

FEDERAL MATCH FILE

USER'S MANUAL

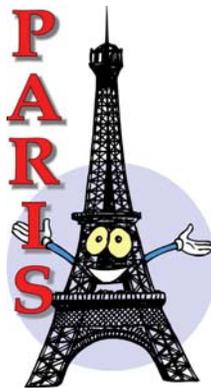


Table of Contents

Background.....	1
Purpose of the Manual.....	2
What is the Federal Match File?	2
Chapter 1 – Uses for the Federal File.....	3
Chapter 2 – Federal File: Essential Elements.....	4
A. Essential Variables (Fields) from the Federal Match File.....	4
B. Essential Variables (Fields) from the State’s Eligibility Database	7
C. Using Filters to Manage the Federal Match File	9
Chapter 3 – Analyzing Data and Creating Reports.....	11
A. Identify Clients with Unreported or Underreported Income from the Federal Government.....	11
B. Determine Eligibility for TRICARE.....	12
Appendix A: Federal Match File Record Format.....	16
Appendix B: Federal Match File Codebook of Essential Fields	20

Background

The Public Assistance Reporting Information System (PARIS) is a computer data matching and information exchange system administered by the Administration for Children and Families (ACF) to provide States with a tool to improve program integrity in administering public and medical assistance programs. The PARIS project is designed to match State enrollment data from the Temporary Assistance to Needy Families (TANF) Program, the Supplemental Nutrition Assistance Program (SNAP), the Workers' Compensation Program, the Childcare Program, and Medicaid, with data from other participating States and from a selected group of Federal databases. Using the client's Social Security number (SSN) as the unique identifier, the files submitted by the States are matched against:

- **THE INTERSTATE MATCH**, where SSNs of public assistance clients are submitted by participating PARIS States and matched with data from all other participating States to determine if participants are enrolled in two or more States.
- **THE VA MATCH**, which provides States with information on clients' eligibility for veterans' benefits and also allows States to confirm if their clients are receiving income and medical assistance payments from the Department of Veterans Affairs (VA).
- **THE FEDERAL MATCH**, which matches State data with information from the Department of Defense (DoD) and the Office of Personnel Management (OPM) to determine if clients are receiving income from any of these sources or are eligible for Federal health care coverage¹.

States participate in PARIS on a voluntary basis, and they receive no ongoing funding from ACF for participation. States are required to sign a PARIS Memorandum of Agreement (MOA), which commits the State to a minimum participation level and requires that data be submitted in a standardized format.

¹ Federal health coverage could include health benefits through such sources as coverage for current Federal employees, military health coverage through TRICARE, or benefits obtained through military retirement.

Purpose of the Manual

The Federal match file is considered by many States to be the most challenging file with which to work. Results from the national evaluation of PARIS indicated that the use of the Federal file was limited to only a few States, with many State officials noting that the complexity of the file made it difficult to use. Even States that use the Federal file do not do so to its full potential, either because they do not understand its multiple uses or because they do not understand how to use the data. The purpose of the manual is to provide States with a clear understanding of how to best use data from the Federal file, including the type of information contained in the Federal file, how this information can be used by States, and the steps necessary to prepare useful reports that will allow States to take appropriate actions.

What is the Federal Match File?

The Federal match file is the data file returned to participating member States that matches State enrollment data with information from the DoD and the OPM. The file allows States to compare income reported by clients from Federal sources with the Federal payment records for active and retired Federal civilian employees and active and retired military personnel. In addition, the file contains information that can be used to determine the potential for third-party insurance coverage from Federal sources for Medicaid clients.

Chapter 1 – Uses for the Federal File

The Federal file is a valuable resource that can be used for two purposes. First, it can be used to verify income reported by clients currently collecting benefits from any of the five programs previously described. State or local offices can verify whether or not income from Federal sources was reported, and whether it was reported accurately (see Chapter 3, section A for detailed instructions). The results of this verification can lead to a determination that the client did not report all income related to eligibility, and an adjustment of benefit level or to the discontinuation of benefits can be made for clients whose income levels are too high to meet eligibility requirements.

Second, information in the Federal file can be used to accurately determine if a Medicaid client is eligible for Federal health care coverage (see Chapter 3, section B for detailed instructions). If a client is eligible for Federal health care coverage, State Medicaid officials can update the client's third-party liability (TPL) information so that Medicaid will become the payer of last resort. This coordination results in savings to State Medicaid programs because they would be shifting the cost of health care services for these individuals to the Federal government, thus saving the State's share of Medicaid expenses.

These two functions describe how the Federal file can be used. However, within each of these functions, there are multiple layers of potential uses that can help States realize savings. This manual focuses on activities that could be undertaken in order to maximize the savings with the least amount of effort. It also provides information regarding the data elements from the Federal file that are required to capture undertake these activities, as well as how to standardize and simplify data contained in the Federal file in order to streamline State efforts. The manual also provides step-by-step technical directions on how to process the information and create useful reports.

Chapter 2 – Federal File: Essential Elements

The results created from the Federal match can seem overwhelming when initially examined. This is because the file contains a large number of fields. In addition, there is often a lack of clarity in understanding what each of the fields include and how the data are defined. Because of the complexity of the data contained in the Federal file, State officials often believe the file is difficult to manage. However, with careful filtering of information combined with a clear understanding of how the information can be used, the file can be both straightforward and valuable to ensuring program integrity. In this chapter we describe key elements of the Federal file, as well as key fields that need to be included and matched from a State’s eligibility database, as well as various filters that can be used to manage the file.

A. Essential Variables (Fields) from the Federal Match File

In this section we will list and describe data fields supplied by the Federal file that can be used to verify income and determine eligibility for Federal health care insurance. In most cases these fields will need to be matched with additional data fields from the State’s eligibility file (described in section B of this chapter). A complete list of available data fields, as well as their position and format in the Federal file, can be found in Appendix A. Also, the codebook for all fields included in the Federal file can be found in Appendix B.

Case Number (120-129)

This field contains a number for each client that is unique to the State’s eligibility system. This number links all individuals associated with a common benefit “case,” allowing States to identify all benefit recipients who are associated with a particular match. For example, most States submit SSNs for benefit enrollees and their eligible dependents (e.g. spouse, children); however, a match might only be returned for the benefit enrollee. In this case, the case number allows the State to identify and update benefit information for all beneficiaries associated with that enrollee.

Record Type (130-131)

Record type indicates the type of Federal employment category or service upon which the client's pay is based. These categories are required to separate civilian from military eligibility, so a determination can be made if the client is eligible for TRICARE (only if MA, MR, MV). All of the codes are used for income verification purposes (see Chapter 3, section A and Chapter 3, section B for details on how to use this data element). The codes are:

- CD = Civilian DoD
- CO = Civilian OPM
- CR = Civilian Retired
- MA = Military Active Duty
- MR = Military Retired
- MV = Military Reserved
- NF = Non-Appropriated Funds

Gross Pay (207-215)

Gross pay is the amount of money that the client is eligible to receive from a Federal source. However, there are a couple of caveats related to gross pay. First, gross pay is the amount of money the client is eligible for, but the client's pay status indicates whether the client is currently receiving this amount (see the description of "Pay Status" on the next page for more detail on codes). There are various codes to indicate that a client is eligible, but not currently receiving pay, or has been placed on "non-pay status." The reason for clients being placed on non-pay status is not clear from this field.

Second, the time period for which gross pay was earned (e.g. annually, monthly) varies by the source of the income, so one must adjust the data to match how it is reported in the State system. Lack of standardization with regards to the gross pay field is one of the largest barriers to States making effective use of this file. As can be seen from the various employment source codes, data contained in the Federal file come from multiple sources (e.g. military system, postal service). As a result, there are seven possible types of records that the Federal file can include. Two of these record types report gross income on an annualized basis, and three report income on a monthly basis.

Creating a standardized approach to compare gross pay reported and received is very straightforward for most of the pay categories. The State simply needs to decide if they want to look at an annualized

amount (multiply the monthly amounts by 12) or a monthly amount (divide the annualized amounts by 12); however, there are two record types that complicate this formula: Military active duty (MA) and Civilian DoD (CD).

MILITARY ACTIVE DUTY: Gross pay reported for active duty military clients is provided as a year-to-date total amount. Thus, in order to standardize gross pay, an extra piece of information is required: pay period end date. Unfortunately, this information is not consistently provided on the Federal file.

