



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
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TRICARE  
MANAGEMENT ACTIVITY

PCSIB

CHANGE 92  
7950.1-M  
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**PUBLICATIONS SYSTEM CHANGE TRANSMITTAL  
FOR  
TRICARE SYSTEMS MANUAL (TSM), AUGUST 2002**

The TRICARE Management Activity has authorized the following addition(s)/revision(s).

**CHANGE TITLE:** ENROLLMENT ALLOTMENT PROCESS

**CONREQ:** 15368

**PAGE CHANGE(S):** See page 2.

**SUMMARY OF CHANGE(S):** This change documents the process for contractors who collect enrollment fees through retired military pay allotments. Currently, contractors have individual agreements with Defense Finance and Accounting Service (DFAS) (and Public Health Service (PHS)/Coast Guard) for processing enrollment fee payments by allotment. Documenting the process in the Manuals eliminates the need for individual agreements; rather there will be one Memorandum of Understanding (MOU) between the TRICARE Management Activity (TMA) and DFAS with contractor requirements documented in the manuals. The process outlined in the manual changes is essentially the same process that contractors are currently using to process allotment requests.

**EFFECTIVE AND IMPLEMENTATION DATE:** Upon direction of the Contracting Officer.

**This change is made in conjunction with Aug 2002 TOM, Change No. 132.**

  
**Jack Arendale**  
Chief, Purchased Care Systems  
Integration Branch

**ATTACHMENT(S):** 12 PAGES  
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**REMOVE PAGE(S)**

**CHAPTER 1**

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## GENERAL ADP REQUIREMENTS

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	2.0. System Integration, Implementation, And Testing Meetings
	3.0. ADP Requirements
	4.0. Health Insurance Portability and Accountability Act (HIPAA)
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	6.0. Personnel Security ADP/IT Requirements
	7.0. Public Key Infrastructure (PKI)
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<b>ADDENDUM B</b>	<b>FIPS PUB 140-2 - SECURITY REQUIREMENTS FOR CRYPTOGRAPHIC MODULES</b>
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<b>ADDENDUM D</b>	<b>DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) ALLOTMENT RECORD LAYOUTS FOR TRICARE MANAGEMENT ACTIVITY (TMA) CONTRACTS</b>
	1.0. Input Data
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- Claims and catastrophic cap inquiries will be made against production DEERS and the Catastrophic Cap and Deductible Database (CCDD) from the recovery site and the ability to successfully submit claims inquiries and receive DEERS claim responses and catastrophic cap inquiries and responses. Contractors shall not perform catastrophic cap updates in the CCDD and DEERS production for test claims.
- To successfully demonstrate the ability to perform catastrophic cap updates and the creation of newborn placeholder records in DEERS, the contractor shall process a sufficient number of claims using the DEERS and CCDD test region.
- TED records will be created for test claims processed during the claims processing portion of the disaster recovery test. The contractor will demonstrate the ability to process provider, institutional and non-institutional claims. These test claims will be submitted to the TED benchmark area.

**3.2.3.** Contractors shall maintain static B2B Gateway connections or other government approved connections at relocation/recovery sites, that can be activated in the event a disaster is declared for their region.

**3.2.4.** In all cases, the results of the review and/or test results shall be reported to the TMA, Contract Management Division within 10 days of conclusion of the test. If the contractor determines that additional testing is required or corrective actions must be taken, the CO shall be provided this information with a report of the results of actions taken within 10 business days of completion.

### **3.3. DoD Information Assurance Certification And Accreditation Process (DIACAP) Requirements**

Contractor Information Systems (IS)/networks involved in the operation of systems of records in support of the DoD Military Health System (MHS) requires obtaining, maintaining, and using sensitive and personal information strictly in accordance with controlling laws, regulations, and DoD policy.

