

# **USMIRS SYSTEM NAVIGATION MANUAL**

**Effective Date: November 17, 2003**

**NOTE:**

**Any USMIRS policy contained herein is for “guidance” only.  
Refer to the “OFFICIAL” policy directive(s) contained in the HQ  
USMEPCOM messages and USMEPCOM Regulation Draft 680-3**

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## How to Use This Manual

This manual contains four sections:

- Main Menu
- Individual Screen Instructions
- Off-line Applications
- Appendixes

Some applications or screens can be accessed several different ways from the Main Menu; therefore, they were put in the Individual Screen Instructions Section for easier access and updating.

### Main Menu Section

The Main Menu Section will display screens with the title tabs and all associated drop down windows or expansions. Each process will have a brief description. If there is an alphanumeric in parenthesis ( ) after the process, it means the process has its own chapter with screen(s) and instructions. They will be displayed and explain with more detail instructions in the **Individual Screen Instructions section**.

Example - Forms/reports (OU10) -----The OU10 Forms/reports will have its own chapter with individual screen(s) displayed and instructions.

### Individual Screen Instructions Section

The Individual Screen Instructions section will have:

1. More detailed instructions
2. One or more screens displayed
3. Where the processes can be accessed

### Off-line Applications

The Off-line Applications will have the detailed instructions for the additional equipment and software that is used with the processing in USMIRS.

### Appendixes

The Appendixes will contain some tables or additional information for some processing.

## Abbreviations

ACC	-	Accessions
ADSD	-	Active Duty Shipper's Date
AFVT	-	Air Force Vision Test
ARADS	-	Army Recruiting Accession Data System
ASVAB	-	Armed Services Vocational Aptitude Battery
CAT	-	Computerized Adaptive Test
CRDB	-	Central Relational Database
CSDB	-	Central Student Database
CSSN	-	Conflicting Social Security Number
DA	-	Department of Army
DAT	-	Drug and Alcohol Testing
DB	-	Database
DEP	-	Delayed Entry Program
DOT	-	Date Of Test
ENTNAC	-	Entrance National Agency Check
ESC	-	Escape key on the keyboard
ETP	-	Enlistment Testing Process
HIV	-	Human Immune Virus
HQ USMEPCOM	-	Headquarters, United States Military Entrance Processing Command
LOV	-	List Of Values
MCRISS	-	Marine Corps Recruiting Information Support System
MEPCOM	-	Military Entrance Processing Command
MEPS	-	Military Entrance Processing Station
MEPS DB	-	Military Entrance Processing Station Database
MEPS ID	-	Military Entrance Processing Station Identification Code
MET	-	Mobile Examining Team
MIRS	-	MEPCOM Integrated Resource System
NRAMS	-	Navy Recruiting Accession Management System
PAMDEHO	-	Personal, Aptitude, Medical, DEP, Accession, Hold, Overall
PEI/PAI	-	Pre-Enlistment Interview/Pre-Accession Interview
PMS	-	Prior Military Service
QRP	-	Quality Review Process
SA	-	System Administrator
SPF	-	Service Process For
SSN	-	Social Security Number
STP	-	Student Testing Program
TA	-	Test Administrator
UIC	-	Unit Identification Code
USMEPCOM	-	United States Military Entrance Processing Command
USMIRS	-	USMEPCOM Integrated Resource System
WKID	-	Work Identification Code

## Definition of Terms

These definitions of terms are reference from Personal Information Systems Military Entrance Processing Command Integrated Resource System (USMEPCOM Reg. 680-3).

**Accession** - an enlistment that increases the incremental strength of the Active or Reserve component of the Armed Forces or the Coast Guard. Personnel enlisted under the DEP are not involved in this category.

**Accession data** - an enlistment into the Regular or Reserve component of any of the Armed Forces. This category includes DEP-out enlistments into a Regular or Reserve component of the Armed Forces.

**Active Duty Service Date** - the date used for the computation of total active Service.

**Add-on** - an individual submitted to the MEPS on a late 727(PL), or transcribed by the MEPS onto a late 727(PL) form (e.g., a code-a-phone), subsequent to the last time established by the MEPS commander for submission of projections, but prior to the deadline established by the MEPS commander beyond which an individual is to be considered a walk-in.

**Applicant** - any individual who is processed at a MEPS or by a MET site. This includes non-applicant, enlistee, registrant, or inductee.

**Applicant status code** - a code identifying the enlistment qualification status of an individual being processed.

**Aptitude data** - Information depicting the results of an aptitude test taken by a applicant being considered for entry into a branch of the Armed services.

**Citizenship** - the status of an individual with respect to United States citizenship.

**Coding** - the abbreviation of data into machine-readable symbols, such as the combining of alphabetic and numeric characters.

**Consultation** - a special medical examination provided by a physician who is qualified by specialty training, or by a practice devoted primarily to the specialty, for the purpose of providing expertise in a specific organ system to establish the medical acceptability of an individual. This includes consultations performed within the station as well as those performed outside the station. Other medical procedures, including but not limited to the following: laboratory procedures, EKG, EEG interpretations (special Ortho films, GI CAT scans, body fat determinations, ear function tests; eye refractions are not interpretations, X-ray rays, IVP, tomograms), irrigations, pulmonary included.

**Contract** - a document signed by the applicant, specifying the conditions and terms of enlistment. A contract is completed for delayed enlistment (DEP-in contract) and accessions (accession contract).

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**Control desk** - the activity within the MEPS that monitors and controls processing by directing individuals to various sections and performing certain QA procedures.

**Correction Transaction** - a transaction posted to the active database that corrects existing erroneous data.

**Courtesy shipper** - an enlistee, who entered the DEP at one of the MEPS and who, by arrangement the recruiting service and for the individual's convenience, is shipping for active duty from another MEPS.

**Current address** - the address where the applicant currently resides (domicile).

**Data block** - a group of logically collected data elements, such as personal data (name, SSN, DOB, etc.).

**Data element** - a data unit, which has a unique meaning, such as DOB, etc.

**Data element dictionary** - a document containing extracts from the DOD Standard Data Elements Manual (5000.12M) and USMEPCOM unique elements.

**Date of action** - the date the record is being entered.

**Date of birth** - the day, month, and year of a applicant's birth as recorded on a birth certificate or other legal documents.

**Date of enlistment** - the date the applicant enlisted into the Regular or Reserve component of the Armed Forces.

**Date of grade** - an effective date of the grade in which enlisted.

**Delayed Entry/Enlistment Program** - any of the Service programs to enlist personnel into a special inactive Reserve group pending enlistment into active Service at a future date. A DEP enlistee is not an accession.

**Discharge date** - the effective date identified on the order/letter an enlistee is discharged from the DEP.

**Discharge code** - a code identifying the reason an enlistee was discharged from the DEP.

**K-deletion** - a previously established record that has been removed by a transaction to the inactive database. Restricted use.

**DEP packet** - all documents pertaining to DEP-ins, which the MEPS will return to the Recruiting Services for retention during the DEP period.

**Disqualified** - pertains to a applicant whom the MEPS knows to be barred from further processing because of aptitude, medical, and/or moral failure:

**Education** - an indication of the highest level of education completed by an individual.

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**Enlistment ASVAB** - a version of the ASVAB administered in the MEPS and at MET Sites. The enlistment ASVAB is used solely for the examination of individuals specifically applying for enlistment.

**Enlistment option analyses** - information identifying the guarantee(s) and bonus option(s) given to an enlistee.

**Enlistment packet** - a set of enlistment-related documents forwarded by the MEPS to various Service personnel centers/agencies.

**Entry status** - an identification of the accessioning status of an enlistee.

**Erroneous enlistment** - an enlistment that proves to be invalid because the individual failed to meet the qualifications for enlistment, through no fault of the applicant, and the disqualification was not detected until after enlistment.

**Error Status** – synonymous with synch error (today). An Applicant with a synch error is said to be in error status.

**Ethnic group** - a segment of the population that possesses common characteristics and a cultural heritage significantly different from that of the general United States population and closely identifies with the cultural heritage.

**Existed prior to service** - pertains to a medical or moral problem of an enlistee discovered after entry on active duty, but existed prior to enlistment.

**Fee-basis physician** – a civilian (non-Civil Service) medical doctor employed by a MEPS, in addition to the Chief Medical Officer, to conduct medical examinations and/or consultations in the MEPS.

**Floor count** - a count of applicants for whom some type of processing was conducted and resulted in the expenditure of man-hours (regardless of any CRDB data entry) on each workday of the month/year.

**Fraudulent enlistment** - an enlistment procured through a deliberate material misrepresentation, omission, or concealment of facts, which, if known at the time of enlistment, could have resulted in the rejection of the enlistee.

**Holdover** - an individual who starts but fails to complete testing, medical, and/or administrative processing and is to return the next workday for completion, or has completed processing and awaits overnight for transportation back to his or her home or initial duty station.

**Home of record** - the address of a applicant's permanent residence.

**Inductee** - an individual registered with the Selective Service System who has been inducted into the Armed Services.

**In-house testing** - testing which occurs either in the MEPS or at the contract lodging facility.

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**Invalid test** - an individual ASVAB test or retest that the scores/results are nullified for enlistment. (For example, of cheating, illness, etc.).

**Jumper** - an applicant who attempts to process at another MEPS concealing previous processing at a different MEPS.

**Late 727-E ("add-on list")** - a completed 727(PL) submitted by a Service to the MEPS (or transcribed by the MEPS from information provided by the Service) too late for communication as a projection to HQ USMEPCOM. Applicants on a late projection list are considered add-ons.

**Marital status** - the legal status of an individual as it pertains to marriage.

**Medical data** - information depicting the results of a medical examination taken by an applicant being considered for entry into a branch of the Armed services.

**Medical waiver** - a Service waiver of a medical defect that would otherwise disqualify an individual for enlistment or Service job assignment.

**MEPS-funded consultation** - a specific medical consultation individually accounted for on the DA Form 3904 (Public Voucher for Medical Examination), which resulted in the expenditure of USMEPCOM funds.

**MEPS ID code** - a unique code identifying an individual MEPS.

**MEPS mini-data base** - an abbreviated record of all applicants/enlistees that have processed through a MEPS.

**MEPCOM Integrated Reporting System (MIRS)** - a computerized system designed to provide the official DOD source of initial automated individual personnel records. Additionally, the CRDB provides management information to all levels of USMEPCOM, DOD, and the Armed Services to assist them in their responsibilities of military manpower management and quality control.

**Mobile Examining Team Site** - a location outside the MEPS used for the administration of the enlistment ASVAB. It may be staffed by either military or office of Personnel Management personnel.

**No-show** - an individual projected for processing on the 727PL who fails to arrive at the prescribed date to begin the scheduled processing.

**Number of dependents** - the number of individuals legally dependent upon an applicant.

**Optical Mark Reader** - the OPSCAN 8 hardware device used to read ASVAB answer sheets.

**Packet** - a personnel folder, forms, or envelopes at the MEPS containing information on an applicant who has not yet become a member of service component or who has been discharged from the DEP or a non-applicant.

**PAMDEHO Z flag** – an overall PAMDEHO of Z indicates the applicant is in error status.

**Pay entry base date** - the date used for the computation of time in service for pay purposes.

**Pay grade** - a grade level in which an individual is entitled to enlist.

**Physical Profile Categories (PULHESX)** - a descriptive explanation of the physical examination divided into the following categories:

P	Physical capacity
U	Upper extremities
L	Lower extremities
H	Hearing and ears
E	Vision and eyes
S	Psychiatric
X	Degree of weight lifting capability

**Population group** - a division of the human population having descent or origin in particular people or racial groups.

**Primary military occupational specialty** - an identification of a military occupation previously acquired while on active duty or which the individual is entering the service to acquire.

**Prior military service** - an indication whether or not an applicant has had prior active military Service. The first position identifies a minimum of 1 day (or more) prior Service reflected on the DOD database at DMDC. The second position reflects the specific Service definition of prior Service for that applicant.

**Processing** - any work accomplished for a applicant, non-applicant, enlistee, registrant, or inductee within the MEPS/MET site, to include aptitude testing, special purpose testing, medical examination, physical inspection, or contract and associated paperwork.

**Processing List** - a roster that lists all applicants by Service, name, and SSN and identifies all processing actions for that day. A copy is used for meals and lodging contract facilities, identifying those applicants for whom Service is to be provided. This roster is also known as USMEPCOM Form 727-E. A 727-E may be "initial" (submitted by the deadline established by the MEPS commander).

**Projected active duty date** - the date an applicant is scheduled to commence active duty from a Reserve or delayed status.

**Projection** - pertains to scheduling the MEPS workload. Specifically, an individual scheduled to process the next workday and identified to the MEPS on a 727PL early enough to allow completion of a database query and manual files searches as well as communication of data to HQ USMEPCOM. The MEPS must receive these forms (which may be initial or supplemental PL) prior to the deadlines established by the MEPS commander.

**Qualified not enlisted** - a qualified applicant who does not enlist. This denotes a potential enlistee who has satisfactorily completed MEPS aptitude and medical processing.

**Quality assurance** - actions or procedures that ensure accuracy, timeliness, and completeness.

**Reception station** - the various Service initial enlistee reception locations (e.g., Great Lakes, Parris Island). Also known as "Recruit Training Command" (Navy), "Recruit Depot" (Marine Corps), "Adjutant General (AG) Battalion (Reception)" (Army), and "Basic Military Training Center" (Air Force).

**Recruiter identification** - an Identification of the recruiter, by SSN or Service-unique number, responsible for processing an individual through a MEPS.

**Reestablishment of Record** - a record that has been deleted from the active database. All previously submitted data must be reentered.

**REJ (ADP680)** – A WK ID pending replication on the CRDB while an applicant is in error status is flagged with an "X" in the REJ column. The transaction is not rejected however; it is in a pending state. It could still be applied, depending on the resolution of the synch error.

**Reject error** - type of condition that causes a submitted CRDB record to be rejected in its entirety and requires resubmission/retransmission of the record.

**Religious preference** - information identifying an applicant's affiliation with a particular sect or religious group having similar theological beliefs.

**Ringer** - an individual who attempts to process under a false name and/or SSN in order to qualify another individual for enlistment who may not possess the ability to qualify. This is accomplished by falsifying personal identification data on the DD Form 1966, USMEPCOM Form 680-A, test answer sheet, or other documents used in connection with the examining or processing of individuals for enlistment in the Armed Forces.

**Selective Service System number** - a 10-digit number assigned by the Selective Service System to each registrant for identification purposes.

**Service Processed For** - an alpha code identifying a branch of the Armed Forces and for which a applicant is processing.

**Shipped/shipper** - accessions/inductees released from the MEPS to reception stations or initial duty stations.

**Social security number** - a nine-digit number used for identifying an individual by his or her social security account.

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**Special purpose test** - any test, other than the ASVAB or other initial test, administered to determine a applicant's qualification for certain specialty fields or for enlistment in the sponsoring Service.

**Student Armed Services Vocational Aptitude Battery** - a version of the ASVAB administered in education facilities. The results may be used for enlistment.

**Supplemental 727-E** - a 727-E submitted by a Service to the MEPS after the initial PL deadline set by the MEPS commander, but in time to be included in the communication of projections to HQ USMEPCOM. Applicants listed on a supplemental 727-E are considered projections rather than add-ons.

**Synch (ADP680)** – a WK ID has a “Y” in the SYNCH column of the ADP680 if the transaction has been replicated on the CRDB (synchronized), otherwise an “N” will be displayed to indicate that the transaction is pending replication on the CRDB (not synchronized).

**Synch Error** – An applicant is flagged with a synch error when the Near Real Time replication process detects a data inconsistency between the local MEPS DB and the CRDB. A synch error can be the result of a failed provisional ownership or an unexpected software/system/database error. Further updates to the applicant’s data are not allowed while a synch error exists. All updates pending replicated until the synch error is resolved. Ownership of the applicant cannot be transferred while a synch error exists. Headquarters personnel must correct and clear sync error before further processing is allowed for the applicant. Assistance from the MEPS may or may not be required depending on the exact nature of the synch error.

**Term of Enlistment** - the number of years indicating the period for which enlisted or ordered to active duty.

**Training/entry military occupational specialty** - an identification of the military occupation, which an individual will acquire upon entering the service.

**Transaction** - the addition/deletion/modification of data to the database.

**Transfer-to-code** - an identification of the unit to which, an individual is to be assigned.

**Unqualified** - pertains to a applicant whose aptitude, medical, and/or moral eligibility for further processing is unknown to the MEPS. Since eligibility is unknown, the status may change at a later time to "qualified" or "disqualified."

**Walk-in** - an individual who arrives at the MEPS for processing. But who was neither scheduled on a 727-E nor submitted to the MEPS for transcription onto a 727-E.

**Waiver code** - information indicating whether or not an enlistment waiver was granted.

**Workload reporting key** - a four-position field containing a record type code as the first position followed by an aptitude, medical, or DEP-in/accession (processing) code. Only one code in the second through fourth positions can be reported per transaction. This does not include applicant status codes.

**Youth program** - an identification of a youth program conducted or sponsored by the Military Services with which an individual was affiliated.

## USMIRS Main Menu Section

# 1. USMIRS Main Menu

## 1.1 Introduction

1.1.1 The USMIRS MAIN MENU screen (see figure below) is the entry point for connecting the user to all processes within USMIRS.

1.1.2 The toolbar near the top of screen will display the available selections within the each of the processing screens. An arrow (triangle) is shown on the right side if the selection is expandable with other selections. Different toolbars may appear depending on the **user's role**.



**Figure 1 USMIRS Main Menu**

1.1.3 The bottom of the screen has several "Hot Buttons" for direct access to some screens. Using your mouse or pressing <Tab> to highlight the selection you want to access. Click the left button of mouse or press <Enter> to access screen. The definition of each letter is as follows:

HOT BUTTON	SCREEN NAME	SCREEN NUMBER
P	Personal Data	OP01
A	Testing Data	AA03
M	Medical Data	MD01
D	DEP-in Data	OD01
E	Accession Data	OA01
H	N-Status Data	OQ03
O	ADP680 Data (display)	ADP680
I	Forms and reports	OU10
J	Projection Data	CN01
Q	Query (display	CE05

## 2. USMIRS Main Menu - Utilities

### 2.1 Introduction

2.1.1 The USMIRS Main Menu – UTILITIES selection (see figure below) is the main process for monitoring the USMIRS local system by the System Administrator for updating for users, printers, table maintenance, and reports.

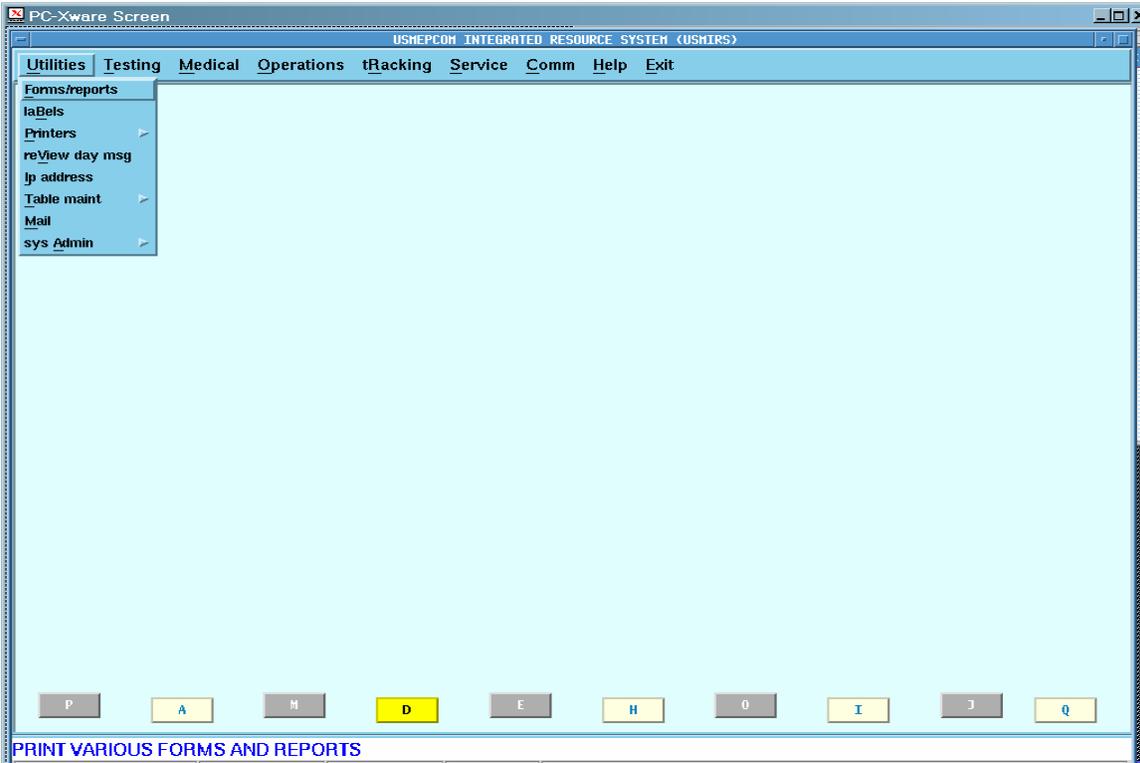


Figure 2 USMIRS Main Menu with Utilities Expansions

### 2.2 Forms/reports (OU10)

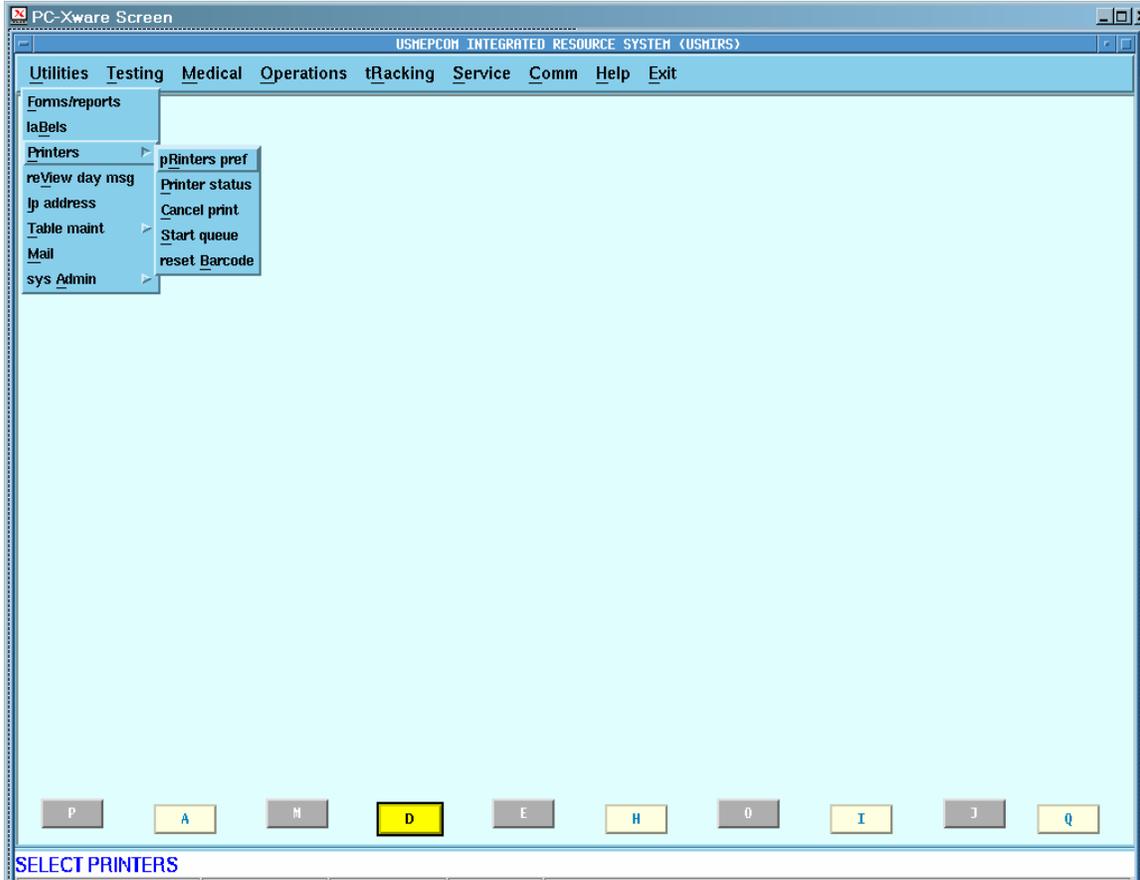
2.2.1 Print USMEPCOM and DA forms and output products.

### 2.3 Labels (TP07)

2.3.1 Print labels (packet/file, identification badge, and specimen number).

## 2.4 Printers

2.4.1 The USMIRS Main Menu – Printers selection (see figure below) is used to monitor all the printers within local USMIRS system.



**Figure 3 Utilities with Printers Expansions**

2.4.1.1 A brief description of the printer expansions:

- PRINTER PREF (UU01) – assign individual user printer destination
- PRINTER STATUS (UNIX) – displays status of the system printers
- CANCEL PRINT (UU06) - cancel **all** print jobs
- START QUEUE (UNIX) – start/restarts print queue
- RESET BARCODE (UU11) – reset barcode functions

## 2.5 Review day msg

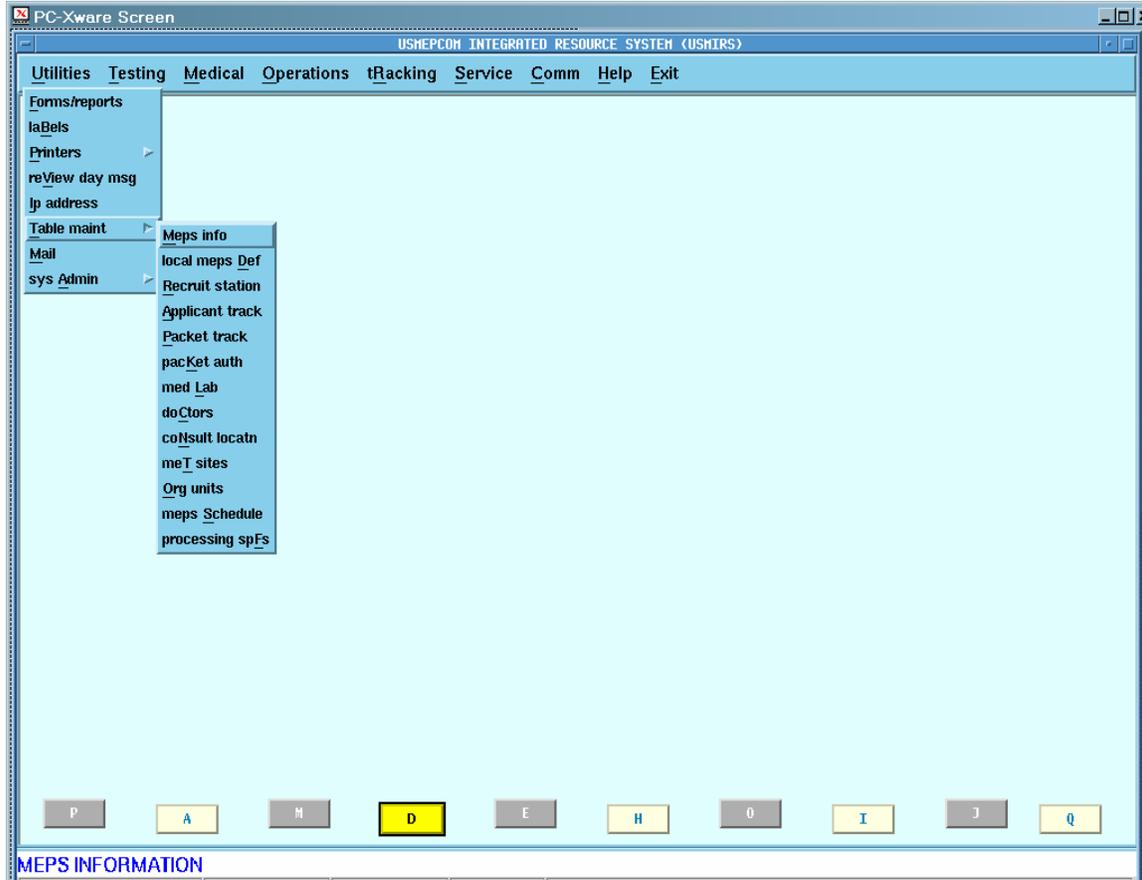
2.5.1 Display the Message of the Day.

## 2.6 IP address

2.6.1 Displays “Enter the terminal IP address”.

## 2.7 Table maint

2.7.1 The USMIRS Main Menu – Table maint selection (see figure below) is used for table maintenance and maintaining the local MEPS information.



**Figure 4 Utilities with Table Maint Expansions**

2.7.1.1 A brief description of the Table maint expansions:

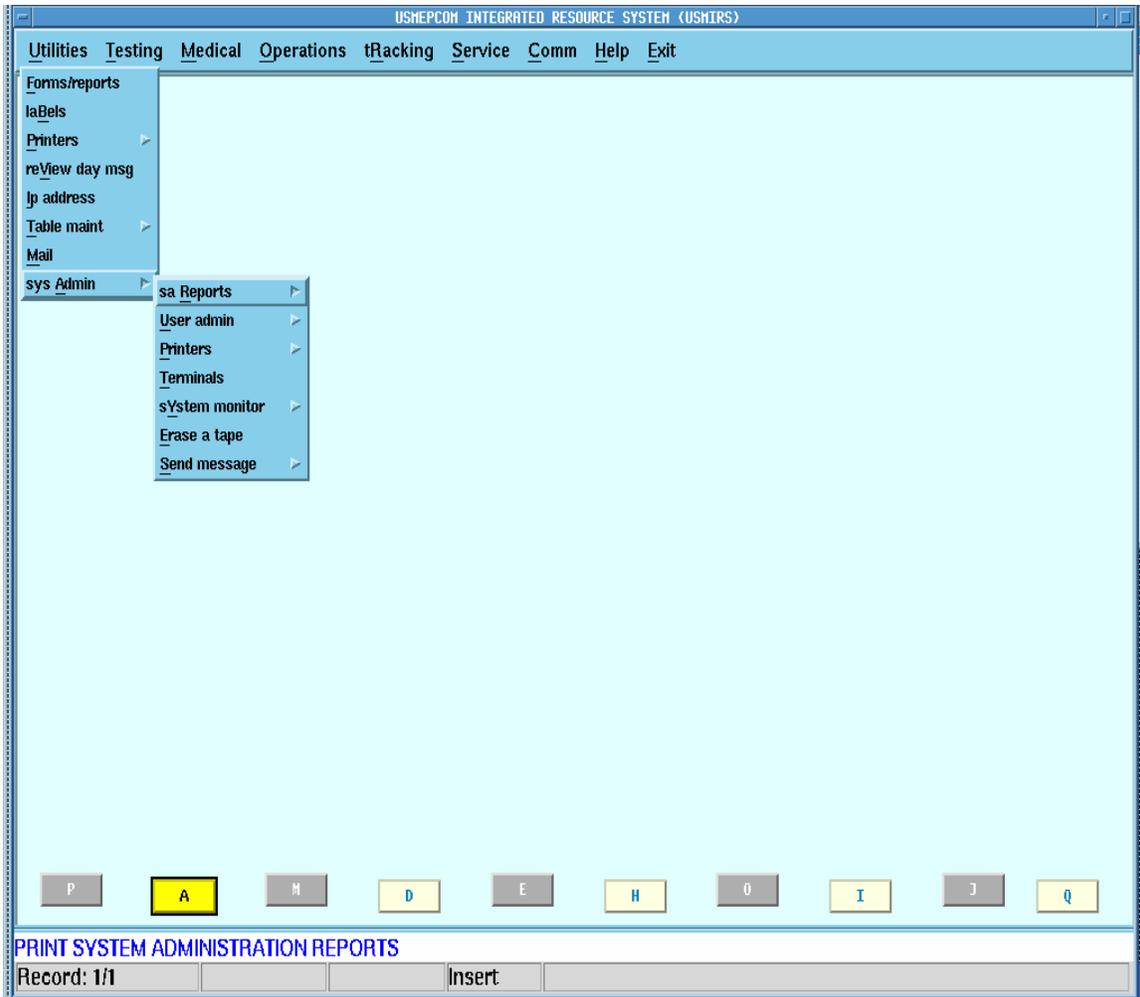
- MEPS INFO (OU01) – MEPS' commander, address, and telephone information
- LOCAL MEPS DEF (OU07) - times for opening, projection cut-off, and school year
- RECRUIT STATION (OU05) – recruiter station, address, and telephone information
- APPLICANT TRACK (TU01) – valid applicant tracking location codes and descriptions
- PACKET TRACK (TU02) – valid packet tracking location codes and descriptions
- PACKET AUTH (TU03) - users authority
- MED LAB (MD06) - medical labs information
- DOCTORS (MU01) – physicians' information
- CONSULT LOCATN (MU02) – medical consultation facility information
- MET SITES (AU01) - Met sites information
- ORG UNITS (UU02) - organizational units information
- MEPS SCHEDULE (OU06) - opening and closing of MEPS
- PROCESSING SPFS (UU14) - service counselor's SPF information

## 2.8 Mail

2.8.1 The Mail section is for the users to read and delete messages, which were sent by 'Pine' e-mail on USMIRS.

## 2.9 Sys Admin

2.9.1 The USMIRS Main Menu – Sys Admin selection (see figure below) is used by the System Administrator to monitor users and USMIRS system. The screens 'UU18' and 'UU19' are common screens use with several different titles.



**Figure 5 Utilities with Sys Admin Expansions**

2.9.1.1 A brief description of the Sys Admin expansions:

SA REPORTS - reports and logs

USER ADMIN - roles, passwords, duty positions, and account administration

PRINTERS - cancel, move, list, start, and stop printers queue

TERMINAL - will display all devices with IP address connected to the server

SYSTEM MONITOR - system activity, force logout, security, e-mail and Network status

ERASE A TAPE - erases the backup tape

SEND MESSAGE - send messages to users

2.9.2 The SA REPORTS selection (see figure below) pop-up window expands for file system, error logs, configuration information, and personnel rosters. The selections can be display on screen or printed report. The screens 'UU18' and 'UU19' are common screens.

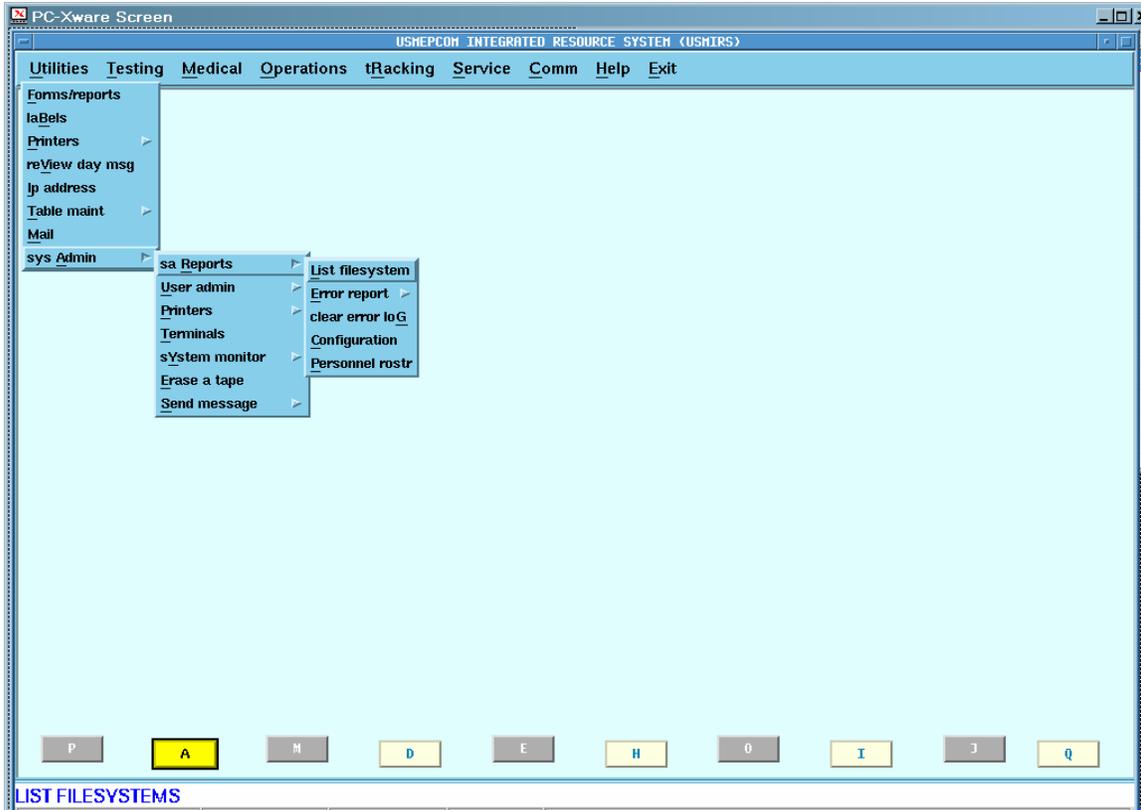


Figure 6 Utilities - SA Reports with Expansions

2.9.2.1 A brief description of the SA Reports expansions:

- LIST FILESYSTEM - information about devices on the USMIRS system
- ERROR REPORT – displays the devices errors in summary or detail reports
- CLEAR ERROR LOG - clear the log of all errors
- CONFIGURATION - displays the specifications of all devices and server
- PERSONNEL ROSTR - print personnel roster

2.9.3 The USER ADMIN selection (see figure below) is used by the System Administrator to monitor the users' accounts on the USMIRS system.

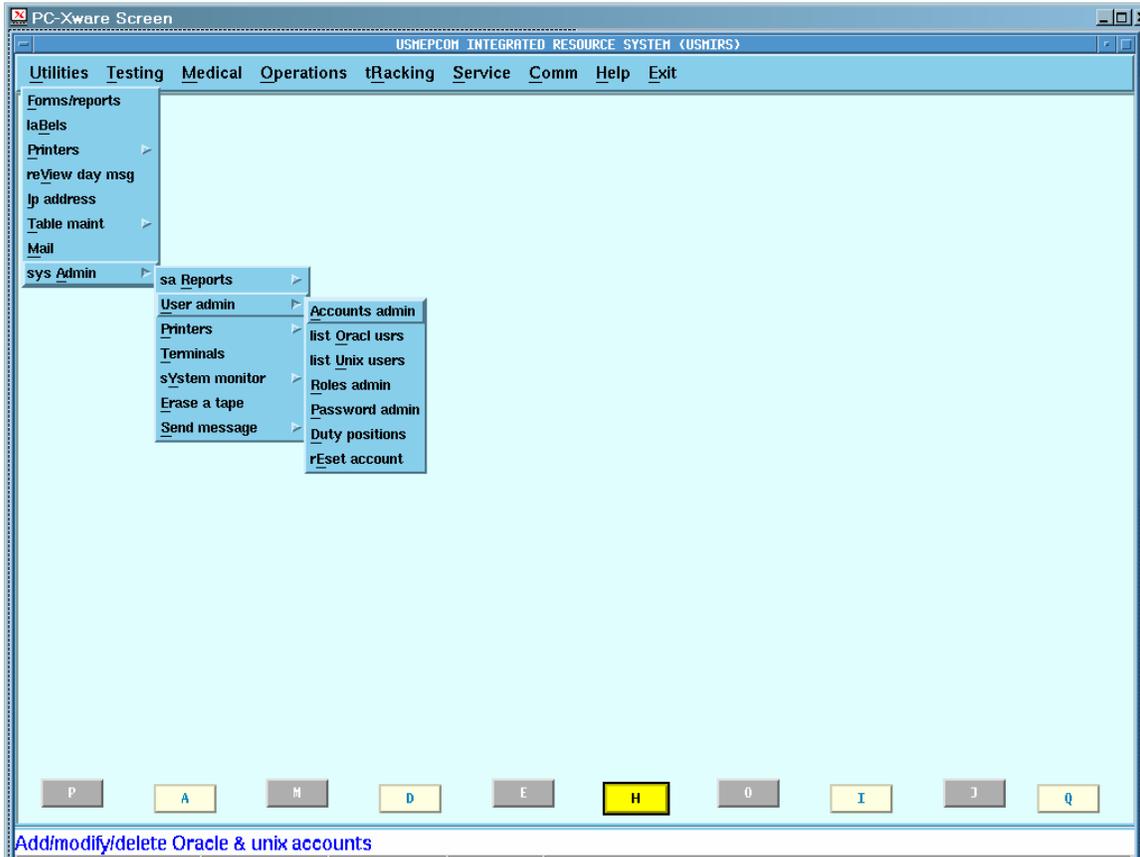


Figure 7 Utilities - User Admin with Expansions

2.9.3.1 A brief description of the User Admin expansions:

- ACCOUNTS ADMIN (OU02) - input user accounts into USMIRS
- LIST ORACL USRS (UU18) - list of oracle users (UNIX screen or printout)
- LIST UNIX USERS (UU18) - list of UNIX users (UNIX screen or printout)
- ROLES ADMIN (OU03) - assign roles to users
- PASSWORD ADMIN (UU10) - assign or change passwords
- DUTY POSITIONS (OU04) - assign duty codes
- RESET ACCOUNT (UU20) - reset account for failed user login

2.9.4 The PRINTERS selection (see figure below) is used by the System Administrator to monitor printing jobs or change printers' locations, etc.

