

**National Finance Center
Front-End System Interface (FESI)
Employee Address (349)**

Data Element Name	Data Element Format	Start Position	End Position	Element Description	Optional Mandated O/M	Values	Customer Data Element Name
DOCUMENT-TYPE	A3	1	3	Indicates the type of document being processed	M	Three position numeric field. For this document the values is "349".	
AGCY-CODE	A2	4	5	The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center.	M	Two position alpha-numeric field. For a list of valid values, see TMGT, Table 023, Agency/Bureau.	
SUBMITTING-OFFICE-NUMBER	A4	6	9	An identifying code assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and maintain personnel	M	Four position alpha-numeric field. For a list of valid values, see TMGT, Table 001, Personnel Office Identifier Name and Address.	
BATCH-NO-PERSONNEL	A4	10	13	Number assigned by a personnel office to identify different batches of documents transmitted to the National Finance Center.	M	66XX - The document remains in suspense until corrective action is taken. 67XX - The document remains in suspense for one pass and coded for deletion unless some type of positive action is taken.	
SSNO	A9	14	22	A unique identifying number assigned by the Social Security Administration.	M	Employee SSNO	
FILLER	A1	23	23	Unused field	M	SPACES	
PAY-PERIOD-NUMBER	A2	24	25	The number corresponding to the pay period for which this document is being processed.	M	01 through 27	
FILLER	A30	26	55	Unused field	M	SPACES	
USER-ID	A7	56	62	The user identification of the person entering the data.	M	Seven position alpha field.	
DEPARTMENT-CODE	A2	63	64	Identifies the department of the U. S. government.	M	For a list of valid values, see the OPM Guide to Personnel	

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						Data Standards.	
FILLER	A42	65	106	Unused field.	O	SPACES	
FESI-IDENTIFIER-NUMBER	A15	107	121	Identifies transactions in user's system.	O		
UEID	A20	122	141	A unique employee ID (for future OPM use).			
FILLER	A9	142	150	Unused field.	M	SPACES	
DATE-PERS-ACTN-EFF-MO	A2	151	152	The effective month that corresponds to the first day of the pay period.	M	Two position numeric field	
DATE-PERS-ACTN-EFF-DA	A2	153	154	The effective day that corresponds to the first day of the pay period.	M	Two position numeric field.	
DATE-PERS-ACTN-EFF-CN	A2	155	156	The effective century that corresponds to the first day of the pay period.	M	Two position numeric field.	
DATE-PERS-ACTN-EFF-YR	A2	157	158	The effective year that corresponds to the first day of the pay period.	M	Two position numeric field.	
RESIDENCE-ADDR-LINE1	A25	159	183	The first line of the street address where the employee resides.	M	All upper case letters	
RESIDENCE-ADDR-LINE2	A25	184	208	This is an optional additional line of the employee's home address.	O		
RESIDENCE-ADDR-LINE3	A25	209	233	This is an optional second additional line of the employee's home address.	O		
RESIDENCE-ADDR-CITY-CODE	A4	234	237	The code for the city in which the employee lives. WWW.GSA.GOV	M	For a list of valid values, TMGT, table 016. For APO addresses, type 0001; for FPO addresses, type 0002.	
RESIDENCE-ADDR-STATE-CODE	A2	238	239	The code for the state or country in which the employee lives.	M	For a list of valid values, see TMGT, table 015. For APO and FPO addresses: 91 America 92 Europe 93 Pacific 98 Other foreign areas.	
RESIDENCE-ADDR-COUNTY-CODE	A3	240	242	The code of the county in which the employee lives.	M	For a list of valid values, TMGT table 016. APO addresses 000	

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						FPO addresses 000 If unknown, send zeroes	
RESIDENCE-ADDR-ZIP-5	A5	243	247	The first 5 digits of the employee's residence address zip code.	M		
RESIDENCE-ADDR-ZIP-4	A4	248	251	The last 4 digits of the employee's residence address zip code.	O	If not applicable, fill with spaces.	
FILLER	A2	252	253	Unused field.	M	SPACES.	
CHECK-MAIL-ADDR-LINE-1	A35	254	288	The first line of the current check mailing address. Leave blank if Direct Deposit Electronic Funds Transfer (DD/EFT) to a financial institution is desired. Include address if employee is having their check mailed to an address other than a bank. NOTE: Entry of check mailing address on Employee Address (349 document) will overlay DD/EFT (096 document) currently on database and vice versa. The LAST 349 or 096 document processed will overlay this address.	O	Thirty-five position alphanumeric field. If not applicable, fill with spaces. Completed this field only if CHECK-MAIL-ADDR-IND = 1, Specified Address.	
CHECK-MAIL-ADDR-LINE-2	A35	289	323	The second line of the current check mailing address.	O	Thirty-five position alphanumeric field. Comments: Complete this field only if CHECK-MAIL-ADDR-IND = 1, Specified Address.	
CHECK-MAIL-ADDR-CITY-CODE	A4	324	327	The city code of the employee's checks mailing address.	O	For a list of valid values, TMGT table016. APO addresses 0001 FPO addresses 0002.	
CHECK-MAIL-ADDR-STATE-CODE	A2	328	329	The state codes of the employee's check mailing address.	O	For a list of valid values, see TMGT, table 015. For APO and FPO addresses: 91 America 92 Europe 93 Pacific 98 Other foreign areas.	

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CHECK-MAIL-ADDR-ZIP-5	A5	330	334	The first 5 digits of the employee's check mailing address zip code.	O		
CHECK-MAIL-ADDR-ZIP-4	A4	335	338	The last 4 digits of the employee's check mailing address zip code.	O	If not applicable, fill with spaces.	
FILLER	A2	339	340	Unused field	M	SPACES	
CHECK-MAIL-DESIGNATED-AGNT	A4	341	344	A code designating the person in the employee's agency to whom the employee's check is mailed.	O		
FILLER	A3106	345	3450	Unused field	M	SPACES	