**3.3.1.** The contractor's IS/networks involved in the operation of DoD systems of records shall be safeguarded through the use of a mixture of administrative, procedural, physical, communications, emanations, computer and personnel security measures that together achieve the same requisite level of security established for DoD IS/networks for the protection of information referred to as "Sensitive Information" (SI) and/or "Controlled Unclassified Information." The contractor shall provide a level of trust which encompasses trustworthiness of systems/networks, people and buildings that ensure the effective safeguarding of SI against unauthorized modifications, disclosure, destruction and denial of service.

#### **3.3.2. Information System (IS)/Networks Certification and Accreditation (C&A)**

**3.3.2.1.** The DIACAP dated July 6, 2006, was established for the authorization of the operation of DoD information systems consistent with the Federal Information Security Management Act (FISMA), Section 3541 of Title 44, United States Code, DoD Directive (DoDD) 8500.1, "Information Assurance (IA)," October 24, 2002, and DoDD 8100.1, "Global

Information Grid (GIG) Overarching Policy," September 19, 2002. This process supersedes DoD Instruction (DoDI) 5200.40, "DoD Information Technology Security Certification and Accreditation Process (DITSCAP), "December 30, 1997 and DoD 8510.1-M, DoD Information Technology Security Certification and Accreditation Process (DITSCAP) Application Manual," July 2000.

**3.3.2.2.** The contractor's IS'/networks shall comply with the C&A process established under the DIACAP for safeguarding DoD SI accessed, maintained and used in the operation of systems of records under this contract. Although the DITSCAP has been superseded by the DIACAP, it should be noted there are no differences in the evaluation criteria. The difference between the processes is specific to reporting requirements by the Information Assurance evaluation team.

**3.3.2.3.** Accreditation is the formal approval by the government for the contractors' IS' to operate in a particular security mode using a prescribed set of safeguards at an acceptable level of risk. In addition, accreditation allows IS' to operate within the given operational environment with stated interconnections; and with appropriate levels of information assurance security controls.

**3.3.3. C&A Process**

The C&A process ensures that the trust requirement is met for systems and networks. Certification is the determination of the appropriate level of protection required for IS/networks. Certification also includes a comprehensive evaluation of the technical and nontechnical security features and countermeasures required for each system/network. Accreditation is the formal approval by the government to operate the contractor's IS'/networks in a particular security mode using a prescribed set of safeguards at an acceptable level of risk. In addition, accreditation allows IS'/networks to operate within the given operational environment with stated interconnections; and with appropriate level of protection for the specified period. The C&A requirements apply to all DoD IS'/networks and contractor's IS'/networks that access, manage, store, or manipulate electronic DoD SI data.

**3.4.** The DIACAP is the standardized approach to the C&A process within DoD. Each IS'/network that undergoes DIACAP must have required security controls in place, must have documented the security components and operation of the IS'/network and must successfully complete testing of the required security controls. The contractor shall ensure DIACAP documentation is available for review and is accurate. The contractor shall also implement an information assurance vulnerability management program providing mitigation from known vulnerabilities. The contractor, as part of that program, shall provide a primary and secondary Point Of Contact (POC) for the MHS Information Assurance Vulnerability Alert (IAVA) Monitor. The POC shall provide, upon receipt of a vulnerability message, an acknowledgment of receipt. The contractor shall mitigate the vulnerability, and upon mitigation, report compliance. Receipt and compliance messages to the government shall occur within the stipulated window, as stated in the vulnerability message, and be directed to the MHS IAVA Monitor. Mitigation compliance for IA vulnerabilities shall be assessed on an annual basis.

**3.4.1.** The contractor shall execute the DIACAP process by providing, for receipt by the CO within 60 days following contract award, the required documentation necessary to

support DIACAP accreditation requirements. The contractor shall comply with DIACAP accreditation requirements. All network traffic shall be via TCP/IP using ports and protocols in accordance with current Service security policy. All traffic that traverses MHS, DMDC, and/or military Service Base/Post/Camp security infrastructure is subject to monitoring by security staff using Intrusion Detection Systems.

## **8.6. DEERS**

### **8.6.1. Primary Site**

**8.6.2.** The DEERS primary site is located in Auburn Hills, Michigan and the backup site is located in Seaside, California.

