 Managerial and Supervisory Learning and Evaluation Framework	HR

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
67. Supervisor Responsibility Level	<p>The level of managerial, supervisory, or non-supervisory responsibility assigned to an employee's current position. Adhere to DoD Instruction Guide: Supervisory And Managerial Position/Person Data Coding Defense Civilian Personnel Data System And The Defense Civilian Human Resources Management:  <a href="https://www.dcpas.osd.mil/sites/default/files/2021-10/DoDGuideNewMSCodingReqsDecember_20_2021_v2.pdf">https://www.dcpas.osd.mil/sites/default/files/2021-10/DoDGuideNewMSCodingReqsDecember_20_2021_v2.pdf</a></p> <p>1 = 1<sup>st</sup> Level Supervisor                      2 = Mid-level Supervisor                      3 = Manager                      4 = Supervisor                      5 = Management Official                      6 = Leader                      7 = Team Leader                      8 = Non-Supervisory                      9 = Executive/Senior Level Supervisory</p>	1 N	Volume 1403  Volume 1407  Department of Defense 2019 Managerial and Supervisory Learning and Evaluation Framework	HR

Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics	Originating System
68. Supervisor and Manager Probation Period Completion Code	<p>The code that identifies if a Supervisor or Manager has completed the probationary period for their current position. Adhere to DoD Instruction Guide: Supervisory And Managerial Position/Person Data Coding Defense Civilian Personnel Data System And The Defense Civilian Human Resources Management System:</p> <p><a href="https://www.dcpas.osd.mil/sites/default/files/2021-10/DoDGuideNewMSCodingReqsDecember_20_2021_v2.pdf">https://www.dcpas.osd.mil/sites/default/files/2021-10/DoDGuideNewMSCodingReqsDecember_20_2021_v2.pdf</a></p> <p>0 = Not required                      1 = Currently on Supervisory Probation                      2 = Supervisory Probation Completed                      3 = Managerial Probation Completed                      4 = Currently on Managerial Probation                      5 = N/A - DO NOT USE                      6 = Waived</p>	1 N	<p>Volume 1407</p> <p>Volume 1403</p> <p>Department of Defense 2019 Managerial and Supervisory Learning and Evaluation Framework</p>	HR

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Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics	Originating System
69. Supervisor/ Manager Probationary Period Begin Date	The date a Supervisor or Manager started the probationary period for their current position.	8 C	Volume 1403  Department of Defense 2019 Managerial and Supervisory Learning and Evaluation Framework	HR
70. Supervisory / Manager Probationary Period End Date	The date a Supervisor or Manager completed the probationary period for their current position.	8 C	Volume 1403  Department of Defense 2019 Managerial and Supervisory Learning and Evaluation Framework	HR
71. Employee Eligibility To Participate In Telework Indicator	Indicates the employer's determination of whether or not an employee is eligible to participate in telework. Adhere to data standards established by the OPM.	1 C	Volume 1406  DoDI 1035.01  HCOP: Work-Life balance	HR
72. Position Eligibility To Participate In Telework Indicator	Indicates the employer's determination of whether or not a position is eligible to participate in telework.  Y = Yes N = No	1 C	Volume 1406  DoDI 1035.01  HCOP: Work-Life balance	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
73. NF-6 Senior Executive Probationary Period	<p>The code that identifies the Senior Executive has completed the probationary period for their current position.</p> <p>0 = Not required</p> <p>1 = Currently on Senior Executive Probation</p> <p>2 = Senior Executive Probation Completed</p>	1 N	Volume 1403	HR

