

Data Element Definitions

State Agency

Retirement Enrollment Reporting File

Overview

This document outlines the data elements within a CalPERS State retirement enrollment XML file. Descriptions, conditions for which they are used, field values, and character requirements are outlined for each element.

This document **does not** describe the file structure for developing the retirement enrollment XML file. The following page includes information about the resources available within the Employer Technical Toolkit to assist you in developing an XML file for reporting.

Employer Technical Toolkit

Within the *myCalPERS Technical Resources* page on the CalPERS website, you will find the [Employer Technical Toolkit](#) (ZIP) that contains several documents needed to construct an XML file. The XML Schema Definition (XSD) documents (including the common utilities and SOAP envelope file) identify the required file structure layout. Employers can use the schema to develop or alter their systems to ensure adherence to CalPERS standards. In addition, the [Encryption/Decryption & File Naming](#) (PDF) document provides instruction for the naming convention needed to create the XML file.

File Structure

An XML file is organized in a hierarchical structure, much like a standard outline; the XSD provides the file structure as an indication of how the data elements are related to each other. The following is an outline of the XML file structure:

File Header – i.e. the type of file, Employer ID, and report begin and end dates

- A. *Transaction Information – i.e. Transaction Type, Unique Identifier, Effective Date*
 - 1. *Demographics – i.e. Person Information, Address Information, Communication Information*
 - 2. *Appointment – i.e. Employer Information, Employment Information, Job Position*
 - a. *Employer Information – i.e. Employer CalPERS ID, County*
 - b. *Employment Information – i.e. Original Hire Date, Collective Bargaining Unit*
 - c. *Job Position Information – i.e. Position Code, Appointment ID, Tier*
 - 3. *Retirement Enrollment – i.e. Program, SSA designation, ARP designation*

This outline can be repeated so there can be multiple programs, reports, and participants in a single file.

In addition to the XSDs, sample XML files are provided within the Retirement folder of the Employer Technical Toolkit. The sample files can be used as a model as you produce files; however, they should not be used as the main source of development or validation but to identify possible scenarios and act as a visual representation which may aid in the development of an XML file.

Note: XML technologies define an extensible messaging framework applicable to a variety of underlying protocols. This framework is designed to be independent of programming language, platforms, and other technical criteria.

For more information about all documents found within the toolkit and how to utilize the information provided, please review the [Employer's Guide to the Technical Toolkit](#) (PDF) document published on the CalPERS Technical Resources web page.