**8.6.3.** The contractor shall communicate with DEERS through the MHS B2B Gateway.

### **8.6.4. PCs/Hardware**

The contractor is responsible for all systems and operating system software needed internally to support the DOES.

## **8.7. TMA/TED**

### **8.7.1. Primary Site**

The TED primary processing site is currently located in Oklahoma City, OK, and operated by the Defense Enterprise Computing Center (DECC), Oklahoma City Detachment for the DISA.

**NOTE:** The location of the primary site may be changed. The contractor shall be advised should this occur.

### **8.7.2. General**

The common means of administrative communication between Government representatives and the contractor is via telephone and e-mail. An alternate method may be approved by TMA, as validated and authorized by TMA. Each contractor on the telecommunication network is responsible for furnishing to TMA at the start-up planning meeting (and update when a change occurs), the name, address, and telephone number of the person who will serve as the technical POC. Contractors shall also furnish a separate computer center (Help Desk) number to TMA which the TMA computer operator can use for resolution of problems related to data transmissions.

### **8.7.3. TED-Specific Data Communications Technical Requirements**

#### **8.7.3.1. Systems Interface Requirements**

The contractor shall communicate with the government's Data Center through the MHS B2B Gateway.

**8.7.3.2. Communication Protocol Requirements**

**8.7.3.2.1.** File transfer software shall be used to support communications with the TED Data Processing Center. CONNECT:Direct is the current communications software standard for TED transmissions. The contractor is expected to upgrade/comply with any changes to this software. The contractor shall provide this product and a platform capable of supporting this product with the TCP/IP option included. Details on this product can be obtained from:

Sterling Commerce  
4600 Lakehurst Court  
P.O. Box 8000  
Dublin, OH 43016-2000 USA  
<http://www.sterlingcommerce.com/solutions/products/ebi/connect/direct.html>  
Phone: 614-793-7000 / Fax: 614-793-4040

**8.7.3.2.2.** For Ports and Protocol support, TCP/IP communications software incorporating the TN3270 emulation shall be provided by the contractor.

**8.7.3.2.3.** Transmission size is limited to any combination of 250,000 records at one time.

**8.7.3.2.4. “As Required” Transfers**

Ad hoc movement of data files shall be coordinated through and executed by the network administrator or designated representative at the source file site. Generally speaking, the requestor needs only to provide the POC at the remote site, and the source file name. Destination file names shall be obtained from the network administrator at the site receiving the data. Compliance with naming conventions used for recurring automated transfers is not required. Other site specific requirements, such as security constraints and pool names are generally known to the network administrators.

**8.7.3.2.5. File Naming Convention**

**8.7.3.2.5.1.** All files received by and sent from the TMA data processing site shall comply with the following standard when using CONNECT:Direct:

POSITION(S)	CONTENT
1 - 2	'TD'
3 - 8	YYMMDD Date of transmission
9 - 10	Contractor number
11 - 12	Sequence number of the file sent on a particular day. Ranges from 01 to 99. Reset with the first file transmission the next day.

**8.7.3.2.5.2.** All files sent from the TMA data processing site shall be named after coordination with receiving entities in order to accommodate specific communication requirements for the receivers.

#### **8.7.3.2.5.3. Timing**

Telecommunication transfers during normal business hours may be adversely affected by normal processing. Therefore, every attempt shall be made to maximize utilization of telecommunications lines by deferring transfers to night-time operation. Ideally, a single file will be transmitted at night. However, there are no restrictions on the number of files that may be transmitted. Under most circumstances, the source file site shall initiate automated processes to cause transmission to occur. With considerations for timing and frequency, activation of transfers for each application shall be addressed on a case by case basis.

#### **8.7.3.2.5.4. Alternate Transmission**

Should the contractor not be able to transmit their files through the normal operating means, the contractor should notify TMA (EL/DS Operations) that they will be sending their files by tape via overnight delivery.