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Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics	Originating System
74. NF-6 Senior Executive Probationary Period Begin Date	The date a Senior Executive started the probationary period for their current position	8 C	Volume 1403	HR
75. NF-6 Senior Executive Probationary Period End Date	The date a Senior Executive completed the probationary period for their current position.	8 C	Volume 1403	HR
76. NF-6 Senior Executive Probationary Period	The code that identifies a Senior Executive has completed the probationary period for their current position.  Y = Yes N = No	1 C	Volume 1403	HR
77. Transportation agreement	The code that identifies if an employee received transportation costs in the position they are currently in.  Y = Yes N = No	1 C	Volume 1412  Volume 1405	HR
78. Domestic Employees Teleworking Overseas (DETO)	The code that identifies if an employee is currently working overseas on a DETO.  Y = Yes N = No  Please make sure to update DETO location.	1 C	Volume 1406  DoDI 1035.01  HCOP: Work-Life balance	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
79. Date DETO approved	Date DETO is approved by Department of State	8 C	HCOP: Work-Life balance  Section 2370 of Volume 3, Department of State Foreign Affairs Manual (3 FAM 2370)	HR
80. Remote/ Telework Agreement Type	Indicates the type of remote or telework arrangement employee has with the employing agency. Adhere to data standards established by the OPM.	2 C	HCOP: Work-Life balance  DoDI 1035.01	HR/Payroll

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
81. Hiring Considerations and Preferences	<p>Select the appropriate hiring preference or consideration exercised when the employee is hired for the position they currently occupy.</p> <p>A = NAF reemployment priority list (RPL) placement at NAF activity from which separated by BBA</p> <p>B = Military Spouse Preference (MSP)</p> <p>C = Involuntary and Certain Voluntarily Separated Service Member Preference</p> <p>D = Family Member Preference in Foreign Areas</p> <p>E = Current NAF employee hiring consideration</p> <p>F = NAF RPL Priority Consideration within the local commuting area</p> <p>G = Veteran’s Priority Consideration</p> <p>H = Service Connected Family Members – Spouses of 100% Disabled Service Members</p> <p>I = Service Connected Family Members – Gold Star Spouses and Children</p> <p>J = Hired noncompetitively</p>	1 C	Volume 1403	HR

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	K = Hired competitively without preference or consideration			
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Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics	Originating System
82. Industry Program Expert	Indicates if employee is an Industry Program Expert (IPE)  Y = Yes N = No	I C	Volume 1403	HR
83. Noncompetitive Hiring	If the employee was noncompetitively hired, select the appropriate program under which they were hired.  A = None, hired competitively  B = Veteran with Service-Connected Disability  C = Former NAF Employee reinstated  D = DoD-OPM Interchange  E = Emergency Hire Employee  H = CY Program Assistant Transfer	I C	Volume 1403	HR
84. Uniform Funded Management (UFM)	Indicates the position is currently funded by UFM. Y = Yes N = No	I C	DoDI 1015.15	HR/Payroll

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
85. Selective Service Registration	<p>Enter the status of the employee's selective service registration.</p> <p>AA = Not required to register.</p> <p>BB = Registered</p> <p>C1 = Did not register, determination made by OPM</p> <p>C2 = Did not register, determination made by Air Force NAF</p> <p>C3 = Did not register, determination made by Army NAF</p> <p>C4 = Did not register, determination made by AAFES</p> <p>C5 = Did not register, determination made by CNIC</p> <p>C6 = Did not register, determination made by NEXCOM</p> <p>C7 = Did not register, determination made by Marine Corps</p>	2 C	Volume 1403	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
86. Official Performance Rating	Indicates employee's official performance rating per the five level rating scale, with depicting 1 being the least productive.  1 - Unsatisfactory 2 - Minimally satisfactory 3 - Satisfactory 4 - Excellent 5 - Outstanding	1 N	Volume 1404	HR
87. Performance Rating Date	Indicates date of current performance rating.	8 C	Volume 1404	HR
88. Post Allowance Eligibility	The code that represents an employee's post allowance entitlement.  Y = Yes N = No	1 C	Volume 1412	HR

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89. Investigation Type Tier	Indicates employee's investigation tier.  1 - Tier 1 (Non-Sensitive Low Risk positions/Physical and/or Logical Access (HSPD-12)) 2 - Tier 2 (Non-Sensitive Moderate Risk (Public Trust positions)) 3 - Tier 3 (Non-Critical Sensitive positions requiring Confidential, Secret Access Eligibility) 4 - Tier 4 (Non-Sensitive High Risk (Public Trust) positions) 5 - Tier 5 (Critical Sensitive positions requiring Top Secret, Sensitive Compartmented Information (SCI) Access Eligibility)	1 C	Volume 731	HR
90. Position Sensitivity And Risk	The designation of the risk and sensitivity associated with a position. Adhere to data standards established by the OPM	1 C	Volume 731	HR
91. Background Investigation Initiation Date	Indicates the date background investigation was initiated.	8 C	Volume 731	HR
92. Background Investigation Completion Date	Indicates the date background investigation was completed.	8 C	Volume 731	HR
93. Background Investigation Adjudication Date	Indicates the date background investigation adjudication determination was made.	8 C	Volume 731	HR

