

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO
BUPERSINST 1301.40A
PERS-31
12 Jun 2003**

BUPERS INSTRUCTION 1301.40A

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: FORMAT AND PROCEDURES FOR VALIDATION AND DISTRIBUTION OF THE OFFICER DISTRIBUTION CONTROL REPORT (ODCR)

Ref: (a) Navy Standard Integrated Personnel System (NSIPS)
(b) DFAS Pay/Personnel Procedures Manual (Navy) (DFASPPM) NAVSO P-3050-2 (Volumes I and II)
(c) OPNAVINST 1000.16J
(d) Diary Message Reporting System Users' Manual (DMRSMAN)
(e) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, (Volumes I and II)

Encl: (1) Manpower, Personnel, and Training Information Systems (MAPTIS) Decision Logic Table - Officer
(2) Data Elements on the ODCR

1. Purpose. To provide procedures for interpretation, validation and distribution of the Officer Distribution Control Report (ODCR) per references (a) through (e). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1301.40.

3. Discussion

a. Officer billet and assignment information on the ODCR represents the automated data base input by Chief of Naval Operations (CNO), Navy Personnel Command (NAVPERSCOM), Enlisted Placement Management Center (EPMAC), Source Data System (SDS)/Navy Standard Integrated Personnel System (NSIPS), and various other sources.

b. The ODCR represents a monthly statement of officer manpower accounts for pertinent Navy activities. It provides each activity with a routine system for verifying information contained in Manpower, Personnel, and Training Information Systems (MAPTIS) officer personnel data bank, and NAVPERSCOM with information needed to determine and evaluate officer personnel requirements.

c. The validity of ODCR information depends upon the timely submission of accurate data to NAVPERSCOM through the Diary Message Reporting System (DMRS), SDS/NSIPS, and other pertinent reporting systems. Each activity should review its ODCR thoroughly and report all discrepancies per instructions provided in enclosure (1).

d. Enclosure (2) defines the data elements and report headings that appear on the ODCR. Four specific types of information are displayed on the ODCR:

- (1) Activity
- (2) Administrative
- (3) Personnel
- (4) Fitness reports

e. Enclosure (1) is an alphabetic listing of events that must be reported to MAPTIS. It is provided to assist administrative officers in determining proper actions to take regarding personnel accounting events that occur in the normal course of business at naval activities. For activities supported by reference (a), NSIPS user procedures will be referred to in lieu of enclosure (1) of this instruction.

f. To retrieve the command's ODCR, access Bureau of Naval Personnel (BUPERS) online (www.bol.navy.mil) website (under NAVPERS Legacy & Individual Personnel Tempo ITEMPO). BUPERS online contains ITEMPO mailboxes for each Unit Identification Code (UIC). ODCRs will be downloaded monthly to each UIC's ITEMPO mailbox. The report will be available for 20 days beginning on the first Monday following the 5th of the month. If the ITEMPO mailbox does not contain the ODCR for the current month, wait 24 hours and retry. If the current month's ODCR is still not in the mailbox, contact the control NAVPERSCOM help desk at helpdesk@persnet.navy.mil. Command representatives with

access to ITEMPO mailboxes were previously designated access to BUPERS online. Those representatives with access to ITEMPO mailboxes automatically have authority to view and print the ODCR. Certain command representatives also have administrator authority for the mailboxes and can grant viewing access to additional members of the command as desired. Parent UICs have access to ODCRs for subordinate commands.

g. Retrieval procedures for the ODCR are as follows:

(1) Logon to www.bol.navy.mil.

(2) Select the "NAVPERS Legacy & ITEMPO" icon.

(3) Select "ITEMPO Report Viewing Center."

(4) Select the desired UIC.

(5) A separate window will open that displays the ITEMPO and ODCR reports contained within your UIC mailbox.

(6) Select ODCR. You can view and print from this window.

h. Upon request, commands without Internet access can still receive an ODCR via mail, Fax (Comm (901) 874-4846/DSN 882), or E-Mail to "MILL_P312ODC@navy.mil" from NAVPERSCOM Military Records Support Branch, Corporate Data Maintenance/Error Corrections Section (PERS-312G). Ensure to include UIC and point of contact (POC) phone number on all requests.

4. Contacts

a. For problems accessing BUPERS online or with UIC accounts (ITEMPO mailbox, command representative access, etc.), contact BUPERS helpdesk at helpdesk@bupers.navy.mil or phone Comm (901) 874-4717/DSN 882.

b. NAVPERSCOM (PERS-312G) POC can be reached at Comm (901) 874-4846/DSN 882 or E-Mail to "MILL_P312ODC@navy.mil".

5. Action. When a Personnel Support Detachment (PERSUPP DET) supports an activity, verification procedures in this instruction are the responsibility of the PERSUPP DET. This does not relieve the unit's commanding officer (CO) of the responsibility for ensuring that information on the ODCR is

correct. The supporting PERSUPP DET will provide a copy of the ODCR to the command. The CO will validate the ODCR upon receipt. If data concerning an officer is incorrect on the ODCR, the officer's individual record at NAVPERSCOM is also incorrect. To avoid any personnel action being taken on the basis of erroneous information, all activities should complete verification of the ODCR and submit corrections as soon as possible after receipt of the ODCR.

a. ODCR Verification and Correction Guidelines

(1) Verify billet data and every item of officer data to ensure that they are complete and current. Note discrepancies and correct them per instructions provided in enclosure (1). All activities will adhere to NSIPS procedures in lieu of enclosure (2) of this instruction.