### **8.8. TMA/MHS Referral And Authorization System**

#### **8.8.1. Primary Site**

The MHS Referral and Authorization System primary site is to be determined.

#### **8.8.2. PCs/Hardware**

The contractor is responsible for all systems and operating system software needed internally to support the MHS Referral and Authorization System.

### **8.9. TMA/TRICARE DCS**

#### **8.9.1. Primary Site**

The TRICARE DCS primary site is located in Aurora, Colorado.

#### **8.9.2. Contractor Connection With TMA For The DCS**

The DCS is planned to operate as a web application. The contractor is responsible for providing internal connectivity to the public Internet. The contractor is responsible for all systems and operating system software needed internally to support the DCS. (See the TOM, [Chapters 9](#) and [10](#) for DCS Specifications.)

### **8.10. Payroll Allotment Systems**

Enrollment fees/premium payments for specified TRICARE Programs may be paid by electronic monthly allotments from military payroll. The availability of this payment option is determined by the Program requirements and the service member's duty status and may not be available for all TRICARE Programs. Payroll allotment data is exchanged between military payroll centers and the TRICARE purchased care contractors. TRICARE contractors process allotment information exchanged with military payroll centers in

accordance with the TOM, [Chapter 6, Section 1](#). The following allotment processing guidance is provided in accordance with the Memorandum of Understanding (MOU) established between the TMA and Defense Finance and Accounting Service (DFAS), the U.S. Coast Guard (USCG), and Public Health Service (PHS) for allotments from retired pay.

### **8.10.1. Exchange of Payroll Allotment Data**

Contractors must exchange payroll allotment data with the DFAS and the USCG and PHS using a specified transmission protocol.

#### **8.10.1.1. DFAS**

Payroll allotment data for the U.S. Army, Air Force, Navy, and Marines must be transmitted to DFAS via the B2B Gateway using Secure File Transfer Protocol (SFTP) or a secure internet file transfer, e.g., Multi-Host Internet Access Portal (MIAP). The use of the B2B or a Government identified secure file transfer requires compliance with all security requirements in this Chapter. Contractors are required to separately provide DFAS with a System Authorization Access Request (SAAR) DD Form 2875 requesting access to DFAS systems. This is in addition to what may have already been submitted for access to the B2B.

#### **8.10.1.2. USCG and PHS**

Payroll allotment data for the USCG and PHS must be transmitted via the *SilkWeb* (a secure Internet file transfer protocol) and *Titan* web application (see instructions in [Addendum D](#)). All security and data handling requirements in this Chapter remain in effect. In addition, contractors are required to obtain user ids and passwords from the designated POC at the PHS.

### **8.10.2. Data Transmission Requirements**

**8.10.2.1.** Contractors shall provide DFAS/USCG/PHS with a monthly file of retirees who have selected TRICARE Prime for their health benefit and elected monthly allotments as the methodology for paying enrollment fees. DFAS will return feedback files to contractors providing determinations of the actions, acceptance or rejection and whether the item is paid or unpaid.

**8.10.2.2.** Contractors shall provide DFAS/USCG/PHS with POCs for testing, system and ongoing business requirements. POC information shall be maintained and include: name, title, contractor name, address, electronic mail address and telephone number. Updated information shall be provided to DFAS when the POC or contact information changes.

**8.10.2.3.** DFAS/USCG/PHS will provide contractors with start/stop and change allotment requests received directly from TRICARE beneficiaries. Contractors will process these requests and submit an initial file containing information for all allotments selected in time for the first submission. Subsequent files will contain only new allotments and stops and/or changes.

**8.10.2.4.** The file (initial and subsequent) will be sent using the appropriate transmission protocol determined by the receiving payroll center, e.g., DFAS or USCG/PHS.

**8.10.2.5.** Contractors shall submit an electronic mail notification to DFAS/USCG/PHS notifying them of the file transmission.

**8.10.3. File Layout**

**8.10.3.1.** Contractors shall exchange the following files with DFAS:

- Input data
- Reject Report
- Deduction Report

**8.10.3.2.** The file layout is provided at [Addendum D](#). Contractors will be notified of any changes to the file layout by the CO.