State Retirement Enrollment Reporting Data Elements

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|---|----------------------|--|---|------------|---|
| 1 | Program Type | <p>Description:</p> <p>Identifies the program for the transaction record sent by the employer.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment.</p> <p>Note:</p> <p>This data is accepted for Appointment Change transaction type.</p> <p>Supplemental Income Plan (SIP) enrollments are not reportable through this file.</p> | <ul style="list-style-type: none"> California Public Employees' Retirement System (PERS) = CPE All Judge's Retirement Systems = JR3 | 3 | N/A |
| 2 | Employer's CalPERSId | <p>Description:</p> <p>A unique 10-digit identifier created by myCalPERS to identify the reporting organization.</p> <p><u>For schools, review the following:</u></p> <p>County Office of Education—if you report for other school districts, use your Employer's CalPERS ID.</p> <p>Districts who report independently from the County Office of Education—use your Employer's CalPERS ID.</p> <p>Conditions:</p> <p>Required—to identify which myCalPERS account is submitting the XML file. The submitting organization must be a PERS/SIP contracted data owner.</p> | ##### | 10 | Default to the State of California Employer CalPERS ID 54024407 |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|---|-------------------|---|---|------------|--|
| 3 | Transaction Type | <p>Description: Indicates the transaction type of a qualifying event.</p> <p>Conditions: Required—to identify the transaction type of a qualifying event.</p> <p>Note: For transaction type definitions, refer to Appendix A1.</p> | <ul style="list-style-type: none"> • New Appointment = NAP • Appointment Change = ACH • Begin Leave = BEL • End Leave = ENL • Permanent Separation = PSP • To Local ARP = TLA • From Local ARP = FLA • Address Change = ADC • Profile Change = PRC • Membership Inquiry = MIQ | 3 | <ul style="list-style-type: none"> • New Enrollment = 11 • Address Change = 8 • Name Change = 9 • Birth Date Correction = 9 • Gender Correction = 9 • Temporary Separation = 12 • Permanent Separation = 12 • Change Coverage Group = 13 |
| 4 | Agency Code | <p>Description: The SCO Agency Code from the former external position number; the organization that an employee reports to or works at.</p> <p>Conditions: Required—when transaction type is New Appointment or New Judge Appointment.</p> <p>Note: This data is accepted for program types of CalPERS and All Judge's Retirement Systems when transaction type is Appointment Change.</p> | ### | 3 | N/A |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|---|--|--|-------------------------------------|------------|------------------|
| 5 | Non-Central Agency Appointment Indicator | <p>Description:</p> <p>Indicates if the employer is a non-central agency.</p> <p>Conditions:</p> <p>Optional—this element is not required.</p> <p>This data element must be reported in lowercase text only.</p> | true / false | 5 | |
| 6 | Unique Transaction Identifier | <p>Description:</p> <p>A memo field to record text for tracking purposes. Employers uploading files can use this field to record a text memo for tracking purposes.</p> <p>Conditions:</p> <p>Required—for transaction types when the file is submitted using FTP.</p> <p>Optional—for transaction types when the file is submitted using File Upload.</p> <p>Note:</p> <p>When using File Upload this field is not required for successful submission of the file but can be used as a free-text memo field for tracking purposes by the file submitter.</p> <p>For FTP-based submissions, CalPERS will return the Universally Unique Identifier (UUID) provided by the employer, with each transaction's success or failure. Employers who choose this integration style must be able to programmatically match the UUIDs on the CalPERS response with the transaction submitted to CalPERS on the input file. This number must be created by a UUID generator.</p> | Free form field up to 36 characters | 36 | N/A |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|---|-----------------------|---|--|------------|------------------|
| 7 | Leave of Absence Type | Description: The participant's leave of absence type. Conditions: Required—when transaction type is Begin Leave. | <ul style="list-style-type: none"> • Military Leave = MIL • Industrial Disability Leave = IDL • Non-Industrial Disability Leave = NDL • State Disability Leave = SDL • Sabbatical— Full Pay = SFP • Sabbatical— Partial Pay = SPP • Workers Comp = WC • Family Medical Leave = FML • Educational Leave = EDL • Service Leave = SEL • Maternity/Paternity Leave = MPL • Other Leave = OTL • Unpaid Leave = UNL | 3 | N/A |
| 8 | Perm Sep Reason | Description: The reason for permanent separation. Conditions: Required—when transaction type is Perm Sep. | <ul style="list-style-type: none"> • Death = DEA • Layoff = LAY • Termination With Cause = TWC • Retirement = RET • Resigned = QIT • Other = OTH | 3 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|---|----------------------------|---|--------------|------------|------------------|
| 9 | Transaction Effective Date | <p>Description: The CalPERS effective date for the specific transaction.</p> <p>Conditions: Required—for all transactions types except Member Inquiry.</p> <p>Note: This date may differ from the original hire date if it takes time for the employee to meet eligibility requirements for entering membership.</p> <ul style="list-style-type: none"> • For a New Appointment, this date is the date the employer begins reporting contributions for the employee. • For an Appointment Change / Site Change, this is the first day the reported change takes effect. • For Begin Leave, this is the first day the leave of absence begins. • For End Leave, this is the day the leave of absence ends. • For Permanent Separation / Left Bench, this is the day <i>after</i> the last day an employee works for your agency, which is often the day after the last day on payroll. • For New Judge Appointment, this is the first day on the bench. • For Address Change, this is the day the employee's address change is valid. • For Profile Change, this is the day the employee's profile change is valid. | yyyy-mm-dd | 10 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|----------------------|---|--------------|------------|---|
| 10 | Deletion Indicator | <p>Description: Rescinds a previous transaction.</p> <p>Conditions: Optional—this data element is not required.</p> <p>Note: The current transaction must have the same set of values as the transaction that should not have occurred. This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This can be left blank or completely left off.</p> <p>If included as blank, it must be as follows: <DeletionIndicator></DeletionIndicator> OR <DeletionIndicator/></p> |
| 11 | Correction Indicator | <p>Description: Corrects a previous transaction.</p> <p>Conditions: Optional—this data element is not required.</p> <p>Note: The current transaction must provide the updated values for the transaction you are correcting. This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This can be left blank or completely left off.</p> <p>If included as blank, it must be as follows: <CorrectionIndicator></CorrectionIndicator> OR <CorrectionIndicator/></p> |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|----------------------------------|--|--------------|------------|------------------|
| 12 | Prior Transaction Effective Date | <p>Description:</p> <p>Changes the effective date of a prior transaction.</p> <p>Conditions:</p> <p>Required—when the correction indicator is set to ‘true’ and the transaction effective date from the previous transaction requires correction. This is applicable for transaction types:</p> <ul style="list-style-type: none"> • New appointment • Appointment Change • Begin Leave • End Leave • Permanent Separation • New Judge Appointment <p>Note:</p> <p>To locate the exact transaction you wish to correct, you must enter the effective date (incorrect date) of that transaction.</p> | yyyy-mm-dd | 10 | |
| 13 | New SSN | <p>Description:</p> <p>Denotes a correction to the Social Security Number.</p> <p>Conditions:</p> <p>Optional—this data element is not required and is only applicable to transaction type Profile Change.</p> | ##### | 9 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|--------------------|--|--------------|------------|--|
| 14 | Original Hire Date | <p>Description:</p> <p>The first hire date recorded for this employee at this employer, regardless of whether the original hire led to membership.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment and first appointment with the employer.</p> | yyyy-mm-dd | 10 | Only needed if this is the employee's first appointment with the employer (State of California). |
| 15 | Appointment Id | <p>Description:</p> <p>This uniquely identifies the job into which the employee has been hired. CalPERS will generate and store Appointment IDs for employees at the time of enrollment.</p> <p>Conditions:</p> <p>Required—for all transaction types except New Appointment, Profile Change, and Address Change.</p> <p>Note:</p> <p>Include this value for New Appointment corrections and deletions.</p> | ##### | 10 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|--------------------------|--|--|------------|--|