(2) Error codes will be printed on the ODCR as an aid in spotting incorrect information. They do not cover all possible errors on the ODCR. Complete verification is still required.

(3) THIS BSC IS INVALID may appear in the billet title space. This can be corrected (if order status is blank) by reporting the officer's correct billet assignment via a Diary Message Report System (DMRS) miscellaneous transaction, an SDS MO3 event, or appropriate NSIPS input. If an officer's order status is G or R, wait until the officer reports aboard and then submit the DMRS gain transaction or SDS/NSIPS gain event.

(4) For NSIPS and DMRS transactions, pay close attention to the ODCR date; transactions applied after that date will be on the next ODCR. If an NSIPS or DMRS transaction should have applied prior to the ODCR date, verify the entry for accuracy. Ensure proper method of submission and content per part 9, chapter 6 of reference (b) and corresponding procedures in NSIPS.

(a) If the DMRS or NSIPS transaction that was not applied was correct in content and format, resubmit the change with an as-of-date the same as originally reported.

(b) If the DMRS or NSIPS transaction was in error, resubmit the transaction using correct data with an as-of-date the same as originally reported.

(5) For Fitness Report error correction, send NAVPERSCOM Performance Evaluation Branch (PERS-311) a copy of the ODCR with the error circled in red, and a certified copy of the Fitness Report and related documents. If explanation is required, accompany with a letter.

(6) Corrective actions using DMRS and optical character reader (OCR) font submissions have been replaced at SDS/NSIPS supported activities by NSIPS event entry capability. The ODCR is the means whereby the field is notified that the DMRS and OCR font transactions they submitted have correctly updated the NAVPERSCOM officer master personnel files. NSIPS is an automated, closed-loop reporting system. NSIPS updates are automatically reflected in the NSIPS mini-master record. Although NSIPS updates are electronically transmitted to update the NAVPERSCOM officer master personnel file, the ODCR mailed to a site may differ from the NSIPS and NAVPERSCOM files because of the time required to prepare and distribute the ODCR.

(7) When verification of the ODCR is complete, submit the statement certifying receipt and verification of the report as required by paragraph 90604 of reference (b); DO NOT RETURN THE ODCR TO NAVPERSCOM OR EPMAC.

(8) Address comments or questions concerning ODCR information to NAVPERSCOM, Military Records Support Branch, Corporate Data Maintenance Section (PERS-312G), 5720 Integrity Drive, Millington, TN 38055-3120.

(9) Corrective action per enclosure (1) of this instruction or corresponding procedures in NSIPS.

b. ODCR Maintenance Procedures. Keep the ODCR current by posting changes as they occur. Maintaining an up-to-date ODCR is a valuable asset to personnel management and will substantially reduce the amount of time required for monthly verification. Up-to-date ODCR provides a single document with which activity personnel managers can discuss manpower posture with detailing and placement authorities.

c. Personnel Administration. Following procedures developed by Personnel and Administration Assistance Teams (PAAT) has proven to be valuable in day-to-day personnel administration and has resulted in a substantial decrease in the number of discrepancies noted in an activity's accounts.

Personnel officers should review the following procedures for adaptation within their activity:

(1) Make pen changes to the ODCR for each item pertaining to an individual that is changed as a result of the submission of a DMRS transaction, OCR document, or NSIPS event. Line through the obsolete data and write the new data in the same column(s). In the right margin of the report, write the date-time-group (DTG) of the DMRS transaction or the SDS event control number (ECN).

(2) Upon receipt of a new ODCR, transcribe pen changes from the old ODCR that have not yet applied to the new ODCR.

(3) If changes submitted prior to the run date of the ODCR do not appear on the new ODCR, comply with the administrative and follow-up procedures specified in subparagraph 4a of this instruction and part 9, chapter 6 of reference (b).

6. Forms

a. Forms are obtained through the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600(NLL), Navy Stock List of Publications and Forms. DD 2366 is available online at <http://www.dior.whs.mil/forms/DD2366.PDF>, and all others are available at <http://forms.daps.mil/order/>.

(1) DD 2366 (Jun 2002), Montgomery GI Bill Action 1984 (MGIB), S/N 0102-LF-017-0400

(2) NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data, S/N 0106-LF-018-6022

(3) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991

(4) NAVPERS 1610/2 (7-95), Fitness Report & Counseling Record (E-7-0-6), S/N 0106-LF-019-7200

(5) NAVPERS 1616/26, Evaluation Report & Counseling Record (E1-E6), S/N 0106-LF-019-7400

(6) OPNAV 5520/20 (Rev. 10-79), Certificate of Personal Security Investigation, Clearance and Access, S/N 0107-LF-055-2101

b. The Activity Manpower Document (AMD) is a computer-generated form, which reflects all manpower authorizations. Request updates from the Military Manpower Claimant.

