Application Source:
File Group:
Record Name: Employee
Record Code: P54

File Type: Delimited
Reinsurance Year: 2027
Version: Draft
Release Date: 4/23/2026

Record Number	Output	Field Number	Field Name	Data Type	Max Length	Format	BUS Key	Req ?	Rules
P54		1	AIP Code	Character	2		Y	Y	AIP Code must be valid; edit with the AIP ICE, "D00100".
P54		2	Reinsurance Year	Numeric	4	CCYY	Y	Y	Current Reinsurance Year.
P54		3	Record Type Code	Character	6			Y	Record Type Code must equal "P54".
P54		4	AIP Employee Key	Character	15			Y	AIP Employee Key must be unique within the submitted P54 records.
P54		5	Employee SSN	Character	9		Y	Y	Employee SSN must be valid; edit with the SSN table.
									Employee SSN must be exactly 9 characters in length.
									Employee SSN must contain only numeric characters.
P54		6	Employee Type Code	Character	1		Y		Employee Type Code must be valid; edit with the Employee Type ICE, "D00103".
P54		7	Last Name	Character	25			Y	Last Name must include at least two characters.
									Last Name must contain alpha characters and can include the following special characters: (-), (.), ( ), ('), (,).
P54		8	First Name	Character	20			Y	First Name must contain alpha characters and can include the following special characters: (-), (.), ( ), ('), (,).
P54		9	Middle Name	Character	20				Middle Name must contain alpha characters and can include the following special characters: (-), (.), ( ), ('), (,).

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Record Number	Output	Field Number	Field Name	Data Type	Max Length	Format	BUS Key	Req ?	Rules
P54		10	Suffix	Character	10				Suffix must contain alpha characters and can include the following special characters: (-), (.), ( ), ('), (,).
P54		11	Title	Character	15				Title must contain alpha characters and can include the following special characters: (-), (.), ( ), ('), (,).
P54		12	Street 1 Address	Character	65				Street 1 Address must contain alpha numeric characters and can include the following special characters: ( ), (-), (,), (.), ('), (&), (%), (#), (/).
									Street 1 Address must be empty when International Country Code is populated.
									Street 1 Address must be populated when International Country Code is empty.
P54		13	Street 2 Address	Character	35				Street 2 Address must contain alpha numeric characters and can include the following special characters: ( ), (-), (,), (.), ('), (&), (%), (#), (/).
									Street 2 Address must be empty when International Country Code is populated.
									Street 2 Address must be populated when International Country Code is empty.
P54		14	City Name	Character	35			Y	City Name must be valid for the Zip Code and State Abbreviation when the International Country Code is empty, edit with the Zip Code table.

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Record Number	Output	Field Number	Field Name	Data Type	Max Length	Format	BUS Key	Req ?	Rules
P54		15	State Abbreviation	Character	2				State Abbreviation must be valid for the Zip Code submitted when the International Country Code is empty; edit with the Zip Code table.
									State Abbreviation must be populated when International Country Code is empty.
									State Abbreviation must be empty when International Country Code is populated.
P54		16	Zip Code	Character	5				Zip Code must be valid for the State Abbreviation submitted; edit with the Zip Code table.
									Zip Code is required when International Country Code is not empty.
P54		17	Zip Extension Code	Character	4				Zip Extension Code must be valid for the Zip Code submitted; edit with the Zip Code table, otherwise empty.
									Zip Extension Code must be empty or exactly 4 characters in length.
									Zip Extension Code must be empty or exactly 4 characters in length.
P54		18	International Address	Character	65				International Address is required when International Country Code is populated.
									International Address must be empty when International Country Code is empty.
P54		19	International Country Code	Character	2				International Country Code must be valid; edit with International Phone Country ICE, "D00108".