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
94. Line of Sight Supervision (LOSS)	Indicates if employee is working under LOSS.  Y = Yes N = No	1 C	Volume 731	HR
95. Date LOSS started	Date employee placed under LOSS.	8 C	Volume 731	HR
96. Date LOSS ended	Date employee removed from LOSS.	8 C	Volume 731	HR
97. Flexible Spending Account (FSA)	Indicates employee enrollment in an FSA.  Y = Yes N = No	1 C	Volume 1408	Benefits

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
98. Dependent Care Spending Account	Indicates employee enrollment in the Dependent Care Spending Account.  Y = Yes N = No	I C	Volume 1408	Benefits
99. Long-Term Care Insurance	Indicates employee enrollment in the employer Long-Term Care program.  Y = Yes N = No	1 C	Volume 1408	Benefits
100. Life Insurance	Indicates employee enrollment in the employer Life Insurance Program.  Y = Yes N = No	1 C	Volume 1408	Benefits
101. Health Savings Account	Indicates employee enrollment in the Health Savings Account.  Y = Yes N = No	1 C	Volume 1408	Benefits
102. Portability Retirement Election Code	Identifies employees who moved after December 28, 2001 without a break in service of more than 1 year in accordance with PL 107-107 who elected to remain in a civil service retirement plan, either CSRS or FERS.  Y = Covered by PL 107-107 N = Not covered	1 C	Portability of Benefits as described in Volume 1408	Benefits