Tomaszeski

S. J. TOMASZESKI
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
SNDL Parts 1 and 2

**MANPOWER, PERSONNEL, AND TRAINING INFORMATION SYSTEMS
(MAPTIS) DECISION LOGIC TABLE - OFFICER**

EVENT	ACTION			REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise stated)	REMARKS
	DMRS	LETTER	MESSAGE		
ACD or ASED, correction of		X		NAVPERS 15839I, Volume II	Letter to PERS-312
Active Duty Service Date, Change		X		NAVPERS 15839I, Volume II	Letter to PERS-822
Additional Duty Change	X			DMRSMAN Sect 3	
Appointment to officer grade	X			A3068 B90611	Reporting Endorsement/ Gain Event
Aviation Billet Indicator, Change		X		NAVPERS 15839I, Volume II	Letter to appropriate assignment officer
Aviation Status Indicator (ASI) correction of		X		NAVPERS 15839I, Volume II	Letter to PERS-432T
Commissioned from enlisted status	X			B90611	
Commission terminated	X			DMRSMAN Sect 3	
Date assigned billet, change	X			DMRSMAN Sect 3	
Date dependents arrived on station, change	X			DMRSMAN Sect 3	
Date of rank, change		X		BUPERSINST 1301.40A	Letter to PERS-802
Date reported, change		X		DMRSMAN Sect 3	
Dependents, change of number		X		B90434	NAVPERS 1070/602
Dependents on station, reporting of	X			A3068 B90611 B90434	

EVENT	ACTION			REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise stated)	REMARKS
	DMRS	LETTER	MESSAGE		
Dependents on station, change number of	X			DMRSMAN Sect 3	Reporting Endorsement/Gain Event
Designator change		X		NAVPERS 15839H, Volume I	Letter to appropriate assignment officer
Designator, correction of ODCR		X		BUPERSINST 1301.40A	Letter to PERS-802
Detached from ADDU	X			A3067 B90621	Detaching Endorsement/Loss Event
Died			X	A3067 B90621	Message to PERS-62
Discharged	X	X		A3067 B90621 DMRSMAN Sect 3	Detaching Endorsement/Loss Event
Dropped from rolls	X	X		A3067 B90621 DMRSMAN Sect 3	Detaching Endorsement/Loss Event
Duty Status (ACC), change	X			DMRSMAN Sect 3	
Estimated date of arrival, change		X		BUPERSINST 1301.40A	Letter to appropriate assignment officer
Estimated date of detachment, change		X		BUPERSINST 1301.40A	Letter to appropriate assignment officer
Estimated date of loss, change		X		NAVPERS 15839I, Volume II	Letter to appropriate assignment officer
Ethnic Group Designator, change	X	X		DMRSMAN Sect 3	
FAC Code, change		X		OPNAVINST 1000.16J	
Fitness Report data, correction of		X		BUPERSINST 1610.10	Letter to PERS-313
Gain, correction of	X			DMRSMAN Sect 3	
Gain, erroneous, cancellation of	X			DMRSMAN Sect 3	

BUPERSINST 1301.40A
12 Jun 2003

EVENT	ACTION			REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise stated)	REMARKS
	DMRS	LETTER	MESSAGE		
GI Bill, election or correction of	X			DMRSMAN Sect 8	Source document is DD 2366
Grade, change		X		NAVPERS 15839I, Volume II	Letter to PERS-802
Involuntary re- called to AD	X			A3068 B90611 B90205 B90427 DMRSMAN Sect 3	Detaching Endorsement/Loss Event
Loss, correction of	X			DMRSMAN Sect 3	
Loss, erroneous cancellation of	X			DMRSMAN Sect 3	
Misc. change, correction	X			DMRSMAN Sect 3	
Missing	X		X	DMRSMAN Sect 3 MILPERSMAN 1770-010	Message to PERS-62
Months of operational flying		X		NAVPERS 15839I, Volume II	Letter to PERS-432T
Name, correction or change to service record		X		MILPERSMAN 1000-130	Letter to PERS-312
Name, correction to ODCR		X		BUPERSINST 1301.40A	Letter to PERS-312
NCD, NSI or NSCD, correction of		X		NAVPERS 15839I, Volume II	Letter to PERS-42
Order status, change cancellation of		X		BUPERSINST 1301.40A	Letter to appropriate assignment officer
Order status, change		X		BUPERSINST 1301.40A	Letter to appropriate assignment officer

