



# Naval Reserve Officers Training Corps (NROTC) Training Manual

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★ Last updated 11/2005 ★

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Contact NETPDTC Code N622 for technical comments and issues.

# **NROTC Training Manual**

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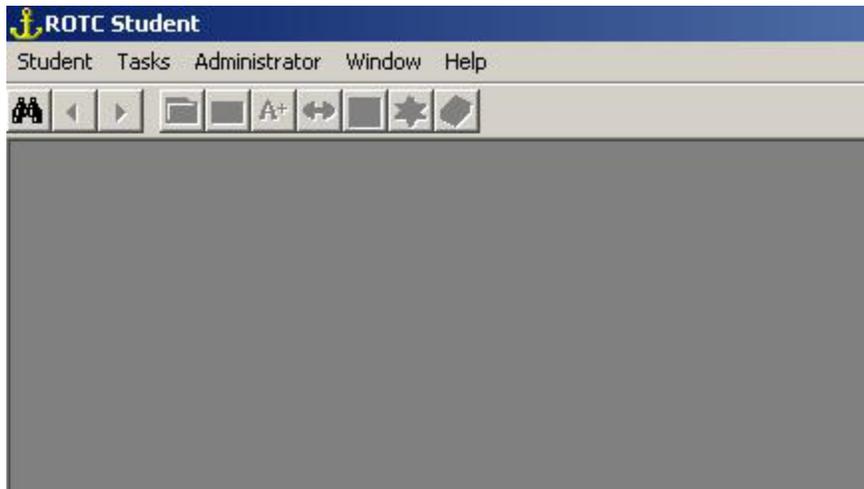
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# Welcome to ROTC Student Entry Program

## Introduction

The ROTC Student Entry Program is used to manage ROTC student information. This includes *personal/program information, subsistence, grade information, swim/PFT/sail, LOA, probation, history, service selection, commutation pay, and class standing*. You may also view various student information in *report* format.



## Logging-in



The image shows a Windows-style dialog box titled "ROTC Login" with a yellow padlock icon on the left and a close button (X) on the right. The dialog box has a light gray background and contains the following elements:

- Text: "Enter your User Name and Password:"
- Text: "User Name:" followed by a text input field.
- Text: "Password:" followed by a text input field.
- Text: "School Code:" followed by a small text input field and a button with three dots "...".
- Text: "\*\*\* OFFICIAL USE ONLY - CONTAINS PRIVACY ACT DATA \*\*\*" in red.
- Buttons: "Ok" and "Cancel" at the bottom.

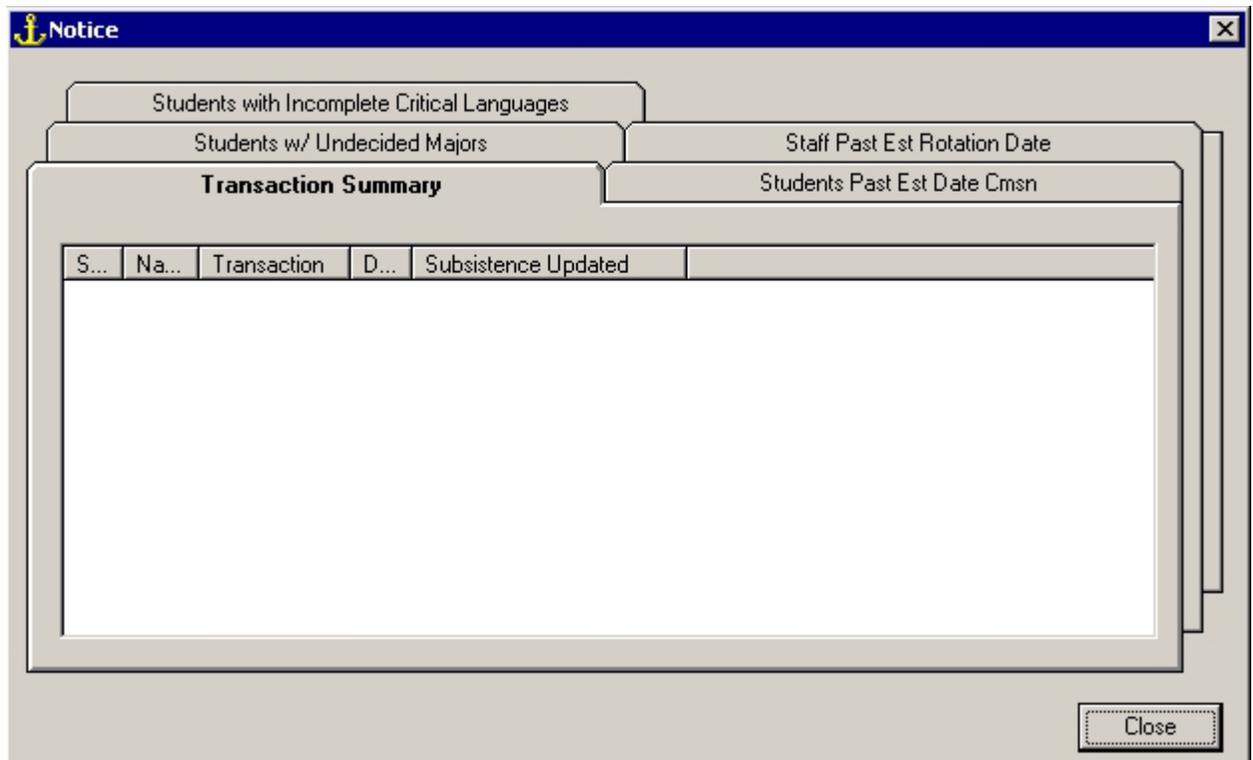
Upon opening the ROTC Student Program, a window will display asking for a User Name, a Password, and a School Code. Both the User Name and Password are set by the school OPMIS administrator. To acquire an account or for questions regarding your account, contact your school OPMIS administrator.

# Notice Box

## Overview

- *Notice Box*
- *Transaction Summary Tab*
- *Students Past Est Date of Cmsn Tab (Students Past Estimated Date of Commission)*
- *Students w/ Undecided Majors Tab (Students with Undecided Majors)*
- *Staff Past Est Rotation Date Tab (Staff Past Estimated Rotation Date)*
- *Students with Incomplete Critical Languages*

## Notice Box



Once you log into the Student Entry Program, you will see a Notice box that has four tabs: *Transaction Summary*, *Students Past Est Date of Cmsn*, *Students w/ Undecided Majors*, and *Staff Past Est Rotation Date*. The *Transaction Summary* tab will be automatically selected. These tabs are for informational purposes only.

## Transaction Summary Tab

This tab displays the transactions that were completed by NETC: the student's SSN, Name, Transaction Type, Date of Transaction, and if the student's subsistence was affected or not. This tab is strictly informational. The list of students' names will remain available for 30 days.

Transaction Summary					
SSN	Name	Transaction	Date	Subsistence Updated	
999-99-9999	JONES, JAMES	FINAL_DE...	7/14/2004	No	

## Students Past Est Date of Cmsn Tab (Students Past Estimated Date of Commission)

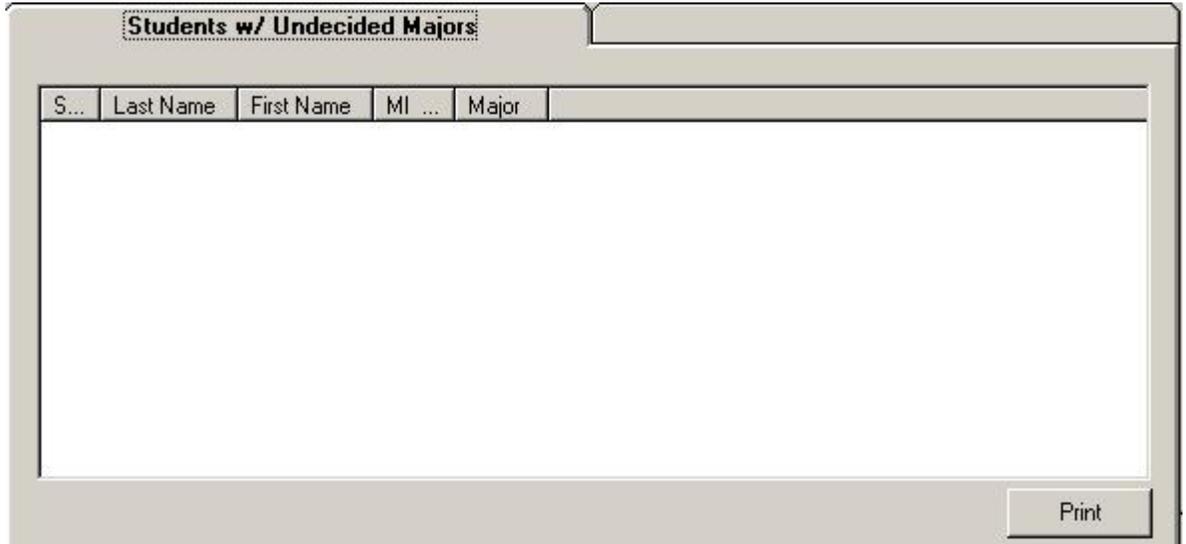
This tab displays the student's SSN, Last Name, First Name, Middle Initial, and Estimated Date of Commission of those students whose estimated date of commission has already passed. This tab is strictly informational. Names will remain on the list until the date is extended or the students are attrited.

Students Past Est Date Cmsn					
SSN	Last Name	First Name	M...	Est. Cmsn. Date	
999-99-9999	JONES	JAMES	J	8/5/2004 14/2004	No

Print

## Students w/ Undecided Majors Tab (Students with Undecided Majors)

This tab displays the student's SSN, Last Name, First Name, Middle Initial, and Major of those students who have an undeclared major code of 99. This tab is strictly informational. The students' names will remain on the list until a major has been declared and entered.

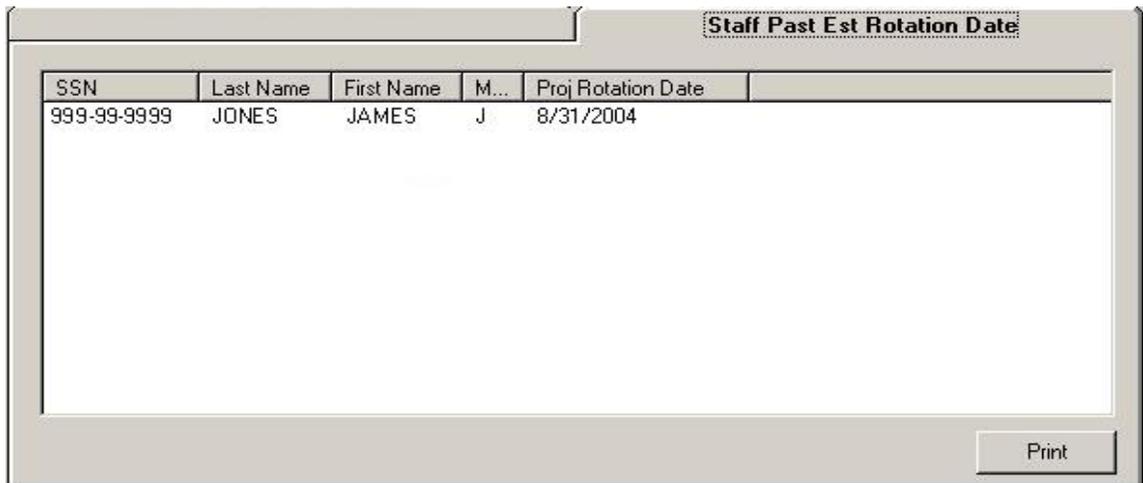


S...	Last Name	First Name	MI ...	Major
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Print

## Staff Past Est Rotation Date Tab (Staff Past Estimated Rotation Date)

This tab displays the student's SSN, Name, Last Name, First Name, Middle Initial, and Project Rotation Date of the staff who is past their estimated rotation date. This tab is strictly informational. The staff names will remain on the list until their rotation date is updated or they are removed from the system.



SSN	Last Name	First Name	M...	Proj Rotation Date
999-99-9999	JONES	JAMES	J	8/31/2004

Print

## Students with Incomplete Critical Languages

This tab displays the student's SSN, Name, Last Name, First Name, Middle Initial, Critical Language, and Status of those students who have not completed a foreign language. This tab is strictly informational. The students' names will remain on the list until they complete a foreign language or are removed from the system.

SSN	Last Name	First Name	M..	Critical Language	Status	
999-99-9999	JONES	JAMES	J	ARABIC-LIBYAN	NOT ORDERED	

# ROTC Student Main Page

## Overview

The first page viewed upon logging in is the Main Page. Certain functions are only available when a student is loaded (see *Student Search*).



## Form Usage

- The Window Title Bar

The Window Title Bar displays the program name.

- The Menu

The Student main menu item has the following five options:

1. **Student** - The *Search Student*, *Previous Student*, *Next Student*, and the *Personal forms*. Note that the *Report-in New Student*, *Search Student*, and *Exit* are the only options that will be active until a student has been selected using *Search Student*, .

2. **Task** - *Calendar, Reports, Service Selection, Commutation Pay, Class Standing, Reporting in Procedures, Transfer a Student, and Staff.*
3. **Administrator** - *Security.*
4. **Window** - Allows you to Cascade all forms that you have currently open as well as view a list of all open forms. The form that is currently on top is indicated with a check mark.
5. **Help** - Allows you to view the HTML version of the ROTC Training Manual.

- The Toolbar: Student Forms

These buttons will be inactive until a student is selected using *Student Searches*, .

-  *Previous Student*
-  *Next Student*
-  *Personal Information*
-  *Pay and Account Information*
-  *Grades*
-  *Swim/PFT/Sail*
-  *Leave of Absence*
-  *Probation*
-  *History*

*New Version!* - Displays changes made to forms within the past 30 days. (If this is not displayed on the toolbar, there are no current changes)

- The Student Information Panel

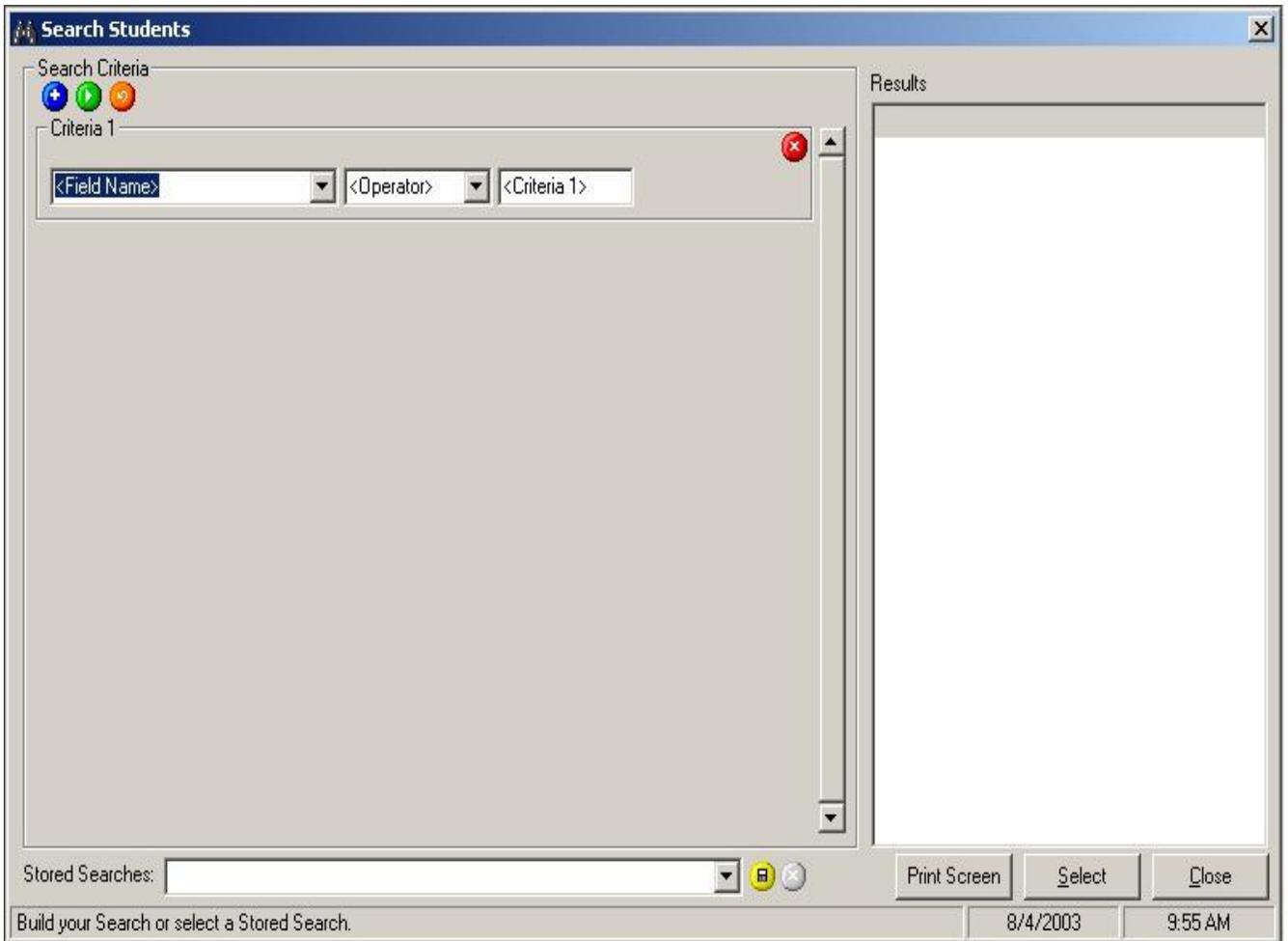
The Student Information Panel lists detailed information about the currently loaded student. The panel will not be displayed if there is not a student loaded.

STUDENT: DOE, JOHN F	SSN: 111-11-1111	Status: A	Type: S	Legal Residence: LA
Naval Science Year: 1	Date of Commission: 31-MAY-2005	Major: 67	Program Code: 5A	Option Code: N
SCHOOL: TULANE UNIVERSITY	Code: 49	Cross Enroll:	UIC: 63228	

# The Search Form

## Overview

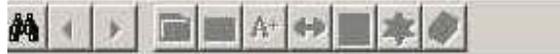
- *What do I use the Search Student for?*
- *How do I Access the Search Student form?*
- *Building a Search*
- *Selecting and Deleting multiple criteria*
- *Storing a Search*
- *Retrieving a Stored Search*
- *Deleting a Stored Search*
- *Navigating Search Results*



The screenshot shows a software window titled "Search Students". The window is divided into two main sections: "Search Criteria" on the left and "Results" on the right. The "Search Criteria" section contains a sub-section for "Criteria 1" with three dropdown menus labeled "<Field Name>", "<Operator>", and "<Criteria 1>". Below these is a large empty text area. The "Results" section is currently empty. At the bottom of the window, there is a "Stored Searches:" field with a dropdown arrow, a lock icon, and a close icon. To the right of this are three buttons: "Print Screen", "Select", and "Close". The status bar at the very bottom displays the text "Build your Search or select a Stored Search.", the date "8/4/2003", and the time "9:55 AM".

## What do I use the Search Student for?

Use the Search Student form to search for a particular student or a related group of students. Your search can be based on specific information such as SSN, Last Name, First Name, Middle Initial, LOA Begin Date, GPA Grade or any other fields found on any of the forms. Notice the forms on the Student toolbar are not accessible until a student has been selected through the search.



## How do I Access the Search Student form?

From the Student main page, you can either select Student from the main menu then select Search Students or click on the Search button, . While using the Student forms, you can return to your *Search Result Set* by clicking on the Search button.

## Building a Search

1. Enter the <Field Name>. To select a field name from the list, click the down arrow next to the <Field Name> field and click on the appropriate field name.
2. Enter the <Operation>. To select an operation from the list, click the down arrow next to the <Operation> field and click on the appropriate field name.
3. In the criteria field, enter the information that you are going to search for. For example, if you have selected the Field Name SSN, selected the Operation of starts with, in the criteria field you could enter 4.
4. Click the Run Search button, , to run the search, or just hit 'Enter'.
5. The Search Result Set will be displayed on the right of the form in the Results box. The list of students that results from your search will be referred to as the Search Result Set through out the Help files. Either click on the student name in the search results box you wish to view and click the Select button or just double-click the student's name. See *Navigating Search Results* for more information.

## Selecting and Deleting multiple criteria

1. Add another criteria by selecting the Add Criteria button, , for each additional criteria you wish to set. See *Multiple Search Criteria* for a picture of how your Search form will look.
2. Follow the instructions for each criteria as described in Building a Search.
3. To remove criteria, click the Delete Criteria button, , inside that criteria box.

## Storing a Search

For searches that you run often, you may wish to enter them into the Stored Searches. Follow the steps below:

1. Follow steps 1 - 4 under Building a Search. Do not run the search. Note that a search with multiple criteria can be stored.
2. Click the Save Stored Searches button, , at the bottom of the form.
3. A generic name will automatically be set for you based on the Criteria you used. If you wish to enter a different name to remember this search by, click inside the Stored Search field and enter the desired name.
4. Click the Save Stored Search button, , to save the name of the Stored Search. Now you have successfully saved and named your stored search!

## Retrieving a Stored Search

To retrieve a search that you have stored:

1. Click the down arrow in the Stored Searches list box.
2. Select the name of the Stored Search by clicking on it.
3. Now you have successfully retrieved your stored search! Notice that the students that meet your criteria, *Search Result Set*, are now viewable in the Results box.
4. Click on the Student you wish to view and click the Select button. See *Navigating Search Results* for more information.

## Deleting a Stored Search

1. Click the down arrow in the Stored Searches list box.
2. Click on the name of the Stored Search you wish to delete.
3. Click the Delete Stored Searches button, . Note once you click the delete button, your Stored Search is deleted. Double-check to make sure you have selected the correct Stored Search before you click the Delete Stored Searches button.

## Navigating Search Results

1. Click on the student name in the Results box and click the Select button or just double-click the student's name.
2. Once a student is selected, the following forms will now be available:

-  -- *Personal information*
-  -- *Subsistence*
-  -- *Grades*
-  -- *Swim/PFT/Sail*
-  -- *Leave of Absence*
-  -- *Probation*
-  -- *History*

3. Click the Previous and Next buttons, , to scroll through your *Search Result Set*. If you have Student forms open while scrolling through your Search Result Set, that student's information will be loaded onto the Student forms.

## Using Multiple Conditions for the Student Find

To broaden or narrow your searches, multiple search criteria can be used.

Note: Multiple searches can be stored.

The screenshot shows the 'Search Students' application window. The 'Search Criteria' section on the left contains six criteria boxes. The first box is pre-filled with 'DATE OF BIRTH', 'equals', and '<Criteria 1>'. The other five boxes are empty, each with a red 'X' button to delete it. The 'Results' section on the right is empty. At the bottom of the window, there are buttons for 'Print Screen', 'Select', and 'Close'. The status bar at the bottom shows the date '8/12/2004' and time '1:51 PM'.

### How to add another search criteria...

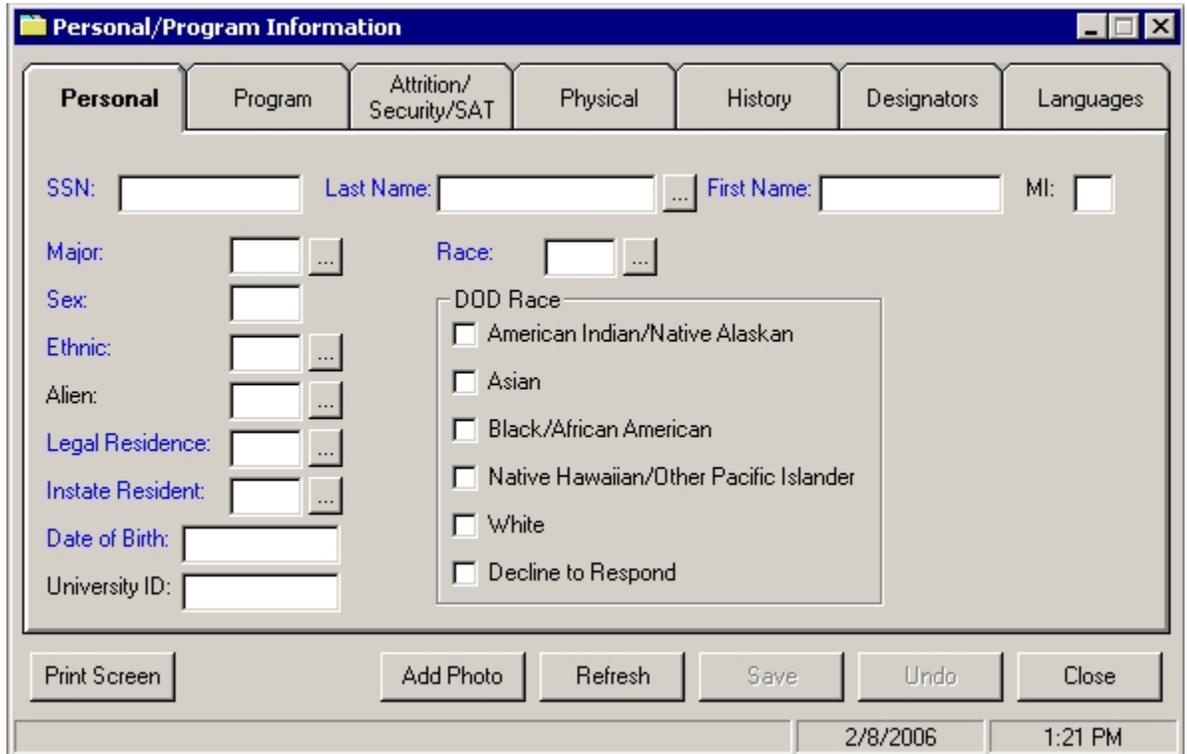
1. Click the add sign, , to add more Search Criteria.
2. Follow the same procedures for *Building a Search* to develop your search criteria within each Criteria box.
3. To select a student from the list, click on their name and click the Select button or double-click on the student's name.

If there is a Search Criteria that you do not need anymore, click the Delete Criteria button, , within that particular Criteria.

# Personal/Program Information

## Overview

- *What is Personal Information?*
- *How do I access the Personal form?*
- *Form Usage*



The screenshot shows a software window titled "Personal/Program Information" with a blue title bar and standard window controls. The window contains a tabbed interface with tabs for "Personal", "Program", "Attrition/Security/SAT", "Physical", "History", "Designators", and "Languages". The "Personal" tab is active, displaying various input fields and a "DOD Race" dropdown menu. The fields include SSN, Last Name, First Name, MI, Major, Sex, Ethnic, Alien, Legal Residence, Instate Resident, Date of Birth, and University ID. The "DOD Race" dropdown is open, showing options: American Indian/Native Alaskan, Asian, Black/African American, Native Hawaiian/Other Pacific Islander, White, and Decline to Respond. At the bottom of the window, there are buttons for "Print Screen", "Add Photo", "Refresh", "Save", "Undo", and "Close". The system tray at the bottom right shows the date "2/8/2006" and the time "1:21 PM".

## What is Personal Information?

The Personal and Program Information page allows you to view and/or make changes to the personal information for a particular student.

## How do I access the Personal form?

The Personal Information form is accessed by clicking the Personal Info button, , on the main toolbar of the *Main Form*. A student must be selected through the use of the *Search Students* before you can view this form.

## Form Usage

The Personal Information Form is comprised of seven distinct tabs:

1. *Personal* - Includes personal information pertaining to a student. Common elements include SSN, Last Name, First Name, MI, Major, Sex, Race, and Ethnic. The fields, indicated in blue on the forms, are required.
2. *Program* - Includes various dates, for example, graduation date, estimated date of commissioning, and date reported in.
3. *Attrition / Security / SAT* - Includes information on the student's attrition, security investigation, and SAT scores. SAT score default is composite 110 with Math and Verb each scored 55. It is up to the Units to obtain the correct SAT scores and input them on this form.
4. *Physical* - Includes information regarding the initial physical and pre-commissioning physical.
5. *History* - Contains various history information, for example, marital status, demographic, and number of dependents.
6. *Designators* - This tab allows you to enter up to four choices of the desired occupation/area of specialization of the student as well as enter the NPQ Reason and the Home of Record.
7. *Languages* - Includes the student's language proficiency and skill.