CIVILIAN DOD: Gross pay for civilian DoD clients is provided for the current pay period. However, because there is no information in the Federal file as to the frequency of pay for civilian DoD employees, this income cannot be standardized through the use of a formula.

Table 1 summarizes the gross pay formats for each of the record types and provides brief instructions on how to standardize the fields to a monthly amount; States could opt to standardize pay to an annualized amount.

TABLE 1. STANDARDIZING GROSS PAY TO A MONTHLY AMOUNT BY RECORD TYPE.

Record type	GROSSPAY format	How to reformat
CD (Civilian DoD)	Current pay period	Cannot currently standardize pay
CO (Civilian OPM)	Annual total pay	Divide by 12
CR (Civilian Retired)	Monthly gross amount	N/A
MA (Military Active Duty)	Year-to-date Federal taxable wages plus the current monthly amounts for BAH (housing allowance)	Cannot currently standardize pay
MR (Military Retired)	Gross monthly amount	N/A
MV (Military Reserved)	Current month	N/A
NF (Non-Appropriated Funds)	Annualized salary	Divide by 12

Pay Status (385)

Pay status indicates whether the client is currently being paid, is eligible for pay, or if his or her pay has been terminated or suspended. Codes are based on the client’s type of service (OPM, active duty, retired

military). This information can be used in the determination of TRICARE eligibility (see Chapter 3, section A) as well as in the verification of Federal income (see Chapter 3, section B).

OPM

N = Placed in non pay status

P = Placed in pay status in the Federal Civilian Workforce

ACTIVE DUTY

1 = Member paid with active duty funds

2 = Member paid with reserve funds

3 = Suspended pay account

4 = Dropped from rolls (deserter)

5 = Dropped from rolls (other)

6 = Separated from active duty

MILITARY RETIRED

1 = Receiving pay

2 = Eligible but not receiving

3 = Eligible but not receiving, direct remittance for standard base pay (SBP)

4 = Pay terminated

5 = Pay suspended

There are a number of fields in the Federal file that are useful, such as pay period end date.

Theoretically, this information could be used to standardize income for active duty military records because income is reported as a year-to-date amount. Additionally, the income information for civilian DoD records are reported for the current pay period. However, this field is currently provided only for civilian DoD records, and even then, the record does not contain enough information in this field to determine if the reported income represents a weekly, bi-weekly, semi-monthly, or monthly income value. Likewise, many other fields were explored for their usefulness in determining various categories of eligibility and none were complete enough or informative enough to be used for these purposes.

B. Essential Variables (Fields) from the State's Eligibility Database

In order to perform most of the activities described above, the State will need to match the Federal file data with several key fields from its eligibility system. This can be done in one of two ways – by back-matching the Federal match file received from the Defense Manpower Data Center (DMDC) with the State's eligibility file, or by including these fields (in the output fields reserved for optional State data)

from the State's data system in the file that they submit to the DMDC. Submitting the necessary data in advance is just one way States can increase efficiency and speed up processing.

The following are examples of State data fields that could be added to the file submitted to the DMDC for purposes related to undertaking activities related to the Federal match file match:

FINANCIAL RESPONSIBILITY

This information can be used by field workers to determine the relationship between the person who was returned as a "match" and the other beneficiaries associated with them (see "Case Number"). Often times the person who is returned on the file as a "match" or "hit" is a "non-household member." For example, if the person returned as a "match" is coded in the State's eligibility file as an "ineligible parent" (perhaps because he is a military retiree), but his children are eligible recipients, the field worker would know to refer only the children associated with this match to the Coordination of Benefits Department for TPL updating. In this case, the father is eligible for TRICARE and so are his children.

Financial responsibility also is important when verifying income because income from non-household members and/or non-applying spouses is not typically a factor when determining eligibility. Therefore, income verification should be limited to benefit recipients only. Examples of financial responsibility include:

- Direct recipient of State benefits
- Non-applying spouse
- Ineligible parent

FEDERAL INCOME REPORTED (TO THE STATE)

If Federal income is not specifically reported to the State, then including earned versus unearned income will help determine what portion of income can be attributed to the Federal government.

TPL INFORMATION (IF AVAILABLE) FROM THE CLIENT'S FILE

TPL information is available from the client's State eligibility file, then it is worthwhile to include it in the input file. There are certain carrier codes that are indicative of Federal health insurance

programs, such as TRICARE. Knowing that a client is eligible for insurance from the Federal government up front will cut down on the number of TPL cases a State or local office needs to work.

COUNTY IN WHICH THE CLIENT LIVES

In many States, local field staff work in county offices and they “work” cases located in their county. Including this field in the State’s input file will make it easy to set up county-specific reports, or to send the case to the appropriate field worker(s) upon return of the Federal file.

C. Using Filters to Manage the Federal Match File

In addition to focusing on, or even restricting the working Federal data file to the necessary fields described above, one of the simplest activities States can undertake is to make working with the Federal match file more manageable and efficient through the use of filters. Data “filters” are specific criteria that a State uses to reduce the size of its matched data files and create useful reports. Filters can be a very effective tool in reducing the number of cases for which follow-up must be conducted, prioritize follow-up activity, and eliminate files with incomplete or erroneous information. Filters also may help States focus their follow-up efforts on cases that stand a better chance of being resolved.

Below is a brief discussion of data filtering techniques that have been effectively used by member States. The filters that each State chooses to use will largely depend on their purpose for using the Federal file. For example, States that are interested in finding cases with unreported income may choose to prioritize their cases by using a filter to eliminate cases where the discrepancy is less than a certain dollar amount.

ELIMINATING CLOSED CASES: Match results are very quickly returned after submission; however, the population that the PARIS program is working with tends to be very fluid. A client who was active when the data file was submitted may have had their case closed after the file was submitted. It is recommended that each State compare the results of a match against its then current client database in order to eliminate cases that have since been closed and are no longer in need of examination.

ELIMINATING ERRONEOUS MATCHES: PARIS records are matched on the client’s SSN. Although the submitted SSNs are supposedly verified prior to submission, the State will likely receive some “erroneous” matches in their file due to data entry errors. Erroneous matches are matches that are

most likely not the same individual. To eliminate matches that are the result of a data entry error, it is recommended that States filter out records where the first name AND last name AND date of birth do not match, even if the SSN matches.

INCOME DISCREPANCY MINIMUMS: States that are interested in using the Federal file to verify income may opt to filter out matches in which benefits of less than a certain amount are involved or in cases where the discrepancy between actual and reported income are below a certain amount. Sometimes these discrepancies are due to cost of living increases, which may be small. Setting a dollar threshold or allowable margin of error also will depend on what the State determines to be a meaningful or significant amount. Furthermore, the volume of matches returned to the State with mismatched income and the availability of resources to conduct follow-up will probably play an even bigger role in setting this threshold dollar amount. Some States may only be interested in following up on cases where no income was reported.

ELIMINATING CASES WITH VALID CARRIER CODES: States that are interested in determining TPL for clients could consider filtering out cases for which they already have a valid Federal employer or military carrier code in the Medicaid file. These are cases in which you would expect to find a match with the Federal file, and thus, for TPL purposes, would lead to no new action.

Chapter 3 – Analyzing Data and Creating Reports

This chapter is intended to help States walk through the steps required to verify income and to determine TPL as well as work on the coordination of benefits issue in order to maximize the savings that can be realized with the least amount of effort. States can use this information to manually process and resolve each case, but the more efficient approach would obviously be to use this information to design a more automated system. “System” in this context could include producing reports on specific types of cases, sending PARIS-related alerts through an existing State system to local workers, or designing programs to filter out cases or merge files.

A. Identify Clients with Unreported or Underreported Income from the Federal Government

The Federal match file data received from the PARIS provides States with useful verification of client income received from the Defense Finance and Accounting Service and OPM. States can use this information to:

- Verify that clients are reporting this source of income.
- Verify that clients are *accurately* reporting their eligible income from *some* Federal sources.

Verifying the income reported by clients who are currently collecting benefits for TANF, SNAP, and Medicaid is important because it can lead to the adjustment of their benefit levels or to the discontinuation of benefits for clients whose income levels are too high to meet eligibility requirements. These changes can result in a significant cost savings at the State level, as well as potential fraud investigations. Here we describe how to identify cases of unreported and underreported income.

