

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-330-78-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

OSD concurred that these records no longer exist and the schedule can be inactivated.

Date Reported: 04/13/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Office of Secretary of Defense

2. MAJOR SUBDIVISION
Assistant Secretary of Defense (C)(A)

3. MINOR SUBDIVISION
Records Manager
Washington Headquarters Services

4. NAME OF PERSON WITH WHOM TO CONFER
J. E. Haines

5. TEL. EXT.
690-0970

LEAVE BLANK	
JOB NO.	NC1 320 78 1
DATE RECEIVED	22 DEC 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-2-78 Date	<i>James B. Haines</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE 12/14/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i> James S. Nash	E. TITLE Records Administrator, WHS	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Retirees Personnel Master File and Survivor Beneficiaries Master File</p> <p>This is a data bank of all retired personnel input on ADP tape from each military service finance center. The master file is recreated annually, the name and social security number stripped and the data used for actuarial studies in OSD. Documentation is attached along with sample output.</p> <p>Recommended Retention: Maintain for four years then scratch the tapes for reuse.</p>		

Sent to agency, NNM & NNR - 3/6/78 1 item

DATE March 29, 1976



ASD(M&RA)

Department of Defense Instruction

SUBJECT Magnetic Tape Extracts of Retired Military Personnel Records

- Refs.: (a) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
(b) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965
(c) DoD Manual 5000.12-M, "Standard Data Elements," March 1970, authorized by DoD Instruction 5000.12, April 27, 1965
(d) Public Law 92-425
(e) Title III, Public Law 810 (10 U.S.C. 1331)

I. PURPOSE

- A. This Instruction establishes a requirement for reporting on retired personnel data for enlisted and officer personnel through the computerized recordkeeping systems maintained by the Military Departments.
- B. It provides information for interagency reporting, research, actuarial use, and evaluation of Office of the Assistant Secretary of Defense (Manpower and Reserve Affairs) programs and policies. It is not intended that this information will be used for detailed manpower management of the Military Services.

II. APPLICABILITY AND SCOPE

- A. The provisions of this Instruction apply to the Military Departments. (The term "Military Services" used herein refers to the Army, Navy, Marine Corps, and Air Force.)
- B. Its provisions cover all male and female enlisted, warrant officer, and officer retired personnel at the end of and during each fiscal year.

III. FILE DEVELOPMENT AND MAINTENANCE

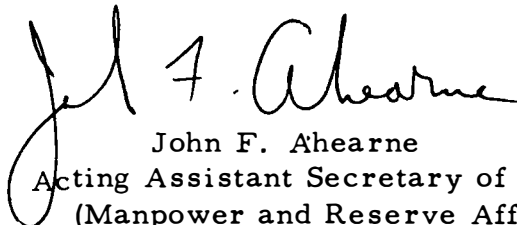
DoD standard data elements and codes, as published in DoD Manual 5000.12-M (reference (c)), will be used when available and applicable. Other data elements and codes are interim (nonstandard) and are subject to change after being standardized under the provisions of DoD Directive 5000.11 and DoD Instruction 5000.12 (references (a) and (b)).

IV. REPORTING REQUIREMENTS

- A. Two separate Reports (Tapes) are required:
 - 1. Retired Personnel Master (Tape A), and
 - 2. Survivor Beneficiaries Master (Tape B).
- B. Reporting will be accomplished through magnetic tapes and labeled as specified in Submission Instructions (enclosure 1).
- C. Each report will be accompanied by a letter of transmittal which:
 - 1. Identifies the files transmitted.
 - 2. States the number of records in each file.
- D. DoD standard data elements and codes established by DoD Directive 5000.11 and DoD Instruction 5000.12 (references (a) and (b)), will be used where specified. Where the source files contain difference codes than the standards published in DoD Manual 5000.12-M (reference (c)), conversion to the DoD standards is the responsibility of the Military Service.
- E. The reports must be submitted within 90 days of the end of each fiscal year.
- F. The reports prescribed herein are assigned Reports Control Symbol DD-M(A) 1375.

V. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Two copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 90 days.