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
103. Pay Period End Date	End date of the pay period.	8 C		Payroll
104. Pay Period Number	Payroll-provider specific payroll run number.	8 C		Payroll
105. Pay Period Start Date	Start date of the pay period.	8 C		Payroll
106. Administrative Leave Hours Used	Number of administrative leave hours used during the pay period.	2 N	Volume 1406	Payroll
107. Annual Leave Balance Hours	The employee's current annual leave balance in hours at the end of the pay period.	3 N	Volume 1406	Payroll
108. Annual Leave Donation Amount	Amount of Annual Leave donated by employee.	6 N	Volume 1406	Payroll
109. Annual Leave Hours Used	Number of annual leave hours used during the pay period.	2 N	Volume 1406	Payroll
110. Cash Award Amount	Gross dollar amount of an award or bonus given as cash.	6 N	Volume 1471	Payroll
111. Time-off Award Hours	The number of hours earned as a time-off award.	3 N	Volume 1471	Payroll
112. Time-off Award Hours Used	The number of award hours associated with time-off award used.	3 N	Volume 1471	Payroll
113. Balance Credit Hours	Remaining balance of any credit hours the employee has earned during the pay period under alternate work schedule (AWS)/flexible work schedule.	3 N	Volume 1406	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
114. Basic Pay - Pay Period	The basic pay period based upon an employee's pay plan, grade/level, step/rate, and occupational series, before adding any additional pay and allowance.	6 N	Volume 1405	Payroll
115. Compensatory Time Earned	Number of compensatory time hours in lieu of overtime hours earned during the pay period.	3 N	Volume 1406	Payroll
116. Compensatory Time Used	Number of compensatory hours used during the pay period.	3 N	Volume 1406	Payroll
117. Compensatory Time For Religious Purposes Earned	Number of compensatory hours for religious purposes earned during the pay period.	3 N	Volume 1406	Payroll
118. Compensatory Time For Religious Purposes Used	Number of compensatory hours used for religious purposes during the pay period.	3 N	Volume 1406	Payroll
119. Compensatory Time Earned for Travel	Number of compensatory time hours for travel earned during the pay period.	2 N	Volume 1406	Payroll
120. Compensatory Time For Travel Used	Number of compensatory time hours for travel used during the pay period.	2 N	Volume 1406	Payroll
121. Court Leave Hours Used – Administrative Leave	Number of court leave hours used during the pay period.	2 N	Volume 1406	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians  
Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
122. Credit Hours Earned	Number of credit hours earned during the pay period under an AWS.	2 N	Volume 1406	Payroll
123. Credit Hours Used	Number of credit hours used during the pay period under an AWS.	2 N	Volume 1406	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
124. Disabled Veteran Leave - End Date Of Usage Period	End date of 12-month eligibility period during which disabled veteran leave may be used under Section 6329 of Title 5 U.S.C. & Part 630, Subpart M of Title 5, CFR, (assuming the employee remains eligible). The end date is 1 day before the anniversary date of the beginning of the 12-month period. If an employee's eligibility for disabled veteran leave is lost during the 12-month eligibility period, as described in Part 630.1304(d) of Title 5 CFR, record the last day the qualifying rating is in effect as the end date in place of the originally scheduled end date.	8 C	Volume 1406	Payroll
125. Disabled Veteran Leave – Hours Used In Pay Period	Number of disabled veteran leave hours used in the pay period must be for medical treatment of a qualifying service-connected disability in accordance with Section 6329 of Title 5 U.S.C. and Part 630, Subpart M of Title 5 CFR.	2 N	Volume 1406	Payroll
126. Family And Medical Leave Act (FMLA) Hours Used In Pay Period	The amount of FMLA hours used during the current pay period.	2 N	Volume 1406	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
127. Employee Health Benefits Contribution Amount	Amount of the Employee's Health Benefits premium deducted per pay period.	6 N	Volume 1408	Payroll
128. Employer Contribution Amount Group Life Insurance Agency	Amount the employer pays for Group Life Insurance basic premium on behalf of an employee.	6 N	Volume 1408	Payroll
129. Employees' Group Life Insurance Employee Basic Amount	Amount the employee pays for Basic Employees' Group Life Insurance coverage.	6 N	Volume 1408	Payroll
130. Employees' Group Life Insurance Employee Optional Amount	Amount the employee pays for Optional Employees' Group Life Insurance coverage.	6 N	Volume 1408	Payroll
131. Administrative Time/Official Hours - Pay Period	Amount of General Labor Relations Hours used in a pay period. General Labor Relations Hours make up a component of Union Official Time, and specifically report on the official time used for: <ul style="list-style-type: none"> <li>- meetings between labor and management officials to discuss the general conditions of employment</li> <li>- labor-management committee meetings</li> <li>- labor relations training for union representatives, and</li> <li>- union participation in formal meetings and investigative interviews.</li> </ul>	3 N	Volume 1471	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