EVENT	ACTION			REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise stated)	REMARKS
	DMRS	LETTER	MESSAGE		
PEED, correction is on LES or does not entitle officer to correct pay entitlements (i.e. longevity or add/remove the Over 4 Years Enlisted Service indicator)	X			DMRSMAN Sect 3	Use only when NAVPERS 1070/26, Statement of Service has <u>not</u> been issued.
PEED, correction if NAVPERS 1070/26 Statement of Service has been issued		X		B90604	Letter to PERS-822
Primary Aeronautical Designator, change		X		NAVPERS 15839I, Volume II	Letter to appropriate assignment officer
Primary billet/duty assignment, change	X			DMRSMAN Sect 3	
Projected Rotation Date, change		X		BUPERSINST 1301.40A	Letter to appropriate assignment officer
Race/Population Group Code, correction of	X			DMRSMAN Sect 3	
Recalled Reserve First reports for ACDU or TEMAC	X			A3068 B90611 B90205 DMRSMAN Sect 3	Reporting Endorsement/ Gain Event
Received for ACDUTRA	X			A3068 B90611	If activity getting underway, report member via embarked entry
Received for Additional Duty (ADDU)	X			A3068 B90611 B90205	Reporting Endorsement/ Gain Event
Received for duty	X			A3068 B90611 B90205	Reporting Endorsement/ Gain Event
Received for duty under instruction (includes OSAMs)	X			A3068 B90611 B90205	Reporting Endorsement/ Gain Event

BUPERSINST 1301.40A
12 Jun 2003

EVENT	ACTION			REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise stated)	REMARKS
	DMRS	LETTER	MESSAGE		
Received for TAD	X			A3068	Prepares Reporting Endorsement/ Gain Event if member has pay record in possession
Received for temporary duty	X			A3068 B90606 B90427	Reporting Endorsement/ Gain Event
Released to inactive duty	X			A3067 B10271 DMRSMAN Sect 3	Detaching Endorsement/ Loss Event
Resigned	X			A3067 B10271 DMRSMAN Sect 3	Detaching Endorsement/ Loss Event
Retired	X			A3067 B10271 DMRSMAN Sect 3	Detaching Endorsement/ Loss Event
Reverted to enlisted status from officer candidate status as NAVCAD, AOC, OC, Naval Academy MIDN, NROTC or OCARS				B90607	No MAPTIS action; NAVPERSCOM will gain member to EDVR
Security code/date, correction of		X		BUPERSINST 1301.40A	Letter to PERS-822
Service date, change		X		NAVPERS 15839I, Volume II	Letter to PERS-822 (applicable only to permanent USN officers in grades 04, 05 and 06)
Sex code, change		X		BUPERSINST 1301.40A	Letter to PERS-313
SSN, change or correction to service record		X		MILPERSMAN 1000-130	Letter to PERS-312
SSN, correction of ODCR		X		B90645	Letter to PERS-312

EVENT	ACTION			REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise stated)	REMARKS
	DMRS	LETTER	MESSAGE		
Subspecialty code, change		X		NAVPERS 15839I, Volume II	Letter to PERS-440
Transferred from Additional Duty (ADDU) point	X			A3067 B90621 B90205	Detaching Endorsement/ Loss Event
Transferred from TAD point				A3067 B90621 B90202	Prepare Detaching Endorsement/ Loss Event if member has pay record in possession
Transferred to TAD point				A3067 B90621 B90202	Prepare Detaching Endorsement/ Loss Event if member has pay record in possession
Transferred PCS or TEMDU	X			A3067 B90202	Detaching Endorsement/ Loss Event
Unit Identification Code (if member erroneously assigned to), correction of		X		B90621 B90633 NAVPERS 15839I, Volume II	Letter to PERS-312 with certified copy of Reporting Endorsement/ Gain Event as an enclosure

DATA ELEMENTS ON THE ODCR

NOTE: Data elements are listed in the order they appear on the ODCR, reading from left to right starting with "Activity Name" in the upper left corner of the heading, and ending with "NSCD" in the lower right corner of the heading.

MANNING PHONE NUMBER. The phone number for the activity is located on the header page of the ODCR. If the number has an area code, it is a commercial number. If the number has DSN, it is a DSN number. If the number is not included, it was not found on Enlisted Placement Management Activity's (EPMAC's) address file.

ACTIVITY NAME. The long activity title (26 positions maximum, including spaces). Differences between the activity name on the ODCR and the activity's officer diary heading should be reported immediately by letter to EPMAC.

ACTIVITY CODE. A ten-digit identification code assigned by Chief of Naval Operations (CNO) (N13). See reference (c), enclosure (1), appendix G.

MANPOWER REQUIREMENTS PLAN (MARP). The OPNAV four-digit code by which Navy activities are classified functionally. Refer to reference (c).

ACTIVITY SPONSOR. The resource sponsor controlling billets authorized and organizational manning for the activity. See reference (c), enclosure (1), appendix I.

TRANSACTION NUMBER AND DATE. The current revision to the Activity Manpower Document (AMD) used to record authorized billets on the ODCR. A revised AMD is not published each time a change is made. Significant changes usually result in a complete reprint; minor changes do not. Billets authorized data can be determined by checking the latest ODCR.

Transaction Number: Six-digit code.

Transaction Date: Six-digit (YYMMDD) code

DATE OF REPORT. A six-digit (YYMMDD) date representing the day of the month that the ODCR was prepared.

RUN DATE. A six-digit (MMDDYY) entry representing the date the ODCR was created. This date provides a basis for determining

whether diary entries should have been received in CNO (N13) prior to the printing of the ODCR.

PAGE. Sequential page number of the ODCR.

DESK CODE. A four-position alphanumeric code that identifies the NAVPERSCOM organization unit responsible for the activity reported on the ODCR.