**8.10.3.3.** Contractors shall submit files using the naming convention designated by DFAS.

**8.10.4. Data Transmission Schedule**

**8.10.4.1.** Data shall be transmitted by the contractor or their designated subcontractor on the business day immediately prior to the eighth day of each month (or on the previous Thursday, should the eighth fall on a Saturday or Sunday), for allotments due on the first day of the upcoming month. The only exception to this schedule is for the month of December when all data shall be transmitted so it is received on the first business day of December.

**8.10.4.2.** During months when no monthly beneficiary data exists, contractors shall continue to submit a file without data in accordance with the eighth day of the month rule. The file shall consist of a header and trailer record with no data in between. The electronic mail notification shall indicate the file contains no member data.

**8.10.4.3.** Within 24 hours of file processing by DFAS/USCG/PHS, contractors will receive a file from the pay center identifying all “rejected” submissions and the reasons for the rejection. The contractor shall research the rejected submissions and resubmit resolved transactions on the following month’s file. The contractor shall also notify the beneficiary in accordance with TOM, [Chapter 6, Section 1](#).

**8.10.4.4.** Contractors will receive a file of the “deduct/no deduct” file that contains the “no deduct” reasons following processing of the “compute pay cycle” by the pay center. The contractor will research these items and resubmit resolved items, as appropriate, on the following month’s file. The “deduct/no deduct” file is informational and will document all payments not collected as well as unfulfilled allotment requests (e.g., insufficient pay to cover deduction).

**8.10.4.5.** The contractor’s banking institution will receive a Corporate Trade Exchange (CTX) “payment” file from DFAS on the first business day of the month following the submission of the files.

**8.10.5. Data Transmission Start Up**

**8.10.5.1.** The TMA Purchased Care Systems Integration Branch (PCSIB) will coordinate B2B Gateway and DFAS connectivity for all contractors.

**8.10.5.2.** PCSIB will also coordinate integration testing of the connectivity and data transmission. PCSIB and the contractor will collaborate with DFAS/USCG/PHS on the development of a test plan and schedule.

**8.10.6. Transition**

**8.10.6.1.** Upon reprocurement of a TRICARE contract, an incumbent contractor may succeed itself or a new contract company may be awarded the contract. Therefore, TMA will coordinate transition activities with the contractor and DFAS/USCG/PHS during the transition-in period of the contract (see the TOM, [Chapter 1, Section 8](#)). When the contract is awarded to a new company, the following actions will be taken by the outgoing and incoming contractors.

**8.10.6.2.** The outgoing contractor shall send a “stop” (allotment) for any beneficiary whose transfer (disenrollment) has been processed by the sixth day of the month in which the file is being created.

**8.10.6.3.** The incoming contractor shall send a “start” (allotment) for any beneficiary whose transfer (enrollment) has been processed by the sixth of each month that the file is being created.

## DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) ALLOTMENT RECORD LAYOUTS FOR TRICARE MANAGEMENT ACTIVITY (TMA) CONTRACTS

### 1.0. INPUT DATA

Input data includes a header record, detail records and control record. First position in all header records is "H" and the first position in all control or summary records contains an "S".

#### DATA ELEMENT DEFINITION

ELEMENT NAME: INPUT DATA - HEADER - RECORD			
01 HEADER - RECORD			
05	FILLER		PIC X
05	HEADER-DATE-CCYYMMDD		PIC X (8)
05	FILLER		PIC X (91)