IDENTIFY UNREPORTED INCOME

1. Create a subset of data to include only clients that are benefit recipients (exclude non-household members and non-applying spouses) and that did not report any Federal income to the State. Again, this information would come from the recommended optional State data fields.
2. Take the subset created above and further analyze the data to include only clients that are receiving some Federal income according to the Federal match file.
 - Gross Pay (position 207-215) greater than zero
3. Compare the two amounts and note the discrepancy.

IDENTIFY DIFFERENCES BETWEEN REPORTED AND ACTUAL INCOME

States may choose to select a cut-off point or threshold for the maximum allowable discrepancy between reported and actual income from the Federal match file. Some States have used cut-off points as high as \$1,000 and as low as \$1. The amount chosen by your State will largely be related to the number of matches returned, the need to limit the number of cases worked due to limited resources, and the overall goals of the State with regards to the use of PARIS data.

1. Create a subset of the data to include only clients that are benefit recipients (exclude non-household members and non-applying spouses) and that reported some Federal income to the State (this is one of the recommended optional State data fields).
2. Create a further subset of the above data to include only clients that are receiving some Federal income according to the VA match file.
 - Gross Pay (position 207-215) greater than zero
3. Compare the amount reported to the State with the amount reported through the Federal file and create a file for those cases where there is a discrepancy.
4. Filter out cases where the discrepancy is lower than the threshold set by the State (if applicable). Otherwise, verify the income of this entire set of cases.

When comparing the client's reported income (as reported to the State) to the client's actual income (as reported through the Federal match file), it is important to understand three aspects of the client's income. First, if income from a Federal source cannot be pulled directly from the State system (e.g. lumped together as earned and unearned income with other income sources), then local field workers will need to actually confirm what, if any, Federal income was reported to the State by the client.

Second, the local field worker must understand what income the client reported to the State – gross or net income, to assure that they are making a valid comparison.

Third, the worker must figure out what portion of the clients' paycheck is eligible for the determination of State-level benefits.

B. Determine Eligibility for TRICARE

The Federal match file can be used to identify persons eligible for TRICARE military health insurance, which is the DoD worldwide health care program for active duty and retired uniformed service members

and their families. TRICARE consists of TRICARE Prime, a managed care option; TRICARE Extra, a preferred provider option; and TRICARE Standard, a fee-for-service option. TRICARE For Life (TFL) is also available for Medicare-eligible beneficiaries age 65 and over, which is an entitlement for lifetime TRICARE coverage. Beneficiaries may receive care at either a DoD military treatment facility or from a TRICARE-authorized civilian provider. Among many other benefits, TRICARE provides a world-class pharmacy benefit to all uniformed service members eligible for TRICARE, including TFL beneficiaries entitled to Medicare Part A and Part B.

If a client is determined to be eligible for TRICARE, then the client must enroll in the Defense Enrollment Eligibility Reporting System (DEERS), if he or she is not already enrolled. DEERS is a computerized database of military sponsors, families, and others worldwide who are entitled under the law to TRICARE benefits. Active-duty and retired service members are automatically registered in DEERS, but they must take action to register their family members and ensure they are correctly entered into the database. Enrollment information is available at www.tricare.osd.mil/deers/default.cfm.

Using the Federal file to identify TPL is one of the most effective ways for a State to reduce Medicaid costs. If a Medicaid client is determined to be eligible for TRICARE, then the bulk of costs associated with providing medical care to this client is shifted from the State to the Federal government. In this case, providers would bill TRICARE before submitting any claims to Medicaid.

To resolve cases related to TPL, three actions are involved:

- Determine a client's TRICARE eligibility.
- Confirm their enrollment through DEERS, and enroll eligible family members that are not yet enrolled.
- Update TPL-related information in the client's case profile.

In the following section, we describe the types of cases for which eligibility can be easily determined, as well as the appropriate action to take once eligibility is determined. These categories of eligibility include active duty and retired military personnel. We also provide a brief explanation of additional categories of eligibility that could be identified with a more significant level of effort from the State.

CATEGORIES OF ELIGIBILITY FOR TRICARE THAT CAN BE EASILY DETERMINED FROM THE FEDERAL MATCH FILE:

- Active duty service members, their spouses, and unmarried children

- Uniformed service retirees, their spouses, and unmarried children

IDENTIFYING CLIENTS ELIGIBLE FOR TRICARE:

1. Create a subset of the data to include
 - a. Active duty service members
 - Record Type (position 130-131) = MA

 - b. Uniformed service retirees
 - Record Type (position 130-131) = MR

2. Further reduce the data set to include only clients that are benefit recipients (exclude non-household members and non-applying spouses) and refer these individuals to your State's Coordination of Benefits Department. Use the financial responsibility field to determine if the matched individual is a beneficiary or not, (recommended optional State data field) and the case number provided on the Federal file to determine if there are other beneficiaries associated with each of these clients.

3. The Coordination of Benefits Department should be able to access the DEERS system and confirm the client's enrollment in TRICARE. If the client has eligible family members who are not enrolled in DEERS then the client should be referred for outreach to ensure the family members are enrolled in TRICARE and are registered in the DEERS system.

4. Once participation in TRICARE has been confirmed through DEERS, the TPL profile for these cases should be updated. The DEERS system also provides the dates of TRICARE eligibility. This is very useful information because Coordination of Benefits Department can seek payment from TRICARE for claims that have paid by Medicaid since the client's eligibility for TRICARE began.

CATEGORIES OF ELIGIBILITY FOR TRICARE THAT REQUIRE GREATER STATE EFFORT TO RESOLVE

- Reserve component members who have been activated for 30 or more days and the spouses and unmarried children of these members are difficult to determine as there is no way to know, from the PARIS file, whether or not a reservist has been activated for 30 or more days. The Federal match file can help the State identify clients who are reserve component members [Record Type (position 130-131) = MR].
- Persons who have received the Medal of Honor, and their family members, who are not otherwise TRICARE eligible will be able to obtain health care benefits under TRICARE in the same manner as if they were entitled to retired pay. Unfortunately, Medal of Honor recipients will not appear on the Federal match file unless they are receiving active duty pay or they have retired from service.
- There are many additional, but more complicated rules for determining eligibility for TRICARE. However, the manual does not describe these categories of eligibility in detail because they include such a small subset of individuals, comparatively, and because there is no way to identify these individuals from the Federal match file. For more information on TRICARE eligibility visit <http://www.tricare.mil/FACTSHEETS/viewfactsheet.cfm?id=174>.

It is also important to note that clients on the Federal file who are employed by or who have retired from the Federal government (non-military) also may be eligible for health benefits. These clients include civilians employed by the DoD or any other Federal agency staff eligible for coverage under the Federal Health Benefits Employee Program. Although the Federal match file can be used to identify these clients, it is seemingly more difficult to determine and confirm eligibility for such health benefits. Most likely, the local field workers would need to contact the clients directly. For this reason we do not describe in detail how to update TPL information for these clients. However, the following information from the Federal match file can be used to identify this subset of individuals that are potentially eligible for health benefits through their Federal employer:

- Civilian DoD [Record Type (position 130-131) = CD]
- Civilian OPM [Record Type (position 130-131) = CO]
- Civilian retirees [Record Type (position 130-131) = CR]

Appendix A: Federal Match File Record Format

<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>LENGTH</u>	<u>TYPE</u>
SSN	001-009	9	character
*SSN	01-09	9	
*LAST NAME	10-24	15	
*FIRST NAME	25-39	15	
*DATE OF BIRTH	40-47	8	
*FILLER/BLANK	48-48	1	
*FILE DATE	49-54	6	
*STATE NAME	55-56	2	
*OPTIONAL	57-116	60	
*LOCATION CODE	117-119	3	
*CASE NUMBER	120-129	10	
RECORD TYPE	130-131	2	character
FILE DATE	132-137	6	character
DATE OF BIRTH	138-145	8	numeric
LAST NAME	146-171	26	character
FIRST NAME	172-186	15	character
MIDDLE NAME	187-201	15	character
SUFFIX NAME	202-205	4	character
SEX	206-206	1	character
GROSS PAY	207-215	9.2	numeric
UNIT ID CODE (UIC)	216-223	8	character