# Personal Tab (Personal/Program Information)

## Overview

- *What is Personal tab?*
- *Tab Usage*

The screenshot shows a software window titled "Personal/Program Information" with a blue title bar. The window contains several tabs: "Personal", "Program", "Attrition/Security/SAT", "Physical", "History", "Designators", and "Languages". The "Personal" tab is active. Below the tabs are several input fields and a dropdown menu:

- SSN: [text box]
- Last Name: [text box] ...
- First Name: [text box]
- MI: [text box]
- Major: [text box] ...
- Sex: [text box]
- Ethnic: [text box] ...
- Alien: [text box] ...
- Legal Residence: [text box] ...
- Instate Resident: [text box] ...
- Date of Birth: [text box]
- University ID: [text box]
- Race: [text box] ...

A dropdown menu for "DOD Race" is open, showing the following options:

- American Indian/Native Alaskan
- Asian
- Black/African American
- Native Hawaiian/Other Pacific Islander
- White
- Decline to Respond

At the bottom of the window, there are buttons for "Print Screen", "Add Photo", "Refresh", "Save", "Undo", and "Close". The status bar at the bottom right shows the date "2/8/2006" and the time "1:21 PM".

## What is Personal tab?

The Personal tab is used to enter personal information about the student.

## Tab Usage

The following fields, indicated in blue on the form, are required when the student is reporting in.

- *Ethnic*
- *First Name*
- *Instate Resident*
- *Last Name*
- *Legal Residence*
- *Major*
- *Naval Science Year*
- *NSY Effective Date*
- *Race/DOD Race*
- *Sex*
- *SSN*

Other fields include:

- *Alien*
- *Cross Enroll*
- *Fifth Year*
- *Final Designator*
- *Final Designator Indicator*
- *MI*
- *Previous School*
- *Rank/Rate*
- *Source*

# Program Tab

## Overview

- *What is the Program tab?*
- *Tab Usage*

The screenshot shows a software window titled "Personal/Program Information" with a blue title bar. Below the title bar are seven tabs: "Personal", "Program" (which is selected and highlighted in bold), "Attrition/Security/SAT", "Physical", "History", "Designators", and "Languages". The main content area contains two columns of input fields. The left column includes: "Naval Science Year:" with a text box; "NSY Effective Date:" with a date picker; "Source:" with a dropdown menu and an ellipsis button; "Cross Enroll:" with a dropdown menu and an ellipsis button; "Previous School:" with a dropdown menu and an ellipsis button; "Rank/Rate:" with a text box; and "Fifth Year:" with a text box. The right column includes: "Date Reported:" with a date picker; "Estimated Date of Commission:" with a date picker; "Date of Graduation:" with a date picker; "Date DIEMS:" with a date picker; "Date of Rank:" with a date picker; "Program Code Effective Date:" with a date picker; "Final Desig:" with a text box; and "Final Desig Ind:" with a text box. At the bottom of the window is a toolbar with buttons for "Print Screen", "Add Photo", "Refresh", "Save", "Undo", and "Close". A status bar at the very bottom displays the date "2/10/2006" and the time "10:15 AM".

## What is the Program tab?

The Program tab is used to enter various dates regarding the student.

## Tab Usage

The following dates are required, indicated in blue on the form, when the student is reporting in:

- *Date Reported*
- *Estimated Date of Commission*
- *Naval Science Year*
- *NSY Effective Date*

Other fields on this form include:

- *Cross Enroll*
- *Date DIEMS*
- *Date of Graduation*
- *Date of Rank*
- *Fifth Year*
- *Final Designator*
- *Final Designator Indicator*
- *Previous School*
- *Program Code Effective Date*
- *Source*

# Attrition / Security / SAT Tab

## Overview

- *What is the Attrition / Security / SAT tab?*
- *Tab Usage*

The screenshot shows a software window titled "Personal/Program Information" with a blue title bar. Below the title bar is a tabbed interface with the following tabs: "Personal", "Program", "Attrition/Security/SAT" (which is the active tab), "Physical", "History", "Designators", and "Languages". The main content area is divided into three sections:

- Attrition:** Contains three input fields: "Code:" with a dropdown menu, "Date:" with a date picker, and "Disenroll Comment:" with a text box and a dropdown menu.
- Security Investigation:** Contains three input fields: "Code:" with a dropdown menu, "Date Adjudicated:" with a date picker, and "Agency:" with a dropdown menu.
- SAT:** Contains three input fields: "Composite:" with a text box, "Math:" with a text box, and "Verb:" with a text box.

At the bottom of the window is a toolbar with the following buttons: "Print Screen", "Add Photo", "Refresh", "Save", "Undo", and "Close". The status bar at the very bottom shows the date "2/10/2006" and the time "10:18 AM".

## What is the Attrition / Security / SAT?

The Attrition / Security / SAT tab is used to enter codes and dates for Attrition and Security Investigation as well as enter the SAT scores.

## **Tab Usage**

### **Attrition - Disenrollment from the ROTC Program**

- *Code*
- *Date*
- *Disenroll Comment*

### **Security Investigation -**

- *Agency*
- *Code*
- *Date Adjudicated*

**SAT - Scholastic Achievement Test** - If recording ACT scores for the student, you must convert them to SAT scores. Please see the Math and Verb sections below for details. The following fields are required, indicated in blue on the form, when the student is reporting in:

- *Composite*
- *Math*
- *Verb*

# Physical Status Tab

## Overview

- *What is the Physical Status tab?*
- *Tab Usage*

The screenshot shows a window titled "Personal/Program Information" with a blue header bar. Below the header are several tabs: "Personal", "Program", "Attrition/Security/SAT", "Physical" (which is selected and highlighted), "History", "Designators", and "Languages". The main content area is divided into two sections: "Initial Physical" and "Pre-commissioning Physical". Each section contains a "Code" field with a dropdown arrow and a "Date" field. The "Initial Physical" section also includes a "Waiver" checkbox. At the bottom of the window, there is a toolbar with buttons for "Print Screen", "Add Photo", "Refresh", "Save", "Undo", and "Close". The status bar at the very bottom shows the date "2/10/2006" and the time "10:21 AM".

## What is the Physical Status tab?

The Physical Status Tab is used to enter the Initial Physical information and the Pre-commissioning Physical information.

## Tab Usage

There are no required fields to be entered in when the student is reporting in on this form.

### Initial Physical

- When entering the Initial Physical information, both the *Initial Physical Code* and the *Initial Physical Date* must be entered.
- The Waiver code is required for certain Initial physical codes. Please see *Waiver* for a list of Valid Waiver codes.

## **Pre-commissioning Physical**

- When entering the Pre-commissioning Physical information both the *Pre-commission Physical Code* and the *Pre-commission Physical Date* must be entered.

# History Tab

## Overview

- *What is the History tab?*
- *Tab Usage*

The screenshot shows a software window titled "Personal/Program Information" with a blue title bar. Below the title bar are seven tabs: "Personal", "Program", "Attrition/Security/SAT", "Physical", "History", "Designators", and "Languages". The "History" tab is currently selected and highlighted. The main content area of the window is titled "History" and contains several form fields with checkboxes and dropdown menus:

High School JROTC:	<input type="checkbox"/>	...	Child of Career Military Member:	<input type="checkbox"/>	
Marital Status:	<input type="checkbox"/>	...	High School Type:	<input type="checkbox"/>	...
Number Dependents:	<input type="checkbox"/>		Demographic Type:	<input type="checkbox"/>	...
High School Graduation Percentile:	<input type="checkbox"/>	...	High School Diploma:	<input type="checkbox"/>	...
Eagle Scout:	<input type="checkbox"/>				

At the bottom of the window, there is a toolbar with buttons for "Print Screen", "Add Photo", "Refresh", "Save", "Undo", and "Close". The status bar at the very bottom shows the date "2/10/2006" and the time "10:22 AM".

## What is the History tab?

The History tab allows you to enter various information regarding the student's history. For example, Demographic type, Marital Status, Military Offspring, and Number of Dependents.

## Tab Usage

There are no required fields to be entered in when the student is reporting in on this form.

The History tab contains the following fields:

- *Child of Career Military Member*
- *Demographic Type*
- *Eagle Scout*
- *High School Diploma*
- *High School Graduation Percentile*
- *High School JROTC*
- *High School Type*
- *Marital Status*
- *Number of Dependents*

# Designators Tab

## Overview

- *What is the Designators tab?*
- *Tab Usage*

The screenshot shows a software window titled "Personal/Program Information" with a blue title bar. Below the title bar are several tabs: "Personal", "Program", "Attrition/Security/SAT", "Physical", "History", "Designators" (which is selected and highlighted), and "Languages". The main content area of the "Designators" tab is divided into several sections. On the left, there is a "Designator" section with a table of four rows. Each row has a "Choices" column with a text input field and a "..." button, and an "Indicator" column with a checkbox and a "..." button. To the right of this table are six checkboxes labeled "AQR", "PFAR", "FOFAR", "PBI", "FOBI", and "OAR", with the label "ASTB:" to their left. Below these is a "Board Points:" label followed by a text input field. Underneath is an "NPQ Reason:" label followed by a large text input area. At the bottom of the main content area is a "Home of Record:" label followed by another large text input area. At the very bottom of the window is a toolbar with buttons for "Print Screen", "Add Photo", "Refresh", "Save", "Undo", and "Close". To the right of the toolbar, the date "2/10/2006" and the time "10:24 AM" are displayed.

## What is the Designators tab?

The Designator tab allows you to enter up to four choices that a student desires for their occupation/area of specialization as well as enter their NPQ Reason and the Home of Record.

## Tab Usage

The Designators tab contains five parts: *Designators*, *ASTB*, *Board Points*, *NPQ Reason*, and *Home of Record*.

## What is a Designator?

In this case, the designator defines the billet the student is requesting to be assigned. The student is allowed to request four unique designator for consideration during the service selection process. The four designator choices are divided into two fields: *Choices* and *Indicators*. Designator Choices and Indicators are not required until a student is service selected. The student's strongest preference should be placed in the number one position, with second, third, and fourth choices following respectively. The Designator Choice field must be completed before the Designator Indicator can be entered. A Designator Choice can be entered without a Designator Indicator.

The Designator Choices and Indicators can be viewed on the Service Selection form or the Personal/Program Designators form

## What is the ASTB?

A battery of tests required to be passed by students who are requesting Pilot or NFO designators for Service Selection.

The ASTB is broken up into the following six parts:

- **AQR** - Academic Qualifications Rating (Valid entry includes any single digit integer from 0 through 9)
- **FOBI** - Flight Officers Biographical Inventory (Valid entry includes any single digit integer from 0 through 9)
- **FOFAR** - Flight Officers Flight Aptitude Rating (Valid entry includes any single digit integer from 0 through 9)
- **OAR** - Officer Aptitude Rating (Valid entry any double digit integer from 00 through 99)
- **PBI** - Pilot Biographical Inventory (Valid entry any single digit integer from 0 through 9)
- **PFAR** - Pilot Flight Aptitude Rating (Valid entry any single digit integer from 0 through 9)

## Where are the ASTB scores located?

The ASTB scores can be viewed on the *Service Selection* form or the Personal/Program Designators form.

1. The *Designator* tab on the Personal/Program Information form, .
2. The *Service Selection* form.

### **What are the Board Points?**

The score assigned by the Professor of Naval Science.

### **Valid Entry:**

Any number with no decimal point and no sign indicator ranging from 001 to 100.

### **Where can the Board Points be entered?**

The Board Points can be entered on the following two forms:

1. The *Designator* tab on the Personal/Program Information form, .
2. The *Service Selection* form.

Please follow the links above for a detailed description on when to use the forms.

### **What is the NPQ Reason?**

The *NPQ Reason* field is available for you to enter the reason that the student was Not Physically Qualified. The information is entered as notes in free format style.

### **What is the Home of Record?**

The *Home of Record* field is available for you to enter the student's home address.

# Languages Tab

## Overview

- *What is Languages tab?*
- *Tab Usage*

Personal/Program Information

Personal Program Attrition/Security/SAT Physical History Designators Languages

Languages

Language Details

Source: [ ] ... Status: [ ] ...

Date: [ ] Obtained: [ ] ...

Skill Levels:

Listening: [ ] ... Reading: [ ] ...

Speaking: [ ] ... Writing: [ ] ...

Translation: [ ] ...

Add Delete

DLAB

Date: [ ] Score: [ ]  No Self-Assessed Foreign Language Proficiency

Print Screen Add Photo Refresh Save Undo Close

2/13/2006 8:38 AM

## What is Personal tab?

The Languages tab is used to enter language information about the student.

## Tab Usage

The following fields, indicated in blue on the form, are required when the student is reporting in.

- *Date* (Languages Details)
- *Listening* (Skill Levels)
- *Obtained* (Languages Details)
- *Reading* (Skill Levels)
- *Source* (Languages Details)
- *Speaking* (Skill Levels)
- *Status* (Languages Details)

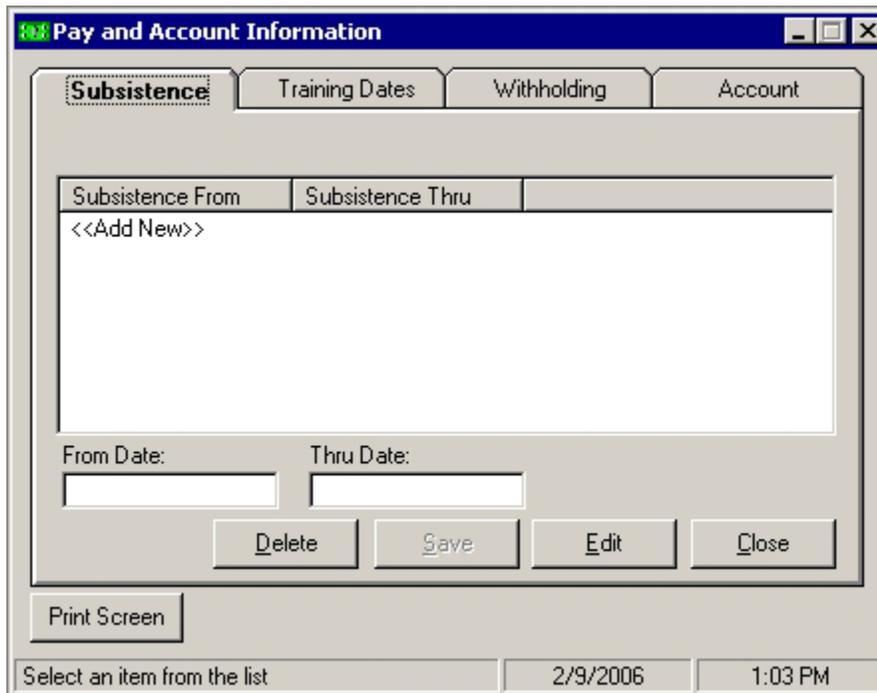
- *Translation* (Skill Levels)
- *Writing* (Skill Levels)

Other fields include:

- *DLAB Date*
- *DLAB Score*
- *Languages*
- *No Self-Assessed Foreign Language Proficiency*

## Pay and Account Information Form

- *What is Pay and Account Information form?*
- *How do I access the Pay and Account Information form?*
- *Form Usage*



### What is Pay and Account Information form?

The Pay and Account Information form tracks the Subsistence and Training dates as well as the student's Withholdings and Bank Account information.

### How do I access the Pay and Account Information form?

The Pay and Account Information form can be accessed after a student has been selected by clicking on the Pay and Account Information button, , on the *Student Toolbar*. See *Student Search* for more details on how to select a student.

### Form Usage

The Pay and Account Information form includes four separate tabs:

1. *Subsistence Dates* - Use this tab to enter the Subsistence begin and end dates.

2. *Training Dates* - Use this tab to enter the Advanced and Final training dates.
3. *Pay Withholdings* - Use this tab to enter the SGLI code, the Tax Exemption code, and if you are an Arizona resident, the Percent withholding.
4. *Bank Account Information* - Use this tab to enter the student's account information.

## Subsistence Tab

- *What is the Subsistence tab?*
- *How do you add a Subsistence period?*
- *How do you edit a Subsistence period?*
- *How do you delete a Subsistence period?*

The screenshot shows a software window titled "Pay and Account Information" with a blue title bar. Inside, there are four tabs: "Subsistence" (selected), "Training Dates", "Withholding", and "Account". The "Subsistence" tab contains a table with two columns: "Subsistence From" and "Subsistence Thru". Below the table is a large white area with the text "<<Add New>>". Below this area are two date input fields labeled "From Date:" and "Thru Date:". At the bottom of the window are four buttons: "Delete", "Save", "Edit", and "Close". A "Print Screen" button is located below the main window area. At the very bottom of the window, there is a status bar with the text "Select an item from the list", the date "2/9/2006", and the time "1:03 PM".

### What is the Subsistence tab?

The Subsistence tab is used to enter Subsistence dates. Note that if there is a yellow warning at the top of this tab, then you will be unable to enter, edit, or delete Subsistence dates unless the student is on LOA.

### How do you add a Subsistence period?

1. Click on the "<<Add New>>" in the Subsistence Record Box.
2. Click the Add button. Notice after you click the Add button, the Undo button is available. Clicking the Undo button returns the form to its last saved status.
3. Enter the From Date and the Thru Date in the format of DD-MON-YYYY. Both the From and Thru dates have to either be filled in or both left blank. Note that the date from one Subsistence period cannot overlap another Subsistence period.
4. Click the Save button.

### **How do you edit a Subsistence period?**

1. Click on the appropriate Subsistence period from the Subsistence Record list box.
2. Click the Edit button. Notice that the Edit button is only visible after a Subsistence period has been selected. Also note that after you click the Edit button, the Undo button is available. If you have selected the wrong period, click the Undo button to return the form to its last saved status.
3. Make appropriate changes to the existing Dates.
4. After verifying the Date(s) entered are correct, click the Save button to save changes.

### **How do you delete a Subsistence period?**

1. Click on the Subsistence Date you wish to delete from the Training Date list box.
2. Click the Delete button.
3. You will be asked if you are sure you wish to permanently delete that date. If you are sure, click the Yes button. Clicking the No button will return you back to the form with the selected date not deleted.

## Training Dates Tab

- *What are Training Dates?*
- *Advanced Training Dates*
- *Final Dates*
- *Advance Pay*
- *How do you Add a new Training period?*
- *How do you Edit a Training period?*
- *How do you Delete a Training period?*

Advanced From	Advanced Thru	Final From	Final Thru
<<Add New>>			

Final From Date:  Thru Date:

Buttons: Delete, Save, Add, Close

Print Screen

Status Bar: Select an item from the list | 3/3/2006 | 9:49 AM

### What are Training Dates?

Under the Training Dates tab, you can enter two different training dates: Advanced and Final. The Advanced From and Advanced Thru are the dates that the student is scheduled to go to training and scheduled to return from training. The Final From and the Final Thru is the actual date that the student began training and returned from training, respectively.

### Advanced Training Dates

The Advance Training Dates will be automatically updated three weeks prior to the embarkation date of the scheduled Cruise. If the Cruise is scheduled prior to the three weeks, the Advance Training Dates will not be updated until the current date is within that three-week timeframe. If the Cruise is scheduled after the three weeks, you will see the Advance Training Dates in OPMIS the following day.

## **Final Dates**

The Final Dates will still need to be manually updated in OPMIS. This should be done once the student returns from cruise. If not done in a timely fashion, DFAS will presume the student did not go on a cruise and initiate collection of the Advance Training Pay. Also, if Final Training Dates are not updated or the advance training dates are not deleted (if the student did not go on cruise), then the book stipend for the following semester will not be released.

## **Advance Pay**

If a student does not go on a scheduled cruise, the Advance Training Dates can and should not be deleted. If the student has already received advance pay for a cruise, they are not going on, please reiterate that the Advance Pay does have to be paid back and will be collected by DFAS.

## **How do you Add a new Training period?**

1. Click on the <<Add New>> in the Training list Box.
2. Click the Add button. Notice after you click the Add button, the Undo button is available. If you have selected the wrong period, you can click the Undo button to return the form to its last saved status.
3. Enter the Advanced From Date and the Advanced Thru Date in the format DD-MON-YYYY. Both the Advanced From and Advanced Thru dates have to either be filled in or both left blank.
4. Click the Save button.

## **How do you Edit a Training period?**

Use Edit to edit existing Training Dates. Note that if the Final Dates have been entered then the corresponding Advanced dates cannot be edited.

1. Click on the appropriate Training Date from the Training Date list box.
2. Click the Edit button. Notice that the Edit button is only visible after a Training period has been selected. Also note that after you click the Edit button, the Undo button is available. If you have selected the wrong period, click the Undo button to return the form to its last saved status.
3. Enter the Final Dates or make appropriate changes to the existing Dates.
4. After verifying the Date(s) entered are correct, click the Save button to save changes.

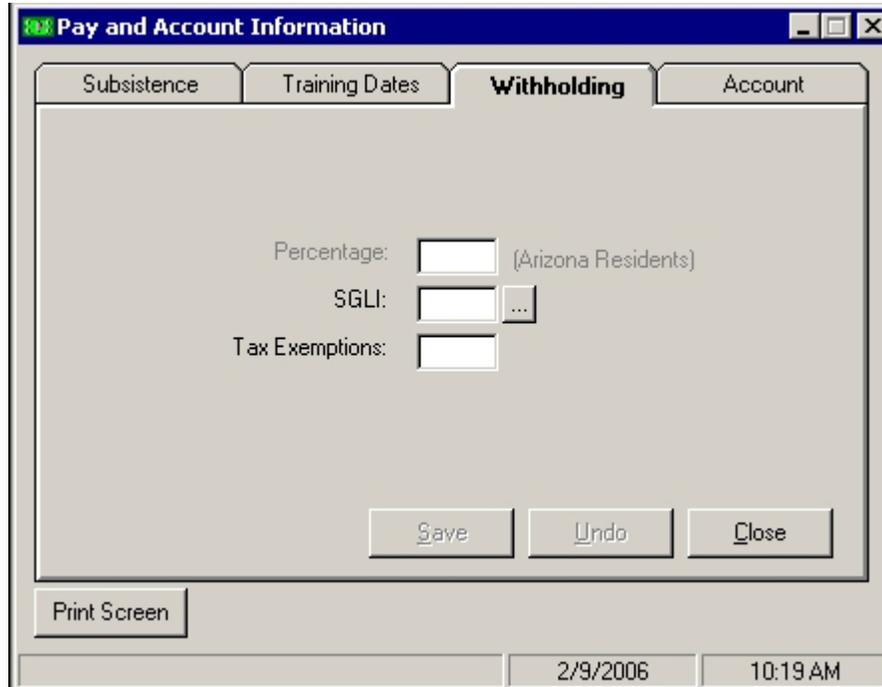
## **How do you Delete a Training period?**

1. Click on the Training Date you wish to delete from the Training Date list box.
2. Click the Delete button.

You will be asked if you are sure you wish to permanently delete that date. If you are sure, click the Yes button. Clicking the No button will return you back to the form with the selected date not deleted.

## Withholding Tab

- *What is the Withholding tab?*
- *Tab Usage*



The screenshot shows a software window titled "Pay and Account Information" with four tabs: "Subsistence", "Training Dates", "Withholding", and "Account". The "Withholding" tab is active. It contains three input fields: "Percentage:" with a text box and "(Arizona Residents)" to its right; "SGLI:" with a text box and a dropdown menu; and "Tax Exemptions:" with a text box. At the bottom of the window are buttons for "Save", "Undo", and "Close". A "Print Screen" button is located below the main window area. The status bar at the bottom shows the date "2/9/2006" and the time "10:19 AM".

### What is the Withholding tab?

The Withholding tab allows you to enter the SGLI information, Tax Exemption information, and if you are an Arizona resident the Percentage Withholding.

### Tab Usage

#### *Percentage field -*

If the student is an Arizona Resident, the Percentage Withholding can be entered. If you are not an Arizona Resident, you will not be able to enter anything into this field. See Percentage Withholding for a complete description of valid codes.

***SGLI (Servicemen's Group Life Insurance) -***

Enter the code that represents the level of desired insurance coverage. Click the Lookup Button, , next to the SGLI field for a list of all valid codes and descriptions. From the list, double-click on the appropriate SGLI code to automatically fill in the SGLI field. If no entry is made, the system will default to \$400,000 coverage.

***Tax Exemptions -***

The Tax Exemptions code is a three-character code. Please see the *Tax Exemption* definition for a complete description of valid codes.

## Account Tab: Banking Information

- *What is the Banking Information?*
- *Tab Usage*

The screenshot shows a software window titled "Pay and Account Information" with a blue title bar. It features four tabs: "Subsistence", "Training Dates", "Withholding", and "Account". The "Account" tab is selected. The main content area contains three input fields labeled "Account Number:", "Account Type:", and "RTN:". Below these fields are four buttons: "Delete", "Save", "Undo", and "Close". A "Print Screen" button is located at the bottom left. The bottom right corner displays the date "2/9/2006" and the time "2:05 PM".

### What is the Banking Information?

The student's Bank Account information is entered on the Account tab. This is the account that all pay will be direct deposited into.

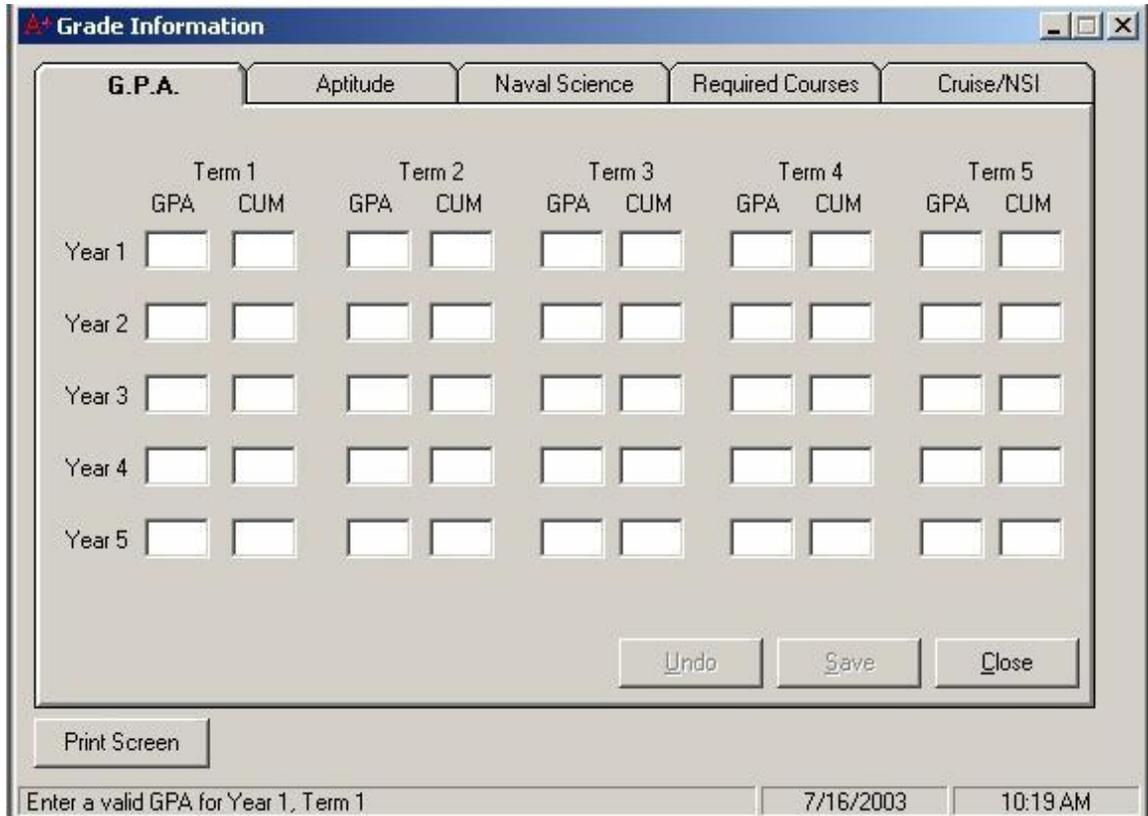
### Tab Usage

- **Account Number** - The account number can only contain alphabetic or numeric characters, no spaces. It should be noted that if the Account Number is entered then both the Account Type and the RTN must be entered.
- **Account Type** - Can either be a 'C' for Checking or 'S' for Savings.
- **RTN** - The routing number assigned by the bank. Please see *RTN* for a detailed definition and requirements.