John F. Ahearne
Acting Assistant Secretary of Defense
(Manpower and Reserve Affairs)

Enclosures - 2

- 1. Submission Instructions
- 2. Formats and Submission Instructions
for Retired Personnel Files

SUBMISSION INSTRUCTIONS

A. Tape Specifications

No header or trailer labels
Density - 1600 BPI preferred
Track - 9 track preferred. If 7 track tapes are used, use only even parity.
Record length - 132 for Tape A; 90 for Tape B
Blocksize - 60 Records/Block
Numeric data should be right justified with leading zeros, alpha and alpha-numeric data should be left justified with trailing blanks.
All dates to be presented in year - month - day form unless otherwise specified (YYMMDD).
Use blanks for nonapplicable and nonavailable data (this applies to alpha, numeric and alpha-numeric data fields), unless otherwise specified.

External Label

Density
Tracks
Tape label (see list below)
RCS
Reel sequence number

Tape File Label

RP - (Year, Month, Reference
Number YE-NA)

SB - " " "

Identification of File

Retired Personnel master

Survivor Beneficiaries master
file

See separate instructions in enclosure 2.

- B. Shipping Instructions. Tapes prepared in the Washington, D. C., area will be picked up from the originator upon notification (OX 7-9106). Tapes prepared outside the Washington, D. C. area should be mailed (certified) to the following address:

Office of the Deputy Assistant Secretary of Defense (M&RA)
Room 2C-263, Pentagon
Washington, D. C. 20301

ATTN: Office of the Actuary

TAPE A

Magnetic Tape Specifications for Military Personnel Receiving Retired
Pay or Ceasing to Receive Such Pay at End of Fiscal Year

<u>Posi- tion</u>	<u>Field Name</u>	<u>Description</u>
1	Service	Army=A; Navy=N; USMC=M; USAF=F
2-3	Dt. of retirement-Cur. List - Year	Numeric
4-5	Dt. of retirement-Cur. List - Month	Numeric 01 thru 12
6-7	Dt. of retirement-Orig. List - Year	Numeric
8-9	Dt. of retirement-Orig. List - Month	Numeric 01 thru 12
10-11	Date of Birth - Year	Numeric
12-13	Date of Birth - Month	Numeric 01 thru 12
14	Sex	Male=M; Female=F
15-16	Active Service Years	Numeric
17-18	Years for Pay Purposes	Numeric
19-21	Last Pay Grade Prior to Retirement	PA-SN

<u>Position</u>	<u>Field Name</u>	<u>Description</u>
22-24	Retired pay grade	PA-SN
25	Type of retirement	Use Code Table
26-27	Pay Scale	46, 55, 58, 63, etc.
28	Component	Service Component (SE-NA)
29-34	Monthly Gross Rate - Retired Pay (before any deductions)	Right Justified; High Order Zero Filled. No decimal point.
35-40	Monthly Net Rate - Retired Pay (rate chargeable to appropriation)	Right Justified; High Order Zero Filled. No decimal point.
41	Current Pay Status	Yes=1; No=2; Survivors Only =3
42-43	No. of Yrs. Active Svc in Grade prior to retirement	Numeric
44-45	Survivor Option Deductions	RSFPP only=05; SBP only=06; RSFPP and SBP=07; No deductions=09
46-49	Diagnostic Code No. (VA Schedule)	Numeric
50-52	Disability Rating Percentage	Numeric; 000 to 100
53-54	Dt. Removed From Current Payment Status - Year	Numeric

<u>Position</u>	<u>Field Name</u>	<u>Description</u>
55-56	Dt. Removed from Current Payment Status - Month <u>1</u> /	Numeric 01 thru 12
57	Reason for Termination	Use Code Table
58-59	Dt. of Death - Year	Numeric
60-61	Dt. of Death - Month <u>1</u> /	Numeric 01 thru 12
62-66	Mailing address - ZIP Code	Numeric
<u>(Positions 67 - 97 are for RSFPF only)</u>		
67	Basic RSFPF Option Effective	1=Option One, Spouse Only 2=Option Two, Children Only 3=Option Three, Spouse and Children
68	RSFPF Option Four	0 - Not Effective; 4=Effective
<u>1/</u>	Example: If death occurs in May but notice is not received until July; enter 07 in positions 53-54 and 05 in positions 58-59.	
69-70	Applicable RSFPF Cost Table	01=Disability before 1961 02=Nondisability before May 1954 03=Nondisability May 1954 to Dec 1960 04=Disability - 1 Jan - 3 Oct 61 with less than 17 yrs of service