| 16 | Position Code | <p>Description:</p> <p>A unique code representing the position title into which the employee has been hired (myCalPERS uses the value entered for Position Code to derive the division that the employee works in).</p> <p>Conditions:</p> <p>Optional—this data element is not required.</p> <p>Note:</p> <p>This data is accepted for all transaction types except Address Change and Profile Change.</p> | <p>CSU = CSUXXXXX</p> <p>STATE = STATEXXXX</p> | 10 | <p>For BEL and ENL transaction types include it as an empty data element as follows:</p> <pre><PositionCode source="SCS"> </PositionCode source="SCS"></pre> <p>OR</p> <pre><PositionCode source="SCS"/></pre> |
| 17 | External Position Number | <p>Description:</p> <p>A 13-digit Position Number from SCO comprised of Agency (3), Unit (3), Classification (4) and Serial Number (3).</p> <p>Conditions:</p> <p>Required—for all transaction types except for Address Change and Profile Change.</p> <p>Note:</p> <p>This number is generated by SCO and myCalPERS uses this value as a cross reference between the myCalPERS appointment and the SCO appointment. This field is not always populated in myCalPERS.</p> | XXXXXXXXXXXXX | 13 | Agency (3), Unit (3), Classification (4) and Serial Number (3). |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-----------------------------|--|--|------------|---|
| 18 | Appointment Sequence Number | <p>Description:</p> <p>An SCO assigned Sequence Number for appointments. It is a unique identifier of the position title for the employer, generated by the employer.</p> <p>Conditions:</p> <p>Required—for all transaction types except for Address Change and Profile Change.</p> <p>Note:</p> <p>This field is not always populated in myCalPERS.</p> | XX | 2 | This number identifies concurrent appointments. It is not unique to the member and can be reused. |
| 19 | Member Category | <p>Description:</p> <p>The category assigned by the employer when an employee receives an appointment. This is used to determine benefit levels.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment, Site Change, or Address Change.</p> | <ul style="list-style-type: none"> • State Miscellaneous = SMF • State Industrial = SIF • State Safety = SSF • Peace Officers - Fire Fighters = PFT • California Highway Patrol = CFT • National Guard = NGU <p><u>LRS Only:</u></p> <ul style="list-style-type: none"> • Statutory Officer = STO • Constitutional Officer = CNO • Senate = SEA • Assembly = ASE | 3 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|---|------------|--|
| 20 | Tier | <p>Description:</p> <p>The tier assigned by the employer when an employee establishes an appointment.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment, Site Change, or Address Change.</p> | <ul style="list-style-type: none"> • 1st Tier = 1 • 2nd Tier = 2 | 3 | |
| 21 | Work Calendar | <p>Description:</p> <p>The position's yearly work schedule defining the number of months worked versus months paid.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment, Site Change, or Address Change.</p> <p>Note:</p> <p>If work calendar cannot be determined, Work 12/Paid 12 Months should be chosen.</p> | <ul style="list-style-type: none"> • Work 9/Paid 9 Months = 001 • Work 9/Paid 10 Months = 002 • Work 9/Paid 11 Months = 003 • Work 9/Paid 12 Months = 004 • Work 10/Paid 10 Months = 005 • Work 10/Paid 11 Months = 006 • Work 10/Paid 12 Months = 007 • Work 11/Paid 11 Months = 008 • Work 11/Paid 12 Months = 009 • Work 12/Paid 12 Months = 010 | 3 | |
| 22 | CBU | <p>Description:</p> <p>The collective bargaining unit representing the participant.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment, Site Change, or Address Change.</p> | xxxxxxxxxx | 10 | Although defined as a max 10 this value is typically 3 digits such as "R01." |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|--|------------|--|
| 23 | Enrollment Reason | <p>Description: Reason for enrolling a CalPERS member.</p> <p>Conditions: Optional—when the employer is reporting a transaction type for a new appointment a reason should be provided.</p> <p>Note: If using Enrollment Reason—Other (OTH) then the field limit can be up to 50 characters.</p> | <ul style="list-style-type: none"> • MEM = Already a member • FTM = Full time for 6 months or more • HTM = At least half time or more for 1 year or longer • THO = Completed 1000 hours in a fiscal year • SEM = Completed two consecutive semesters or 3 consecutive quarters-CSU • ELT = Elected CalPERS membership • OTH = Other | 3 | |
| 24 | State ARP | <p>Description: Indicates whether the participant is enrolled in the State Alternate Retirement Program (ARP).</p> <p>Conditions: Required—when transaction type is New Appointment, Site Change, or Address Change.</p> <p>Note: This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This can be left blank or completely left off.</p> <p>If included as blank it must be as follows: <StateARP>/</StateARP> OR <StateARP/></p> |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|--------------------------|--|--------------|------------|---|
| 25 | Date Entered State ARP | <p>Description: Indicates whether the participant is enrolled in the State Alternate Retirement Program (ARP).</p> <p>Conditions: Required—if State ARP is ‘true’ then the date will be derived by myCalPERS.</p> | N/A | N/A | N/A |
| 26 | Optional Member Position | <p>Description: Indicates the position a participant holds if they are not required to participate in CalPERS retirement program and have elected to enroll voluntarily.</p> <p>Conditions: Optional—this data element is not required.</p> <p>Note: This data is accepted for transaction types New Appointment, Site Change, or Address Change.</p> | Other = OTH | 3 | <p>This field is currently populated with the field value being OTH for other. A sample case is 1644351073.</p> <p>From TLOG these are the cases when the AF Ret Sys Code is 1 and the List Type is ‘O’ then populate with OTH.</p> |
| 27 | Optional Date of Entry | <p>Description: Indicates the date the participant entered the optional member position.</p> <p>Conditions: Optional—this data element is not required.</p> <p>Note: This data is accepted for transaction types New Appointment, Site Change, or Address Change.</p> | yyyy-mm-dd | 10 | This field can be left blank even if the member is identified as having an optional member position code of “OTH” (OTHER). |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------------|---|--------------|------------|---|
| 28 | Covered by '59 Survivor | <p>Description: Indicates the participant has elected 1959 Survivor Benefits coverage.</p> <p>Conditions: Optional—this data element is not required.</p> <p>Note: This data is accepted when transaction type is New Appointment, Site Change, or Address change; however, cannot be marked 'true' if Covered by SSA is 'true.' If not submitted in the xml the value will default to 'false.' This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This can be left blank or completely left off.</p> <p>If included as blank, it must be as follows: <CoveredBy59Survivor></CoveredBy59Survivor> OR <CoveredBy59Survivor/></p> |
| 29 | Covered by SSA | <p>Description: Indicates the participant is covered by Social Security.</p> <p>Conditions: Required—when transaction type is New Appointment, Site Change, or Address change.</p> <p>Note: This data element cannot be marked 'true' if Covered by '59 Survivor is 'true.' This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This should throw an error if both data elements are set to false</p> <p>This can be left blank or completely left off.</p> <p>If included as blank, it must be as follows: <CoveredBySSA></CoveredBySSA> OR <CoveredBySSA/></p> |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|--|------------|--|
| 30 | PLP Participant | <p>Description: Indicates the participant has elected to enroll in the Personal Leave Program (PLP).</p> <p>Conditions: Required—when transaction type is New Appointment, Site Change, or Address change.</p> <p>Note: This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This can be left blank or completely left off.</p> <p>If included as blank, it must be as follows: <PLPParticipant>>false </PLPParticipant> OR <PLPParticipant/></p> |
| 31 | PLP Rates | <p>Description: The rate at which the participant earns PLP credit.</p> <p>Conditions: Required—if the participant has been enrolled in PLP.</p> | #####.### | 9 | |
| 32 | Exempt Authority | <p>Description: Identifies the records that are exempt from civil service.</p> <p>Conditions: Required—when transaction type is New Appointment, Site Change, or Address change.</p> | <ul style="list-style-type: none"> • Exempt Authority A = EAA • Exempt Authority B = EAB • Exempt Authority C = EAC • Exempt Authority D = EAD • Exempt Authority E = EAE • Exempt Authority F = EAF • Exempt Authority G = EAG • Exempt Authority H = EAH • Exempt Authority I = EAI • Exempt Authority K = EAK • Exempt Authority L = EAL • Exempt Authority M = EAM • Exempt Authority R = EAR • Exempt Authority S = EAS | 3 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|---------------------|---|--|------------|--|