# Grade Information

## Overview

- *What is Grade Information?*
- *How do I access the Grade Form?*
- *When should I use this form?*



	Term 1		Term 2		Term 3		Term 4		Term 5	
	GPA	CUM								
Year 1	<input type="text"/>									
Year 2	<input type="text"/>									
Year 3	<input type="text"/>									
Year 4	<input type="text"/>									
Year 5	<input type="text"/>									

Undo Save Close

Print Screen

Enter a valid GPA for Year 1, Term 1 7/16/2003 10:19 AM

## What is Grade Information?

Grade Information form allows you to track and edit a student's *Grade Point Average, Aptitude, Naval Science, Required Courses, and Cruise/NSI grades* for the maximum student-life of five years.

## How do I access the Grade Form?

Click on the Grade button, , on the Main form. Note that a student must be loaded through the *Student Search*, , before these buttons are accessible.

## When should I use this form?

Use the Grade Information form to view and make changes to the student's information.

# Grades: Grade Point Average Tab

## Overview

The GPA tab tracks both the *GPA* and the *Cumulative GPA* for the student's school periods. Grade data may be added and edited through this form.

	Term 1		Term 2		Term 3		Term 4		Term 5	
	GPA	CUM								
	Year 1	<input type="text"/>								
Year 2	<input type="text"/>									
Year 3	<input type="text"/>									
Year 4	<input type="text"/>									
Year 5	<input type="text"/>									

Print Screen    Undo    Save    Close

Enter a valid GPA for Year 1, Term 1    7/16/2003    10:19 AM

## Tab Usage

Enter the numeric GPA grade and CUM grade into the correct year and term. GPA and the CUM fields are three-digit numbers with no decimal point and no sign indicator. Example: 3.65 is entered as 365. Both the GPA field and the CUM field have to be entered at the same time.

# Grades: Aptitude Tab

## Overview

The numeric aptitude grade earned in a given semester or quarter.

The Aptitude tab tracks the numeric *Aptitude Grade* earned in a given semester or quarter, as well as the *Final Aptitude Grade*. Grades are based on a 5.0 grading scale, ranging up to 500, with no sign character or decimal point. For example, 3.65 is entered as 365.

	Term 1 Grade	Term 2 Grade	Term 3 Grade	Final Grade
Year 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Print Screen      Undo      Save      Close

7/16/2003      10:38 AM

## Tab Usage

Aptitude data may be added and edited through this form. Enter the numeric Aptitude grades in the appropriate year and term. Click the Save button after all necessary changes have been made.

# Grades: Naval Science Tab

## Overview

The *Naval Science GPA* attained for the identified Naval Science course based on the grade point system of the school. Grade data may be added and edited through this form.

The Naval Science tab tracks grades for specific Naval Science classes.

The screenshot shows a software window titled "Grade Information" with a blue title bar. Below the title bar are five tabs: "G.P.A.", "Aptitude", "Naval Science" (which is selected and highlighted with a dotted border), "Required Courses", and "Cruise/NSI". The main content area contains a list of 15 Naval Science courses, each followed by a small rectangular input field (checkbox) for entering a grade. The courses are arranged in two columns:

Course Name	Grade Input Field
Introduction to Naval Science	<input type="checkbox"/>
Naval Ships Systems I (Engineering)	<input type="checkbox"/>
Naval Ships Systems II (Weapons)	<input type="checkbox"/>
Seapower and Maritime Affairs	<input type="checkbox"/>
National Security Policy	<input type="checkbox"/>
American Military Affairs	<input type="checkbox"/>
Navigation and Naval Operations I	<input type="checkbox"/>
Navigation and Naval Operations II	<input type="checkbox"/>
Evolution of Warfare	<input type="checkbox"/>
Leadership and Management I	<input type="checkbox"/>
Leadership and Management II	<input type="checkbox"/>
Amphibious Warfare	<input type="checkbox"/>
Naval Science for Merchant Marine Officer I	<input type="checkbox"/>
Naval Science for Merchant Marine Officer II	<input type="checkbox"/>
Naval Science for Merchant Marine Officer III	<input type="checkbox"/>

At the bottom of the main content area are three buttons: "Undo", "Save", and "Close". Below the main content area is a "Print Screen" button. At the very bottom of the window, there is a status bar with the date "7/16/2003" and the time "10:48 AM".

## Tab Usage

Enter the numeric grade next to the appropriate Naval Science class. Grades are based on a 5.0 grading scale, ranging up to 500, with no sign character or decimal point. For example, 3.65 is entered as 365.

# Grades: Required Courses Tab

## Overview

GPA on a student's transcript from the current institution for selected required courses based on the grade point system of the school.

The Required Courses tab lists required courses and tracks the grade earned for each course. Enter the GPA grade in the appropriate text box, according to the class and term. Please see *Tab Usage* for specific on entering Required Courses grades.

Course Description (# required classes)	Class 1 Grade	Class 2 Grade	Class 3 Grade	Course Completed
Computer Science (1)	200			<input checked="" type="checkbox"/>
English (2)	300			
Physics (Calculus-Based) (2)	100			
Calculus (2)	200	100		<input checked="" type="checkbox"/>
American Military Science (1)				
National Security Policy (1)				
Algebra or Higher Math (2)				
Physical Science (2)				

Buttons: Undo, Save, Close

Print Screen

7/27/2004 10:37 AM

## Tab Usage

Note that the number of courses that your school requires is listed in the parenthesis next to the course description. The number of required courses is the number of fields that will be available for you to enter the Class Grades into. If there is more than one class required note that the classes must be entered in consecutive order, Class 1 Grade must be entered before Class 2 Grade. After all required course grades have been entered, the blue check, , will be displayed under the Course Completed column.

If you need to delete a grade, the latest Class Grade entered must be deleted first. If you are editing the grade, then simply click in the field and make the necessary changes. Click the Save button after all changes have been made.

# Grades: Cruise/NSI Tab

## Overview

A final numeric grade assigned by the Commanding Officer of the ship to a midshipman while on summer training. Grades are based on the grading scale of the school, with no sign character or decimal point. For example, 3.65 is entered as 365.

The screenshot shows a software window titled "Grade Information" with a blue header bar. Below the header are four tabs: "G.P.A.", "Aptitude", "Naval Science", and "Required Courses". The "Cruise/NSI" tab is selected and highlighted with a dashed border. The main content area of the window contains four labels with corresponding empty input boxes: "CORTRAMID", "2nd Class", "1st Class", and "NSI". At the bottom right of the main area are three buttons: "Undo", "Save", and "Close". Below the main area is a "Print Screen" button. At the very bottom of the window, there are two status boxes: the left one contains the date "7/16/2003" and the right one contains the time "12:47 PM".

## Swim/PFT/Sail Form

### Overview

- *What is the Swim/PFT/Sail form?*
- *How do I access the Swim/PFT/Sail form?*

When you click on Swim/PFT/Sail button, , the form containing the swim folder, the PFT folder, and the Sail folder will be displayed. To access Swim, PFT, or Sail information, click on the folder containing the information you wish to view. This will make the information in that folder available for update and/or delete as well as allow you to add information respective to the type of information managed in a folder.

### What is the Swim/PFT/Sail form?

The Swim/PFT/Sail menu option allows you to view and/or edit Swim, PFT, and Sail records for students.

### How do I access the Swim/PFT/Sail form?

The Swim/PFT (Physical Fitness Test)/Sail form is accessed by clicking the Swim/PFT/Sail button, , on the main toolbar of the *Main Form*.

## Using the Swim Tab

Use this tab to track information about a student's swim training. Also see the *Swim Code* definition.

### Valid Entry:

Refer to glossary for a list of values.

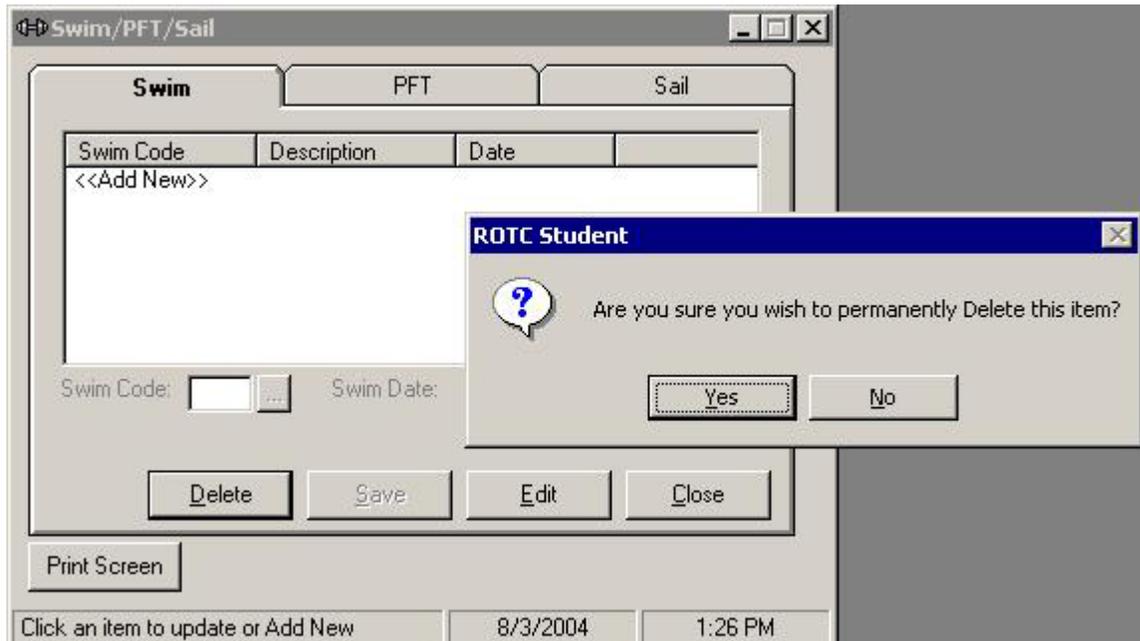
- *Adding a Swim Code*
- *Deleting a Swim Code*
- *Editing a Swim Code*

### Adding a Swim Code

The screenshot shows a software window titled "Swim/PFT/Sail" with three tabs: "Swim", "PFT", and "Sail". The "Swim" tab is selected. Inside the window, there is a table with three columns: "Swim Code", "Description", and "Date". The table contains a single row with the text "<<Add New>>". Below the table, there are two input fields: "Swim Code:" followed by a text box and a small square button with three dots, and "Swim Date:" followed by a text box. At the bottom of the window, there are four buttons: "Delete", "Save", "Add", and "Close". Below these buttons is a "Print Screen" button. At the very bottom of the window, there is a status bar with three sections: "Click an item to update or Add New", "8/3/2004", and "2:33 PM".

1. Click on <<Add New>> from the Swim Code list box.
2. Click the Add button at the bottom of the form. Notice the Swim Code and Lookup button below the Swim Code list box are now active. Also note the Undo button at the bottom of the form. Clicking the Undo button will return the form to its last saved status.
3. Enter a Swim code or select a Swim code by clicking the Lookup button, , next to the Swim Code field. Select from the list of Swim Code values by double-clicking on the appropriate Swim code.
4. Enter the date of swim qualification.
5. Press the Save button to save the new Swim Code to the list.

## Deleting a Swim Code



1. Click on the Swim Code that you wish to delete from the Swim Code list box.
2. Click the Delete button.
3. You will be asked if you are sure you wish to permanently delete this Swim Code. If you click yes, the Swim Code will be deleted from the list of Swim codes. If you click no, you will return to the Swim form with the selected Swim code still there.

## Editing a Swim Code

The screenshot shows a software window titled "Swim/PFT/Sail". It has three tabs: "Swim", "PFT", and "Sail". The "Swim" tab is active. Inside the window, there is a table with three columns: "Swim Code", "Description", and "Date". The first row of the table contains the text "<<Add New>>". Below the table, there are two input fields: "Swim Code:" followed by a text box and a "Lookup" button (represented by three dots), and "Swim Date:" followed by a date picker. At the bottom of the window, there are four buttons: "Delete", "Save", "Edit", and "Close". Below these buttons is a "Print Screen" button. At the very bottom of the window, there is a status bar with three sections: "Click an item to update or Add New", "8/3/2004", and "1:48 PM".

1. Click on the Swim Code you wish to edit.
2. Click the Edit button. Notice that the Swim Code field and Lookup button are now activated. Also note that the Undo button is now available at the bottom of the form. If you have selected the wrong Swim Code, click the Undo button. Clicking the Undo button will return the form to its last saved status.
3. Change Swim Code and/or date.
4. To change Swim code, enter a Swim code or select a Swim code by clicking the Lookup button, , next to the Swim Code field. Select from the list of Swim Code values by double-clicking on the appropriate Swim code.
5. Enter the date of swim qualification.
6. Click the Save button.

# Using the PFT (Physical Fitness Test) Tab

## Overview

- *What is PFT?*
- *Adding a PFT Code*
- *Deleting a PFT Code*
- *Editing a PFT Code*

## What is PFT?

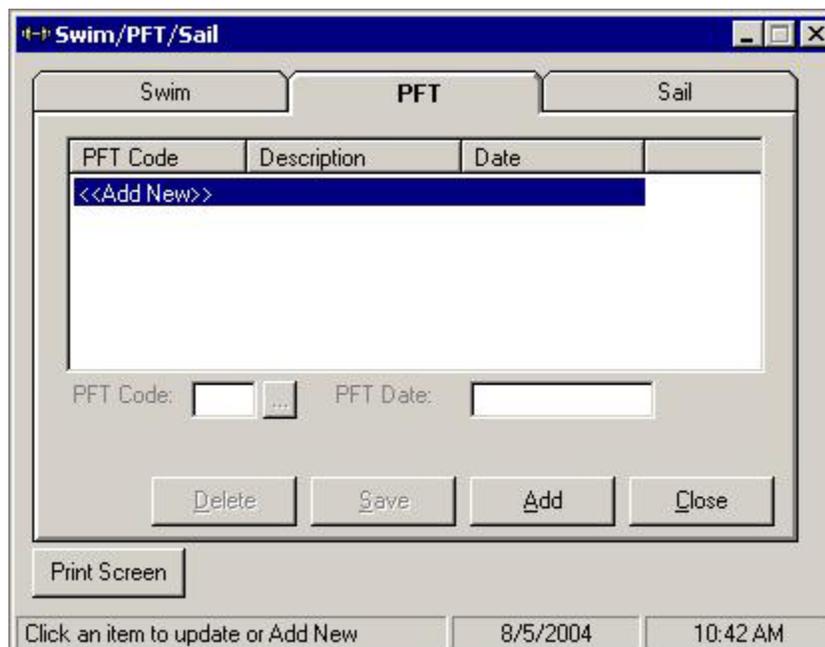
Use this tab to track information about a student's PFT results. Also see the definition of *PFT Code*.

A PFT Code will be entered for Navy option students. A PRT numeric Score will be entered for Marine option students. The Lookup button, , will only be available for Navy option students.

## Valid Entries:

See Physical Fitness Test in glossary for a list of valid entries.

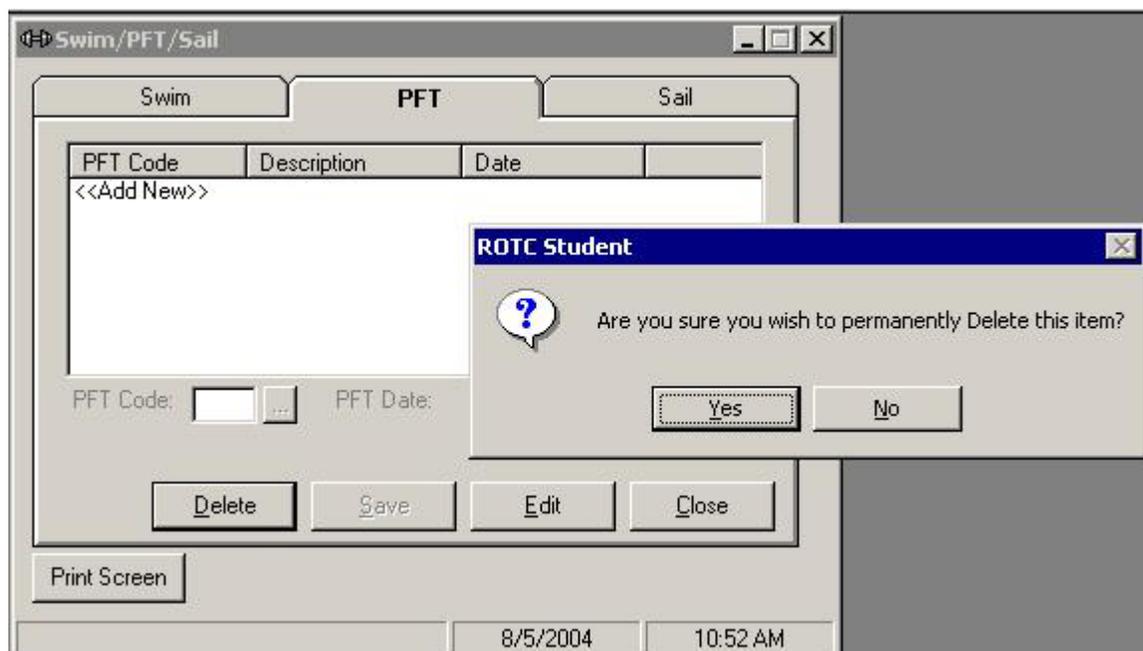
## Adding a PFT Code



The screenshot shows a software window titled "Swim/PFT/Sail" with three tabs: "Swim", "PFT", and "Sail". The "PFT" tab is active. It contains a table with columns "PFT Code", "Description", and "Date". The first row of the table is highlighted in blue and contains the text "<<Add New>>". Below the table, there are two input fields: "PFT Code:" followed by a text box and a "..." lookup button, and "PFT Date:" followed by a date picker. At the bottom of the window, there are four buttons: "Delete", "Save", "Add", and "Close". A "Print Screen" button is located below the main window area. At the very bottom of the screen, there is a status bar with the text "Click an item to update or Add New", the date "8/5/2004", and the time "10:42 AM".

1. Click on <<Add New>> from the PFT Code list box.
2. Click the Add button at the bottom of the form. Notice the PFT Code and Lookup button (for Navy option) below the PFT Code list box are now active. Also note the Undo button at the bottom of the form. Clicking the Undo button will return the form to its last saved status.
3. Enter a PFT code or select a PFT code / PRT score by clicking the Lookup button, , next to the PFT Code field. Select from the list of PFT Code values by double-clicking on the appropriate PFT code.
4. Enter the date of PFT code.
5. Click the Save button to save the new PFT Code to the list.

## Deleting a PFT Code



1. Click on the PFT Code that you wish to delete from the PFT Code list box.
2. Change PFT code and/or date.
3. You will be asked if you are sure you wish to permanently delete this PFT Code. If you click yes, the PFT Code will be deleted from the list of PFT codes. If you click no, you will return to the PFT form with the selected PFT code still there.

## Editing a PFT Code

PFT Code	Description	Date
<<Add New>>		

PFT Code:   PFT Date:

Click an item to update or Add New      8/4/2004      2:19 PM

1. Click on the PFT Code you wish to edit.
2. Click the Edit button. Notice that the PFT Code field and Lookup button are now activated. Also note that the Undo button is now available at the bottom of the form. If you have selected the wrong PFT Code, click the Undo button. Clicking the Undo button will return the form to its last saved status.
3. Change PFT code/score and PFT date.
4. To change PFT code/score, enter a PFT code or select a PFT code/score by clicking the Lookup button, , next to the PFT Code field. Select from the list of PFT Code values by double-clicking on the appropriate PFT code.
5. Enter the date of PFT code.
6. Click the Save button.

## Using the Sail Tab

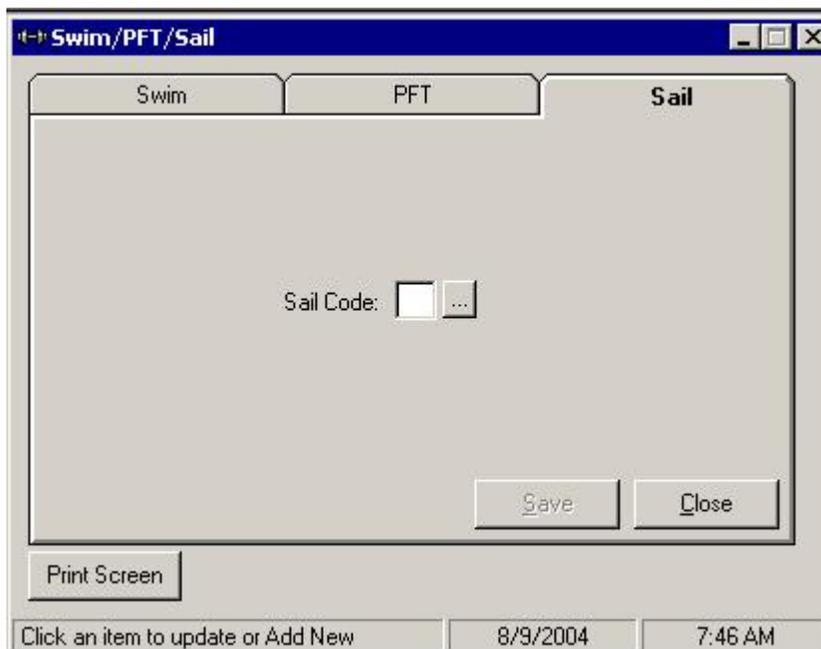
Use this tab to track information about a student's sail code. Also see the definition of *Sail Code*.

### Valid Entry:

For a list of entries, see Sail Code in glossary.

- *Adding a Sail Code*
- *Deleting a Sail Code*
- *Editing a Sail Code*

### Adding a Sail Code



The screenshot shows a software window titled "Swim/PFT/Sail". The window has three tabs: "Swim", "PFT", and "Sail", with the "Sail" tab selected. Inside the window, there is a "Sail Code:" label followed by a text input field and a "..." button. Below the input field are "Save" and "Close" buttons. At the bottom left of the window is a "Print Screen" button. At the bottom of the window, there is a status bar with the text "Click an item to update or Add New", the date "8/9/2004", and the time "7:46 AM".

1. Enter the Sail Code into the blank Sail Code field or select the Sail Code from the list of Sail Code values by clicking the Lookup button, , next to the PFT Code field. Double-click the appropriate code.
2. Click the Save button to save the new PFT Sail Code to the list.

### Deleting a Sail Code

1. Click on the Sail Code.
2. Click 'Delete' key on the keyboard.
3. Click the Save button.

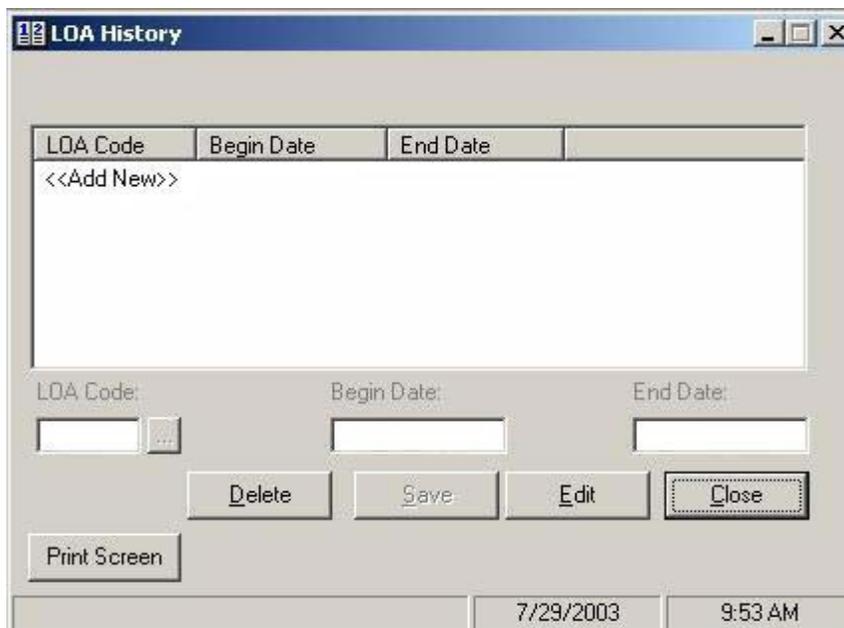
## Editing a Sail Code

1. Click on the Sail Code.
2. Change Sail Code.
3. To change Sail code, enter a Sail code or select a Sail code by clicking the Lookup button, , next to the Sail Code field. Select from the list of Sail Code values by double-clicking on the appropriate Sail code.
4. Click the Save button.

# LOA (Leave of Absence) Form

## Overview

- *What is LOA?*
- *How do you access LOA?*
- *Form Usage*
- *How do you put a student on LOA?*
- *How do you take a student off LOA?*
- *How do you delete a period of LOA?*
- *What information is on the LOA form?*
- *What other forms does LOA affect?*



LOA Code	Begin Date	End Date
<<Add New>>		

LOA Code:

Begin Date:

End Date:

7/29/2003 9:53 AM

## What is LOA?

The LOA form displays information about the periods during which a student was on Leave Of Absence. These would be periods during which the student was absent due to medical reasons, co-op reasons, etc.

A student is considered "On LOA" when the LOA is entered with a begin date and no end date. A student is removed from LOA by entering the LOA end date.

For more information on LOA, see Leave of Absence - Begin Date, Leave of Absence - Code, and Leave of Absence - End Date in the Glossary.

## How do you access LOA?

The LOA form is accessed by clicking the LOA button, , on the main toolbar of the *Main Form*. Unless the student's record is inactive, indicated by  at the top of the form, the add, edit, and delete functions will be available.

## Form Usage

The following is a description of how to use the form.

- *Add Button* - add a new LOA code and begin date.
- *Edit Button* - change the code, the begin date, or enter the end date.
- *Delete Button* - delete LOA periods.

You should note that the system will only allow you to have a single LOA period open at any particular time (that is a period without an End Date), and that it will also prevent you from entering LOA periods whose dates overlap. Furthermore, the system will not allow you to enter an End Date in the future in order to protect data integrity.

## How do you put a student on LOA?

1. Click on <<Add New>> in the LOA History Record box.
2. Click the Add button. Notice after you click the Add button, the LOA code, Begin Date, and End Date data entry boxes are available for input. Also, the Undo button is made available. Clicking the Undo button returns the form to its last saved status.
3. Enter the LOA code, Begin Date, and End Date.
4. Click the Save button.

## How do you take a student off LOA?

1. Click on the LOA record that has no LOA end date.
2. Click the Edit button.
3. Enter the date the LOA ended in the End Date field.
4. Click the Save button.

## **How do you delete a period of LOA?**

1. Click on the LOA record you want to delete.
2. Click the Delete button.
3. You will be asked if you are sure you wish to permanently delete that record. If you are sure, click the Yes button. Clicking the No button will return you back to the form with the selected record not deleted.

## **What information is on the LOA form?**

The LOA form allows you to view the LOA history for a student, edit any LOA period, and add new periods. The list box provides the history of the *LOA Code*, *Begin Date*, and *End Date* for the past LOA periods of a student, as well as displaying the current open LOA period if one exists.

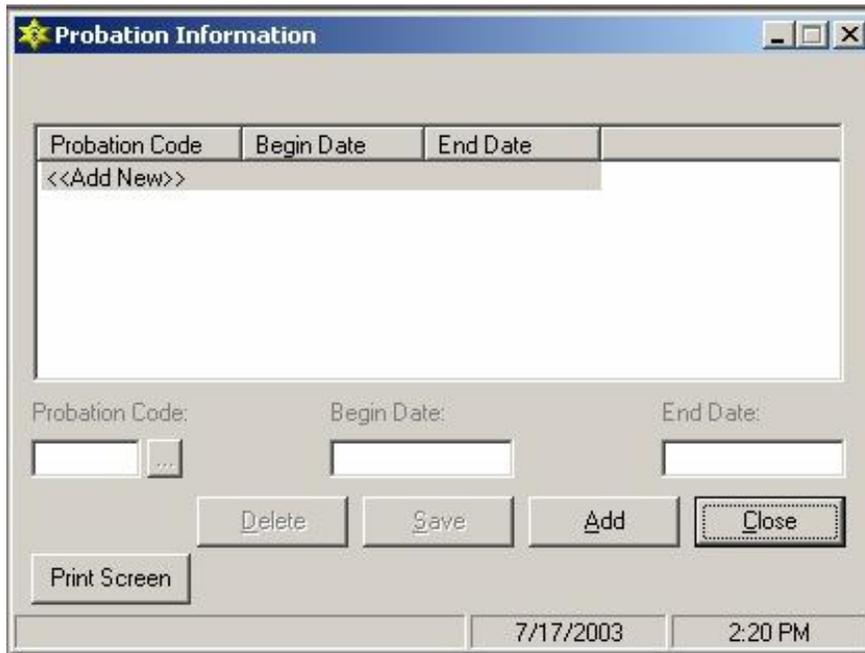
## **What other forms does LOA affect?**

If a student is on LOA, the Subsistence form will be inactive, indicated at the top of the form in a yellow warning.