Posi-
tion

Field Name

Description

69-70

Applicable RSFPP Cost Table (Cont'd)

Ø5=Disability after 1960 but prior to 3 Oct 61 with 17 but less than 20 yrs service and after 3 Oct 61 but prior to 1966 with 18 but less than 20 yrs of service
Ø6=All Non-Disability Retirements between Oct 4, 1961 and Dec 31, 1965, or disability for 1961 through 1965 with 20 or more yrs of service.
Ø7=Disability after 3 Oct 61 prior to 1966 with less than 18 yrs of service
Ø8=Disability between 1 Jan 66 and 1 Oct 68 with at least 18 but less than 20 yrs of service
Ø9=All Non-Disability Retirements or disability between Jan 66 and Oct 68 with 20 or more yrs of service
1Ø=Disability between Jan 66 and Oct 68 with less than 18 yrs of service
11=Non-Disability or disability between Oct 68 and Dec 69 with at least 19 yrs of service.
12=Disability between Oct 69 and Dec 69 with less than 19 yrs of service
13=Non-Disability or disability on or after 1 Jan 70 with at least 19 yrs of service
14=Disability on or after 1 Jan 70 with less than 19 yrs of service

70.1 Mar 29, 76
(Att 1 to Encl 2)

<u>Position</u>	<u>Field Name</u>	<u>Description</u>
71-72	Age of member at retirement (or election if later)	Years Only
73-74	Age of spouse at retirement (or election if later)	Years Only; 00 if not applicable
75-76	Age of youngest child at retirement (or election if later)	Years Only; 00 if not applicable
77-81	Monthly deduction for option(s).	Dollars and cents; High Order Zero Filled. No decimal point
82-87	Amount of monthly benefit to survivor	Dollars and cents; High Order Zero Filled. No decimal point
88-89	Month of retirement (or election if later)	Numeric 01 thru 12
90-91	Year of retirement (or election if later)	Last two digits of calendar year
92	Total number of eligible children under RSFPP	Numeric; Use 0 if not applicable and 9 for 9 or more
93-94	Month deductions terminated	Numeric 01 thru 12
95-96	Year deductions terminated	Last two digits of calendar year

<u>Position</u>	<u>Field Name</u>	<u>Description</u>
97	Cause of termination of deductions	1=Death of member 2=No eligible beneficiary (Option 4 only) 3=Removal from TDRL without being entered on another list 4=Dropped for SBP 5=Reporting error or correction 6=Election Invalid 7=Restored mental competency 8=Withdrawal 9=Children Only (Option 3-4 Only)

5 (Positions 98-119 are for the new Survivor Benefit Plan only)

98	Type of Election Under PL 92-425 (reference (d))	Spouse Only = 1 Children Only = 2 Spouse and Children = 3 Insurable Interest = 4
99-101	Year of birth of spouse or person with insurable interest	Last three digits of year; if children are sole beneficiaries, enter XXX. If spouse is beneficiary but year of birth is not available, enter UNK.
102-104	Year of birth of youngest child	Last three digits of year; if none, enter XXX
105	Helpless child age 18 or over	0=Not applicable; 1=Applicable
106-109	Base Monthly Amount	Dollars only, cents omitted; high order zero filled. No decimal point.

70.1 Mar 29, 75
(Att 1 to Encl 2)

<u>Position</u>	<u>Field Name</u>	<u>Description</u>
110-114	Monthly deduction from retired pay	Dollars and cents; high order zero filled. No decimal point.
115-116	Month deductions terminated	Numeric 01 thru 12
117-118	Year deductions terminated	Last two digits of year
119	Cause of termination of deductions	1=Death of member 2=Removed from TDRL without being entered on another line 3=Reporting error or correction 4=Restored mental competency 5=No eligible children
120-132	Unused portion of record	

TAPE B

Magnetic Tape Specifications for Beneficiaries Receiving Payment Under RSFPP or the Survivor Benefit Plan or Ceasing to Receive Such Pay at End of Fiscal Year