| 33 | Court Level | <p>Description:</p> <p>The level to which the judge has been elected or appointed, for JRS and JRSII.</p> <p>Conditions:</p> <p>Required—when transaction type is New Judge Appointment.</p> | <ul style="list-style-type: none"> County Superior Court = CSC California Appellate Court = CAC California Supreme Court = CSU Chief Justice = CJU | 3 | <ul style="list-style-type: none"> County Superior Court = 93## California Appellate Court = 92## California Supreme Court = 91## Chief Justice = 91## |
| 34 | County/ District | <p>Description:</p> <p>The county in which the Superior Court Judge is serving, or the district in which the Appellate Court Judge is serving.</p> <p>Conditions:</p> <p>Required—when transaction type is New Judge Appointment.</p> | <p>For a list of field values, refer to Appendix A3</p> | 3 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-----------------------|---|--------------|------------|---|
| 35 | Temporary Appointment | <p>Description: Identifies the appointment is not a permanent appointment. This is keyed with an A54 transaction code.</p> <p>Conditions: Required—when transaction type is New Appointment, Site Change, or Address change.</p> <p>Note: This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This field will be set to 'true' and provide the temporary appointment separation date provided for A54 transactions. No PSP transaction type will be created for these temporary appointments.</p> <p>These appointments are CSU appointments where the last day worked is populated. The following CalPERS IDs are some examples of these cases: 4961013657 4242277984 1640948228</p> <p>This can be left blank or completely left off.</p> <p>If included as blank, it must be as follows: <TempAppt> </TempAppot> OR <TempAppt/></p> |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|---------------------------------------|---|--|------------|------------------|
| 36 | Temporary Appointment Separation Date | <p>Description:</p> <p>Captures the separation date for the temporary appointment.</p> <p>Conditions:</p> <p>Required—when a temporary appointment is reported as 'true.'</p> | yyyy-mm-dd | 10 | |
| 37 | Assignment Type | <p>Description:</p> <p>Denotes the employment assignment type of either Elected or Appointed.</p> <p>Conditions:</p> <p>Required—when transaction type is New Judge Appointment.</p> | <ul style="list-style-type: none"> • Elected = ELE • Appointed = APP | 3 | |
| 38 | Retired Annuitant | <p>Description:</p> <p>Indicates the individual being reported is retired, with qualification to work under a certain limit.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment, Site Change, or Address Change.</p> <p>Note:</p> <p>This data is accepted for transaction type Appointment Change for program type of CalPERS.</p> <p>This data element must be reported in lowercase text only.</p> | true / false | 5 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-----------------------------|---|---|------------|------------------|
| 39 | Retired Annuitant Info Type | Description: Indicates the type of retired annuitant. Conditions: Recommended—when line 38 (Retired Annuitant) is 'true.' | <ul style="list-style-type: none"> • EHP = Extra Help • FER = FERP • VPS = Vacant Position • ELT = Earnings Limit | 3 | |
| 40 | 180 Day Exception | Description: Indicates if a retired annuitant was hired before the mandatory 180 day wait period. Conditions: Recommended—when line 38 (Retired Annuitant) is 'true.' This data element must be reported in lowercase text only. | true/false | 5 | |
| 41 | 180 Day Exception Reason | Description: Indicates the exception reason. Conditions: Recommended—when line 40 (180 Day Exception) is 'true.' | <ul style="list-style-type: none"> • AGB = Appointed by Governing Body • FER = CSU-Faculty Early Retirement Program • SAR = Senate or Assembly Rules | 3 | |
| 42 | Unused Sick Leave | Description: The remaining hours of sick leave at the time of separation from employment, as reported by the employer. Conditions: Optional—this data element is not required. Note: This is only applicable for transaction type Perm Sep. The system will convert hours submitted into days. | #####.### | 9 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|------------------------|---|--|------------|------------------|
| 43 | Unused Education Leave | <p>Description:</p> <p>The remaining hours of educational leave at the time of separation from employment, as reported by the employer.</p> <p>Conditions:</p> <p>Optional—this data element is not required.</p> <p>Note:</p> <p>This is only applicable for transaction type Perm Sep.</p> <p>The system will convert hours submitted into days.</p> | #####.### | 9 | |
| 44 | Person ID Type | <p>Description:</p> <p>A type of unique person identifier. When first reporting for a person, this ID can be a Social Security Number (SSN) or Taxpayer Identification Number (TIN). On all subsequent transactions for the person, the CalPERS ID must be the ID type provided.</p> <p>Conditions:</p> <p>Required—to identify the person.</p> | <ul style="list-style-type: none"> • Social Security Number = SSN • Taxpayer Identification Number = TIN • CalPERS Identification = PID | 3 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|--|------------|------------------|
| 45 | Person ID | <p>Description:</p> <p>The participant's unique identifier for the identifier type reported.</p> <p>Conditions:</p> <p>Required—to identify the individual who qualifies for retirement enrollment.</p> <p>Note:</p> <p>When a Social Security Number (SSN) is selected as the Person ID type, the number should be submitted using the following format:</p> <ul style="list-style-type: none"> • The SSN must be nine digits • The SSN cannot start with 9 or 666 • Each section of the SSN cannot be all zeroes (e.g., 000#####, ###00####, and #####0000 are prohibited) <p>The CalPERSID, which is 10-digits, will be created and stored by myCalPERS during enrollment, and will be used to identify participants when data is shared with CalPERS. It will be used in place of the SSN in subsequent enrollment files.</p> | <ul style="list-style-type: none"> • ##### (SSN) • ##### (CalPERSID) | 10 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|-----------------------|------------|------------------|
| 46 | First Name | Description: The participant's first name. Conditions: Required—for all transactions types except Member Inquiry. Note: Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted. <ul style="list-style-type: none"> • Must be a minimum of one alpha character • Cannot begin with a blank space | XXXXXXXXXXXXXXXXXXXXX | 20 | |
| 47 | Middle Name | Description: The participant's middle name. Conditions: Optional—this data element is not required. Note: Only alpha characters, blankspaces, hyphens (-), and apostrophes (') will be accepted. <ul style="list-style-type: none"> • No character minimum is required | XXXXXXXXXXXXXXXXXXXXX | 20 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|---|------------|------------------|
| 48 | Last Name | <p>Description:</p> <p>The participant's last name.</p> <p>Conditions:</p> <p>Required— for all transactions types except Member Inquiry.</p> <p>Note:</p> <p>Only alpha characters, blankspaces, hyphens (-), and apostrophes (') will be accepted.</p> <ul style="list-style-type: none"> • Must be a minimum of one alpha character • Cannot begin with a blank space | XXXXXXXXXXXXXXXXXXXXXXXXXXXXX | 30 | |
| 49 | Suffix | <p>Description:</p> <p>The participant's suffix, if applicable.</p> <p>Conditions:</p> <p>Optional—this data element is not required.</p> | <ul style="list-style-type: none"> • Senior = SR • Junior = JR • I = I • II = II • III = III • IV = IV • V = V • Doctor of Philosophy = PHD • Doctor of Medicine = MD • Certified Public Accountant = CPA • Doctor of Education = EDD • Esquire = ESQ • Doctor of Dental Surgery = DDS | 3 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|--|------------|------------------|
| 50 | Gender | Description: The participant's gender identification. Conditions: Required—when transaction type is New Appointment or Profile Change. | <ul style="list-style-type: none"> Female = F Male = M Nonbinary = N Unknown = U | 3 | |
| 51 | Birth Date | Description: The participant's date of birth. Conditions: Required—when transaction type is New Appointment, New Judge Appointment, or Profile Change. | yyyy-mm-dd | 10 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|--|---|------------|---|