132. Holiday Hours Worked	Number of holiday hours an employee works in a pay period that are in addition to their regular tour of duty.	2 N	Volume 1406  Section 6103 of Title 5, U.S.C. administratively extended to NAF employees.	Payroll
133. Holiday Premium Pay Amount	Amount of Holiday Premium Pay earned in a pay period.	6 N	Volume 1406  Section 6103 of Title 5, U.S.C. administratively extended to NAF employees.	Payroll
134. Home Leave Hours Used	Number of home leave hours used during the pay period.	2 N	Volume 1412  Volume 1260	Payroll
135. Night Differential Amount	Differential for working outside daytime hours.	4 N	Volume 1405	Payroll
136. Leave Without Pay (LWOP) for Uniformed Service (US) in leave year	Number of LWOP-US hours accumulated in a leave year.	4 N	Volume 1403	Payroll
137. LWOP for Uniformed Service In Pay Period	Number of LWOP-US hours in a pay period.	2 N	Volume 1403	Payroll
138. LWOP for Workers' Compensation in leave year	Number of LWOP - Workers' Compensation hours accumulated in a leave year.	4 N	Volume 1408	Payroll
139. LWOP for Workers' Compensation in pay period	Number of LWOP - Workers' Compensation hours in a pay period.	2 N	Volume 1408	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
140. Living Quarters Allowance (LQA) Entitlement	The code that represents an employee's LQA entitlement.  Y = Yes N = No	1 C	Volume 1412	Payroll
141. LQA Amount	Amount of LQA that an employer pays to the employee in a pay period.	6 N	Volume 1412	Payroll
142. LQA Review Date	Date of quality review of employees receiving LQA.	8 C	Volume 1412	Payroll
143. Lump Sum Leave Hourly Rate Amount	Rate of pay used to pay the lump sum leave amount. There may be multiple rates for a lump-sum payment if the employee's pay is subject to pay adjustment during the lump-sum period (e.g., statutory increases, within grades).	3 N	Volume 1406	Payroll
144. Lump Sum Leave Paid Hours	Number of hours of leave paid in lump sum to employee upon separation.	6 N	Volume 1406	Payroll
145. Donor Leave Hours Used	Number of organ donor leave hours used during the pay period in accordance with Section 6327 of Title 5 U.S.C.	2 N	Volume 1406	payroll
146. Military Leave – 15-day	Number of entitlement military leave hours used during the pay period in accordance with Section 6323(a) of Title 5 U.S.C.	2 N	Volume 1406	Payroll
147. Military Leave – 22-day	Number of 22-day entitlement military leave hours used during the pay period in accordance with Section 6323(b) of Title 5 U.S.C.	3 N	Volume 1406	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
148. Military Leave - unlimited	Number of DOD unlimited military leave hours used during the pay period in accordance with Section 6323(c) of Title 5 U.S.C.	3 N	Volume 1406	Payroll
149. Military Leave - 44-day	Number of 44-day entitlement military leave hours used during the pay period in accordance with Section 6323(d) of Title 5 U.S.C.	3 N	Volume 1406	Payroll
150. Overtime Hours Worked	Number of regular and irregular overtime hours an employee works in a pay period that are in addition to their regular tour of duty.	2 N	Volume 1405	Payroll
151. Overtime Pay Amount	Amount of overtime earned in a pay period.	6 N	Volume 1405	Payroll
152. Paid Holiday Time Off	Number of paid hours an employee has off because of Federal holidays during the pay period.	2 N	Volume 1406	Payroll
153. Paid Parental Leave hours used (Adoption-Related Placement)	Number of hours of paid parental leave hours used during the pay period based on a placement of a child with an employee in connection with a planned adoption.	2 N	Volume 1406	Payroll
154. Paid Parental Leave hours used (Birth Of Child)	Number of hours of paid parental leave hours used during the pay period based on the birth of the employee's child.	2 N	Volume 1406	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
155. Paid Parental Leave hours used (Foster Care Placement)	Number of hours of paid parental leave hours used during the pay period based on the placement of a child with the employee for foster care.	2 N	Volume 1406	Payroll
156. Post Allowance Amount	Amount of allowance an employee received during a pay period.	6 N	Volume 1412	Payroll
157. Non-Foreign Area Cost of Living Allowance	Amount of non-foreign area post differential that an employee receives during the pay period.	6 N	Volume 1405	Payroll
158. Recruitment Incentive Amount	Dollar amount of a recruitment incentive paid to an employee during a pay period.	6 N	Volume 1405 DoDI 1020.05	Payroll
159. Regular Hours Worked	Total number of regular (non-overtime) hours worked during the biweekly pay period. Applies to full-time, part-time, and intermittent employees. Excludes paid leave hours and all other hours within the regular tour of duty during which the employee was excused from duty. Exclude hours paid at an overtime rate. For part-time employees, count all non-overtime hours of work, including non-overtime hours outside the regular part-time tour of duty.	2 N	Volume 1405	Payroll
160. Relocation Incentive Amount	Dollar amount of a relocation incentive paid to an employee during a pay period.	6 N	Volume 1405 DoDI 1020.05	Payroll