# Probation Information Form

## Overview

- *What is Probation?*
- *How do you access the Probation form?*
- *Form Usage*
- *How do you put a student on probation?*
- *How do you take a student off probation?*
- *How do you delete a period of probation?*



Probation Code	Begin Date	End Date
<<Add New>>		

Probation Code:  ...

Begin Date:

End Date:

7/17/2003 2:20 PM

## What is Probation?

The probation form displays information about the periods during which a student was placed on probation. A student is considered "On Probation" when the probation is entered with a begin date and no end date. A student is taken off probation by entering the probation end date.

For more information on probation, see Probation - Begin Date, Probation - Code, and Probation - End Date in the Glossary.

## How do you access the Probation form?

The Probation Information Form is accessed by clicking the Probation Information button, , on the main toolbar of the *Main Form*. Note that a student must be selected before you will be able to click the Probation

Information button, see *Student Search* for more information. Unless the student's record is inactive, indicated by

 at the top of the form, the add, edit, and delete functions will be available.

## Form Usage

The following is a description of how to use the form.

- *Add Button* - add a new Probation code and begin date.
- *Edit Button* - change the code, the begin date, or enter the end date.
- *Delete Button* - delete Probation periods.

You should note that the system will only allow you to have a single Probation period open at any particular time (that is a period without an End Date), and that it will also prevent you from entering Probation periods whose dates overlap. Furthermore, the system will not allow you to enter an End Date in the future in order to protect data integrity.

### How do you put a student on probation?

1. Click on <<Add New>> in the Probation History Record box.
2. Click the Add button. Notice after you click the Add button, the Probation code, Begin Date, and End Date data entry boxes are available for input. Also, the Undo button is made available. Clicking the Undo button returns the form to its last saved status.
3. Enter the Probation code, Begin Date, and End Date.
4. Click the Save button.

### How do you take a student off probation?

1. Click on the Probation record that has no Probation end date.
2. Click the Edit button.
3. Enter the date the Probation ended in the End Date field.
4. Click the Save button.

### How do you delete a period of probation?

1. Click on the Probation record you want to delete.
2. Click the Delete button.
3. You will be asked if you are sure you wish to permanently delete that record. If you are sure, click the Yes button. Clicking the No button will return you back to the form with the selected record not deleted.

# Major, Program Code, and Option Code History Form



## Overview

The History form allows you to view a student's previously declared *Major*, *Program Code*, and *Option Code* history. It also allows you to delete items from the Major history. The Program Code and the Option Code tabs are view only.

Major	Description
08	AEROSPACE

## Form Usage

**Major Tab:** View/Delete Only.

View a student's *Major* history. A history record may be removed from the list if invalid.

1. Click on the Major code that needs to be deleted.
2. Click the Delete button to delete the selected Major.

**Program Code Tab:** View only.

View a student's *Program Code* history.

**Option Code Tab:** View only.

View a student's *Option Code* history.

# Major

Identifies the primary course of academic study chosen by a student prior to their current course of study. This history tab reflects all previous declared majors prior to graduation.

For more information, see Major in the glossary.

## Where can I find the Major Code?

Major	Description
0B	AEROSPACE

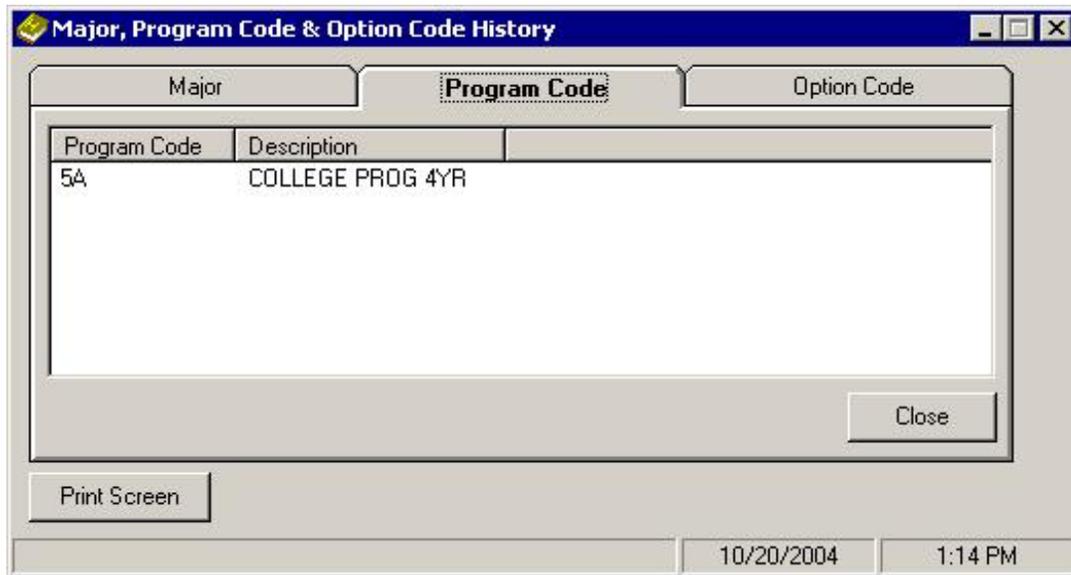
The Major code can be found on the following two forms:

1. Entered or changed on the *Personal* tab on the Personal/Program Information form, .
2. If a student has changed their major, a list of previous Major codes can also be viewed on the Major tab of the History form, .

## Program Code

The number of years and type of scholarship a student has received or the specific program the student was enrolled in. This tab shows all previous programs this student was enrolled in. It does not reflect the current program.

For more information, see Program Code (Non-STA21 and STA21) in the glossary.



Program Code	Description
5A	COLLEGE PROG 4YR

### Where can I find the Program Code?

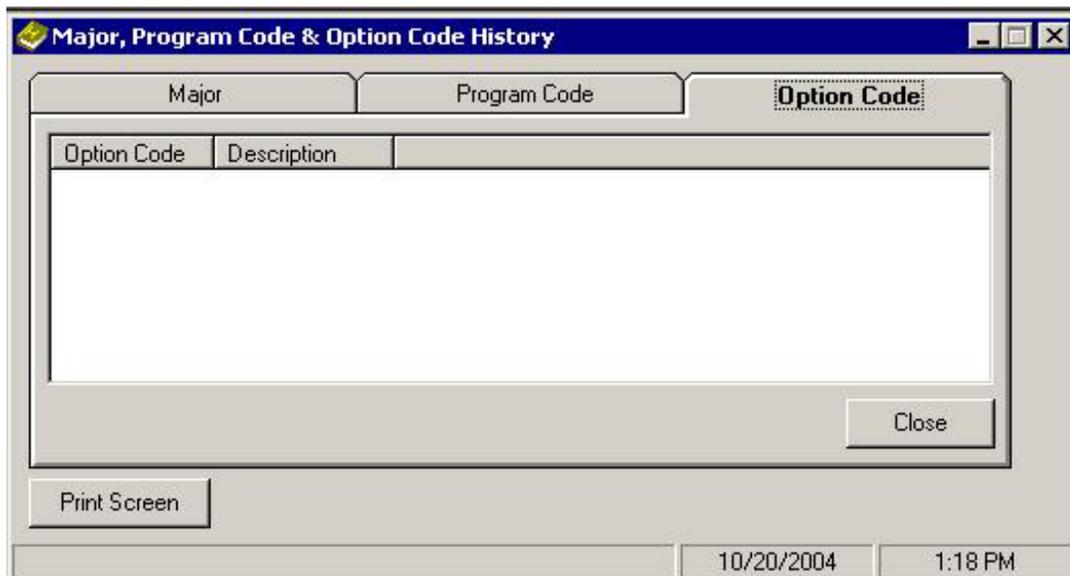
1. The Program Code can be found on the Program Code tab on the History form, .
2. The Program Code can be viewed on the *Student Information Panel*.

## Option Code History

The Option Code indicates whether the student has chosen the Navy (N) or Marine (M) training program. The Option Code History shows changes between the Navy and Marine training programs that the student has made. The history tab does not reflect the current option the student is in.

For more information, see Option Code in the glossary.

### Where can I find the Option Code History?



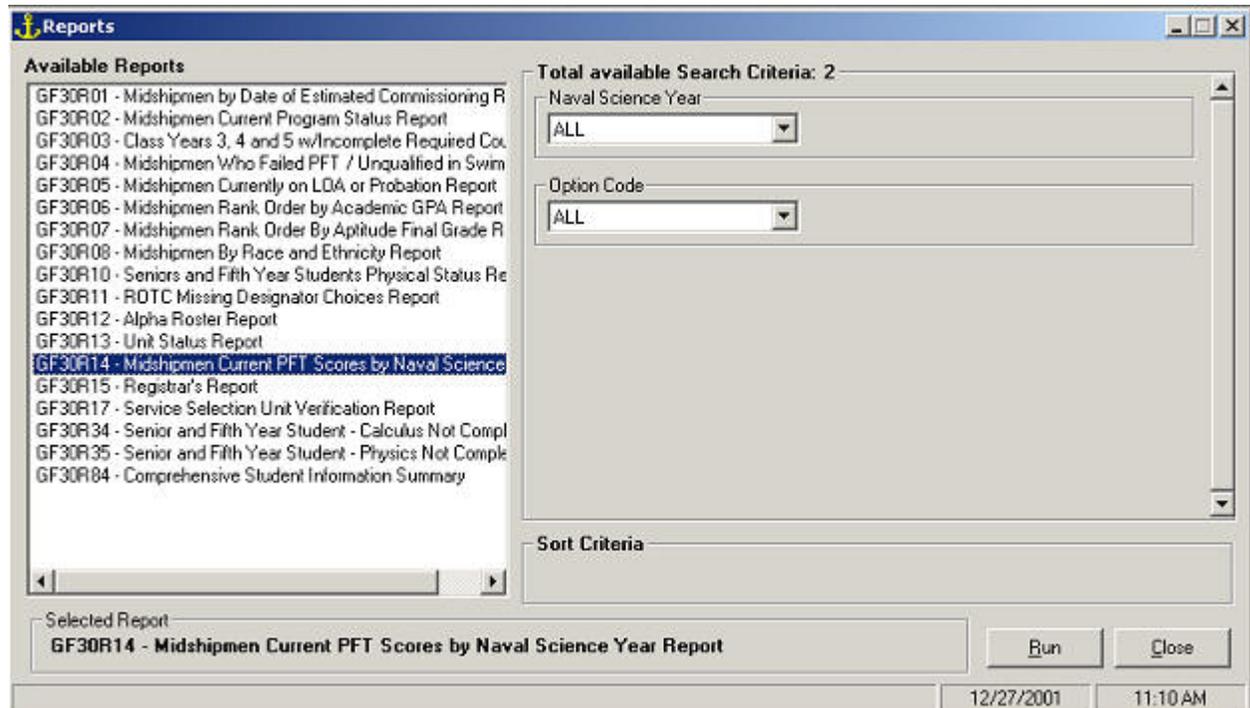
Option Code	Description
-------------	-------------

The Option Code History can be found on the History form, .

# Reports

## Overview

- *What are Reports?*
- *What Reports are available to me?*
- *How do I request a report?*



## What are Reports?

Reports in the ROTC Student Program allow the user to view data in an easy to understand, logical format. Only data that is tracked by the ROTC Student Program is available to view in a report.

Some reports may have search criteria that allows the user to view specific student information.

## **What Reports are available to me?**

The administrator grants access for ROTC Student Program reports to each user on an individual basis. As a result, not all reports are viewable by all users.

If you feel you need access to reports that is not currently available to you, please contact your administrator.

## **How do I request a report?**

In the instance that you have a specific need for a new report to be created, you may request that the report be created and added to the ROTC Student Program. Your request should be forwarded to your NETC contact person, preferably via email. The requested report details should be clearly defined with all required information described in the format that would best suit your needs.

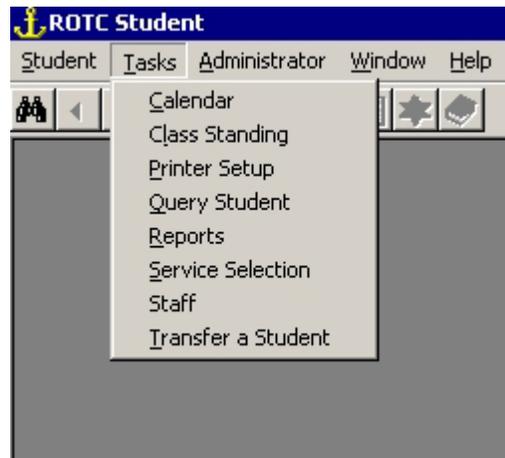
## **Elements of the Report Form**

The Main Report Window consists of six main elements.

1. Available Reports list box. The left side of the window displays all of the available reports.
2. Total Available Search Criteria frame. The right side of the window contains search options available for the selected report; the search criteria will change depending on the selected report. Not every report has a search criteria available.
3. Sort Criteria frame. Some reports offer a sorting preference at the bottom right of the window. For example, a report might be sorted by Student Last Name. Not all reports offer this option.
4. Selected Report frame. The name of the report, that is currently selected, is displayed at the bottom left side of window.
5. Run button. This button will compile the selected report, using any search or sort options specified. The report will be displayed on the screen.
6. Close button. This button closes the Reports window without running any reports.

## Available Reports List

All reports that are available to a user can be found by clicking on Tasks on the Main Menu and then selecting 'Reports'. Once in the Reports window, select the report that you would like to run from the list box.

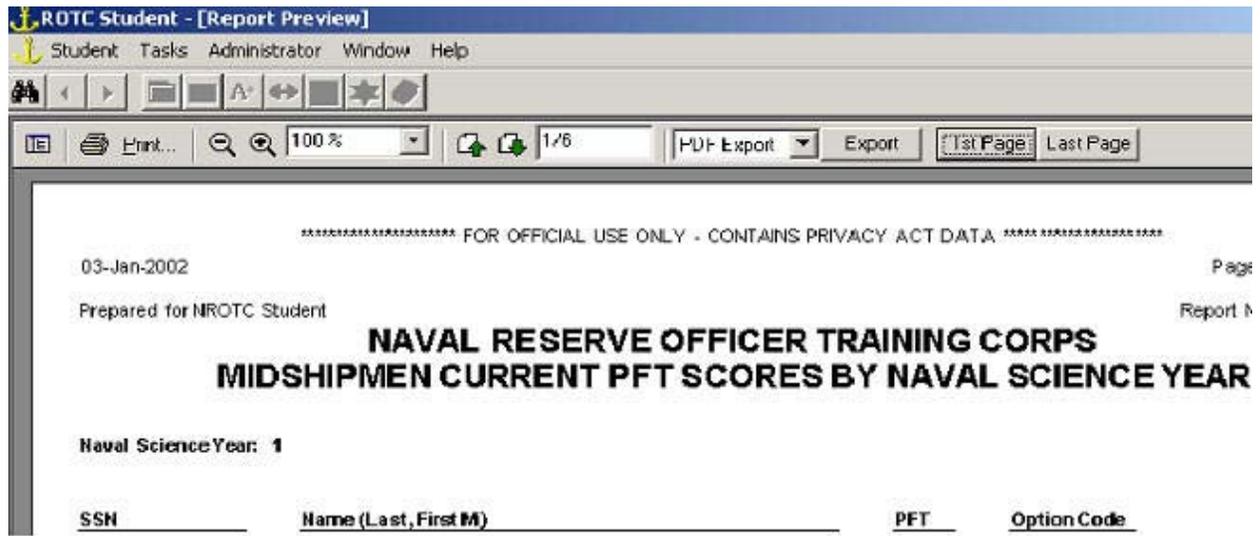


## Running a Report

To run a report:

1. Select the desired report from the Available Reports list box. Verify the correct report is selected by looking in the Selected Report frame at the bottom of the form window.
2. Choose any report search criteria desired from the Total Available *Search Criteria* frame.
3. Choose the preferred sorting method, if applicable, from the Sort Criteria frame.
4. Click on the Run button.

## Elements of a Report Window



-  Table of Contents lists the organization of the Report.
-  Allows you to navigate forward or backward through the Report.
-  Displays current page displayed and total number of pages in the report.
-  Allows you to choose how you want to save the report.

## Exporting a Report and Description of Exporting

1. RTF: Rich Text Format. Saves as a text document using a word processor.
2. PDF: Portable Document Format. Most commonly saves as Acrobat Reader.
3. Excel Format. Exports the report into an Excel spreadsheet.

## Printing a Report

To print a report, you must first *run* the report. On the *Report Preview Window*, click the Print button, .

# Service Selection

## Overview

- *Form Usage*
- *What is Service Selection?*
- *How do I access Service Selection?*
- *Service Selection Form vs. Designator tab on Personal Information Form*
- *What criteria does the student have to meet before they can be selected for service?*

The screenshot shows a software window titled "Service Selection". On the left is a table with columns "SSN" and "Name". Below this is a "Designator" section with a table of choices and indicators. The right side of the window contains various input fields for student information, including major, designator, dependents, marital status, ethnic, race, sex, rate/rank, academic, aptitude, and pre-commissioning details. At the bottom right are buttons for "Print Screen", "Save", "Undo", and "Close". The status bar at the bottom shows the date "7/31/2003" and time "9:43 AM".

SSN	Name
-----	------

Designator	Choices	Indicator
1.	<input type="text"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="checkbox"/>
3.	<input type="text"/>	<input type="checkbox"/>
4.	<input type="text"/>	<input type="checkbox"/>

Final Major:  Ethnic:   
Final Desig:  Race:   
Dependents:  Sex:   
Marital Status:  Rate/Rank:   
Academic:  AQR PFAR FOFAR PBI FOBI OAR  
Aptitude:  ASTB:        
Pre-Cmsn Phys:  Pre-Cmsn Phys Date:   
Est Cmsn Date:  Birth Date:   
Date of Grad:  Board Points:   
NPQ Reason:   
Home of Record:

Print Screen Save Undo Close

7/31/2003 9:43 AM

## Form Usage

The Service Selection form provides the opportunity to validate the student's information before they are selected for service. All the student's information needs to be reviewed for correctness and any final comments need to be added.

Clicking on the items in the following list will provide detailed information on how to select a student from the student list and describe the fields in which information can be entered.

- *Student List*
- *Designator Choices and Indicator Fields*
- *ASTB*
- *Date of Grad Field*
- *Board Points Field*
- *NPQ Reason Field*
- *Home of Record Field*

Other fields that can be viewed to check their correctness are:

- *Final Major*
- *Final Designator*
- *Dependents*
- *Marital Status*
- *Ethnic*
- *Race*
- *Sex*
- *Academic*
- *Aptitude*
- *Pre-commission Physical Code*
- *Pre-commission Physical Date*
- *Estimated Commission Date*
- *Birth Date*

## What is Service Selection?

Service Selection is the process of selecting eligible students who have met all requirements to be commissioned. From this list of students, NETC will issue the student's Final Designators.

## How do I access Service Selection?

The Service Selection form can be accessed by clicking on Tasks from the Main Menu and then clicking on Service Selection.



## **Service Selection Form vs. Designator tab on Personal Information Form**

### **Service Selection Form -**

The Service Selection form is used to review students' information who are to be service selected during the next Service Selection cycle. This will allow you to verify that the data is correct as well as add any information regarding a student's designator choices, date of graduation, home of record, NPQ reason, PNS board points, etc. This form will provide a list of students who meet the requirements to be service selected which will allow for easy access for review of data.

### **Designator Tab -**

The Designator tab is on the Personal / Program Information form. Use this tab to enter information regarding a specific student. The Home of Record, NPQ Reason, and Designator Choices and Indicators can be entered at any time.

## **What criteria does the student have to meet before they can be selected for service?**

The student has to meet the following criteria:

- The student is **ACTIVE**.
- **MAJOR** cannot be **99** for undeclared.
- The student is currently in their **FOURTH** or **FIFTH** Naval Science Year.
- The student must meet one of the following three criteria:
  - The Student Type equals **S** for **Midshipman** AND the Option Code equals **N** for **Navy**.
  - The Student Type equals **E** for **ECP** AND the Program Code equals **5E, 5F, 5G, 5H, 5N, or 9Y**.
  - The Student Type equals **T** for **STA-21** AND the Option Code equals **N**.

- The appropriate Date of Estimated Commissioning based on the two following conditions:
  - If the current date **IS** between January 1 and July 31, then the Date of Estimated Commissioning must be between October 1 of the current year and March 31 of the following year.
  - If the current date **IS NOT** between January 1 and July 31, then the Date of Estimated Commissioning must be between April 1 of the following year and September 30 of the following year.

# Commutation Pay Verification (for Military Schools only)

## Overview

- *What is Commutation Pay?*
- *How do I access the Commutation Pay form?*
- *When should I use this form?*
- *How do I verify a student is eligible?*

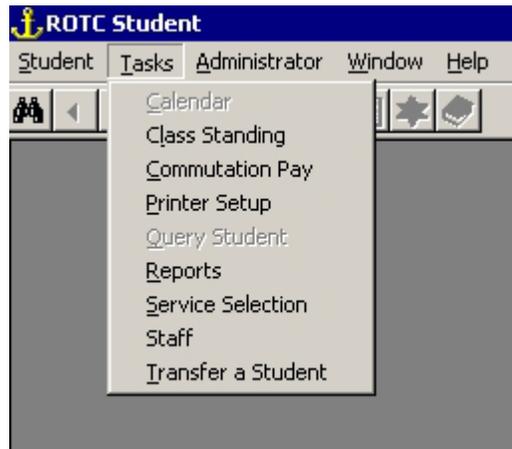
The screenshot shows a software window titled "Commutation Pay Verification". At the top, there is a search field labeled "Enter the School Year you wish to search (yy-yy):" with a "Display" button next to it. Below this is a section titled "Eligible Students" with a large empty rectangular area. Underneath this section is a yellow warning bar with black diagonal stripes on the sides, containing the text "Verify that Commutation Pay is correct before Moving to Commutation Pay Records." To the right of this bar are two buttons: "Check All" and "Move". Below the warning bar is another section titled "Commutation Pay Records" with another large empty rectangular area. Underneath this section is another yellow warning bar with black diagonal stripes, containing the text "Verify the student is no longer eligible to receive Commutation Pay before Removing." To the right of this bar are two buttons: "Check All" and "Remove". At the bottom of the window, there are three buttons: "Print Screen", "Save", and "Undo", followed by a "Close" button. At the very bottom, there is a status bar with three fields: "Enter the school year", "7/21/2003", and "9:13 AM".

## What is Commutation Pay?

Commutation Pay is payment to students for military school uniforms.

## How do I access the Commutation Pay form?

The Commutation Pay form is accessed by clicking the Task menu on the Main form and then selecting Commutation Pay. Note that this form is accessible at any time, in other words, no student information must be loaded before this form is viewable.



## When should I use this form?

The Commutation Pay form is available to view a list of students who are eligible to receive Commutation Pay for a given year (*Eligible Students list box*) as well as a list of students who are already receiving commutation pay (*Commutation Pay Records list box*) for a given year. Students can be moved from the Eligible Students list to the receiving list, the Commutation Pay Records list. If a student is no longer to receive commutation pay, they can be removed from the Commutation Pay Records list and returned to the Eligible Students list.

## How do I verify a student is eligible?

To verify if a student is eligible to receive Commutation Payment for a given year, enter the year in question and click the Display button. All students, that are eligible, will be displayed in the Eligible Students list.

## School Year Field

- Enter the school year date that you wish to process students in. The format of the date should be the last two digits of the year that the school year begins in and the last two digits of the year that the school year ends in, separated with a hyphen. For example, if the school year started in the year 2000 and ended in 2001, entry would be 00-01. The program will automatically enter the last two digits for you, depending on the first two that are entered.

- Click the Display button. The two separate lists of students will appear: Eligible Students and Commutation Pay Records.

### **Display/Refresh button**

The Display/Refresh button loads all students that are eligible or are receiving Commutation Payment for a given year. This feature is useful when changing years. Simply enter the new year and click the Refresh button to get the new information.

### **Eligible Students List**

The top list contains all students that have met the requirements to become eligible to receive commutation pay.

The Move button allows you to move a student from the Eligible Students list to the Commutation Pay Records list who has met all the eligibility requirements.

To move eligible students to the Commutation Pay Records:

1. Click the check box next to the eligible student's name. The check box will display a check mark for all selected students. Multiple students can be selected at one time. If all students are to be moved to the Receiving Commutation Pay list, click the Check All button first.
2. Click the Move button. The student's name will immediately be viewable in the Commutations Pay Records list.

## **Commutation Pay Records List**

The bottom list contains the students that are currently receiving commutation pay.

The Remove option allows the user to remove a student from the commutation pay records if the student is no longer eligible to receive commutation pay.

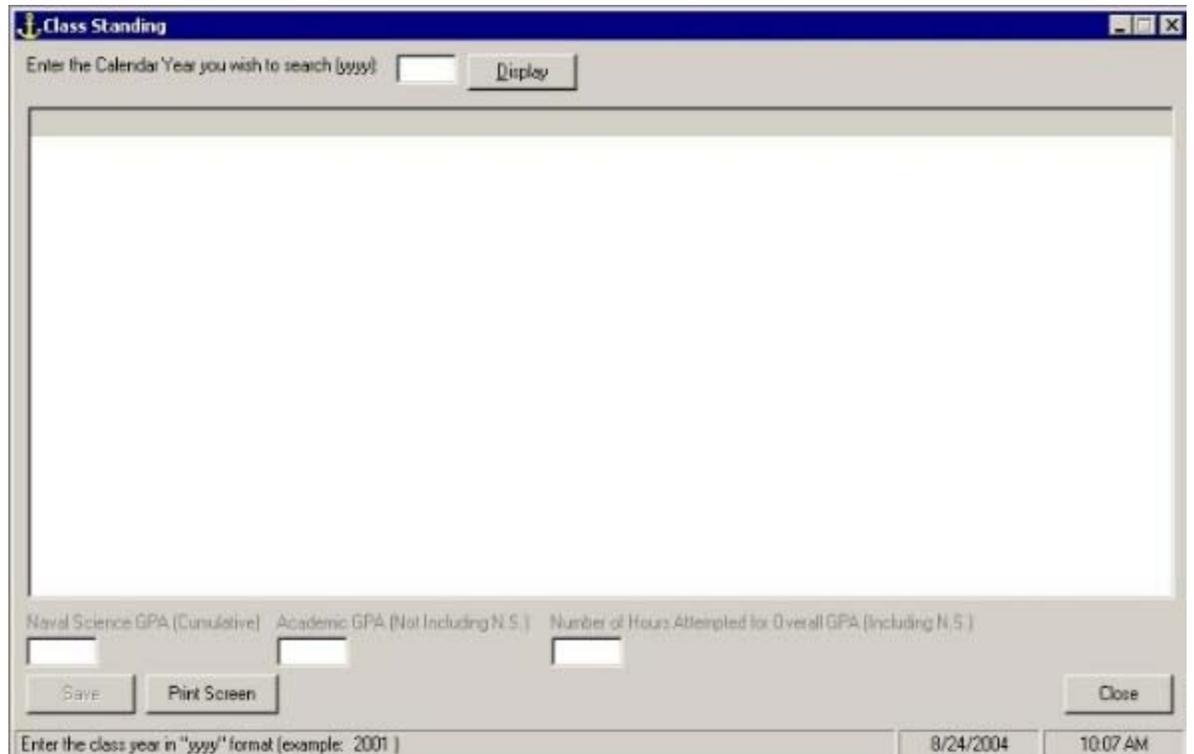
To remove students from the Commutation Pay Records:

1. Click the check box next to the eligible student's name. The check box will display a check mark for all selected students. Multiple students can be selected at one time. If all students are to be moved to the Eligible Students list, click the Check All button first.
2. Click the Remove button. The student's name will immediately be viewable in the Eligible Students list.