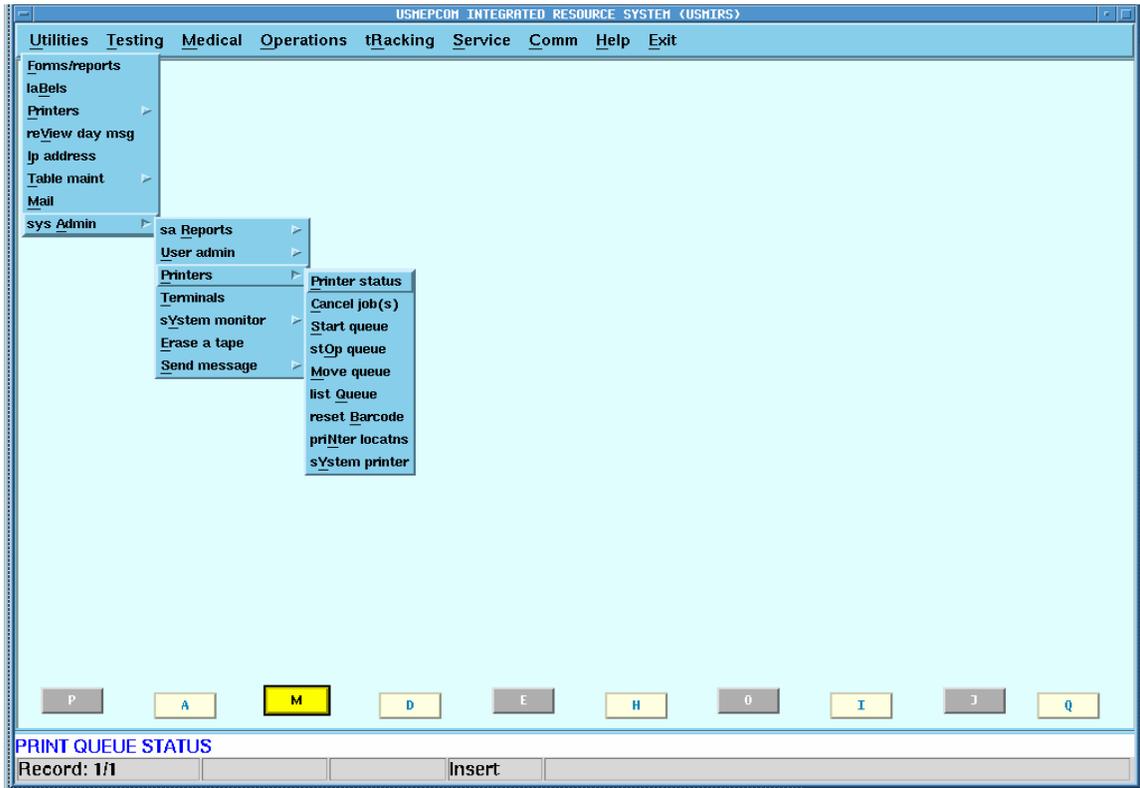


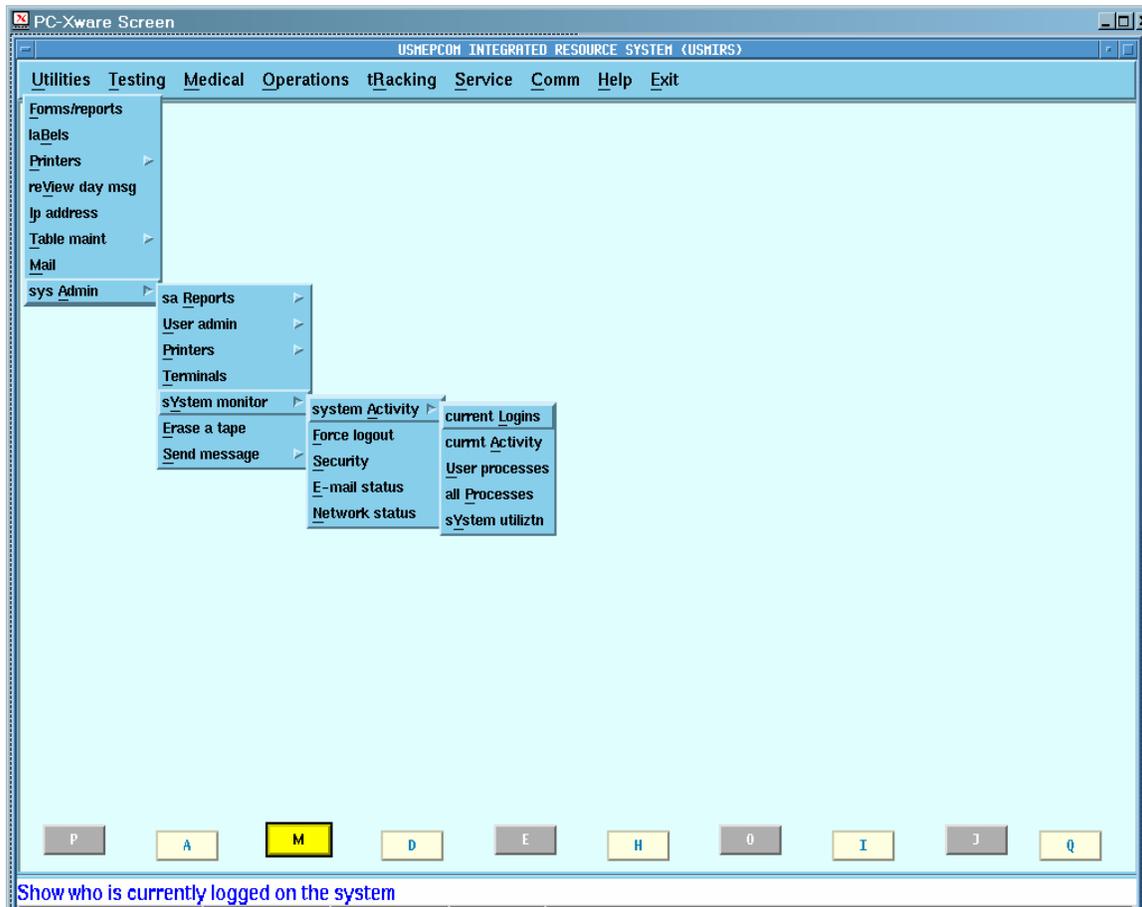
Figure 8 Utilities - Printers with Expansions

2.9.4.1 A brief description of the Printer expansions:

- PRINTER STATUS - display printer's status (ready, enable, busy, etc)
- CANCEL JOBS (UU12) - cancel print jobs (one or all)
- START QUEUE – to start a print queue (UNIX SCREEN)
- STOP QUEUE – to stop a print queue (UNIX SCREEN)
- MOVE QUEUE – to move a print queue
- LIST QUEUE –to list print jobs in queue
- RESET BARCODE (UU11) - reset barcode (calibrate, configure, or top-of-form)
- PRINTER LOCATNS (UU13) - rename the printer locations
- SYSTEM PRINTER (UU21) - change default printer location

2.9.5 The TERMINALS selection will display all devices with IP address connected to the server.

2.9.6 The SYSTEM MONITOR selection (see figure below) is used by the System Administrator to monitor or change the system activity in USMIRS local MEPS.



**Figure 9 Utilities - System Monitor with Expansions**

2.9.6.1 A brief description for the System Monitor (UNIX Displays) expansions:

- SYSTEM ACTIVITY - displays users system activity:
- CURRENT LOGINS - displays current users
- CURRENT ACTIVITY - displays activity of users
- USER PROCESSES - displays a selected user activity
- ALL PROCESSES - displays all users activity
- SYSTEM UTILIZTN (UU08) - displays users or system I/O real time processing
- FORCE LOGOUT - to logout a user
- SECURITY - report of login failures
- E-MAIL STATUS - shows E-mail status
- NETWORK STATUS - shows network status

2.9.7 The ERASE A TAPE selection is a function that erases the backup tape. Note: erasing the tape does not meet the security standards for destroying Private Act information in accordance with current Department of Defense regulation; the tape will need to be physically destroyed.

2.9.8 The SEND MESSAGE selection (see figure below) is for sending out messages to users.

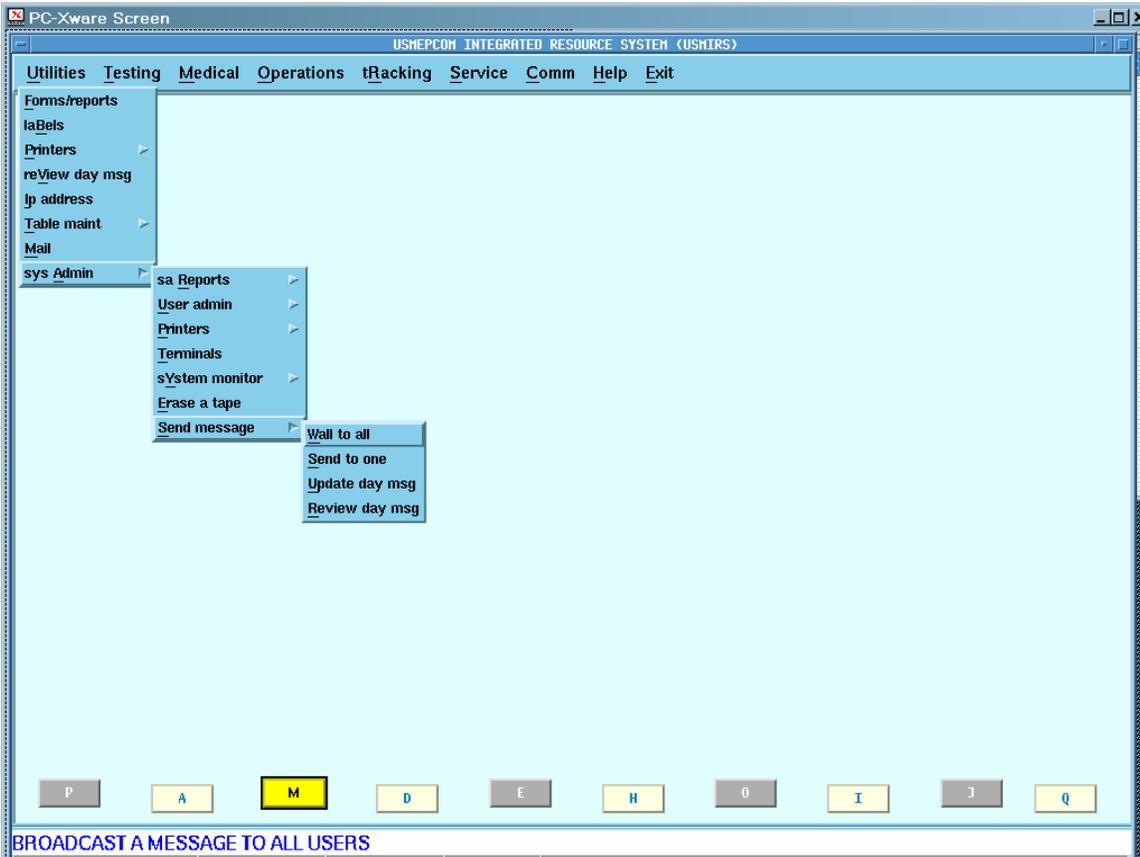


Figure 10 Utilities - Send Message with Expansions

2.9.8.1 A brief description of the Send Message expansions:

- WALL TO ALL (UU09) - send message to all users
- SEND TO ONE (UU03) - send to one user who is currently logged on the system
- UPDATE DAY MSG (UU04) - change the MESSAGE OF THE DAY
- REVIEW DAY MSG (UU18) - review the MESSAGE OF THE DAY (UNIX screen or printout)

### 3. USMIRS Main Menu - Testing

#### 3.1 Introduction

3.1.1 The USMIRS Main Menu - TESTING selection (see figure below) is the main processing area for aptitude testing of applicants and students. This area includes projections, personal data, and high school information. There are several common processes available for use in this screen.

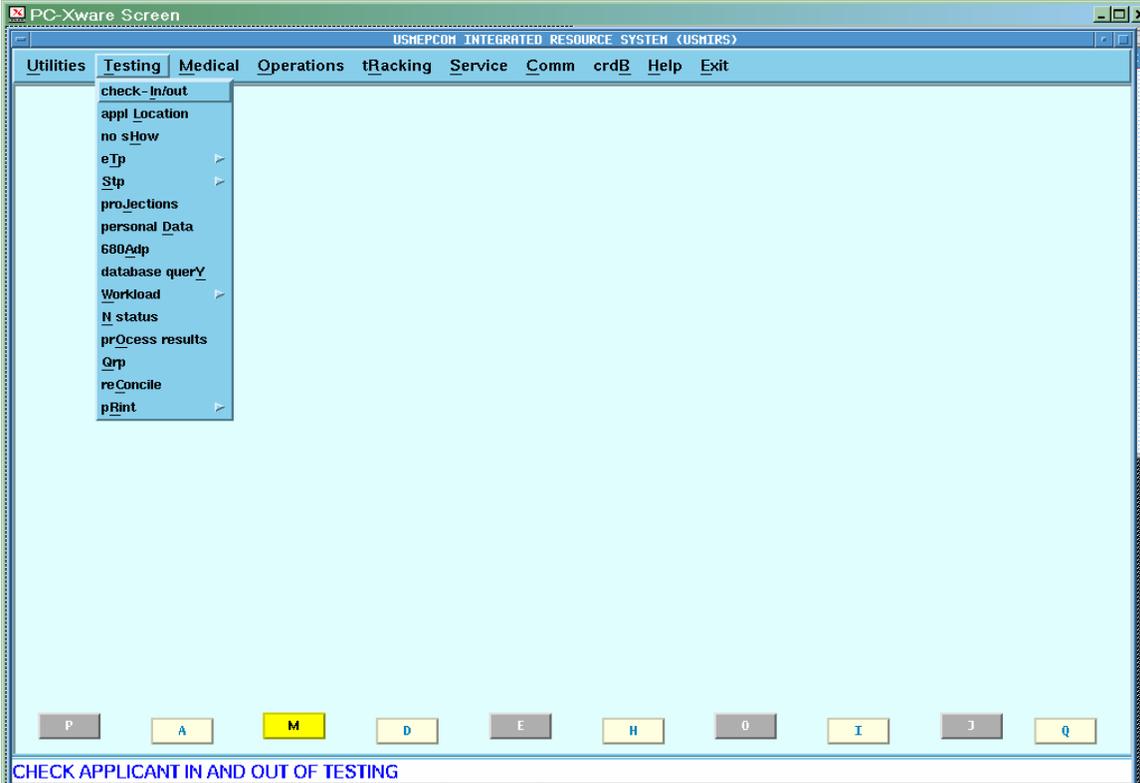


Figure 11 USMIRS Main Menu with Testing Expansions

#### 3.2 Check – In/Out (TA01)

3.2.1 Check an applicant in and out of an area.

#### 3.3 Appl Location (TP11)

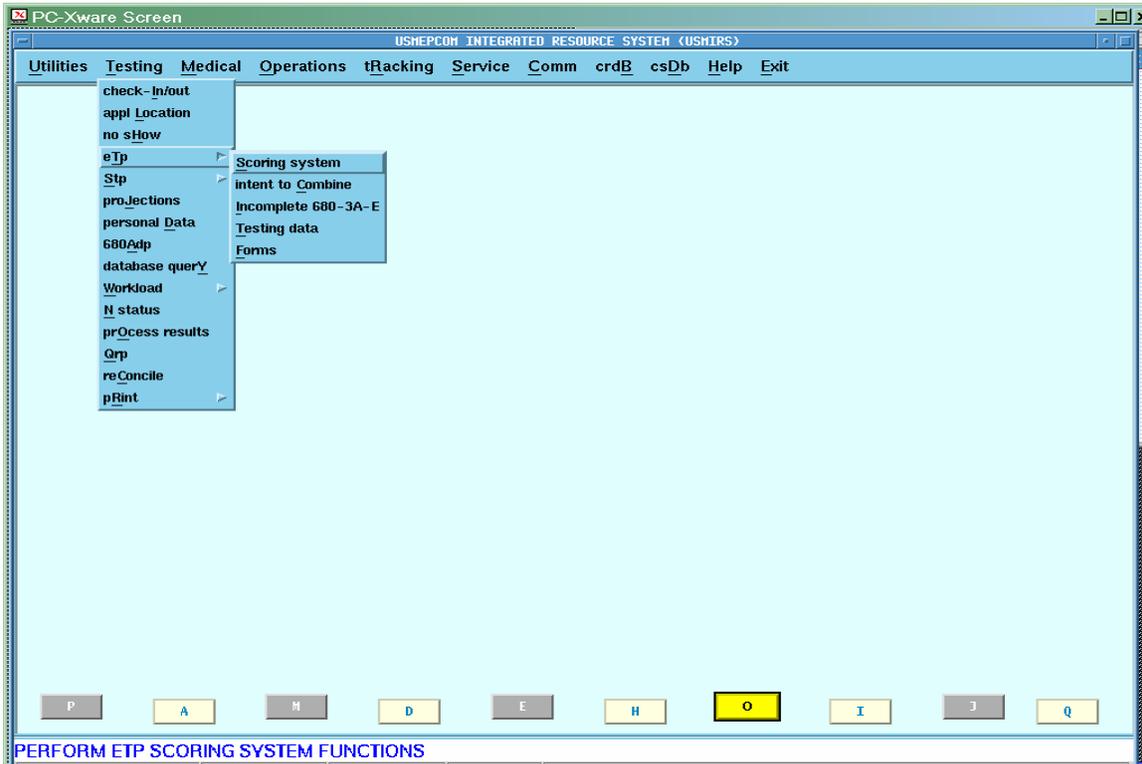
3.3.1 Track the location of applicants within the MEPS at any given time of day.

#### 3.4 No Show (TP02)

3.4.1 Check for applicants who have not been processed in an area.

### 3.5 Enlistment Testing Program (ETP)

3.5.1 The USMIRS Main Menu – Testing – ETP selection (See figure below) is the starting point for the Enlistment Testing Program (ETP). Each pop-up window selection may have more expansions shown with an arrow on the right of each selection.



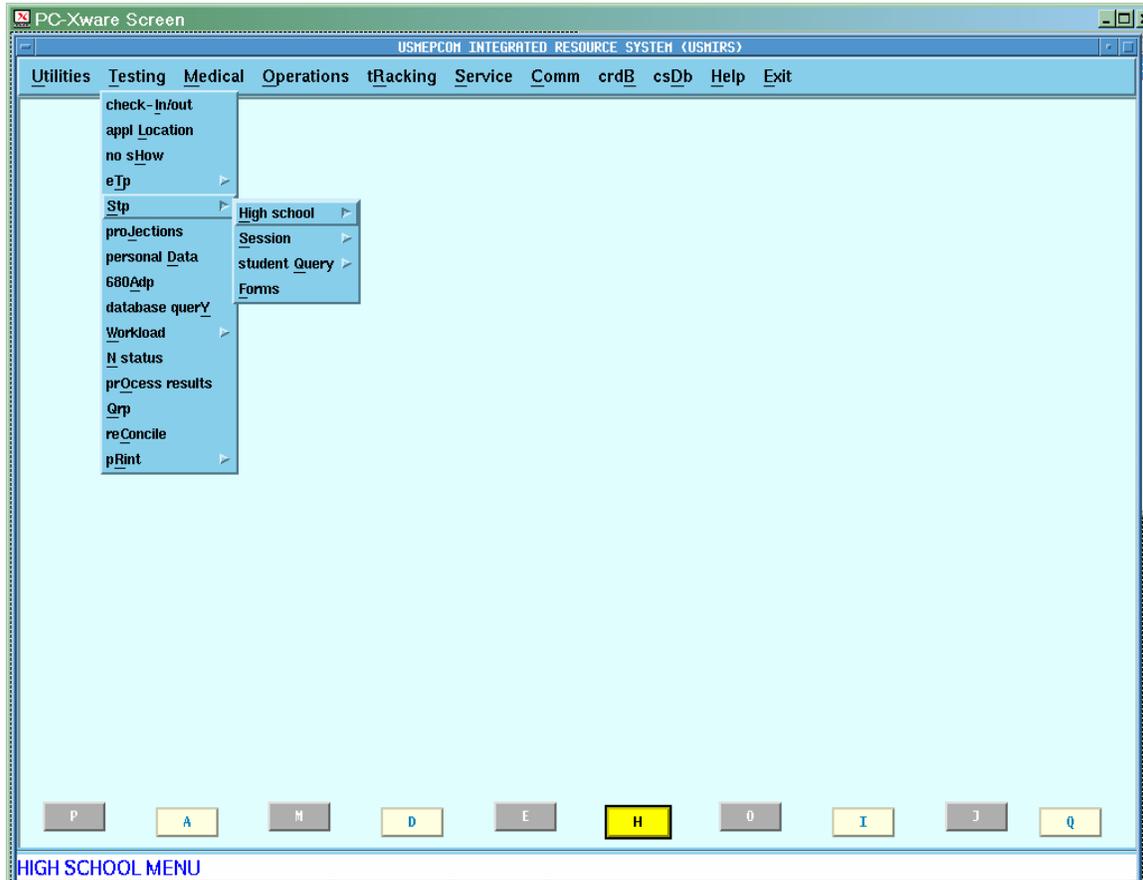
**Figure 12 Testing with ETP Expansions**

3.5.1.1 A brief description of the ETP expansions:

- SCORING SYSTEM (AA05) - perform ETP transfers, edits, and prints rosters
  - Transfers OMR file to USMIRS
  - Transfers CAT-ASVAB test session to USMIRS
  - Review/Edit Errors/Scoring
  - Aptitude data (AUTO)
  - Print unmerged test roster (ZHM088)
  - Print merged test roster (ZHM080)
- INTENT TO COMBINE (AA06) - combine short student ASVAB (STP) with CAT-ASVAB
- INCOMPLETE 680A (AA04) - applicants with incomplete data
- TESTING DATA (AA03) - correct applicants data
- FORMS (OU10) - print forms (USMEPCOM and DA) and output products

### 3.6 Student Testing Program (STP)

3.6.1 The USMIRS Main Menu – Testing – STP selections (See figure below) is the starting point for the Student Testing Program (STP). Each pop-up window selection may have more expansions shown with an arrow on the right of each selection.



**Figure 13 Testing with STP Expansions**

3.6.1.1 A brief description of the STP expansions:

- HIGH SCHOOL - perform functions on high school database (DB) and prints reports
- SESSION - perform functions on session DB
- STUDENT QUERY - perform student look-up on MEPS local DB and CSDB levels
- FORMS (OU10) – print forms (USMEPCOM and DA) and output products

3.6.2 The HIGH SCHOOL selection (see figure below), the pop-up window expands for updating or printing reports.

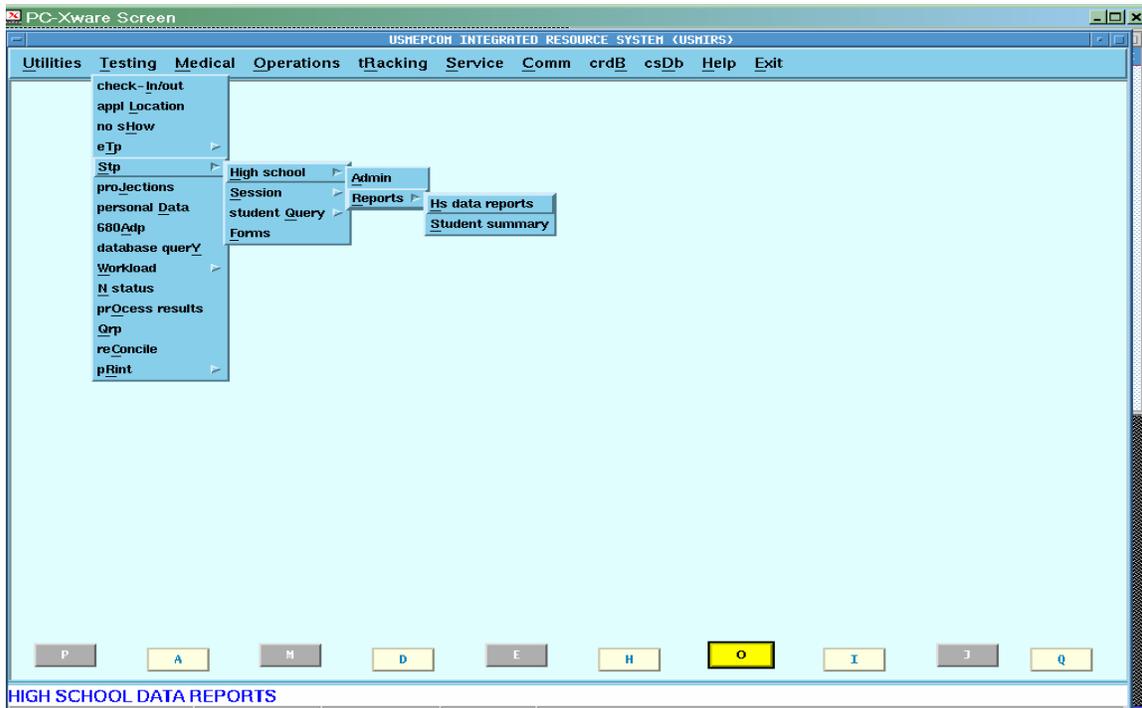


Figure 14 Testing - High School with Expansions

3.6.2.1 A brief description of the High School expansions:

ADMIN (AS04) - perform update functions on high school records

REPORTS - print high school and total reports

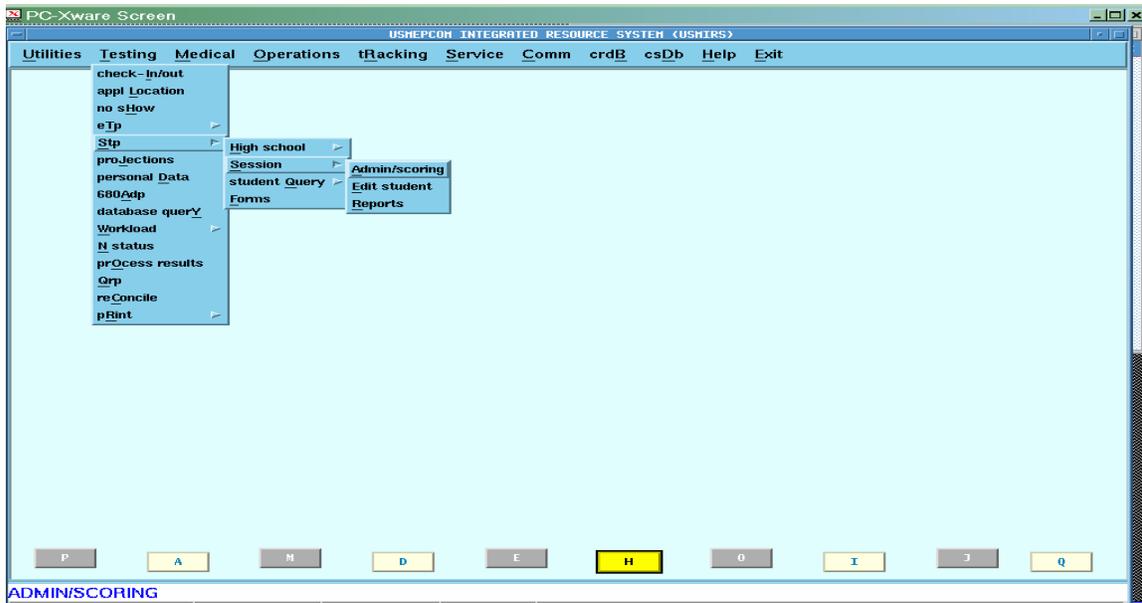
HS DATA REPORTS (AS01) - print listings of high schools (full page, single line):

- Individual
- Alphabetical
- Numerical
- By Service
- Eligible
- Ineligible
- State & County

STUDENT SUMMARY (AS02) – print different types of reports:

- Student Testing Report (PART 1)
- Student Testing Report (PART 2)
- Student Testing Report (PART 1 and PART2)
- Cumulative Student Total Listing
- Incomplete Sessions Status Listing

3.6.3 The SESSION selection (see figure below), the pop-up window expands for scoring, editing, and printing reports.



**Figure 15 Testing - Session with Expansions**

3.6.3.1 A brief description of the Session expansions:

ADMIN/SCORING (AS05) - perform scoring or correcting session information:

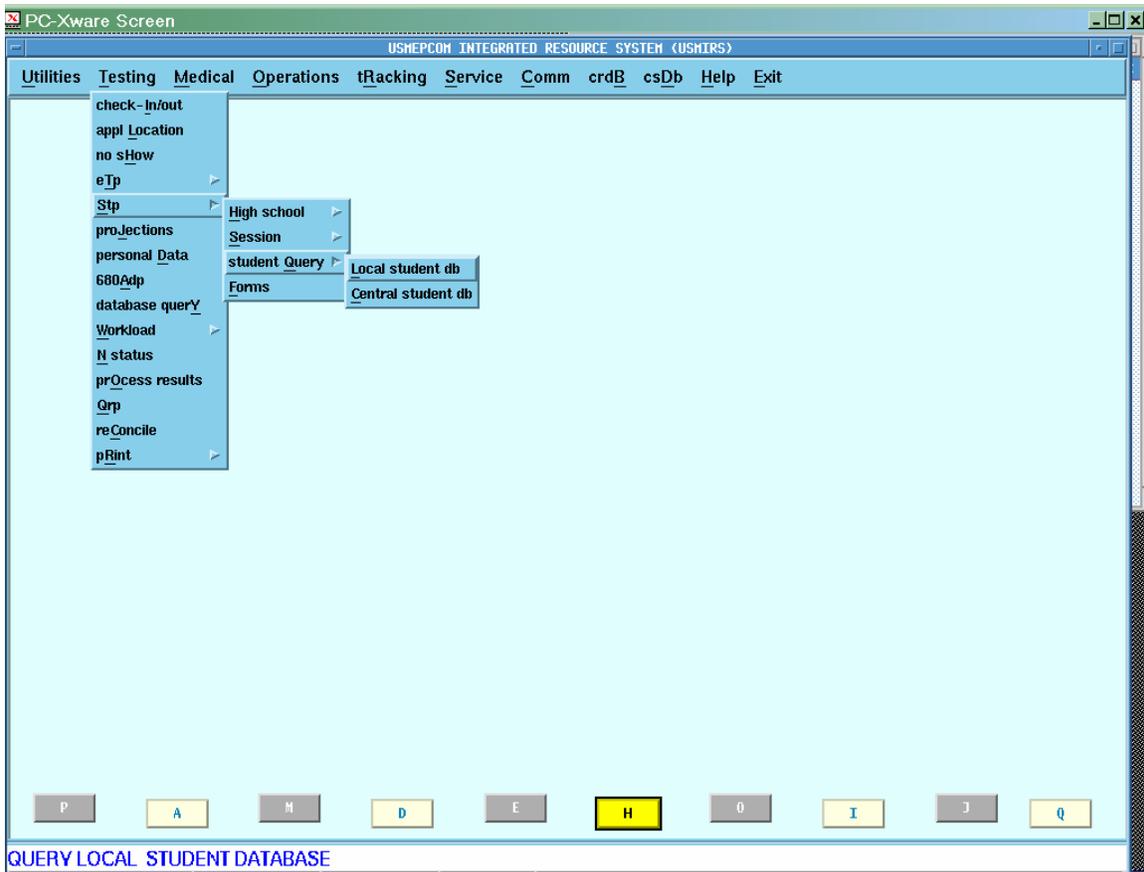
- Process new session using scanner (OMR)
- Add new students to existing session using scanner (OMR)
- Correct session information (within the current school year)
- Delete session information (within the current school year and session has not transferred to Host)

EDIT STUDENT (AS06) - edit student's information to an existing session (within the current school year only)

REPORTS (AS03) - print session reports:

- Pattern Sheet for printing the ASVAB Result Sheet
- ASVAB Result Sheet
- Recruiter Service Copy
- Alpha Roster
- Standard Score Roster
- Prefeedback Roster
- Standard Score and Prefeedback Rosters print at same time

3.6.4 The STUDENT QUERY selection (see figure below), the pop-up window expands for searching Local Student DB and Central Student DB.



**Figure 16 Testing - Student Query with Expansions**

3.6.4.1 A brief description of the Student Query expansions:

LOCAL STUDENT DB (AS07) - perform local lookup for student's information at MEPS DB

CENTRAL STUDENT DB (AS08) - perform lookup for student's information at HQ USMEPCOM CSDB

3.6.5 FORMS (OU10) - print forms (USMEPCOM and DA) and output products.

### 3.7 Projections (CN01)

3.7.1 The projections used by service counselors to project an applicant into the MEPS.

### 3.8 Personal Data (OP01)

3.8.1 The personal data defaults from the data systems of each of the services. The user may be required to re-enter applicant's personal data if the record cannot be found in the system or becomes corrupted.

### 3.9 680Adp (ADP680)

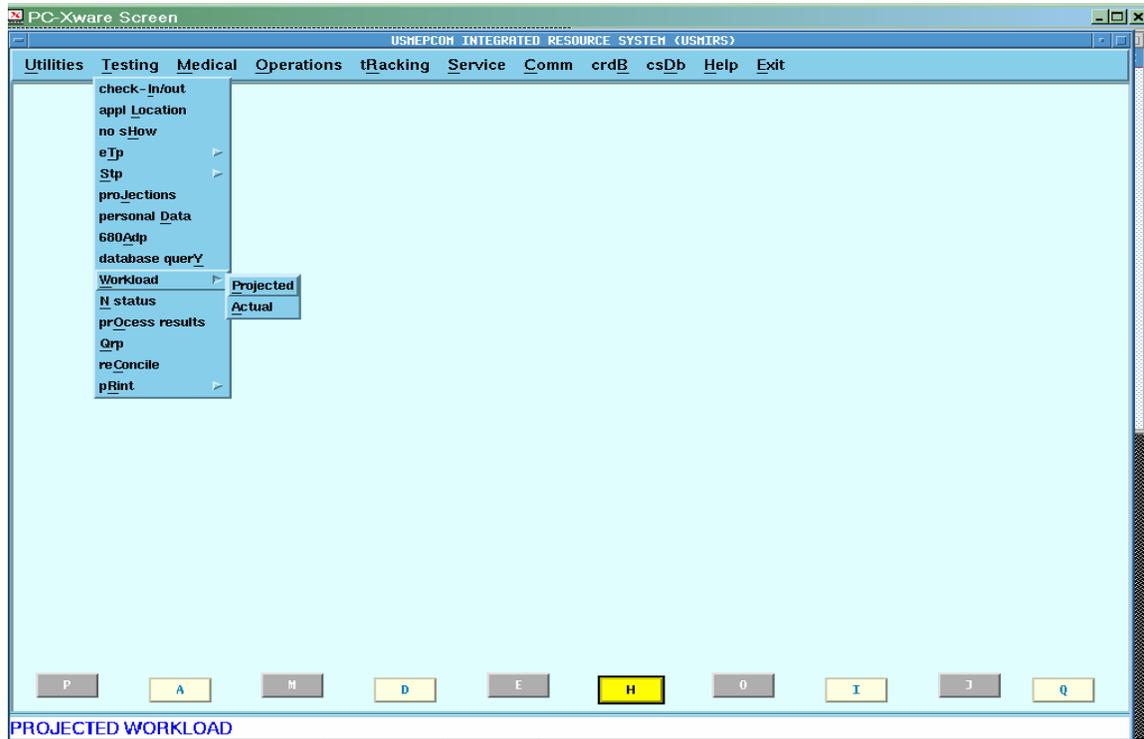
3.9.1 Displays the ADP680 screens for verification of the applicant information.

### 3.10 Database query (CE05)

3.10.1 Allows for querying Local MIRS Databases.

### 3.11 Workload

3.11.1 The WORKLOAD selections (see figure below) are 'projected' and 'actual' applicant counts per service.



**Figure 17 Testing with Workload Expansions**

3.11.1.1 A brief description of the Workload expansions:

PROJECTED (TP08) - view or print projected applicant counts for an entered date

ACTUAL (TP09) - view or print actual applicant counts for an entered date

### 3.12 N Status (OQ03)

3.12.1 To clear or create disqualifying conditions for applicants.

### 3.13 Process results (CR01)

3.13.1 Displays the workload counts for several sections of USMIRS for an entered service and date.

### 3.14 Qrp: Quality Review Process (QR01)

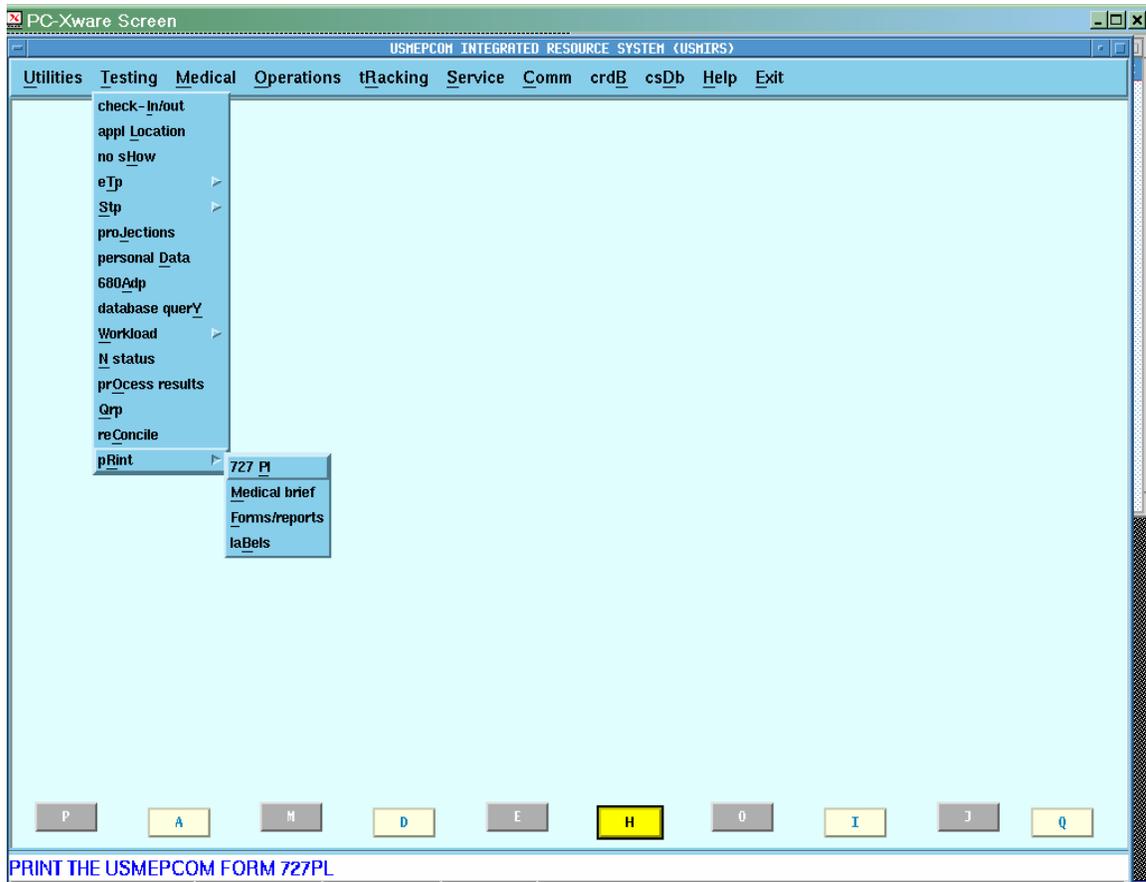
3.14.1 Review processing discrepancies.

### 3.15 Reconcile (OR01)

3.15.1 To reconcile testing processing workloads counts.

### 3.16 Print

3.16.1 The PRINT selection (see figure below) will print several different types of projected processing summary, medical briefs, and forms.



**Figure 18 Testing with Print Expansions**

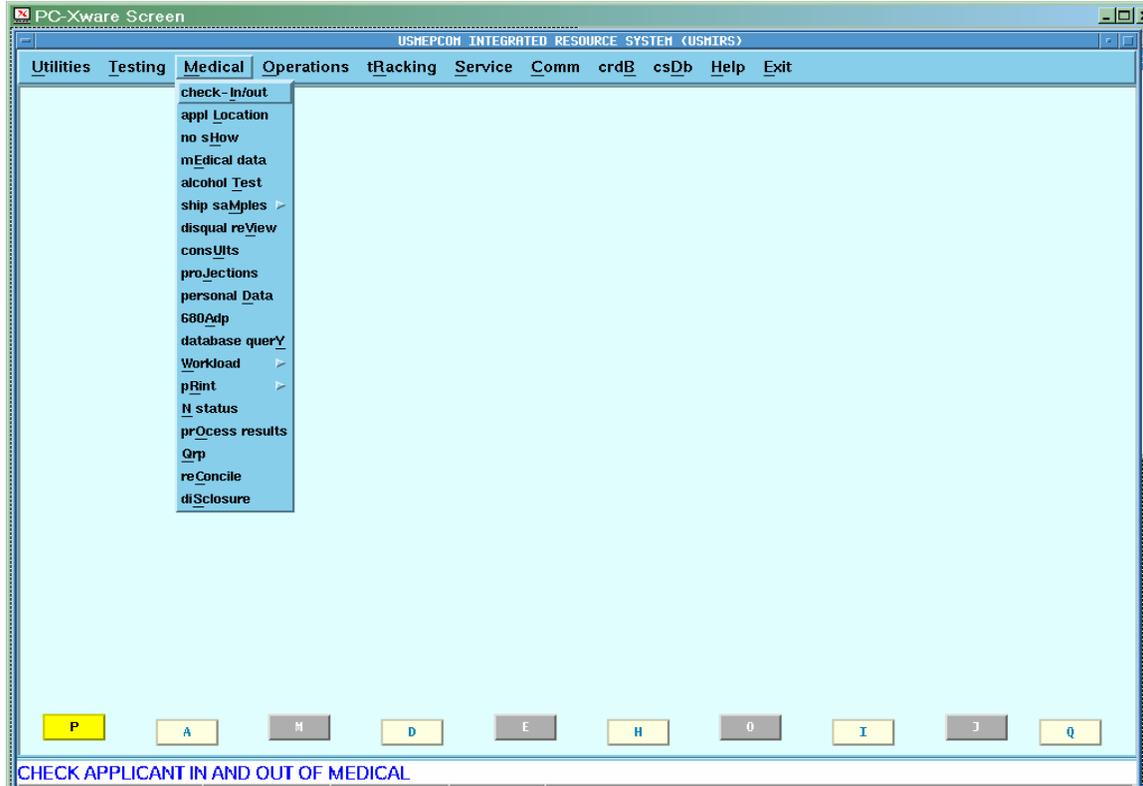
3.16.1.1 A brief description of the Print expansions:

- 727PI (CN02) - prints Form 727, next duty day's processing workload requirements
- MEDICAL BRIEF (MD08) - print medical brief forms
- FORMS/REPORTS (OU10) - print forms (USMEPCOM and DA) and output products
- LABELS (TP07) - print labels (packet/file, identification badge, and specimen)

## 4. USMIRS Main Menu - Medical

### 4.1 Introduction

4.1.1 The USMIRS Main Menu - MEDICAL selection (see figure below) is the main processing area for entering the applicant's medical information. Each pop-up window selection may have more expansions shown with an arrow on the right of each section.



**Figure 19 USMIRS Main Menu with Medical Expansions**

### 4.2 Check - In/Out (TA01)

4.2.1 Check an applicant in and out of the area.

### 4.3 Appl Location (TP11)

4.3.1 Track the location applicants within the MEPS at any given time of the day.

### 4.4 No Show (TP02)

4.4.1 Check for applicants who have not been processed in an area.

### 4.5 Medical Data (MD01)

4.5.1 Enter the applicant's medical information and allows for updating test results and evaluations.

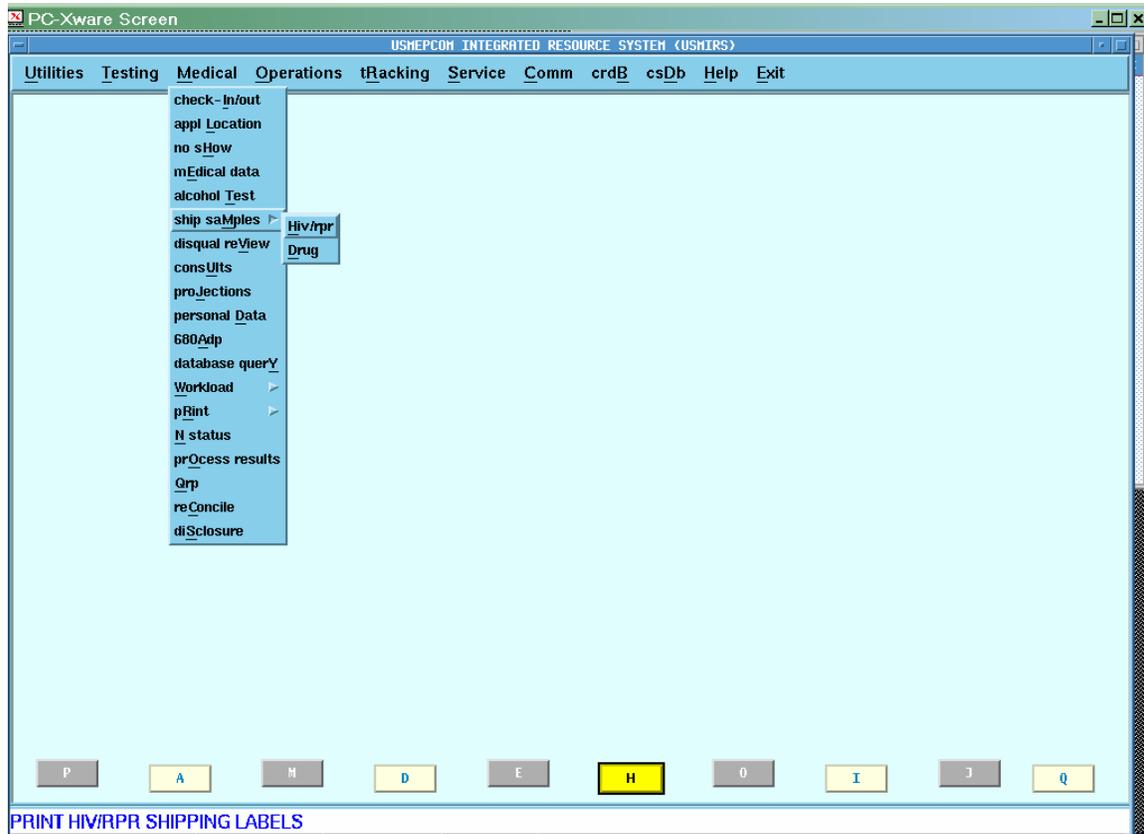
Date Updated December 12, 2003

## 4.6 Alcohol Test (MD09)

4.6.1 Enter the applicant's alcohol drug tests.

## 4.7 Ship samples

4.7.1 The SHIP SAMPLES selection (see figure below) is for processing of the HIV and DRUG specimens for shipment and the printing of rosters.