<u>Position</u>	<u>Field Name</u>	<u>Description</u>
1	Branch of Service	Army=A; Navy=N; USMC=M; USAF=F
2	Authority for Payment	5=RSFPP only 6=SBP only 7=RSFPP and SBP
<u>(Positions 3-30 are for RSFPP only)</u>		
3	Basic Option under which RSFPP benefits are awarded	1=Option One; 2=Option Two; 3=Option Three
4-5	Month RSFPP benefits effective	Numeric 01 thru 12
6-7	Year RSFPP benefits effective	Last two digits of calendar year
8-10	Year of birth of surviving spouse	Last three digits of calendar year; Use XXX if not applicable
11-13	Year of birth of youngest child	Last three digits of calendar year; Use XXX if not applicable
14	Sex of surviving spouse	Ø=Not applicable; M=Male; F=Female

<u>Position</u>	<u>Field Name</u>	<u>Description</u>
15	Number of eligible children when RSFPP Benefits effective	Numeric; Use 9 for 9 or more; Use 0 if not applicable
16-21	Monthly amount of RSFPP benefit	Dollars and cents; high order zero filled. No decimal point.
22-23	Month of termination of RSFPP benefits	Numeric 01 thru 12
24-25	Year of termination of RSFPP benefits	Leave blank until all eligible beneficiaries terminate; then use last two digits of calendar year.
26	Cause of termination of benefits	1=Death of spouse 2=Remarriage of spouse 3=Death of last child under 23 4=Marriage of last child under 23 5=Attainment of age 18 by youngest child 6=Death of disabled child age 18 or over 7=Marriage of disabled child age 18 or over 8=Recovery of disabled child age 18 or over 9=Other A=Attainment of age 23 by youngest child X=Not applicable
27	RSFPP benefits paid only because of helpless child age 18 or over	0=Not applicable; 1=Applicable

7
 .1 Mar 29, 76
 (Att 2 to Encl 2)

<u>Position</u>	<u>Field Name</u>	<u>Description</u>
28	Type of beneficiary	1=Spouse only; 2=Children only; 3=Spouse and children Beneficiaries
29-30	Applicable RSFPP Cost Table	Use same codes as for Tape A, positions 69-70
<u>(Positions 31-61 are for the new Survivor Benefit Plan only)</u>		
31	Authority for payment under Survivor Benefit Plan	1=1448(a) - Spouse only 2=1448(a) - Children only 3=1448(a) - Spouse and children 4=1448(b) - Insurable Interest 5=1448(d) - Death on active duty 6=1455(4) - Guaranteed minimum
32-33	Month benefits effective	Numeric 01 thru 12
34-35	Year benefits effective	Last two digits of calendar year
36-38	Year of birth of spouse or person with insurable interest	Last three digits of calendar year
39-41	Year of birth of youngest child beneficiary	Last three digits of calendar year; enter XXX if not applicable
42	Sex of spouse or person with insurable interest	M=Male F=Female

<u>Posi- tion</u>	<u>Field Name</u>	<u>Description</u>
43	Number of eligible children when award effective	Enter appropriate number using X if not applicable, and 9 for 9 or more
44-49	Gross monthly amount of survivor benefit (Amount before any deductions)	Dollars and cents; high order zero filled. No decimal point.
50-55	Net monthly amount of survivor benefit (Amount chargeable to appropriation)	Dollars and cents; high order zero filled. No decimal point.
56-57	Month of termination of survivor benefit	Numeric 01 thru 12
58-59	Year of termination of survivor benefit	Last two digits of calendar year
60	Cause of termination of survivor payment	1=Death of last beneficiary 2=Remarriage of last beneficiary 3=Child past age limit 4=Child no longer in school 5=Income over limit 6=DIC and/or SS offsets greater than annuity 7=Other
61	Benefits paid only because of helpless child age 18 or over	0 = Not applicable; 1=Applicable

(Following positions are for future awards under RSFPP and for all awards under the new Plan)