| 52 | Address Type | <p>Description:</p> <p>The participant's address type. This will be one of two types, though physical address is preferred.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment, New Judge Appointment, or Address Change.</p> | <ul style="list-style-type: none"> • Mailing Address = MAI • Physical Address = PHY | 3 | <ul style="list-style-type: none"> • Mailing Address = 1 • Physical Address = 2 <p>Only Mailing Address will be sent from SCO. The mailing address can be populated on the New Appointment (NAP) or not. The NAP will not fail if no address information is supplied.</p> <p>If P.O. Box is submitted in the mailing address and the member does not have a physical address or does not have health eligibility associated to the employer address or has health eligibility tied to the mailing address, then this will fail because a P.O. Box is not accepted in the mailing address field due to health eligibility rules.</p> |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|------------------------------------|------------|------------------|
| 53 | Address 1 | <p>Description:</p> <p>The first address line of the address to be entered. This is typically used for the participant’s street address or “In care of” information.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment or Address Change.</p> <p>Note:</p> <p>This data element is identified in the XML as <AddressLine> (see CommonUtilities.xsd, in the Technical Toolkit), which can occur up to three times. If entered as <AddressLine1> it will generate a Level 1 error.</p> | Free form text up to 30 characters | 30 | |
| 54 | Address 2 | <p>Description:</p> <p>The second address line. This is typically used for the participant’s street address if Address 1 was used for “In care of” information; otherwise it would be used for address information that does not fit on Address 1 (e.g., suite number, building name, room number, apartment number, etc.).</p> <p>Conditions:</p> <p>Optional—this data element is not required.</p> <p>Note:</p> <p>This data is accepted if Address 1 is supplied and applicable to transaction types New Appointment and Address Change.</p> | Free form text up to 30 characters | 30 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|--|------------|---|
| 55 | City | <p>Description: The city applicable to the address entered.</p> <p>Conditions: Required— when Address Line 1 is supplied.</p> <p>Note: This data is accepted if Address 1 is supplied. This field accepts alpha and numeric characters.</p> | Free form text up to 30 characters | 30 | If the city is unknown, insert a default value such as “UNK” so the file does not fail level 1 validation. |
| 56 | State | <p>Description: The code value for the state applicable to the address entered, if country selected is USA or Mexico.</p> <p>Conditions: Required— when country is USA or Mexico, and Address 1 is supplied.</p> <p>Note: This data is accepted for transaction types New Appointment and New Judge Appointment.</p> | <p>Free form text up to 30 characters</p> <p>For a list of field values, refer to Appendix A2.</p> | 30 | If the state is unknown, insert a default value such as “UNK” so the file does not fail level 1 validation. |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|--|--------------|------------|------------------|
| 57 | ZIP Code 5 | <p>Description:</p> <p>The first five digits of the ZIP code for the address designated in Address Type.</p> <p>Conditions:</p> <p>Required—when the country is USA and Address 1 is supplied.</p> <p>If the country is USA, the following are required:</p> <ul style="list-style-type: none"> • Use numeric format • The first five numbers of the ZIP code <p>Note:</p> <p>This data is accepted for transaction type New Appointment and New Judge Appointment.</p> | ##### | 5 | |
| 58 | ZIP Code 4 | <p>Description:</p> <p>The next four digits of the ZIP code or the address designated in Address Type.</p> <p>Conditions:</p> <p>Optional—this data element is not required.</p> <p>Note:</p> <p>This data is accepted if ZIP Code 5 is supplied and for transaction types New Appointment, New Judge Appointment, and Address Change.</p> | #### | 4 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------|---|---|------------|------------------|
| 59 | Country | <p>Description:</p> <p>The code value for the country address.</p> <p>Conditions:</p> <p>Required—when transaction type is New Appointment or Address Change, or Address 1 is supplied.</p> <p>Note:</p> <p>This data is accepted for transaction types New Appointment and New Judge Appointment.</p> | <p>For a list of field values, refer to Appendix A4.</p> | 3 | |
| 60 | Province | <p>Description:</p> <p>The province or territory which coincides with the address type.</p> <p>Conditions:</p> <p>Required—when country is neither USA nor Mexico and the transaction type is New Appointment or Address Change.</p> <p>Optional—when the country is not USA, Mexico, or Canada.</p> <p>Note:</p> <p>This data is accepted for transaction type New Judge Appointment.</p> <p>If country is Canada use one of the code values in the table to the right.</p> | <p>Free form text up to 50 characters</p> <p>For State/Province and Territories code values, refer to Appendix A2.</p> <ul style="list-style-type: none"> • Alberta = AB • British Columbia = BC • Manitoba = MB • New Brunswick = NB • Newfoundland = NF • Northwest Territories = NT • Nova Scotia = NS • Ontario = ON • Prince Edward Island = PE • Quebec = PQ • Saskatchewan = SK • Yukon = YT | 50 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-------------------------|---|------------------------------------|---------------|------------------|
| 61 | Postal Code | <p>Description:</p> <p>The (alphanumeric) international postal code for the address.</p> <p>Conditions:</p> <p>Required—when the country indicated is not USA.</p> <p>Note:</p> <p>This data is accepted for transaction types New Appointment, New Judge Appointment, and Address Change.</p> | Free form text up to 12 characters | 12 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|-----------------------------|---|--------------|------------|--|
| 62 | Reciprocal Agency Indicator | <p>Description: Designates this participant previously attained membership in a reciprocal retirement system.</p> <p>Conditions: Optional—this data element is not required.</p> <p>Note: This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This can be left blank or completely left off.</p> <p>If included as blank, it must be as follows:</p> <p><ReciprocalAgencyIndicator></ReciprocalAgencyIndicator> OR </ReciprocalAgencyIndicator></p> <p>This will be a Level 2 required field in the future meaning that it will need to be populated with “true” or “false” for every record and if it is not the record will fail level.</p> |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|--------------------------------------|---|--------------|------------|------------------|
| 63 | Reciprocal Agency CalPERS ID | <p>Description:</p> <ul style="list-style-type: none"> Identifies the most recent reciprocal retirement system in which the participant attained membership. <p>Conditions:</p> <p>Required—when Reciprocal Member Indicator is ‘true.’</p> <p>If provided, Reciprocal Member Indicator must be set to ‘true.’</p> <p>Note:</p> <p>The provided CalPERS ID must belong to an agency with a reciprocal agreement in effect on the enrollment eligibility date.</p> | ##### | 10 | |
| 64 | Reciprocal Membership Date | <p>Description:</p> <p>The participant's earliest date of membership in a reciprocal retirement system.</p> <p>Conditions:</p> <p>Required—when Reciprocal Member Indicator is ‘true.’</p> | yyyy-mm-dd | 10 | |
| 65 | Reciprocal Permanent Separation Date | <p>Description:</p> <p>The participant's most recent separation date from a reciprocal retirement system.</p> <p>Conditions:</p> <p>Required—when Reciprocal Member Indicator is ‘true.’</p> <p>If provided, Reciprocal Member Indicator must be set to ‘true.’</p> | yyyy-mm-dd | 10 | |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|--------------------------------------|--|--------------|------------|--|
| 66 | Retired Reciprocal Member Indicator | <p>Description: Designates this participant previously retired from a reciprocal retirement system.</p> <p>Conditions: Required—when Reciprocal Member Indicator is ‘true.’ If provided, Reciprocal Member Indicator must be set to ‘true.’</p> <p>Note: This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This can be left blank or completely left off.</p> <p>If included as blank, it must be as follows: <RetiredReciprocalMemberIndicator>>false</RetiredReciprocalMemberIndicator> OR </RetiredReciprocalMemberIndicator> </p> |
| 67 | Reciprocal Retirement Date | <p>Description: The date the participant retired from a reciprocal retirement system.</p> <p>Conditions: Required—when Retired Reciprocal Member Indicator is ‘true’</p> | yyyy-mm-dd | 10 | |
| 68 | Refunded Reciprocal Member Indicator | <p>Description: Designates this participant previously refunded from a reciprocal retirement system.</p> <p>Conditions: Required—when a reciprocal member has refunded from a previous reciprocal retirement system. If provided, Refunded Reciprocal Member Indicator must be set to ‘true.’</p> <p>Note: This data element must be reported in lowercase text only.</p> | true / false | 5 | <p>This can be left blank or completely left off.</p> <p>If included as blank, it must be as follows: <RefundedReciprocalMemberIndicator>>false</RefundedReciprocalMemberIndicator> OR </RefundedReciprocalMemberIndicator> </p> |