ACTIVITY MISSION CODE (AMC). A two-position alphanumeric functional activity grouping code assigned and used by NAVPERSCOM Distribution (PERS-4) for distribution purposes.

UNIT IDENTIFICATION CODE (UIC). A five-character code assigned to the activity by Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN (FM&C)). A discrepancy in the UIC on the ODCR should be reported to EPMAC.

ALLOWANCE OFFICER DESK CODE (AODC). A two-position alphanumeric code that identifies the allowance officer responsible for data written for the activity in the qualitative master data sets.

BILLET SEQUENCE CODE (BSC). A five-digit code assigned to each activity billet. During peacetime, the ODCR will not list the billets contained in the organizational manning portion of the AMD. Officers must not be assigned to those billets in peacetime; in the event of mobilization, these billets are activated and appear on the ODCR.

BILLET TITLE. A description of the officer's primary duties. Except for the general purpose 99990 billets, if the billet title is shown, it will be the one that appears on the AMD. If the officer is ordered into the general purpose BSC 99990, a false billet title will appear, e.g., IN EXCESS or STUDENT EXCESS. If two or more officers are filling the same billet, the BSC and title will be above the first officer's data line. If the officer has been gained to a billet not authorized by the AMD, the billet title will read THIS BSC IS INVALID.

BILLET PHASE INDICATOR (BP). An asterisk (*) in this position indicates that the officer's orders were written using the activity's new, but not yet effective, ten-digit code.

AUGMENT INDICATOR (AUG). A one-position code specifying the type of authorized billet: R-reimbursable; B-base billets.

BILLET DESIGNATOR (BILLET DESIG). A four-digit designator code of the authorized billet. See reference (e), volume I, part A.

BILLET GRADE (BILL GR). A one-position alphabetic code indicating the grade authorized for each billet. See reference (e), volume I, part A.

NAVY OFFICER BILLET CLASSIFICATION (NOBC). A four-digit code that identifies the occupational classification assigned to the billet. The assigned NOBC is a general statement of the duties to be performed. See reference (e), volume 1, part c.

BILLET SUBSPECIALTY. A subspecialty code will be shown when a billet requires an officer with advanced education, functional training, or significant experience. See reference (e), volume, I, part B.

FUNCTIONAL AREA CODE (FAC). A one- or two-digit character code that identifies billets requiring special consideration in personnel assignments.

CURRENT ALLOWANCE (CURR ALLOW). A three-digit code indicating current authorization for the billet.

M+1. Indicates the manpower requirements 1 month after mobilization.

LAST FITREP RECEIVED. Identifies the Fitness Report (FITREP), regular or regular/concurrent, 0-6 and below, most recently received and accepted. The report may be from the present duty station or from a previous duty station. LAST FITREP RECEIVED data consists of three elements:

FROM DATE - Four-digit (YYMM) fitness report start date from block 12 of FITREP (NAVPERS 1610/2).

TYPE OF REPORT - Two-character code that identifies the type of report. RG = Regular Report (X in block 14 of FITREP)

TO DATE - Four-digit (YYMM) date from block 13 of FITREP.

NOTE: If the Run Date (shown in the upper center of the ODCR) is less than 90 days after the TO DATE of the most current FITREP, an earlier report may be shown. The later report should appear on the next ODCR. If a report other than what you believe to be the latest Regular or Concurrent/Regular FITREP is shown, verify at the command level that a later report was submitted before requesting assistance from NAVPERSCOM (PERS-311).

UIC TRANSFER (UIC TRF). Indicates the UIC that an officer is being transferred from or assigned to, if under orders.

From: Applicable UIC

To: Applicable UIC

ACTIVITY WHERE ASSIGNED. A maximum of 13 positions that can be used to display data about the status of the officer involved.

If the name of an activity appears and the officer is in an "R" order status (pending to report), the activity shown is the officer's **present** duty station.

If the name of an activity appears and the officer is in a "D" order status, the activity shown is the officer's **next** duty station.

SECURITY CODE (SEC CODE). Contains member's security clearance eligibility, member's current security clearance authority, and date member's investigation completed (YYMM). Further personnel security information may be obtained from Department of the Navy Central Adjudication Facility (DONCAF), Washington, DC.

OFFICER SUBSPECIALTY (SUBSPECIALTY). A five-digit, primary subspecialty code assigned to an officer to identify advanced education, functional training, and significant experience in various fields and disciplines, if applicable. See reference (e), volume I, part B.

AVIATION COMMISSION DATE (ACD). A six-position date (YYMMDD) that identifies a constructive date to indicate total commissioned service, active or reserve, for all aviation commissioned officers. See reference (e), volume II.

SUBMARINE SERVICE CONTROL DATE (SSCD). A six-position date (YYMMDD) specifying the last time the submarine service indicator was changed.

AVIATION STATUS INDICATOR (ASI). A one-position alphabetic code that shows the current status of an Aviation Officer's Career Incentive Pay (ACIP) entitlement status. See reference (e), volume II.

SUBMARINE STATUS INDICATOR (SSI). A one-position alphabetic code that identifies categories of entitlement to submarine duty incentive pay.