#### DATA ELEMENT DEFINITION

ELEMENT NAME: INPUT DATA - DETAIL - RECORD			
01 DETAIL - RECORD			
05	RECORD-ID		PIC X
05	FILLER		PIC X
05	MEMBER-SSN		
	10 SSN-1 TO 7		PIC X (7)
	10 SSN-TD		PIC X (2)
05	FILLER		PIC X
05	MEMBER-STATUS		PIC X
05	BRANCH-SERVICE		PIC X
05	MEMBER-SHORT-NAME		PIC X (5)
05	FILLER		PIC X
05	MEMBER-LAST-NAME		PIC X (15)
05	MEMBER-FIRST-MID-NAME		PIC X (7)
05	TRANS-CODE		PIC 9
05	FILLER		PIC X (6)
05	EFF-DATE-CCYYMMDD		PIC 9 (8)
05	DISCONT-DATE-CCYYMMDD		PIC 9 (8)
05	MONTHLY-AMOUNT		PIC 9 (4)V99
05	ORIGINAL-AMOUNT		PIC 9(4)V99

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**DATA ELEMENT DEFINITION**

**ELEMENT NAME: INPUT DATA - DETAIL - RECORD (CONTINUED)**

05	FILLER	PIC X (5)
05	PURPOSE-CODE	PIC X
05	ACCOUNT-NUMBER	PIC 9(17)

**DATA ELEMENT DEFINITION**

**ELEMENT NAME: INPUT DATA - CONTROL - RECORD**

01 CONTROL - RECORD

05	SUMMARY	PIC X
05	CONTROL-ITEMS	PIC X (7)
05	FILLER	PIC X (92)

**2.0. REJECT REPORTS**

Reject data includes a header record, no match/reject records and control record.

**DATA ELEMENT DEFINITION**

**ELEMENT NAME: REJECT DATA - HEADER - RECORD**

01 HEADER - RECORD

05	FILLER	PIC X
05	HEADER-DATE-CCYYMMDD	PIC X (8)
05	FILLER	PIC X (91)

**DATA ELEMENT DEFINITION**

**ELEMENT NAME: REJECT DATA - NOMATCH-DETAIL - RECORD**

01 NOMATCH-DETAIL - RECORD

05	FILLER	PIC X (2)
05	NOMATCH-SSN	PIC 9 (9)
05	FILLER	PIC X
05	NOMATCH-SHORT-NAME	PIC X (5)
05	FILLER	PIC X
05	NOMATCH-EFF-DATE	PIC X(8)
05	FILLER	PIC X
05	NOMATCH-REASON	PIC X
05	NOMATCH-PREMIUM	PIC X 9(6)
05	NOMATCH-BRANCH	PIC X
05	NOMATCH-MEM-STATUS	PIC X

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**DATA ELEMENT DEFINITION**

**ELEMENT NAME: REJECT DATA - CONTROL - RECORD**

01 CONTROL- RECORD

05	SUMMARY	PIC X
05	CONTROL-ITEMS	PIC X(7)
05	FILLER	PIC X (92)

**3.0. DEDUCTION REPORTS**

Deducts data and includes a header record, deducts records and control record.

**DATA ELEMENT DEFINITION**

**ELEMENT NAME: DEDUCT DATA - HEADER - RECORD**

01 HEADER - RECORD

05	FILLER	PIC X
05	HEADER- DATE-CCYYMMDD	PIC X (8)
05	FILLER	PIC X (91)

**DATA ELEMENT DEFINITION**

**ELEMENT NAME: DEDUCT DATA - NOMATCH-DETAIL - RECORD**

01 DEDUCT-REPORT-DETAIL - RECORD

05	FILLER	PIC X (2)
05	DEDUCT-SSN	PIC 9 (9)
05	FILLER	PIC X
05	DEDUCT-SHORT-NAME	PIC X (5)
05	FILLER	PIC X
05	DEDUCT-EFF-DATE	PIC X(8)
05	FILLER	PIC X
05	DEDUCT-REASON	PIC X
05	DEDUCT-PREMIUM	PIC X 9(6)
05	DEDUCT-BRANCH	PIC X
05	DEDUCT-MEM-STATUS	PIC X

**DATA ELEMENT DEFINITION**

**ELEMENT NAME: DEDUCT DATA - CONTROL - RECORD**

01 CONTROL- RECORD

05	SUMMARY	PIC X
05	CONTROL-ITEMS	PIC X(7)
05	FILLER	PIC X (92)