# Class Standing

## Overview

- *What is Class Standing?*
- *How do I access the Class Standing form?*
- *When should I use this form?*
- *Form Usage*



The screenshot shows a web-based form titled "Class Standing". At the top, there is a text input field labeled "Enter the Calendar Year you wish to search (yyyy)" and a "Display" button. Below this is a large, empty rectangular area for displaying results. At the bottom of the form, there are three text input fields labeled "Naval Science GPA (Cumulative)", "Academic GPA (Not Including N.S.)", and "Number of Hours Attempted for Overall GPA (Including N.S.)". Below these fields are "Save" and "Print Screen" buttons. A "Close" button is located in the bottom right corner. At the very bottom of the page, there is a footer with the text "Enter the class year in 'yyyy' format (example: 2001)", the date "8/24/2004", and the time "10:07 AM".

## What is Class Standing?

The Class Standing form provides a list of Navy students that have been commissioned in the specified class year. The *Naval Science GPA*, *Academic GPA*, and the *Number of Hours Attempted for Overall GPA* must be entered in to aid in establishing the newly commissioned officer's lineal number.

## How do I access the Class Standing form?

The Class Standing form is accessed by clicking the Task menu from the Main form. From there, click Class Standing.



## When should I use this form?

The Class Standing form should be used as soon as final transcripts are received, to enter overall CUM GPA less Naval Science Grades, overall average Naval Science Grade, and total credit hours for each Navy commissionee. This information will be used to aid in the establishing the newly commissioned officer's lineal number.

## Form Usage

1. Enter the four-digit class year into the Calendar Year field. For example, for students commissioned in the year 2000, the class year would be entered as 2000.
2. Click the Display button.
3. Click on the student's name to edit his/her grade information.
4. Enter the *Naval Science GPA* and the *Academic GPA*. The numbers entered must be between 0 and 400.
5. Enter the Number of Hours Attempted for Overall GPA.
6. When all information has been entered for a student, click the Save button.
7. Follow steps through 3 through 6 to continue entering student's grades. If there are no more entries to be made and you have finished using the form, click the Close button.

Note that after you have saved your changes, if you need to enter grades for students that are in another school year, you can just enter the new school year into the Calendar Year field.

# ROTC Query Students

## Overview

- *Introduction*
- *Logging In*
- *Executing the ROTC Query Students program*
- *ROTC Query Students Main Page*
- *Form Usage*
- *Table Information*

## Introduction

The ROTC Query Students program provides a way for each ROTC unit to create ad hoc query reports. The information retrieved is automatically limited to the information owned by the unit running the query and is also limited to current table data. The information available for selection will contain all active and recent history student information. This program is accessed through the ROTC Student form.

Note: This tool may not be able to be used for more complex queries. In the event you are unable to retrieve the desired results, contact the following personnel for help:

Kendra Smith      Email: [kendra.smith@navy.mil](mailto:kendra.smith@navy.mil)  
Phone: (850) 452-1001 ext. 1249

Kimberly Johnson      Email: [kimberly.g.johnson@navy.mil](mailto:kimberly.g.johnson@navy.mil)  
Phone: (850) 452-1001 ext. 1160

## Logging In



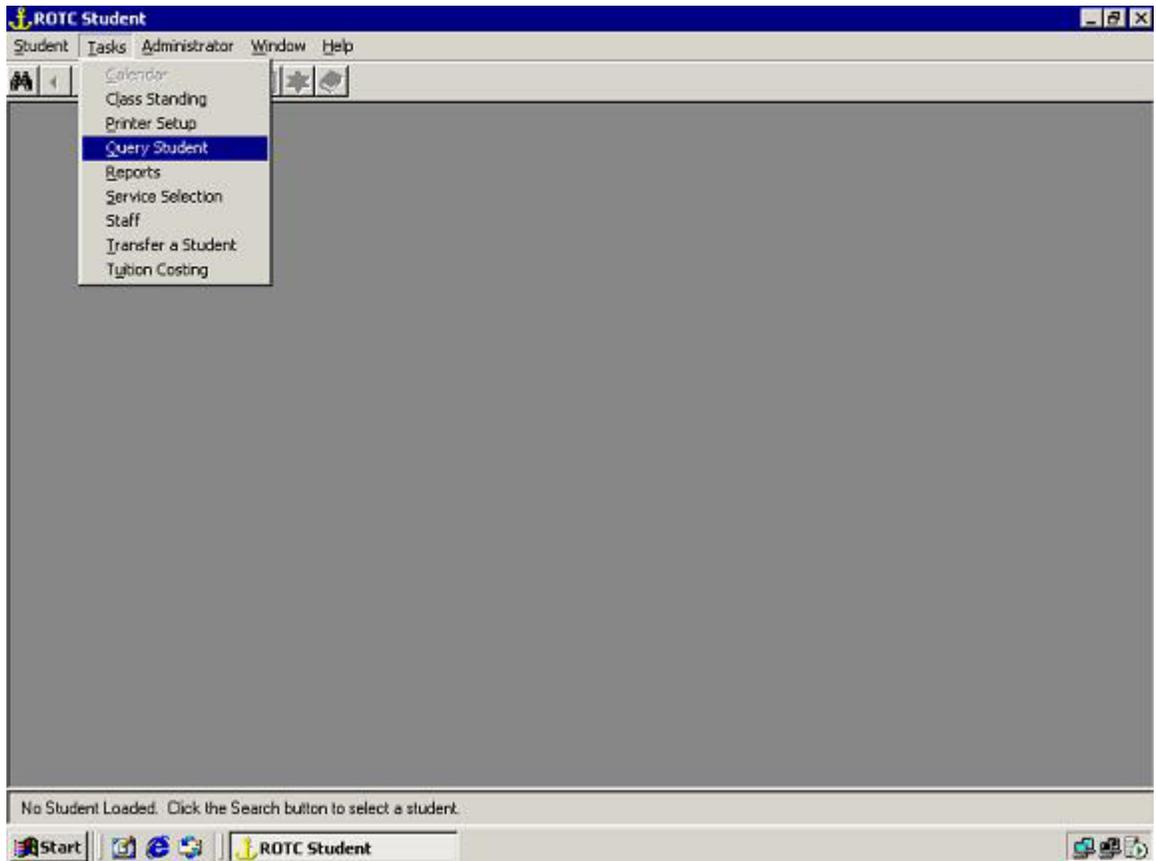
The image shows a Windows-style dialog box titled "ROTC Login" with a yellow padlock icon on the left and a close button (X) on the right. The dialog box has a light gray background and contains the following elements:

- Text: "Enter your User Name and Password:"
- Text: "User Name:" followed by a text input field.
- Text: "Password:" followed by a text input field.
- Text: "School Code:" followed by a small text input field and a button with three dots (...).
- Text: "\*\*\*\* OFFICIAL USE ONLY - CONTAINS PRIVACY ACT DATA \*\*\*\*" in red.
- Buttons: "Ok" and "Cancel" at the bottom.

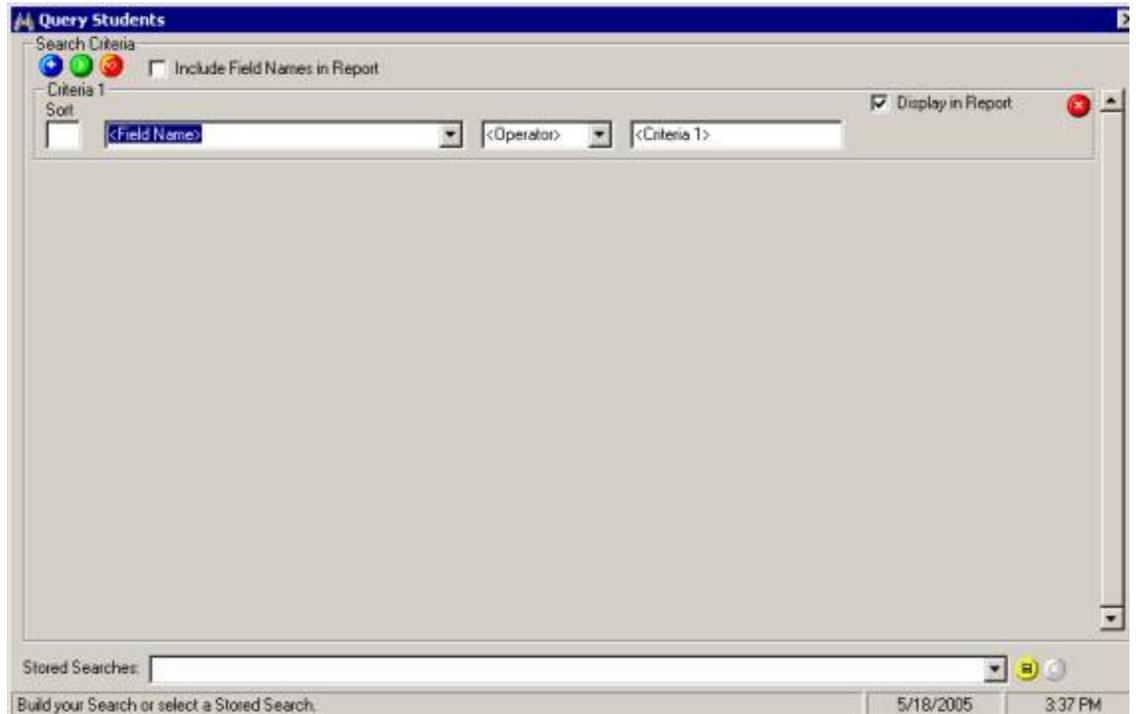
Upon executing the ROTC Student Program, a window will display asking for a User Name, a Password, and a School Code. The User Name and Password are both set by the school OPMIS administrator. If you should need to acquire an account or if you have any questions regarding your account, contact your school's OPMIS administrator.

## Executing the ROTC Query Students program

The query program is found under Tasks on the menu bar at the top of the ROTC Student form main page. Click Query Student to execute the program.



## ROTC Query Students Main Page



### Form Usage

- The Window Title Bar



The Window Title Bar displays the program name.

- The Toolbar: ROTC Query Students Form



-  **Add**

This button is used to add another criteria block to the form to allow for multiple data element retrieval and/or criteria input to restrict the rows returned. The new criteria box will always be added after the last criteria box shown. You will not be allowed to insert criteria boxes prior to the last criteria box shown.

-  **Run**

This button is used to execute the query. Once you click this button, you will be prompted to save. Name your query result file and click save. A message box will pop up giving you the path of your query results. The output data will be semi-colon delimited. You will need to import the data into a spreadsheet in order to format the data for reports. See your spreadsheet user's manual for instructions on importing a delimited file.



Once you have clicked **OK**, another message box will pop up informing you of the number of records imported into the saved document.



Click **OK**. Your query results will automatically be displayed.

-  **Clear**

This button is used to clear the screen of all data element selection

and criteria entries. When this button is clicked, the screen will appear as if newly started.

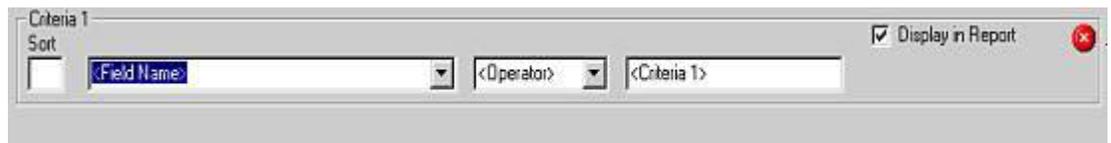
- Include Field Names in Report **Include Data Fields**

Check this box is you want the data fields to have titles. If this box is left unchecked, the data will be returned without title headers.

- Include Field Names in Report **Include Data Fields**

Check this box is you want the data fields to have titles. If this box is left unchecked, the data will be returned without title headers.

- The Criteria Box



This box is used to define the sort order, select the data element, select the criteria for limiting the information returned and whether the data element is to be displayed in the report or only used for criteria selection. Only one data element can be selected per criteria box.

- **Criteria 1** **Criteria Number**

The criteria number shows the order of the data being selected and the order the data elements will be horizontally displayed on the report. This number will increase by one consecutively as criteria boxes are added by clicking the **Add** button. The arrangement of data elements in a report can only be affected by changing the data element in the numbered criteria box. Data elements entered only for the purpose of defining parameters for the selected data may be entered in any order without affecting the resulting report.



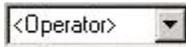
○ **Sort Order**

Sort Order requires a number to be entered to display records in sorted order. There is no limit on the number of data elements you can use in sorting. The lowest number determines the primary sequence.



○ **Field Name (Data Element) Selection Box**

Enter the table name and data element separated by a period into this box. (For a complete list of all the data elements available for query, click the **down arrow** located at the end of the textbox). The Field Name box has been set up with the intelligent type-ahead feature. This shows the closest match from the available data element list as you type information into the box. As you begin typing the table name and the correct table name is displayed, type a period then begin typing the data element name. When the correct data element name appears, press enter. The full table name and data element name will be displayed in the text box.



○ **Operator Selection Box**

You are not required to enter an operator into this box unless you are entering criteria for the selected data element. (A full list of available operators can be viewed by clicking the **down arrow** button located at the end of the textbox.)



○ **Criteria Entry Box**

Criteria information is required only if an operator has been selected. You are not required to treat numeric data differently than alphabetic data. In both cases, enter the information into the Criteria Entry box without quotation marks.

-  **Display in Report** **Display Data in Report Entry Box**

Data selected for the report can be printed in the report and /or used for limiting the data returned. This box allows you to determine which of the data elements you want to see on the report. You can run the same query multiple times turning on and off the data you want displayed to get a different report using the same criteria.

-  **Criteria Entry Lookup Button**

This button is used to display a list of valid entries for the Criteria Entry box. The button is available for data elements, which have an associated valid entry table. It will not be displayed for data items such as dates, grades, numerical PFT scores, etc.

-  **Delete Criteria Button**

This button is used to remove the associated criteria information from the query. Once the criteria is removed, it is no longer available. You will be required to reenter the information if needed.

- The Stored Searches Save and Retrieve Bar



The Stored Searches bar allows you to save your queries, naming them as you choose. Once the query criteria stored, it is made available to you to be retrieved at a later date to be run as necessary. You may also delete a stored query from the retrieval list if it becomes obsolete.



### Stored Searches Save/Retrieve Box

Enter the name of the query you want to save or retrieve. If you are retrieving a query, you may click the **down arrow** at the end of the Stored Searches box to get a complete list of the saved queries. Clicking on one of the items in the saved queries list will load the parameters from the selected query into the query criteria boxes. The selected query will be able to be executed after it is loaded. If you are saving a query, enter the name of the query and click the **Save Search** button, . If you wish to remove a query from the Stored Searches list, retrieve the query you want to remove and click the **Delete Search** button, .

## **Table Information**

When using the Query Student Tool the following tables, with the data elements available in each, are used in querying students:

### **Aptitude Grade**

- Aptitude Grade
- Naval Science Year
- Term

### **Bank Account**

- Account Number
- Routing Number
- Type Bank Account

### **Commutation Pay**

- Commutation Pay
- Naval Science Year
- School Year

### **Designators**

- Choice
- Indicators
- Sequence Number

### **Final Aptitude Grade**

- Final Aptitude Grade
- Naval Science Year

**GPA Grade**

- GPA Cum
- GPA Grade
- Naval Science Year
- Term

**Initial Major**

- Initial Major

**Latest Aptitude Grade**

- Grade

**Latest Final Aptitude Grade**

- Grade

**Latest GPA Cum Grade**

- Latest GPA Cum

**Latest LOA**

- Begin Date
- Code
- End Date

**Latest PFT**

- PFT

### **Latest Probation**

- Begin Date
- Code
- End Date

### **Latest Swim**

- Code

### **LOA**

- Begin Date
- Code
- End Date
- Naval Science Year

### **LOA Count**

- Count

### **Major**

- Major
- Naval Science Year
- Sequence Number

### **Naval Science Grade**

- Course ID
- NS Grade

### **On LOA**

- Code

### **On Probation**

- Code

### **Option Code**

- Naval Science Year
- Option Code
- Sequence Number

### **PFT**

- PFT
- PFT Date
- Sequence Number

### **Probation**

- Begin Date
- End Date
- Naval Science Year
- Probation Code
- Sequence Number

### **Probation Count**

- Count

### **Program Code**

- Naval Science Year
- Program Code
- Sequence Number

## **Required Courses Grade**

- Course Number
- Course Type
- Required Course Grade

## **Student**

- 1st Class Cruise Grade
- 2nd Class Cruise Grade
- Alien
- ASTB Score: AQR
- ASTB Score: FOBI
- ASTB Score: FORFAR
- ASTB Score: OAR
- ASTB Score: PBI
- ASTB Score: PFAR
- Attrition Code
- Attrition Date
- Board Points
- Commission Date
- CORTRAMID Grade
- Cross Enroll
- Date of Birth
- Date of Rank
- Demographic Type
- DIEMS Date
- Disenroll Comment
- Eagle Scout
- Ethnic
- Fifth Year Benefits Eligible
- Final Designator
- Final Designator Indicator
- First Name
- Graduation Date
- High School Diploma
- High School Rank Percent
- Home of Record
- Home of State
- Initial Physical Code
- Initial Physical Date
- JROTC
- Last Name
- Major
- Marital Status

- Middle Initial
- Military Offspring
- Naval Science Year
- Naval Science Year Effective Date
- NPQ Reason
- NSI Grade
- Number Dependents
- Option Code
- Percent Withholding
- Physical Waiver
- Pre-Commission Physical Code
- Pre-Commission Physical Date
- Previous School Code
- Primary MOS
- Program Code
- Program Code Effective Date
- Race
- Rate or Rank
- Record Status
- Report Date
- Residency
- Sail Code
- SAT Comp
- SAT Math
- SAT Verb
- School Code
- Security Agency
- Security Code
- Security Investigation Date
- Sex
- SGLI
- Source Code
- SSN
- Student Type
- Tax Exemptions
- Type High School
- Type Military Dependent

#### **Subsistence Pay Dates**

- Sequence Number
- Start Date
- Stop Date

## **Swim**

- Code
- Date
- Sequence Number

## **Training Dates**

- Advance Start Date
- Advance Stop Date
- Final Start Date
- Final Stop Date
- Sequence Number

# ROTC Reporting-In

## Overview

- *What is ROTC Reporting-In?*
- *When do I use Reporting-In?*
- *The Reporting-In Process*

## What is ROTC Reporting-In?

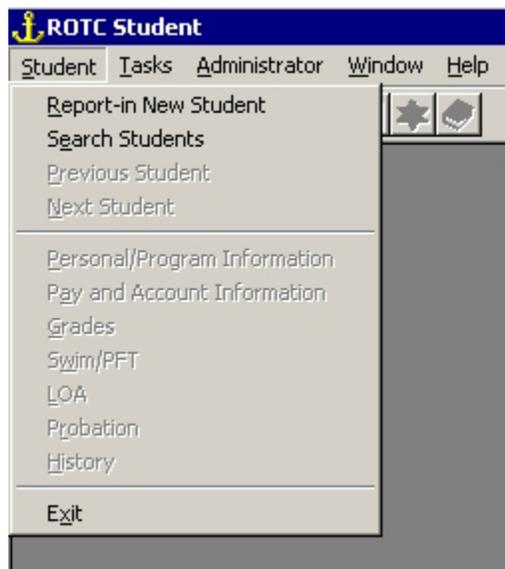
The NROTC Reporting-In is the means by which a student record is added to the Student database. In the NROTC system, no student can be added directly to the database, but must pass through the Report-In process.

## When Do I Use Reporting-In?

You will report a student into the NROTC system when the student is physically at the unit. **Do not report a student in early.**

## The Reporting-In Process

From the CITRIX menu, run ROTC student. On the main form, click 'Student' drop-down menu item. Then select 'Report-in New Student' from the menu.



The Personal/Program Information form will appear with focus set on SSN. Enter the reporting student's SSN, then click the Search button.

**Personal/Program Information**

SSN:  Last Name:  ... First Name:  MI:

Major:  ...  
 Sex:   
 Ethnic:  ...  
 Alien:  ...  
 Legal Residence:  ...  
 Instate Resident:  ...  
 Date of Birth:   
 University ID:

**DOD Race**

- American Indian/Native Alaskan
- Asian
- Black/African American
- Native Hawaiian/Other Pacific Islander
- White
- Decline to Respond

Enter SSN  1/17/2006 9:07 AM

The program then searches the Student database tables for a matching SSN that may have been currently or historically reported by another unit. You will not be able to report a student who is already in the Student database. If a record is found, you will get a message indicating the student was already reported.

The program will get student information from Placement and STA-21 information from the STA-21 database. It then searches for any historical information from all NETC tables that can be moved into the new Student record. A unique identification number is assigned to each student which is not accessible through the student forms.

Required information, titled in blue, must be completed on the Report-In form before the record can be written to the database. Required information is scattered through several folders, so you must click on each folder to make sure all required information is completed.

**Personal/Program Information**

Personal | Program | Attrition / Security / SAT | Physical Status | History | Designators

SSN: 222-77-1234 Last Name: SMITH First Name: BRIAN MI: B

Major: OB Race: C

Sex: M

Ethnic: Y

Alien:

Legal Residence: CA

Instate Resident: R

Date of Birth: 11-OCT-1981

University ID:

DOD Race

- American Indian/Native Alaskan
- Asian
- Black/African American
- Native Hawaiian/Other Pacific Islander
- White
- Decline to Respond

Print Screen Add Photo Refresh Save Undo Close

Enter SSN 1/17/2006 9:25 AM

A scholarship recipient not found in the Placement database or a Seaman-to-Admiral application not found in the STA-21 database will be defaulted to a College Program type student. If the program code defaults to '5A' for these two types of students, double-check the SSN. If a student has given you a different SSN than the one on the 61 report, enter the SSN exactly as shown on the 61 report in order to get the student reported in, then correct the SSN in the Student record. Once you have entered all of the required information, click the Save button.

# ROTC Staff

## Overview

- *What is ROTC Staff?*
- *How do I access the ROTC Staff form?*
- *When do I use ROTC Staff?*
- *Form Usage*

OPMIS Staff Information

AUBURN UNIVERSITY

Staff Members: = Mil = Civ

000-00-0000 > CHA,ARDSON, ...

**Personal** Occupational Security

SSN: 000-00-0000

Last Name: CHA,ARDSON

First Name: CYN MI:

Staff Type: INSTITUTION HEAD

Sex: M

Race: C

Ethnic: Y

Rank:

Date Reported: 10-JUL-2004

Office Phone: (444)444-4444

Print Screen Add Delete Save Undo Close

## What is ROTC Staff?

ROTC Staff is a management tool for entering and maintaining a Unit's staffing records.

## How do I access the ROTC Staff form?

You click a menu item, 'Tasks'. A list of submenu items appear in screen. You then select a submenu item, 'Staff'. The ROTC staff form can be accessed by clicking a submenu item, 'Staff'. A list of staff members is displayed in a form.

## When do I use ROTC Staff?

ROTC Staff should be used whenever a new staff member joins the Unit, an existing staff member's data changes, or when they leave the Unit.

## **Form Usage**

The ROTC Staff form includes three separate tabs:

1. *Personal* - Use this tab to change, enter, or view the staff member's personal information.
2. *Occupational* - Use this tab to change, enter, or view the staff member's occupation.
3. *Security* - Use this tab to change, enter, or view the staff member's computer security access.

# Personal Tab (Staff Information)

## Overview

- *What is the Personal Tab?*
- *Tab Usage*

The screenshot shows a software window titled "OPMIS Staff Information" for Auburn University. It features a "Staff Members" list on the left with one entry: "000-00-0000 > CHAARDSON, ...". The main area is divided into three tabs: "Personal" (selected), "Occupational", and "Security". The "Personal" tab contains the following fields:

- SSN: 000-00-0000
- Last Name: CHAARDSON
- First Name: CYN
- MI: (empty)
- Staff Type: I (dropdown), INSTITUTION HEAD
- Sex: M
- Race: C (dropdown)
- Ethnic: Y (dropdown)
- Rank: (empty)
- Date Reported: 10-JUL-2004
- Office Phone: (444)444-4444

At the bottom of the window are buttons for "Print Screen", "Add", "Delete", "Save", "Undo", and "Close".

## What is the Personal Tab?

The Personal tab is used to change, edit, or view the staff member's personal information.

## Tab Usage

The following dates are required, indicated in blue on the form, when the student is reporting in:

- *First Name*
- *Last Name*
- *Social Security Number (SSN)*
- *Staff Type*

Other fields on this form include:

- *Date Reported*
- *Ethnic*
- *Middle Initial (MI)*
- *Office Phone*
- *Race*
- *Rank*
- *Sex*

# Occupational Tab

## Overview

- *What is the Occupational Tab?*

## Form Usage

- *Civil Service Staff Type*
- *Military Staff Types*
- *University Staff Types*

## Civil Service

The screenshot displays the 'OPMIS Staff Information' application window for Auburn University. The window title bar includes the application name and standard window controls. Below the title bar, the text 'AUBURN UNIVERSITY' is visible. A legend indicates 'Staff Members: [blue bag icon] = Mil [purple bag icon] = Civ'. The main area is divided into three tabs: 'Personal', 'Occupational', and 'Security'. The 'Occupational' tab is active and contains the following fields:

Occupational:  
Series:  ... Step:  ...  
Grade:  ... Status:  ...

At the bottom of the window, there are five buttons: 'Print Screen', 'Add', 'Delete', 'Save', and 'Close'.

## Military

The screenshot shows a software window titled "OPMIS Staff Information" for Auburn University. The window has a blue header bar with the title and standard window controls. Below the header, it says "AUBURN UNIVERSITY" and "Staff Members: [blue icon] = Mil [purple icon] = Civ". The main area is divided into three tabs: "Personal", "Occupational", and "Security". The "Occupational" tab is active and contains several input fields: "Paygrade:" with a dropdown menu, "Option Code:" with a dropdown menu, "Designator:" with a dropdown menu, "Projected Rotation:" with a "Date:" field, "Type:" with a dropdown menu, and "Statutory Retirement:" with a "Date:" field. Below these is a "Military Replacement" section with fields for "SSN:", "Name:" (with a dropdown), "Rank:" (with a dropdown), "Designator:" (with a dropdown), "Paygrade:" (with a dropdown), and "Projected Report Date:". At the bottom of the window are buttons for "Print Screen", "Add", "Delete", "Save", "Undo", and "Close".

### What is the Occupational Tab?

The Occupational tab is used to change, edit, or view the staff member's job position or military information. Two portions of Occupational tab are viewable and updateable. A staff member's Occupational tab is viewed and updated individually when the staff member's staff type code is 'C', 'S', 'V', or 'X'.

### Civil Service Staff Type

The Civil Service Staff Type is 'V'. Whenever this value is entered in Staff Type, the Civil Service Information portion of the Occupational screen becomes viewable and updateable.

### Military Staff Types

The Military Staff Types are 'C', 'S', and 'X'. Whenever one of these values is entered in Staff Type, the Military Information portion of the Occupational screen becomes viewable and updateable.

## **University Staff Types**

The University Staff Types are 'A', 'I', and 'U'. Whenever one of these values is entered in Staff Type, the fields of the Occupational screen are not displayed.

# User Management

## Overview

The User Management form allows the administrator to establish new users and their passwords, with the option of allowing them to have administrative rights. Administrators are also able to change the password of a current user as well as view all users and their administrative rights.

- *How to set up a new user*
- *How to change a current users name and/or password*
- *How to delete a user*

The screenshot shows a window titled "OPMIS Staff Information" with a blue header bar. Below the header, it says "AUBURN UNIVERSITY". Underneath, there is a label "Staff Members:" followed by a blue icon and "= Mil" and a purple icon and "= Civ". To the right of this is a large empty rectangular area. Further right, there are three tabs: "Personal", "Occupational", and "Security". The "Security" tab is selected and contains the following fields and options: "User Name:" with a text input field, "Password:" with a text input field, and two checkboxes: "Administrator Rights" and "Consortium-wide Access". At the bottom of the window, there are five buttons: "Print Screen", "Add", "Delete", "Save", and "Close".