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<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
161. Retention Incentive Amount	Dollar amount of a retention incentive paid to an employee during a pay period when the employee is likely to leave the Federal Government.	6 N	Volume 1405 DoDI 1020.05	Payroll

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Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics	Originating System
162. Routine Telework Hours In Pay Period	<p>Number of hours worked as part of an approved, ongoing, and regular telework schedule. Telework is working any part of regular, paid hours, at an approved alternative worksite, such as an employee’s home. When reporting telework hours do NOT include any part of mobile work, e.g., work during official travel, commuting, or from a customer site.</p> <p>Adhere to data standards established by the OPM.</p>	2 N	<p>Volume 1406</p> <p>DoDI 1035.01</p> <p>HCOP - Work-Life balance</p> <p>Data standards established by the OPM</p>	Payroll
163. Routine Telework Instances in Pay Period	<p>For this purpose, an “instance” means when an employee teleworks a full workday OR any part of a workday within their regular scheduled tour of duty from an alternative location. For this data element, telework has the same meaning as in the definition given for ‘Routine Telework Hours.’</p> <p>Adhere to data standards established by the OPM.</p>	2 N	<p>Volume 1406</p> <p>DoDI 1035.01</p> <p>HCOP - Work-Life balance</p> <p>Data standards established by the OPM</p>	Payroll
164. Severance Pay	<p>Indicates if employee received Severance Pay.</p> <p>Y = Yes N = No</p>	1 C	Volume 1405	HR/Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
165. Severance Pay Amount	Amount of Severance Pay paid.	6 N	Volume 1405	Payroll
166. Severance Pay	Number of weeks of severance payments received because of involuntary separation.	2 N	Volume 1405	Payroll
167. Sick Leave Balance Hours	The employee's current sick leave balance in hours at the end of the pay period.	5 N	Volume 1406	Payroll
168. Sick Leave Hours Used	Number of sick leave hours used during the pay period.	2 N	Volume 1406	Payroll
169. Situational Telework Hours In Pay Period	Number of hours during the pay period that an employee teleworks, but those hours are NOT a part of an approved, and regular telework schedule. Situational telework is at an alternative worksite, such as an employee's home, because of inclement weather, doctor appointment, or special work assignments.	2 N	Volume 1406  DoDI 1035.01  HCOP - Work-Life balance  Data standards established by the OPM	Payroll
170. Situational Telework Instances in Pay Period	Number of instances during the pay period that an employee teleworks, and where those instances were NOT part of an approved, ongoing, and regular telework schedule, e.g., telework because of inclement weather, doctor appointment, or special work assignments.	2 N	Volume 1406  DoDI 1035.01  HCOP - Work-Life balance  Data standards established by the OPM	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
171. Remote Work Hours in Pay Period	Number of hours during the pay period that an employee performed remote work. Remote work is a special type of long term or permanent alternative work arrangement by which an employee is scheduled to perform work within or outside the local commuting area of an agency worksite and is not expected to report to an agency worksite on a regular and recurring basis. There is no expectation or requirement for remote workers to regularly report to the regular worksite.	2 N	Volume 1406  DoDI 1035.01  HCOP - Work-Life balance  Data standards established by the OPM	Payroll
172. Remote Work Instances in Pay Period	Number of instances during the pay period an employee performed remote work.	2 N	Volume 1406  DoDI 1035.01  HCOP - Work-Life balance  Data standards established by the OPM	Payroll
173. Student Loan Repayment Amount Pay Period	Gross amount, before taxes are withheld, paid during the current pay period by an agency to a loan holder on behalf of an employee for the repayment of a student loan.	5 N	Volume 1405  DoDI 1020.05	Payroll
174. Sunday Premium Pay Amount	Amount of Sunday Premium Pay earned in a pay period.	6 N	Volume 1405	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
175. Total Salary - Pay Period	The pay period total of all fixed pay amounts paid on a regular and recurring basis, subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis, e.g., post differentials and cost-of-living allowances.	6 N	Volume 1405	Payroll
176. Weather And Safety Leave Hours Used	Number of hours used during the pay period in which an employee is placed on weather and safety leave. This leave may be used only if the employing agency determines that the employee or group of employees are prevented from safely traveling to, or safely performing work at, an approved location. There is no restriction on the number of hours an employee may be placed on weather and safety leave.	2 N	Volume 1406	Payroll
177. Special acts or services award amount	Amount of special acts or services award paid.	6 N	Volume 1471	Payroll
178. Voluntary Separation Incentive Payment (VSIP)	Indicates if employee received a VSIP.  Y = Yes N = No	8 C	Volume 1405	Payroll
179. VSIP Amount	Indicates the amount paid for VSIP event.	6 N	Volume 1405	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