AGENCY	224-227	4	character
PAY PLAN	228-229	2	character
PAY GRADE	230-233	4	character
PAY STEP	234-235	2	numeric
BASIC SALARY	236-244	9.2	numeric
STATE RESIDENCE	245-246	2	character
FEDERAL TAXABLE WAGES	247-255	9	numeric
FEDERAL TAX WITHHELD	256-264	9	numeric
STATE TAXABLE WAGES	265-273	9	numeric
STATE TAX WITHHELD	274-282	9	numeric
EMPLOYEE STATUS CODE	283-322	40	character
PAYROLL OFFICE NUMBER	323-362	40	character
PERSONNEL OFFICE ID	363-366	4	character
PAY BASIC CODE	367-368	2	character
PAY PERIOD END DATE (YYYYMMDD)	369-376	8	numeric
DISBURSING DATE (YYYYMMDD)	377-384	8	numeric
PAY STATUS	385-385	1	character
CATAGORY CD	386-386	1	character
TOTAL BASE PAY ALL DRILLS	387-395	9	numeric
MARITAL STATUS CODE	396-396	1	character
DEPENDENTS QUANTITY	397-398	2	numeric
OFF DUTY MILITARY CODE	399-399	1	character

WELFARE TO WORK HIRE CODE	400-400	1	character
CITY	401-413	13	character
STATE	414-415	2	character
ZIP	416-424	9	character
ADDRESS LINE 1	425-451	27	character
ADDRESS LINE 2	452-478	27	character
ADDRESS LINE 3	479-500	22	character
ADDRESS LINE 4	501-522	22	character
ADDRESS LINE 5	523-544	22	character
ADDRESS LINE 6	545-566	22	character
MAILING ADDRESS EFFECTIVE CALENDAR DATE	567-572	6	numeric
CLAIM NUMBER	573-581	9	character
RETIRED PAY ENTITLMT EFFECTIVE DATE	582-589	8	numeric
COMMENT1	590-728	139	character
COMMENT2	729-955	227	character
COMMENT3	956-1091	136	character
COMMENT4	1092-1318	227	character

* = indicates State fields

Appendix B: Federal Match File Codebook of Essential Fields

RECORD TYPE

CD Civilian DoD

CO Civilian OPM

CR Civilian Retired

MA Military Active Duty

MR Military Retired

MV Military Reserved

NF Non-Appropriated Funds

SEX

2 Female

F Female

1 Male

M Male

0 Unknown

Z Unknown

UNIT IDENTIFICATION CODE

FIRST DIGIT:

Navy = N

Army = W

MARINE CORP = M

AIR FORCE = F

AGENCY CODE

ADDITIONAL CODES ATTACHED AGENCY OPM

A Army

C Coast Guard

F Air Force

H Public Health Service

M Marine Corps

N Navy

O National Oceanic and Atmospheric Administration

Z Unknown or Not Applicable

AG Army Guard

AV Army Reserve

PV Coast Guard Reserve

FG Air Force Guard

FV Air Force Reserve

MV Marine Reserve

NV Navy Reserve

AF - Department of Air Force

AR - Department of Army

DD - Department of Defense (except Air Force, Army, and Navy)

NV - Department of Navy

1 - Department of Army

2 - Department of Navy

3 - Department of Navy (Marines)

4 - Department of Air Force

5 - Other Department of Defense (except Air Force, Army, and Navy)

AA - Not a unique agency code: Other Commissions, Councils, Boards

1P -- United States Post Office

05 - General Accounting Office

10 - The Judiciary

11 -- Executive Office of the President

12 - Department of Agriculture

13 - Department of Commerce

14 - Department of interior

15 - Department of Justice

16 - Department of Labor

17 - Department of Navy

18 - United States Postal Service

19 - Department of State

20 - Department of Treasury

21 - Department of Army

24 – Office of Personnel Management
26 – Federal Retirement Thrift investment Board
36 – Veterans Administration
41 – Merit Systems Protection Board
45 – Equal Employment opportunity Commission
47 – General Services Administration
54 – Federal Labor Relations Authority
56 --Joint Payroll Office
57 – Department of Air Force
60 -- Railroad Retirement Board
68 – Environmental Protection Agency
69 – Department of Transportation
73 -- Small Business Administration
75 -- Department of Health and Human Services
84 – United States Soldiers’ and Airmen’s Home
86 -- Department of Housing and Urban Development
88 -- Social Security Administration
89 – Department of Energy
90 -- Selective Service System
91 – Department of Education
95 -- Not a unique Agency Code: Other Commissions, Councils, Boards
96 – Corps of Engineers, Civil
97 – Office of the Secretary of Defense

AF00 Air Force NAFI

AR00 Army NAFI

DD07 DLA NAFI

DD36 Army/Air Force Exchange Service (AAFES)

NV22 Navy NAFI (BUPERS)

NV23 Naval Supply Systems Command (NEXCOM)

NV27 Marine Corps NAFI

OS00 Office of Government Ethics

AB00 American Battle Monuments Commission

AC00 Advisory Commission on Intergovernmental Relations

AF01 Air Force Management Engineering Agency

AF02 Air Force Inspection and Safety Center
AF03 Air Force Operational Test and Evaluation Center
AF04 Air Force Communications Agency
AF05 Air Force Intelligence Service
AF06 Air Force Audit Agency
AF07 Air Force Office of Special Investigations
AF08 Air Force Office of Security Police
AF09 Air Force Personnel Center
AF0B US Air Force Academy
AF0D US Air Forces, Europe
AF0I Air Reserve Personnel Center
AF0J Air Training Command
AF0K Air University
AF0M Headquarters, Air Force Reserve
AF0N Immediate Office, Headquarters, USAF
AF0R Pacific Air Forces
AF0U Electronic Security Command
AF0Y Air Force Communications Command
AF10 Air Force Center for Quality and Management Innovation
AF1C Air Combat Command
AF1G Air Force Logistics Management Agency
AF1L Air Mobility Command
AF1M Air Force Materiel Command
AF1Q HQ AF Flight Standards Agency
AF1S Space Command
AF1W Air Force Engineering and Services Center
AF27 Air Force Agency for Modeling and Simulation
AF28 Air Force Communication and Information Center
AF29 Air Force National Security Emergency Preparedness
AF2A Air Force Cost Center
AF2B Air Force Doctrine Center
AF2C Air Force Civilian Personnel Management Center
AF2D Air Force Personnel Operations Agency
AF2E Air Force Legal Services Center
AF2F Air Force Medical Services Center
AF2G Air Force Service Information and News Center

AF2H Air Force Combat Operations Staff
AF2I Air National Guard Support Center
AF2K US Air Force Historical Research Center
AF2L Air Force Technical Applications Center
AF2M Air Force Review Boards Office
AF2N Air Force Center for Studies and Analyses
AF2P Air Force Center for International Programs
AF2Q Air Weather Service
AF2R Air Force Program Executive Office
AF2S HQ NORAD
AF2T Air Force Supply Center
AF2U Air Force Morale, Welfare and Recreation Center
AF2V Air Force Disposal Agency
AF2W Air Force District of Washington
AF2X Air Force Real Estate Agency
AF2Y Air Force Pentagon Communications Agency
AF2Z HQ Air Force Medical Operations Agency
AF34 Air National Guard Units (Mobilization) (Title 5)
AF3C Air Force Elements, US Central Command
AF3D Air Force Elements, US Special Operations Command
AF3G Air Force Elements, Europe
AF3I Reservist, Centrally Managed
AF3L Center for Air Force History
AF3M Air Force Elements, US Southern Command
AF3N Air Force Elements, US Atlantic Command
AF3O Air Force Elements, US Pacific Command
AF3Q Air Force Elements, US Strategic Command
AF3R Air Force Elements, US Readiness Command
AF3S Headquarters, US Space Command and NORAD
AF3T Air Force Elements, US Transportation Command
AF3V Air Force Elements, Other than Europe
AF3W Air Force Center for Environmental Excellence
AF3Y Air Force Frequency Management Center
AF3Z Joint Services Survival, Evasion, Resistance and Escape Agcy
AFNG Air National Guard Units (Title 32)
AFZG US Special Operations Command (ANG, Title 32)