**Figure 20 Medical with Ship Samples Expansions**

4.7.1.1 A brief description of the Ship Samples expansions:

HIV/RPR (MD02) - enter specimen numbers (HIV) being packed and print roster.

DRUG (MD03) - enter specimen numbers (DRUG) being packed and print roster.

## 4.8 Disqual Review (MD12)

4.8.1 Display the medical disqualification between entered dates.

4.8.2 Schedule medical consultations and generate form SF513.

## 4.9 Projections (CN01)

4.9.1 PROJECTION is the form used by service counselors to project applicants into the MEPS.

### 4.10 Personal Data (OP01)

4.10.1 The personal data defaults from the data systems of each of the services. The user may be required to re-enter applicant’s personal data if the record cannot be found in the system or becomes corrupted.

### 4.11 680Adp (ADP680)

4.11.1 Displays the ADP680 screen for verification of the applicant’s information.

### 4.12 Database query (CE05)

4.12.1 Allows for querying the Local MIRS Databases.

### 4.13 Workload

4.13.1 The WORKLOAD selection (see figure below) is ‘projected’ and ‘actual’ applicants counts per service.

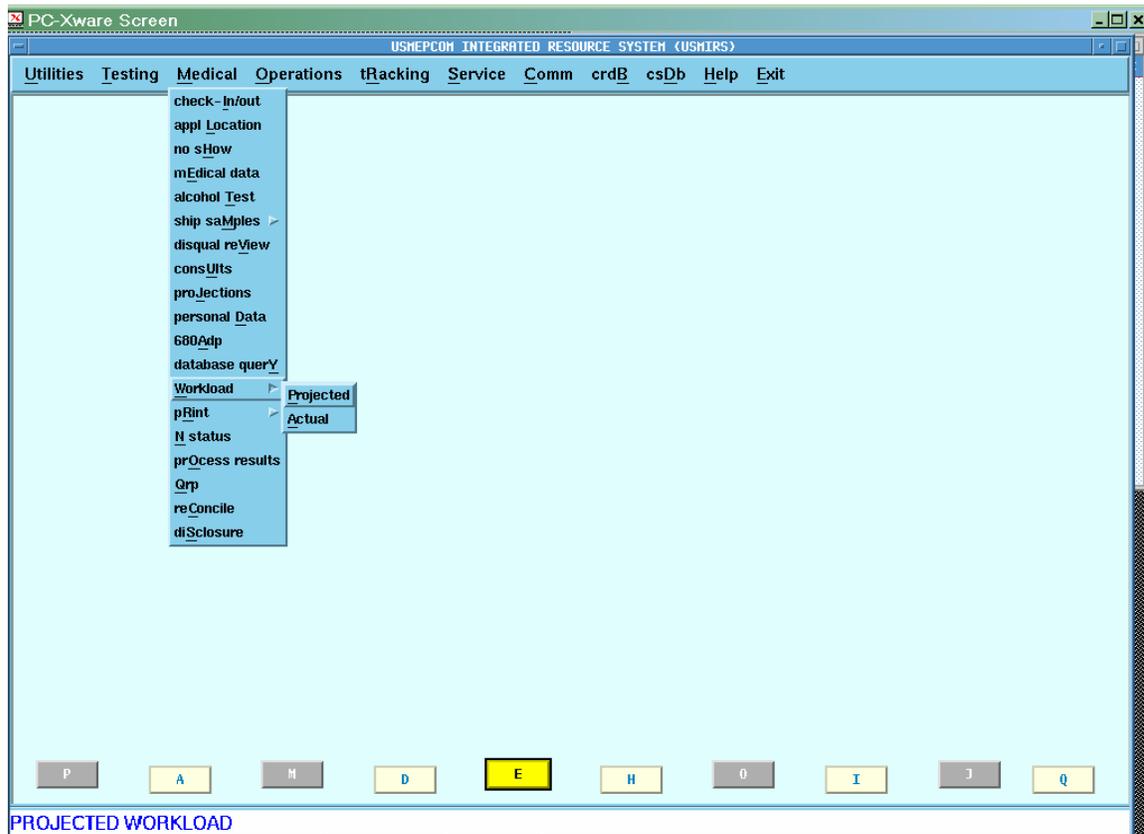


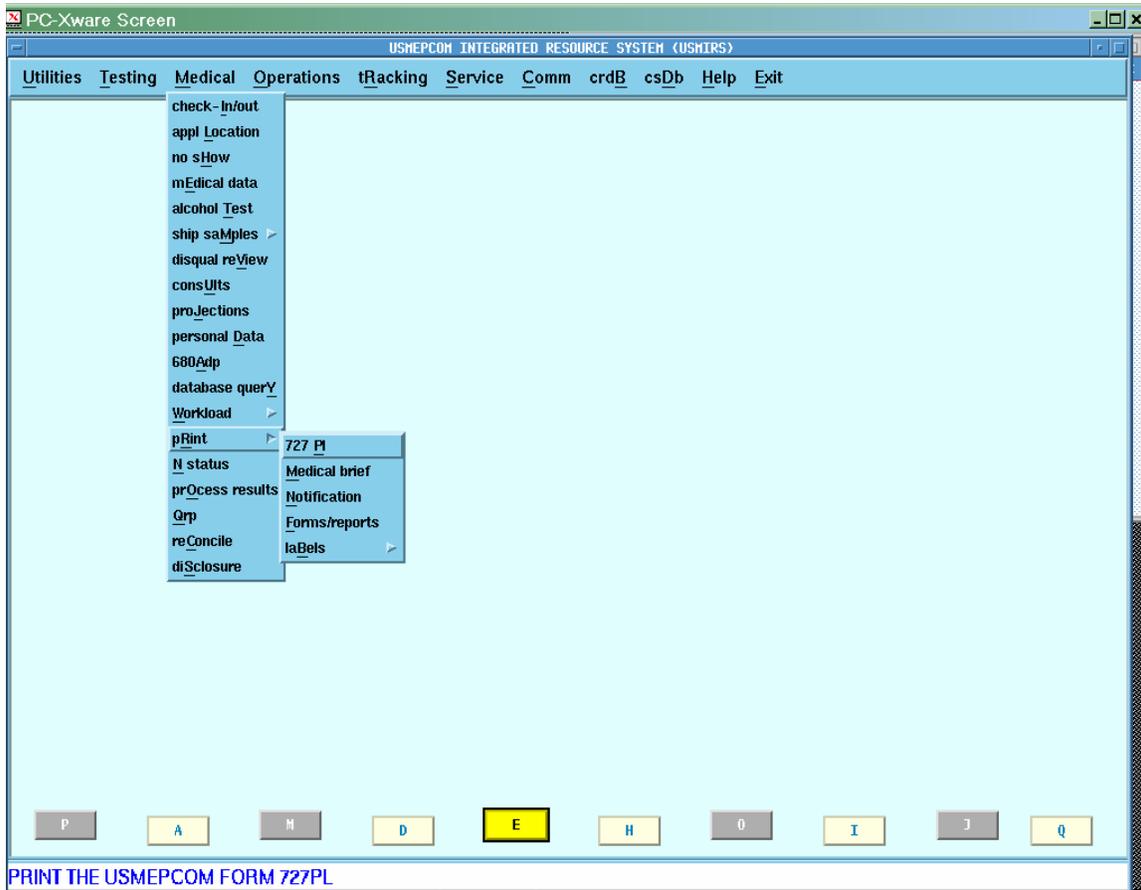
Figure 21 Medical with Workload Expansions

4.13.1.1 A brief description of the Workload expansions:

- PROJECTED (TP08) - view or print projected applicant counts for an entered date
- ACTUAL (TP09) - view or print actual applicant counts for an entered date

## 4.14 Print

4.14.1 The PRINT selection (see figure below) will print several different types of projected processing summary, medical briefs, and forms.



**Figure 22 Medical with Print Expansions**

4.14.1.1 A brief description of the Print expansions:

727PI (CN02) - prints Form 727, next duty day's processing workload requirements

MEDICAL BRIEF (MD08) - print medical brief forms

NOTIFICATION (MD10) - print notification letters

FORMS/REPORTS (OU10) - print forms (USMEPCOM and DA) and output products

LABELS -

NEW (TP07) - print labels (packet/file, identification badge, and specimen)

REPRINT (MD04) - print HIV/DAT labels

## 4.15 N Status (OQ03)

4.15.1 Clear or create disqualifying conditions for applicants.

## 4.16 Process results (CR01)

4.16.1 Displays the workload counts for several sections of USMIRS for an entered service and date.

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**4.17 Qrp: Quality Review Process (QR01)**

4.17.1 Review processing discrepancies.

**4.18 Reconcile (OR02)**

4.18.1 To reconcile medical processing workloads counts.

**4.19 Disclosure (OQ01)**

4.19.1 To disclose all applicant's problems.

## 5. USMIRS Main Menu - Operations

### 5.1 Introduction

5.1.1 The USMIRS Main Menu – OPERATIONS selection (see figure below) is the main process for updating the applicant’s information (verify and update personal data, contracts, etc). There are several common processes available for use in other sections.

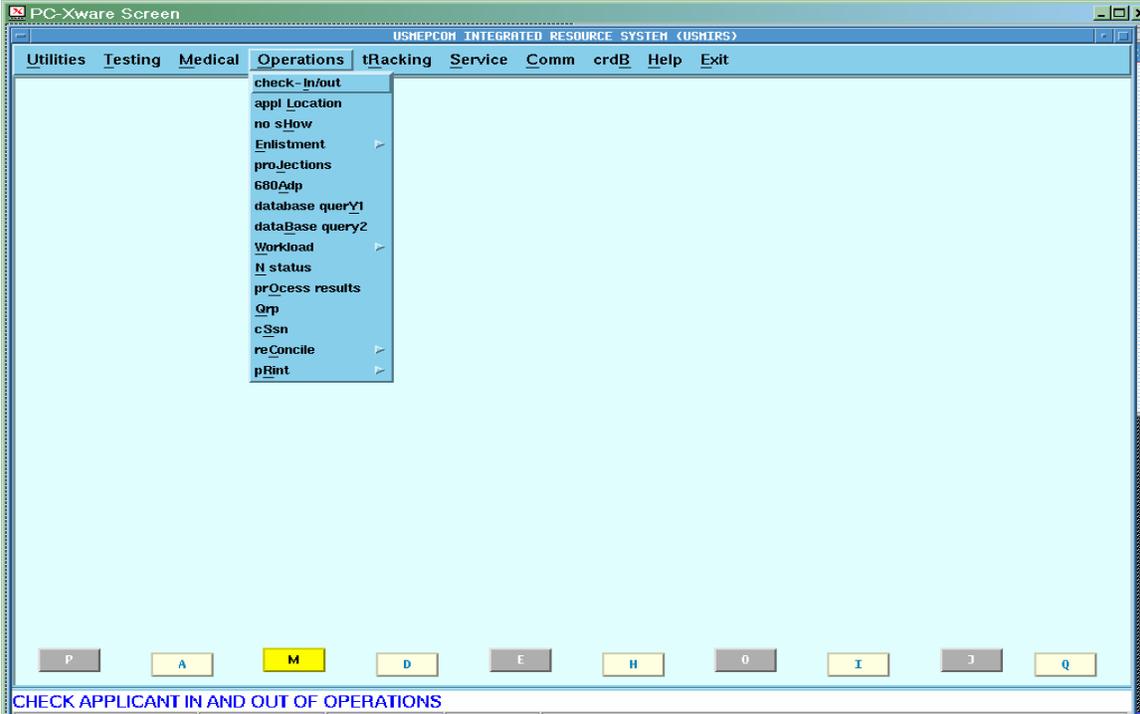


Figure 23 USMIRS Main Menu with Operations Expansions

### 5.2 Check - In/Out (TA01)

5.2.1 Check an applicant in and out of the area.

### 5.3 Appl Location (TP11)

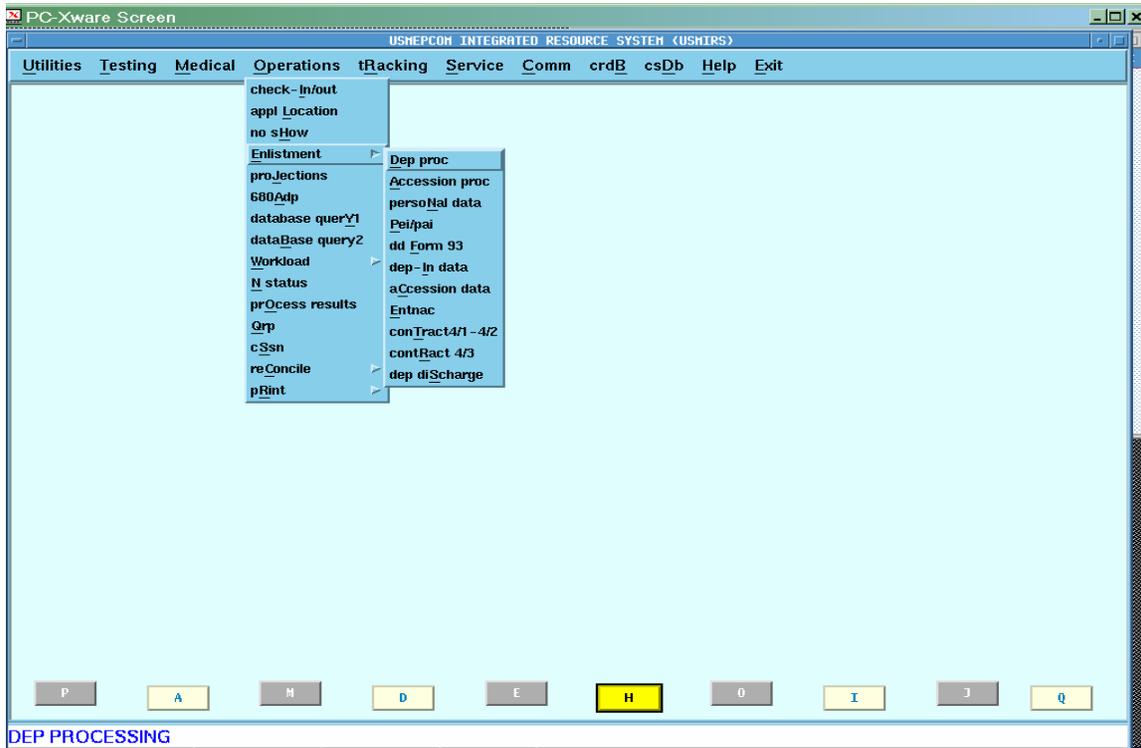
5.3.1 Track the location applicant within the MEPS at any given time of the day.

### 5.4 No Show (TP02)

5.4.1 Check for applicants who have not been processed in an area.

## 5.5 Enlistment

5.5.1 The ENLISTMENT selection (see figure below) is main process for entering the applicant's information into USMIRS for DEP or Accession.



**Figure 24 Operations with Enlistment Expansions**

5.5.1.1 A brief description of the Enlistment expansions:

DEP PROC - a series of data entry screens to capture data for the DEP enlistment process:

- PERSONAL DATA (OP01) verifies or update personal data
- PEI/PAL (OQ01) - enter or update PEI/PAL disclosure information
- DD FORM 93 (OY01) - enters or update information for the DD Form 93
- DEP-IN-DATA (OD01) - enter, update, or delete DEP information
- ENTNAC (OE01) - enter or update ENTNAC information
- CONTRACT 4/1-4/2 (OC01) - enter or update contract information for Form 4/1-4/2

ACCESSION PROC (OP01) - a series of data entry screens to capture data for the applicant's enlistment process:

- PERSONAL DATA (OP01) verifies or update personal data
  - PEI/PAL (OQ01) - enter or update PEI/PAL disclosure information
  - DD FORM 93 (OY01) - enters or update information for the DD Form 93
  - ACCESSION DATA (OA01) - enter, update, or delete Accession information
  - ENTNAC (OE01) - enter or update ENTNAC information
- The following contracts may or may not appear depending if applicant's SPF:
- CONTRACT 4/1-4/2 (OC01) - enter or update contract information for Form 4/1-4/2
  - CONTRACT 4/3 (OC02) - enter or update contract information for Form 4/3

PERSONAL DATA (OP01) – enter, update, and verify applicant's personal data  
PEI/PAL (OQ01) - enter PEI/PAL disclosure information  
DD FORM 93 (OY01) - enter information for the DD Form 93  
DEP-IN-DATA (OD01) - enter, update, or delete DEP information  
ACCESSION DATA (OA01) - enter, update, or delete accession data  
ENTNAC (OE01) - enter ENTNAC information  
CONTRACT 4/1 - 4/2 (OC01) - enter or update contract information for Form DD 4/1  
and DD 4/2  
CONTRACT 4/3 (OC02) - enter or update contract information for Form DD 4/3  
DEP DISCHARGE (OG01) - enter DEP Discharge information

## **5.6 Projections (CN01)**

5.6.1 The Recruiting Service uses this screen to project applicants to be on the MEPS processing for a specific date.

## **5.7 680Adp (ADP680)**

5.7.1 Displays the ADP680 screens for verification of the applicant information.

## **5.8 Database Query 1 (CE05)**

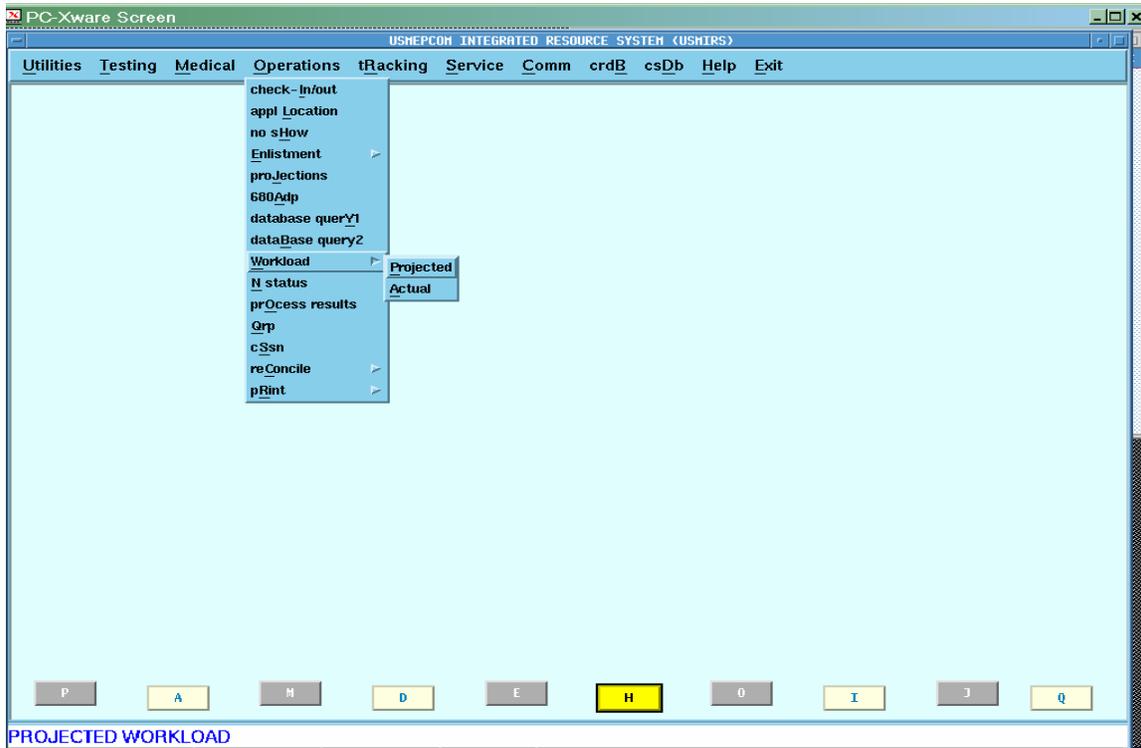
5.8.1 Allows for querying the Local MIRS Databases.

## **5.9 Database Query 2 (OM01)**

5.9.1 Allows for querying the Local MIRS Databases, by individual, range by name, print (packet file labels and duplicate roster), counts by SPF, and give MEPS workload statistics.

## 5.10 Workload

5.10.1 The WORKLOAD selections (see figure below) are 'projected' and 'actual' applicant counts per service.



**Figure 25 Operations with Workload Expansions**

5.10.2 A brief description of the Workload expansions:

- PROJECTED (TP08) - view or print projected applicant counts for an entered date
- ACTUAL (TP09) - view or print actual applicant counts for an entered date

## 5.11 N Status (OQ03)

5.11.1 Create or clear disqualifying conditions for applicants.

## 5.12 Process results (CR01)

5.12.1 Displays the workload counts for several sections of USMIRS for an entered service and date.

## 5.13 Qrp: Quality Review Process (QR01)

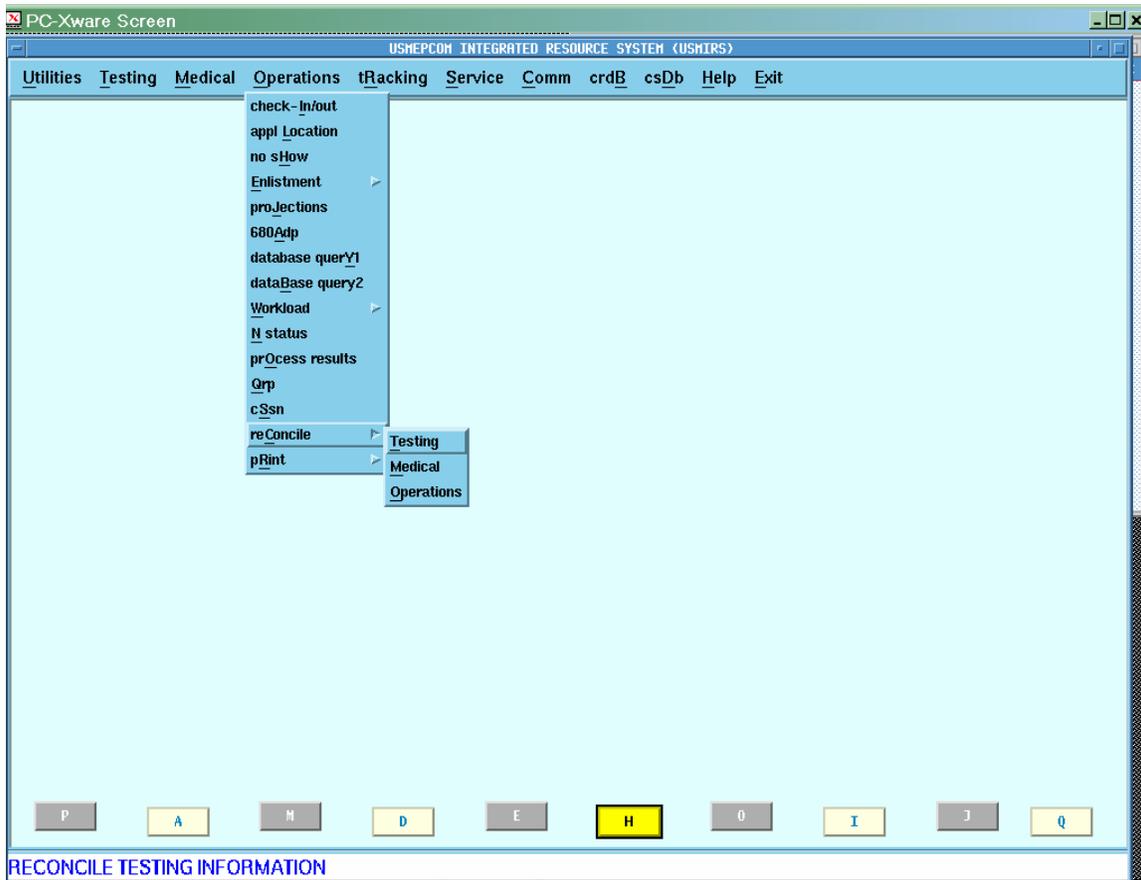
5.13.1 Review all processing discrepancies.

### 5.14 Csn (OP04)

5.14.1 Display Social Security Numbers that are in conflict. E.g. two applicants are using the same SSN.

### 5.15 Reconcile

5.15.1 To reconcile processing (shows/no shows) for workloads and transactions (see figure below).



**Figure 26 Operations with Reconcile Expansions**

5.15.2 A brief description of the Reconcile expansions:

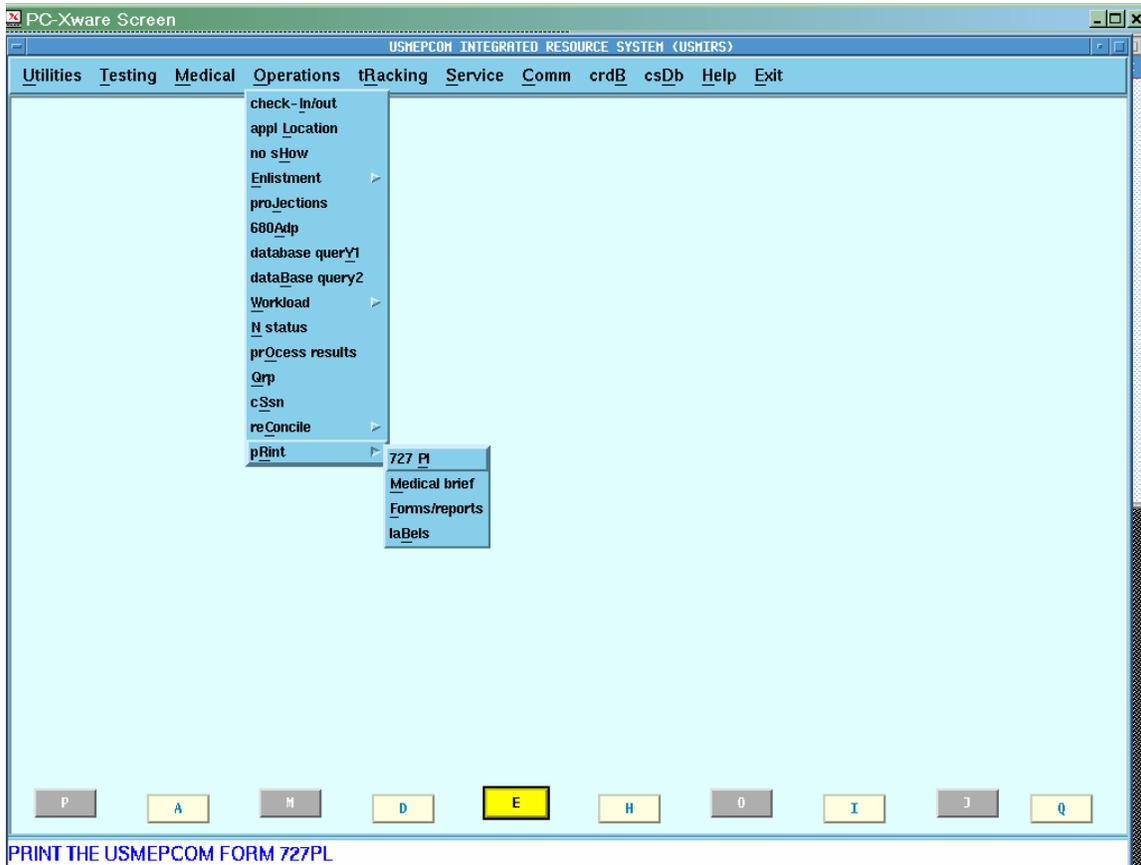
TESTING (OR01) - initial, retest, confirm, student ASVAB, special and invalid test

MEDICAL (OR02) - physicals, inspects, and consult

OPERATIONS (OR03) - DEP-in, ACC only, ACC and ship, ship only, and DEP disch

## 5.16 Print

5.16.1 The PRINT selection (see figure below) will print several different types of projected processing summary, medical briefs, forms and labels.



**Figure 27 Operations with Print Expansion**

5.16.1.1 A brief description of the Print expansions:

- 727 PI (CN02) - prints Form 727, processing workload requirements for entered date
- MEDICAL BRIEF (MD08) - print medical brief forms
- FORMS/REPORTS (OU10) - print forms (USMEPCOM and DA) and output products
- LABELS (TP07) - print labels (packet/file, identification badge, and specimen)

## 6. USMIRS Main Menu - Tracking

### 6.1 Introduction

6.1.1 The USMIRS Main Menu – TRACKING selection (see figure below) is the main process area for tracking the applicant’s location and information within the MEPS.

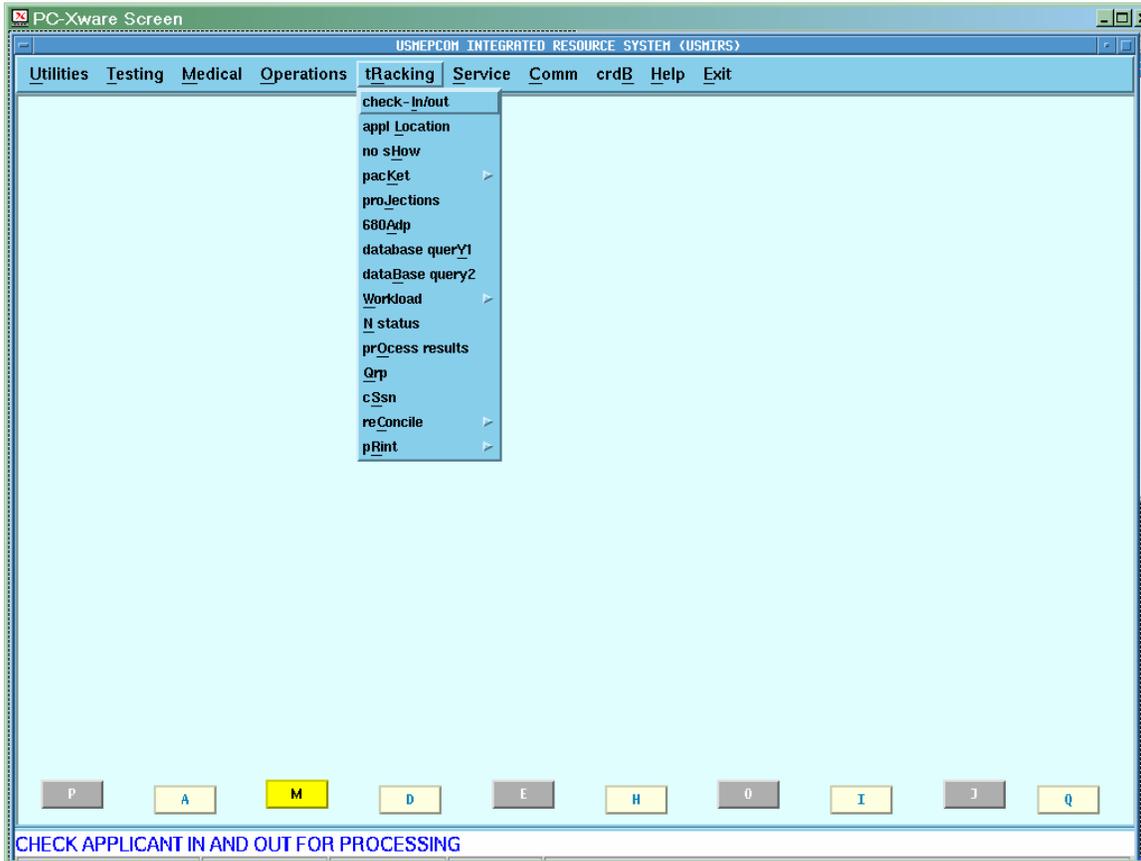


Figure 28 USMIRS Main Menu with Tracking Expansions

### 6.2 Check - In/Out (TA01)

6.2.1 Check an applicant in and out of the area.

### 6.3 Appl Location (TP11)

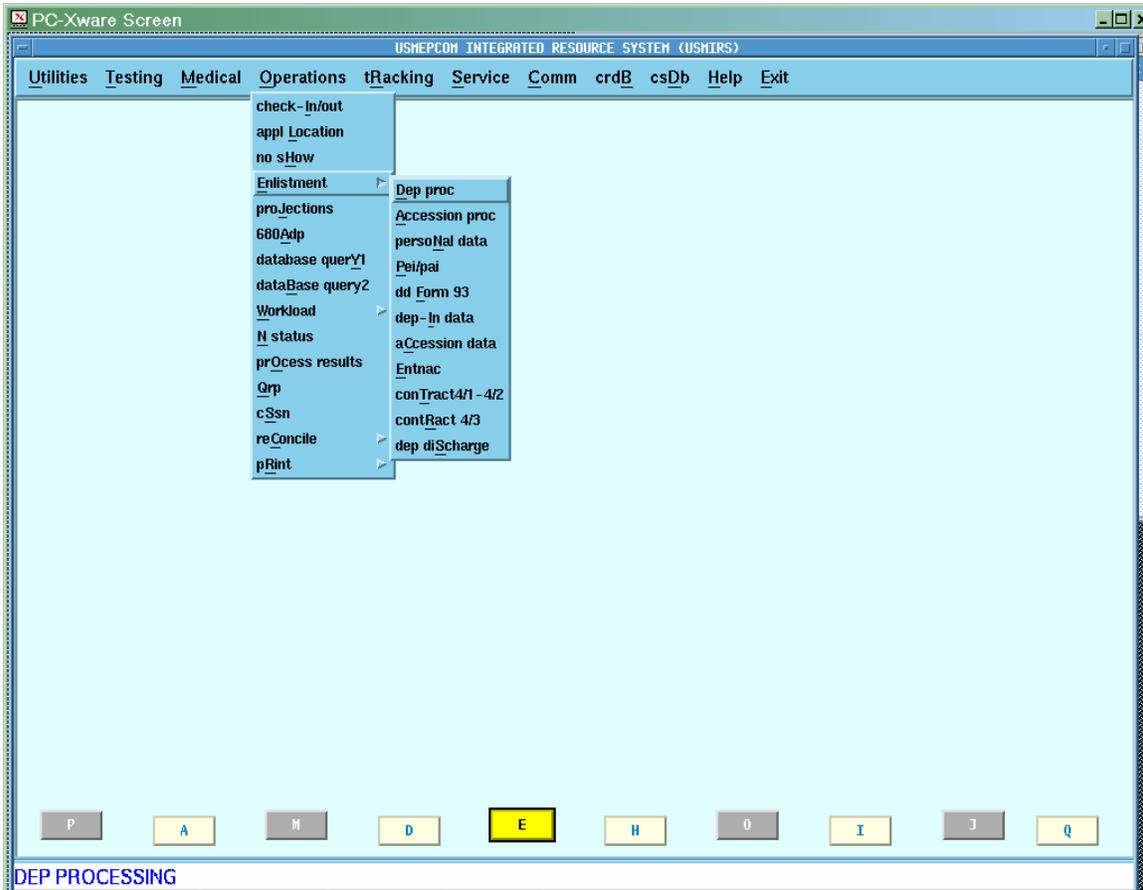
6.3.1 Track the location applicant within the MEPS at any given time of the day.

### 6.4 No Show (TP02)

6.4.1 Check for applicants who have not been processed in an area.

## 6.5 Packet

6.5.1 The PACKET selection (see figure below) is to track the location of an applicant's packet in or out of the MEPS.



**Figure 29 Tracking with Packet Expansion**

6.5.1.1 A brief description of the Packet expansions:

- CHARGE-IN/OUT (TP01) - track the location of an applicant's packet within MEPS
- 727 CHARGE-OUT (TP01) - sign out packets to personnel and locations
- OVERDUE (TP10) - display all packets that are overdue to be returned
- DA FORM 200 (TP03) - print DA Form 200 with packet information
- DA FORM 543 (TP04) - print DA Form 543 with packet information
- PURGE PACKET (TP05) - purge records and print ZHM103 Purge Roster
- RECORD FLAG (TP06) - print the 601-23-E

## 6.6 Projections (CN01)

6.6.1 PROJECTION is the form used by service counselors to project an applicant into the MEPS.

## 6.7 680Adp (ADP680)

6.7.1 Displays the ADP680 screens for verification on applicant information.

## 6.8 Database Query 1 (CE05)

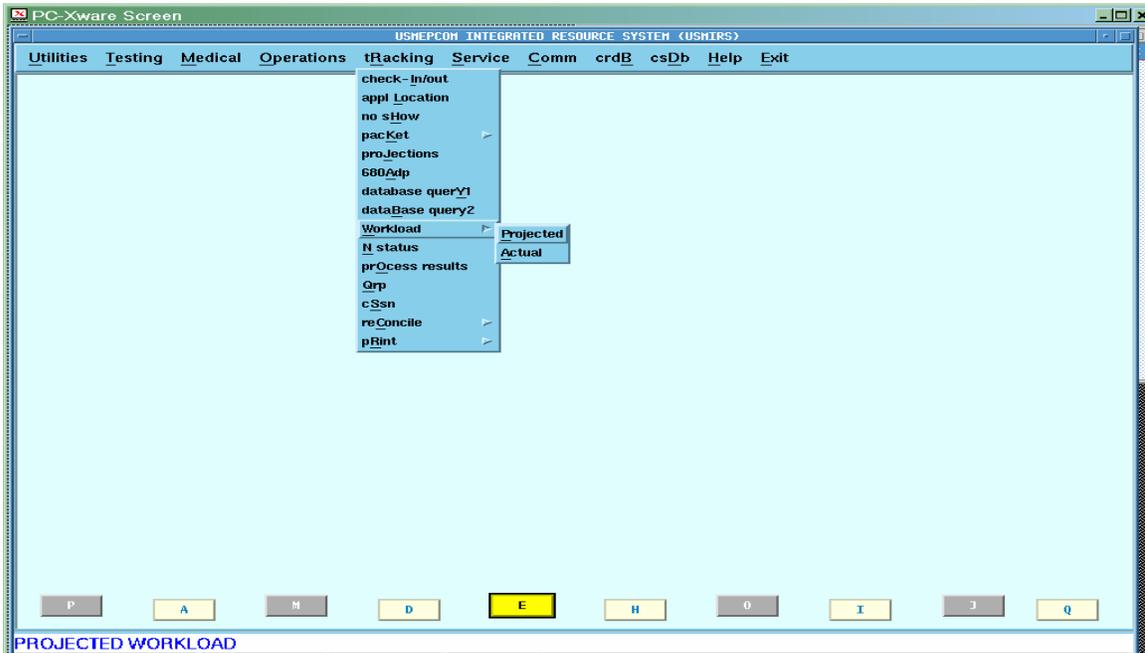
6.8.1 Allows for querying the Local MIRS databases.

## 6.9 Database Query 2 (OM01)

6.9.1 Allows for querying the Local MIRS databases, by individual, range by name, print (packet file labels and duplicate roster), counts by SPF, and give MEPS workload statistics.

## 6.10 Workload

6.10.1 The WORKLOAD selections (see figure below) are 'projected' and 'actual' applicant counts per service.



**Figure 30 Tracking with Workload Expansions**

6.10.1.1 A brief description of the Workload expansions:

PROJECTED (TP08) - view or print projected applicant counts for an entered date

ACTUAL (TP09) - view or print actual applicant counts for an entered date

## 6.11 N Status (OQ03)

6.11.1 To clear or create disqualifying conditions for applicants.

## 6.12 Process results (CR01)

6.12.1 Displays the workload counts for several sections of USMIRS for an entered service and date.

## 6.13 Qrp: Quality Review Process (QR01)

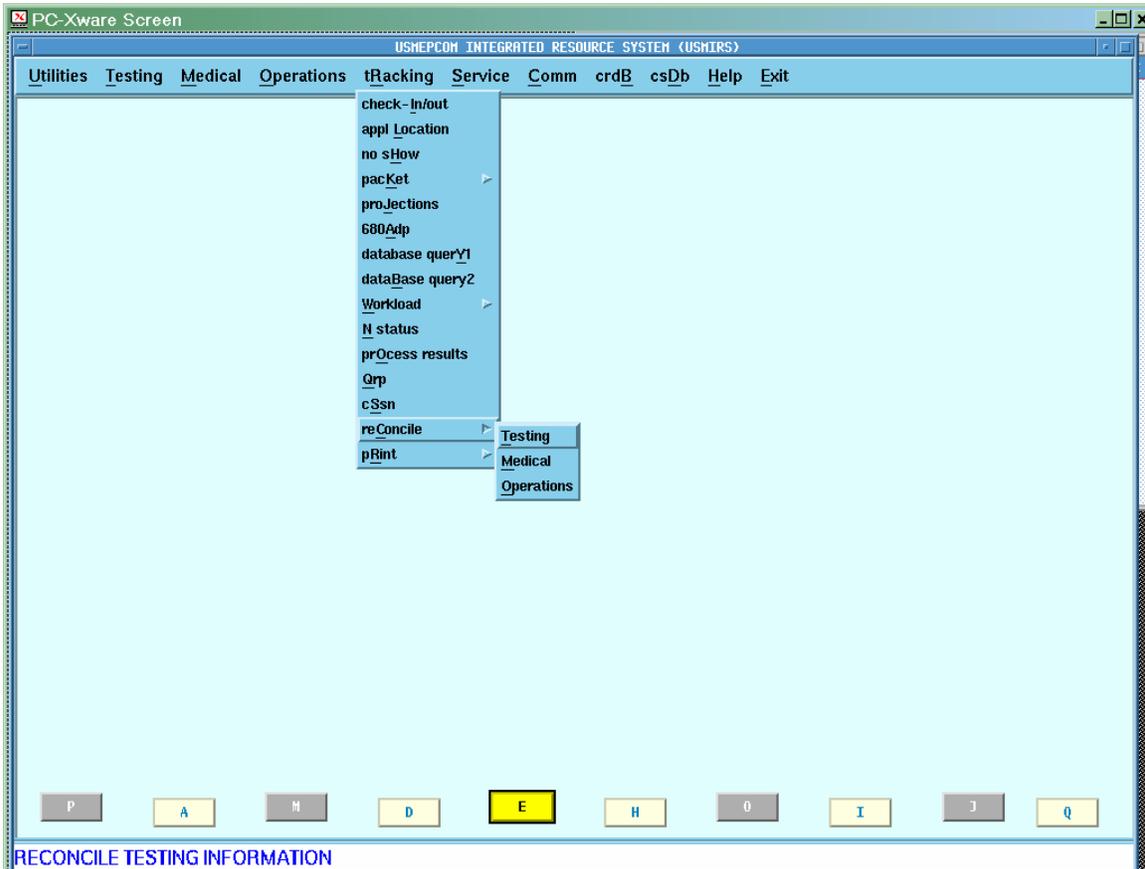
6.13.1 Review processing discrepancies.