## **Form Usage**

### **How to set up a new user**

1. Click on <<Add New>> in the User Management list box.
2. Click the Add button. Note that the Add button is not available until the <<Add New>> has been selected.
3. Enter the user's name in the User Name field and her/his password in the Password field.
4. To allow the user to have administrative rights, check the Administrator Rights box. By checking this box, you allow this user to have access to enter, change, and delete users as well as set Access Controls for users under Security.
5. To allow the user to have consortium access, check the Consortium-wide Access box. By checking this box, you allow this user to have access to enter, change, and delete users as well as set Access Controls for users under Security.
6. Click the Save button to save the new user.

### **How to change a current users name and/or password**

1. Click the user's name.
2. Click the Edit button. Note that the Edit button is not available until a user's name has been selected.
3. Make the necessary changes to the User Name and/or Password.
4. To assign administrative rights, check the Administrator Rights box.
5. To assign consortium access, check the Consortium-wide Access box.
6. Press the Save button to save changes.

### **How to delete a user**

1. Click the user's name from the User Management list box.

Click the Delete Key. You will be prompted to make sure that you wish to delete this user. If you are sure, click the Yes button. If you click No, you will be returned to the User Management form.

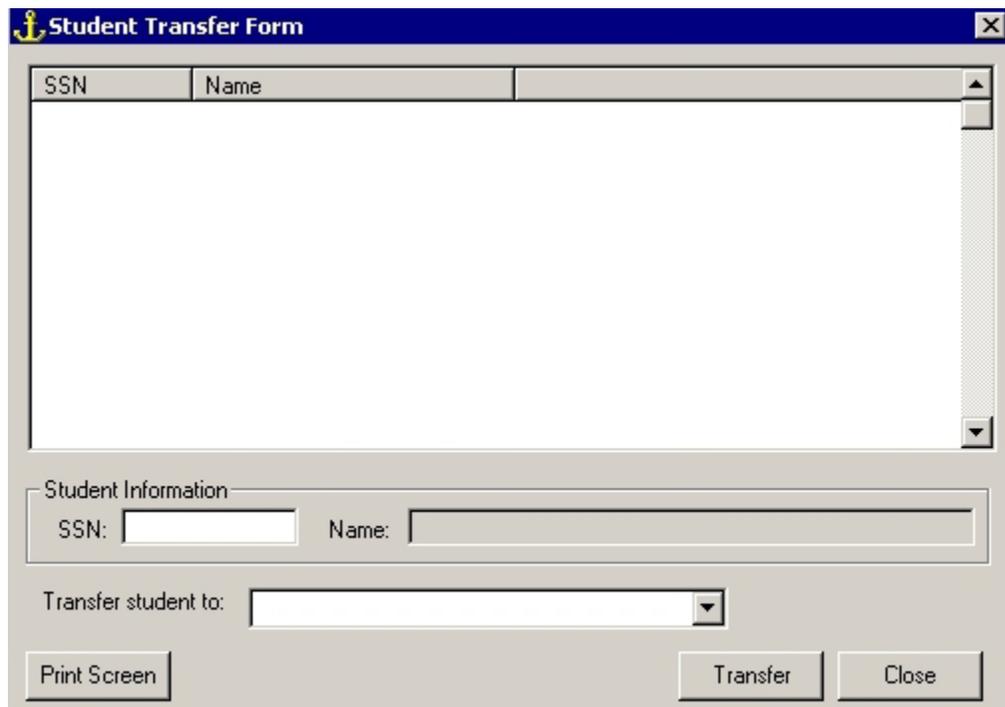
# Transferring a Student

## Overview

- *What is Transferring a Student?*
- *Form Usage*

## What is Transferring a Student?

Users may request to transfer a student to another university through the Student Transfer form found under the Task menu option.



The screenshot shows a window titled "Student Transfer Form" with a blue title bar. The main area is a table with two columns: "SSN" and "Name". Below the table is a "Student Information" section with input fields for "SSN:" and "Name:". Below that is a "Transfer student to:" dropdown menu. At the bottom are three buttons: "Print Screen", "Transfer", and "Close".

## Form Usage

### Sorting the Students:

The form appears with students sorted alphabetically by last name. Various sorting alternatives may be accomplished by clicking on the column header. Clicking on the Name column header sorts the students in reverse-alphabetical order. Likewise with the other columns, clicking on the column header re-orders the students' reverse of their current sort order.

**Transferring the Student:**

To transfer a student's records, click on the student you wish to transfer. You may confirm that the correct student is selected by checking the Student Information box. Select the new school to transfer the student's records to by selecting a University from the 'Transfer Student to' list. As soon as you click the Transfer button, that student's information will no longer be available to you.

# Administrator

The Administrator Main Menu option allows designated administrator's to manage *Security*.

If you do not have Administrator rights, you will not be able to access the Administrator menu.

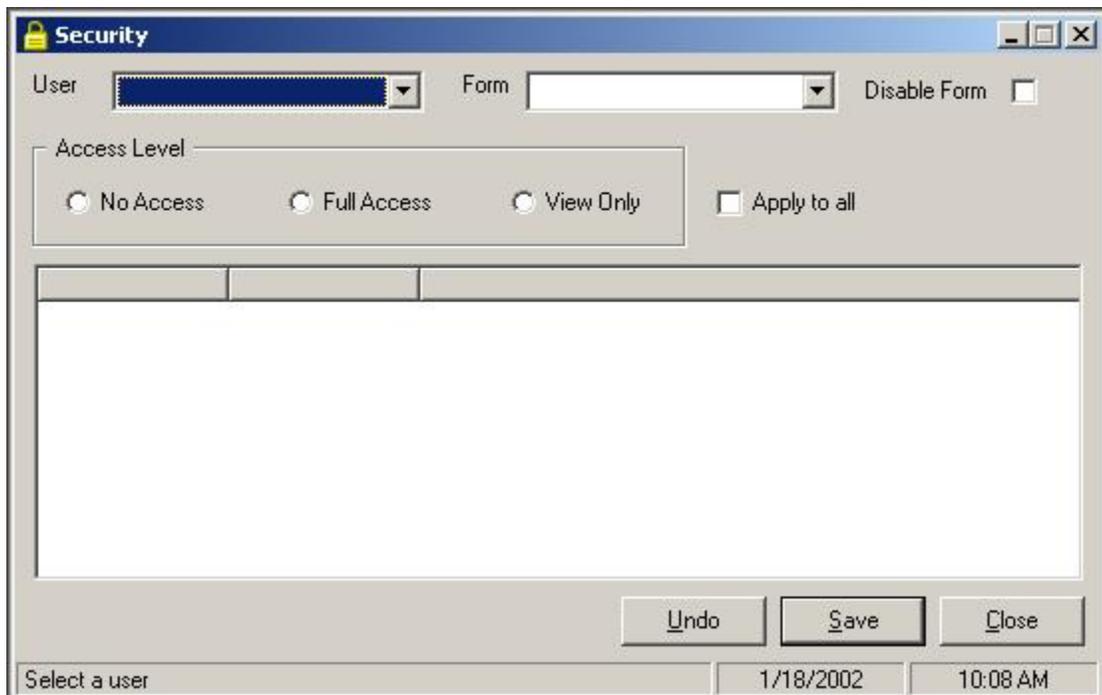


# Security

## Overview

The Security form, used by administrators, will allow you to change the Access Level of specific users to specific forms and controls on those forms.

- *Definitions of Access Levels*
- *How to use this form*
- *Apply to all*
- *Selecting Multiple Controls*



The screenshot shows a window titled "Security" with a lock icon. It contains the following elements:

- User:** A dropdown menu with a blue background.
- Form:** A dropdown menu.
- Disable Form:** A checkbox.
- Access Level:** A group box containing three radio buttons: "No Access", "Full Access", and "View Only".
- Apply to all:** A checkbox.
- Buttons:** "Undo", "Save", and "Close" buttons.
- Status Bar:** Displays "Select a user", "1/18/2002", and "10:08 AM".

## **Form Usage**

### **Definitions of Access Levels**

The Security form allows the administrator to determine the level of user access to data. There are three access levels:

1. No Access - Prevents the user from seeing a control on the form.
2. Full Access - Allows the user to view and make changes to the data in a particular control on the form.
3. View Only - Allows the user to view the information but does not allow them to make changes to the data in a particular control on the form.

Disable Form - Checking the Disable Form box will disable the user from using the form completely. The form will not be viewable to the specified user.

### **How to use this form**

1. Click on the name of the user from the User list.
2. Select a form you wish to set access levels for from the Form list. The Control Names and the current Access Levels will be displayed in the Control list box for the form selected.
3. Click the Control Name that you wish to change the level of access. Then select the Access Level located above the Control list box. Note that if you wish to change the access level for all the controls on the form, check the Apply to all box at the top right of the form.
4. Once you have made all your changes to a particular form, click the Save button. Repeat steps 2 - 4 for each form for which you wish to set access levels.

### **Selecting Multiple Controls**

You can set the access level for more than one control at a time. Simply hold the Control key on your keyboard down and click on the name of the control in the Control Name list box. Continue to hold the Control key while clicking on all the Control Names you wish to select. Once you have selected the controls you wish to edit, click the desired Access Level and they will all be updated.

You can also select several consecutive controls using the Shift key.

# Automatic Procedures

## Overview

There are several functions that take place automatically at specific times of the year. You need to be aware of these processes because you will be required to manually complete the process to make sure that information remains current and accurate. The following list itemizes the automatic procedures and the date the procedure will run.

- *Class Roll*
- *Clear School Dates*
- *New School Dates / Subsistence Pay Dates*
- *Textbook Pay*
- *Service Selection*
- *Roll to History*

### **Class Roll - 1<sup>st</sup> business day on or after July 1**

During this event, naval science year will be advanced by one year for each active student in naval science years 1, 2 or 3. For every record that was advanced, the Naval Science Year Effective Date is set to the current date. After the automatic Class Roll procedure is completed, you will need to roll back the naval science year of any student who was not eligible to advance and reset the Naval Science Year Effective Date to the correct date.

Note: After Class Roll and before the Clear School Dates event occurs, you will see a message box each time you execute Student from the Citrix menu that will notify you of how many days are left before the old School Dates are cleared.

### **Clear School Dates - Seven days after Class Roll**

During this event, School Begin and End dates are cleared, preparing the table for new school dates to be entered.

## **New School Dates / Subsistence Pay Dates - After July 1**

After the Class Roll is executed, you must complete the naval science year reset before entering the new school dates. The new school dates entry must be completed prior to the school start date for your unit. If you do not enter the new school dates, textbook payments transactions cannot be created and automatic update of subsistence pay dates cannot be made. Even though you can enter a student's subsistence dates manually, textbook payments will be halted.

Upon entering the new school dates, subsistence records will be automatically generated for each student who is eligible for subsistence except for those 3<sup>rd</sup> and 4<sup>th</sup> year students who are in an active pay status.

Also, Subsistence Pay dates are automatically updated for eligible students when the following data elements are modified in the Student Form.

- Date Attrited (by the unit or by NETC)
- Date of Commission
- Date of Initial Physical for Initial Physical Codes (E, L, Q, W)
- Date Reported
- Putting a student on and removing a student from LOA

## **Textbook Pay - Daily beginning 3 weeks prior to term starting for eligible students**

On a nightly basis, Textbook pay transactions are sent to DFAS for payment once each term for students who are scholarship recipients and are in good standing. The student must **not** be on LOA and must **not** have Advance Cruise Dates entered without Final Cruise Dates. The student must also have current subsistence pay dates entered for the term the student is receiving textbook pay. Textbook pay transactions are sent to DFAS starting 3 weeks prior to start of school through the end of the school year. Textbook payments are paid retroactively for students eligible for prior term payments as the student becomes eligible.

## **Service Selection - July 15 (1<sup>st</sup> and 2<sup>nd</sup> Quarter) and October 30 (3<sup>rd</sup> and 4<sup>th</sup> Quarter)**

Service Selection procedure will run to transfer student data to start the Service Selection process. Prior to these dates, you are required to complete a review of each student's records to ensure the data is accurate. You can run the Service Selection form under the Tasks menu to see a complete list of students who meet the criteria to be service selected. If students are missing from this list, check the data for accuracy. (See criteria in the chapter on Service Selection.)

After Service Selection has run, you will be able to execute the Service Selection Verification Report on the Report Menu. Any corrections that need to be made must be made on the report prior to the PNS signing the document. Each student's verification report must be submitted as part of the Service Selection package sent to NETC.

Once the procedure has run, changing data in the Student file will not affect information in the Service Selection file.

## **Roll to History - January**

In order to maintain information that is current for your unit, a "Roll to History" occurs annually in January. All data is moved to a history file except for active students and the prior year attritions. You will not have access to the data in history, but you may request information through NETC Student Operations office. Those students, who were commissioned during the prior year, must be maintained in the system until the Lineal Ranking is completed. For more information on Lineal Ranking, see information in this manual on the Class Standing form.

# GLOSSARY

## **Academic GPA**

Final cumulative GPA representing all college work not including Naval Science based on the grade point system of the school.

### **Valid Entry:**

The entry should be any valid three-digit number with no decimal point. For example, a GPA of 3.65 would be entered as 365.

### **Where can I find the Academic GPA field?**

The Academic GPA can be found on the following two forms:

1. Academic GPA field can be entered or edited on the *Class Standing* form.
2. Academic GPA can be viewed on the *Service Selection* form to check for correctness during Service Selection.

## **Advanced From Training Date**

The date that the student is expected to start Summer training.

### **Valid Entry:**

Any valid date in the format of DD-MON-YYY. For example: 20-JAN-2000

### **Where is the Advanced From Date found?**

The Advanced From Date can be found on the following form:

- The *Training Dates* tab of the Pay and Account Information form, 

## **Advanced Thru Training Date**

The date that a student is expected to return from Summer training.

### **Valid Entry:**

Any valid date in the format of DD-MON-YYY. For example: 20-JAN-2000

### Where is the Advanced Thru Date located?

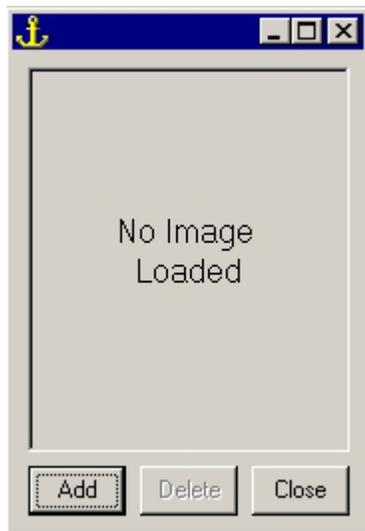
The Advanced Thru Date can be found on the following form:

- The *Training Dates* tab of the Pay and Account Information form,



## Add Photo

### Overview



The 'Add Photo' button will load the student's photograph in a pop-up form if the school has supplied a photograph of the student. It will be displayed in a box. The button will capture the image currently displayed in the database. You click an image in the list box and then click the 'Select' button. The image then appears in another pop-up form with three following buttons: *Add*, *Delete*, and *Close*.

### Where can I find the Photograph?

The 'Add Photo' button can be viewed on the *Personal* tab on the Personal /Program Information form, .

## Alien

The Alien field indicates whether or not the student is a U.S. citizen. Click the Lookup Button, , next to the Alien field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Alien field.

**Valid Entry:**

C	Indicates a U.S. citizen after enrollment
Y	Indicates that the student is an alien upon enrollment
(Blank)	Indicates a U.S. citizen before enrollment

**Where is the Alien field located?**

Alien field is located on the *Personal* tab on the Personal/Program Information form, .

## Aptitude Grade

The numeric aptitude grade earned in a given semester or quarter. Grades are based on a 5.0 grading scale with no sign character or decimal point.

**Valid Entry:**

The entry should be any valid three-digit number with no decimal point. For example, a GPA of 3.65 would be entered as 365.

**Where can I find the Aptitude Grade?**

The Aptitude Grade can be found on the following two forms:

1. You can find the Aptitude Grade and the Final Aptitude grade on the *Aptitude* tab of the Grade Information form, .
2. The Final Aptitude Grade is on the *Service Selection* form to verify that it is correct before service selection.

## ASTB

A battery of test required to be passed by students who are requesting Pilot or NFO designators for Service Selection.

The ASTB is broken up into the following six portions:

- **AQR** - Academic Qualifications Rating (Valid entry includes any single digit integer from 0 through 9)
- **FOBI** - Flight Officers Biographical Inventory (Valid entry includes any single digit integer from 0 through 9)
- **FOFAR** - Flight Officers Flight Aptitude Rating (Valid entry includes any single digit integer from 0 through 9)
- **OAR** - Officer Aptitude Rating (Valid entry any double digit integer from 00 through 99)
- **PBI** - Pilot Biographical Inventory (Valid entry any single digit integer from 0 through 9)
- **PFAR** - Pilot Flight Aptitude Rating (Valid entry any single digit integer from 0 through 9)

### Where are the ASTB scores located?

The ASTB scores can be viewed on the *Service Selection* form.

## Attrition Code

The Attrition Code defines the type of commission or disenrollment from the ROTC program the unit is allowed to input. Click on the Lookup Button, , to view a list of Attrition codes and their descriptions. Double-click on the appropriate Attrition Code and it will automatically be filled into the Attrition Code box.

### Valid Entry:

<b>9127</b>	Attrition prior to pipeline entry
<b>9450</b>	Commissioned, USN/USNR Active
<b>9460</b>	Commissioned, USN/USNR Inactive
<b>9470</b>	Commissioned, USMC/USMCR Active
<b>9480</b>	Commissioned, USMC/USMCR Inactive
<b>9490</b>	Commissioned, other service
<b>9607</b>	Death

### Other Code Meanings:

The purpose of this list is to provide you with the meaning of Attrition Codes that are managed by NETC. Students, who are disenrolled by NETC, may have one of these codes.

<b>9001</b>	To civilian, Obligated, Academics
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<b>9014</b>	To civilian, Obligated, Disciplinary
<b>9023</b>	To civilian, Obligated, Unsuitability
<b>9036</b>	To civilian, Obligated, Lack of motivation
<b>9045</b>	To civilian, Obligated, Physical
<b>9058</b>	To civilian, Obligated, Hardship/Financial
<b>9067</b>	To civilian, Obligated, Other
<b>9072</b>	To civilian , Obligated, Dropped by institution
<b>9087</b>	To civilian, Obligated, Homosexuality
<b>909G</b>	To civilian, Obligated, Dropped on request
<b>9137</b>	College Program not accepted into advance standing
<b>91AA</b>	Not obligated, Academics
<b>91BB</b>	Not obligated, Dislike for travel
<b>91CC</b>	Not obligated, Bad cruise
<b>91DD</b>	Not obligated, Dislike for military
<b>91EE</b>	Not obligated, Enter other profession
<b>91FF</b>	Not obligated, Financial
<b>91GG</b>	Not obligated, Personal
<b>91HH</b>	Not obligated, Physical
<b>91II</b>	Not obligated, Hardship
<b>91JJ</b>	Not obligated, Disciplinary
<b>91KK</b>	Not obligated, Unsuitable
<b>91LL</b>	Not obligated, Dropped by institution
<b>91MM</b>	Not obligated, Lack of motivation
<b>91NN</b>	Not obligated, Other
<b>91PP</b>	Not obligated, Special
<b>9223</b>	To active enlisted service upon graduation, Unsuitable
<b>9234</b>	To active enlisted service upon graduation, Disciplinary
<b>9241</b>	To active enlisted service upon graduation, Academics
<b>9259</b>	To active enlisted service upon graduation, Voluntary
<b>9269</b>	To active enlisted service upon graduation, Involuntary
<b>9276</b>	To active enlisted service upon graduation, Lack of motivation
<b>9287</b>	To active enlisted service upon graduation, Other
<b>9323</b>	To immediate active enlisted service, Inaptitude
<b>9334</b>	To immediate active enlisted service, Disciplinary
<b>9341</b>	To immediate active enlisted service, Academics

9359	To immediate active enlisted service, Voluntary (requested by midshipman)
9369	To immediate active enlisted service, Involuntary
9372	To immediate active enlisted service, Dropped by the institution
9386	To immediate active enlisted service, Lack of motivation
9397	To immediate active enlisted service, Other
940E	Transferred to another officer program
9434	Commission denied (to civilian)
9449	Commission refused (to civilian)
9504	Desertion
97A7	Recoupment, Conscientious Objector
97B7	Recoupment, Homosexuality
97C3	Recoupment, Unsuitable
97D4	Recoupment, Disciplinary
97E1	Recoupment, Academics
97F5	Recoupment, Physical Standards
97G9	Recoupment, Involuntary
97H2	Recoupment, Dropped by the institution
97I6	Recoupment, Lack of motivation
97J7	Recoupment, Other

### Where is the Attrition Code located?

The Attrition Code can be found on the following two forms:

1. Entered on the *Attrition/Security/SAT* tab on the Personal/Program Information form, .
2. Viewed on the *Class Standing* form.

### Attrition Date

The Attrition Date is the date a student was disenrolled from the NROTC program or was commissioned. The Attrition Date **cannot** exceed today's date. In other words, it cannot be a future date. Must be between the Date Reported In and the Date of Estimated Commission.

### Valid Entry:

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

## Where is the Attrition Date located?

The Attrition Date can be found on the following two forms:

1. Entered on the *Attrition/Security/SAT* tab on the Personal/Program Information form, .
2. Viewed on the *Class Standing* form.

## Cross Enroll Code

The alphabetic cross-enroll code for the school a student is attending which must correlate with the host school code. Click the Lookup button, , next to the Cross Enroll field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Cross Enroll field.

### Valid Entry:

Please see the Lookup button, next to the field, for valid entries.

## Where is the Cross Enroll Code field located?

1. The Cross Enroll Code is entered on the *Program* tab on the Personal/Program Information form, .
2. The Cross Enroll Code is viewed on the *Student Information Panel*.

## Cumulative Grade Point Average

Represents a combined average of all semester or quarter grades.

### Valid Entry:

Valid entries include any three-digit number with no decimal point and no sign indicator. Example: 3.65 is entered as 365.

## Where can I find the Cumulative Grade Point Average?

You can find the Cumulative GPA on the *GPA* tab on the Grade Information form, .

## Date of Birth

The Date of Birth of the student which is a required field when the student is reporting in.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-1980

**Where is the Date of Birth located?**

The Date of Birth can be found on the following two forms:

1. Entered on the *Personal* tab of the Personal/Program Information form, .
2. Viewed on the *Service Selection* form for verification that it is correct before the student is processed for Service Selection.

## Date of Graduation

The date that the student graduates.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-1999

**Where can the Date of Graduation be entered?**

The Date of Graduation can be entered on the following two forms:

- The *Program* tab on the Personal/Program Information form, .
- The *Service Selection* form.

## Date of Rank

Date of the last Rank or Rate.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-1999

**Where is the Date of Rank located?**

The Date of Rank is located on the *Program* tab on the Personal/Program Information form, .

## Date Reported

The date a student reported to the NROTC unit. This field is required when the student is reporting in.

### Valid Entry:

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

### Where is Date Reported field located?

The Date Reported field is located on the following two forms:

1. *Program* tab on the Personal/Program Information form, .
2. *Personal* tab on the Staff Information form.

## Demographic Type

The type of community in which an applicant resided. Click the Lookup button, , next to the Demographic Type field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate Demographic Type to automatically fill in the Demographic Type field.

### Valid Entries:

1	Urban (city greater than 500, 000)
2	Suburban (city less than 500,000)
3	Rural (farming/country environment)

### Where is the Demographic History located?

The Demographic History is located on the *History* tab on the Personal/Program Information form, .

## Designator Choice

A student's desired choice of occupation/area of specialization identified by a military designator code. Click on the Lookup Button, , next to the

Choice field, for a list of valid entries. From the list, double-click on the appropriate Designator Code to automatically fill in the Designator Choice field.

**Valid Entry:**

The Designator Choice Code is comprised of four digits. The list below contains the description of the first three positions of the Navy codes including the Unrestricted Line and a Restricted Line, the first three positions of the Staff Corps, the Navy fourth position, and Marine Designator Choice.

**Navy First Three Positions**

Unrestricted Line

110	General
111	Surface Warfare Officer
116	Surface Warfare Trainee
117	Submarine Warfare Trainee
118	Special Warfare Trainee
119	Special Operations Regular
120	Human Resources Officer
131	Naval Pilot Officer
132	Naval Flight Officer
137	Naval Flight Trainee
139	Naval Pilot Trainee
146	Ship Systems Engineering Trainee
152	Aviation Maintenance Duty Officer
160	Special Officer (Information Profession)
161	Special Officer (Cryptology)
163	Special Officer (Intelligence)
164	Cryptology Trainee
165	Special Officer (Public Affairs)

Restricted Line

180	Special Officer (Geophysics)
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Staff Corps

192	Dental Corps
197	Health / Osteoporosis Trainee
198	Health / Dental Trainee
230	Medical Service Corps
290	Nurse Corps Officer
310	Supply Corps Officer
510	Civil Engineer Corps Officer

### **Navy Fourth Position**

5	An officer of the Naval Reserve
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### **Marine**

9110	USMC Scholarship or College Program NROTC
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### **Where can Designator Choices be entered?**

The Designator Choices can be entered on the following two forms:

1. The *Designator* tab on the Personal/Program Information form, .
2. The *Service Selection* form.

## **Designator Indicator**

Indicates the specific community to which the designator applies. Click the Lookup button, , next to the Designator Indicator field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate Designator Indicator to automatically fill in the Designator Indicator field. The Designator Choice field must be completed in order to enter a Designator Indicator.

### **Valid Entry:**

<b>A</b>	ACTIVE
<b>E</b>	ENGINEERING
<b>F</b>	FULL TIME SUP
<b>G</b>	OCEANOGRAPHY
<b>I</b>	INACTIVE

<b>M</b>	OSAM (FINAL)
<b>N</b>	NUCLEAR
<b>P</b>	INFORMATION PRO

### Where can the Designator Indicator be entered?

The Designator Indicator can be entered on the following two forms:

1. The *Designator* tab of the Personal/Program Information form, 
2. The *Service Selection* form.

## DIEMS Date (Date of Initial Entry Military Service)

The date an individual was first enlisted into the military service.

### Valid Entry:

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-1999

### Where is the DIEMS Date located?

The DIEMS Date is located on the *Program* tab on the Personal/Program Information form, .

## Disenrollment Comment

The re-enrollment recommendation a student received at the time of disenrollment. Click on the Lookup Button, , next to the Disenrollment Comment field, to view a list of codes and descriptions. Double-click on the appropriate code and it will automatically be filled into the Disenrollment Comment field.

### Valid Entry:

<b>A</b>	Highly Recommended
<b>B</b>	Average Candidate
<b>C</b>	Need/Reason for Reenrollment
<b>D</b>	If Physical Status is corrected
<b>E</b>	Not Recommended

### **Where is the Disenrollment Comment located?**

The Disenrollment Comment is located on the *Attrition/Security/SAT* tab on the Personal/Program Information form, .

### **Defense Language Aptitude Battery - Date**

The DLAB date is the date a student takes a Defense Language Battery test. This field is required when the student takes a Defense Language Aptitude Battery test.

#### **Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

### **Where is the DLAB Date field located?**

The DLAB Date field can be viewed on the *Languages* tab on the Personal/Program Information form, .

### **Defense Language Aptitude Battery - Score**

A three-digit number indicating the score given for a specific Defense Language Aptitude Battery test that a student takes.

#### **Valid Entry:**

Any three-digit number with no decimal point based on the DLAB's scoring scale. For example, a score of 3.65 would be entered as 365.

### **Where can I find the DLAB Score?**

The individual DLAB Score is viewed on the *Languages* tab on the Personal/Program Information form, .

### **DOD Race Code After August 1, 2005**

Students reporting in after August 1, 2005 will be required to enter the DOD Race. The old Race field will not be available. DOD Race is a required field. Any combination of race may be selected or you may just select "Decline to Respond."