AFZS US Special Operations Command (Air Force)
AG01 Office of the Secretary of Agriculture
AG02 Agricultural Marketing Service
AG03 Agricultural Research Service
AG07 Rural Housing Service
AG08 Risk Management Agency
AG10 Foreign Agricultural Service
AG11 Forest Service
AG13 Office of Communications
AG14 Office of the General Counsel
AG15 Rural Utility Service
AG16 Natural Resources Conservation Service
AG18 Economic Research Service
AG20 National Agricultural Statistics Service
AG22 Cooperative State Research, Education, and Extension Service
AG23 Office of the Inspector General
AG30 Food and Nutrition Service
AG32 Rural Business-Cooperative Service
AG34 Animal and Plant Health Inspection Service
AG36 Grain Inspection, Packers and Stockyards Administration
AG37 Food Safety and Inspection Service
AG38 Office of the Chief Economist
AG42 Office of Budget and Program Analysis
AG90 Office of the Chief Financial Officer
AG92 Office of the Administrative Law Judge
AG94 Office of Civil Rights
AG96 Office of Human Resources Management
AG98 Office of Operations
AGAW Alternative Agricultural Research & Commercialization Center
AGCA Board of Contract Appeals
AGDB Office of Small and Disadvantaged Business Utilization
AGDM Management Support Staff
AGES Office of the Executive Secretariat
AGFA Farm Service Agency
AGIT Office of the Chief Information Officer
AGNA National Appeals Division

AGOA Office of Administrative Support
AGOE Office of Ethics
AGOU Office of Outreach
AGPA Policy, Analysis, and Coordination Center
AGPP Office of Procurement and Property Management
AGSC National Sheep Industry Improvement Center
AH01 National Endowment for the Arts
AH02 National Endowment for the Humanities
AH03 Institute of Museum and Library Services
AI00 US Institute of Peace
AM00 Agency for International Development
AN00 African Development Foundation
AP00 Appalachian Regional Commission
ARAE Acquisition Executive Support Agency
ARAS US Army Intelligence and Security Command
ARAU US Army Audit Agency
ARCB US Army Criminal Investigation Command
ARCD US Army Corps of Engineers (civil program financing only).
ARCE US Army Corps of Engineers (except civil program financing)
ARCS Immediate Office of the Chief of Staff of the Army
ARCZ US Army Information Systems Command
ARE0 59th Ordnance Brigade
ARE1 Immediate Office of the Commander-in-Chief of the US Army
ARE2 21st Theater Army Area Command
ARE3 US Army Southern European Task Force
ARE5 US Army V Corps
AREB 1st Personnel Command
ARED US Military Community Activity, Heidelberg
AREN Seventh Army Training Command
ARFC US Army Forces Command
ARGB Office of the Chief of the National Guard Bureau
ARHR US Army Reserve Command
ARHS US Army Health Services Command
ARJ1 US Army Element SHAPE
ARJA Joint Activities
ARMA US Military Academy

ARMC US Army Medical Command
ARMD Surgeon General
ARMP US Total Army Personnel Command
ARMT Military Traffic Management Command
ARMW US Army Military District of Washington
ARNG Army National Guard Units
ARP1 US Army Pacific
ARP8 Eighth US Army
ARPC Military Entrance Processing Command
ARRC US Army Recruiting Command
ARSA Office of the Secretary of the Army
ARSB Field Operating Offices of the Office of the Secretary Army
ARSC US Army Space and Strategic Defense Command
ARSE Field Operating Agencies of the Army Staff Resourced - OA-22
ARSF Field Operating Agencies of the Army Staff
ARSJ Joint Svcs & Activities Supported by Office, Secretary Army
ARSP US Special Operations Command
ARSS Staff Support Agencies of the Chief of Staff, Army
ARSU US Army Southern Command
ARTC US Army Training and Doctrine Command
ARX2 Headquarters, AMC
ARX3 Headquarters, Staff Support Activities, AMC
ARX4 Training Activities, AMC
ARX5 US Army Materiel Command, All Others
ARX6 US Army Missile Command
ARX7 US Army Tank-Automotive and Armament Command
ARX8 US Army Communications Electronics Command
ARX9 US Army Simulation, Training and Instrumentation Command
ARXA US Army Chemical and Biological Defense Command
ARXB US Army Aviation and Troop Command
ARXC US Army Soldiers System Command
ARXD US Army Research Laboratory Command
ARXK Materiel Acquisition Activities
ARXL Materiel Acquisition Project Managers
ARXM US Army Test and Evaluation Command
ARXP US Army Security Assistance Command

ARXQ US Army Industrial Operations Command
ARXT US Army Test, Measurement, and Diagnostic Equipment Activity
ARXX Materiel Readiness Activities
AU00 Federal Labor Relations Authority
AW00 Arctic Research Commission
BD00 Merit Systems Protection Board
BF00 Defense Nuclear Facilities Safety Board
BG00 Pension Benefit Guaranty Corporation
BH00 Commission for the Preservation of America's Heritage Abroad
BJ00 Illinois and Michigan Canal National Heritage Corridor Cmsn
BK00 James Madison Memorial Fellowship Foundation
BO00 Office of Management and Budget
BT00 Architectural and Transportation Barriers Compliance Board
BW00 Nuclear Waste Technical Review Commission
BZ00 Christopher Columbus Fellowship Foundation
CC00 Commission on Civil Rights
CE00 Council of Economic Advisors
CF00 Commission of Fine Arts
CG00 National Education Goals Panel
CI00 Central Intelligence Agency
CM33 Technology Administration
CM51 Office of the Secretary
CM52 Economic Development Administration
CM53 Bureau of Economic Analysis
CM54 National Oceanic and Atmospheric Administration
CM55 International Trade Administration
CM56 Patent and Trademark Office
CM57 National Institute of Standards and Technology
CM59 Minority Business Development Agency
CM61 National Telecommunications and Information Administration
CM62 National Technical Information Service
CM63 Bureau of Census
CM64 Office of the Inspector General
CM65 Economic Affairs Units
CM67 Bureau of Export Administration
CT00 Commodity Futures Trading Commission

CU00 National Credit Union Administration
CX00 National Commission on Libraries and Information Science
DC00 Office of Policy Development
DD01 Immediate Office of the Secretary of Defense
DD02 Organization of the Joint Chiefs of Staff
DD04 Defense Information Systems Agency
DD05 Defense Intelligence Agency
DD06 Defense Security Assistance Agency
DD07 Defense Logistics Agency
DD08 US Court of Appeals for the Armed Forces
DD09 American Forces Information Service
DD10 Defense Contract Audit Agency
DD11 National Imagery and Mapping Agency
DD12 Defense Security Service
DD13 Defense Advanced Research Projects Agency
DD15 Uniformed Services University of the Health Sciences
DD16 Department of Defense Education Activity
DD17 Ofc of Civilian Health Medical Program of Uniformed Svc
D18 Defense Medical Programs Activity
DD21 Washington Headquarters Services
DD23 Office of Economics Adjustment
DD25 Defense Legal Services
DD26 Office of Inspector General
DD27 Ballistic Missile Defense Organization
DD28 National Security Agency/Central Security Service
DD34 Defense Commissary Agency
DD35 Defense Finance and Accounting Service
DD36 Army/Air Force Exchange Service
DD48 Defense Human Resources Activity
DD50 USD(A&T) Defense Support Activity
DD58 Defense POW/MIA Office
DD59 Consolidated Metropolitan Technical Personnel Center.
DD60 TRICARE Management Activity
DD61 Defense Threat Reduction Agency
DD62 Defense Career Management and Support Agency.
DJ01 Offices, Boards and Divisions

DJ02 Federal Bureau of Investigation
DJ03 Bureau of Prisons/Federal Prison System
DJ04 Immigration and Naturalization Service
DJ06 Drug Enforcement Administration
DJ07 Office of Justice Programs
DJ08 US Marshals Service
DJ09 Executive Office for US Attorneys & Office of US Attorneys
DJ10 Office of the Inspector General
DJ11 US Trustee System
DJ12 Executive Office for Immigration Review
DJ14 Community Relations Service
DLAA Office of the Secretary of Labor
DLAM Office of the Assistant Secretary for Adm and Mgmt
DLBL Bureau of International Labor Affairs
DLCA Office of Congressional and Intergovernmental Affairs
DLCF Office of the Chief Financial Officer
DLED Presidential Task Force on Empl of Adults /w Disabilities
DLEH President's Committee on Empl of People w/ Disabilities
DLES Employment Standards Administration
DLET Employment and Training Administration
DLIG Office of the Inspector General
DLLS Bureau of Labor Statistics
DLMS Mine Safety and Health Administration
DLNY National Occupational Information Coordinating Committee
DLPA Office of Public Affairs
DLPE Office of the Assistant Secretary for Policy
DLPW Pension and Welfare Benefits Administration
DLSH Occupational Safety and Health Administration
DLSL Office of the Solicitor
DLVE Veterans Employment and Training Services
DLWB Women's Bureau
DN00 Department Of Energy
EB00 Export-Import Bank of the United States
EC00 Office of Administration
EDEA Immediate Office of the Secretary of Education
EDEB Office of the Deputy Secretary of Education