## 6.14 Csn (OP04)

6.14.1 Display Social Security Numbers that are in conflict. E.g. two individuals are using the same SSN.

## 6.15 Reconcile

6.15.1 To reconcile processing (show/no shows) for workloads and transactions (see figure below).



**Figure 31 Tracking with Reconcile Expansions**

6.15.1.1 A brief description of the Reconcile expansions:

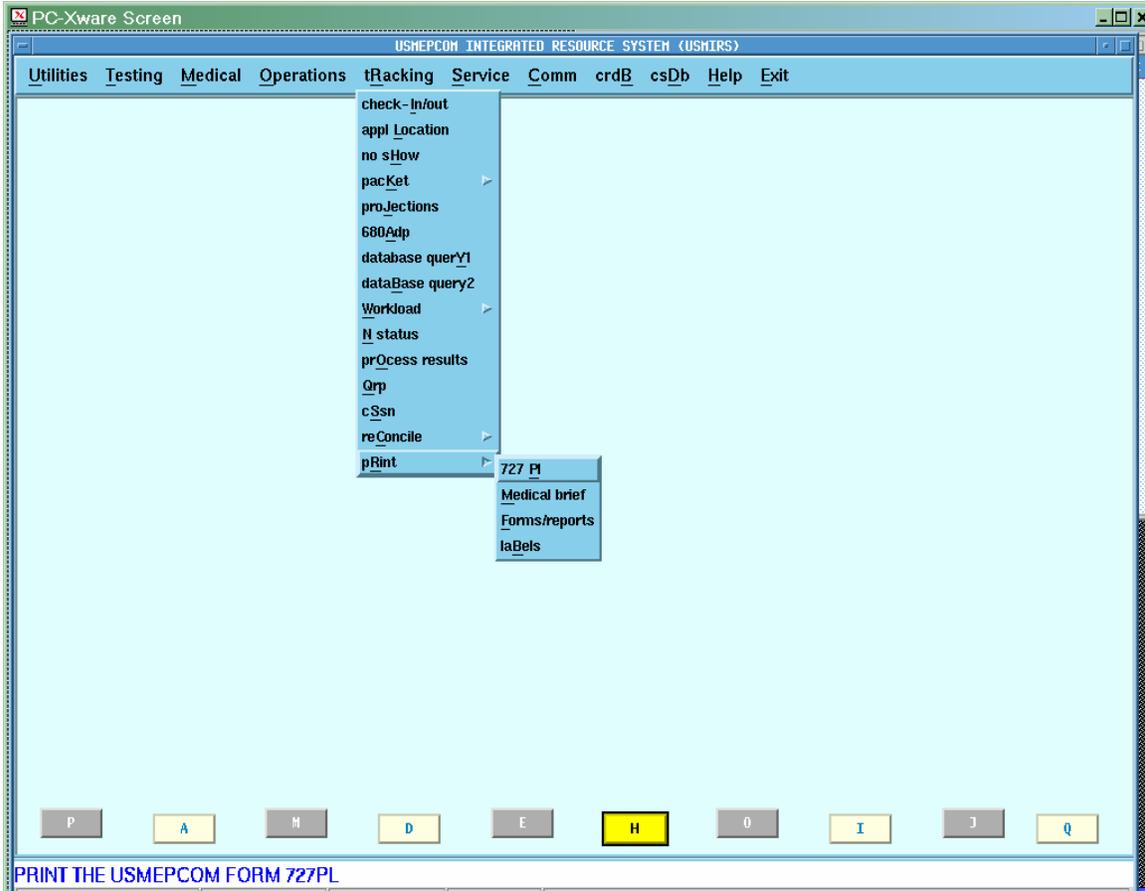
TESTING (OR01) - initial, retest, confirm, student ASVAB, special and invalid test

MEDICAL (OR02) - physicals, inspects, and consult

OPERATIONS (OR03) - DEP-in, ACC only, ACC and ship, ship only, and DEP disch

## 6.16 Print

6.16.1 The PRINT selection (see figure below) will print several different types of projected processing summary, medical briefs, forms, and labels.



**Figure 32 Tracking with Print Expansions**

6.16.1.1 A brief description of the Print expansions:

727 PI (CN02) - prints Form 727, processing workload requirements for entered date

MEDICAL BRIEF (MD08) - print medical brief forms

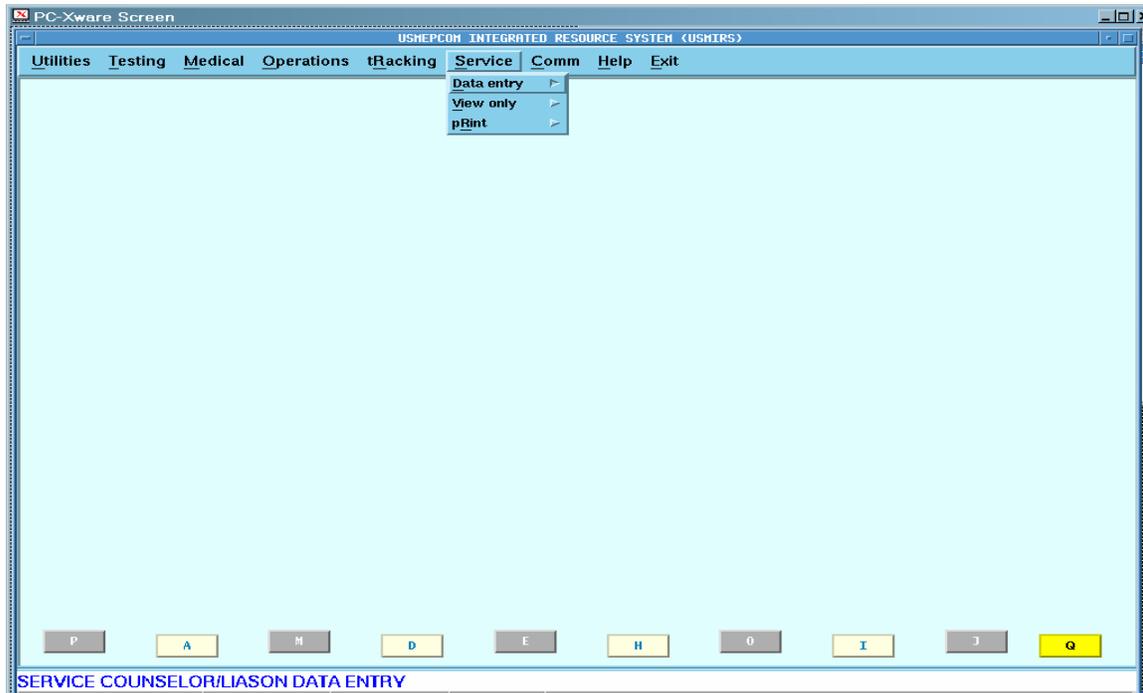
FORMS/REPORTS (OU10) - print forms (USMEPCOM and DA) and output products

LABELS (TP07) - print labels (packet/file, identification badge, and specimen)

## 7. USMIRS Main Menu - Service

### 7.1 Introduction

7.1.1 The USMIRS Main Menu - SERVICE selection (see figure below) is the main processing area for service personnel. Each pop-up window selection may have more expansions shown with an arrow on the right side of each selection.



**Figure 33 USMIRS Main Menu with Service Expansions**

7.1.1.1 A brief description of the Service expansions:

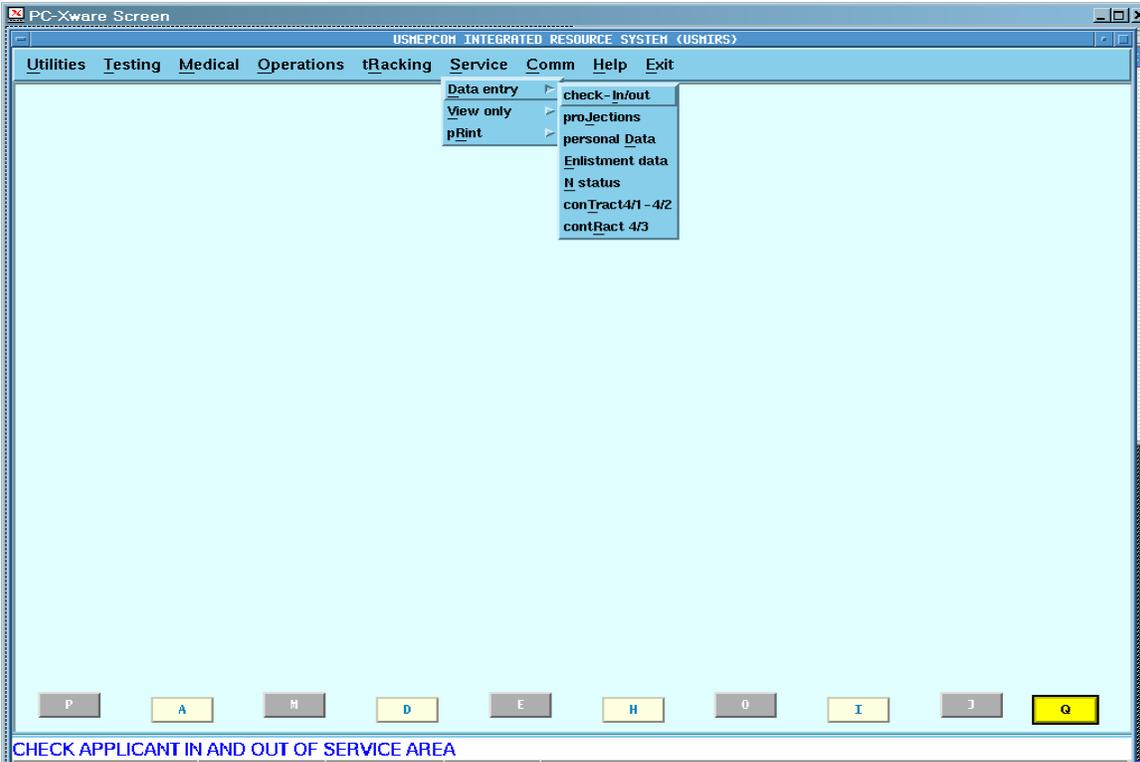
DATA ENTRY - entering or updating applicants' information

VIEW ONLY - viewing applicant or student information and printing reports

PRINT - print forms (USMEPCOM and DA) and output products

## 7.2 Data Entry

7.2.1 The DATA ENTRY selection (see figure below), the pop-up window expands for entering or updating applicant information and printing reports.



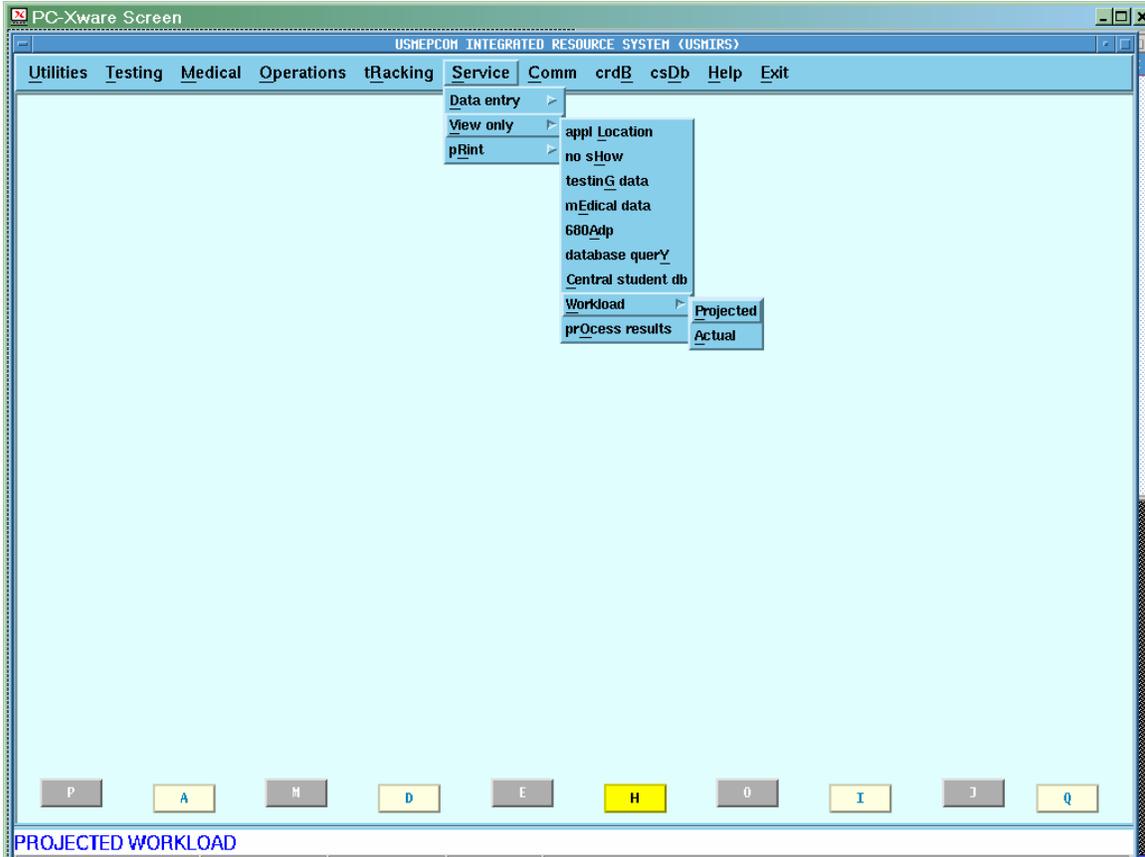
**Figure 34 Service with Data Entry Expansions**

7.2.1.1 A brief description of the Data Entry expansions:

- CHECK-IN/OUT (TA01) - check an applicant in and out of the area they are in
- PROJECTIONS (CN01) - project an applicant into the MEPS.
- PERSONAL DATA (OP01) - verification and update applicant's personal data
- ENLISTMENT DATA (CE01) - enter DEP and/or Accession data.
- N-STATUS (OQ03) - clear or create disqualifying conditions for applicant(s)
- CONTRACT 4/1-4/2 (OC01) - enter or update contract information for Form 4/1, 4/2
- CONTRACT 4/3 (OC02) - enter or update contract information for Form 4/3

### 7.3 View Only

7.3.1 The VIEW ONLY selection (see figure below), the pop-up window expands for viewing applicant, student information and printing reports.



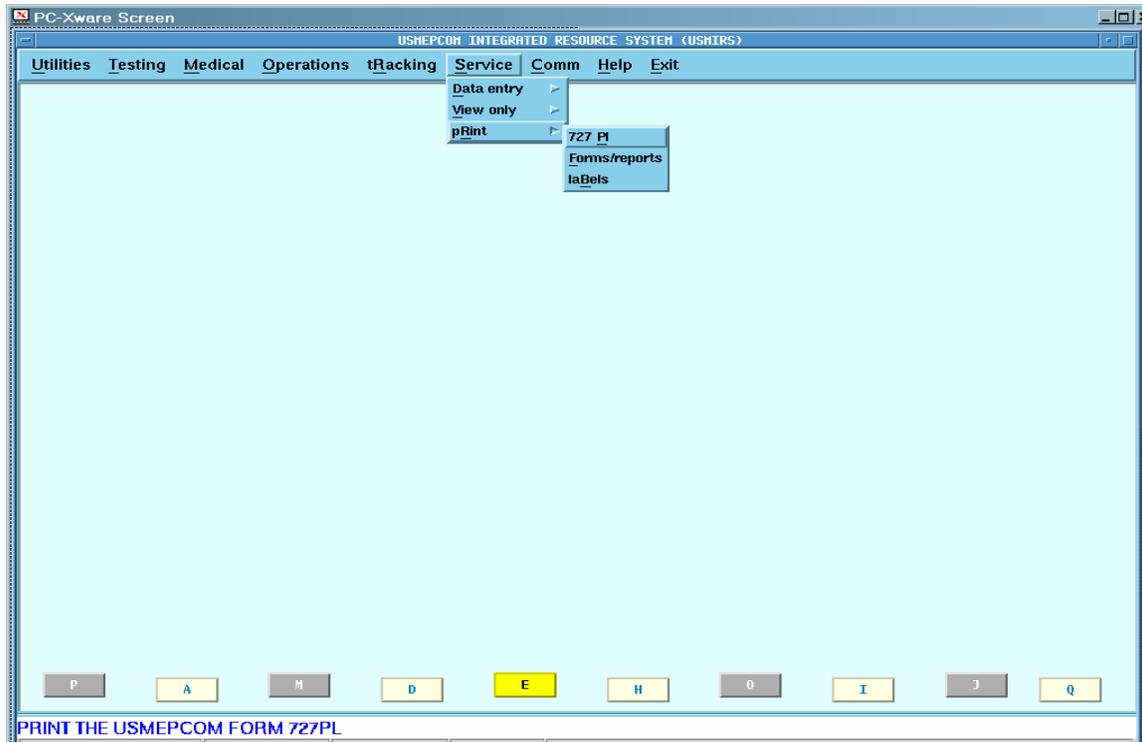
**Figure 35 Service with View Only Expansions**

7.3.1.1 A brief description of the View Only expansions:

- APPL LOCATION (TP11) - track the location of applicant in the MEPS
- NO SHOW (TP02) - check for applicant who have not been processed in an area
- TESTING DATA (AA03) - display aptitude data for applicant
- MEDICAL DATA (MD01) - display medical test results for applicant
- 680ADP (ADP680) - display applicant 680ADP data
- DATABASE QUERY (CE05) – allow query the Local MIRS databases
- CENTRAL STUDENT DB - future development
- WORKLOAD -
  - PROJECTED (TP08) - view or print projected applicant counts for an entered date
  - ACTUAL (TP09) - view or print actual applicant counts for an entered date
  - PROCESS RESULTS (CR01) - view the workload counts for several sections of USMIRS for an entered date

## 7.4 Print

7.4.1 The PRINT selection (see figure below) will print forms and labels.



**Figure 36 Service with Print Expansions**

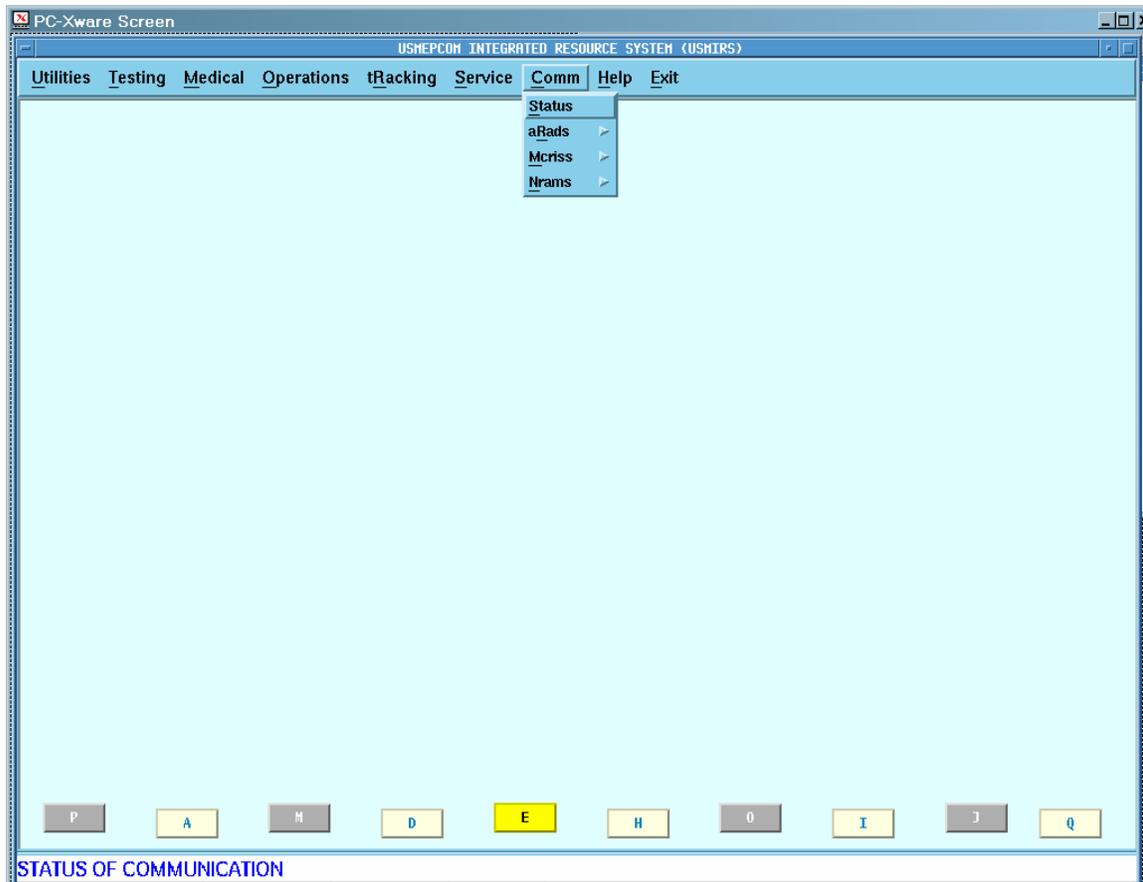
7.4.1.1 A brief description of the Print expansions:

- 727PI (CN02) - print Form 727, processing workload requirements for entered date
- FORMS/REPORTS (OU10) - print forms (USMEPCOM and DA) and output products
- LABELS (TP07) - print labels (packet/file, identification badge, and specimen)

## 8. Communication

### 8.1 Introduction

8.1.1 The USMIRS Main Menu – COMMUNICATION selection (see figure below) is used to check the status for communication and the main process area for starting, ending and monitoring the transmission to the Army, Marine Corps and Navy data systems.



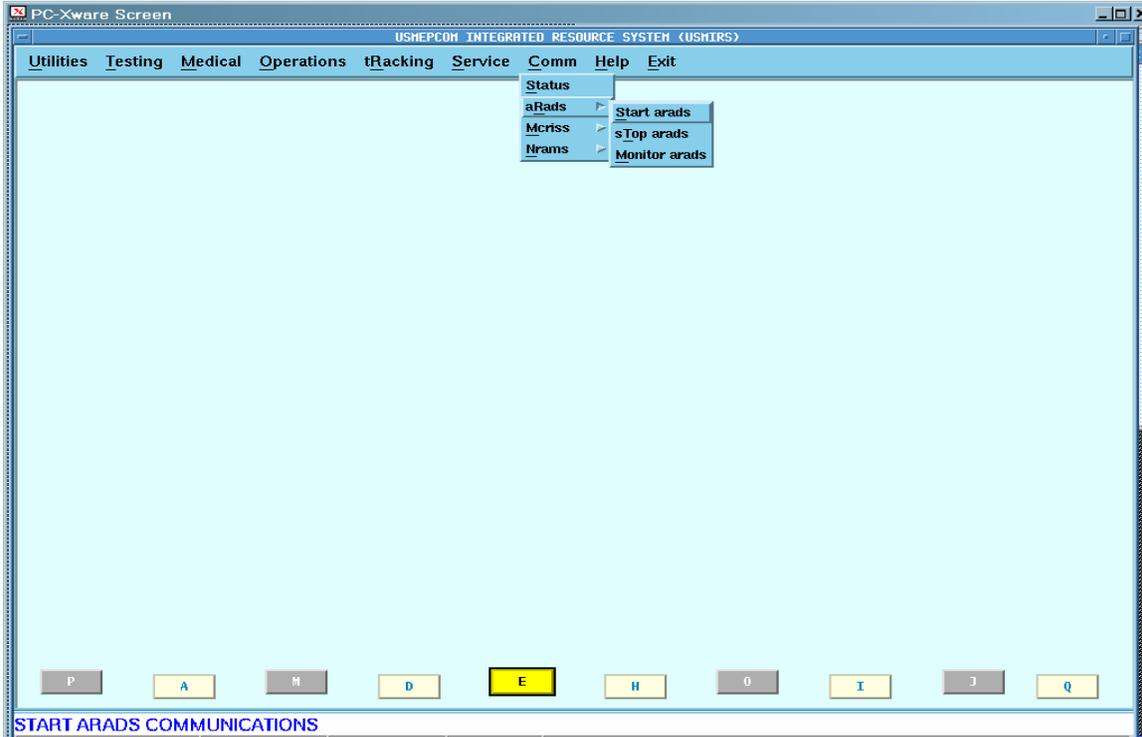
**Figure 37 USMIRS Main Menu with Communications Expansions**

### 8.2 Status (CO01)

8.2.1 Checking the current status for Communications and modem set-up.

## 8.3 ARADS

8.3.1 The ARADS (Army Recruiting Accession Data System) is a communication system for transferring data to Army (see figure below).



**Figure 38 Communications with ARADS Expansion**

8.3.1.1 A brief description of the ARADS expansions:

START ARADS – to start the ARADS communication

STOP ARADS - to stop the ARADS communication

MONITOR ARADS – to monitors the communication process

8.3.2 The Monitor ARADS process will provide information about the transferring of data.

8.3.2.1 Whether the ARADS Server or the Local USMIRS server is up or down.

8.3.2.2 The last communication time.

8.3.2.3 The number of records received by USMIRS.

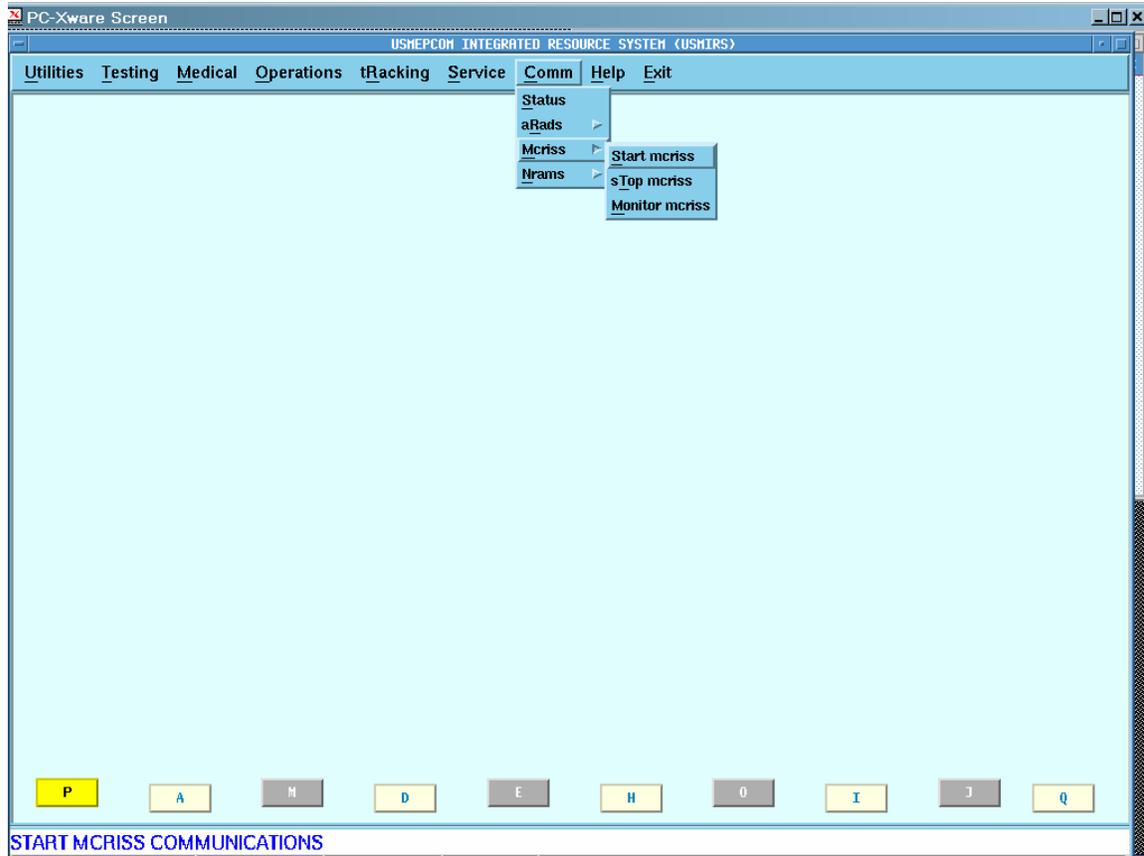
8.3.2.4 The number of connections used to receive the records from ARADS.

8.3.2.5 The number of records transmitted by USMIRS.

8.3.2.6 The number of connections used to transmit the records to ARADS.

## 8.4 MCRISS

8.4.1 The MCRISS (Marine Corps Recruiting Information Support System) is a communications system for transferring data to Marine Corps (see figure below).



**Figure 39 Communications with MCRISS Expansions**

8.4.1.1 A brief description of the MCRISS expansions:

START MCRISS – to start the MCRISS communication

STOP MCRISS - to stop the MCRISS communication

MONITOR MCRISS – to monitors the communication process

8.4.2 The MONITOR MCRISS process will provide information about the transferring of data.

8.4.2.1 Whether the MCRISS Server or the Local USMIRS server is up or down.

8.4.2.2 The last communication time.

8.4.2.3 The number of records received by USMIRS.

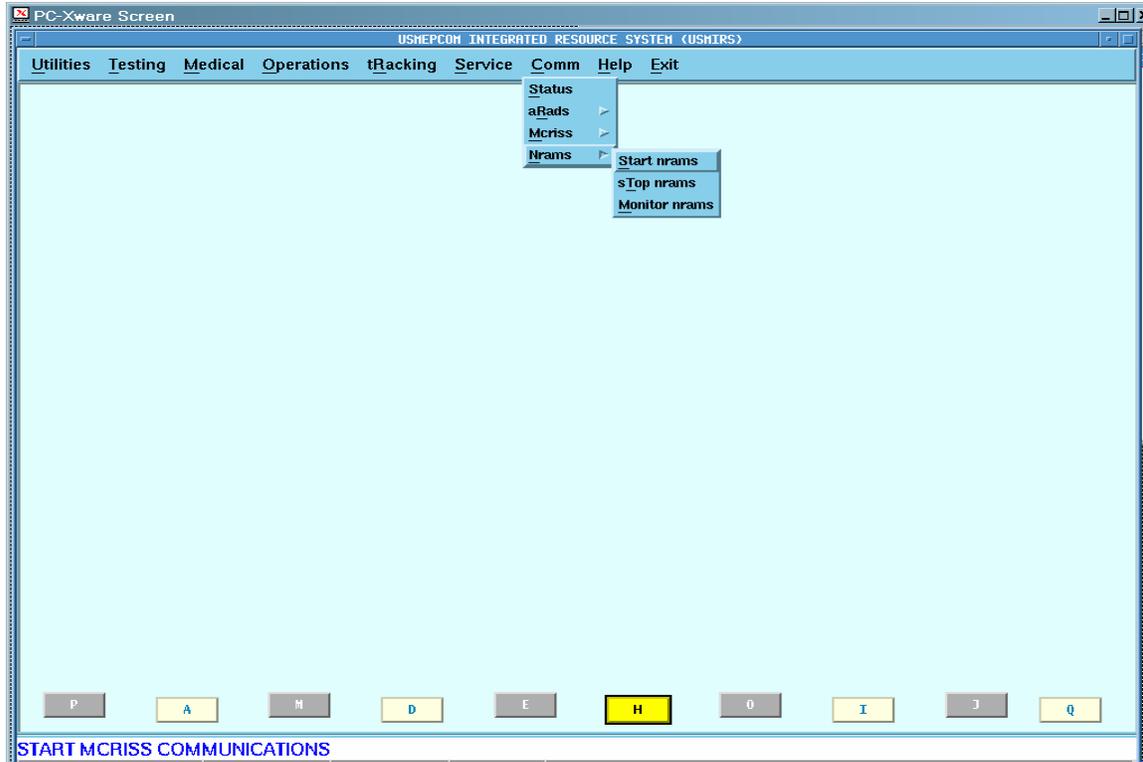
8.4.2.4 The number of connections used to receive the records from MCRISS.

8.4.2.5 The number of records transmitted by USMIRS.

8.4.2.6 The number of connections used to transmit the records to MCRISS.

## 8.5 NRAMS

8.5.1 The NRAMS (Navy Recruiting Accession Management System) is a communication system for transferring data to Navy (see figure below).



**Figure 40 Communications with NRAMS Expansions**

8.5.1.1 A brief description of the NRAMS expansions:

START NRAMS – to start the NRAMS communication

STOP NRAMS - to stop the NRAMS communication

MONITOR NRAMS – to monitors the communication process

8.5.2 The MONITOR NRAMS process will provide information about the transferring of data.

8.5.2.1 Whether the NRAMS Server or the local USMIRS server is up or down.

8.5.2.2 The last communication time.

8.5.2.3 The number of records received by USMIRS.

8.5.2.4 The number of connections used to receive the records from NRAMS.

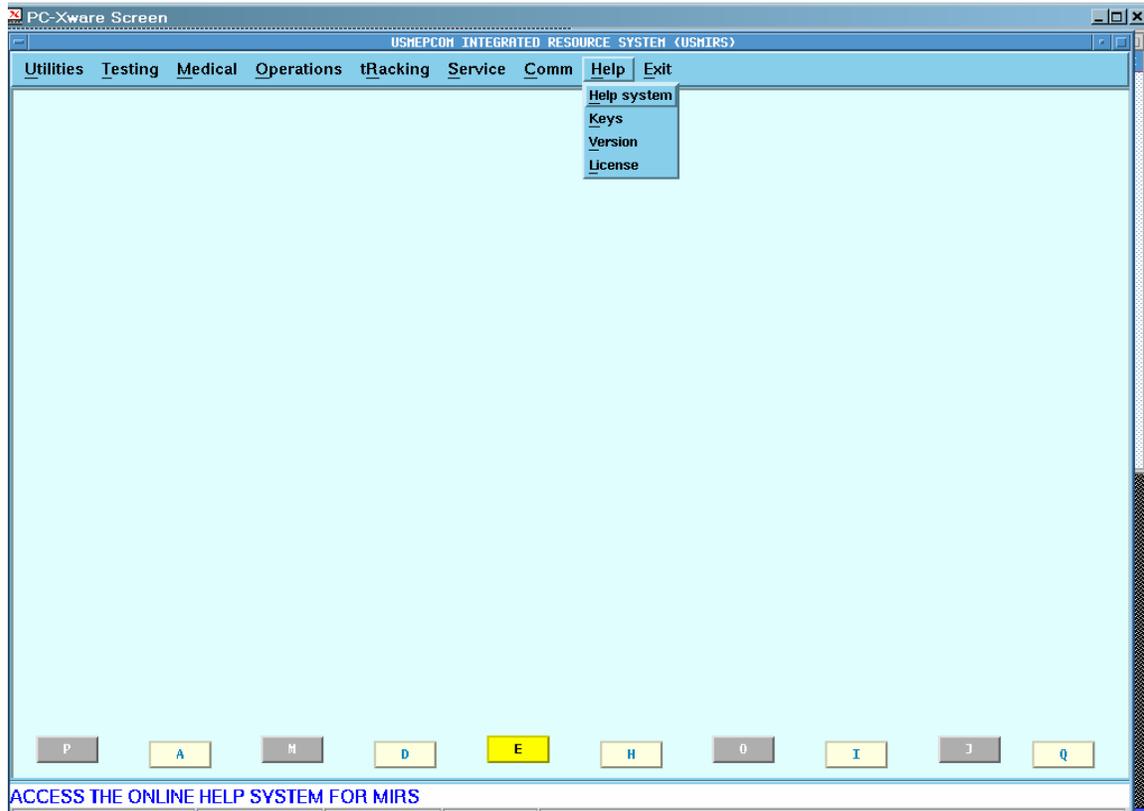
8.5.2.5 The number of records transmitted by USMIRS.

8.5.2.6 The number of connections used to transmit the records to NRAMS.

## 9. Help

### 9.1 Introduction

9.1.1 The USMIRS Main Menu - HELP selection (see figure below).



**Figure 41 USMIRS Main Menu with Help Expansion**

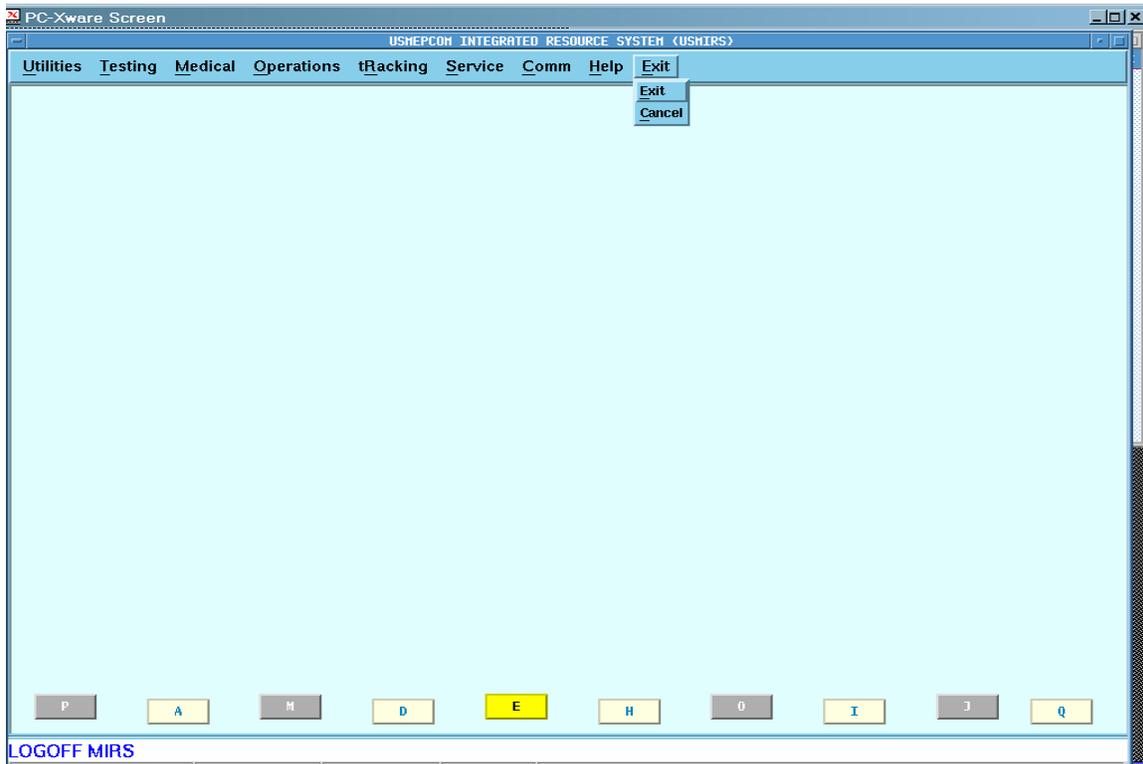
9.1.2 A brief description of the Help expansions:

- HELP SYSTEM – under development
- KEYS - show definition of some function keys
- VERSION (UU05) - stored software with version numbers
- LICENSE (UU07) - software license and property of statement

## 10. Exit

### 10.1 Introduction

10.1.1 The USMIRS Main Menu – EXIT selection (see figure below).



**Figure 42 USMIRS Main Menu with Exit Expansions**

10.1.2 A brief description of Exit expansions:

EXIT - exit from USMIRS Main Menu

CANCEL - return to USMIRS Main Menu

# Individual Screen Instructions

## 11. AA03 Aptitude Data

### 11.1 Introduction

11.1.1 The AA03 APTITUDE DATA screen (see figure below) is used to merge test results with applicant records. There is additional information for AA03 and ZHM088 in Appendix 9 - ZHM088 and AA03 Additional Information.

11.1.2 The AA03 Aptitude Data screen can be accessed by one of the following options.

11.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Testing | eTp | Testing data | Aptitude Data (Auto) from AA05 screen  
 Service | View only | testinG data

11.1.2.2 By pressing <Ctrl + A> from within the system.

11.1.2.3 Selecting 'A' hot button from Main Menu.

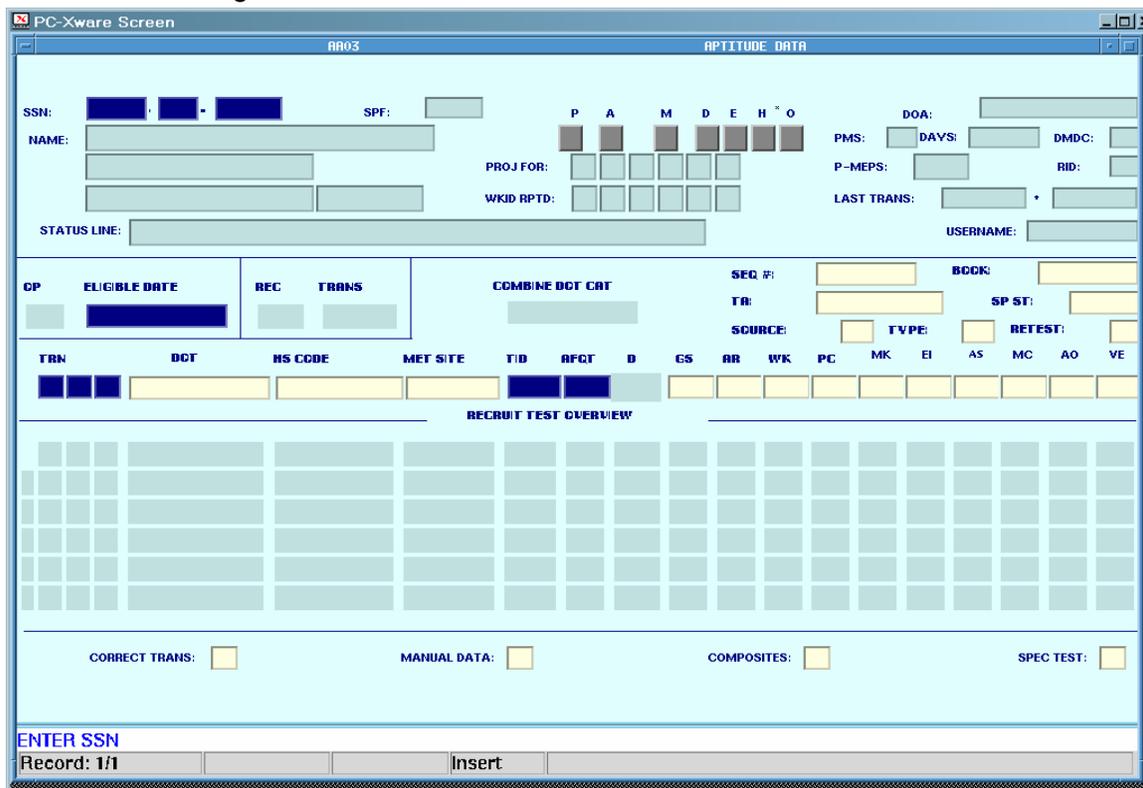


Figure 43 AA03 Aptitude Data

### 11.2 Prerequisite Instructions

11.2.1 Enter the Social Security Number of the applicant. If SSN is found, the applicant information will be displayed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will appear to input new applicant in the system.

11.2.2 Options available on AA03 are located at the bottom of the screen. There is additional information for AA03 and ZHM088 in Appendix 9 - ZHM088 and AA03 Additional Information.

OPTIONS	DESCRIPTION
CORRECT TRANS	Correct existing information
MANUAL DATA	Enter new information
COMPOSITES	Display composites scores
SPEC TEST	Enter special test (language, electronic, etc)

### 11.3 Correct Trans Option

11.3.1 CORRECT TRANS - enter 'X' and press <Enter>.

11.3.2 A Transaction Correction pop-up window will appear with available options. Enter 'X' one of the options. The corrections will be posted after the record is committed.

11.3.3 Press <Ctrl + F7> to commit the change or <Ctrl + F4> to discard the change or <Shift + F9> to exit.

### 11.4 Manual Data Option

11.4.1 MANUAL DATA - enter 'X' and press <Enter>.

11.4.2 SEQ – the system will automatically assign Sequence Number.

11.4.3 BOOK – enter the Booklet Number.

11.4.4 TA – enter the Test Administrator.

11.4.5 SP ST – enter the Special Study Code.

11.4.6 DOT – enter the Date Of Test.

11.4.7 HS CODE – enter the High School Code.

11.4.8 MET SITE – enter the Met Site or press <Ctrl + L> for LOV.

11.4.9 TID – enter the Test Identification (test version).

11.4.10 STANDARD SCORES – enter the Standard Scores for each subtest (GS, AR, WK, PC, MK, EI, AS, MC, AO, VE)

11.4.11 SOURCE – will be pre-filled when record is committed.

11.4.12 SOURCE – will be pre-filled when record is committed.

11.4.13 SOURCE – will be pre-filled when record is committed.

11.4.14 Press <Ctrl + F7> to commit the change or <Ctrl + F4> to discard the change or <Shift + F9> to exit.

### 11.5 Composites Option

11.5.1 Display Composites scores.

Date Updated December 12, 2003

Version 1.1

## 11.6 Spec Test Option

11.6.1 The Special Test Enter/Review/Edit pop- up will appear.

11.6.2 TYPE – enter the Test Type or press <Ctrl + L> for LOV.

11.6.3 TEST SCORE – enter the Test Score.

11.6.4 DOT – enter the Date Of Test.

11.6.5 Press <Ctrl + F7> to commit the change or <Ctrl + F4> to discard the change or <Shift + F9> to exit.

## 12. AA04 Incomplete USMEPCOM Form 680A-E

### 12.1 Introduction

12.1.1 The AA04 INCOMPLETE USMEPCOM FORM 680A-E screen (see figure below) is used to enter remarks for those applicants with incomplete information on the USMIRS system.

12.1.2 The AA04 Incomplete USMEPCOM FORM 680A-E screen can be accessed by one of the following options.

12.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Testing | eTp | Incomplete 680a

DAYS	SSN	NAME	SPF	SITE	DOT	TA
REMARKS:						
REMARKS:						
REMARKS:						
REMARKS:						
REMARKS:						
REMARKS:						
REMARKS:						

NO DATA FOUND.