| # | DATA ELEMENT NAME | DESCRIPTION/CONDITIONS | FIELD VALUES | MAX LENGTH | ADDITIONAL NOTES |
|----|---------------------------|--|--------------|---------------|------------------|
| 69 | Reciprocal Refund Date | Description: The participant's most recent refund date from a reciprocal retirement system. Conditions: Required—when Refund Reciprocal Member Indicator is 'true.' | yyyy-mm-dd | 10 | |

Appendix A1 – Transaction Type Descriptions

| TRANSACTION TYPE | DESCRIPTION |
|----------------------------------|---|
| New Appointment | New employment. This includes a new position that an employee takes with the employer, whether it's the first time employed with the employer, rehiring a person who worked for the employer at one point, or additional employment for a person who is currently employed by the same employer. Transactions should be reported upon reaching eligibility for CalPERS membership. Effective date is the first day of membership. |
| Appointment Change/ Site Change | A change in employment that is continuous (i.e. with no employment gaps). This transaction could include one or more of the following changes: a move from one site to another, a position or group change. The result of this transaction could result in a benefit change for the employee. Effective date is the first day the changes take effect. |
| Begin Leave | Indicates the beginning of a leave of absence (e.g. Military Leave). Effective date is the first day of the leave period. |
| End Leave | Indicates the end of a leave of absence. Effective date is the first day back on the job. |
| Permanent Separation/ Left Bench | The employee leaves the position with no expectation of returning. This is the day <i>after</i> the last day an employee works for your agency, which is often the day after the last day on payroll. |
| New Judge Appointment | New employment for State and County judges. Effective date is the first day on the bench. |
| Address Change | A change to the employee's address. Effective date is the first day that the address is valid. |
| Profile Change | A change to the employee's profile (name, gender, birth date, SSN). Effective date is the first day that the change is valid. |
| Membership Inquiry | Transaction used only to query the system as to whether this individual is eligible for CalPERS membership. The person must be a current active member in the system (not in a status of refunded or retired). Eligibility is strictly for the CalPERS program, not JRS, JRS II or LRS. |
| Site Change | Indicates that the employee has changed their location of work. The employee is still working for the same employer but works at a different division/agency. |
| Left Bench | The judge leaves the bench with no expectation of returning. Effective date is the day after the last day of employment. |