**Valid Entry:**

American Indian/Native Alaskan  
Asian  
Black/African American  
Native Hawaiian/Other Pacific Islander  
White  
Decline to Respond

**Where is the DOD Race field located?**

The DOD Race can be viewed on the *Personal* tab on the Personal/Program Information form, .

## Eagle Scout History

Indicates that the student became an Eagle Scout.

**Valid Entries:**

Y	Yes
N	No

**Where is the Eagle Scout History located?**

The Eagle Scout History is located on the *History* tab on the Personal/Program Information form, .

## Estimated Date of Commission

The date that a student is expected to be commissioned. This field is required when the student is reporting in.

**Valid Entry:**

In valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

**Where is the Estimated Date of Commission located?**

The Estimated Date of Commission can be found on the following three forms:

1. Entered or edited on the *Program* tab on the Personal/Program Information form, .
2. Viewed on the Service Selection form during *Service Selection* to verify that the date is correct.
3. Viewed on the *Student Information Panel*.

## Ethnic

The segment of the population that possess common ethnic characteristics different from the general population. Click the Lookup Button, , next to the Ethnic field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Ethnic field. This field is required when reporting the student in.

### Valid Entry:

<b>1</b>	Other Hispanic descent
<b>2</b>	U.S./Canadian Indian tribes
<b>3</b>	Asian descent
<b>4</b>	Puerto Rican
<b>5</b>	Filipino
<b>6</b>	Mexican
<b>7</b>	Eskimo
<b>8</b>	Aleut
<b>9</b>	Cuban
<b>D</b>	Indian
<b>E</b>	Melanesian
<b>G</b>	Chinese
<b>H</b>	Guamanian
<b>J</b>	Japanese
<b>K</b>	Korean
<b>L</b>	Polynesian
<b>Q</b>	Other Pacific Island descent
<b>S</b>	Latin American with Hispanic descent
<b>V</b>	Vietnamese
<b>W</b>	Micronesian
<b>X</b>	Other - member of ethnic group not included above
<b>Y</b>	None - not associated with any particular ethnic group

**Z** Unknown ethnic group

### Where is the Ethnic field located?

The Ethnic field can be:

1. Entered on the *Personal* tab on the Personal/Program Information form, .
2. Viewed on the *Service Selection* form.

## Fifth Year

Indicates whether or not the student is eligible for Fifth Year benefits. This field is view only and cannot be changed at the schools.

### Valid Entry:

**E** Eligible

### Where is the Fifth Year field located?

The Fifth Year field is located on the *Program* tab on the Personal/Program Information form, .

## Final Aptitude

Average aptitude grade based on the semester or quarter aptitude grades within a given year (not cumulative- do not include previous years grades). Grades are based on 5.0 grading scale with no sign character or decimal point.

### Valid Entry:

The entry should be any valid three-digit number with no decimal point. For example, a GPA of 3.65 would be entered as 365.

### Where can I find the Final Aptitude field?

The Final Aptitude can be found on the following two forms:

1. The Final Aptitude grade can be entered on the *Aptitude* tab on the Grade Information form, .

2. Viewed on the *Service Selection* form for validation during Service Selection.

## Final Designator

The Final Designator is a four-digit code indicating the occupation/area of specialization assigned to the student at the time of commissioning. The Final Designator field is view only.

### Valid Entry:

Any appropriate Designator Code.

1105	GENERAL UNREST LINE USNR
1115	UNREST/SURFACE WARFARE USNR
1165	UNREST/TRAIN SURFACE WAR USNR
1175	UNREST/TRAIN SUBMARIN WAR USNR
1185	UNREST/TRAIN SPECIAL WAR USNR
1195	UNREST/TRAIN SPEC OPS RES USNR
1205	SPECIAL DUTY/HUMAN RESOURCES
1315	UNREST PILOT USNR
1325	UNREST/NFO USNR
1375	UNREST/TRAIN NFO USNR
1395	UNREST/TRAIN PILOT RES USNR
1465	ENGR DTY/TRAIN SHIP SYS USNR
1525	AERO EDO/MAIN.RES OFF USNR
1605	SPECIAL DTY/INFORMATION PRO
1615	SPECIAL DTY/CRYPO RES OFF USNR
1635	SPECIAL DTY/INTELLIGENCE USNR
1645	SPECIAL DUTY / CRYPTO TRAINEE
1655	SPECIAL DTY/PUBLIC AFFRS USNR
1805	SPECIAL DTY/GEOPHYSICS USNR
1925	UNREST TRAIN DENTAL CORPS
1975	UNREST TRAIN HEALTH/OSTEO
1985	UNREST TRAIN HEALTH/DENTAL
2305	USNR MED SVC CORPS
2905	NURSE CORPS
3105	SUPPLY CORPS USNR

5105	CIVIL ENGR CORPS USNR
9110	SCHOLAR & COL PGM MARINE OPT

### Where is the Final Designator field located?

The Final Designator field can be found on the following two forms:

1. *Program* tab on the Personal/Program Information form,  for view only.
2. *Service Selection* form for view only.
3. *Occupational* tab on the Staff Information form for view only.

Please follow the links above for a detailed description on when to use the forms. For information regarding entering a student's preferred occupation/area of specialization, please see *Designator Choices*.

## Final Designator Indicator

The specific community to which the Final Designator belongs (for Service Selection). This field is view only.

### Valid Entry:

<b>A</b>	ACTIVE
<b>E</b>	ENGINEERING
<b>F</b>	FULL TIME SUP
<b>G</b>	OCEANOGRAPHY
<b>I</b>	INACTIVE
<b>M</b>	OSAM (FINAL)
<b>N</b>	NUCLEAR
<b>P</b>	INFORMATION PRO

### Where is the Final Designator Indicator located?

The Final Designator Indicator can be viewed on the following form:

The Final Designator Indicator is viewed on the *Program* tab on the Personal/Program Information form, .

## Final From Training Date

Summer training final start date for subsistence.

**Valid Entry:**

Any valid date in the format of DD-MON-YYY. For example: 20-JAN-2000

**Where is the Final From Date found?**

The Final From Date can be found on the following form:

- The *Training Dates* tab of the Pay and Account Information form, 

## Final Thru Training Date

Summer training final stop date for subsistence.

**Valid Entry:**

Any valid date in the format of DD-MON-YYY. For example: 20-JAN-2000

**Where is the Final Thru Date located?**

The Final Thru Date can be found on the following form:

- The *Training Dates* tab of the Pay and Account Information form, 

## Final Major

Identifies the final course of academic study chosen by a student. Click the Lookup Button, , next to the Major field, for a list of all valid majors and descriptions.

**Valid Entry:**

Please see the Lookup Button next to the Major field.

**Where is the Final Major field located?**

The Final Major can be viewed on the *Service Selection* form. Related topics:

- *Major History* form
- *Major*

## First Name

Legal first full name of an individual. The First Name field is required when reporting the student in.

### Valid Entry:

Must be alphabetic characters with no special characters and no spaces.

### Where is the First Name field located?

1. The First Name field can be entered or changed on the *Personal* tab on the Personal/Program Information form, .
2. The First Name can be viewed on several other forms under the Task menu.

## Grade Point Average

Represents the average of all college work and all academic courses for one term based on the grade point system of the school. Pass/fail courses are not included.

### Valid Entry:

Include any three-digit number with no decimal point and no sign indicator. For example, 3.65 is entered as 365.

### Where is Grade Point Average field located?

The Grade Point Average field is located on the *GPA* tab on the Grade Information form, .

## High School Diploma History

The type of diploma the student received. Click on the Lookup Button, , next to the High School Diploma field, for a list of valid codes and descriptions. From the list, double-click on the appropriate Diploma code to automatically fill in the High School Diploma field.

### Valid Entry:

<b>G</b>	General Equivalency Diploma
<b>H</b>	High School Diploma

**Where is the High School Diploma field located?**

The High School Diploma field is located on the *History* tab on the Personal/Program Information form, .

**High School Type History**

The type of high school the student attended. Click on the Lookup Button, , next to the High School Type field, for a list of valid codes and descriptions. From the list, double-click on the appropriate High School Type code to automatically fill in the High School Type field.

**Valid Entry:**

<b>0</b>	Not Applicable (GED)
<b>1</b>	Public (Graduating Class greater than 100)
<b>2</b>	Public (Graduating Class less than 100)
<b>3</b>	Private (Graduating Class greater than 100)
<b>4</b>	Private (Graduating Class less than 100)

**Where is the High School Type field located?**

The High School Type is located on the *History* tab on the Personal/Program Information form, .

**Home of Record**

Student's home address. Name of city, town or village.

**Valid Entry:**

Any valid address. For example: 701 Elm Street, Anderson, IL 99999

**Where can the Home of Record be entered?**

The Home of Record can be entered on the following two forms:

1. The *Designator* tab on the Personal/Program Information form, .
2. The *Service Selection* form.

## Instate Resident

The residential status of a student with respect to the college a student attends. In other words, it specifies whether the student is a resident of the state in which the school to which they are reporting resides. Click the Lookup Button, , next to the Instate Resident field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Instate Resident field. This field is required when reporting the student in.

### Valid Entry:

<b>N</b>	Nonresident
<b>P</b>	Private
<b>R</b>	Resident

### Where is the Resident field located?

The Resident field is located on the *Personal* tab on the Personal/Program Information form, .

## JROTC History

Indicates the type of Junior Reserve Officer Training Corps a student participated. Click on the Lookup Button, , next to the High School JROTC field, for a list of valid codes and descriptions. From the list, double-click on the appropriate JROTC code to automatically fill in the Percent High School Rank field.

### Valid entries include:

<b>A</b>	Army
<b>F</b>	Air Force
<b>M</b>	Marine Corps
<b>N</b>	Navy

### Where is the High School JROTC field located?

The High School JROTC field is located on the *History* tab on the Personal/Program Information form, .

## Language Details - Date

The Language Details - Date field is the date that a student takes the language assessment test in Language Details section.

### Valid Entry:

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

### Where is the Language Details - Date field located?

The Language Details - Date field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## Language Details - Obtained

The Language Details - Obtained field is the educational setting that the student has taken a test. Click the Lookup Button, , next to the Obtained field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Obtained field. This field is required when entering the student's record.

### Valid Entry:

<b>A</b>	Civilian School
<b>B</b>	DLI
<b>C</b>	Foreign Residence
<b>D</b>	Home Environment
<b>E</b>	Military School (not DLI)
<b>F</b>	Self Study

### Where is the Language Obtained field located?

The Language Obtained field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## Language Details - Source

The Language Details - Source field describes common language sources. Click the Lookup Button, , next to the Source field, for a list of all valid descriptions. From the list, double-click on the appropriate description to automatically fill in the Source field. This field is required when entering the student's record.

**Valid Entry:**

<b>DLPT1</b>
<b>DLPT2</b>
<b>DLPT3</b>
<b>DLPT4</b>
<b>DLPT5</b>
<b>Self Assessment</b>

**Where is the Language Details - Source field located?**

The Language Details - Source field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## Language Details - Status

The Language Details - Status field is the status that describes whether the student passes a test or has taken a test. Click the Lookup Button, , next to the Status field, for a list of all valid statuses. From the list, double-click on the appropriate status to automatically fill in the Status field. This field is required when entering the student's record.

**Valid Entry:**

<b>Graded</b>
<b>Not Applicable</b>
<b>Not Ordered</b>
<b>Ordered</b>
<b>Pending</b>

**Where is the Language Details - Status field located?**

The Language Details - Status field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## Language Proficiency - Listening

The listening language proficiency skill level shows how proficiently a student listens to a foreign language when he/she takes a test. Click the Lookup Button, , next to the Listening field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Listening field. This field is required when entering the student's record.

**Valid Entry:**

<b>0</b>	No Proficiency
<b>0+</b>	Memorized Proficiency
<b>1</b>	Elementary Proficiency
<b>1+</b>	Elementary Proficiency Plus
<b>2</b>	Limited Working Proficiency
<b>2+</b>	Limited Working Proficiency Plus
<b>3</b>	General Professional Proficiency
<b>3+</b>	General Professional Proficiency Plus
<b>4</b>	Advanced Professional Proficiency
<b>4+</b>	Advanced Professional Proficiency Plus
<b>5</b>	Functionally Native Proficiency

**Where is the Listening field located?**

The Listening field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## Language Proficiency - Reading

The reading language proficiency skill level shows how proficiently a student reads a foreign language when he/she takes a test. Click the Lookup Button, , next to the Reading field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Reading field. This field is required when entering the student's record.

**Valid Entry:**

<b>0</b>	NO PROFICIENCY
<b>0+</b>	MEMORIZED PROFICIENCY
<b>1</b>	ELEMENTARY PROFICIENCY
<b>1+</b>	ELEMENTARY PROFICIENCY PLUS
<b>2</b>	LIMITED WORKING PROFICIENCY
<b>2+</b>	LIMITED WORKING PROFICIENCY PLUS
<b>3</b>	GENERAL PROFESSIONAL PROFICIENCY

3+	GENERAL PROFESSIONAL PROFICIENCY PLUS
4	ADVANCED PROFESSIONAL PROFICIENCY
4+	ADVANCED PROFESSIONAL PROFICIENCY PLUS
5	FUNCTIONALLY NATIVE PROFICIENCY

### Where is the Reading field located?

The Reading field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## Language Proficiency - Speaking

The speaking language proficiency skill level shows how proficiently a student speaks a foreign language when he/she takes a test. Click the Lookup Button, , next to the Speaking field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Speaking field. This field is required when entering the student's record.

### Valid Entry:

0	No Proficiency
0+	Memorized Proficiency
1	Elementary Proficiency
1+	Elementary Proficiency Plus
2	Limited Working Proficiency
2+	Limited Working Proficiency Plus
3	General Professional Proficiency
3+	General Professional Proficiency Plus
4	Advanced Professional Proficiency
4+	Advanced Professional Proficiency Plus
5	Functionally Native Proficiency

### Where is the Speaking field located?

The Speaking field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## Language Proficiency - Translation

The translation language proficiency skill level shows how proficiently a student translates a foreign language when he/she takes a test. Click the Lookup Button, , next to the Translation field, for a list of all valid

codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Translation field. This field is required when entering the student's record.

**Valid Entry:**

<b>0</b>	No Proficiency
<b>0+</b>	Memorized Proficiency
<b>1</b>	Elementary Proficiency
<b>1+</b>	Elementary Proficiency Plus
<b>2</b>	Limited Working Proficiency
<b>2+</b>	Limited Working Proficiency Plus
<b>3</b>	General Professional Proficiency
<b>3+</b>	General Professional Proficiency Plus
<b>4</b>	Advanced Professional Proficiency
<b>4+</b>	Advanced Professional Proficiency Plus
<b>5</b>	Functionally Native Proficiency
<b>NA</b>	Not Applicable

**Where is the Translation field located?**

The Translation field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## Language Proficiency - Writing

The writing language proficiency skill level shows how proficiently a student writes a foreign language when he/she takes a test. Click the Lookup Button, , next to the Writing field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Writing field. This field is required when entering the student's record.

**Valid Entry:**

<b>0</b>	No Proficiency
<b>0+</b>	Memorized Proficiency
<b>1</b>	Elementary Proficiency
<b>1+</b>	Elementary Proficiency Plus
<b>2</b>	Limited Working Proficiency
<b>2+</b>	Limited Working Proficiency Plus
<b>3</b>	General Professional Proficiency
<b>3+</b>	General Professional Proficiency Plus
<b>4</b>	Advanced Professional Proficiency

4+	Advanced Professional Proficiency Plus
5	Functionally Native Proficiency

### Where is the Writing field located?

The Writing field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## Last Name

The legal last full name of an individual. May contain only one space between last name and a predefined list of suffixes (JR, SR, II, III, or IV). For more information on suffixes, see *Suffix lookup*. The Last Name field is required when reporting the student in.

### Valid Entry:

Must be alphabetic characters with no special characters, no numbers and no spaces except between the last name and a suffix if any.

### Where can I find the Last Name field?

1. The Last Name field can be edited on the *Personal* tab on the Personal /Program Information form, .
2. The Last Name can be viewed on several other forms under the Task menu for identification purposes.

## Leave of Absence - Begin Date

The date that the student begins leave of absence. Must be between the Date Reported In and the Date of Estimated Commission. It cannot be a future date.

### Valid Entry:

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

### Where is the LOA Begin Date?

The Leave of Absence Begin Date can be found on the LOA History form, .

## Leave of Absence - Code

The type of leave of absence a student is currently or has been on.

### Valid Entry:

The four characters of the leave of absence are divided into three parts for definition.

First Character- Reason for LOA.

<b>A</b>	Academic (in good standing)
<b>B</b>	Academic Probation
<b>C</b>	Aptitude
<b>D</b>	Special
<b>E</b>	Medical
<b>F</b>	Undecided if returning to program
<b>G</b>	Waiting to be disenrolled
<b>H</b>	Co-op

Second Character - The school term when LOA began.

<b>1</b>	Fall Quarter
<b>2</b>	Winter Quarter
<b>3</b>	Spring Quarter
<b>4</b>	Summer Quarter
<b>5</b>	Fall Semester
<b>6</b>	Spring Semester
<b>7</b>	Summer Semester

Third and Fourth Characters - The number of months the student is expected to remain in LOA status.

### Where is the LOA Code?

The LOA Code is located on the LOA History form, .

## Leave of Absence - End Date

The date the student was removed from leave of absence. Must be between the Date Reported In and the Date of Estimated Commission. It cannot be a future date.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

**Where is the LOA Code?**

The end date is found on the LOA History form, .

## Legal Residence

The two letter United States Postal Service abbreviation for the state. Click the Lookup button, , next to the Legal Residence field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Legal Residence field. This field is required when reporting the student in.

**Valid Entry:**

<b>AL</b>	Alabama
<b>AK</b>	Alaska
<b>AZ</b>	Arizona
<b>AR</b>	Arkansas
<b>CA</b>	California
<b>CO</b>	Colorado
<b>CT</b>	Connecticut
<b>DC</b>	District of Columbia
<b>DE</b>	Delaware
<b>FL</b>	Florida
<b>GA</b>	Georgia
<b>GU</b>	Guam
<b>HI</b>	Hawaii
<b>ID</b>	Idaho
<b>IL</b>	Illinois
<b>IN</b>	Indiana

<b>IA</b>	Iowa
<b>KS</b>	Kansas
<b>KY</b>	Kentucky
<b>LA</b>	Louisiana
<b>ME</b>	Maine
<b>MD</b>	Maryland
<b>MA</b>	Massachusetts
<b>MI</b>	Michigan
<b>MN</b>	Minnesota
<b>MS</b>	Mississippi
<b>MO</b>	Missouri
<b>MT</b>	Montana
<b>NE</b>	Nebraska
<b>NV</b>	Nevada
<b>NH</b>	New Hampshire
<b>NJ</b>	New Jersey
<b>NM</b>	New Mexico
<b>NY</b>	New York
<b>NC</b>	North Carolina
<b>ND</b>	North Dakota
<b>OH</b>	Ohio
<b>OK</b>	Oklahoma
<b>OR</b>	Oregon
<b>PA</b>	Pennsylvania
<b>PR</b>	Puerto Rico
<b>RI</b>	Rhode Island
<b>SC</b>	South Carolina
<b>SD</b>	South Dakota
<b>TN</b>	Tennessee
<b>TX</b>	Texas
<b>UT</b>	Utah
<b>VT</b>	Vermont
<b>VI</b>	Virgin Islands
<b>VA</b>	Virginia
<b>WA</b>	Washington

<b>WV</b>	West Virginia
<b>WI</b>	Wisconsin
<b>WY</b>	Wyoming

### Where is the Legal Residence field located?

1. The Legal Residence field is located on the *Personal* tab on the Personal/Program Information form, .
2. The Legal Residence Field is viewed on the *Student Information Panel*.

## Major

Identifies the primary course of academic study chosen by a student currently or historically.

### Valid Entries:

See the Lookup button, , next to the field for valid entries.

### Where can I find the Major Code?

The Major code can be found on the following two forms:

1. Entered or changed on the *Personal* tab on the Personal/Program Information form, .
2. If a student has changed their major, a list of previous Major codes can also be viewed on the Major tab of the History form, .

## Marital Status History

The marital status of the student. Click on the Lookup Button, , next to the Marital Status field, for a list of valid codes and descriptions. From the list, double-click on the appropriate Marital Status code to automatically fill in the Marital Status field.

### Valid Entries:

<b>D</b>	Divorced
	Married
<b>S</b>	Single

## Where is the Marital Status History located?

The Marital Status History can be found on the following two forms:

1. Entered on the *History* tab on the Personal/Program Information form, .
2. Viewed on the *Service Selection* form.

## Middle Initial

A single alphabetic character representing an individual's middle name/initial.

### Valid Entry:

Must be one alphabetic character or blank, no special characters or numbers.

### Where can I find the Middle Initial field?

1. The Middle Initial can be entered or edited on the *Personal* tab on the Personal/Program Information form, .
2. The Middle Initial can be viewed on several other forms under the Task menu.

## Military Offspring

Indicates whether the student is a child of a career military member.

### Valid Entries:

Y	Yes
N	No

### Where is the Military Offspring field located?

The Military Offspring field is located on the *History* tab on the Personal/Program Information form, .

## Naval Science Course Grade

A three-digit number indicating the Naval Science grade given for a specific Naval Science Class.

**Valid Entry:**

Any three-digit number with no decimal point based on the university's grading scale. For example, a grade of 3.65 would be entered as 365.

**Where can I find the Naval Science Course Grade?**

The individual Naval Science Course Grades are entered on the *Naval Science* tab of the Grade Information form, .

Note: The Naval Science GPA for class standing is entered on the Class Standing form.

## Naval Science GPA

A three-digit number indicating the Naval Science final average grade. Includes course approved in lieu of normal Naval Science course.

**Valid Entry:**

Any three-digit number with no decimal point based on the Navy's 4.0 grading scale. For example, a GPA of 3.65 would be entered as 365.

**Where can I find the Class Standing Naval Science GPA?**

The final overall Naval Science GPA can be entered on the *Class Standing* form.

Note: Individual Naval Science course grades are entered on the *Naval Science* tab of the Grade Information form, .

## Naval Science Course Identification

A code which identifies a specific Naval Science course.

**Valid Entries:**

- NSA Introduction to Naval Science
- NSB Naval Ships Systems I (Engineering)
- NSC Naval Ships Systems II (Weapons)

- NSD Seapower and Maritime Affairs
- NSE National Security Policy
- NSF American Military Affairs
- NSG Navigation and Naval Operations I
- NSH Navigation and Naval Operations II
- NSJ Evolution of Warfare
- NSK Leadership and Management I
- NSL Leadership and Management II
- NSM Amphibious Warfare
- NSN Naval Science for Merchant Marine Officer I
- NSO Naval Science for Merchant Marine Officer II
- NSP Naval Science for Merchant Marine Officer III

### Where can I find the NSI field?

You can find the NSI field on the *Cruise/NSI* tab on the Grade Information form, .

## Naval Science Year

The year the student is currently classified with respect to the Naval Science courses. This field is required when reporting the student in.

### Valid Entry:

1	First Naval Science Year
2	Second Naval Science Year
3	Third Naval Science Year
4	Fourth Naval Science Year
5	Student currently receiving fifth-year benefits

### Where is the Naval Science Year field located?

The Naval Science Year can be found on the following three forms:

1. Entered on the *Program* tab on the Personal/Program Information form, .
2. Viewed on the *Commutation Pay* form.
3. Viewed on the *Student Information Panel*.

## No Self-Assessed Foreign Language Proficiency

The self-assessed foreign language proficiency is marked when a student does not take a self-assessed foreign language proficiency test. This field is required when a student does not take a self-assessed foreign language proficiency test.

**Valid Entry:**

The field is marked when a student does not take a self-assessed foreign language proficiency test.

**Where is the No Self-Assessed Foreign Language Proficiency field located?**

The No Self-Assessed Foreign Language Proficiency field can be viewed on the *Languages* tab on the Personal/Program Information form, .

## **Not Physically Qualified (NPQ) Reason**

The reason a student is not physically qualified.

**Valid Entry:**

Any pertinent comments and remarks.

**Where can the NPQ Reason be entered?**

The NPQ Reason can be entered on the following two forms:

1. The *Designator* tab on the Personal/Program Information form, .
2. The *Service Selection* form.

## **NSY Effective Date**

DFAS uses the NSY (Naval Science Year) Effective Date to start the tier pay for the student's given Naval Science Year. When reporting a student in, this field is required. The NSY Effective Date should either be the date that the student reported in or the last date the NSY changed. The NSY Effective Date is changed automatically during the NSY-roll process during the summer.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. Example: 20-JAN-2000

### Where is the NSY Effective Date field located?

The NSY Effective Date is located on the *Program* tab on the Personal/Program Information form, .

## Number of Dependents History

The total number of persons for whom the student is financially responsible.

### Valid Entry:

0	None
1	one person
2	two persons
3	three persons
4	four persons
5	five persons
6	six persons
7	seven persons
8	eight persons
9	nine persons

### Where is the Number of Dependents field located?

The Number of Dependents field can be on the following two forms:

1. Entered or changed on the *History* tab on the Personal/Program Information form, .
2. Reviewed for correctness before the student is selected for service on the *Service Selection* form.

## Number of Hours Attempted for Overall GPA

The total number of hours completed for a degree. Pass/fail classes are not included.

### Valid Entry:

Includes any three-digit number representing the number of hours completed. Example: 125

## Where can I find the Number of Hours Attempted for Overall GPA?

The number of hours attempted for overall GPA can be found on the following form:

1. Entered on the *Class Standing* form.

## Occupational Grade

Grade is the specialized experience at or equivalent to work at the next level, that provides the knowledge, skills, and abilities to perform the work of the position.

### Valid Entry:

<b>04</b>	GS-04
<b>05</b>	GS-05
<b>06</b>	GS-06
<b>07</b>	GS-07

## Where is the Occupational Grade field located?

The Occupational Grade field can be viewed on the *Occupational* tab on the Staff Information form.

## Occupational Series

When an employee is classified in his work field, that he/she should be placed in the job position category rather than in the category in the crosswalk that they would, otherwise, be placed on their OPM occupation codes. The employees, who are classified at the grade job entry, should be placed in the sub-category of their job entry category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these sub-categories.

### Valid Entry:

<b>0203</b>	HUMAN RESOURCE ASSISTANT (MILITARY)
<b>0204</b>	MILITARY PERSONNEL CLERICAL & TECHNICAL
<b>0303</b>	MISCELLANEOUS CLERK & ASSISTANT
<b>0318</b>	SECRETARY
<b>0326</b>	OFFICE AUTOMATION CLERICAL & ASSISTANT
<b>2005</b>	SUPPLY CLERICAL & TECHNICAL

### Where is the Occupational Series field located?

The Occupational Series field can be viewed on the *Occupational* tab on the Staff Information form.

## Occupational Status

Status is the length of job employment that an employee is in.

### Valid Entry:

<b>P</b>	PERMANENT
<b>T</b>	TEMPORARY

### Where is the Occupational Status field located?

The Occupational Status field can be viewed on the *Occupational* tab on the Staff Information form.

## Occupational Step

Education, training, and work experience indicate that an employee steps into work experience and job duties or responsibilities of the grade level and operate with the degree of independence and responsibility typical of the level.

### Valid Entry:

<b>01</b>	WITHIN GRADE STEP 01
<b>02</b>	WITHIN GRADE STEP 02
<b>03</b>	WITHIN GRADE STEP 03
<b>04</b>	WITHIN GRADE STEP 04
<b>05</b>	WITHIN GRADE STEP 05
<b>06</b>	WITHIN GRADE STEP 06
<b>07</b>	WITHIN GRADE STEP 07
<b>08</b>	WITHIN GRADE STEP 08
<b>09</b>	WITHIN GRADE STEP 09
<b>10</b>	WITHIN GRADE STEP 10

### Where is the Occupational Step field located?

The Occupational Step field can be viewed on the *Occupational* tab on the Staff Information form.

## Option Code

The Option Code indicates whether the student has chosen the Navy (N) or Marine (M) training program. Changes are made by NETC.

### Valid Entry:

<b>M</b>	Marine
<b>N</b>	Navy

### Where is the Option Code field located?

The Option Code field can be found on the following three forms:

1. History form, , for view only.
2. *Occupational* tab on the Staff Information form for view only.
3. *Student Information Panel* for view only.