Record: 1/1      Insert

Figure 44 AA04 Incomplete USMEPCOM Form 680A-E

### 12.2 Instructions

12.2.1 If data exists on the system, the following data defaults will be displayed: DAYS, SSN, NAME, SPF, SITE, DOT, and TA.

12.2.2 REMARKS - enter the Comments. Use <Ctrl + Page UP/DOWN> to move between screens.

12.2.3 Press <Ctrl + F7> to commit the change or <Ctrl + F4> to discard the change or <Shift + F9> to exit.

## 13. AA05 Scoring System

### 13.1 Introduction

13.1.1 The AA05 SCORING SYSTEM screen (see figure below) is Aptitude Scoring and reprinting (unmerged/merged) test roster.

13.1.2 The AA05 Scoring System screen can be accessed by one of the following options.

13.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Testing | eTp | Scoring system



**Figure 45 AA05 Scoring System**

13.1.3 Enter '**X**' to perform one of the following:

LOAD OMR FILE – function not permitted

LOAD CAT – function not permitted

REVIEW/EDIT ERRORS/SCORING – function not permitted

APTITUDE DATA (AUTO) – the Aptitude Data (AA03) screen will appear.

REPRINT UNMERGED TEST ROSTER (ZHM088) – send roster to printer.

REPRINT MERGED TEST ROSTER (ZHM080) – send roster to printer.

## 14. AA06 Intent to Combine

### 14.1 Introduction

14.1.1 The AA06 INTENT TO COMBINE screen (see figure below) is used for combining the scores from CAT ASVAB with shorten student test in the Student Testing System (STS).

14.1.2 The AA06 Intent to combine screen can be accessed by one of the following options.

14.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Testing | eTp | intent to Combine

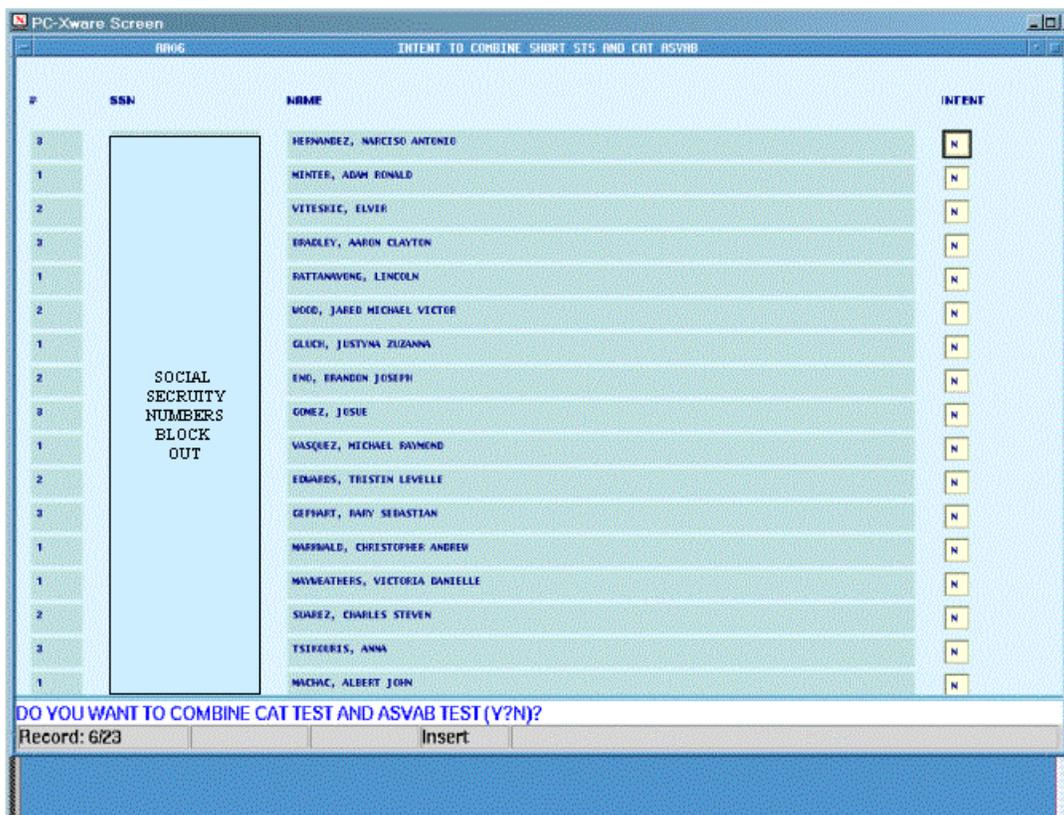


Figure 46 AA06 Intent to Combine

### 14.2 Instructions

14.2.1 The screen will display applicants who have taken the CAT ASVAB and the Short STP test. Read all messages on message/instruction line when they appear for more instructions.

14.2.2 The cursor will be positioned at the INTENT field. Use <Tab> or <Up/Down Arrow> to scroll.

14.2.3 INTENT – enter a ‘Y’ to combine test and press <Enter>. The field can be change from ‘N’ to ‘Y’ or ‘Y’ to ‘N’.

14.2.4 Valid SSN

14.2.4.1 If the Social Security Number is invalid, the Invalid SSN pop-up window will appear to change SSN.

14.2.4.2 If “Yes” is selected, the SSN Change pop-up window will appear. Enter the valid SSN.

14.2.4.3 If “No” is selected, the test cannot be combine without a valid SSN.

14.2.5 Checking Databases with valid SSN.

14.2.5.1 The Search Database pop-up window will appear with three options.

14.2.5.2 LOCAL – will search local database using the AS07 Local Student DB Query screens. Follow the instructions for AS07 Local Student DB Query.

14.2.5.3 CENTRAL – will search the CRDB database using AS08 Central Student DB Query screens. Follow the instructions for AS08 Central Student DB Query.

14.2.5.4 EXIT – will exit from pop-up window.

14.2.6 The test will be combined, if it passes all the test regulations.

## 15. ADP680 USMEPCOM Pcn 680ADP

### 15.1 Introduction

15.1.1 The ADP680 USMEPCOM PCN 680ADP screen (see figure below) is used for verify data information.

15.1.2 The ADP680 USMEPCOM PCN 680ADP screen can be accessed by one of the following options.

15.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**T**esting | 680Adp

**M**edical | 680Adp

**O**perations | 680Adp

**t**Racking | 680Adp

**S**ervice | **V**iew only | 680Adp (display only)

15.1.2.2 By pressing <Ctrl + O> from within the system.

15.1.2.3 Selecting 'O' hot button from Main Menu.

Figure 47 ADP680 USMEPCOM Pcn 680ADP

### 15.2 Prerequisite Instructions

15.2.1 Enter the Social Security Number for the applicant being processed. Verify the data from the USMEPCOM PCN 680ADP. If SSN is found, the applicant information will be displayed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will appear to input new applicant in the system.

15.2.2 The tabs near the top of screen can be selected (use the mouse and click on tabs) to display the following:

PERSONAL	Applicant's personal information
INS	Applicant's insurance information
TESTING	Applicant's testing information
MEDICAL	Applicant's medical information
DEP	Applicant's Delayed Entry Program information
DEP DIS	Applicant's DEP Discharge information
ACCESSION	Applicant's accession information
DISCREP	Applicant's Discrepancy and N-Status information
MISC	Miscellaneous applicant's information
WRK HIST	Applicant's Work History information
Menu	Returns to Main Menu
Refresh	Clear the record and positions the cursor in the SSN block
Print	Print the current USMEPCOM PCN 680ADP

### 15.3 ADP680 Personal Screen

15.3.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify Personal information.

The screenshot shows a software window titled "PC-Xware Screen" with a sub-window "ADP680 USMEPCOM PCN 680ADP". At the top, there are navigation tabs: PERSONAL, INS, TESTING, MEDICAL, DEP, DEP DIS, ACCESSION, DISCREP, MISC, WRK HIST, MENU, REFRESH, and PRINT. The "PERSONAL" tab is active.

Key fields and values include:

- SSN: 342 64 5165
- P-SSN: [Empty]
- SPF: DNR
- NAME: TESTING
- NEW FORM: [Empty]
- STATUS LINE: [Empty]
- DOA: 2003-12-08
- PMS: N
- DAYS: 0000
- DMDC: N
- PROJ FOR: [Empty]
- WKID RPTD: [Empty]
- P-MEPS: T54
- RID: 0
- LAST TRANS: J000V + A000V
- USERNAME: LUCKIESA

Below the main form, there are sections for:

- SELECTIVE SERVICE:** SSG: [Empty], SS#: [Empty]
- ADDRESS:**

Type	Street	City	County	ST	Ctry	ZIP Code
B	1424 NORTH MAIN STREET	CHICAGO	17031	IL	US	60606 0000
- Demographics:**

CTZN	Sex	Racial	Ethnic	Marital	#DEP	Rel	EDUC	Foreign Language	DOB
NZ	M	E	B	S	0	48	12 L	1- AP 2-	1984-08-29
- DRIVERS LICENSE:** Flag: N, ST: [Empty], # [Empty], Exp Date [Empty]
- PLACE OF BIRTH:** City: CHICAGO, ST: 17, Ctry: US, Recruiter ID/SSN: 124235347, Station ID: 12312
- Date Last Sync: 2003-12-05 09:31:38
- Processing Date: [Empty]

At the bottom, there is a status bar showing "Record: 1/1" and an "Insert" button.

Figure 48 ADP680 Personal

### 15.4 ADP680 Ins (Insurance) Screen

15.4.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify Ins (Insurance) information.

Figure 49 ADP680 Ins (Insurance)

### 15.5 ADP680 Testing Screen

15.5.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify Testing information.

Figure 50 ADP680 Testing

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### 15.6 ADP680 Medical Screen

15.6.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify Medical information.

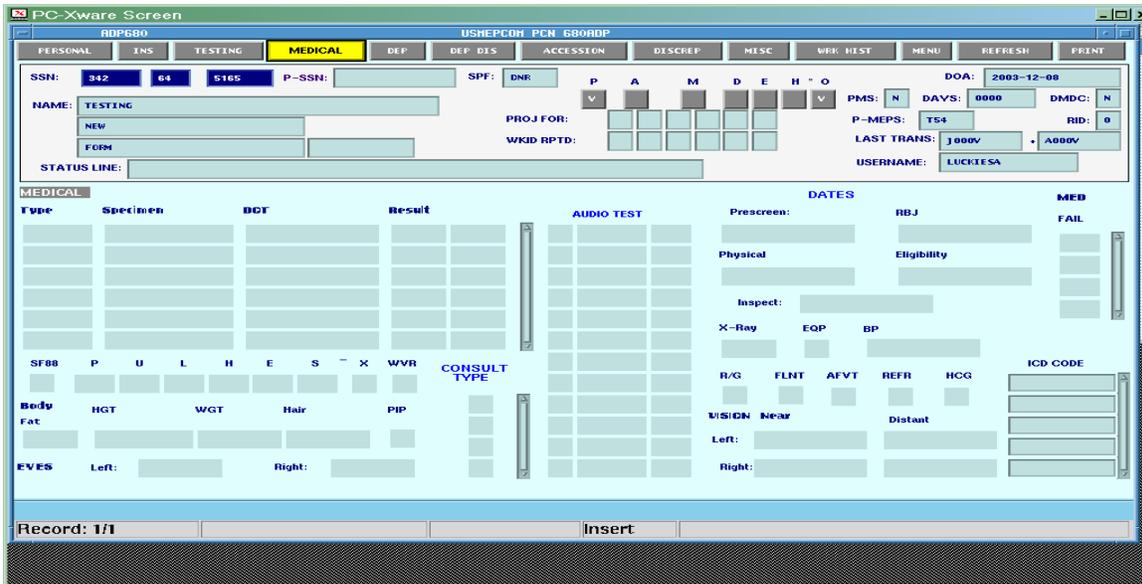


Figure 51 ADP680 Medical

### 15.7 ADP680 Dep Screen

15.7.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify DEP information.

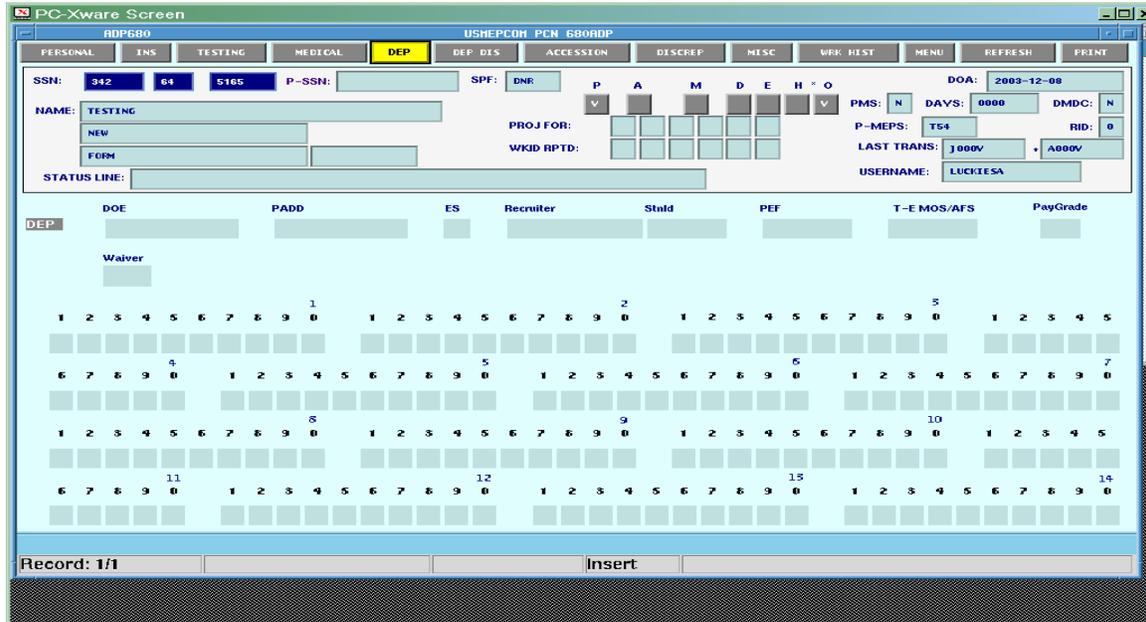


Figure 52 ADP680 DEP

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### 15.8 ADP680 Dep Dis Screen

15.8.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify DEP Dis (Discharge) information.

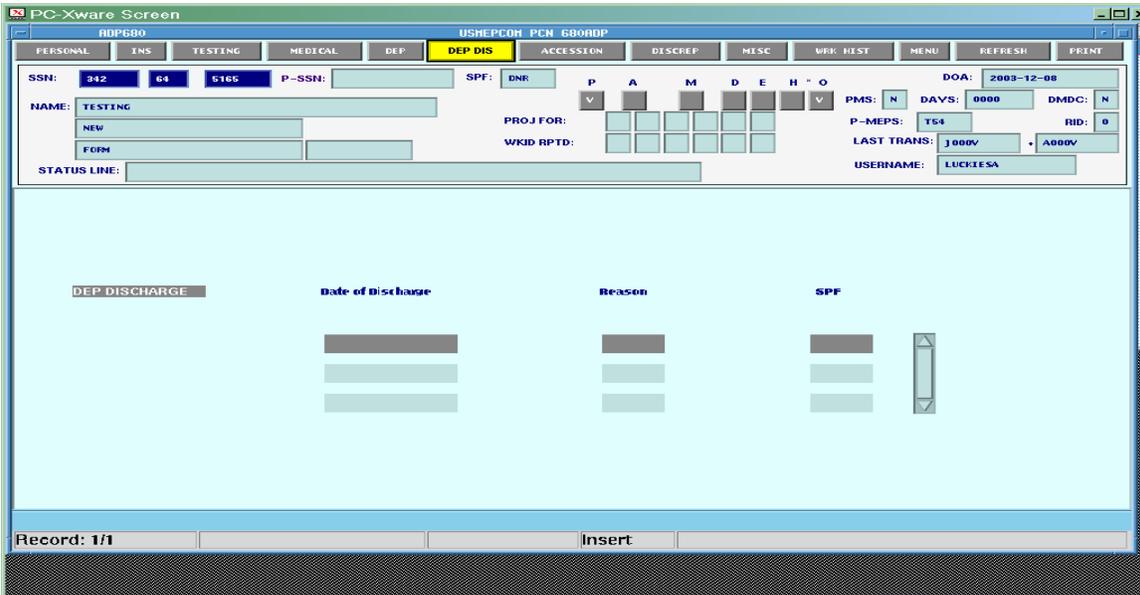


Figure 53 ADP680 DEP Dis (Discharge)

### 15.9 ADP680 Accession Screen

15.9.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify Accession information.

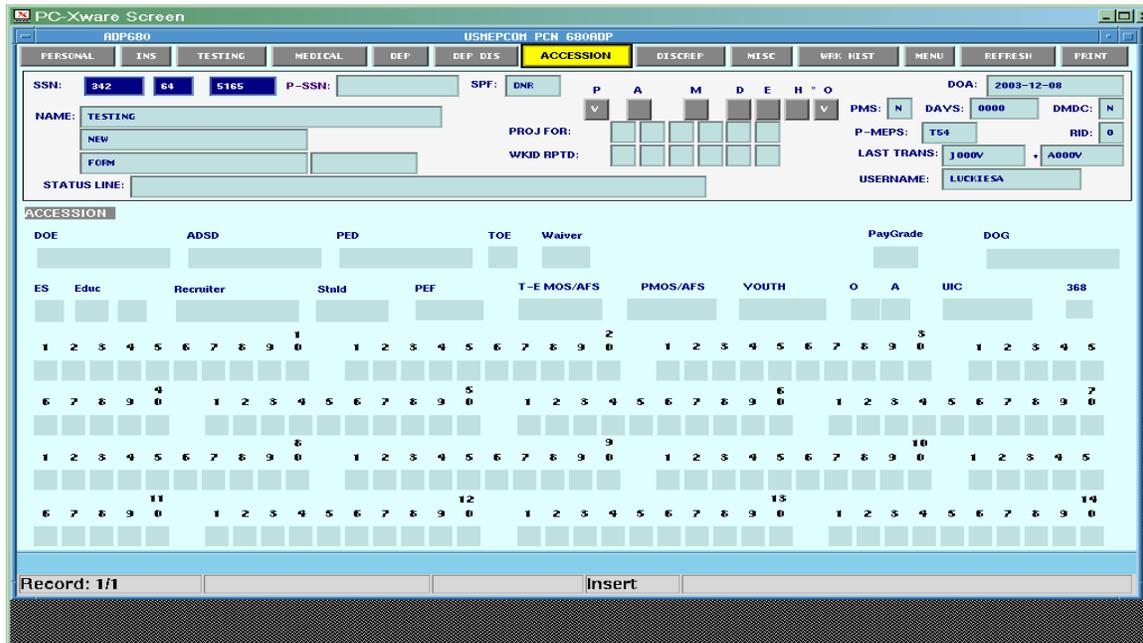


Figure 54 ADP680 Accession Screen

### 15.10 ADP680 Discrep Screen

15.10.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify Discrep (Discrepancy) information.

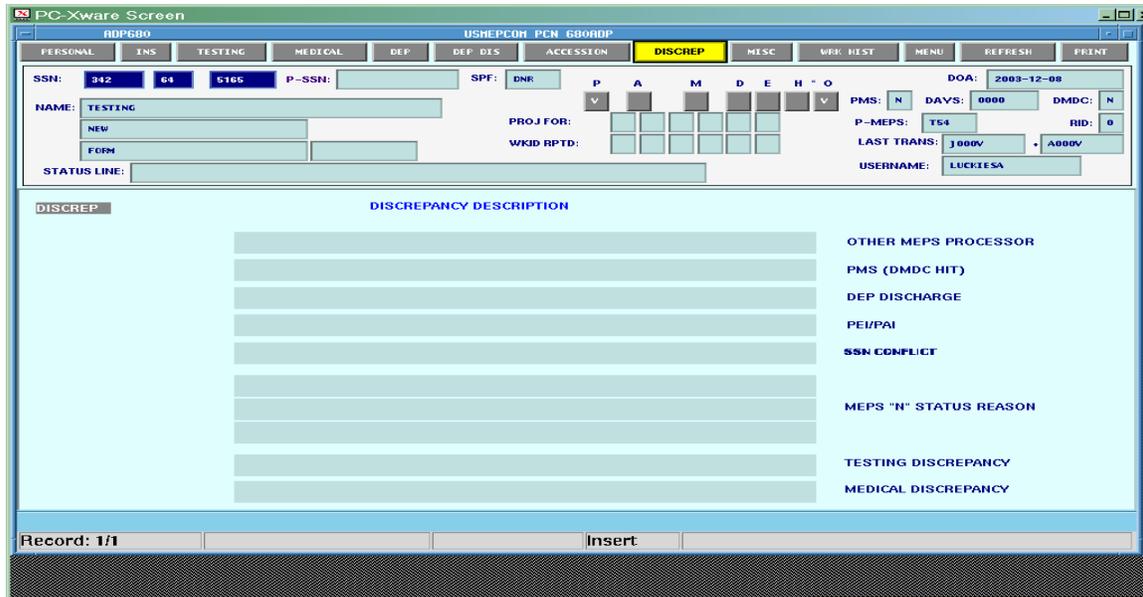


Figure 55 ADP680 Discrep (Discrepancy)

### 15.11 ADP680 Misc Screen

15.11.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify Misc (Miscellaneous) information.

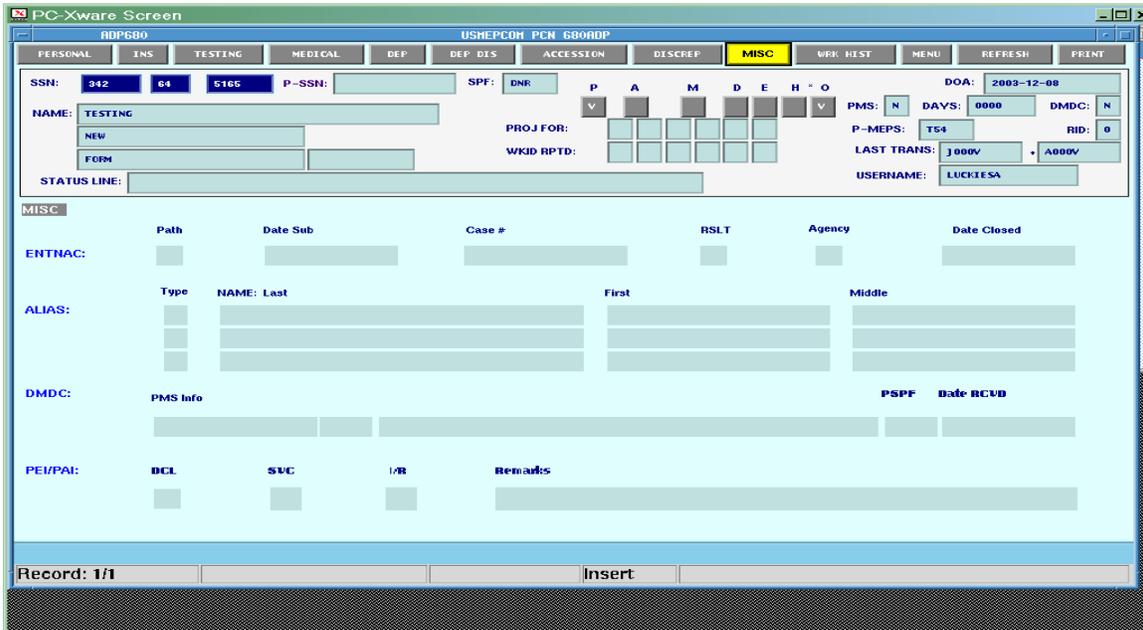


Figure 56 ADP680 Misc (Miscellaneous)

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### 15.12 ADP680 Wrk Hist Screen

15.12.1 The ADP680 USMEPCOM PCN 680ADP (see figure below) is used to verify Wrk Hist (Work History) information.

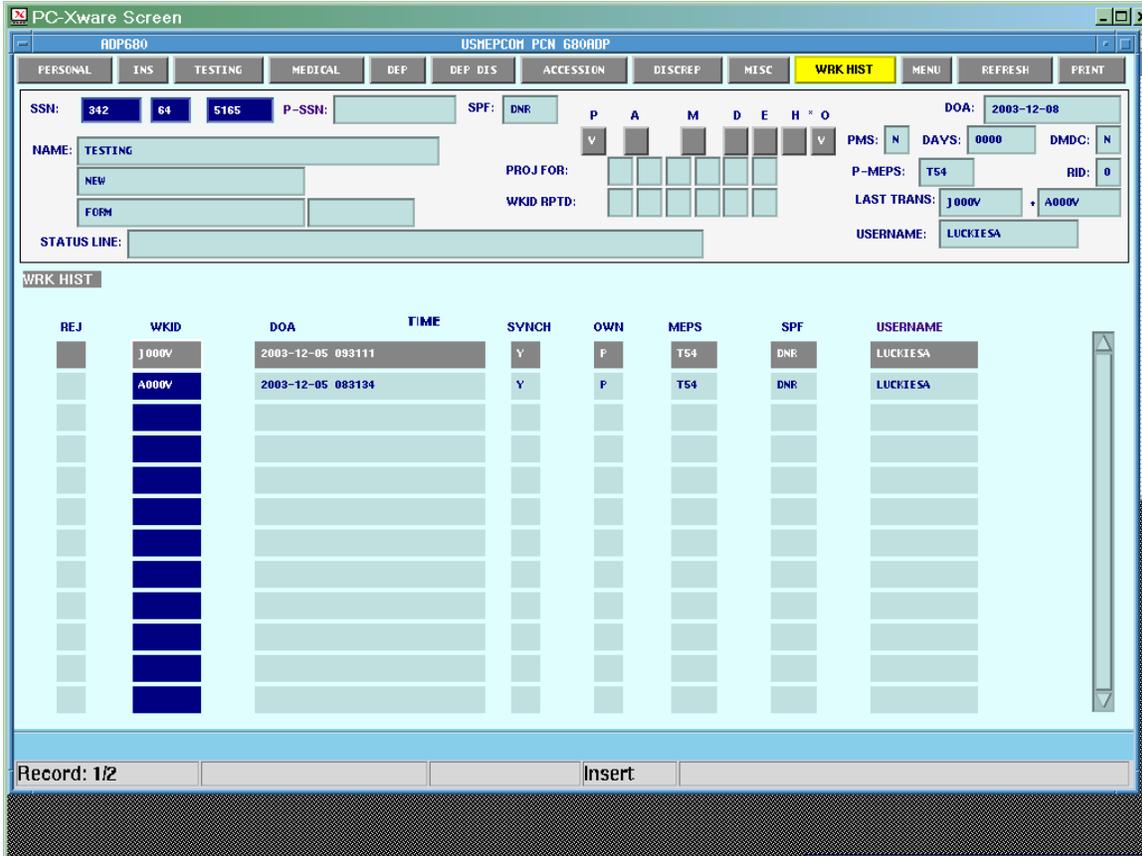


Figure 57 ADP680 Wrk Hist (Work History)

### 15.13 ADP680 Menu

15.13.1 The Menu tab will return to Main Menu.

### 15.14 ADP680 Refresh

15.14.1 The Refresh tab will clear information from screen.

### 15.15 ADP680 Print

15.15.1 The Print tab will send USMEPCOM Pcn 680ADP to printer.

## 16. AS01 High School Reports

### 16.1 Introduction

16.1.1 The AS01 HIGH SCHOOL REPORTS screen (see figure below) is used to print high school information sorted by several different criteria. The reports can be printed as full page or single line listing format.

16.1.2 The AS01 High School Reports screen can be accessed by one of the following options.

16.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Testing | Stp | High school | Reports | Hs data reports**

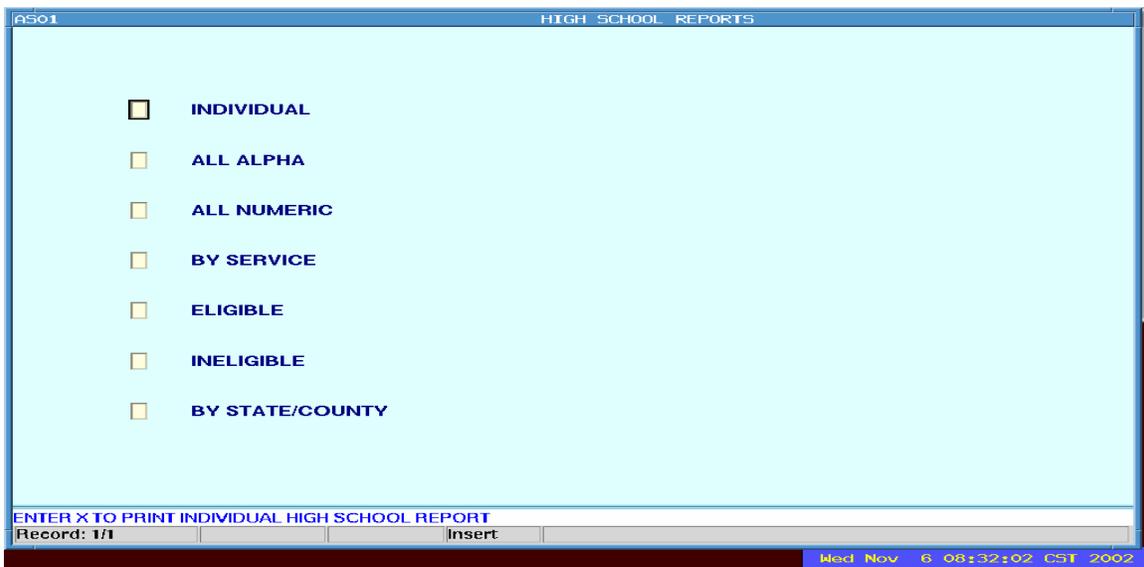


Figure 58 AS01 High School Reports

### 16.2 Instructions

16.2.1 To scroll down through the options press <Enter> or <Tab>. To scroll up: press <Shift + Tab>. The Instructions/message line at bottom of the screen will give more guidance for entering data in the fields.

16.2.2 A brief description of the print selections for high school:

<b>Selections</b>	<b>Description</b>
INDIVIDUAL	Print one high school
ALL ALPHA	Print all high schools in alphabetical order
ALL NUMERIC	Print all high schools in numerical order
BY SERVICE	Print all high schools by service
ELIGIBLE	Print all eligible high schools by service
INELIGIBLE	Print all ineligible high schools by service
BY STATE/COUNTY	Print all high schools within county

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16.2.3 Enter 'X' in screen selection option and press <Enter>. Other pop-up windows may or may not appear with additional information required to complete selections (school code, service, or status of schools, or state and county).

16.2.4 The Choice of Reports pop-up window will appear allowing the user to chose between a full-page report and a single line report. This option is not available on the individual report.

16.2.5 The final pop-up print selections (see figure below) will appear after completing each selection. Press <Enter> to print or <Ctrl + F4> to clear screen or <Shift + F9> to return to Main Menu.

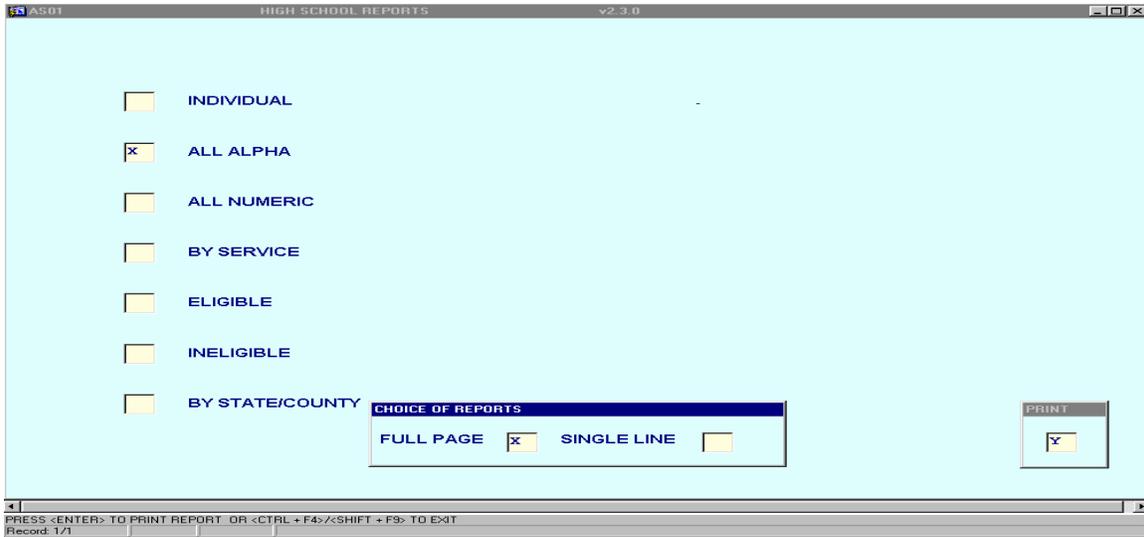


Figure 59 AS01 High School Reports with Printing Selections

## 17. AS02 High School Reports

### 17.1 Introduction

17.1.1 The AS02 HIGH SCHOOL REPORTS screen (see figure below) is used to print Student Testing Reports, Cumulative Student Totals and Incomplete Sessions Status Listings.

17.1.2 The AS02 High School Reports a screen can be accessed by one of the following options.

17.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**T**esting | **S**tp | **H**igh school | **R**eports | **S**tudent summary

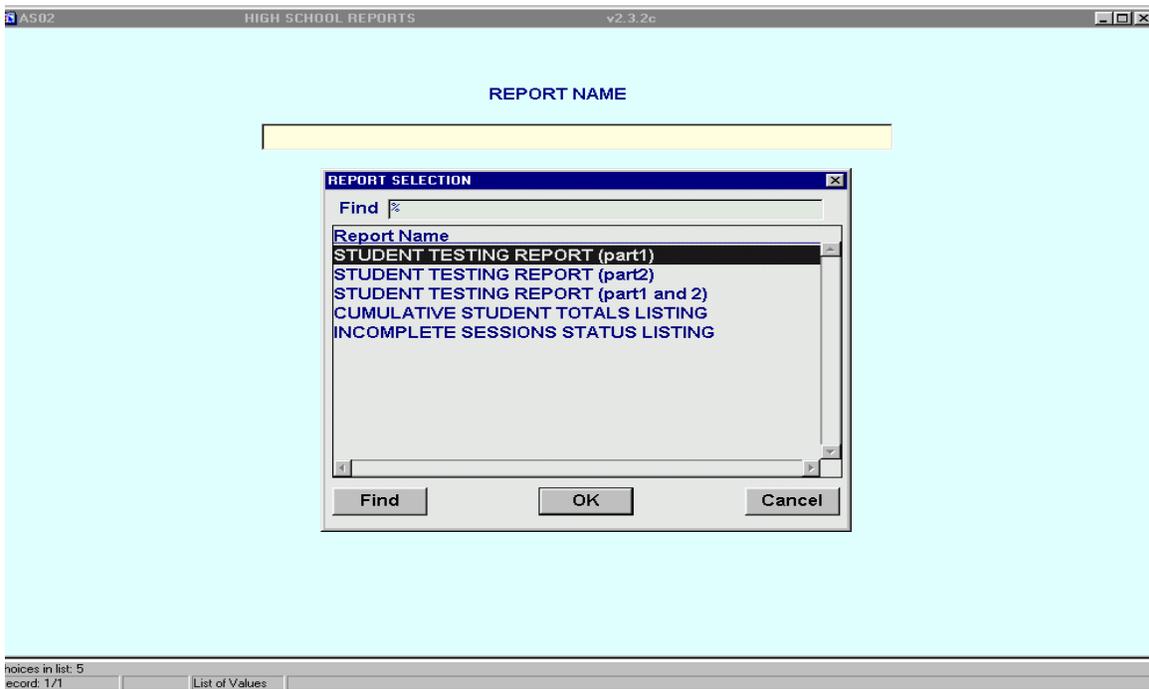


Figure 60 AS02 High School Reports

### 17.2 Prerequisite Instructions

17.2.1 DO NOT ENTER ANYTHING IN THE WHITE BOX - Press <Ctrl + L> or <Enter> to bring up the pop-up window for report name selections. To clear selection, press <Delete>.

17.2.2 After selection pop-up window appears with the report names, use <Up/Down Arrow> to scroll. Highlight the report name and press <Enter> to process the report or <Ctrl + F4> to cancel.

17.2.3 Other pop-up windows may or may not appear with additional selections for printing requirements. All the selections will have options to print, return to main menu (press <Shift + F9>), or return to current screen (press <Ctrl + F4>).

17.2.4 The Instructions/message line at bottom of the screen will give more guidance for entering data in the fields.

### **17.3 Student Testing Reports**

17.3.1 Student Testing Reports (part 1, part 2 or both). Highlight selection from the pop-up window; press <Enter>. To continue press <Enter>.

17.3.2 The current MEPS-ID will be displayed. If "OK", press <Enter>. Some MEPS have more than one MEPS-ID. Press <Ctrl + L> or <Enter> for the LOV.

17.3.3 Use current date or enter over with correct date or to scroll for date press <Up/Down Arrow>. When date is correct press <Enter>.

17.3.4 The final pop-up window will appear for printing. Press <Enter> to print or <Ctrl + F4> to exit.

### **17.4 Cumulative and Incomplete Reports**

17.4.1 Cumulative Student Totals and Incomplete Status Listings. Highlight selection from the LOV; press <Enter>. To continue press <Enter>.

17.4.2 The final pop-up window will appear for printing. Press <Enter> to print or <Ctrl + F4> to exit.

## 18. AS03 ASVAB High School Products

### 18.1 Introduction

18.1.1 The AS03 ASVAB HIGH SCHOOL PRODUCTS screen is used to print ASVAB product reports and session statistics.

18.1.2 The AS03 ASVAB High School Products screen can be accessed by one of the following options.

18.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Testing | Stp | Session | Reports**

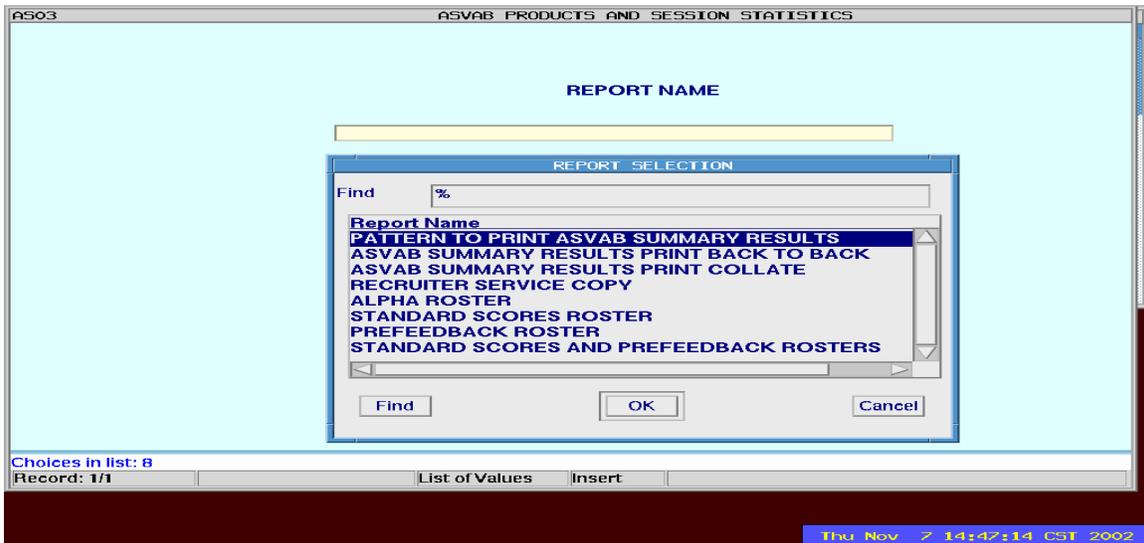


Figure 61 AS03 ASVAB Products with Selections

### 18.2 Prerequisite Instructions

18.2.1 DO NOT ENTER ANYTHING IN THE WHITE BOX. Press <Enter> or <Ctrl + L> to bring up the pop-up window for report name selections. To select report name use the <Up/Down Arrow> to scroll. Highlight report name and press <Enter>. To clear selection, press <Delete>.

18.2.2 The following reports selections are available when the pop-up window is displayed:

SELECTIONS OPTIONS
PATTERN TO PRINT ASVAB SUMMARY RESULTS
ASVAB SUMMARY RESULTS BACK TO BACK
ASVAB SUMMARY RESULTS COLLATE
RECRUITER SERVICE COPY
ALPHA ROSTER
STANDARD SCORE ROSTER
PREFEEDBACK LISTING
STANDARD SCORES AND PREFEEDBACK ROSTER

18.2.3 Other pop-up windows may or may not appear with additional selections for the printing requirements. All selections will have options to print, return to main menu (press <Shift + F9>), or return to current screen (press <Ctrl + F4>).

18.2.4 The Instructions/message line at bottom of the screen will give more guidance for entering data in the fields.

### 18.3 Pattern to Print the ASVAB SUMMARY RESULT.

18.3.1 The instructions for loading and printing preprinted ASVAB Summary Report.

18.3.2 Place preprinted forms face down in printer (HP8100 printer only), with the words “ASVAB SCORE AND TEST DESCRIPTIONS” to the RIGHT.

18.3.3 Select “PATTERN TO PRINT ASVAB SUMMARY RESULTS” from the pop-up window selection. Press <Enter> to start printer.

### 18.4 ASVAB Products and Reports

18.4.1 The pop-up windows will be the same for the following selections:

SELECTIONS OPTIONS
ASVAB SUMMARY RESULTS BACK TO BACK
ASVAB SUMMARY RESULTS COLLATE
RECRUITER SERVICE COPY
ALPHA ROSTER
STANDARD SCORE ROSTER
PREFEEDBACK LISTING
STANDARD SCORES AND PREFEEDBACK ROSTER

18.4.2 After making a selection, the report name appears in the white box, press <Enter> to continue, to return to the current screen (press <Ctrl + F4>), or return to main menu (press <Shift + F9>). NOTE: If the ASVAB SUMMARY RESULTS (BACK TO BACK or COLLATE) is selected, place preprinted forms face down in printer (HP8100 printer only), with the words “ASVAB SCORE AND TEST DESCRIPTIONS” to the RIGHT.

18.4.3 Pop-up window - enter the Session Number and press <Enter>. If the session number is not found a message will appear in message line.

18.4.4 Pop-up window - The following items will be displayed on pop-up window, if session number is found:

- Name of School
- Date of Test
- Total number of students belonging to session (if student information does not exist for session submitted; a message will appear in message line)
- Total number of student records printed

18.4.5 PRINT BOX – If the number in ‘Total Printed’ is equal to zero or less than the number in ‘Total Students’, the cursor will be in the PRINT field. Enter ‘Y’ and press <Enter>. The students that have not been printed for that session will be selected for printing.

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18.4.6 REPRINT BOX - If the number in 'Total Printed' is equal to the number in 'Total Students' the cursor will be in the REPRINT field. A brief description of the REPRINT options.

18.4.6.1 '**P**' - Will reprint part of session (ASVAB SUMMARY RESULTS ONLY). A pop-up window will appear for the starting and ending numbers with Message Line.

18.4.6.2 '**W**' - Will reprint whole session. The cursor will go back to Print Box. Enter '**Y**' and press <Enter>.

18.4.6.3 Press <Shift + F9> to return to Main Menu.

18.4.6.4 Press <Ctrl + F4> to exit and return to current screen.

## 19. AS04 High School Database

### 19.1 Introduction

19.1.1 The AS04 HIGH SCHOOL INFORMATION screen (see figure below) is used to update existing high school information or population only.