EDEC Office for Civil Rights
EDEE Office of the Under Secretary
EDEF Office of Inspector General
EDEG Office of the General Counsel
EDEH Office of Special Education and Rehabilitative Services
EDEI Office of the Chief Information Officer
EDEJ Office of Legislation and Congressional Affairs
EDEK Office of Intergovernmental and Interagency Affairs
EDEL Office of the Chief Financial Officer
EDEM Office of Management
EDEN Office of Student Financial Assistance Programs
EDEP Office of Postsecondary Education
EDER Office of Educational Research and Improvement
EDES Office of Elementary and Secondary Education
EDET Office of Bilingual Education and Minority Languages Affairs
EDEV Office of Vocational and Adult Education
EDEX National Institute for Literacy
EDEY Advisory Councils and Committees
EDEZ National Assessment Governing Board
EE00 Equal Employment Opportunity Commission
EM00 Federal Emergency Management Agency
EO00 Morris K. Udall SchlrsHp & Excllnc in Nat Envrnmntl Pcly Fndtn
EP00 Environmental Protection Agency
EQ00 Council on Environmental Ql/Ofc of Environmental Quality
ES00 Commission on Executive, Legislative, and Judicial Salaries
EW00 Trade and Development Agency
EX00 Executive Residence at the White House
FC00 Federal Communications Commission
FD00 Federal Deposit Insurance Corporation
FI00 Federal Financial Institutions Examination Council
FJ00 Chemical Safety and Hazard Investigation Board
FK00 Farm Credit System Insurance Corporation
FL00 Farm Credit Administration
FM00 Federal Mediation and Conciliation Service
FQ00 Crts Svc and Offndr Sprvsn Agcy/Dstrct of Columbia
FR00 Federal Reserve System--Board of Governors

FT00 Federal Trade Commission
FW00 Office of Special Counsel
FY00 Federal Housing Finance Board
GB00 Overseas Private Investment Corporation
GE00 Barry Goldwater Schlrshp and Excellence in Edctn Fndtn
GI00 Presidential Advisory Cmsn on Holocaust Assets in the US
GJ00 Presidio Trust
GS01 Immediate Office of the Administrator
GS03 Public Buildings Service
GS04 Office of Civil Rights
GS10 Office of Enterprise Development
GS11 Office of the Chief Financial Officer
GS12 Office of General Counsel
GS13 GSA Board of Contract Appeals
GS14 Office of the Chief People Officer
GS15 Office of Inspector General
GS19 Office of Communications
GS20 Office of Congressional and Intergovernmental Affairs
GS21 Office of Smart Card Initiatives
GS22 Offices of the Regional Administrators
GS24 Federal Supply Service
GS26 Office of Policy, Planning, and Evaluation
GS27 Federal Technology Service
GS28 Office of the Chief Information Officer
GS29 Office of Childcare
GW00 International Boundary and Water Cmsn: US and Mexico
GX00 International Boundary Commission: United States and Canada
GY00 International Joint Commission: United States and Canada
HB00 Committee for Prchs from Ppl Who Are Blnd or Svrly Dsbld
HD00 US Holocaust Memorial Council
HE10 Office of the Secretary of Health and Human Services
HE11 Program Support Center
HE12 Administration on Aging
HE31 Office of the Assistant Secretary of Health
HE32 Substance Abuse and Mental Health Services Administration
HE33 Agency for Health Care Policy and Research

HE34 Health Resources and Services Administration
HE35 Agency for Toxic Substances and Disease Registry
HE36 Food and Drug Administration
HE37 Indian Health Service
HE38 National Institutes of Health
HE39 Centers for Disease Control and Prevention
HE70 Health Care Financing Administration
HE90 Administration for Children and Families
HP00 Advisory Council on Historic Preservation
HSBC Dept Homeland Security, Boarder, Boarder & Transportation Security, Trans Security Admin
HSCB Dept Homeland Security, Emerg Prep & Response, Fed Emerg Management
HT00 Harry S. Truman Scholarship Foundation
HU01 Region 1 - Secretary's Representative for New England
HU02 Region 2-Secretary's Representative for New York/New Jersey
HU03 Region 3 - Secretary's Representative for Mid-Atlantic
HU04 Region 4-Secretary's Representative for Southeast/Caribbean
HU05 Region 5 - Secretary's Representative for Midwest
HU06 Region 6 - Secretary's Representative for Southwest
HU07 Region 7 - Secretary's Representative for Great Plains
HU08 Region 8 - Secretary's Representative for Rocky Mountains
HU09 Region 9 - Secretary's Representative for Pacific/Hawaii
HU10 Region 10 - Secretary's Representative for Northwest/Alaska
HAAA Office of the Secretary of Housing and Urban Development
HABB Assistant Secretary for Administration
HUCC Office of General Counsel
HUDD Assistant Secretary for Community Planning and Development
HUEE Assistant Secretary for Fair Housing and Equal Opportunity
HUFF Office of the Chief Financial Officer
HUGG Office of Inspector General
HUII Office of Departmental Organization and Coordination
HUJJ AS for Congressional and Intergovernmental Relations
HULL Office of Lead-Based Paint Abatement and Poisoning Prevention
HUMM Assistant Secretary for Housing-Federal Housing Commissioner
HUOO Office of Federal Housing Enterprise Oversight
HUPP Assistant Secretary for Public and Indian Housing
HUQQ Section 8 Financial Management Center

HURR Assistant Secretary for Policy Development and Research
HUTT Government National Mortgage Association
HUUU Office of Departmental Equal Employment Opportunity
HUVV Departmental Enforcement Center
HUWW Assistant Secretary for Public Affairs
HUXX Departmental Real Estate Assessment Center
HUYU Office of Multifamily Housing Assistance Restructuring
IB00 US Information Agency
IF00 Inter-American Foundation
IN01 Office of the Secretary of the Interior
IN05 Bureau of Land Management
IN06 Indian Affairs
IN07 Bureau of Reclamation
IN08 Geological Survey
IN10 National Park Service
IN13 Geological Survey--Biological Resources Division
IN15 US Fish and Wildlife Service
IN21 Office of the Solicitor
IN22 Office of Surfacing Mining, Reclamation and Enforcement
IN23 Minerals Management Service
IN24 Office of the Inspector General
JL01 Administrative Office of the US Courts
JL03 Supreme Court of the United States
KS00 Corporation for National and Community Service
LA00 Architect of the Capitol
LB00 Botanic Garden
LC00 Library of Congress
LD00 Congressional Budget Office
LF00 Federal Election Commission
LG00 General Accounting Office
LL01 Senate
LL02 House of Representatives
LP00 Government Printing Office
LQ00 John C Stennis Center for Public Svc Training & Development
LT00 US Tax Court
MA00 Marine Mammal Commission

MC00 Federal Maritime Commission
NF00 National Science Foundation
NK00 National Council on Disability
NL00 National Labor Relations Board
NM00 National Mediation Board
NN10 Headquarters, NASA
NN21 Ames Research Center
NN22 Lewis Research Center
NN23 Langley Research Center
NN24 Dryden Flight Research Center
NN51 Goddard Space Flight Center
NN62 George C. Marshall Space Flight Center
NN64 John C. Stennis Space Center
NN72 Lyndon B. Johnson Space Center
NN73 Space Station Program Office
NN76 John F. Kennedy Space Center
NP00 National Capital Planning Commission
NQ00 National Archives and Records Administration
NS00 National Security Council
NU00 Nuclear Regulatory Commission
NV08 Immediate Office of the Secretary of the Navy
NV09 Navy Staff Offices
NV10 Navy Field Offices
NV11 Immediate Office of the Chief of Naval Operations
NV14 Office of Naval Research
NV15 Naval Intelligence Command
NV18 Naval Medical Command
NV19 Naval Air Systems Command
NV22 Bureau of Naval Personnel
NV23 Naval Supply Systems Command
NV24 Naval Sea Systems Command
NV25 Naval Facilities Engineering Command
NV27 US Marine Corps
NV30 Special Projects Office
NV33 Military Sealift Command
NV39 Naval Space and Warfare Systems Command