<b>Record Field and Data Item</b>	<b>Coding and Remarks Person Data</b>	<b>Length Class</b>	<b>Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics</b>	<b>Originating System</b>
180. Wage Area	<p>Adhere to NAF Operating Manual, Appendix D.  <a href="https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/federal-wage-system/nonappropriated-fund-operating-manual/appendixd.pdf">https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/federal-wage-system/nonappropriated-fund-operating-manual/appendixd.pdf</a></p> <p>104 - Calhoun, AL            105 - Madison, AL            048 - Montgomery, AL            118 - Anchorage, AK            012 - Maricopa, AZ            013 - Pima, AZ            055 - Yuma, AZ            045 - Pulaski, AR            010 - Kern, CA            130 - Los Angeles, CA            003 - Monterey, CA            131 - Orange, CA            133 - Riverside, CA            002 - Sacramento, CA            134 - San Bernardino, CA            054 - San Diego, CA            008 - San Joaquin, CA            135 - Santa Barbara, CA            059 - Solano, CA            132 - Ventura, CA            084 - Arapahoe-Denver, CO            085 - El Paso, CO            136 - New London, CT            076 - Kent, DE            124 - Washington, DC            063 - Bay, FL            061 - Brevard, FL            159 - Duval, FL</p>	3 N	<p>Volume 1403</p> <p>Guide for Conducting FWS Surveys for NAFI Employees</p>	Payroll

*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

	064 - Escambia, FL 119 - Hillsborough, FL 158 - Miami-Dade, FL 160 - Monroe, FL 065 - Okaloosa, FL 062 - Orange, FL 037 - Chatham, GA 034 - Cobb, GA 067 - Columbus, GA 046 - Dougherty, GA 036 - Houston, GA 047 - Lowndes, GA 035 - Richmond, GA 150 - Guam 106 - Honolulu, HI 038 - Ada-Elmore, ID 145 - Lake, IL 157 - St. Clair, IL 151 - Leavenworth-Jackson-Johnson, KS 078 - Sedgwick, KS 099 - Christian-Montgomery, KY 096 - Hardin-Jefferson, KY 025 - Bossier-Caddo, LA 006 - Orleans, LA 024 - Rapides, LA 139 - York, ME 147 - Anne Arundel, MD 128 - Charles-St. Mary's, MD 088 - Frederick, MD 148 - Harford, MD 127 - Montgomery-Prince George, MD 039 - Hampden, MA 138 - Middlesex, MA 162 - Macomb, MI 015 - Hennepin, MN 070 - Harrison, MS 001 - Lauderdale, MS 004 - Lowndes, MS 040 - Cascade, MT 149 - Douglas-Sarpy, NE 011 - Churchill-Washoe, NV			
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	140 - Clark, NV 071 - Burlington, NJ 090 - Morris, NJ 019 - Bernalillo, NM 030 - Curry, NM 021 - Dona Ana, NM 101 - Jefferson, NY 091 - Kings-Queens, NY 163 - Niagara, NY 103 - Orange, NY 164 - Craven, NC 108 - Cumberland, NC 097 - Onslow, NC 107 - Wayne, NC 017 - Grand Forks, ND 016 - Ward, ND 166 - Greene-Montgomery, OH 123 - Comanche, OK 052 - Oklahoma, OK 066 - Allegheny, PA 092 - Cumberland, PA 093 - York, PA 155 - Guaynabo-San Juan, Puerto Rico 167 - Newport, RI 120 - Charleston, SC 110 - Richland, SC 086 - Pennington, SD 098 - Shelby, SD 028 - Bell, TX 117 - Bexar, TX 152 - Dallas, TX 023 - El Paso, TX 022 - McLennan, TX 115 - Nueces, TX 156 - Tarrant, TX 031 - Taylor, TX 032 - Tom Green, TX 122 - Wichita, TX 018 - Davis-Salt Lake-Weber UT 125 - Alexandria-Arlington- Fairfax, VA 082 - Chesterfield-Richmond,			
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*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

	VA 112 - Hampton-Newport News, VA 111 - Norfolk-Portsmouth-Virginia Beach, VA 126 - Prince William, VA 142 - Kitsap, WA 143 - Pierce, WA 141 - Snohomish, WA 043 - Spokane, WA 087 - Laramie, WA			
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*Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians Handbook, July 11, 2023*