19.1.2 The AS04 High School Information screen can be accessed by one of the following options.

19.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Testing | Stp | High school I | Admin**

The screenshot shows a software interface titled "AS04 HIGH SCHOOL INFORMATION v2.3.0". It contains several input fields and checkboxes organized into sections:

- MEPS:** A single digit input field.
- FUNCTION:** A single digit input field.
- SCHOOL CODE:** A dark blue rectangular field.
- SCHOOL NAME:** A long horizontal text input field.
- STREET:** A long horizontal text input field.
- CITY:** A horizontal text input field.
- STATE:** A small input field.
- ZIP CODE:** A small input field.
- TELEPHONE:** A field with a format like ( ) - .
- GRADES:** A small input field.
- DISTRICT #:** A small input field.
- DISTRICT NAME:** A horizontal text input field.
- POPULATION:** A section with five rows: SENIORS, JUNIORS, SOPHOMORES, FRESHMEN, and OTHERS, each followed by a small input field.
- POP TYPE:** A small input field.
- SCHOOL TYPE:** A small input field.
- MANDATORY FOR:** Five small input fields.
- SERVICE ASSIGNED:** A small input field.
- STATUS:** A small input field.
- REASON NOT ELIGIBLE TESTED:** Two small input fields.

At the bottom, there is a status bar with the text: "ENTER (A)dd,(U)pdate school, update (P)opulation OR PRESS <CTRL + L> TO LIST VALUES". Below this, it says "Record: 1/1" and "List of Values Insert". The bottom right corner shows the date and time: "Fri Sep 27 13:47:37 CDT 2002".

Figure 62 AS04 High School Information

### 19.2 Prerequisite Instructions

19.2.1 After filling in a field with valid information, press <Enter> or <Tab> to go to the next field. To navigate backwards from field to field, press <Shift + Tab>.

19.2.2 Other pop-up windows can appear by pressing <Ctrl + L> for the LOV for some fields. To return to main menu press <Shift + F9> or return to current screen press <Ctrl + F4>.

19.2.3 The Instructions/message line at bottom of the screen will give more guidance for entering data in the fields.

### 19.3 Update High School Information.

19.3.1 All school information can be updated. After filling in a field with valid information, press <Enter> or <Tab> to go to next field. If the data in a field is incorrect, press <Delete> to remove data and enter the correct information in. The cursor starts in the FUNCTION CODE field.

19.3.2 FUNCTION CODE - enter '**U**'.

19.3.3 SCHOOL CODE - enter the School Code. If the school code is in the database (DB), the school information will appear on screen. If the school code is not in the DB, a message will appear on message line.

19.3.4 SCHOOL NAME - enter the School Name, maximum 30 characters.

19.3.5 SCHOOL ADDRESS - enter the Address, maximum 22 characters.

19.3.6 SCHOOL CITY - enter the City, maximum 15 characters.

19.3.7 SCHOOL STATE - enter the State Abbreviation or press <Ctrl + L> or <Enter> for the LOV.

19.3.8 SCHOOL ZIP CODE - enter the Zip Code or press <Ctrl + L> or <Enter> for the LOV.

19.3.9 SCHOOL TELEPHONE - enter the Telephone Number.

19.3.10 GRADES (# of) - the '**04**' default number or enter the Number of Grades.

19.3.11 DISTRICT NUMBER - enter the District Number (optional field).

19.3.12 DISTRICT NAME - enter the District Name (required if the user put in District Number.)

19.3.13 POPULATION - enter the Population for each grade level.

19.3.14 POP TYPE - enter the Population Type or press <Ctrl + L> or <Enter> for the LOV.

19.3.15 SCHOOL TYPE - enter the School Type or press <Ctrl + L> or <Enter> for the LOV.

19.3.16 MANDATORY FOR - enter '**1**' if testing is Mandatory for that grade level. If the user inadvertently enters in '**1**' for the last field position, the user must enter '**0**' in that field before the user can change any of the others to '**0**'.

19.3.17 SERVICE ASSIGNED - enter the Service Assigned or press <Ctrl + L> or <Enter> for the LOV.

19.3.18 STATUS - enter the Status or press <Ctrl + L> or <Enter> for the LOV.

19.3.19 REASON NOT ELIGIBLE - if the Status (above) is equal to '**5**' or '**7**', enter the Reason Not Eligible or press <Ctrl + L> or <Enter> for the LOV.

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19.3.20 REASON NOT TESTED - if the Status (above) is equal to '1' or '2' and the school has not or will not test, enter the Reason Not Tested, leave blank or press <Ctrl + L> or <Enter> for the LOV.

19.3.21 MEPS-ID - The MEPS-ID will be populated, if correct, press <Enter>. If not correct, enter the MEPS-ID or press <Ctrl + L> or <Enter> for the LOV. Some MEPS are responsible for processing overseas schools.

19.3.22 After all updated school information has been entered, a pop-up window will appear with the following selections:

- 'U' - Updated school will be changed in the DB and return to blank screen.
- 'Q' - Nothing will change in the DB and will return to blank screen.
- 'C' - Nothing will change in the DB and will return to screen with the school information the user just updated to make changes where needed.

## 19.4 Update High School's Population Only.

19.4.1 The school population can be updated separately if desired. The cursor starts in the FUNCTION CODE field. Press <Enter> or <Tab> to go to next field.

19.4.2 FUNCTION CODE - enter 'P'.

19.4.3 SCHOOL CODE - enter the School Code. If the school code is in the DB, the school information will appear on screen. If the school code is not in the DB, a message will appear on message line.

19.4.4 The cursor will stop in the POPULATION section. Press <Delete> to clear field. Enter the Population field with valid information; press <Enter> or <Tab> to go to next field.

19.4.5 After all updated school population has been entered, a pop-up window will appear with the following selections:

- 'P' - Update schools to the DB and return to blank screen.
- 'Q' - Nothing will be changed in the DB and will return to blank screen.
- 'C' - Nothing will be changed in the DB and will return to screen with the school population information the user just updated to make changes where needed.

## 20. AS05 Session Information

### 20.1 Introduction

20.1.1 The AS05 SESSION INFORMATION screen is used to enter the session information and correcting student records with errors. The student scoring process consists of several types of equipment and software. The student answer sheets must be scanned or manually entered into the system by using the 'Testing 2000' software, which resides on the OMR PC. The instructions for the OPSCAN 8 Scanner and OMR PC are the Off Line Applications Section.

20.1.2 The AS05 Session Information screen can be accessed by one of the following options.

20.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Testing | Stp | Session | Admin-scoring

### 20.2 Prerequisite Instructions

20.2.1 The following processes or information are available for the AS05 screen:

Entering the session information
Processing new session using scanner (OMR)
Adding new students to existing session using scanner (OMR)
Correcting session's information (See Note 1)
Deleting session's information (See Note 2)

Note 1: user can correct all fields except test date and only during current school year

Note 2: user cannot delete after session has been transfer to CSDB at HQ USMEPCOM

20.2.2 **WARNING:** To process answer sheets, the user-id must be the same on the OMR PC and USMIRS. In other words, the person who logs on to the OMR-PC to scan answer sheets must be the same person who will process the test session.

20.2.3 After entering information for each field, press <Enter> or <Tab>. To navigate backwards, press <Shift + Tab>.

20.2.4 The Instructions/message line at bottom of the screen will give more guidance for entering data in the fields.

20.2.5 Definitions for correcting student's information on background color in fields, navigation, and other information used for:

20.2.5.1 Dark Blue – the school code from student's answer sheet does not match to the school code entered on the AS05 screen.

20.2.5.2 Gray – the student's information from answer sheet, which can be changed, if needed.

20.2.5.3 Yellow – the student's information from answer sheet is missing or an error exists.

20.2.5.4 White – the result of the user correcting the student's information.

20.2.5.5 <Shift + Tab> – will move cursor from field to field.

20.2.5.6 <Tab> – will always move to ASSIGN TO SESSION field.

- 20.2.5.7 The cursor will be where the first error occurs.
- 20.2.5.8 The “yellow” fields are the fields with errors or missing information.
- 20.2.5.9 Enter the correct information and press the <Enter>.
- 20.2.5.10 When the user corrects the field, the color of the box will change from yellow to gray.
- 20.2.5.11 If no corrections are made, it will automatically have blanks.
- 20.2.5.12 The fields can be updated as many times as needed.
- 20.2.5.13 Help messages will appear when fields need correcting.

### 20.3 Processing New Session

20.3.1 After the answer sheets have been scanned and transferred to USMIRS, the session information can be entered in using the AS05 Session Information screen (see figure below).

Figure 63 AS05 Session Information

- 20.3.2 The cursor will start in the SCHOOL CODE field.
- 20.3.3 SCHOOL CODE - enter the School Code. If the school code does exist on the Database, the MEPS ID, SCHOOL NAME, FUNCTION CODE, SESSION NUMBER (1<sup>st</sup> & 2<sup>nd</sup> position with MEPS-ID) will automatically appear. If the school code does not exist on the Database, a message will appear.
- 20.3.4 FUNCTION CODE - the ‘P’ will be pre-filled.
- 20.3.5 SESSION NUMBER - enter the rest of Session Number, (4 positions for batch number).
- 20.3.6 At this point, the system will check school code from the scanned student answer sheets to the school code entered on the screen.
- 20.3.7 A pop-up window will appear, “ATTENTION NUMBER OF MATCHES (#) AND NUMBER OF MISMATCHES (#) TOTAL EQUAL (#) CONTINUE OR CANCEL”.
- 20.3.8 The user has the options to “CONTINUE” or “CANCEL” process.

- 20.3.8.1 If the user selects "CONTINUE", the unmatched school codes could be accepted in the "CORRECTION TO STUDENT ANSWER SHEETS" screen.
- 20.3.8.2 If the user selects "CANCEL", the AS05 Session Information screen will be cleared and the user can re-enter another school code with session information and re-start the process. The unmatched school codes could be accepted in the "CORRECTION TO STUDENT ANSWER SHEETS" screen.
- 20.3.8.3 NOTE: The scanned answer sheets will remain in the user file until the user re-scans another session.
- 20.3.9 If the user selects "CONTINUE" to process, fill-in the rest of the session's information.
- 20.3.10 DATE OF TEST - enter the Date of Test (YYYY-MM-DD) or use <Up/Down Arrow> to scroll.
- 20.3.11 SERVICE TESTED - enter the Service Tested or press <Ctrl + L> or <Enter> for the LOV.
- 20.3.12 SPECIAL INSTRUCTION – enter the Special Instruction or press <Ctrl + L> or <Enter> for the LOV.
- 20.3.13 TOTAL SERVICE PROCTORS - enter the number for each Service for Show and No Show.
- 20.3.14 TA/PROCTOR INFORMATION - enter the number for TA (test administrators) and Proctors.
- 20.3.15 The system will check the student answer sheets for errors.
  - 20.3.15.1 If there are any students with missing or incorrect information, an additional pop-up window (see figure below) will appear on the lower half of session screen.
  - 20.3.15.2 If no errors, a pop-up commit window will appear, select "COMMIT", or "CANCEL".

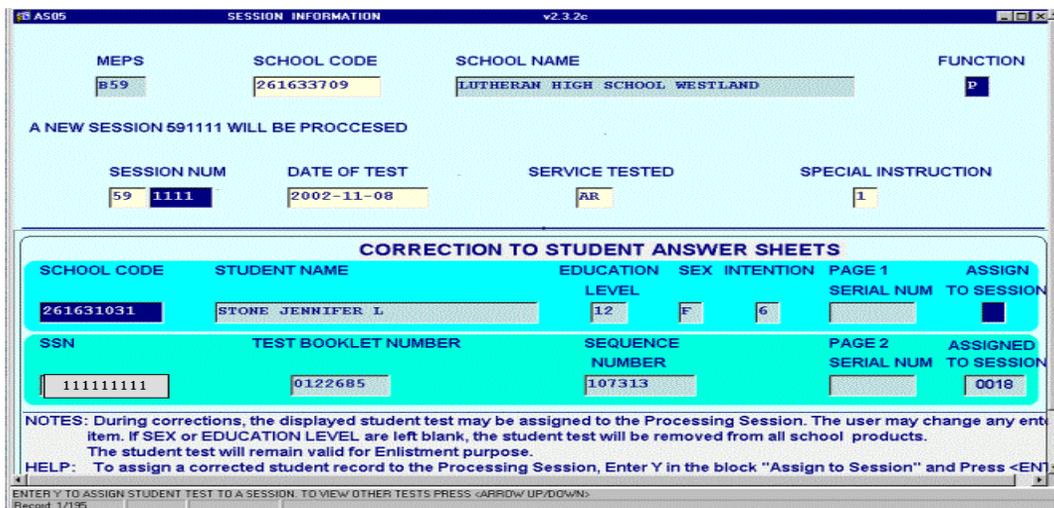


Figure 64 AS05 with Correction to Student Record

20.3.16 The SEQUENCE NUMBER, SERIAL NUMBER or ASSIGNED TO SESSION fields will NOT be allowed to make corrections.

20.3.17 As soon as the corrections have been made, enter 'Y' to assign to session to accept the record, the next error record will appear until all errors are corrected.

20.3.18 The "ASSIGNED TO SESSION" item will increase by one for every accepted record.

20.3.19 After all information has been corrected, press <Ctrl + F7> to process session or press <Ctrl + F4> to cancel and end session process.

## 20.4 Add New Students to an Existing Session Using Scanner

20.4.1 After the answer sheets have been scanned and transferred to USMIRS, the session information can be entered by using the AS05 Session Information screen

20.4.2 The cursor will be in the SCHOOL CODE field.

20.4.3 SCHOOL CODE - enter the School Code. If the school code does exist on the Database, the MEPS ID, SCHOOL NAME, FUNCTION CODE, Message Line with Message, SESSION NUMBER (1<sup>st</sup> & 2<sup>nd</sup> position with MEPS-ID) will automatically appear. If the school code does not exist on the Database, a message will appear.

20.4.4 FUNCTION CODE – the 'P' will be pre-filled. To change press <Delete> and enter 'A' or press <Ctrl + L> for the LOV.

20.4.5 SESSION NUMBER - enter the rest of Session Number. If the session number is found, the session information will appear with pop-up window.

20.4.6 The system will check school code from the scanned student answer sheets to the school code entered on the screen.

20.4.6.1 A pop-up window will appear, "ATTENTION NUMBER OF MATCHES (#) AND NUMBER OF MISMATCHES (#) TOTAL EQUAL (#) CONTINUE OR CANCEL", the user has the option to continue or cancel process. (Reference 20.3.8).

20.4.7 If the session number was NOT found on database and the user continues, the following will occur:

20.4.7.1 The cursor will go back to FUNCTION CODE field.

20.4.7.2 Enter 'P' and all other session information.

20.4.7.3 The system will check the student answer sheets for errors with student information.

20.4.7.4 An additional pop-up window will appear on the lower half of session screen if there are any students with missing or incorrect information. If no errors, a pop-up commit window will appear, select "COMMIT", or "CANCEL". (Reference 20.3.15).

20.4.8 After all information has been corrected press <Ctrl + F7> to commit and process session or press <Ctrl + F4> to cancel and end session process.

## 20.5 Correcting Session Information.

20.5.1 The correcting of session information can be done only during the school year. Everything can be changed except the **Date of Test**. The reason "Date of Test" cannot be changed is its affect on scoring precision.

20.5.2 The cursor will be in the SCHOOL CODE field.

20.5.3 SCHOOL CODE - enter the School Code. If the school code does exist on the Database, the MEPS ID, SCHOOL NAME, FUNCTION CODE, Message Line with Message, SESSION NUMBER (1<sup>st</sup> & 2<sup>nd</sup> position with MEPS-ID) will automatically appear. If the school code does not exist on the Database, a message will appear.

20.5.4 FUNCTION CODE - the 'P' will be pre-filled. To change press <Delete> and enter 'C' or press <Ctrl + L> for the LOV.

20.5.5 SESSION NUMBER - enter the rest of Session Number. If the session number is found, the session information will appear. If the session number does not exist on the DB, a message will appear.

20.5.6 Enter the corrections as needed to all fields, except for Date of Test. To make corrections, press the <Delete> to clear field and enter the corrections. WARNING – corrections will be applied to the ENTIRE SESSION.

20.5.7 SPECIAL INSTRUCTIONS (option) – PLEASE READ HELP MESSAGE AT THE BOTTOM OF SCREEN BEFORE MAKING CHANGE.

20.5.8 After all information is correct, a pop-up window will appear with the options “COMMIT” to process session or “CANCEL” to end session process.

## 20.6 Deleting a Session.

20.6.1 The deletion of session information can be done only if the session HAS NOT TRANSFERRED to the CSDB.

20.6.2 The cursor will be in the SCHOOL CODE field.

20.6.3 SCHOOL CODE - enter the School Code. If the school code does exist on the Database, the MEPS ID, SCHOOL NAME, FUNCTION CODE, Message Line with Message, SESSION NUMBER (1<sup>st</sup> & 2<sup>nd</sup> position with MEPS-ID) will automatically appear. If the school code does not exist on the Database, a message will appear.

20.6.4 FUNCTION CODE - the 'P' will be pre-filled. To change press <Delete> and enter 'D' or press <Ctrl + L> for the LOV.

20.6.5 SESSION NUMBER - enters the Session Number (last 4 numbers) and press <Enter>.

20.6.5.1 If the session number has been found and NOT TRANSMITTED, a pop-up window will appear with the selections “DELETE” to continue with deletion or “CANCEL” to stop.

20.6.5.2 If the session number has been found and TRANSMITTED, a message will appear “SESSION ##### HAS BEEN TRANSFER TO USMEPCOM. MEPS CANNOT DELETE”.

20.6.5.3 If the session number does not exist on the DB, a message will appear.

## 21. AS06 Manual Updating Students

### 21.1 Introduction

21.1.1 The AS06 MANUAL UPDATING STUDENTS screen (see figure below) is used for manually updating student information only during the current school year.

21.1.2 The AS06 Manual Updating Student screen can be accessed by one of the following options.

21.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Testing | Stp | Session | Edit student**

Figure 65 AS06 Manual Update Student Information

### 21.2 Instructions

21.2.1 After entering information for each field, press <Enter> or <Tab>. To navigate backwards from field to field, press <Shift + Tab>.

21.2.2 **WARNING:** The School Information, Date of Test, Test Version, and Standard Scores fields cannot be changed.

21.2.3 All selections will have options to return to the main menu, press <Shift + F9> or return to the current screen, press <Ctrl + F4>.

21.2.4 The cursor will start in 'SESSION NUMBER' field. Enter the corrections as needed. Press the <Delete> to clear field and enter the corrections.

21.2.5 SESSION NUMBER - enter the Session Number.

21.2.6 SEQUENCE NUMBER - enter the Sequence Number. If sequence number is found and student has tested within the current school year the record will be displayed.

21.2.7 STUDENT NAME - enter the Student Name, maximum 25 characters.

21.2.8 SPECIAL INSTRUCTION - enter the Special Instruction. If student has passed the release date, the special instruction cannot be changed.

21.2.9 STREET - enter the Street Address, maximum 29 characters.

21.2.10 CITY - enter the City, maximum 21 characters.

21.2.11 STATE - enter the State Abbreviation or press <Ctrl + L> or <Enter> for the LOV.

21.2.12 ZIP- enter the Zip Code or press <Ctrl + L> or <Enter> for the LOV.

21.2.13 TELEPHONE - enter the Telephone Number or spaces.

21.2.14 EDUCATION LEVEL - enter the Education Level, or press <Ctrl + L> or <Enter> for the LOV.

21.2.15 SEX - enter the Sex, or press <Ctrl + L> or <Enter> for the LOV.

21.2.16 INTENTIONS - enter the Intentions, or press <Ctrl + L> or <Enter> for the LOV.

21.2.17 TEST VERSION - cannot be changed.

21.2.18 SSN - enter the Social Security Number or spaces.

21.2.19 TA ID NUMBER - enter the Test Administrator Identification Number or spaces.

21.2.20 DATE OF BIRTH - enter the Date of Birth or spaces.

21.2.21 SPECIAL STUDY - enter the Special Studies or spaces.

21.2.22 BOOKLET NUMBER - enter the Booklet Number.

21.2.23 RACIAL CATEGORY - enter the Racial Category, press <Ctrl + L> for the LOV (see figure below).

21.2.23.1 One or more of the first 5 categories can be selected or a single selection of "Decline to Respond".

21.2.23.2 To choose one or several selections, press 'SPACEBAR'. The small square will be darkened when selected.

21.2.23.3 The system will calculate the selections based in the Racial Code Table in Appendix 2.

21.2.23.4 To accept the calculated code, press <Enter>.

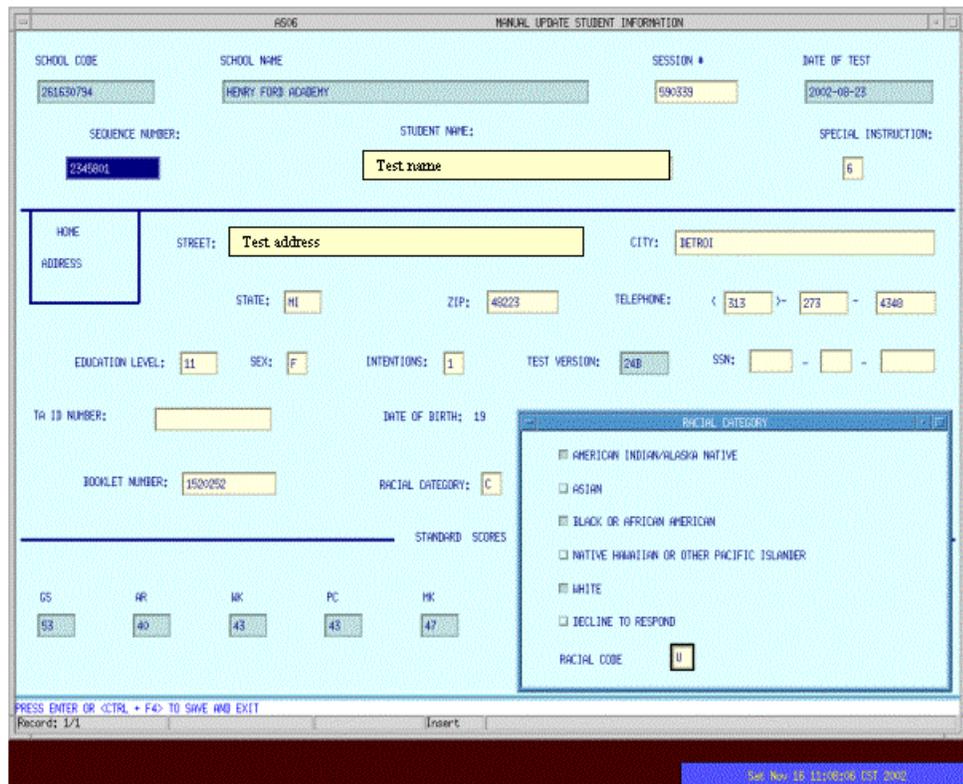


Figure 66 AS06 Screen with Racial Category Pop- up Window

21.2.24 ETHNIC CATEGORY - enter the Ethnic Category, press <Ctrl + L> for the LOV.

21.2.25 COUNSELOR CODE - enter the Counselor Code or spaces.

21.2.26 After the corrections have been made, press <Ctrl + F7> to commit record and a pop-up window will appear with option to reprint two listings.

## 22. AS07 Local Student DB Query

### 22.1 Introduction

22.1.1 The AS07 LOCAL STUDENT DB QUERY screen (see figure below) is used for finding student(s) on the MEPS Local DB. There are several search options available (single or compound combinations).

22.1.2 The AS07 Local Student DB Query screen can be accessed by one of the following options.

22.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**T**esting | **S**tp | **s**tudent **Q**uery | **L**ocal student db

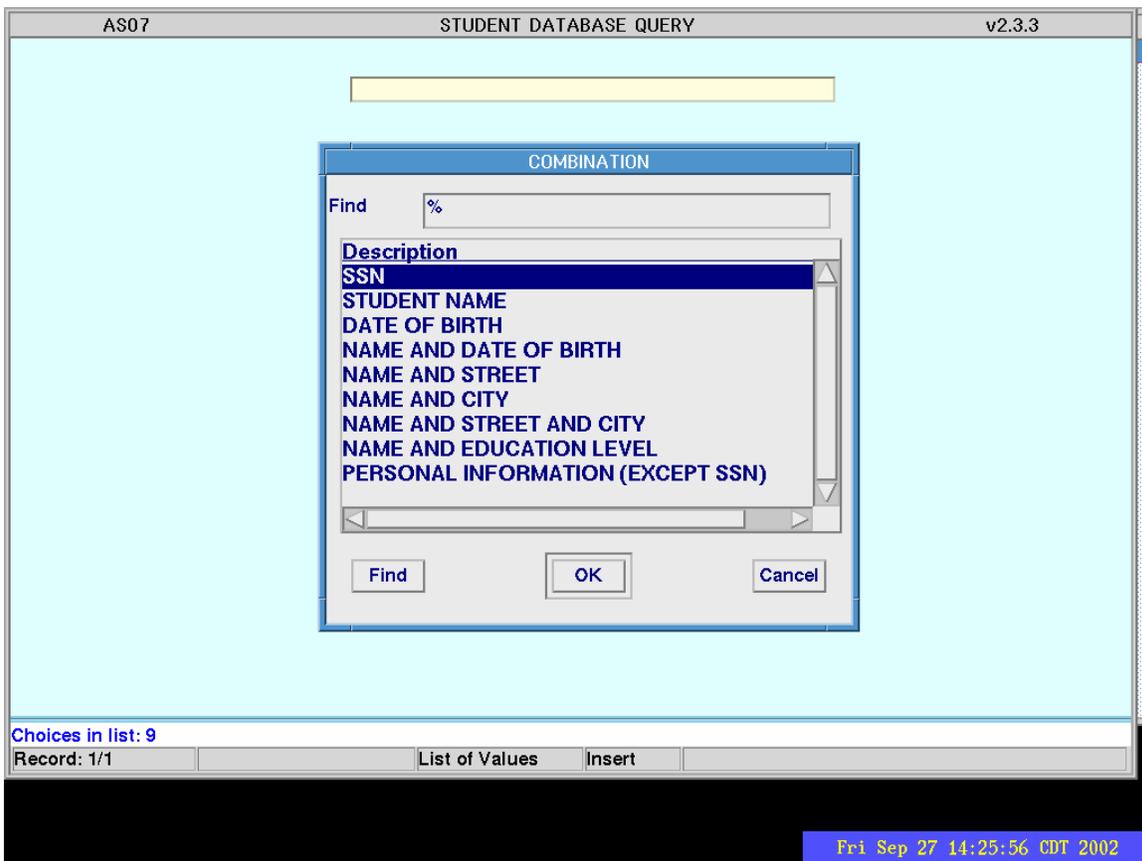


Figure 67 AS07 Local Student DB Query

### 22.2 Instructions

22.2.1 Look at the 'Instructions/message line at bottom of screen' for more definitions of instructions. To return to the Main Menu press <Shift + F9> or to return to the current screen press <Ctrl + F4>.

22.2.2 Press <Ctrl + L> or <Enter> for pop-up window for List of Values for student search criteria.

SEARCH CRITERIA SELECTIONS
SSN
Student Name
Date of Birth
Name and Date of Birth
Name and Street
Name and City
Name, Street, and City
Name and Education Level
Personal Information (except SSN)

22.2.3 Highlight selection by using <Up/Down Arrow> and press <Enter>. To cancel press <Ctrl + F4>.

22.2.4 The selection will appear on the screen, enter the information for the search.

22.2.5 To start searching, press <Enter>.

22.2.6 If student records re found (see figure below), the instruction/message line will give the user a count of how many records were found and give the user three options for selection.

The screenshot shows a window titled 'AS07 STUDENT DATABASE QUERY v2.3.3'. The main content area is titled 'STUDENT DATABASE QUERY RESULT / SSN UPDATE'. It contains several input fields and labels:

- SSN: [Redacted]
- STUDENT NAME: TEST RECORD
- SEX: M
- RACIAL CATEGORY: E
- ETHNIC CATEGORY: 2
- EDUC LEVEL: 12
- INTENT: 2
- SPEC STUDY: [Redacted]
- COUNSELOR: [Redacted]
- DATE OF BIRTH: 1982-03-04
- ADDRESS: TEST RECORD
- WI 54151
- TELEPHONE: [Redacted]
- SCHOOL: 550750765 GOODMAN ARMSTRONG HS GOODMAN WI
- SESSION: 620691 TEST DATE: 2000-11-08 TEST VERSION: 19F SEQUENCE: 1240387
- STANDARD SCORES:
 

	GS	AR	WK	PC	MK	EI	AS	MC	AO	VE	AFQT
STANDARD SCORES:	57	35	42	40	39	42	54	44	NA	41	15
- SPECIAL INSTRUCTION: 1
- CREATED BY: WILLIAMS

At the bottom, there is a help message: 'HELP: The user can View Student Test, Scroll Up/Down through Student Tests by pressing <ARROW UP/DOWN> key or COMMIT by pressing <CTRL+F7> key UPDATED SSN'. Below the help message is a status bar with 'ENTER SSN' and 'Record: 1/1'. The bottom right corner of the window shows the date and time: 'Tue Nov 12 11:36:22 CST 2002'.

Figure 68 AS07 with Selected Student

## 23. AS08 Central Student DB Query

### 23.1 Introduction

23.1.1 The AS08 CENTRAL STUDENT DB QUERY screen (see figure below) is used to search the Central Student Database (CSDB) for any high school test, display service composites, and move the identified high school to the local USMIRS database. The AS08 has a HELP button to provide for use with the HIGH SCHOOL DIRECTORY, to query the CSDB by student information and to operate with CSDB query result.

23.1.2 The AS08 Central Student DB Query a screen can be accessed by one of the following options.

23.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**T**esting | **S**tp | **s**tudent **Q**uery | **C**entral student db

**S**ervice | **V**iew only | **C**entral student db (future development)

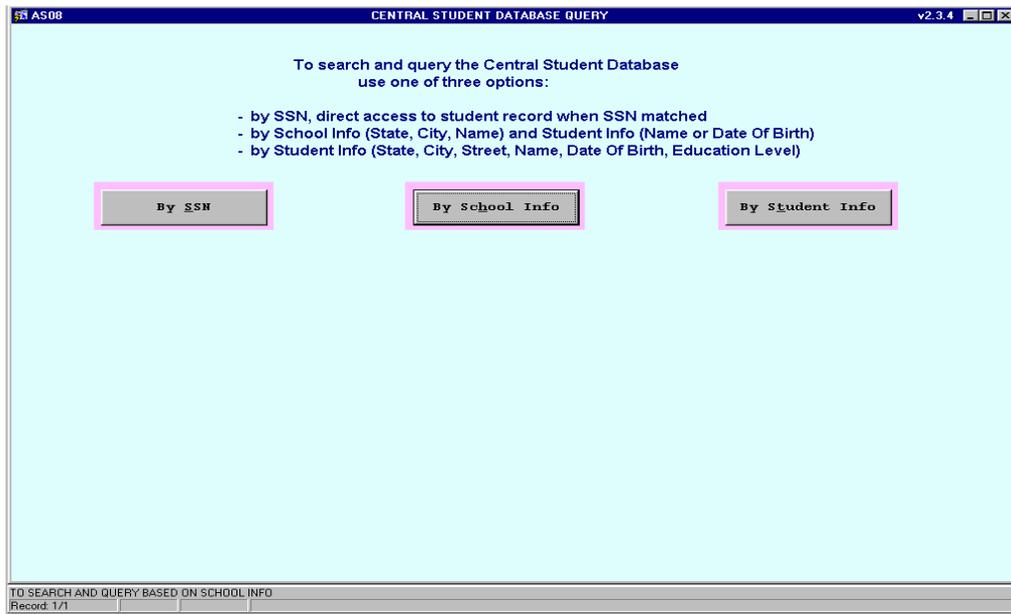


Figure 69 AS08 Central Student Database Query

### 23.2 Prerequisite Instructions

23.2.1 Press <Tab>, or <Shift + Tab>, or clicking mouse to navigate through screens.

23.2.2 Look at the 'Instructions/message line at bottom of screen' for more definitions of instructions.

23.2.3 To search and query the Central Student Database (see figure below) use the following selections:

SEARCH SELECTION	SECTION
By SSN	23.3
By School Information	23.4
By Student Information	23.5

### 23.3 Search by SSN

23.3.1 Searching by SSN is the most efficient and direct access to the student record if the SSN is known and is correct on the record in the CSDB database.

23.3.2 Press or select 'By SSN' button, three blocks appear in which to enter the full or partial SSN.

23.3.3 A message displays "SYSTEM WILL QUERY CENTRAL STUDENT DATABASE BY SSN #".

23.3.4 A pop-up window will appear. Select the 'QUERY' button to continue the query or the 'CANCEL' to cancel query and return the cursor to the beginning of the SSN block.

23.3.5 If the record is found, the high school test is displayed (see figure below).

Figure 70 AS08 Central Student Database Query Results

23.3.6 If query does not find a record, a message will be displayed "A STUDENT TEST DOES NOT EXIST FOR ENTERED SSN #".

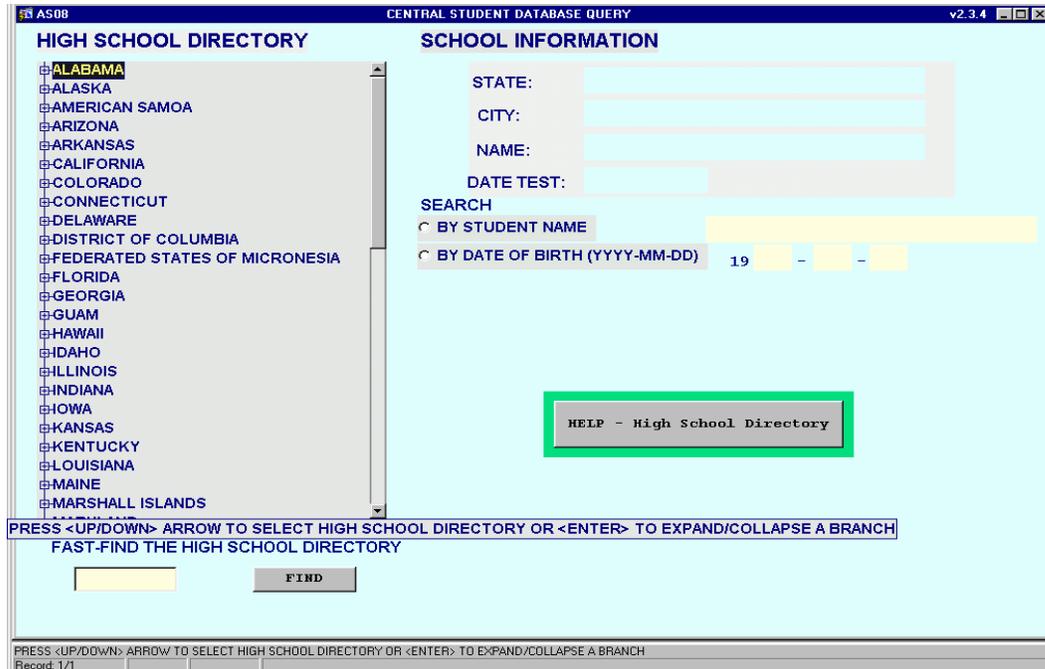
23.3.7 Press <Shift + F9> to exit to the Main Menu.

## 23.4 Search by School Information

23.4.1 Search and query by School Information narrows the search to the school session using the school attributes (state, city, name) and date of test, and some personal information such as student name or date of birth.

23.4.2 Select 'By School Info' button.

23.4.3 The HIGH SCHOOL DIRECTORY displays and the first state (ALABAMA) highlighted (see figure below).



**Figure 71 AS08 High School Query Input Screen**

23.4.4 The High School Directory is a four related levels (state, city, name, and test date) search tool in locating session to narrow the search in finding a high school test.

23.4.5 Use the High School Directory to select the high school information (state, city, name, test date).

23.4.5.1 To speed up the process of entering the high school information (state, city, and name), fill in the information on the FAST-FIND block.

23.4.5.2 To navigate from High School Directory block to the FAST-FIND block, press <Enter>.

23.4.5.3 Enter the search value. For examples, to find the state of 'ILLINOIS', enter the value 'IL' and confirm by selecting or pressing on the 'FIND' button.

23.4.5.4 A HELP selection is available, select the 'HELP – High School Directory button' to read instructions on how to use the High School Directory.

23.4.6 After the high school information has been displayed, select search by the student name or by date of birth (see figure below).

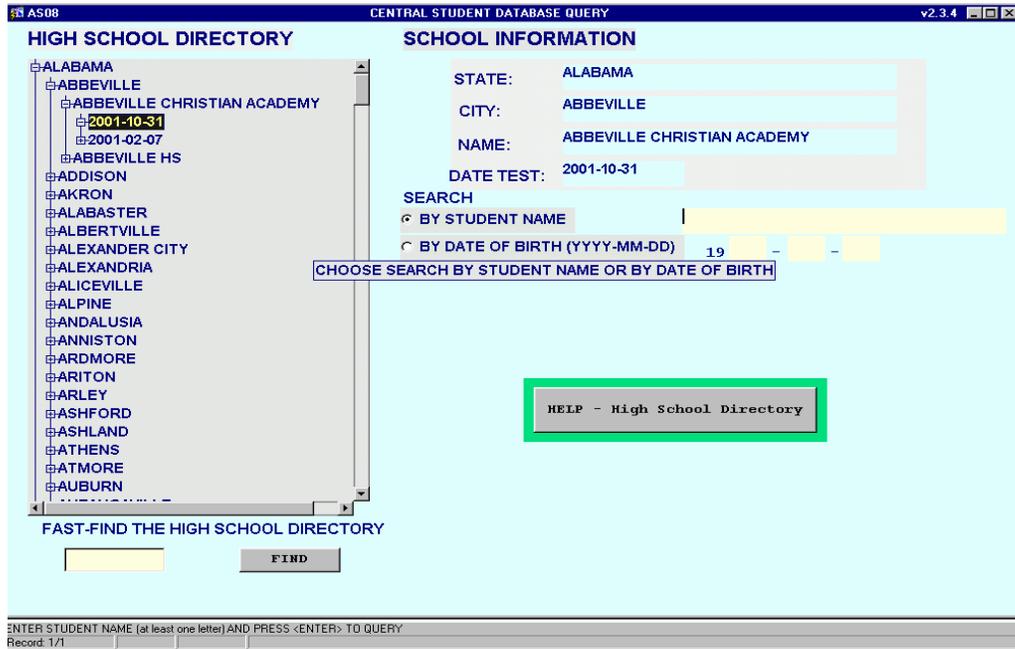


Figure 72 AS08 High School and Student Input Query

23.4.7 The student name can be full or partial (at least one letter).

23.4.8 The date of birth must be entered in “YYYY-MM-DD” format.

23.4.9 To start query, press <Enter>.

23.4.10 The attention message displays with options “QUERY” or “CANCEL”.

23.4.11 “QUERY” option will display found record.

23.4.12 “CANCEL” option will return to student name or the date of birth.

## 23.5 Search by Student Information.

23.5.1 Search and query by student information gives the user flexibility to search and query CSDB based on the full or partial student information.

23.5.2 The student provided information at the time that the test was administered. This information included student name, address, date of birth, and education level. However, the system cannot ensure that the information entered by the student is complete and accurate.

23.5.3 To start search enter the Student State (required field). Only alpha characters are allowed. LOV is available.

23.5.4 Enter the full or partial Student City or leave blank. Only alpha characters are allowed. One letter is acceptable.

23.5.5 Enter the full or partial Student Street or leave blank. Alpha and numeric characters are allowed. One letter is acceptable.

23.5.6 Enter the full or partial Student Name or leave blank. Only alpha characters are allowed. One letter is acceptable.

23.5.7 Enter the Student DOB in the format (YYYY-MM-DD) or leave blank.

23.5.8 Enter the Education Level (grade when HS test was administered) or leave blank. The valid entries are from 11 to 15.

23.5.9 To find help on how to query the CSDB based on the Student Information, select the HELP – CSDB Student Information Query button.

23.5.10 After the all desired search values have been entered, press <Enter> at the Education Level block to start a query of the CSDB.

23.5.11 A pop-up window will appear while searching. Select the “QUERY” to continue the query or the “CANCEL” to cancel query and return the cursor to the beginning of the State block.

23.5.12 If the “QUERY” option was selected, the system counts records based on search criteria. Based on the amount of the retrieved records, the system acts accordingly.

23.5.13 In some cases (check the HELP), the system display the number of expected records will exceed the limit (more than 50). A pop-up window displays the message “QUERY WILL EXCEED 50 RECORDS. ADD VALUE OR CANCEL” with options buttons “CHANGE VALUE” or “CANCEL”.

23.5.13.1 If “CANCEL” is selected, the system goes back to the start of AS08 screen.

23.5.13.2 If “CHANGE VALUE” is selected, the cursor moves to the Student City.

23.5.13.3 If no records are found, an attention message displays "TEST DATA NOT FOUND. CHANGE VALUE OR CANCEL" with options buttons “CHANGE VALUE” or “CANCEL”.

23.5.13.4 If “CANCEL” is selected, the system goes back to the start of AS08 screen.

23.5.13.5 If “CHANGE VALUE” is selected, the cursor moves to the Student State.

23.5.14 If the number of the retrieved records is less than 21, all results will be displayed.

23.5.15 If the number of the retrieved records is between 21 and 50, a pop-up window will display the message “STUDENT TESTS RETRIEVED CHOOSE TO” with options buttons “CONTINUE”, “CHANGE VALUE” or “CANCEL”.

23.5.15.1 If “CANCEL” is selected, the system goes back to the start of AS08 screen.

23.5.15.2 If “CHANGE VALUE” is selected, the cursor moves to the Student State.

23.5.15.3 If “CONTINUE” is selected, all results display.

## 23.6 HELP - High School Directory

23.6.1 Select the “HELP – High School Directory” button to read instructions on how to use the High School Directory (see figure below).



Figure 73 AS08 HELP High School Directory Start Button

23.6.2 The HELP – High School Directory displays (see figure below)

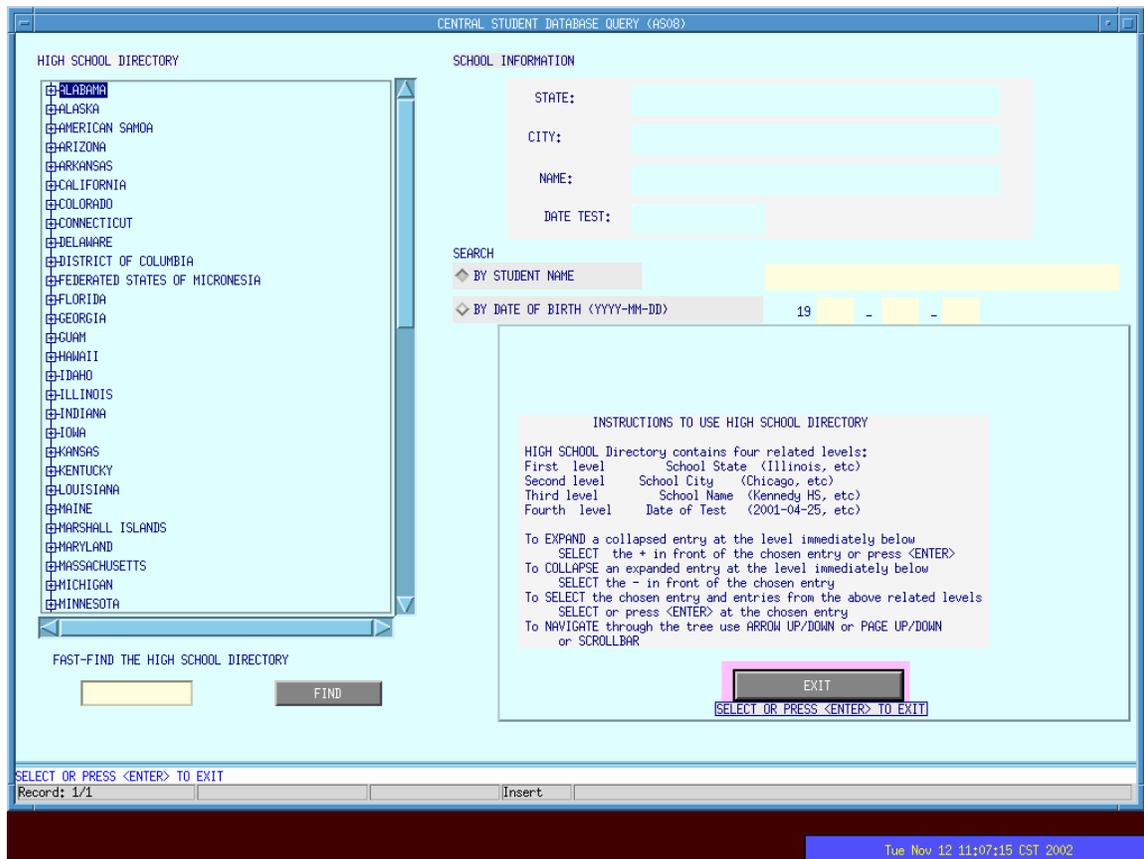


Figure 74 AS08 Help High School Directory Instructions

### 23.7 HELP – CSDB Student Information Query

23.7.1 Select the “HELP – CSDB Student Information Query” button to read instructions on how to query the CSDB based on student information (see figure below).