NV52 Ofc Naval Operations, Cmdr, Navy Installations
NV60 US Atlantic Fleet, Commander in Chief
NV61 US Naval Forces, Europe
NV62 Naval Education and Training Command
NV63 Naval Computer and Telecommunications Command
NV65 Naval Oceanography Command
NV69 Naval Security Group Command
NV70 US Pacific Fleet, Commander in Chief
NV72 Naval Reserve Force
NV74 Naval Special Warfare Command
NVZS US Special Operations Command (Navy)
OM00 Office of Personnel Management
OV00 Office of the Vice President
PC00 Panama Canal Commission
PI00 Public International Organization
PJ00 Postal Rate Commission
PO00 US Postal Service
PU00 Peace Corps
QQ00 Office of National Drug Control Policy
RE00 Office of Navajo and Hopi Indian Relocation
RF00 Federal Retirement Thrift Investment Board
RH01 Naval Home
RH02 US Soldiers? and Airmen's Home
RR00 Railroad Retirement Board
RS00 Federal Mine Safety and Health Review Commission
SB00 Small Business Administration
SE00 Securities and Exchange Commission
SK00 Consumer Product Safety Commission
SM01 National Gallery of Art
SM02 Woodrow Wilson International Center for Scholars
SM03 Smithsonian Institution
SM04 John F. Kennedy Center for the Performing Arts
SS00 Selective Service System
ST00 Department of State
SZ00 Social Security Administration
TB00 National Transportation Safety Board

TC00 US International Trade Commission
TD01 Office of the Secretary of Transportation
TD02 US Coast Guard
TD03 Federal Aviation Administration
TD04 Federal Highway Administration
TD05 Federal Railroad Administration
TD06 Saint Lawrence Seaway Development Corporation
TD09 Federal Transit Administration
TD10 National Highway Traffic Safety Administration
TD11 Research and Special Programs Administration
TD12 Office of Inspector General
TD13 Maritime Administration
TD15 Surface Transportation Board
TD16 Bureau of Transportation Statistics
TN00 Office of the US Trade Representative
TR35 Office of Thrift Supervision
TR40 Bureau of Alcohol, Tobacco and Firearms
TR91 Departmental Offices
TR93 Internal Revenue Service
TR95 Office of Inspector General
TRAA Financial Management Service
TRAB Bureau of the Public Debt
TRAC US Secret Service
TRAD US Mint
TRAF US Customs Service
TRAH Federal Law Enforcement Training Center
TRAI Bureau of Engraving and Printing
TRAJ Office of the Comptroller of the Currency
TRTG Office of the Inspector General for Tax Administration
TS00 Office of Science and Technology Policy
TV00 Tennessee Valley Authority
UJ00 Japan-United States Friendship Commission
UT00 Utah Reclamation Mitigation and Conservation Commission
VAAA Office of the Secretary
VAAC Board of Contract Appeals
VAAD Board of Veterans Appeals

VAAE General Counsel
VAAF Inspector General
VAAH Office of Small and Disadvantaged Business Utilization
VABA Immediate Ofc of the Assistant Scrtry for Hmn Rsrcs and Adm
VABB Deputy Assistant Secretary for Security and Law Enforcement
VABC Deputy Assistant Secretary for Human Resources Management
VABD Deputy Assistant Secretary for Equal Employment Opportunity
VABE Deputy Assistant Secretary for Administration
VABF Deputy Assistant Secretary for Ofc of Resolution Mgmt
VADA Immediate Office of the Assistant Secretary for Management
VADC Deputy Assistant Secretary for Budget
VADD Deputy Assistant Secretary for Financial Management
VADG Deputy Assistant Secretary for Acquisition and Materiel Mgmt
VAEA Immediate Ofc of the Assistant Secretary for Info and Tech
VAEB Deputy Assistant Secretary for Information and Technology
VAHA Imdt Ofc of the Assistant Secretary for Policy and Planning
VAHB Deputy Assistant Secretary for Policy
VAHC Deputy Assistant Secretary for Planning
VAHD National Center for Veteran Analysis and Statistics
VAJA Imdt Ofc of the Asntt Scrtry for Public and Intrgovl Affrs
VAJB Deputy Assistant Secretary for Intergovernmental Affairs
VAJC Deputy Assistant Secretary for Public Affairs
VAKA Immediate Ofc of the Assistant Secretary for Cngs Affairs
VAKB Deputy Assistant Secretary for Congressional Affairs
VALA Veterans Benefits Administration
VAPA National Cemetery System
VATA Veterans Health Administration
WH01 White House Office
WH03 Office of the President
ZD00 US Court of Veterans Appeals
ZG00 Office of Compliance
ZI00 National Gambling Impact Study Commission
ZK00 Commission on the Advancement of Federal Law Enforcement
ZL00 Medicare Payment Advisory Commission
ZM00 Commission on Maintaining US Nuclear Weapons Expertise
ZO00 Commission on Security and Cooperation in Europe

PAY PLAN CODE

AD Administratively determined rates
AS Non-Appropriated Fund, administrative support
AF American Family Members
AJ Admin judges, Nuclear Regulatory Commission
AL Administrative Law judges
AN Germany/Longshorman
BB Non supervisory negotiated pay employees
BL Leader negotiated pay employees
BP Printing and Lithographic negotiated pay employees
BS Supervisory negotiated pay employee
CA Board of contract appeals
CC Non-Appropriated Fund, Childcare
CE Contract education
CG Corporate graded Federal Deposit Insurance Corp.
CP Compensation pgm Ofc of Comptroller of currency
CS Skill Based Pay demonstration employees, DLA
CU Credit Union employees
CY Contract education Bureau of Indian Affairs
CZ Canal Zone General Schedule type positions
DA Demonstration administrative
DB Demonstration Engineers and Scientists
DC Greece/Graded
DE Demonstration engineers and scientists technicians
DG Demonstration gen Director Laboratory Pgms (Navy)
DH Demonstration hourly Air Force logistics command
DJ Demonstration Administrative
DK Demonstration general support
DN Defense Nuclear Facilities Safety Board
DP Demonstration professional
DR Demonstration Air Force Scientist & Engineer
DS Demonstration specialist
DT Demonstration technician
DW Demonstration salaried Air Force and DLA

DX Demonstration Supervisory Air Force and DLA
EA Admin schedule (excluded) Tennessee Valley Authority
EB Clerical schedule (excluded) Tennessee Valley Authority
EC Engineering and Computing schedule (excluded) TVA
ED Expert
EE Expert (other)
EF Consultant (OPM)
EF Expert (other)
EG Consultant (other)
EH Advisory committee member
EI Advisory committee member (other)
EM Executive schedule Office of Comptroller currency
EO FDIC executive pay
EP Defense Intelligence Senior Executive Service
ES Senior Executive Service
ET General Accounting Office Senior Executive Service
EX Executive pay
FA Foreign Service Chiefs of mission
FC Foreign compensation Agency for International Development
FD Foreign defense
FE Senior Foreign Service
FO Foreign Service Officers
FP Foreign Service personnel
FZ Consular Agent Department of State
GD Skill based pay demonstration project managers (DLA)
GG Grades similar to General Schedule
GH GG employees converted to performance and mgmt recognition
GM Performance Management and Recognition System
GS General Schedule
GW Employees who are classified under and paid at GS rates
IE Senior Intelligence Executive Service Program
IP Senior Intelligence Professional Program
JG Graded tradesmen and craftsmen United States Courts
JL Leaders of tradesmen and craftsmen United States Courts
JP Non supervisory lithographers and printers US Courts
JQ Lead lithographers and printers United States Courts

