

Chapter 1

Addendum B

United States Air Force (USAF) Allotment Record Layouts For Defense Health Agency (DHA) Contracts

Revision: C-50, July 29, 2021

1.0 DATA ELEMENTS - PREMIUM DEDUCTION INBOUND FILE

REQUESTED DATA ELEMENT/ NAME	DATA TYPE	FIELD SIZE	MULTI ROW	SEQ OF FIELD	KEY FIELD	REQUIRED FIELD	CUSTOMER DEFINITION AND DATA USAGE	EXAMPLE OF DATA	DATE FORMAT	UPPER/ LOWER CASE RESTRICTION	FIELD FILLER	REMARKS
Filler	VARCHAR2	2										The column will always be blank.
Social Security #	NUMBER	9					Member's SSN- Numeric					
Filler	VARCHAR2	1										The column will always be blank.
Member Status (Service Component)	VARCHAR2	1					"A" = Active "G" = Guard "V" = Reserve					
Branch of Service (DoD Component)	VARCHAR2	1					"A" = Army "F" = Air Force "N" = Navy					
Short Name	VARCHAR2	5					First five letters of member's last name.					If member's last name is three or less letters, skip one space, and fill remaining spaces with first letters from the member's first name. If last name is four letters, leave remaining space blank. No embedded special characters are to be used.
Filler	VARCHAR2	1										The column will always be blank.
Last Name	VARCHAR2	15					Member's last name.					
First Name/ Middle Initial	VARCHAR2	7					Member's first name and middle initial.					A space should separate the name and initial. If the first name is more than five characters, use only the first name. No punctuation is allowed.
Transaction Code	VARCHAR2	1					For active component: "1" = start "2" = stop "3" = increase monthly deduction "4" = decrease monthly deduction					The column will always be blank for Reserve/Guard.
Filler	VARCHAR2	6										The column will always be blank.

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Effective Date	VARCHAR2	8					Month of deduction from member's pay. Use first day of month in YYYYMMDD format. (Always the first day of the month of receipt from contractor.)	19990501	YYYYMMDD			Effective date is the first deduction date of a new or changed transaction. It is filled if the Transaction Code is 1, 3, or 4 (start, increase, decrease). For Transaction Code 2 (stop), it is zero filled.
Discontinue Date	VARCHAR2	8					Last deduction date for active component.	19990501	YYYYMMDD			The column will always be zero for Reserve/Guard. For Active the field is filled if Transaction Code is 2, 3, or 4 (stop, increase, or decrease). For Transaction Code 1 (start), it is zeros. For Transaction Code 2 (stop), it must be the month prior to the current work month, e.g., for May 1999 work month, the date is 19990501. For Transaction Code 3 or 4 (increase or decrease), it must be the month prior to the Effective Date.
Amount	VARCHAR2	6					Monthly deduction amount. (Zero fill to the left.)	000100				Show the amount of the deduction to be started or stopped as a numeric with two (2) decimal positions implied. For starts or changes, minimum amount is one dollar (000100). For changes, it is the amount of the new deduction.
Original Amount	VARCHAR2	6										The column will always be zero for Reserve/Guard. For Active must be provided for Transaction Codes 3 and 4 (increase or decrease). For Transaction Codes 1 and 2 (start and stop) it is zeros. For Transaction Code 3 (increase, Original Amount must be less than the amount starting in position 66. For Transaction Code 4 (decrease), it is the amount starting in position 66.
Filler	VARCHAR2	5										The column will always be blank.
Purpose Code	VARCHAR2	1										The column will always be blank for Reserve/Guard.
Account Number	VARCHAR2	17										The column will always be blank for Reserve/Guard. For active component, the Account Number equals active member SSN. Applies to Transaction Codes 1, 3, and 4 (start, increase, and decrease). For Transaction Code 2, it is spaces.

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