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Record Number	Output	Field Number	Field Name	Data Type	Max Length	Format	BUS Key	Req ?	Rules
									International Country Code must be empty when State Abbreviation is populated.
P54		20	International Phone Country Code	Character	3				International Phone Country Code must be valid; edit with the International Phone Country Code ICE, "D00108".
P54		21	COI Questionnaire Completion Date	Date	8	CCYYMMDD		Y	COI Questionnaire Completion Date must be between April 1st (Reinsurance Year minus 1 year) and Batch Received Date.
P54		22	COI Questionnaire Amended Date	Date	8	CCYYMMDD			COI Questionnaire Amended Date must equal the date the COI Questionnaire was amended.
									COI Questionnaire Amended Date can not be greater than the Batch Received Date.
P54		23	COI Response Carryover Flag	Character	1				COI Response Carryover Flag must equal Yes, "Y" when the response is carried forward from the previous year, otherwise
P54		24	COI Question 1 Response Flag	Character	1			Y	COI Question "1" Response Flag must equal Yes, "Y" or No, "N".
P54		25	COI Question 2 Response Flag	Character	1			Y	COI Question "2" Response Flag must equal Yes, "Y" or No, "N".
P54		26	COI Question 3 Response Flag	Character	1			Y	COI Question "3" Response Flag must equal Yes, "Y" or No, "N".
P54		27	COI Question 4 Response Flag	Character	1			Y	COI Question "4" Response Flag must equal Yes, "Y" or No, "N".
P54		28	COI Question 5 Response Flag	Character	1			Y	COI Question "5" Response Flag must equal Yes, "Y" or No, "N".

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Record Number	Output	Field Number	Field Name	Data Type	Max Length	Format	BUS Key	Req ?	Rules
P54		29	COI Question 6 Response Flag	Character	1			Y	COI Question "6" Response Flag must equal Yes, "Y" or No, "N".
P54		30	COI Question 7 Response Flag	Character	1			Y	COI Question "7" Response Flag must equal Yes, "Y" or No, "N".
P54		31	COI Question 8 Response Flag	Character	1			Y	COI Question "8" Response Flag must equal Yes, "Y" or No, "N".
P54		32	COI Question 9 Response Flag	Character	1			Y	COI Question "9" Response Flag must equal Yes, "Y" or No, "N".
P54		33	COI Question 10 Response Flag	Character	1			Y	COI Question "10" Response Flag must equal Yes, "Y" or No, "N".
P54		34	COI Question 11 Response Flag	Character	1			Y	COI Question "11" Response Flag must equal Yes, "Y" or No, "N".
P54	*	35	Initial Accepted Batch Number	Numeric	5	99999			Initial Accepted Batch Number is the original sequence number assigned when this record was first received at RMA.
P54	*	36	Initial Accepted Date	Date/Time	21	CCYYMMDD hh:mm:ss.fff			Initial Accepted Date is the original date assigned when this record was first received at RMA.
P54	*	37	Batch Received Date	Date/Time	21	CCYYMMDD hh:mm:ss.fff			Batch Received Date is the date that the AIP file is received by RMA.
P54	*	38	Batch Number	Numeric	5	99999			Batch Number is a sequential number assigned when an AIP file is received.

"*" = Output Only

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File Type: Delimited
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Record Number	Output	Field Number	Field Name	Data Type	Max Length	Format	BUS Key	Req ?	Rules
P54	*	39	Batch Record ID	Numeric	15				Batch Record ID is a sequential number assigned to each record in the AIP file by RMA during processing. Batch Record ID is unique within the record type for the batch.
P54	*	40	Process Result Code	Character	1				Process Result Code equals the final result code as determined by PASS processing, refer to the Process Result ICE , "D00002".

"*" = Output Only

Application Source:		**File Type:**	Delimited
File Group:		**Reinsurance Year:**	2027
Record Name:	**Employee**	**Version:**	Draft
Record Code:	**P54**	**Release Date:**	4/23/2026

Record Number	Output	Field Number	Field Name	Data Type	Max Length	Format	BUS Key	Req ?	Rules
Record Level Rules									
		1							An Employee "P54" record, must be reported to RMA when the Employee's COI Question 1 Response Flag = 'Y' or COI Question 2 Response Flag = 'Y'.
		2							When the Employee's COI Response Carryover Flag = 'Y', COI Question Response Flag 1 - 11 must contain the previous year's
		3							An Employee "P54" data, will not appear in the Policyholder Tracking System.
		4							The submission of an Employee "P54" record, to the RMA for an existing Employee, will result in a complete replacement of current Employee "P54" data.
		5							An Employee "P54" record, must be accepted before a Conflict of Interest "P51" record, will be accepted.
		6							The P54 record will not be processed when processing has been suspended for this record type per RMA directive.
		7							The P54 record must be unique in the batch for the following business key: AIP Code, Reinsurance Year, Employee SSN, Employee Type Code.

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File Group:		**Reinsurance Year:**	2027
Record Name:	**Employee**	**Version:**	Draft
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Record Number	Output	Field Number	Field Name	Data Type	Max Length	Format	BUS Key	Req ?	Rules
		8							The business key AIP Code, Reinsurance Year, Employee SSN, Employee Type Code, must not have been previously accepted for a different record key (AIP Code, Reinsurance Year, AIP Employee Key).