<u>CODE</u>	<u>DEFINITION</u>
A	SUBMARINE OFFICER WITH LESS THAN 12 YEARS OF SUBMARINE SERVICE ENTITLED TO CONTINUOUS SUB PAY
B	SUBMARINE OFFICER WITH LESS THAN 18 YEARS BUT ENTITLED TO CONTINUOUS SUB PAY
C	SUBMARINE OFFICER WITH MORE THAN 18 YEARS OF SUBMARINE SERVICE ENTITLED TO CONTINUOUS SUB PAY TO 26 YEARS OF SERVICE
D	SUBMARINE OFFICER WITH GREATER THAN 18 YEARS OF SUBMARINE SERVICE ENTITLED TO CONTINUOUS SUB PAY TO 22 YEARS OF SERVICE
R	SUBMARINE OFFICER NOT ENTITLED TO CONTINUOUS SUB PAY, BUT ENTITLED TO SUB PAY PROVIDED THE OPERATIONAL REQUIREMENTS OF DODPM PART 2, CHAPTER 2, PARAGRAPH 20201 TO 20208 ARE MET
V	SUBMARINE OFFICER NOT ENTITLED TO SUB PAY REGARDLESS OF SITUATION

AVIATION SERVICE ENTRY DATE (ASED). The six-position date (YYMMDD) on which an aviation officer first reported to an activity having aircraft in which basic flight training was received. See reference (e), volume II.

SUBMARINE SERVICE ENTRY DATE (SSED). The six-position date (YYMMDD) on which a submarine officer graduates from sub school. See reference (e), volume II.

ORDER STATUS (ORD). A one-position alphabetic code representing present order status:

<u>CODE</u>	<u>DEFINITION</u>
BLANK	NO ORDERS PENDING
D	ORDERED TO DETACH
R	ORDERED TO REPORT
G	ORDER TO REPORT FOR ACTIVE DUTY

OFFICER'S NAME. The officer's name will not exceed 21 characters on the ODCR (27 positions are on the NAVPERSCOM file) including spaces; the last name will always appear and as much of the rest of the name that will fit in the available space. Any suffix will be printed after the first and middle names if space allows.

OFFICER SEA AIR MARINER (OSAM). This will be indicated by an asterisk (*) following the officer's name.

SOCIAL SECURITY NUMBER. A nine-position, unique identification code of the member and member's social security account.

EXCEPTIONAL FAMILY MEMBER. A one-position code identifying the category assigned to each enrolling servicemember. Detailers use this information when negotiating future assignments; THERE ARE NO OTHER CAREER IMPACTS. Enrolling sponsors must ensure medical and educational information is accurate and current. Updates are required whenever needs change significantly, but at least every 3 years. Information on forms translates to the category that most closely relates to the availability of services at remote overseas areas.

<u>CODE</u>	<u>DEFINITION</u>
1	NO ASSIGNMENT LIMITATIONS
2	SPECIFIC LOCATIONS OVERSEAS/CONUS
3	NO OVERSEAS LOCATIONS SUITABLE
4	REQUIRES ASSIGNMENT WITHIN MAJOR MEDICAL LOCATIONS IN CONUS
5	HOMESTEAD PROVISION FOR ASSIGNMENT IN ONE AREA THAT CAN SUPPORT SEA/SHORE ASSIGNMENTS
6	TEMPORARY ENROLLMENT WHILE TREATMENT/TESTING IS ONGOING. MUST UPDATE WITHIN 1 YEAR.

PRIMARY AERONAUTICAL DESIGNATION (PAD). A one-position code used internally in NAVPERSCOM (PERS-4) to classify officer personnel in Navy aeronautical organization. Refer to reference (e), volume II.

SEX. A one-position alphabetic code: **M** - Male; **F** - Female.

DESIGNATOR (DESIG). A four-position code used to group billets and officers by categories for personnel accounting and administrative purposes and to identify the status of officers. See reference (e), volume I, part A.

GRADE ON BOARD (GR ON BD). A one-position alphabetic grade code of officer onboard. Refer to reference (e), volume I, part A.

An asterisk (*) printed immediately before the GRADE ON BOARD code indicates that the officer has been selected for promotion to next higher grade by a regular selection board. A plus symbol (+) indicates that the officer is serving in the next higher grade as a result of a promotion under the provisions of 10 U.S.C. 603. A pound sign (#) indicates that the officer is serving in the next higher grade as a result of promotion under the provisions of 10 U.S.C. 603 and has been selected for promotion to that grade per the Officer Personnel Act.

ESTIMATED LOSS CODE/DATE. The four-digit estimated date (Yymm) on which the officer will be a loss to active naval officer strength. A one-letter loss code indicating reason for the loss precedes the date. Not all officers will have an estimated loss code and date. See reference (e), volume II.

DATE REPORTED OR ESTIMATED DATE OF ARRIVAL (EDA). A six-digit date (YYMMDD) for an officer who has reported onboard; a four-digit date (Yymm) for an officer who has not yet reported. If the date of the ODCR is later than the EDA, the activity may be required to make a DMRS gain entry and submit a NAVCOMPT 3068, Reporting (Arrival Endorsement to Orders (Officer - Enlisted)) or NSIPS gain event.