JR Supervisory lithographers and printers United States Courts
 JT Supervisors for tradesmen and craftsmen United States Courts
 KA Kleas Act Government Printing Office
 KG Non-Craft non supervisory Bureau of Engraving and Printing
 KL Non-Craft leader Bureau of Engraving and Printing
 KS Non-Craft supervisory Bureau of Engraving and Printing
 LE United States Secret Service uniformed division Treasury
 LG Liquidation graded FDIC
 MA Milk Marketing Department of Agriculture
 MC Cadet
 ME Enlisted
 MO Officer
 MW Warrant officer
 NA Non-appropriated funds, crafts and trades worker
 NC NRL administrative support
 ND Demonstration Scientific & Engineering
 NF Non-Appropriated Fund, pay band
 NG Demonstration General Support
 NH Business management & technical mngt prof
 NJ Technical management support
 NK Administration support
 NL Non-Appropriated Funds, crafts and trades leader
 NO NRL Administrative specialist/professional
 NP NRL Science and engineering professional
 NR NRL Science and engineering technical
 NS Non-appropriated funds, crafts and trades supervisory
 NT Demonstration administrative and technical
 PS Non-Appropriated Fund, patron service
 OC Office of the Comptroller of the Currency
 PA Attorneys and law clerks General Accounting Office
 PE Evaluator and evaluator related General Accounting Office
 PG Printing Office grades
 RS Senior Biomedical Service
 SA Administrative schedule Tennessee Valley Authority
 SB Clerical schedule (excluded) Tennessee Valley Authority
 SC Engineering and Computing schedule TVA

SD Scientific and Programming schedule TVA
SE Aide and Technician schedule Tennessee Valley Authority
SF Custodial schedule Tennessee Valley Authority
SG Public Safety schedule Tennessee Valley Authority
SH Physicians schedule Tennessee Valley Authority
SJ Scientific and Programming schedule (excluded) TVA
SL Senior Level Positions
SM Management Schedule Tennessee Valley Authority
SN Senior Level System Nuclear Regulatory Commission
SP Park Police Department of the Interior
SR Statutory rates not elsewhere specified
SS Senior Staff positions
ST Scientific and professional
SZ Canal Area Special category type positions
TA Construction schedule
TB Operating and Maintenance (power facilities) TVA
TC Chemical Operators Tennessee Valley Authority
TD Plant Operators schedule Tennessee Valley Authority
TE Operating and Maintenance (non-power facilities) TVA
TM Federal Housing Finance board Executive level
TP Teaching positions
TR Police Forces US Mint and Bureau of Engraving and Printing
TS Step System Federal Housing Finance board
VC Canteen Service Department of Veterans Affairs
VG Clerical and Administrative support Farm Credit
VH Professional, Administrative, and Managerial Farm Credit
VM Medical and Dental Department of Veterans Affairs
VN Nurses Department of Veterans Affairs
VP Clinical Podiatrists & Optometrists Dept of Veterans Affairs
WA Navigation Lock and Dam Operation and maintenance supervisor
WB Wage positions under FWS not otherwise designated
WD Production facilitating non-supervisory Federal Wage System
WE Currency manufacturing Department of the Treasury
WF Motion Picture Production
WG Non-supervisory pay schedule Federal Wage System
WJ Hopper Dredge Schedule, Supervisory Federal Wage System

WK Hopper Dredge Schedule non-supervisory
WL Federal Wage schedule leader
WM Maritime pay schedules
WN Production facilitating supervisory Federal Wage System
WO Navigational Lock and Dam Operation and maintenance position
WQ Aircraft, Electronic, and Optical Equipment repair supervisor
WR Aircraft, Electronic and Optical Equipment repair leader
WS Supervisory Pay Schedules Federal Wage System
WT Apprentices and Shop trainees Federal Wage System
WU Aircraft, Electronic and Optical Equipment repair non-super
WW Wage type excepted Stay-In-School Federal Wage System
WY USACE:L/D O&M nsup FWS
WZ Canal Area Wage System type positions
XA Spcl Overlap Area Rate Schd non supervisory Dept of Interior
XB Special Overlap Area Rate Schd leader Dept of the Interior
XC Spcl Overlap Area Rate Schd supervisory Dept of Interior
XD Non spvr production facilitating spcl schd printing empl
XF Floating Plant Schedule, non-supervisory FWS
XG Floating Plant Schedule leader FWS
XH Floating Plant Schedule, Supervisory FWS
XL Leader special schedule printing employee
XN Supervisory production facilitating spcl schd printing empl
XP Non supervisory special schedule printing employee
XS Supervisory special schedule printing employees
YV Temporary summer aid employment
YW Student aid employment Stay-In-School
ZA Administrative Natl Institute of Standards and Technology
ZP Scientific and Engineering Professional National NIST
ZS Administrative Support NIST
ZT Scientific and Engineering Technician NIST
ZZ Not applicable

PAYROLL OFFICE NUMBER

97380100 Denver, DoD
97380200 Charleston, Army
97380300 Pensacola, Army
97380400 Denver, Army
97380500 Pensacola, DoD
97380600 Charleston, DoD
97380700 Charleston, shipyard
97380800 Omaha, Army
97380900 Omaha, DoD
97381000 Charleston, DoD overseas
97381100 Charleston, Army overseas
97381200 Pensacola, EOP

PAY STATUS

OPM:

N Placed in non pay status
P Placed in pay status in the Federal Civilian Workforce

ACTIVE DUTY:

1 - Member paid with active duty funds
2 - Member paid with reserve funds
3 - Suspended pay account
4 - Dropped from rolls (deserter)
5 - Dropped from rolls (other)
6 - Separated from active duty

MILITARY RETIRED:

1 – Receiving pay
2 – Eligible but not receiving
3 – Eligible but not receiving, direct remittance for standard base pay (SBP)

- 4 – Pay terminated
- 5 – Pay suspended

CATEGORY CODE

- I Inactive National Guard
- P Individual Ready Reserve Members in a training program
- R Individual Ready Reserve - Trained Members
- S Selected Reserve - Trained in Units
- T Selected Reserve - Trained Individuals (non-unit)
- U Selected Reserve - Training Pipeline
- V Retired Reserve
- Y Standby (Active and Inactive)
- 1 Selected Reserve (not including AGR or MILTECH)
- 2 Active/Guard Reserve (AGR)
- 3 Military Technicians (MILTECH)
- 4 Individual Ready Reserve(IRR) / Inactive National Guard(ING)
- 5 Standby Reserve (Active and Inactive)
- 6 Retired Reserve

MARITAL STATUS

- A Annulled
- D Divorced
- I Interlocutory
- L Legally separated
- M Married
- N Never married
- W Widowed
- Z Unknown

OFF DUTY MILITARY CODE

Y Yes; active duty (employed by NAF activity during off duty hours)

N No; not on active duty

Z Not applicable

WELFARE TO WORK HIRE CODE

To capture information on welfare to work hiring in response to the President's memorandum of March 8, 1997, hiring refers to "off the street" additions to the Federal employment rolls. Hiring does not include transfers between NAFI agencies or to transfers from appropriated fund Federal employment to NAFI employment. However, it does include any such hire preceded by a break in Federal service of greater than 3 days (which is not considered a transfer).

A Employee was hired on or after March 8, 1997 and checked box A on OPM Form 1635, "Welfare to Work Program"

B Employee was hired on or after March 8, 1997 and checked box B on OPM Form 1635, "Welfare to Work Program"

C Employee was hired on or after March 8, 1997 and did not check either box A or box B on OPM Form 1635, "Welfare to Work Program"

D Employee was hired on or before March 7, 1997

E Unknown hire date

Time periods for the GROSS PAY in the PARIS Federal Match:

DoD Civilian Pay – Current Pay Period.

OPM Civilian Pay – Annual Total Pay

Civil Service Retired Pay – Monthly Gross Amount

Military Active Duty Pay – Year to Date for Federal Taxable Wages plus the Current Monthly Amounts for the Basic Allowances for Subsistence/Quarters/Housing.

Military Reserve Pay – Current Month
Military Retired – Gross Monthly Amount
Non Appropriated Fund – Annualized Salary

GRADES

Grade is defined as an indicator of hierarchical relationships among positions covered by the same pay plan or system. The majority of the grades are identified as a number, but there are some that are alphas. Here is a list of the values associated with grade.

DoD Civilian File: 00,01,02,03,04,05,06,07,08,09,10,11,,12,13,14,15.

OPM Civilian: AA,BB,CC,DD,EE,FF,GG,HH,II,JH,JJ,LH,17,18,20,29,44, and include the values listed for the DoD Civilian File.

NAF: 01,02,03,04,05,06,07,08,09,10. 00 is unknown grade.

Active Duty:

Unknown grade = ME00, MO00, MW00.

Enlisted Personnel = ME01,ME02,ME03,ME04,ME05,ME06,ME07,ME08,ME09.

Commissioned Officers =MO01,MO02,MO03,MO04,MO05,MO06,MO07,MO08.MO09,MO10,MO11.

Warrant Officers = MW01,MW02,MW03,MW04,MW05.

Reserve: See Active Duty (less the “M”).