Record Field and Data Item	Coding and Remarks Person Data	Length Class	Associated DoDI 1400.25 Issuances, other DoD Issuances, Programs, or HCOP Metrics	Originating System
181. Misuse of Government Purchase Charge Card	Indicates if employee misused government purchase charge card abuse.  Y = Yes N = No	1 C	Volume 1471	HR
182. Misuse of Government Travel Charge Card	Indicates if employee misused charge card abuse.  Y = Yes N = No	1 C	Volume 1471	HR
183. Misconduct Based on Retaliation Against Whistleblowers	Indicates if employee retaliated against a whistleblower.  Y = Yes N = No	1 C	Volume 1471	HR
184. Disciplinary Actions	Indicates type of disciplinary action taken following misconduct.  0 - Not applicable  1- Reprimand  2 - Change to Lower Grade/ Demotion  3 - Suspension NTE  4 - Suspension Indefinite  5 - Removal  6 - Resignation	1 N	Volume 1471	HR

## **GLOSSARY**

### **G.1. ACRONYMS.**

<b>ACRONYM</b>	<b>MEANING</b>
AAFES	Army and Air Force Exchange Service
BBA	business based action
BUS	bargaining unit status
CFR	Code of Federal Regulations
CNIC	Commander, Navy Installations Command
CSRA	Civil Service Reform Act
CSRS	civil service retirement system
DCPAS	Defense Civilian Personnel Advisory Service
DCPDS	Defense Civilian Personnel Data System
DEIA	diversity, equity, inclusion, and accessibility
DETO	domestic employee teleworking overseas
DoDI	DoD instruction
FERS	Federal employees retirement system
FICA	Federal Insurance Contributions Act
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
FRAE	Further Revised Annuity Employees
FSA	flexible Spending Account
FWS	Federal Wage System
HBP	health benefit plan
HCOP	Human Capital Operating Plan
HDHP	high deductible health plan
HR	human resources

IPE	industry program expert
<b>ACRONYM</b>	<b>MEANING</b>
LOSS	line of sight supervision
LQA	living quarters allowance
LWOP	leave without pay
ICAM	identity, credential, and access management
MSP	military spouse preference
MWR	morale, welfare, and recreation
NAF	nonappropriated fund
NAFI	nonappropriated fund instrumentalities
NEXCOM	Navy Exchange Command
NOAC	nature of action code
NTE	not to exceed
OCONUS	outside the continental United States
OPM	Office of Personnel Management
PII	personally identifiable information
PL	Public Law
POI	personnel office identifier
RAE	Revised Annuity Employees
RPL	reemployment priority list
SCI	Sensitive Compartmented Information
SSN	social security number
TDY	Temporary duty assignments
VSIP	voluntary separation incentive payment

UIC	unit identification code
US	uniformed service
U.S.C.	United States Code
ZIP	Zone Improvement Plan

## **G.2. DEFINITIONS.**

These terms and their definitions are applicable to this handbook.

<b>TERM</b>	<b>DEFINITION</b>
<b>bargaining unit</b>	A specific group of employees represented by one authorized union for the purposes of collective bargaining.
<b>direct hire</b>	Employees hired and paid directly out of DoD appropriations. U.S. Forces are the legal employer and assume responsibility for administrative and management functions.
<b>emergency essential</b>	A position-based designation to support the success of combat operations or the availability of combat-essential systems.
<b>NAF</b>	NAFs are government monies that are not appropriated by Congress and are not held within the Treasury. These are separate funds not recorded in the books of the Treasury.
<b>NAF employee</b>	Federal employees not covered by most laws administered by the OPM, unless specifically provided by statute.
<b>Personnel Accountability</b>	The process for communicating, assessing and confirming the status and condition of all personnel within an organization.

## REFERENCES

- Code of Federal Regulations, Title 5
- Department of State Foreign Affairs Manual (FAM), Volume 3, Section 2370, Domestic Employee Teleworking Overseas (DETO), current edition
- Directive-type Memorandum 17-004, “Department of Defense Expeditionary Civilian Workforce,” January 25, 2017, as amended
- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
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