Appendix A2 – State/Province & Territories Code Values

| LONG NAME | CODE VALUE |
|--------------------------------|------------|
| California | CA |
| Alabama | AL |
| Alaska | AK |
| American Samoa | AS |
| Arizona | AZ |
| Arkansas | AR |
| Armed Forces Europe | AE |
| Armed Forces Pacific | AP |
| Armed Forces the Americas | AA |
| Colorado | CO |
| Connecticut | CT |
| Delaware | DE |
| District of Columbia | DC |
| Federated States of Micronesia | FM |
| Florida | FL |
| Georgia | GA |
| Guam | GU |
| Hawaii | HI |
| Idaho | ID |
| Illinois | IL |
| Indiana | IN |
| Iowa | IA |

| LONG NAME | CODE VALUE |
|-----------------------|------------|
| Kansas | KS |
| Kentucky | KY |
| Louisiana | LA |
| Maine | ME |
| Marshall Islands | MH |
| Maryland | MD |
| Massachusetts | MA |
| Michigan | MI |
| Minnesota | MN |
| Mississippi | MS |
| Missouri | MO |
| Montana | MT |
| Nebraska | NE |
| Nevada | NV |
| New Hampshire | NH |
| New Jersey | NJ |
| New Mexico | NM |
| New York | NY |
| North Carolina | NC |
| North Dakota | ND |
| North Mariana Islands | MP |
| Ohio | OH |

| LONG NAME | CODE VALUE |
|------------------------|------------|
| Oklahoma | OK |
| Oregon | OR |
| Palau | PW |
| Pennsylvania | PA |
| Puerto Rico | PR |
| Rhode Island | RI |
| South Carolina | SC |
| South Dakota | SD |
| Tennessee | TN |
| Texas | TX |
| Utah | UT |
| Vermont | VT |
| Virgin Islands | VI |
| Virginia | VA |
| Washington | WA |
| West Virginia | WV |
| Wisconsin | WI |
| Wyoming | WY |
| Aguascalientes | AG |
| Baja California, Norte | BJ |
| Baja California, Sur | BS |
| Campeche | CP |
| Chiapas | CHI |
| Chihuahua | CI |
| Coahuila | CU |
| Colima | CL |

| LONG NAME | CODE VALUE |
|------------------|------------|
| Distrito Federal | DF |
| Durango | DG |
| Guanajuato | GJ |
| Guerrero | GR |
| Hidalgo | HG |
| Jalisco | JA |
| Mexico | EM |
| Michoacan | MH |
| Morelos | MR |
| Nayarit | NA |
| Nuevo Leon | NL |
| Oaxaca | OA |
| Puebla | PU |
| Queretaro | QA |
| Quintana Roo | QR |
| San Luis Potosi | SL |
| Sinaloa | SI |
| Sonora | SO |
| Tabasco | TA |
| Tamaulipas | TM |
| Tlaxcala | TL |
| Veracruz | VZ |
| Yucatan | YC |
| Zacatecas | ZT |

Appendix A3 – County/District Code Values

| LONG NAME | CODE VALUE |
|------------------|------------|
| 1 - Alameda | 001 |
| 2 - Alpine | 003 |
| 3 - Amador | 005 |
| 4 - Butte | 007 |
| 5 - Calaveras | 009 |
| 6 - Colusa | 011 |
| 7 - Contra Costa | 013 |
| 8 - Del Norte | 015 |
| 9 - El Dorado | 017 |
| 10 - Fresno | 019 |
| 11 - Glenn | 021 |
| 12 - Humboldt | 023 |
| 13 - Imperial | 025 |
| 14 - Inyo | 027 |
| 15 - Kern | 029 |
| 16 - Kings | 031 |
| 17 - Lake | 033 |
| 18 - Lassen | 035 |
| 19 - Los Angeles | 037 |
| 20 - Madera | 039 |
| 21 - Marin | 041 |
| 22 - Mariposa | 043 |
| 23 - Mendocino | 045 |
| 24 - Merced | 047 |
| 25 - Modoc | 049 |

| LONG NAME | CODE VALUE |
|----------------------|------------|
| 26 - Mono | 051 |
| 27 - Monterey | 053 |
| 28 - Napa | 055 |
| 29 - Nevada | 057 |
| 30 - Orange | 059 |
| 31 - Placer | 061 |
| 32 - Plumas | 063 |
| 33 - Riverside | 065 |
| 34 - Sacramento | 067 |
| 35 - San Benito | 069 |
| 36 - San Bernardino | 071 |
| 37 - San Diego | 073 |
| 38 - San Francisco | 075 |
| 39 - San Joaquin | 077 |
| 40 - San Luis Obispo | 079 |
| 41 - San Mateo | 081 |
| 42 - Santa Barbara | 083 |
| 43 - Santa Clara | 085 |
| 44 - Santa Cruz | 087 |
| 45 - Shasta | 089 |
| 46 - Sierra | 091 |
| 47 - Siskiyou | 093 |
| 48 - Solano | 095 |
| 49 - Sonoma | 097 |
| 50 - Stanislaus | 099 |

| LONG NAME | CODE VALUE |
|---------------|------------|
| 51 - Sutter | 101 |
| 52 - Tehama | 103 |
| 53 - Trinity | 105 |
| 54 - Tulare | 107 |
| 55 - Tuolumne | 109 |
| 56 - Ventura | 111 |
| 57 - Yolo | 113 |
| 58 - Yuba | 115 |
| | |

| LONG NAME | CODE VALUE |
|------------------------------|------------|
| Out of State | 000 |
| 1st District (SF) | 100 |
| 2nd District (LA) | 110 |
| 2nd Sub District (Ventura) | 117 |
| 3rd District (Sac) | 120 |
| 4th District (San Diego) | 130 |
| 4th Sub District (Riverside) | 131 |
| 4th Sub District (Santa Ana) | 132 |
| 5th District (Fresno) | 140 |
| 6th District (Santa Clara) | 150 |

Appendix A4 – Country Code Values

| LONG NAME | CODE VALUE |
|-------------------|------------|
| United States | US |
| Afghanistan | AF |
| Albania | AL |
| Algeria | DZ |
| American Samoa | AS |
| Andorra | AD |
| Angola | AO |
| Anguilla | AI |
| Antarctica | AQ |
| Antigua & Barbuda | AG |
| Argentina | AR |
| Armenia | AM |
| Aruba | AW |
| Australia | AU |
| Austria | AT |
| Azerbaijan | AZ |
| Bahamas | BS |
| Bahrain | BH |
| Bangladesh | BD |
| Barbados | BB |
| Belarus | BY |
| Belgium | BE |
| Belize | BZ |
| Benin | BJ |
| Bermuda | BM |