## Paygrade

Paygrades are the administrative classifications used to standardize compensation across the military services.

The first character of paygrade is alphabetic and indicates the classification of enlisted personnel ('E'), commissioned officers ('O'), and warrant officers ('W').

The second character of paygrade is numeric and represents the rank of military personnel.

### Valid Entry:

<b>MARINE CORPS</b>	
<b>E-1</b>	Private
<b>E-2</b>	Private First Class
<b>E-3</b>	Lance Corporal
<b>E-4</b>	Corporal
<b>E-5</b>	Sergeant
<b>E-6</b>	Staff Sergeant
<b>E-7</b>	Gunnery Sergeant
<b>E-8</b>	Master Sergeant or First Sergeant
<b>E-9</b>	Master Gunnery Sergeant or Sergeant Major
<b>O-1</b>	Second Lieutenant

<b>O-2</b>	First Lieutenant
<b>O-3</b>	Captain
<b>O-4</b>	Major
<b>O-5</b>	Lieutenant Colonel
<b>O-6</b>	Colonel
<b>O-7</b>	Brigadier General
<b>O-8</b>	Major General
<b>O-9</b>	Lieutenant General
<b>O-10</b>	General
<b>W-1</b>	Warrant Officer
<b>W-2</b>	Chief Warrant Officer
<b>W-3</b>	Chief Warrant Officer
<b>W-4</b>	Chief Warrant Officer
<b>W-5</b>	Chief Warrant Officer

<b>NAVY</b>	
<b>E-1</b>	Seaman Recruit
<b>E-2</b>	Seaman Apprentice
<b>E-3</b>	Seaman
<b>E-4</b>	Petty Officer Third Class
<b>E-5</b>	Petty Officer Second Class
<b>E-6</b>	Petty Officer First Class
<b>E-7</b>	Chief Petty Officer
<b>E-8</b>	Senior Chief Petty Officer
<b>E-9</b>	Master Chief Petty Officer or Fleet Command Master Chief Petty Officer
<b>O-1</b>	Ensign
<b>O-2</b>	Lieutenant Junior Grade
<b>O-3</b>	Lieutenant
<b>O-4</b>	Lieutenant Commander
<b>O-5</b>	Commander
<b>O-6</b>	Captain
<b>O-7</b>	Rear Admiral (Lower Half)
<b>O-8</b>	Rear Admiral (Upper Half)
<b>O-9</b>	Vice Admiral
<b>O-10</b>	Admiral or Fleet Admiral
<b>W-2</b>	Chief Warrant Officer
<b>W-3</b>	Chief Warrant Officer
<b>W-4</b>	Chief Warrant Officer

**Where is the Paygrade field located?**

The Paygrade field can be viewed on the *Occupational* tab on the Staff Information form.

## Percentile High School Rank History

Lineal rank in the high school graduation class. Click on the Lookup Button, , next to the Percent High School Rank field, for a list of valid codes and descriptions. From the list, double-click on the appropriate High School Rank code to automatically fill in the Percent High School Rank field.

### Valid Entry:

0	Not Applicable (GED)
1	Top 20%
2	Top 40%
3	Top 60%
4	Top 80%
5	Below 80%

### Where is the Percent High School Rank field located?

The Percent High School Rank is located on the *History* tab on the Personal/Program Information form, .

## Percentage Withholding

Percentage of state income tax withholding for Arizona residents only.

### Valid Entry:

10, 20, 22, 28, or 32 percent.

### Where is the Percentage Withholding located?

The Percentage Withholding can be entered on the *Withholding* tab of the Pay and Account Information form, .

## Photograph

If the school has supplied a photograph of the student, it will be displayed in this area.

### Where can I find the Photograph?

The photograph is located on the *Personal/Program Information* tab on the Personal/Program Information form, .

## Physical Fitness Test

The code (for the Navy option) or numeric score (for Marine option) of the physical fitness test. If the student is in the Navy program, there will be a Lookup button next to the PFT Code data entry field. Click the Lookup Button, , for a list of all valid PFT Codes and descriptions. From the list, double-click on the appropriate PFT Code to automatically fill in the PFT Code field. Note this test is required once per term. If the student is enrolled in the Marine program, a numeric score will be entered and no Lookup button will be available. See below for valid entries.

### Valid Entry:

For Marine options, any number from 0 - 999.

For Navy options, enter one of the following codes:

<b>EXH</b>	Excellent High
<b>EXL</b>	Excellent Low
<b>EXM</b>	Excellent Medium
<b>GOH</b>	Good High
<b>GOL</b>	Good Low
<b>GOM</b>	Good Medium
<b>OTH</b>	Outstanding High
<b>OTL</b>	Outstanding Low
<b>OTM</b>	Outstanding Medium
<b>SAH</b>	Satisfactory High
<b>SAM</b>	Satisfactory Low
<b>SML</b>	Satisfactory Marginal
<b>UNS</b>	Unsatisfactory

### Where is the PFT Located?

The PFT rank can be found on the following form:

1. The *PFT* tab of the Swim/PFT/Sail form, .

## Physical - Initial Physical Date

The date the student's initial physical was completed.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

**Where is the Initial Physical Date located?**

The Initial Physical Date is located on the *Physical Status* tab on the Personal/Program Information form, .

**Physical Status - Initial**

The medical status of incoming students as assigned by DODMERB or BUMED. Click the Lookup Button, , next to the Initial Physical Code, for a list of valid codes and descriptions. Double-click on the appropriate Code to automatically fill in the Initial Physical Status field.

**Valid Entry:**

<b>D</b>	Disqualified
<b>E</b>	Restricted, Nurse
<b>L</b>	QUAL UNR CORR 20/20
<b>Q</b>	Qualified
<b>R</b>	Remedial
<b>W</b>	Waiverable
<b>Y</b>	Waiver Pending*
<b>Z</b>	Waiver Denied*

\*Note: Waiver is required.

**Where is the Initial Physical Status located?**

The Initial Physical Status is located on the *Physical Status* tab on the Personal/Program Information form, .

**Physical Status - Pre-Commission**

The code that represents the physical status for commissioning. Click the Lookup button, , next to the Pre-Commission Physical Code, for a list of valid codes and descriptions. Double-click on the correct code in that

list and it will automatically be entered into the Pre-Commission Physical Code field.

**Valid Entry:**

<b>A</b>	Qualified Aviation (Pilot)
<b>B</b>	Qualified Aviation (NFO)
<b>M</b>	Marine Qualified
<b>N</b>	Not Physically Qualified
<b>P</b>	Physically Qualified; Restricted Line Only
<b>S</b>	Qualified Surface
<b>U</b>	Qualified Subsurface

**Where is the Pre-Commission Physical information located?**

The Pre-Commission Physical can be found on the following two forms:

1. The Pre-Commission Physical Code is found on the *Physical Status* tab on the Personal/Program Information form, .
2. The Pre-commissioning Physical Code can be viewed on the *Service Selection* form to validate that it is correct before the student is selected for service.

## Pre-Commission Physical Date

The date the student's Pre-Commission Physical was completed.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 01-JAN-2000

**Where is the Pre-Commission Physical Date located?**

The Pre-Commission Physical Date can be found on the following two forms:

1. Entered on the *Physical Status* tab on the Personal/Program Information form, .
2. Viewed for correctness on the *Service Selection* form.

## Previous School Code

If a student was previously enrolled in another school, the Previous School Code field will display that school's code. This field is view only; changes cannot be made to it. By clicking the Lookup Button, , next to the Previous School Code field, you can view a list of all school names and their codes.

**Valid Entry:**

Any valid School Code can be **viewed** in the Previous School Code field. No Entries can be made.

**Where is the Previous School Code field located?**

The Previous School Code field is viewed on the *Program* tab on the Personal/Program Information form, .

## Probation - Begin Date

The date the student began the probationary period. Must be between the Date Reported In and the Date of Estimated Commission. It cannot be a future date.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

**Where can I find the Probation Begin Date?**

You can find the Probation Begin Date on the Probation Information form, .

## Probation - Code

The code identifying why a student is on probation. Press the Valid Entry Button, , next to the Probation Code, for a complete list of valid probation codes.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000.

**Where can I find the Probation Begin Date?**

You can find the Probation Begin Date on the Probation Information form,



## Probation - Code

The code identifying why a student is on probation. Press the Valid Entry Button, , next to the Probation Code, for a complete list of valid probation codes.

### Valid Entry:

The four characters of the probation are divided into three parts for definition.

First Character - Reason for Probation.

<b>A</b>	Academic
<b>B</b>	Disciplinary
<b>C</b>	Inaptitude
<b>D</b>	Physical conditioning
<b>E</b>	Working below potential

Second Character - The school term when the probation began.

<b>1</b>	Fall Quarter
<b>2</b>	Winter Quarter
<b>3</b>	Spring Quarter
<b>4</b>	Summer Quarter
<b>5</b>	Fall Semester
<b>6</b>	Spring Semester
<b>7</b>	Summer Semester

Third and Fourth Characters - The number of months the student is expected to remain on Probation.

### Where can I find the Probation Code?

You can find the Probation Code on the Probation Information form, .

## Probation - End Date

The date the student ended the probationary period. Must be between the Date Reported In and the Date of Estimated Commission. It cannot be a future date.

### Valid Entry:

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

### Where can I find the Probation End Date?

You can find the Probation End Date on the Probation Information form,



## Program Code - Effective Date

The date the Program Code was effective. This field is view only.

### Valid Entry:

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

### Where is the Program Code Effective Date located?

The Program Code Effective Date is located on the *Program* tab on the Personal/Program Information form, .

## Program Code - History Date

The date the program code was changed.

### Valid Entry:

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000.

### Where can I find the Program Code History Date?

You can find the History Date on the Main Student Program Desktop, under the toolbar. This is viewable only after a student has been loaded.

## Program Code - Non-STA21

The number of years and type of scholarship a student has received or the specific program the student is enrolled in.

### Valid Entry:

The two characters of the program code are divided into two parts for definition.

#### First Character

<b>1</b>	Tweeddale Technical Scholarship
<b>2</b>	Tweeddale Minority Scholarship
<b>3</b>	Tweeddale Competition
<b>4</b>	National Competition
<b>5</b>	College Program ECP/MECEP
<b>6</b>	NETC Controlled Scholarship
<b>7</b>	Restricted Line Nurse Program
<b>8</b>	PNS Scholarship

#### Second Character

<b>A</b>	Four Year
<b>B</b>	Three Year
<b>C</b>	Two Year
<b>D</b>	One Year
<b>E</b>	ECP Student only
<b>F</b>	Financial Hardship (ECP only) (first digit must be a "5")
<b>G</b>	CEC-ECP only (first digit must be a "5")
<b>H</b>	Aviation ECP only (first digit must be a "5")
<b>M</b>	Marine Enlisted Student (MECEP only) (first digit must be a "5")
<b>N</b>	Nuclear Student (ECP only) (first digit must be a "5")
<b>P</b>	Perpective Scholarship Recipient
<b>S</b>	Pre-selected Three Year Scholarship (first digit must be a "5")

**Where can I find the Program Code?**

You can find the Program Code on the *Program Code* tab on the History form, .

## Program Code - STA21

Specifies the STA21 program the student is enrolled in.

### Valid Entry:

<b>SF</b>	CORE
<b>SG</b>	NUCLEAR
<b>SH</b>	SWO
<b>SI</b>	PILOT
<b>SJ</b>	NFO
<b>SK</b>	SPECWAR
<b>SL</b>	SPECOP
<b>SM</b>	CEC
<b>SN</b>	NURSE
<b>SO</b>	SUPPLY
<b>SQ</b>	INTEL
<b>SR</b>	CRYPTO
<b>SS</b>	IW

### Where can I find the Program Code?

You can find the Program Code on the *Program Code* tab on the History form, .

## Projected Report Date

The date that a military staff member is expected to arrive. This field is required when the military staff member arrives.

### Valid Entry:

In valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000

### Where is the Projected Report Date located?

The Projected Report Date can be viewed on the *Occupational* tab on the Staff Information form.

## Race Code Prior to August 1, 2005

Students reporting in prior to August 1, 2005 will have the old Race field that must be populated. Click the Lookup Button, , next to the Race field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Race field.

### Valid Entry:

<b>C</b>	Caucasian
<b>M</b>	Asian/Mongolian
<b>N</b>	Black
<b>R</b>	American Indian
<b>X</b>	Other
<b>Z</b>	Unknown

### Where is the Race field located?

The Race can be found on the following two forms:

1. Entered on the *Personal* tab on the Personal/Program Information form, .
2. Viewed on the *Service Selection* form, to verify that it is correct before the student is selected for service.

Please follow the links above for a detailed description on when to use the forms.

## Rank/Rate

The current military rate or rank of Navy or Marine Enlisted Commission Program students.

### Valid Entry:

Four characters and numbers that represent a specific military rate or rank. No dashes or special characters.

### Where is the Rank/Rate field located?

The Rank/Rate field can be found on the following two forms:

1. *Occupational* and *Personal* tabs on the Staff Information form.
2. *Program* tab on the Personal/Program Information form, .

## Record Status

The status of a student with reference to participating in NROTC.

### Valid Entry:

<b>A</b>	Active (Currently active in NROTC)
<b>I</b>	Inactive (Commissioned or Attrited)

### Where can I find the Record Status?

The Record Status is located on the *Student Information Panel*. The Student Information Panel is not viewable unless a student is selected using the search.

## Routing Transfer Number (RTN)

A number provided by the student's banking institution which is unique to that bank.

### Valid Entry:

The first two positions must be in the range of 01-12, 21-32, or 90-91.

### Where is the RTN field?

The RTN field can be found on the following form:

- The *Account tab* of the Pay and Account Information form, .

## Sail Code

A student's seamanship training qualification level.

### Valid Entry:

<b>A</b>	Mate (Qualified Crew, Beginning Skipper)
----------	--

<b>B</b>	Skipper
<b>C</b>	Racing Skipper
<b>D</b>	Senior Skipper
<b>N</b>	No Qualification Achieved
<b>O</b>	Offshore Crew
<b>W</b>	Offshore Watch Captain

### Where is the Sail Code located?

The Sail Code is located on the *Sail* tab on the Swim/PFT/Sail form, .

## SAT Composite

The combined SAT Math and SAT Verbal test scores.

### Valid Entry:

Any four-digit number with no decimal point and no sign indicator up to a maximum of 1600. A special code of 0110 is entered to indicate SAT composite score is unavailable at the time of reporting in. For ACT scores, convert the math and verb scores to the SAT equivalent scores and combine prior to entering the score.

Please see *SAT Math* and *SAT Verbal* for the conversion table of ACT scores to SAT.

### Where is the SAT Composite score located?

The SAT Composite score is located on the *Attrition/Security/SAT* tab on the Personal/Program Information form, .

## SAT Math

The score received from the math portion of ACT or SAT test.

### Valid Entry:

Any three-digit number with no decimal point and no sign indicator up to a maximum of 800. A special code of 055 is entered to indicate SAT math score is unavailable at the time of reporting in. For ACT scores, convert the math score to the SAT equivalent as described below prior to entering the score.

<u>ACT Score</u>	<u>SAT Score</u>
09	200
10	200
11	240
12	280
13	310
14	340
15	390
16	410
17	430
18	450
19	480
20	490
21	520
22	530
23	550
24	560
25	580
26	600
27	620
28	640
29	650
30	670
31	690
32	720
33	740
34	770
35	800
36	800

**Where is the SAT Math score located?**

The SAT Math score is located on the *Attrition/Security/SAT* tab on the Personal/Program Information form, .

**SAT Verb**

The score received from the verb portion of ACT or SAT test.

**Valid Entry:**

Any three-digit number with no decimal point and no sign indicator up to a maximum of 800. A special code of 055 is entered to indicate SAT verb score is unavailable at the time of reporting in. For ACT scores, convert the verb score to the SAT equivalent as described below prior to entering the score.

<u>ACT Score</u>	<u>SAT Score</u>
09	270
10	290
11	300
12	340
13	360
14	380
15	400
16	420
17	440
18	460
19	480
20	500
21	520
22	530
23	550
24	570
25	590
26	600
27	620
28	650
29	670
30	680
31	700
32	730
33	740
34	780

35	800
36	800

**Where is the SAT Verb score located?**

The SAT Verb score is located on the *Attrition/Security/SAT* tab on the Personal/Program Information form, .

**School Code**

The code identifying the host school of an NROTC unit.

**Valid Entry:**

01	Auburn University
02	University of California, Berkley
03	University of California, Los Angeles
04	The Citadel
05	University of Colorado
06	Cornell University
07	Duke University
08	University of Florida
09	Florida A&M University
10	Georgia Institute of Technology
11	College of the Holy Cross
12	University of Idaho
13	Illinois Institute of Technology
14	University of Illinois
15	Iowa State University
16	Jacksonville University
17	University of Kansas
18	Hampton University
19	Maine Maritime Academy
20	Marquette University
21	Massachusetts Institute of Technology
22	Miami University of Ohio
23	University of Michigan

24	University of Minnesota
25	University of Mississippi
26	University of Missouri
27	University of Nebraska
28	University of New Mexico
29	North Carolina State University
30	University of North Carolina
31	Northwestern University
32	University of Notre Dame
33	Ohio State University
34	University of Oklahoma
35	Oregon State University
36	Pennsylvania State University
37	University of Pennsylvania
38	Prairie View A&M University
39	Purdue University
40	Rensselaer Polytechnic Institute
41	Rice University
42	University of Rochester
43	Savannah State University
44	University of South Carolina
45	University of Southern California
46	Southern University and A&M College
47	Texas A&M University
48	University of Texas
49	Tulane University
50	University of Utah
51	Vanderbilt University
52	Villanova University
53	University of Virginia
54	University of Washington
55	University of Wisconsin
56	State University of New York Maritime College
57	Virginia Military Institute
58	Old Dominion University

59	University of San Diego/San Diego State University
60	Virginia Polytechnic Institute
61	Boston University
62	University of Arizona
63	George Washington University
64	Memphis State University
65	Norwich University
67	Carnegie Mellon University
68	Morehouse College
69	Norfolk State University
80	University of South Florida
81	Embry-Riddle Aeronautical University

**Where is the School Code located?**

The School Code is viewed on the *Student Information Panel*.

**Security Investigation - Agency**

The agency that performed the security check. Click the Lookup button, , next to the Agency field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate Agency Code to automatically fill in the Agency field.

**Valid Entry:**

4	DONCAF
6	Local Granted By CO

**Where is the Agency code located?**

The Agency code is located on the *Attrition/Security/SAT* tab on the Personal/Program Information form, .

**Security Investigation - Code**

The level of security clearance received. Click the Lookup Button, , next to the Security Investigation Code field, to view a list of valid codes and descriptions. Double-click on the appropriate code and it will automatically be filled into the Security Investigation Field.

**Valid Entry:**

<b>C</b>	Secret Clearance Granted
<b>D</b>	ENT-NAC Favorable
<b>E</b>	Background Check Favorable
<b>G</b>	NAC Favorable
<b>I</b>	Interim Secret Clearance Given
<b>L</b>	Local Interim Secret Given

**Where is the Security Investigation Code located?**

The Security Investigation code is located on the *Attrition/Security/SAT* tab on the Personal/Program Information form, .

## Security Investigation - Date Adjudicated

The date a student's security investigation occurred.

**Valid Entry:**

Any valid date in the format of DD-MON-YYYY. For example: 20-JAN-2000.

**Where is the Date Adjudicated located?**

The Date Adjudicated is located on the *Attrition/Security/SAT* tab on the Personal/Program Information form, .

## Sex

Specify the gender of the student. This field is required when reporting the student in.

**Valid Entry:**

<b>F</b>	Female
<b>M</b>	Male

**Where is the Sex field located?**

The Sex field can be found on the following three forms:

1. Entered or Changed on the *Personal* tab of the Personal/Program Information form, .
2. Reviewed for correctness on the *Service Selection* form.
3. Reviewed for correctness on the *Commutation Pay* form.

## Servicemen's Group Life Insurance (SGLI)

Indicates the amount of coverage provided by the Servicemen's Insurance Group Life Insurance coverage. Click the Lookup button, , next to the SGLI field for a list of all valid codes and descriptions. From the list, double-click on the appropriate SGLI to automatically fill in the SGLI field. \*\*\*Note: If no entry is made, the system will default to \$400,000 coverage.

### Valid Entry:

<b>0</b>	No Coverage
<b>1</b>	\$ 10,000 Coverage
<b>2</b>	\$ 20,000 Coverage
<b>3</b>	\$ 30,000 Coverage
<b>4</b>	\$ 40,000 Coverage
<b>5</b>	\$ 50,000 Coverage
<b>6</b>	\$ 60,000 Coverage
<b>7</b>	\$ 70,000 Coverage
<b>8</b>	\$ 80,000 Coverage
<b>9</b>	\$ 90,000 Coverage
<b>A</b>	\$100,000 Coverage
<b>B</b>	\$110,000 Coverage
<b>C</b>	\$120,000 Coverage
<b>D</b>	\$130,000 Coverage
<b>E</b>	\$140,000 Coverage
<b>F</b>	\$150,000 Coverage
<b>G</b>	\$160,000 Coverage
<b>H</b>	\$170,000 Coverage
<b>I</b>	\$180,000 Coverage
<b>J</b>	\$190,000 Coverage
<b>K</b>	\$200,000 Coverage
<b>L</b>	\$210,000 Coverage

<b>M</b>	\$220,000 Coverage
<b>N</b>	\$230,000 Coverage
<b>P</b>	\$240,000 Coverage
<b>Q</b>	\$250,000 Coverage
<b>R</b>	\$300,000 Coverage
<b>S</b>	\$350,000 Coverage
<b>T</b>	\$400,000 Coverage

### Where is the SGLI located?

The SGLI field can be found on the *Withholding* tab of the Pay and Account Information form, .

## Social Security Number (SSN)

The nine-digit Social Security Number of the students. This field is required when reporting the student in.

### Where is the SSN field located?

1. The SSN field can be changed *Personal/Program Information* tab on the Personal/Program Information form, .
2. The SSN can be viewed on several other forms for identification purposes.

## Source

The Source field identifies the academic program or active duty military a student was in prior to entry in the NROTC program. Click the Lookup button, , next to the Source field, for a list of all valid codes and descriptions. From the list, double-click on the appropriate code to automatically fill in the Source field.

### Valid Entry:

<b>C</b>	ACTIVE DUTY MARINE CORPS
<b>H</b>	HBC
<b>I</b>	NSI
<b>J</b>	NJROTC
<b>M</b>	MARINE MINORITY

<b>O</b>	OTHER
<b>S</b>	SEAMAN TO ADMIRAL
<b>T</b>	BOOST
<b>V</b>	ACTIVE DUTY NAVY
<b>W</b>	STA-21 NSI
<b>X</b>	STA-21 BOOST

### Where is the Source field located?

Source field is located on the *Program* tab on the Personal/Program Information form, .

## Staff's Office Telephone Number

The ten-digit Office Telephone Number of the staff member. This field is required when the staff member's office telephone number is changed, edited, or viewed.

### Where is the Office Telephone Number field located?

The Office Telephone Number field can be changed, edited, or viewed on the *Personal* tab on the Staff Information form.

## Staff Type

Staff Types are the NROTC Unit staff types, and whenever one of these values is entered in Staff Type, the Staff Information portion of the screen becomes viewable and updateable.

### Valid Entry:

<b>A</b>	Association Representative
<b>C</b>	Commanding Officer
<b>I</b>	Institution Head
<b>S</b>	Staff (Military)
<b>U</b>	University Employee
<b>V</b>	Staff (Civil Service)
<b>X</b>	Executive Officer

## Staff Types

### **Staff Type: 'C'**

The Commanding Officer of the unit is identified as Staff Type 'C'. There can be no more than one Staff Type 'C' entry at each unit. There may be some units that do not show an entry for a CO as the unit may be part of a consortium. In this case, the CO will be entered at only one unit within the consortium.

### **Staff Type: 'S'**

Military Staff members, other than the CO and XO, are defined as Staff Type 'S'.

### **Staff Type: 'V'**

The civil service employee is identified by staff type 'V'. The Rank field is required to be 'GS'.

### **Staff Type: 'X'**

The Executive Officer of the unit is identified as Staff Type 'X'. There can be no more than one Staff Type 'X' entry at each unit. There may be some units that do not show an entry for an XO as the unit may be part of a consortium. In this case, the XO will be entered at only one unit within the consortium.

### **Staff Types: 'A', 'I', and 'U'**

The University Staff Types are 'A', 'I', and 'U'. Whenever one of these values is entered in Staff Type, the fields on the Occupational screen are not displayed.

- **Staff Type: 'A'** - The association representative will not be required to submit his/her social security number. A predetermined SSN will be submitted by the system in the format of '000'+ school code + '0002'. The Rank field will show the title of the association representative, such as VP (Vice President), DR (Doctor), etc.
- **Staff Type: 'I'** - The institution head will not be required to submit his/her social security number. A predetermined SSN will be submitted by the system in the format of '000'+ school code + '0001'. The Rank field will show the title of the institution head, such as CHAN (Chancellor), DR (Doctor), etc.

- **Staff Type: 'U'** - The university employee at a unit is identified by Staff Type 'U'. The Rank field is required to be 'UN'.

### Where is the Staff Type field located?

The Staff Type field can be viewed and updated on the Personal tab on the Staff Information form.

## Student Type

Indicates whether a student is a midshipman, ECP, or MECEP program student. Computer generated code.

### Valid Entry:

<b>E</b>	ECP
<b>M</b>	MECEP
<b>S</b>	Midshipman
<b>T</b>	STA

### Where is the Student Type located?

The Student Type can be viewed on the Student Personal Information panel on the Student desktop.

## Suffix Lookup

The Suffix lookup can be used to select a suffix if it is needed. Upon selection, it will be appended to the last name in the Last Name field.

### How to select a suffix?

1. Click the Lookup button, , next to the Last Name field, on the Personal/Program Information tab on the Personal/Program Information and the Occupational tab on the Staff Information forms.
2. Double-Click on the appropriate suffix. It will automatically be entered into the Last Name text box.

### Where is the Suffix Lookup field located?

The Suffix Lookup field can be found on the following two forms:

1. *Occupational* tab on the Staff Information form for view only.

2. *Personal/Program Information* tab on the *Personal/Program Information* form, .

## Swim

Indicates the rating of a student's swim ability. The Swim Date is the date that the corresponding Swim Score was awarded.

### Valid Entry:

<b>1</b>	FIRST CLASS
<b>2</b>	SECOND CLASS
<b>3</b>	THIRD CLASS
<b>U</b>	UNQUALIFIED

### Where is the Swim Code located?

The Swim Code can be found on the *Swim* tab of the *Swim/PFT/Sail* form, .

## Tax Exemptions

Marital status and the number of tax exemptions for payroll withholding purposes.

### Valid Entry:

<u>First Character</u>		<u>Second Character</u>
<b>M</b>	Married	<b>80 (Exempt)</b>
<b>S</b>	Single	<b>00 - 10</b>

### Where can I find the Tax Exemptions field?

The Tax Exemptions Field is located on the *Withholding* tab of the *Pay and Account Information* form, .

## Term

For grades entered, denotes the term the grade was earned.

### Valid Entry:

Semester System

- 1 Fall Term
- 2 Spring Term
- 3 Summer Term

Quarter System

- 1 Fall Term
- 2 Winter Term
- 3 Spring Term
- 4 Summer Term

## University Identification

The University Identification field is specifically for the Units. The Units track their students' records by unique student identifications. The Units input the students' student identifications in the database. The field has the restrictions.

### Where can I find the University ID field?

The University ID field can be viewed on the *Personal* tab on the Personal /Program Information form, .

## Waiver

A code showing a student was granted or denied a waiver for physical deficiency.

### Valid Entry:

<b>D</b>	Waiver Denied
<b>G</b>	Waiver Granted
<b>P</b>	Waiver Pending
<b>(Blank)</b>	No Waiver applies

\*Note: All waivers to initial physical are granted by NETC. Waiver is required in the following instances:

<b>If the Initial Physical is</b>	<b>The Waiver must be</b>
W	G
Y	P
Z	D

**Where is the Waiver field located?**

The Waiver is located on the *Physical Status* tab on the Personal/Program Information form, .