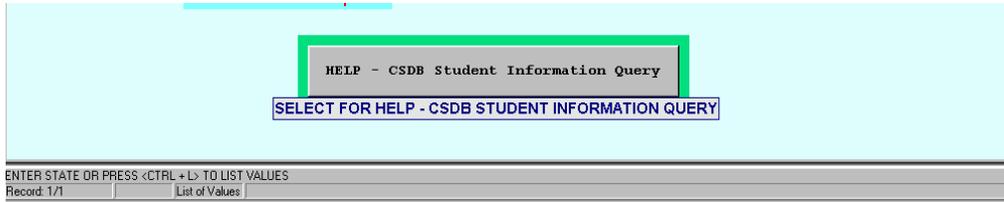


Figure 75 AS08 Help CSDB Start Button

23.7.2 The HELP – CSDB Student Information Query Instructions displays (see figure below).

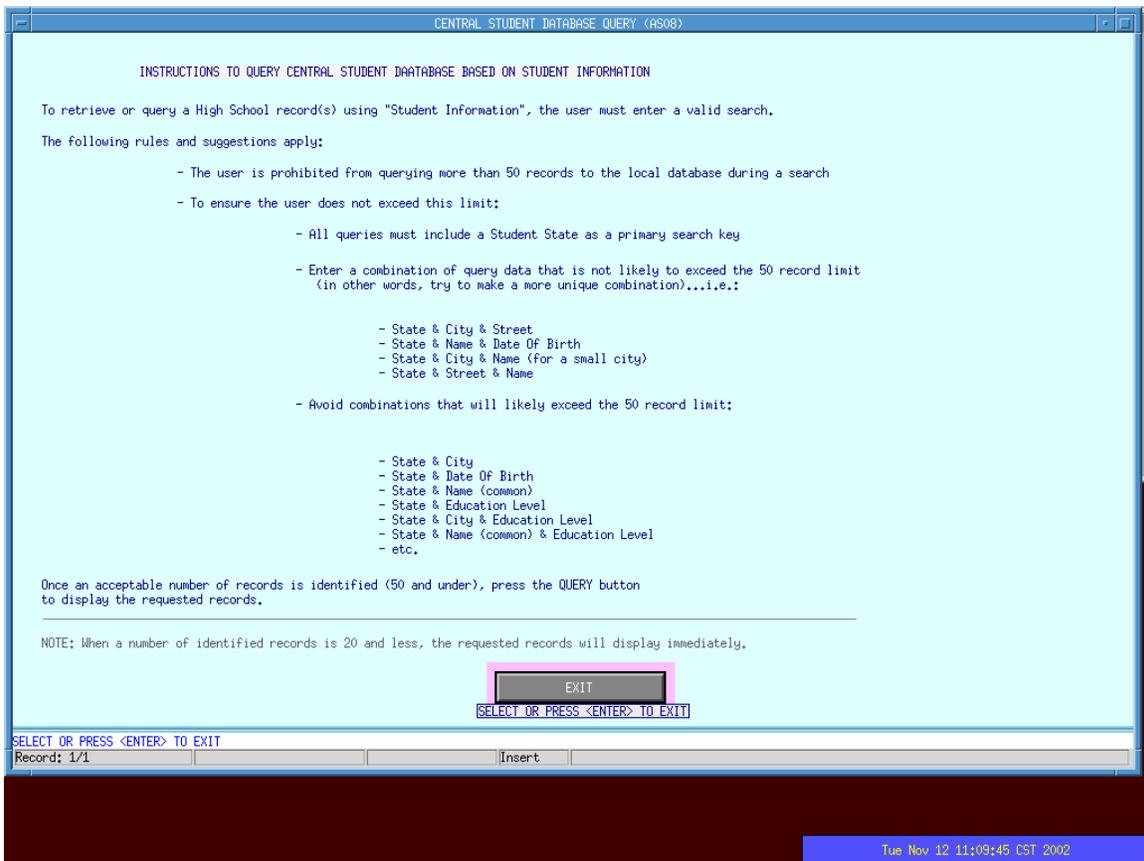


Figure 76 AS08 Help CSDB Instructions

## 23.8 HELP – CSDB Query Result

23.8.1 Select the “HELP – CSDB Query Result” button (lower left on screen) to read instructions on how to use the result of the CSDB query (see figure below).

Figure 77 AS08 Help CSDB Query Result Start Button

23.8.2 The HELP – CSDB Query Result displays (see figure below).

Figure 78 AS08 Help Instructions Display for CSDB

## 23.9 Instructions to Operate Central Student Database Query Result.

23.9.1 Once records are retrieved and displayed on the screen. Use the <Up/Down Arrow> to view multiple records.

23.9.2 If the high school test record with the completed SSN was identified, the user can <Tab> through the completed SSN block to re-query CSDB based on SSN for any other tests with that SSN. This action is not required when the user queries CSDB through the "By SSN" search option

23.9.3 To prevent an erroneous query of the CSDB, the system displays the alert message "SYSTEM WILL QUERY CSDB BY SSN: ... QUERY OR CANCEL"

23.9.4 The "CANCEL" selection will make the message disappear. The "QUERY" selection will re-queries CSDB based on chosen SSN. The result display.

23.9.5 If the user decides to change SSN based on other information, the system will re-query CSDB based on chosen SSN.

23.9.6 If matched records found, the query result will be displayed.

23.9.7 If matched records do not exist, the warning message displays "NO ADDITIONAL HS TEST HAS BEEN RETRIEVED FROM CSDB" will be displayed.

23.9.8 After search CSDB for chosen SSN has been performed, the identified record or records to LOCAL USMIRS Database for future processing.

23.9.9 To move records, tab through the completed SSN block by pressing <Enter> or <Tab>.

23.9.10 The attention message appears "SSN ... HAS 2 HS TEST. MOVE TO LOCAL DB OR CANCEL----CONTINUE OR CANCEL".

23.9.11 The "CANCEL" selection will make the attention disappear. The "CONTINUE" selection will start a process to move a chosen high school test to LOCAL USMIRS DB.

23.9.12 If chosen high school test exists in local DB, the system will inform the user with the alert message "A TEST FOR SSN # EXISTS ON LOCAL DB. CHECK TESTING DATA (AA03). CONTINUE TO USE CSDB OR EXIT---CONTINUE OR CANCEL".

23.9.13 The "CONTINUE" selection will return to the search options screen. The "EXIT" selection will return to USMIRS Main Menu or Intent to Combine screen, depending on the start point.

23.9.14 If chosen high school test does not exist in local DB, the system moves high school records and an attention message appears "2 HS TESTS FOR SSN # MOVED TO LOCAL DB. --- CONTINUE TO USE CSDB OR EXIT".

23.9.15 The "CONTINUE" selection will return to the search options screen. The "EXIT" selection will return to USMIRS Main Menu or Intent to combine screen, depending on the starting point.

23.9.16 If the user retrieves records, and the user does want to transfer some of them to local USMIRS DB, the user must remove (blank out) the SSN from the record before attempting to transfer the records to their local USMIRS DB.

### 23.10 AS08 Display Service Composite Scores

23.10.1 The service composite scores can be displayed for any chosen test.

23.10.2 After search and query is performed and the result of the query displayed, press <Shift + Tab> from the beginning of the SSN block, to display the service composite scores.

23.10.3 The Service liaison can display the service composite scores, press <Tab> from the end of the SSN block.

23.10.4 Press <Enter>, to display the service composite scores on the 'DISPLAY SERVICE COMPOSITES' button (see figure below).

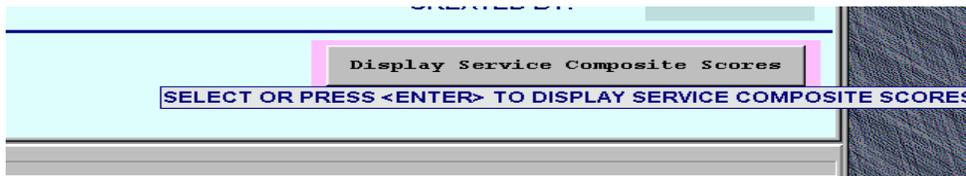


Figure 79 AS08 Display Service Composites Button

23.10.5 The service composite and standard scores display for the chosen SSN (see figure below).

A screenshot of a software interface titled "SERVICE COMPOSITE SCORES". The interface shows a table of scores for different categories. On the left, there are labels for "POP GROUP:", "EDUC LEVI:", "INTENT:", "SPEC STU", "COUNSEL", "SCHOOL:", "SESSION:", and "STANDARI". On the right, there are labels for "B2604", "WX", "5777215", "AFQT", "32", "TGEN", and "Scores". At the bottom, there is a "HELP" button and an "EXIT" button with the prompt "SELECT OR PRESS <ENTER> TO EXIT".

	GT	CL	CO	EL	FA	GM	HM	OF	SC	ST
AR	089	083	075	076	075	072	067	074	076	080
MC	063	080	079							
NA	090	162	172	073	104	NA	165	NA	145	093
AF	019	035	030	017						
STANDARD	62	38	56	44	41	31	32	34	00	62

Figure 80 AS08 Service Composite and Standard Scores

23.10.6 AR – Army, MC – Marine Corp, NA – Navy, AF – Air Force

23.10.7 To exit the Help select the 'EXIT' button or press <Enter>.

## 24. AU01 MET Site

### 24.1 Introduction

24.1.1 The AU01 MET SITE screen (see figure below) is used to add, update, or delete MET site information.

24.1.2 The AU01 Met Site screen can be accessed by one of the following options.

24.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | Table maint | meT sites

The screenshot shows a software window titled 'AU01 MET SITE v2.3.0'. The main area contains a form with the following fields and values:

- MET SITE ID: 541991
- SERVICE RESPONSIBLE: DAR
- NAME: CHICAGO MEPS DAY
- LOCATION: CHICAGO MEPS
- ADDRESS:
  - STREET: 1700 S WOLF ROAD
  - CITY: DES PLAINES
  - STATE: IL
  - ZIP CODE: 60018 - 1999

At the bottom of the window, there is a status bar with the text: 'ENTER MET SITE ID OR PRESS <CTRL + L> TO LIST VALUES'. Below this are buttons for 'Record: 1/?', 'List of Values', and 'Replace'. The bottom right corner of the window displays the date and time: 'Fri Sep 27 08:30:27 CDT 2002'.

Figure 81 AU01 MET Site

### 24.2 Instructions

24.2.1 After filling in a field with valid information, press <Enter> or <Tab> to go to the next field. To navigate backwards from field to field, press <Shift + Tab>.

24.2.2 The Instructions/message line at bottom of the screen will give more guidance for entering data in the fields.

24.2.3 The cursor will start in MET SITE ID field.

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24.2.4 MEPS SITE ID - enter the MEPS Site Identification or press <Ctrl + L> for the LOV.

24.2.5 SERVICE RESPONSIBLE - enter the Service Responsible or press <Ctrl + L> for the LOV.

24.2.6 NAME - enter the MEPS Site Name or press <Ctrl + L> for the LOV.

24.2.7 LOCATION - enter the Location.

24.2.8 STREET - enter the Street Address.

24.2.9 CITY - enter the City.

24.2.10 STATE - enter the State Abbreviation or press <Ctrl + L> for the LOV.

24.2.11 ZIP CODE - enter the Zip Code or press <Ctrl + L> for the LOV.

24.2.12 Press <Ctrl + F7> to commit record. Press <Shift + F9> to return to main menu or press <Ctrl + F4> return to current screen

## 25. CE01 Service Enlist

### 25.1 Introduction

25.1.1 The CE01 SERVICE ENLIST screen (see figures below) is used by Service Counselors for entering the recruit information for the Delayed Entry Program (DEP) and/or Accession data. If the applicant record exist, the information will be displayed from the Local MEPS DB or retrieve from Host CRDB.

25.1.2 The CE01 Service Enlist screen can be accessed by one of the following options.

25.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**S**ervice | **D**ata entry | **E**nlistment data

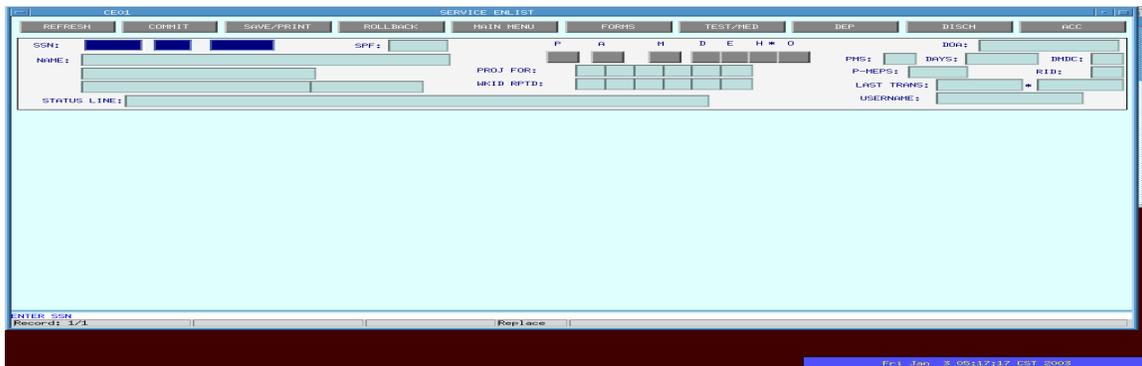


Figure 82 CE01 Service Enlist

### 25.2 Prerequisite Instructions

25.2.1 SSN - Enter the Social Security Number for applicant being processed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found, the Personal Data (OP01) screen will be displayed to enter new applicant in system.

#### 25.2.2 Definitions of Tabs

25.2.2.1 The tab buttons near top of screen will display other screens, provided a valid SSN was entered. A brief description of their function:

Tab Names	Description	Section
REFRESH	Clear screen of all information	
COMMIT	Commit record with added information entered	
SAVE/PRINT	Save and print records	
ROLLBACK	Delete (DEP, Accession, DEP Discharge, or All)	25.7
MAIN MENU	Returns to Main Menu	
FORMS	Print forms (USMEPCOM and DA) and output products (OU10)	
TEST/MED	Displays Test and Medical information	25.3
DEP	Enter in DEP information	25.4
DISCH	Enter in Discharge information	25.5
ACC	Enter in Accession information	25.6

25.3 CE01 Test/Med

25.3.1 If the SSN is found, the TEST/MED screen (see below figure) will be displayed.

The screenshot shows a web-based application window titled "CE01 SERVICE ENLIST". The interface includes a menu bar with buttons like REFRESH, COMMIT, SAVE/PRINT, ROLLBACK, MAIN MENU, FORMS, TEST/MED, DEP, DISCH, and ACC. Below the menu, there are input fields for personal information: SSN (333 99 9933), SPF (DMV), NAME (LEE HO JUNG), and DORA (2002-11-13). A "TESTING" section contains fields for AFQT (38), TID (01D), DOT (2001-06-13), Recruiter (387762353), and StrId (RSSM0). It also displays a table of scores for various tests (GS, AR, WK, PC, MK, EI, AS, MC, AO, VE) and composites (MH, GT, EL). The "MEDICAL" section includes fields for N/R, SF88, Hgt (68), Wgt (143), Hair (BLACK), and Eyes (Left: BROWN, Right: BROWN). It also shows dates for Prescreen (2001-06-14) and Physical (2001-06-14), along with checkboxes for HIV, DRUG, and ALC. At the bottom, there is a status bar with "ENTER SSN", "Record: 1/1", and "Insert". The Windows taskbar at the very bottom shows the Start button, a Microsoft application, and the system clock indicating Wednesday, November 13, 2002.

Figure 83 CE01 Test/Med

## 25.4 CE01 DEP

25.4.1 If the applicant is processing as a DEP, complete the DEP screen (see figure below)

Figure 84 CE01 DEP

25.4.2 PADD - enter the applicant's Pay Active Duty Date.

25.4.3 ES - enter the Entry Status (ES), defaults to the number 3.

25.4.4 RECRUITER - enter the Recruiter Identification.

25.4.5 STNID - enter the Station Identification.

25.4.6 PEF - enter the Program Enlisted For (PEF).

25.4.7 T-E MOS/AFS - enter the Training/Enlistment MOS/AFS code. This is an alphabetic code. First and second positions must be numeric.

25.4.8 WAIVER CODE - enter the Waiver code or press <Ctrl + L> for the LOV. Another box will appear to enter additional Waiver Codes (6 maximum). After the Wavier Codes are entered, press <Tab> to go to the next field.

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25.4.9 PAY GRADE - enter the Pay Grade or press <Ctrl + L> for the LOV.

25.4.10 SRVC CODE box - press <Enter> to review Service Codes (see figure below). This screen will appear for DEP and ACC process.

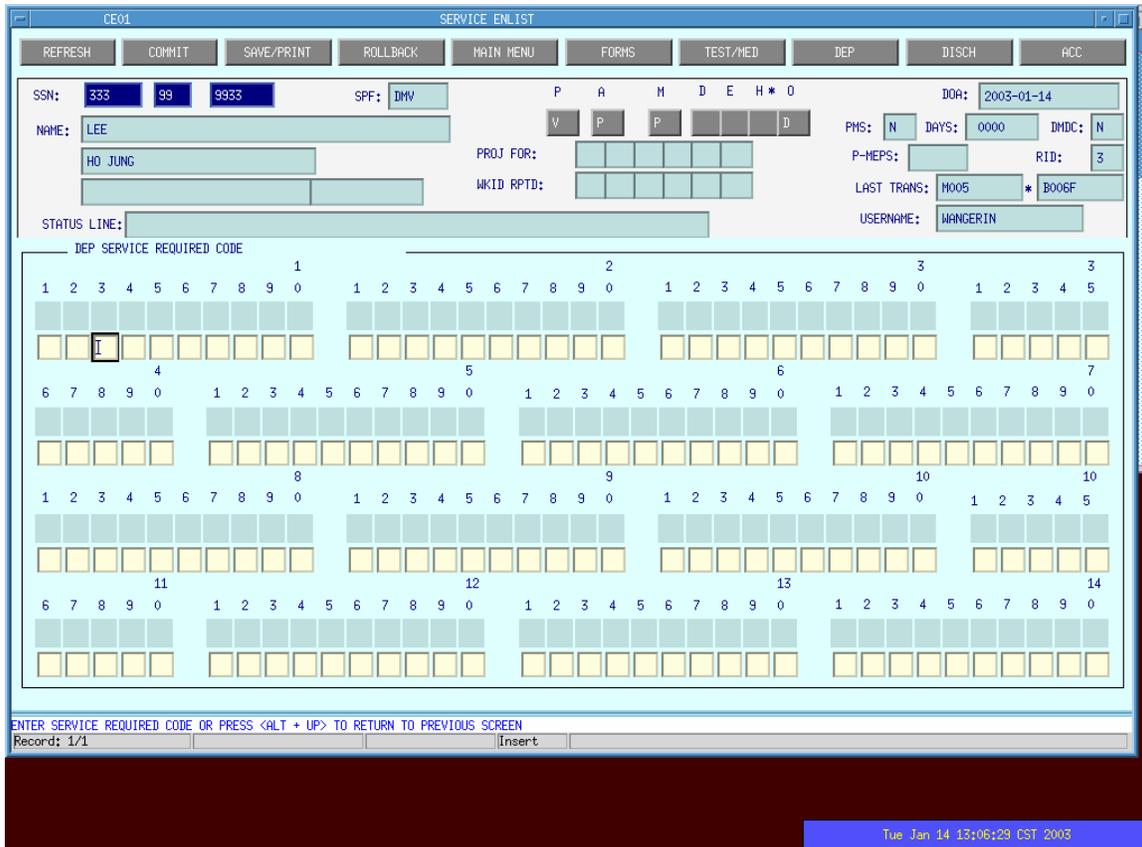


Figure 85 CE01 Service Enlist with Service Required Codes

25.4.11 The Service personnel will enter the required codes or press <Alt + Up Arrow> to return to previous screen.

## 25.5 CE01 DISCH (Discharge)

25.5.1 Only complete this DISCH screen (see figure below), if the applicant is being discharged processing as a DEP.

The screenshot displays the 'CE01 SERVICE ENLIST' window with the 'DISCH' tab selected. The form includes the following fields and sections:

- Top Navigation:** REFRESH, COMMIT, SAVE/PRINT, ROLLBACK, MAIN MENU, FORMS, TEST/MED, DEP, DISCH (highlighted), ACC.
- Personal Information:** SSN: 333 99 9933, NAME: LEE HO JUNG, HO JUNG, SPF: DMV, PMS: N, DAYS: 0000, IMDC: N, RID: 3, LAST TRANS: M005 \* B006F, USERNAME: WANGERIN.
- Administrative Fields:** PROJ FOR: [grid], WKID RPTID: [grid], DORA: 2002-11-13.
- DEP DISCHARGE DATA Section:**

Date of Discharge	Reason	SPF	Status
[input field]	[input field]	[input field]	[input field]
- Status Bar:** ENTER DEP DISCHARGE DATE, Record: 1/1, Insert.
- Timestamp:** Wed Nov 13 13:44:33 CST 2002.

Figure 86 CE01 Disch

25.5.2 DATE OF DISCHARGE - enter the Date of Discharge.

25.5.3 REASON - enter the Reason for Discharge or press <Ctrl + L> for the LOV.

25.5.4 Press <Ctrl + F7> to commit record or <Shift + F9> to exit or <Ctrl + F4> to clear screen.

## 25.6 CE01 ACC (Accession)

25.6.1 If the applicant is processing as a shipper, the accession data (see figure below) must be entered.

The screenshot displays the 'CE01 SERVICE ENLIST' form. At the top, there are navigation buttons: REFRESH, COMMIT, SAVE/PRINT, ROLLBACK, MAIN MENU, FORMS, TEST/MED, DEP, DISCH, and ACC (highlighted in yellow). Below these are input fields for SSN (333 99 9933), SPF (DMV), and DOR (2002-11-13). The name field contains 'LEE HO JUNG'. There are also fields for PMS (N), DAYS (0000), IMDC (N), P-MEPS, RID (3), LAST TRANS (MO05 \* B00GF), and USERNAME (WANGERIN). A 'STATUS LINE' field is present below the name. The main section is titled 'ACCESSION' and contains several fields: DOE, ASD (with a value of '1' entered), PED, TOE, Waiver Code, PayGrade, DOG, ES, Educ, Recruiter, StnId, PEF, T-E MOS/AFS, P MOS/AFS, Youth, O A, UIC, and 368. A 'SRVC CODE' button is located at the bottom right of this section. At the bottom of the window, a status bar shows 'ENTER ASD DATE', 'Record: 1/1', and 'Insert'. A timestamp 'Wed Nov 13 13:49:41 EST 2002' is visible in the bottom right corner.

**Figure 87 CE01 ACC**

25.6.2 ASD - enter the Active Duty Service Date.

25.6.3 PED - enter the Pay Entry Date.

25.6.4 TOE - enter the Term of Enlistment (1 - 8).

25.6.5 WAIVER CODE - enter the Waiver Code or press <Ctrl + L> for the LOV. Another box will appear to enter additional Waiver Codes (6 maximum). After the Waiver Codes are entered, press <Tab> to go to the next field.

25.6.6 PAY GRADE - enter the Pay Grade or press <Ctrl + L> for the LOV.

25.6.7 DOG - enter the Date of Grade.

25.6.8 ES - enter the Entry Status (ES) or press <Ctrl + L> for the LOV.

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25.6.9 EDUC - enter the Education Years (08 - 24). If the entered Education Years was 10 or greater the system will require for the Education Certification field to be filled, press <Ctrl + L> for the LOV.

25.6.10 RECRUITER - This number defaults to Recruiter Identification or clear field and re-enter.

25.6.11 STNID - This number defaults to Station ID or clear field and re-enter.

25.6.12 PEF - enter the Program Enlisted For.

25.6.13 T-E MOS/AFS - enter the Temporary/Enlistment MOS/AFS code. This is an alphabetic code. First and second positions must be numeric.

25.6.14 P MOS/AFS - enter the Primary/Enlistment MOS/AFS code. This is an alphabetic code. First and second positions must be numeric.

25.6.15 YOUTH - enter the Youth Program or press <Ctrl + L> for the LOV. Enter the Armed Service or press <Ctrl + L> for the LOV. Enter the number of years (0-9) the applicant was involved in these programs

25.6.16 O - enter the Option Analysis Guarantees Code or press <Ctrl + L> for the LOV.

25.6.17 A - enter the Option Analysis Bonus Code or press <Ctrl + L> for the LOV.

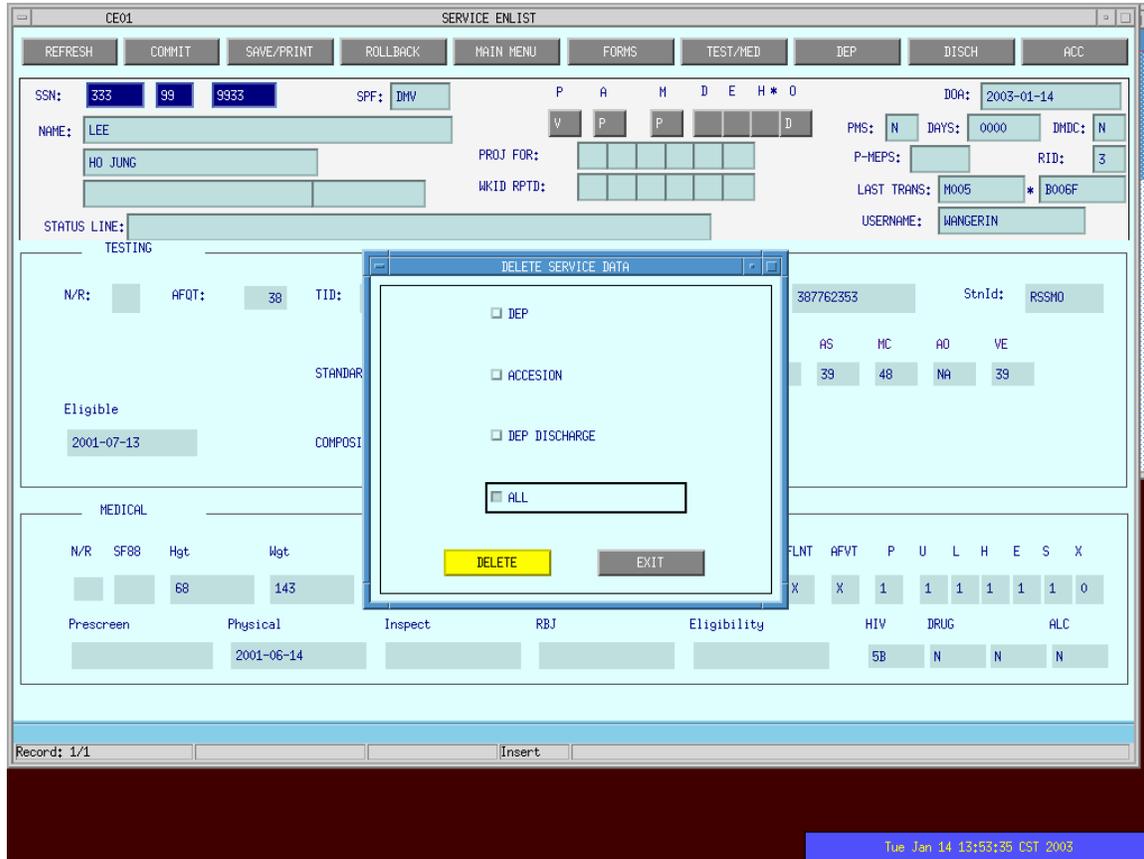
25.6.18 UIC - enter the Transfer (UIC) or press <Ctrl + L> for the LOV. Enter the "NOTAPP" if not applicable.

25.6.19 SRVC CODE box - enter Service Code or press <Enter> to review service codes.

25.6.20 Press <Ctrl + F7> to commit record or <Shift + F9> to exit or <Ctrl + F4> to clear screen.

## 25.7 Rollback

25.7.1 The ROLLBACK tab will have the options to delete service data from the applicant's record. A pop-up window (see figure below) will appear with selections DEP, ACCESSION, DEP DISCHARGE, or ALL.



**Figure 88 CE01 Service Enlist with Rollback**

25.7.2 The DEP square will be highlighted as the pop-up window appears. Press 'SPACEBAR' to highlight or remove highlighted selections.

25.7.3 After making the selections the "DELETE" button will be highlighted. To continue with the delete action, press <Enter>.

25.7.4 To discontinue action, highlight "EXIT" button and press <Enter>.

## 26. CE05 USMIRS Local Database Query

### 26.1 Introduction

The CE05 USMIRS LOCAL DATABASE QUERY screen (see screen below) is for performing queries on records (applicants or students) within the Service Process For (SPF).

26.1.1 The CE05 USMIRS Local Database Query screen can be accessed by one of the following options.

26.1.1.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Testing | database queryY
- Medical | database queryY
- Operations | database queryY
- tRacking | database queryY
- Service | database queryY

26.1.1.2 By pressing <Ctrl + Q > from within the system.

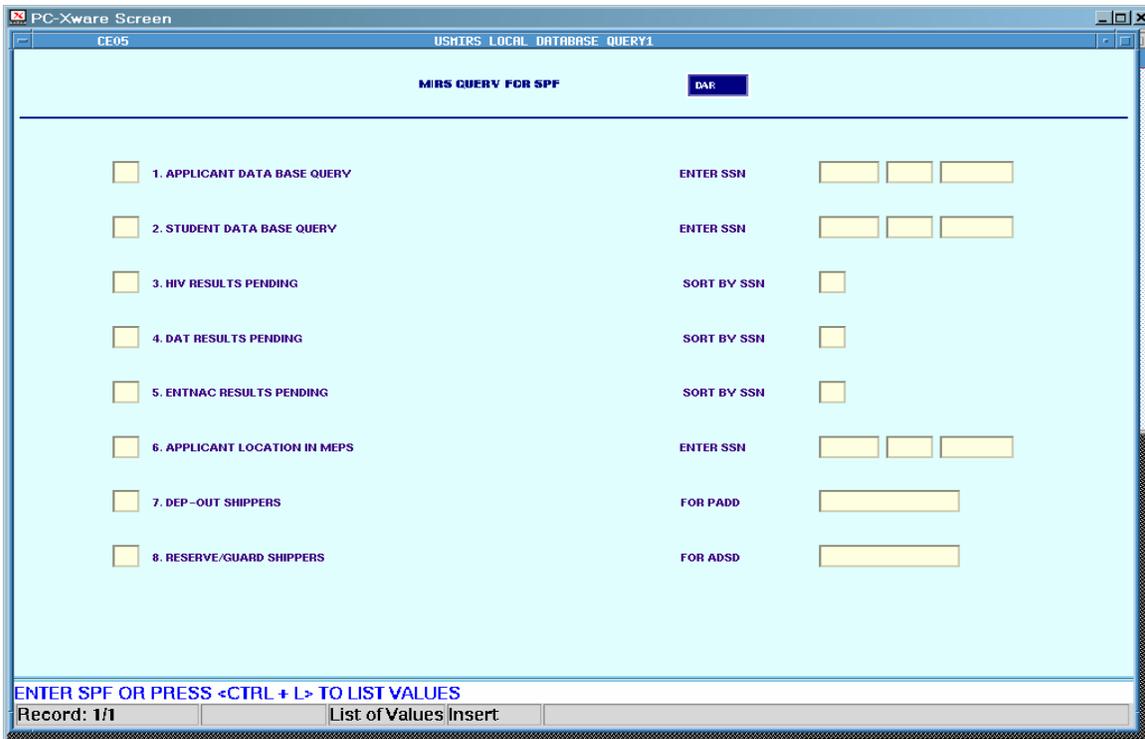


Figure 89 CE05 USMIRS Local Database Query

### 26.2 Prerequisite Instructions

26.2.1 The cursor will start in MIRS QUERY FOR SPF. Enter the Service Process For (SPF) or press <Ctrl + L> for the LOV.

26.2.2 The queries provided are:

QUERY NAME	SECTION
Applicant Query	26.3
Student Query	26.3
HIV Results Pending	26.4
Dat Results Pending	26.4
ENTNAC Results Pending	26.5
Applicant Location in MEPS	26.6
DEP-OUT Shippers	26.7
Reserve/Guard Shippers	26.8

26.2.3 Press <Ctrl + F4> to exit all screens.

### 26.3 Applicant or Student Database Query

26.3.1 Enter 'X' in one of the selections (Applicant or Student) and press <Enter>.

26.3.2 SSN - enter the Social Security Number and press <Enter>. If SSN is found, the applicant's data will be displayed (see figure below). If not found a message will be displayed, "APPLICANT WITH SSN # NOT ON FILE OR WRONG SFP".

The screenshot shows a window titled "USMIRS LOCAL DATABASE QUERY1" with the following data:

**PERSONAL**

SSN: 111 11 1111 | SPF: DAR | NAME: GREGORY TIMIYA MNM | PMS: N | SEX: F | PAMDEH: VP N | \* O: N | LAST DOA: 2003-08-08

**TESTING**

TEST ID: 25B | DOT: 2002-06-10 | AFQT: 15 | STANDARD: 29 39 37 44 39 34 34 32 35 39

GT: CL CO EL FA GM MM OF SC ST

N/R: | ELIGIBLE: 2002-07-10 | CMP: 076 074 066 068 067 066 065 067 069 069

**MEDICAL**

N/R: | PHYSICAL: | HGT: | WGT: | BF%: | P U L H E S X HIV DRUG ALC

INSPECT: | ABJ: | ELIGIBILITY: |

**ENLISTMENT**

DOE: | PADD: | ACCESSION: | DOE: | ADSD:

**PACKET LOCATION**

COMPLETE: | SF 88: FILES ROOM | SF 93: FILES ROOM

ENTER SSN  
Record: 1/1 | Insert

Figure 90 CE05 Applicant or Student Data



## 26.5 CE05 ENTNAC Results Pending

26.5.1 Enter 'X' in ENTNAC RESULT PENDING. Press <Enter>.

26.5.2 Enter 'X' in "SORT BY SSN" to display by SSN or leave blank to display alphabetical. Press <Enter>.

26.5.3 The results of the query are displayed (see figure below).

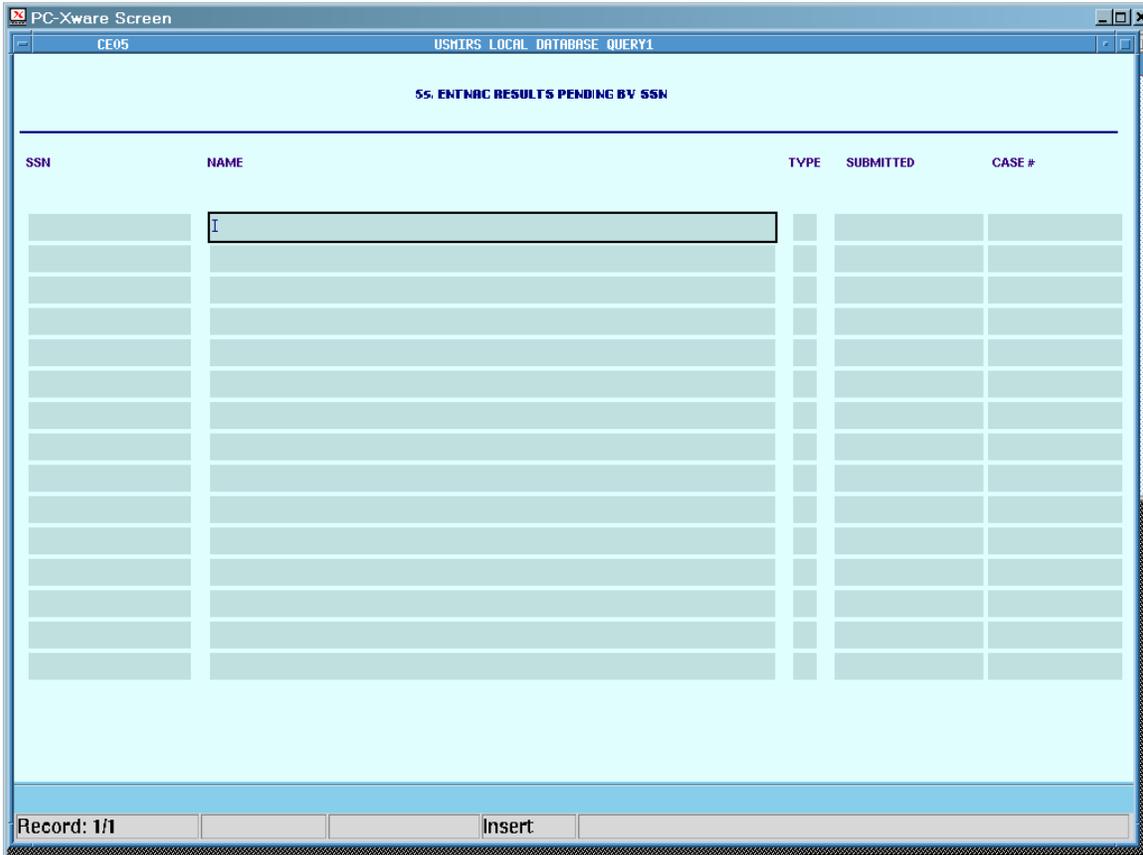


Figure 92 CE05 Entrnac Results Pending

## 26.6 Applicant Location in MEPS

26.6.1 Enter 'X' in APPLICANT LOCATION IN MEPS selection. Press <Enter>.

26.6.2 SSN - enter the Social Security Number and press <Enter>. If SSN is found, the applicant's data will be displayed on TA01 Check In / Check Out screen (see figure below). If not found a message will be displayed, "CAN ONLY VIEW APPLICANT LOCATION FOR ENTERED SPF".

The screenshot displays the TA01 CHECK IN / CHECK OUT interface. At the top, there is a menu bar with options: REFRESH, COMMIT, ROLLBACK, MAIN MENU, PRINT LABELS, PRINT MED BRIEF, SELECT PRINTER, FORMS, PROJECT, and DATABASE QUERY. Below the menu, the applicant's SSN is shown as 333 99 9933, with SPF set to DMV. The name is LEE HO JUNG. Other fields include DOA: 2003-01-14, PMS: N, DAYS: 0000, IMDC: N, P-MEPS, RID: 3, LAST TRANS: M005, and USERNAME: WANGERIN. The main section is titled TRACKING ROLL-UP and is divided into two columns: Location and Time IN, and Destination and Time OUT. Each column contains a vertical list of checkboxes and corresponding data fields. A status line at the bottom of the tracking area reads "To EXIT press <CTRL + F4 >". The bottom status bar shows "Record: 1/1" and the date/time "Tue Jan 14 09:24:45 CST 2003".

Figure 93 CE05 Applicant Location in MEPS Display

## 26.7 CE05 DEP Out Shippers

26.7.1 Enter 'X' in DEP OUT SHIPPERS selection. Press <Enter>.

26.7.2 FOR PADD - enter the applicant's Pay Active Duty Date. Press <Enter>.

26.7.3 The results of the query are displayed (see figure below).

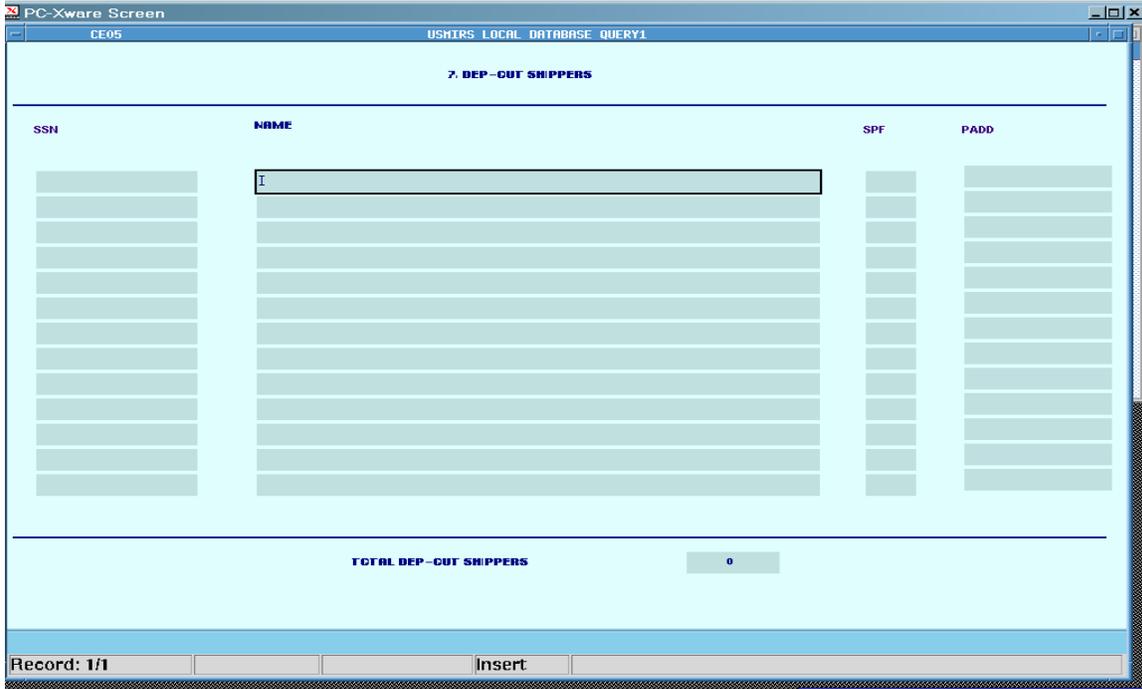


Figure 94 CE05 DEP-Out Shippers Display

## 26.8 CE05 Reserve/Guard Shippers

26.8.1 Enter 'X' in Reserve/Guard Shippers selection. Press <Enter>.

26.8.2 FOR ADSD - enter the applicant's Active Duty Shipper's Date. Press <Enter>.

26.8.3 The results of the query are displayed. (The example of the screen will be the same as DEP-Out Shippers Display (Refer 26.7.3), but with a different title).

## 27. CN01 USMEPCOM Form 727 Processing List

### 27.1 Introduction

27.1.1 The CN01 USMEPCOM FORM 727 PROCESSING LIST screen (see figure below) is used by service counselors to project an applicant into the MEPS and to set parameters for and request Form 727PL to be printed. If the applicant record exist, it will be displayed from the Local MEPS or retrieve for Host CRDB.

27.1.2 The CN01 USMEPCOM Form 727 Processing List screen can be accessed by one of the following options.

27.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Testing | proJections
- Medical | proJections
- Operations | proJections
- tRacking | proJections
- Service | Data entry | projections

27.1.2.2 By pressing <Ctrl + J> from within the system.

27.1.2.3 Selecting 'J' hot button from Main Menu.

Figure 95 CN01 USMEPCOM Form 727 Processing List

## 27.2 Instructions

27.2.1 SSN - enter the Social Security Number. If SSN is found, the applicant data defaults (verify information). If SSN does not exist, the cursor will move to SPF. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information.

27.2.2 SPF - enter the Service Process For (SPF) or press <Ctrl + L> for the LOV.

27.2.3 PROJECTION ENTER - press <Ctrl + L> for the LOV or enter '**P**' if this is a normal projection.

27.2.4 PROCESSING TYPE.

27.2.5 - Press <Ctrl + L> for the LOV or enter '**D**' if this is a regular DEP-IN applicant.