| LONG NAME | CODE VALUE |
|----------------------------|------------|
| Bhutan | BT |
| Bolivia | BO |
| Bosnia-Herzegovina | BA |
| Botswana | BW |
| Bouvet Island | BV |
| Brazil | BR |
| British Indian Ocean Terr | IO |
| Brunei | BN |
| Bulgaria | BG |
| Burkina Faso | BF |
| Burundi | BI |
| Cambodia | KH |
| Cameroon | CM |
| Canada | CA |
| Cape Verde | CV |
| Cayman Islands | KY |
| Central African Republic | CF |
| Chad | TD |
| Chile | CL |
| China | CN |
| Christmas Island (Pacific) | CX |
| Cocos (Keeling) Islands | CC |
| Colombia | CO |
| Comoros | KM |
| Congo | CG |

| LONG NAME | CODE VALUE |
|--------------------|------------|
| Cook Islands | CK |
| Costa Rica | CR |
| Croatia | HR |
| Cuba | CU |
| Cyprus | CY |
| Czech Republic | CZ |
| Denmark | DK |
| Djibouti | DJ |
| Dominica | DM |
| Dominican Republic | DO |
| Ecuador | EC |
| Egypt | EG |
| El Salvador | SV |
| Equatorial Guinea | GQ |
| Eritrea | ER |
| Estonia | EE |
| Ethiopia | ET |
| Falkland Islands | FK |
| Faroe Islands | FO |
| Fiji | FJ |
| Finland | FI |
| France | FR |
| French Guiana | GF |
| French Polynesia | PF |
| Gabon | GA |
| Gambia | GM |
| Georgia | GE |

| LONG NAME | CODE VALUE |
|------------------------|------------|
| Germany | DE |
| Ghana | GH |
| Gibraltar | GI |
| Greece | GR |
| Greenland | GL |
| Grenada | GD |
| Guadeloupe | GP |
| Guam | GU |
| Guatemala | GT |
| Guernsey | GG |
| Guinea | GN |
| Guinea Bissau | GW |
| Guyana | GY |
| Haiti | HT |
| Heard McDonald Islands | HM |
| Honduras | HN |
| Hong Kong | HK |
| Hungary | HU |
| Iceland | IS |
| India | IN |
| Indonesia | ID |
| Iran | IR |
| Iraq | IQ |
| Ireland | IE |
| Isle of Man | IM |
| Israel | IL |
| Italy | IT |

| LONG NAME | CODE VALUE |
|---------------|------------|
| Ivory Coast | CI |
| Jamaica | JM |
| Jan Mayen | SJ |
| Japan | JP |
| Jersey | JE |
| Jordan | JO |
| Kazakhstan | KZ |
| Kenya | KE |
| Kiribati | KI |
| Kuwait | KW |
| Kyrgyzstan | KG |
| Laos | LA |
| Latvia | LV |
| Lebanon | LB |
| Lesotho | LS |
| Liberia | LR |
| Libya | LY |
| Liechtenstein | LI |
| Lithuania | LT |
| Luxembourg | LU |
| Macao | MO |
| Macedonia | MK |
| Madagascar | MG |
| Malawi | MW |
| Malaysia | MY |
| Maldives | MV |
| Mali | ML |

| LONG NAME | CODE VALUE |
|----------------------|------------|
| Malta | MT |
| Marshall Islands | MH |
| Martinique | MQ |
| Mauritania | MR |
| Mauritius | MU |
| Mayotte | YT |
| Mexico | MX |
| Micronesia | FM |
| Moldova | MD |
| Monaco | MC |
| Mongolia | MN |
| Montenegro | ME |
| Montserrat | MS |
| Morocco | MA |
| Mozambique | MZ |
| Myanmar | MM |
| Namibia | NA |
| Nauru | NR |
| Nepal | NP |
| Netherlands | NL |
| Netherlands Antilles | AN |
| New Caledonia | NC |
| New Zealand | NZ |
| Nicaragua | NI |
| Niger | NE |
| Nigeria | NG |
| Niue | NU |

| LONG NAME | CODE VALUE |
|--------------------------|------------|
| Norfolk Island | NF |
| North Korea | KP |
| Northern Mariana Islands | MP |
| Norway | NO |
| Oman | OM |
| Pakistan | PK |
| Panama | PA |
| Papua New Guinea | PG |
| Paraguay | PY |
| Peru | PE |
| Philippines | PH |
| Pitcairn Island | PN |
| Poland | PL |
| Portugal | PT |
| Puerto Rico | PR |
| Qatar | QA |
| Republic of South Korea | KR |
| Reunion | RE |
| Romania | RO |
| Russia | RU |
| Rwanda | RW |
| San Marino | SM |
| Sao Tome & Principe | ST |
| Saudi Arabia | SA |
| Senegal | SN |
| Serbia | RS |
| Seychelles | SC |

| LONG NAME | CODE VALUE |
|--------------------------------------|------------|
| Sierra Leone | SL |
| Singapore | SG |
| Slovakia | SK |
| Slovenia | SI |
| Solomon Islands | SB |
| Somalia | SO |
| South Africa | ZA |
| Spain | ES |
| Sri Lanka | LK |
| St Helena | SH |
| St Kitts & Nevis | KN |
| St Lucia | LC |
| St Pierre & Miquelon | PM |
| St Vincent & Grenadines | VC |
| Sudan | SD |
| Suriname | SR |
| Swaziland | SZ |
| Sweden | SE |
| Switzerland | CH |
| Syria | SY |
| Taiwan | TW |
| Tajikistan | TJ |
| Tanzania | TZ |
| Thailand | TH |
| The Democratic Republic of the Congo | CD |
| Togo | TG |
| Tokelau | TK |

| LONG NAME | CODE VALUE |
|------------------------|------------|
| Tonga | TO |
| Trinidad and Tobago | TT |
| Tunisia | TN |
| Turkey | TR |
| Turkmenistan | TM |
| Turks & Caicos Islands | TC |
| Tuvalu | TV |
| Uganda | UG |
| Ukraine | UA |
| United Arab Emirates | AE |
| United Kingdom | GB |
| Uruguay | UY |
| Uzbekistan | UZ |

| LONG NAME | CODE VALUE |
|--------------------------|------------|
| Vanuatu | VU |
| Vatican City | VA |
| Venezuela | VE |
| Vietnam | VN |
| Virgin Islands (British) | VG |
| Virgin Islands (U.S.) | VI |
| Wallis & FUTUNA | WF |
| Western Sahara | EH |
| Western Samoa | WS |
| Yemen | YE |
| Zambia | ZM |
| Zimbabwe | ZW |