PROJECTED ROTATION DATE (PROJ ROT DATE). A four-digit planned rotation date (Yymm) that is used only as a planning aid and is subject to change by NAVPERSCOM.

ACCOUNTING CATEGORY CODE (ACC). A three-digit code indicating the accounting category in which officers are carried in active duty.

<u>CODE</u>	<u>DEFINITION</u>
100	FORDU - PERMANENT ASSIGNMENT FOR DUTY
101	FAILED TO REPORT FOR DUTY (ASSIGNED BY NAVPERSCOM (PERS-312G))
103	FORDU TEMAC - TEMPORARY ACTIVE DUTY
104	FORDU HUMS - HUMANITARIAN ASSIGNMENT (MORE THAN 6 MONTHS)
105	FORDU LIMDU - LIMITED DUTY (ASSIGNMENT RESTRICTED FOR MEDICAL REASONS)
106	FORDU CFO - COMMISSIONING AND FITTING OUT (SHIP COMMISSIONING)
107	FORDU MOB - MOBILIZATION
108	FORDU PSI - GUARANTEED PROGRAMMED SCHOOL INPUT PROGRAM

<u>CODE</u>	<u>DEFINITION</u>
109	DECLARED DESERTER (ASSIGNED BY NAVPERSCOM Corrections and Programs Division (PERS-84))
150	TEMPORARY DUTY GUARANTEED PSI
320	TEMDU FFA - TEMPORARY DUTY FOR FURTHER ASSIGNMENT
323	MISSING/INTERNEED
330	TEMDU FFT - TEMPORARY DUTY FOR FURTHER TRANSFER
341	TEMDUINS - TEMPORARY DUTY UNDER INSTRUCTION (LESS THAN 20 WEEKS)
342	DUINS -DUTY UNDER INSTRUCTION (20 WEEKS OR GREATER)
350	TEMDU OTHER - TEMPORARY DUTY NOT OTHERWISE DEFINED
351	FAILED TO REPORT FOR TEMPORARY DUTY (ASSIGNED BY NAVPERSCOM ENLISTED ASSIGNMENT DIVISION (PERS-40))
352	TEMDU CFO - TEMPORARY DUTY FOR COMMISSIONING AND FITTING OUT (LESS THAN 6 MONTHS)
355	TEMDU MED BD/PEB - TEMPORARY DUTY AWAITING FORMAL MEDICAL BOARD/PHYSICAL EVALUATION BOARD PROCEEDINGS
356	TEMDU TEMP DISQUAL - TEMPORARY DUTY PENDING EVALUATION BY LOCAL AUTHORITIES FOR SPECIAL DUTIES (DIVING, SUBMARINE, AIRCREW, ETC.)
358	TEMDU SEMINAR - TEMPORARY DUTY, SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM
370	TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (INPATIENT AT A NAVAL MEDICAL FACILITY)
371	TEMDDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (MEDICAL HOLDING COMPANY)

<u>CODE</u>	<u>DEFINITION</u>
372	TEM DU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (HOSPITALIZED AT A NON-MILITARY MEDICAL FACILITY)
373	TEM DU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (HOSPITALIZED AT OTHER UNIFORMED SERVICE MEDICAL FACILITY)
380	TEM DU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT HOME AWAITING FINAL DISPOSITION OF PHYSICAL EVALUATION BOARD)
382	TEM DU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (PENDING REVIEW BOARD APPROVAL OF ADMINISTRATIVE DISCHARGE)
390	TEM DU DISP - TEMPORARY DUTY DISCIPLINARY (HOLDEE, NOT CONFINED)
392	TEM DU DISP - TEMPORARY DUTY DISCIPLINARY (HELD OR CONFINED BY CIVILIAN/FOREIGN AUTHORITIES)
400	IN TRANSIT - (SYSTEM GENERATED WHEN LOSS FROM ONBOARD ACTIVITY PROCESSED)

DUTY STATUS EFFECTIVE DATE (DSED). A four-position date (YYMM) that reflects the most recent change to a member's onboard duty status as indicated in the ACC entry.

FAMILY CO-LOCATION IDENTIFIER. A one-position alphabetic code may appear immediately after the DSED to broadly identify family members of an active duty sponsor. These definitions, listed below, identify family members who may be residing with the officer at the current duty station.

<u>CODE</u>	<u>DEFINITION</u>
A	SPOUSE
B	SPOUSE AND CHILDREN
C	CHILDREN

<u>CODE</u>	<u>DEFINITION</u>
D	SPOUSE, CHILDREN, AND OTHER FAMILY MEMBERS
E	SPOUSE AND OTHER FAMILY MEMBERS
F	CHILDREN AND OTHER FAMILY MEMBERS
G	OTHER FAMILY MEMBERS
Y	NONE

NUMBER DEPENDENTS RESIDING IN SPONSOR'S HOUSEHOLD. A one-position code that identifies the total number of authorized family members residing at the same current duty station and local address as the active duty sponsor. This total represents both command and non-command sponsored dependents for overseas duty stations; it also is recorded on the officer's page two.