62-64 Retired pay grade of member PA-SN

<u>Position</u>	<u>Field Name</u>	<u>Description</u>															
65	Type of retirement	Use Code Table															
66-70	ZIP Code of Mailing Address	Enter appropriate 5 digits; use 00000 if unknown															
71-79	Unused																
80	Current Pay Status	<table> <thead> <tr> <th><u>Old Plan</u></th> <th><u>New Plan</u></th> <th><u>Code</u></th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Yes</td> <td>=1</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>=2</td> </tr> <tr> <td>No</td> <td>Yes</td> <td>=3</td> </tr> <tr> <td>No</td> <td>No</td> <td>=4</td> </tr> </tbody> </table>	<u>Old Plan</u>	<u>New Plan</u>	<u>Code</u>	Yes	Yes	=1	Yes	No	=2	No	Yes	=3	No	No	=4
<u>Old Plan</u>	<u>New Plan</u>	<u>Code</u>															
Yes	Yes	=1															
Yes	No	=2															
No	Yes	=3															
No	No	=4															
81-82	Dt. of retirement - Orig. List-Year	Numeric															
83-84	Dt. of retirement - Orig. List-Month	Numeric 01 thru 12															
85-88	DIC Amount (If any)	Numeric (Dollars only) (Zero if Inapplicable)															
89-90	Unused																

CODE TABLE FOR RETIRED MILITARY PERSONNEL

Type of Retirement

- A - Mandatory Non-Disability
- B - Voluntary Non-Disability
- C - Fleet Reserve
- D - Temporary Disability
- E - Permanent Disability, including All Disability Retirements prior to the Career Compensation Act
- F - Title III, P.L. 810 (10 USC 1331)
- G - Special Act

Reasons for Termination

- 1 - Death
- 2 - TDRL terminated by return to active duty
- 3 - TDRL terminated by transfer to PDRL
- 4 - TDRL terminated with or without severance pay, and without return to active duty or transfer to PDRL
- 5 - Return to active duty (except TDRL)
- 6 - VA waiver
- 7 - Other

INSTRUCTIONS FOR PREPARATION OF TAPES FOR PERSONS
RECEIVING MILITARY RETIRED PAY OR SURVIVOR BENEFITS OR
CEASING TO RECEIVE SUCH PAY AT END OF FISCAL YEAR

- A. This continues the previous reporting requirement for persons receiving military retired pay; replaces all of the previous reporting requirements for the Retired Serviceman's Family Protection Plan (RSFPP); and adds a new requirement for the new Survivor Benefit Plan. The old and the new survivor plans cannot be combined for the reasons that the terms and conditions of payment are somewhat different, and the old plan was intended to be self-supporting, whereas the new plan is not. Also, the beneficiaries are not necessarily the same under both plans. In the course of time, the old plan will phase out, leaving only the new plan.
- B. Two tapes are required, one for retired personnel (Tape A) and one for survivors receiving payment (Tape B). These do not need to be on separate reels, but should not be intermixed. If the retired member is not receiving retired pay but is remitting cash to cover the survivor deductions, he is to be included on Tape A.
- C. Under the RSFPP reporting system, a retired member having elected multiple options was represented by one card for each option. This will not be practical under the new system, and the options need to be combined. Stated more specifically:
1. If the retired member is not receiving retired pay but is (or was) remitting cash for what would otherwise be deducted for survivors under the RSFPP or the new plan fill in positions 1-119 on Tape A and enter a "3" in position 41.
 2. If the retired member has elected multiple options under RSFPP, combine the monthly survivor payments for all beneficiaries and enter the total in positions 82-87 on Tape A; combine the monthly deductions under all options and enter the total in positions 77-81; enter a "3" in position 67. On Tape B, show each of the options separately.
 3. If there are no deductions for RSFPP, leave positions 67-97 blank. If there are no deductions under the new plan, leave positions 98-119 blank.
- D. Check totals against the corresponding fiscal year budget requests:
1. The total number of records on Tape A with a Current Pay Status of "1" position 41 should agree with the number

receiving retired pay in the budget request as of the end of the fiscal year in question. The number with Current Pay Status "3" should agree with the total number making cash contributions at the end of the fiscal year. The number, with Current Pay Status "1" having deductions for RSFPP or the new plan, or both, should agree with the corresponding numbers shown as having deductions at the end of the fiscal year.

2. The total number of survivors, excluding terminations, on Tape B should equal the numbers receiving payment at the end of fiscal year, separately for RSFPP and the new plan.

Attachments - 3

1. Tape A
2. Tape B
3. Code Table