<u>CODE</u>	<u>DEFINITION</u>
1	SPOUSE
2-9	SPOUSE AND CHILDREN
1-9	CHILDREN
3-9	SPOUSE, CHILDREN, AND OTHER FAMILY MEMBERS
2-9	SPOUSE AND OTHER FAMILY MEMBERS
2-9	CHILDREN AND OTHER FAMILY MEMBERS
1-9	OTHER FAMILY MEMBERS
Y	NONE

DATE DEPENDENTS ARRIVED AT OVERSEAS STATION (DATE DOS). A four-digit date (YYMM) indicating the date the officer's dependents arrived at the overseas station.

NUMBER COMMAND-SPONSORED DEPENDENTS ON STATION OVERSEAS (DOS).

A one-digit code that identifies the number of command-sponsored family members on station overseas who reside with their sponsor at the current overseas duty station.

<u>CODE</u>	<u>DEFINITION</u>
0,1	SPOUSE
0,1-9	SPOUSE AND CHILDREN
0,1-9	CHILDREN
0,1-9	SPOUSE, CHILDREN, AND OTHER FAMILY MEMBERS
0,1-9	SPOUSE AND OTHER FAMILY MEMBERS
0,1-9	CHILDREN AND OTHER FAMILY MEMBERS
Y	NONE

PRIMARY AND SECONDARY DEPENDENCY CODE (DEP). A two-position code identifies the type and number of dependents. The first position identifies primary dependents (spouse and children) or marital status. The second position identifies secondary dependents (dependent parents). A blank in either position indicates no qualified dependents in that category.

FIRST POSITION (PRIMARY)

<u>CODE</u>	<u>DEFINITION</u>
0	NO DEPENDENTS
1	SPOUSE, NO CHILD
2	SPOUSE, 1 CHILD OR WARD
3	SPOUSE, 2 CHILDREN OR WARDS
4	SPOUSE, 3 CHILDREN OR WARDS
5	SPOUSE, 4 CHILDREN OR WARDS

<u>CODE</u>	<u>DEFINITION</u>
6	SPOUSE, 5 CHILDREN OR WARDS
7	SPOUSE, 6 CHILDREN OR WARDS
8	SPOUSE, 7 CHILDREN OR WARDS
9	SPOUSE, 8 OR MORE CHILDREN OR WARDS
A	1 CHILD OR WARD
B	2 CHILDREN OR WARDS
C	3 CHILDREN OR WARDS
D	4 CHILDREN OR WARDS
E	5 CHILDREN OR WARDS
F	6 CHILDREN OR WARDS
G	7 CHILDREN OR WARDS
H	8 CHILDREN OR WARDS
K	MILITARY SPOUSE
S	MILITARY SPOUSE AND 1 CHILD
T	MILITARY SPOUSE AND 2 CHILDREN
U	MILITARY SPOUSE AND 3 CHILDREN
V	MILITARY SPOUSE AND 4 CHILDREN
W	MILITARY SPOUSE AND 5 CHILDREN
X	MILITARY SPOUSE AND 6 CHILDREN
Y	MILITARY SPOUSE AND 7 CHILDREN
Z	MILITARY SPOUSE AND 8 OR MORE CHILDREN

SECOND POSITION (SECONDARY)

<u>CODE</u>	<u>DEFINITION</u>
O	NO SECONDARY DEPENDENTS
J	1 DEPENDENT PARENT
S	2 DEPENDENT PARENTS
Y*	2 PARENTS AND 1 PARENT-IN-LAW
Z*	2 PARENTS AND 2 PARENT-IN-LAWS

*LOCO PARENTS AND PARENT-IN-LAWS ARE ALSO CODED AS PARENTS

AVIATION BILLET INDICATOR (ABI). A one-position code that indicates an officer's current operational flying status, if applicable. Refer to reference (e), volume II.

MONTHS OF OPERATIONAL FLYING (MOF). The total number of months of operational flying that qualify the officer for the 12- and 18-year gates.

NOTE: Validation of ABI and MOF data elements by the activity with each aviation officer concerned is directed on a one-time basis and on a periodic basis thereafter to ensure the accuracy of information shown. Submit changes or corrections to these elements as outlined in enclosure (1).

SECURITY DATE (SEC DATE). Contains member's type of security investigation and the four-digit date (YYMM) the member's current security clearance was granted.

OFFICER SUBSPECIALTY (SUBSPECIALTY) 2. A five-digit secondary subspecialty code assigned to an officer to identify advanced education, functional training, and significant experience in various fields and disciplines, if applicable. See reference (e), volume I and part B.

NUCLEAR COMMISSION DATE (NCD). A six-position date (YYMMDD) equal to the first day a member served on active duty as a commissioned officer. Refer to reference (e), volume II.

NUCLEAR STATUS INDICATOR (NSI). A one-position alphabetic code that indicates the officer's entitlement to nuclear officer incentive pay (NOIP). Refer to reference (e), volume II.

NUCLEAR SERVICE CONTROL DATE (NSCD). A six-digit date (YYMMDD) which gives the effective date associated with the NSI. Prospective dates are shown by zeros in the day portion of the field. Refer to reference (e), volume II.