27.2.6 If an '**X**' entered for the Other Processing, you must also select one of the following Processing Types:

- M - MEPS PROCESSING, NO ENLISTMENT
- H - TRANS HOLDOVER
- S - SVC PROCESS ONLY
- R - RE-DAT

27.2.7 NOTE: Check the message line for any warnings regarding the Processing Type.

27.2.8 PROJECTION DATE - verify the Projection Date. Accept the defaulted date by pressing <Enter>. Otherwise, enter the new Projection date, if the date must be changed.

27.2.9 If necessary, update the following fields. Read the message line to determine the valid values for each field.

- NAME
- ADDITIONAL INFO
- LODGING/ARRIVAL INFO
- TESTING
- MEDICAL
- ENLISTMENT
- REMARKS
- SHIP TO

27.2.10 Press <Ctrl + F7> to commit, or <Ctrl + F4> to clear the screen, or <Shift + F9> to exit.

## 28. CN02 Print 727PL

### 28.1 Introduction

28.1.1 The CN02 PRINT 727PL screen (see figure below) is used to print the Form 727 for a day's processing workload requirements.

28.1.2 The CN02 Print 727PL screen can be accessed by one of the following options.

28.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**T**esting | **p**Rint | **7**27**P**I

**M**edical | **p**Rint | **7**27**P**I

**O**perations | **p**Rint | **7**27**P**I

**t**Racking | **p**Rint | **7**27**P**I

**S**ervice | **p**Rint | **7**27**P**I

The screenshot shows a window titled "PC-Xware Screen" with a sub-header "CN02 PRINT 727PL". The main area contains several data fields and controls:

- DOCTORS NEEDED:** 0
- TOTAL PROJECTED:** 5
- UNCOMMITTED:** 4
- PROJECTED PROCESSING DATE:** 2003-11-05
- SPF:** [Empty field]
- PROJECTION TYPE:** [Empty checkbox]
- PRINT PAGES:** [Empty checkbox]
- PROCESSING TYPE:** [Empty checkbox]
- SCRT BY SEX:** [Empty checkbox]
- PROJECTION TIME:** From [ ] To [ ]
- SCRT BY SSN:** [Empty checkbox]

At the bottom, there is a status bar with the text "ENTER PROCESSING DATE", "Record: 1/1", and an "Insert" button.

Figure 96 CN02 Print 727PL

### 28.2 Instructions

28.2.1 PROJECTED PROCESSING DATE - press <Enter> to accept the defaulted date or re-enter the Projection Date.

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**Version 1.1**

28.2.1.1 Look at top right of screen for the total workload numbers for each entry.

28.2.2 SPF - enter the Service Process For code or press <Ctrl + L> for the LOV.

28.2.3 Enter the valid codes for each of the following fields. Press <Ctrl + L> for the LOV. Read the message line for each option for the valid codes to enter.

PROJECTION TYPE  
PROCESSING TYPE  
PROJECTION TIME  
PRINT PAGES  
SORT BY SEX  
SORT BY SSN

28.2.4 Press <Shift + F6> to print the report, or <Ctrl + F4> to clear screen, or press <Shift + F9> to exit to main menu.

## 29. CO01 Status

### 29.1 Introduction

29.1.1 The CO01 STATUS screen (see figure below) is used to check the status for communication and the requirements for modem set-up. The modem number will be displayed; only the users with MIRS\_DBA role updated it.

29.1.2 Under normal conditions the CO01 Communication screen will appear quickly.

29.1.3 Under abnormal conditions the USMIRS screen may go blank for 50 to 70 seconds, depending on the communication status (MODEM or OFFLINE). After lapse time, the CO01 Communication screen will be displayed.

29.1.4 The CO01 Status screen can be accessed by one of the following options.

29.1.4.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Comm | Status**

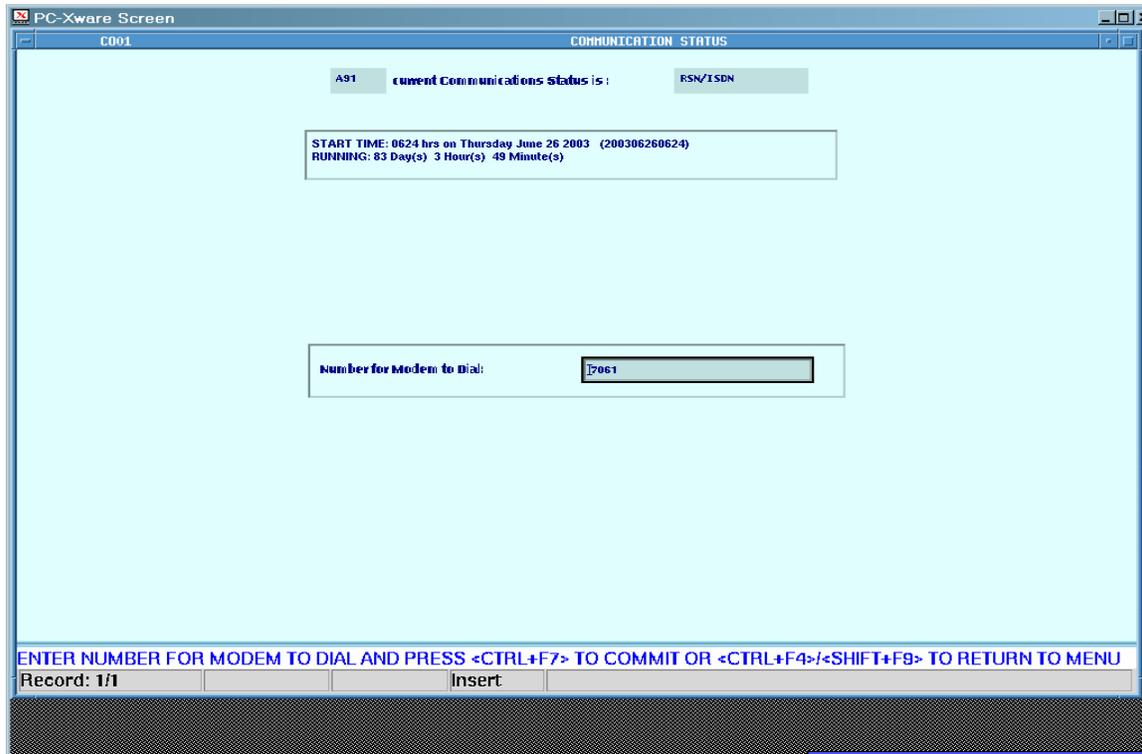
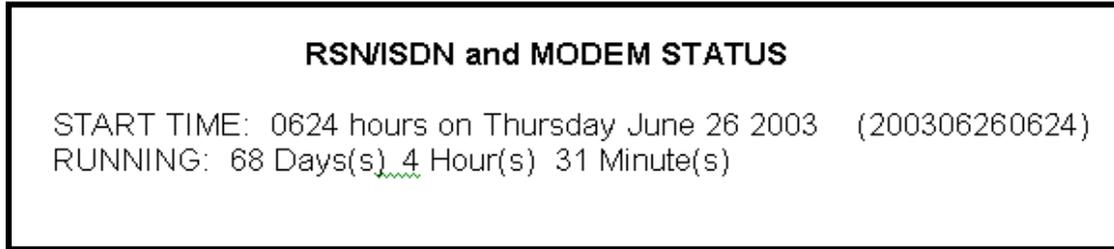


Figure 97 CO01 Communication Status

### 29.2 Instructions

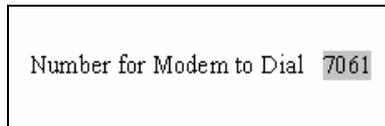
29.2.1 The Communication Status line will give the user the current status of communication. The values are: RSN/ISDN, MODEM, OFF-LINE, HOST DOWN, or UNDETERMINED. Pop-up windows will automatically be displayed as required.

29.2.2 If the communication status displayed is RSN/ISDN or MODEM, the system will display the Start Time and Running pop-up window (see figure below).



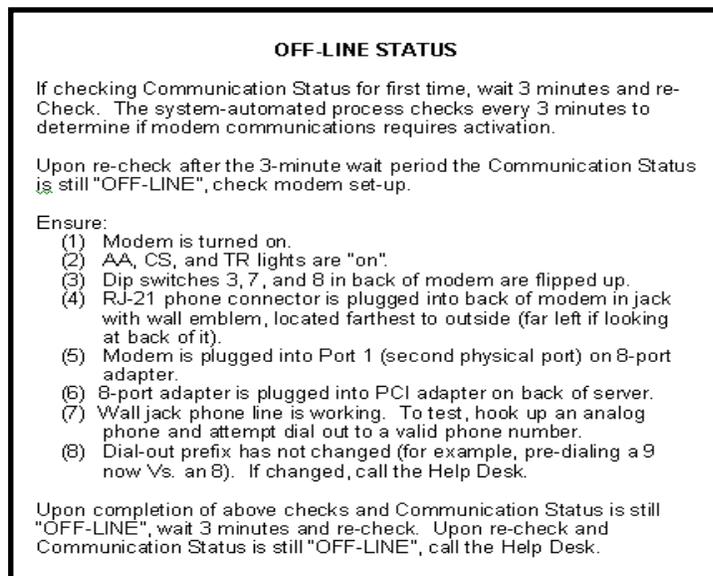
**Figure 98 CO01 RSN/ISDN or MODEM System Status**

29.2.3 If the Modem Number to Dial (see figure below) is inaccurate, only the users with MIRS\_DBA role updated it. The cursor will be positioned in the data field only accepting entry of numeric characters, comma and “w”. Upon Ctrl + F7 commit of the update transaction, the system will display the following message: “MODEM NUMBER UPDATED”. If no change in data has occurred upon pressing function keys Ctrl + F7, the system will display the following Warning Message: “FUNCTION NOT PERMITTED”. If a user without the MIRS\_DBA role attempts update, the system will display the following message: “FUNCTION NOT PERMITTED; MIRS DBA ROLE NOT ASSIGNED”.



**Figure 99 CO01 Modem to Dial Update Field**

29.2.4 If the status displayed is OFF-LINE, the system will display OFF-LINE STATUS pop-up window (see figure below), which contains a list of checks for the user to follow.



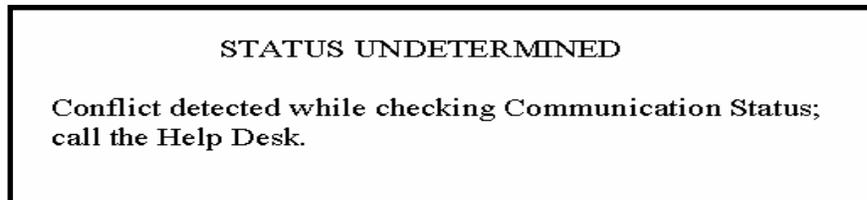
**Figure 100 CO01 OFF-LINE System Status**

29.2.5 If the status displayed is HOST DOWN, the system will display HOST DOWN STATUS pop-up window (see figure below). (Note: If RSN connectivity is not available from the particular MEPS to the rest of the network and the Host CRDB is down, the CO01 communications status will be OFFLINE rather than HOST DOWN.)



**Figure 101 CO01 HOST DOWN System Status**

29.2.6 If the status displayed is UNDETERMINED, the system will display STATUS UNDETERMINED pop-up window (see figure below).



**Figure 102 CO01 UNDETERMINED System Status**

## 30. CR01 MEPS Processing Workload

### 30.1 Introduction

30.1.1 The CR01 MEPS PROCESSING WORKLOAD screen (see figure below) is used to display workload counts and the option to print rosters or reports.

30.1.2 The CR01 Meps Processing Workload screen can be accessed by one of the following options.

30.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Testing | prOcess results
- Medical | prOcess results
- Operations | prOcess results
- tRacking | prOcess results
- Service | prOcess results



Figure 103 CR01 MEPS Processing Workload

### 30.2 Instructions

30.2.1 DOA - enter the Date of Action or use default.

30.2.2 SPF - enter the Service Process For or press <Ctrl + L> for the LOV.

30.2.3 CHOICE - enter a number (1 - 24) or use default.

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30.2.4 The USMIRS will process the selections entered and provide the totals for the entered choices on screen. The DOA, SPF, and CHOICE can be changed on this screen also. The example screen (see figure below) displays the results from the entered choice number 24 (all items).

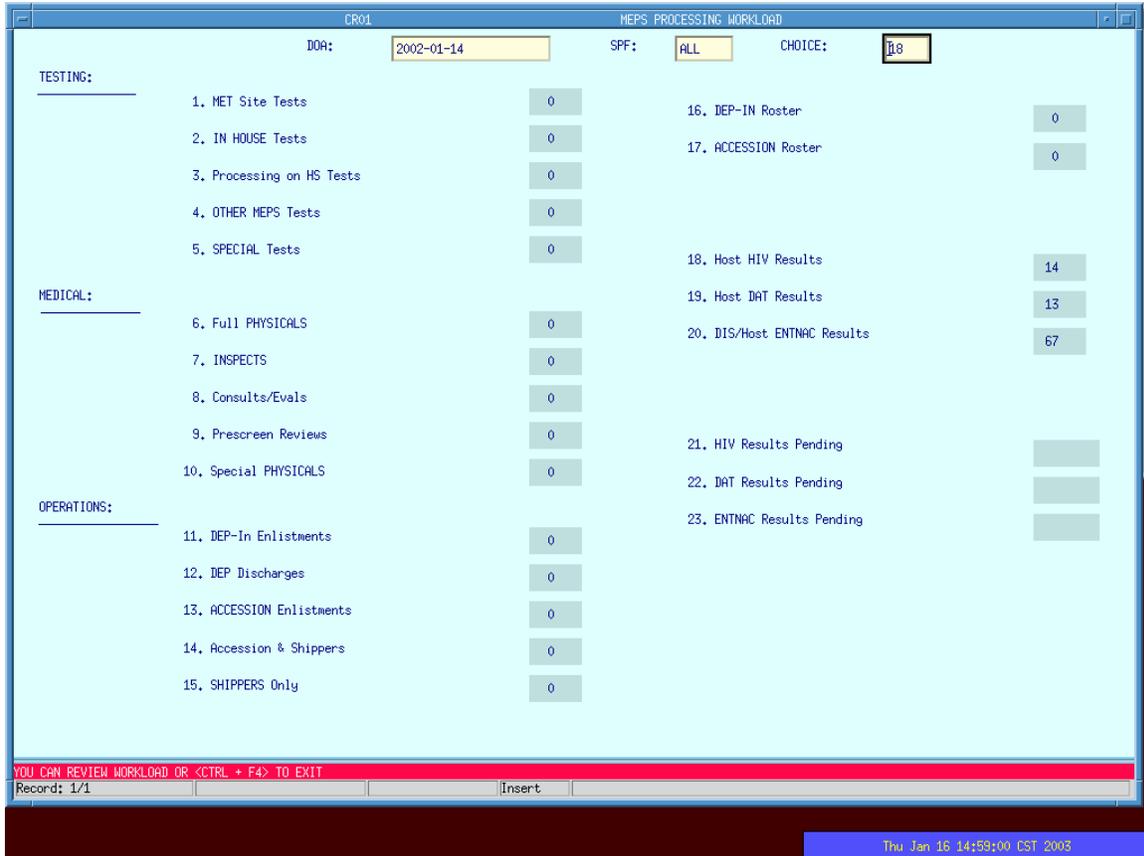


Figure 104 CR01 Total Results

30.2.5 The Total Results Displayed can be displayed by individual reports for all selections with total greater than zero. The roster or reports can be printed for each.

## 31. MD01 Medical Data

### 31.1 Introduction

31.1.1 The MD01 MEDICAL DATA screen (see figure below) is used to enter or update medical data and create transaction records that are sent to the CRDB. If the applicant record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

31.1.2 The MD01 Medical Data screen can be accessed by one of the following options.

31.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**M**edical | mEdical data

**S**ervice | **V**iew only | mEdical data

31.1.2.2 By pressing **<Ctrl + M>** from within the system.

31.1.2.3 Selecting 'M' hot button from Main Menu.

The screenshot shows a window titled 'PC-Xware Screen' with a sub-window 'MD01 MEDICAL DATA'. The form contains the following fields and sections:

- SSN:** A field with a cursor and a blue highlight.
- SPF:** A small input field.
- DOA:** A date input field.
- Name:** A long text input field.
- P A M D E H O:** A row of seven checkboxes.
- PMS:** A checkbox.
- Days:** A small input field.
- DMDC:** A checkbox.
- P-MEPS:** A checkbox.
- RID:** A small input field.
- Trans Code:** A row of three small input fields.
- Last Trans:** A date input field.
- STATUS LINE:** A long text input field.
- Medical History Section:** A grid of checkboxes for various tests:
  - Trans:
  - Status:
  - Prescreen:
  - SF 88:
  - Physical:
  - Inspect:
  - BBJ:
  - Eligibility:
  - Xray:
  - Eqp:
  - Hgt:
  - Wgt:
  - Fat:
  - Hair:
  - Eyes:
  - BP:
  - PIP:
  - B/G:
  - FLNT:
  - V/A:
  - Refrac:
  - Audio:
  - P U L H E S X: A row of seven checkboxes.
  - Wer:
  - Consult:
  - Phy Rvw:
  - Phys Type:
  - HCG:
  - Fail:
- Specimen/Result Section:** Two columns of fields for HIV, RPR, DRUG, and ALCO, each with Status, Specimen, and Result Date sub-fields.

At the bottom, there is a status bar with 'ENTER SSN', 'Record: 1/1', and an 'Insert' button.

Figure 105 MD01 Medical Data

### 31.2 Prerequisite Instructions

31.2.1 SSN - enter the Social Security Number. If the SSN is not found, the OP01 Personal Data screen is displayed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information.

31.2.2 TRANS - enter the Trans Code or press <Ctrl + L> for the LOV. The cursor moves to the next field depending upon the code entered. In order to enter a new code, the user must press <Shift + F9> to leave screen.

TRANS CODE	TYPE OF MEDICAL DATA	SECTION
0	No Medical Evaluation	31.3
1	Medical Examination - Completed	31.4
2	Medical Examination - Additional Information Required	31.5
3	Medical Prescreen	31.6
4	Non MEPS Medical Examination	31.7
5	HIV Results	31.8
6	Inspection No Change to Medical Data	31.9
7	Inspection Change Required to Medical Data	31.10
8	Evaluate Medical Data	31.11
9	Correct to Medical Data	31.12
D	Drug Results	31.13

### 31.3 No Medical Evaluation (NO-MED-EVAL)

31.3.1 If a '0' was entered in the TRANS field, the cursor will move to the EYE field.

31.3.2 EYES - enter 'Y' to display the Eye Color pop-up window. Enter the Color Name or press <Ctrl + L> for the LOV for the LEFT and RIGHT fields.

31.3.3 BP - enter the Blood Pressure numbers recorded on the DD Form 2807-2.

31.3.4 PIP - enter the Color Vision result code from the DD Form 2807-2 or press <Ctrl + L> for the LOV.

31.3.4.1 If passed, enter 'P'. The cursor will move to the V/A field.

31.3.4.2 If failed, enter 'F'. The cursor will move to the R/G field.

31.3.5 R/G - enter the result of the Red Green test or press <Ctrl + L> for the LOV.

31.3.6 V/A - enter 'Y' to record the Air Force Vision Test (AFVT) results and the Vision pop-up window is displayed.

31.3.6.1 If the information matches the form, Press <Ctrl + F4> to save data.

31.3.6.2 To change the entries, press <Shift + Tab> to move to the next editable field.

31.3.6.3 Press <Enter> when data entry is completed.

31.3.6.4 Press <Ctrl + F4> to save data.

31.3.7 AUDIO - enter 'Y' to display Audio Tests pop-up window.

31.3.7.1 Enter the scores from the paper form.

31.3.7.2 Press <Ctrl + F4> to save the data.

31.3.8 FAIL - enter 'Y' to display the Medical Failure pop-up window.

31.3.8.1 Press <Ctrl + F4> to update or view the ICD Code pop-up window. Use <Up/Down Arrow> to move from line to line.

31.3.8.2 FAIL CODE - enter the Failure Code or press <Ctrl + L> for the LOV.

31.3.8.3 ICD DATE - enter the Date.

31.3.8.4 ICD CODE - enter the ICD Code or press <Ctrl + L> for the LOV.

31.3.8.5 PULHES - enter the Disqualification Code or press <Ctrl + L> for the LOV.

31.3.8.6 ICD DATE CLEARED - enter the Date Cleared.

31.3.8.7 Press <Ctrl + F4> to save and exit.

31.3.9 CONSULT - Press <Enter> if no Consult is required. Enter 'Y' to display the Consultation pop-up window.

31.3.9.1 TYPE - enter the Type or press <Ctrl + L> for the LOV.

31.3.9.2 DATE RECOMMENDED - enter the Recommended Date.

31.3.9.3 DATE REQUESTED - enter the Requested Date.

31.3.9.4 DATE FUNDED - enter the Funded Date.

31.3.9.5 DATE COMPLETED - enter the Completion Date.

31.3.9.6 DOCTOR ID - enter the Doctor Identification.

31.3.9.7 Press <Ctrl + F4> to save and exit.

31.3.10 HIV TESTS pop-up window.

31.3.10.1 Enter the Test Date.

31.3.10.2 Enter the Test Status.

31.3.10.3 Enter the Results date.

31.3.10.4 Press <Ctrl + F4> to save and exit.

31.3.11 DRUG TESTING pop-up window.

31.3.11.1 Enter the Test date.

31.3.11.2 Enter the THC Status.

31.3.11.3 Enter the COC Status.

31.3.11.4 Enter the Results date.

31.3.12 ALCOHOL TESTING pop-up window.

31.3.12.1 Enter the Test date.

31.3.12.2 Enter the code.

31.3.12.3 Press <Ctrl + F4> to save and exit.

31.3.13 Press <Shift + F9> to exit.

## 31.4 Medical Examination – Complete (MED-EXAM-COMP)

31.4.1 If a '1' was entered in the TRANS field, the cursor will start in the Physical field.

31.4.2 PHYSICAL - enter the Date of the Physical.

31.4.3 XRAY - enter the XRAY result code from the form or press <Ctrl + L> for the LOV.

31.4.4 EQP - enter the Equipment Status or press <Ctrl + L> for the LOV.

31.4.5 HGT - enter the Height in inches from the form.

31.4.6 WGT - enter the Weight in pounds from the form.

31.4.7 FAT - enter the Body Fat Percentage in decimal form from the form.

31.4.8 HAIR - enter the Hair Color from the form.

31.4.9 EYES – enter 'Y' to display the pop-up Eye Color window. Enter the Color Name or press <Ctrl + L> for the LOV for the LEFT and RIGHT fields.

- 31.4.10 BP - enter the Blood Pressure numbers recorded on the DD Form 2807-2.
- 31.4.11 PIP - enter the Color Vision result code from the DD Form 2807-2 or press <Ctrl + L> for the LOV.
  - 31.4.11.1 If passed, enter '**P**'. The cursor will move to the V/A field.
  - 31.4.11.2 If failed, enter '**F**'. The cursor will move to the R/G field.
- 31.4.12 R/G - enter the result of the red green test or press <Ctrl + L> for the LOV.
- 31.4.13 V/A - enter '**Y**' to record the Air Force Vision Test (AFVT) results and the pop-up Vision window is displayed.
  - 31.4.13.1 If the information matches the form, Press <Ctrl + F4> to save data.
  - 31.4.13.2 To change the entries, press <Shift + Tab> to move to the next editable field.
  - 31.4.13.3 Press <Enter> when data entry is completed.
  - 31.4.13.4 Press <Ctrl + F4> to save data.
- 31.4.14 REFRAC - enter the Eye Refraction result code from the form.
- 31.4.15 AUDIO - enter '**Y**' to display the Audio Tests pop-up window. Enter the scores from the paper form. Press <Ctrl + F4> to save the data.
- 31.4.16 PULHESX -
  - 31.4.16.1 P - enter the Physical Capacity rating from the form.
  - 31.4.16.2 U - enter the Upper Extremities rating from the form.
  - 31.4.16.3 L - enter the Lower Extremities rating from the form.
  - 31.4.16.4 H - enter the Hearing Rating from the form.
  - 31.4.16.5 E - enter the Vision Rating from the form.
  - 31.4.16.6 S - enter the Psychiatric Rating from the form.
  - 31.4.16.7 X - enter the Incremental Lifting Device or as required data.
- 31.4.17 WVR – enter '**Y**' or '**N**' for a Medical Waiver Recommendation.
- 31.4.18 PHYS RVW - enter '**Y**' or '**N**' for the Private Physician Paperwork Review.
- 31.4.19 PHYS TYPE - enter the Physical Type from the form.
- 31.4.20 HCG - enter the HCG Pregnancy test results.
- 31.4.21 HIV TESTS pop-up window.
  - 31.4.21.1 Enter the Test Date.
  - 31.4.21.2 Enter the Test Status.
  - 31.4.21.3 Enter the Results date.
  - 31.4.21.4 Press <Ctrl + F4> to save and exit.
- 31.4.22 DRUG TESTING pop-up window.
  - 31.4.22.1 Enter the Test date.
  - 31.4.22.2 Enter the THC Status.
  - 31.4.22.3 Enter the COC Status.
  - 31.4.22.4 Enter the Results date.
- 31.4.23 ALCOHOL TESTING pop-up window.

- 31.4.23.1 Enter the Test Date.
- 31.4.23.2 Enter the code.
- 31.4.23.3 Press <Ctrl + F4> to save and exit.

31.4.24 The COMMIT window appears:

- 31.4.24.1 Enter '**S**', if all of the information is correct.
- 31.4.24.2 Enter '**Q**', to quit this record without saving.
- 31.4.24.3 Enter '**C**', to edit the transaction.
- 31.4.24.4 Press <Shift + F6> to commit and print a 680ADP.

### 31.5 Medical Examination - Additional Information Required (MED-EXAM-ADDL-INFO-REQ)

31.5.1 If a '**2**' was entered in the TRANS field, the cursor will start in the PHYSICAL field.

31.5.2 PHYSICAL - enter the Date of the Physical.

31.5.3 XRAY - enter the XRAY Result Code from the form or press <Ctrl + L> for the LOV.

31.5.4 EQP - enter the Equipment Status or press <Ctrl + L> for the LOV.

31.5.5 HGT - enter the Height in inches from the form.

31.5.6 WGT - enter the Weight in pounds from the form.

31.5.7 FAT - enter the Body Fat Percentage in decimal form from the form.

31.5.8 HAIR - enter the Hair Color from the form.

31.5.9 EYES - enter '**Y**' to display the pop-up Eye Color window. Enter the Color Name or press <Ctrl + L> for the LOV for the LEFT and RIGHT fields.

31.5.10 BP - enter the Blood Pressure numbers recorded on the DD Form 2807-2.

31.5.11 PIP - enter the Color Vision result code from the DD Form 2807-2 or press <Ctrl + L> for the LOV.

- 31.5.11.1 If passed, enter '**P**'. The cursor will move to the V/A field.

- 31.5.11.2 If failed, enter '**F**'. The cursor will move to the R/G field.

31.5.12 R/G - enter the result of the Red Green test or press <Ctrl + L> for the LOV.

31.5.13 V/A - enter '**Y**' to record the Air Force Vision Test (AFVT) results and the pop-up Vision window is displayed.

- 31.5.13.1 If the information matches the form, press <Ctrl + F4> to save data.

- 31.5.13.2 To change the entries, press <Shift + Tab> to move to the next editable field.

- 31.5.13.3 Press <Enter> when data entry is completed.

- 31.5.13.4 Press <Ctrl + F4> to save data.

31.5.14 REFRACTION - enter the Eye Refraction result code from the form.

31.5.15 AUDIO - enter '**Y**' to display the Audio Tests pop-up window.

- 31.5.15.1 Enter the scores from the paper form.

- 31.5.15.2 Press <Ctrl + F4> to save the data.

31.5.16 PULHESX -

- 31.5.16.1 P - enter the Physical Capacity rating from the form.
- 31.5.16.2 U - enter the Upper Extremities rating from the form.
- 31.5.16.3 L - enter the Lower Extremities rating from the form.
- 31.5.16.4 H - enter the Hearing Rating from the form.
- 31.5.16.5 E - enter the Vision Rating from the form.
- 31.5.16.6 S - enter the Psychiatric Rating from the form.
- 31.5.16.7 X - enter the Incremental Lifting Device or as required data.

31.5.17 WVR - enter **'Y'** or **'N'** for a Medical Waiver recommendation.

31.5.18 CONSULT - Press <Enter> if no Consult is required. Enter **'Y'** to display the Consultation pop-up window.

- 31.5.18.1 TYPE - enter the Type or press <Ctrl + L> for the LOV.
- 31.5.18.2 DATE RECOMMENDED - enter the Recommended Date.
- 31.5.18.3 DATE REQUESTED - enter the Requested Date.
- 31.5.18.4 DATE FUNDED - enter the Funded Date.
- 31.5.18.5 DATE COMPLETED - enter the Completion Date.
- 31.5.18.6 DOCTOR ID - enter the Doctor Identification.
- 31.5.18.7 Press 'CTRL + F4' to save and exit.

31.5.19 PHYS RVW - enter **'Y'** or **'N'** for the Private Physician paperwork review.

31.5.20 PHYS TYPE - enter the Physical Type from the form.

31.5.21 HCG - enter the HCG Pregnancy test results.

31.5.22 HIV TESTS pop-up window.

- 31.5.22.1 Enter the Test Date.
- 31.5.22.2 Enter the Test Status.
- 31.5.22.3 Enter the Results date.
- 31.5.22.4 Press <Ctrl + F4> to save and exit.

31.5.23 DRUG TESTING pop-up window.

- 31.5.23.1 Enter the Test date.
- 31.5.23.2 Enter the THC Status.
- 31.5.23.3 Enter the COC Status.
- 31.5.23.4 Enter the Results date.

31.5.24 ALCOHOL TESTING pop-up window.

- 31.5.24.1 Enter the Test date.
- 31.5.24.2 Enter the code.
- 31.5.24.3 Press <Ctrl + F4> to save and exit.

31.5.25 The COMMIT window appears:

- 31.5.25.1 Enter **'S'**, if all of the information is correct.
- 31.5.25.2 Enter **'Q'**, to quit this record without saving.
- 31.5.25.3 Enter **'C'**, to edit the transaction.
- 31.5.25.4 Press <Shift + F6> to commit and print a 680ADP.

## 31.6 Medical Prescreen (MED-PRESCREEN)

31.6.1 If a **'3'** was entered in the TRANS field. **If medical data does NOT exist**, the cursor will start in the PHYSICAL field. **If medical data exists**, you cannot enter DD form 2807-2 data.

## 31.7 Non MEPS Medical Examination (NON MEPS MED)

31.7.1 If a **'4'** was entered in the TRANS field, the cursor will start in the PHYSICAL field.

31.7.2 PHYSICAL - enter the Date of the Physical.

31.7.3 XRAY - enter the XRAY result code from the form or press <Ctrl + L> for the LOV.

31.7.4 EQP - enter the Equipment Status or press <Ctrl + L> for the LOV.

31.7.5 HGT - enter the Height in inches from the form.

31.7.6 WGT - enter the Weight in pounds from the form.

31.7.7 FAT - enter the Body Fat Percentage in decimal form from the form.

31.7.8 HAIR - enter the Hair Color from the form.

31.7.9 EYES - enter **'Y'** to display the Eye Color pop-up window. Enter the Color Name or press <Ctrl + L> for the LOV for the LEFT and RIGHT fields.

31.7.10 BP - enter the Blood Pressure numbers recorded on the DD Form 2807-2.

31.7.11 PIP - enter the Color Vision result code from the DD Form 2807-2 or press <Ctrl + L> for the LOV.

31.7.11.1 If passed, enter **'P'**. The cursor will move to the V/A field.

31.7.11.2 If failed, enter **'F'**. The cursor will move to the R/G field.

31.7.12 R/G - enter the result of the Red Green test or press <Ctrl + L> for the LOV.

31.7.13 V/A - enter **'Y'** to record the Air Force Vision Test (AFVT) results and the pop-up Vision window is displayed.

31.7.13.1 If the information matches the form, press <Ctrl + F4> to save data.

31.7.13.2 To change the entries, press <Shift + Tab> to move to the next editable field.

31.7.13.3 Press <Enter> after data entry is completed.

31.7.13.4 Press <Ctrl + F4> to save data.

31.7.14 REFRACT - enter the Eye Refraction result code from the form.

31.7.15 AUDIO - enter **'Y'** to display the Audio Tests pop-up window.

31.7.15.1 Enter the scores from the paper form.

31.7.15.2 Press <Ctrl + F4> to save the data.

31.7.16 PULHESX -

31.7.16.1 P - enter the Physical Capacity rating from the form.

31.7.16.2 U - enter the Upper Extremities rating from the form.

31.7.16.3 L - enter the Lower Extremities rating from the form.

31.7.16.4 H - enter the Hearing Rating from the form.

- 31.7.16.5 E: - enter the Vision Rating from the form.
- 31.7.16.6 S - enter the Psychiatric Rating from the form.
- 31.7.16.7 X - enter the Incremental Lifting Device or as required data.
- 31.7.17 WVR - enter **'Y'** or **'N'** for a Medical Waiver Recommendation.
- 31.7.18 PHYS RVW - enter **'Y'** or **'N'** for the Private Physician paperwork review.
- 31.7.19 PHYS TYPE - enter the Physical Type from the form.
- 31.7.20 HCG - enter the HCG Pregnancy test results.
- 31.7.21 HIV TESTS pop-up window.
  - 31.7.21.1 Enter the Test Date.
  - 31.7.21.2 Enter the Test Status.
  - 31.7.21.3 Enter the Results date.
  - 31.7.21.4 Press <Ctrl + F4> to save and exit.
- 31.7.22 DRUG TESTING pop-up window.
  - 31.7.22.1 Enter the Test date.
  - 31.7.22.2 Enter the THC Status.
  - 31.7.22.3 Enter the COC Status.
  - 31.7.22.4 Enter the Results date.
- 31.7.23 ALCOHOL TESTING pop-up window.
  - 31.7.23.1 Enter the Test date.
  - 31.7.23.2 Enter the code.
  - 31.7.23.3 Press <Ctrl + F4> to save and exit.
- 31.7.24 The COMMIT window appears:
  - 31.7.24.1 Enter **'S'**, if all of the information is correct.
  - 31.7.24.2 Enter **'Q'**, to quit this record without saving.
  - 31.7.24.3 Enter **'C'**, to edit the transaction.
  - 31.7.24.4 Press <Shift + F6> to commit and print a 680ADP.

## 31.8 HIV Results (HIV)

- 31.8.1 If a **'5'** was entered in the TRANS field, the HIV TESTS pop-up window is displayed.
- 31.8.2 HIV TESTS pop-up window.
  - 31.8.2.1 Enter the Test Date.
  - 31.8.2.2 Enter the Test Status.
  - 31.8.2.3 If the results are positive, the cursor moves to the Notify field, enter **'Y'** or **'N'**.
  - 31.8.2.4 Enter the Results date.
  - 31.8.2.5 Press <Ctrl + F4> to save and exit.
- 31.8.3 The COMMIT window appears:
  - 31.8.3.1 Enter **'S'**, if all of the information is correct.
  - 31.8.3.2 Enter **'Q'**, to quit this record without saving.

31.8.3.3 Enter '**C**', to edit the transaction.

31.8.3.4 Press <Shift + F6> to commit and print a 680ADP.

### 31.9 Inspection - No Change To Medical Data (INSP-NC)

31.9.1 If a '**6**' was entered in the TRANS field, the cursor will start in the INSPECT field.

31.9.2 INSPECT - enter the Inspect Date.

31.9.3 The COMMIT window appears:

31.9.3.1 Enter '**S**', if all of the information is correct.

31.9.3.2 Enter '**Q**', to quit this record without saving.

31.9.3.3 Enter '**C**', to edit the transaction.

31.9.3.4 Press <Shift + F6> to commit and print a 680ADP.

### 31.10 Inspection with Changes To Medical Data (INSP-C)

31.10.1 If a '**7**' was entered in the TRANS field, the cursor will start in the INSPECT Field.

31.10.2 INSPECT - enter the Inspect date.

31.10.3 HGT - enter the Height in inches from the form.

31.10.4 WGT - enter the Weight in pounds from the form.

31.10.5 FAT - enter the Body Fat Percentage in decimal form from the form.

31.10.6 REFRAC - enter the Eye Refraction result code from the form.

31.10.7 PULHESX -

31.10.7.1 P - enter the Physical Capacity rating from the form.

31.10.7.2 U - enter the Upper Extremities rating from the form.

31.10.7.3 L - enter the Lower Extremities rating from the form.

31.10.7.4 H - enter the Hearing Rating from the form.

31.10.7.5 E - enter the Vision Rating from the form.

31.10.7.6 S - enter the Psychiatric Rating from the form.

31.10.7.7 X - enter the Incremental Lifting Device or as required data.

31.10.8 WVR - enter '**Y**' or '**N**' for a Medical Waiver Recommendation.

31.10.9 DRUG TESTING pop-up window.

31.10.9.1 Enter the Specimen Number.

31.10.9.2 Enter the Test date.

31.10.9.3 Enter the THC Status.

31.10.9.4 Enter the COC Status.

31.10.9.5 Enter the Results date.

31.10.10 ALCOHOL TESTING pop-up window.

31.10.10.1 Enter the Test date.

31.10.10.2 Enter the code.

31.10.10.3 Press <Ctrl + F4> to save and exit.

31.10.11 The COMMIT window appears:

- 31.10.11.1 Enter '**S**', if all of the information is correct.
- 31.10.11.2 Enter '**Q**', to quit this record without saving.
- 31.10.11.3 Enter '**C**', to edit the transaction.
- 31.10.11.4 Press <Shift + F6> to commit and print a 680ADP.

### 31.11 Evaluate Medical Data (EVAL-DATA)

31.11.1 If the '**8**' was entered in the TRANS field, the cursor will start in the HGT field.

31.11.2 HGT - enter the Height in inches from the form.

31.11.3 WGT - enter the Weight in pounds from the form.

31.11.4 REFRAC - enter the Eye Refraction result code from the form.

31.11.5 PULHESX -

- 31.11.5.1 P - enter the Physical Capacity rating from the form.
- 31.11.5.2 U - enter the Upper Extremities rating from the form.
- 31.11.5.3 L - enter the Lower Extremities rating from the form.
- 31.11.5.4 H - enter the Hearing Rating from the form.
- 31.11.5.5 E - enter the Vision Rating from the form.
- 31.11.5.6 S - enter the Psychiatric Rating from the form.
- 31.11.5.7 X - enter the Incremental Lifting Device or as required data.

31.11.6 WVR - enter '**Y**' or '**N**' for a Medical Waiver Recommendation.

31.11.7 CONSULT - Press <Enter> if no Consult is required. Enter '**Y**' to display the Consultation pop-up window.

- 31.11.7.1 TYPE - enter the Type or press <Ctrl + L> for the LOV.
- 31.11.7.2 DATE RECOMMENDED - enter the Recommended Date.
- 31.11.7.3 DATE REQUESTED - enter the Requested Date.
- 31.11.7.4 DATE FUNDED - enter the Funded Date.
- 31.11.7.5 DATE COMPLETED - enter the Completion Date.
- 31.11.7.6 DOCTOR ID - enter the Doctor Identification.
- 31.11.7.7 Press <Ctrl + F4> to save and exit.

31.11.8 PHYS TYPE - enter the Physical Type from the form.

31.11.9 HCG - enter the HCG Pregnancy test results.

31.11.10 HIV TESTS pop-up window.

- 31.11.10.1 Enter the Specimen Number.
- 31.11.10.2 Enter the Test Date.
- 31.11.10.3 Enter the Test Status.
- 31.11.10.4 Enter the Results date.
- 31.11.10.5 Press <Ctrl + F4> to save and exit.

31.11.11 DRUG TESTING pop-up window.

- 31.11.11.1 Enter the Specimen Number.

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- 31.11.11.2 Enter the Test date.
- 31.11.11.3 Enter the THC Status.
- 31.11.11.4 Enter the COC Status.
- 31.11.11.5 Enter the Results date.

31.11.12 ALCOHOL TESTING pop-up window.

- 31.11.12.1 Enter the Test date.
- 31.11.12.2 Enter the code.
- 31.11.12.3 Press <Ctrl + F4> to save and exit.

31.11.13 The COMMIT window appears:

- 31.11.13.1 Enter '**S**', if all of the information is correct.
- 31.11.13.2 Enter '**Q**', to quit this record without saving.
- 31.11.13.3 Enter '**C**', to edit the transaction.
- 31.11.13.4 Press <Shift + F6> to commit and print a 680ADP.

## 31.12 Correct Medical Data (CORR-MED)

31.12.1 If a '**9**' was entered in the TRANS field, the cursor will start in the PHYSICAL field.

31.12.2 **If required**, press <Ctrl + Delete> to delete the physical record. Otherwise, press <Enter>.

31.12.3 PHYSICAL - enter the Date of the Physical.

31.12.4 XRAY - enter the XRAY result code from the form or press <Ctrl + L> for the LOV.

31.12.5 EQP - enter the Equipment Status or press <Ctrl + L> for the LOV.

31.12.6 HGT - enter the Height in inches from the form.

31.12.7 WGT - enter the Weight in pounds from the form.

31.12.8 FAT - enter the Body Fat Percentage in decimal form from the form.

31.12.9 HAIR - enter the Hair Color from the form.

31.12.10 EYES - enter '**Y**' to display the Eye Color pop-up window. Enter the Color Name or press <Ctrl + L> for the LOV for the LEFT and RIGHT fields.

31.12.11 BP - enter the Blood Pressure numbers recorded on the DD Form 2807-2.

31.12.12 PIP - enter the Color Vision result code from the DD Form 2807-2 or press <Ctrl + L> for the LOV.

- 31.12.12.1 If passed, enter '**P**'. The cursor will move to the V/A field.

- 31.12.12.2 If failed, enter '**F**'. The cursor will move to the R/G field.

31.12.13 R/G - enter the result of the Red Green test or press <Ctrl + L> for the LOV.

31.12.14 V/A - enter '**Y**' to record the Air Force Vision Test (AFVT) results and the pop-up Vision window is displayed.

- 31.12.14.1 If the information matches the form, press <Ctrl + F4> to save data.

- 31.12.14.2 To change the entries, press <Shift + Tab> to move to the next editable field.
- 31.12.14.3 Press <Enter> when data entry is completed.
- 31.12.14.4 Press <Ctrl + F4> to save data.
- 31.12.15 REFRACT - enter the Eye Refraction result code from the form.
- 31.12.16 AUDIO - enter 'Y' to display the Audio Tests pop-up window. Enter the scores from the paper form. Press <Ctrl + F4> to save the data.
- 31.12.17 PULHESX -
  - 31.12.17.1 P: - enter the Physical Capacity rating from the form.
  - 31.12.17.2 U - enter the Upper Extremities rating from the form.
  - 31.12.17.3 L - enter the Lower Extremities rating from the form.
  - 31.12.17.4 H - enter the Hearing Rating from the form.
  - 31.12.17.5 E - enter the Vision Rating from the form.
  - 31.12.17.6 S - enter the Psychiatric Rating from the form.
  - 31.12.17.7 X - enter the Incremental Lifting Device or as required data.
- 31.12.18 WVR - enter 'Y' or 'N' for a Medical Waiver Recommendation.
- 31.12.19 PHYS RVW - enter 'Y' or 'N' for the Private Physician paperwork review.
- 31.12.20 PHYS TYPE - enter the Physical Type from the form.
- 31.12.21 HCG - enter the HCG Pregnancy test results.
- 31.12.22 HIV TESTS pop-up window.
  - 31.12.22.1 Enter the Test Date.
  - 31.12.22.2 Enter the Test Status.
  - 31.12.22.3 Enter the Results date.
  - 31.12.22.4 Press <Ctrl + F4> to save and exit.
- 31.12.23 DRUG TESTING pop-up window.
  - 31.12.23.1 Enter the Test date.
  - 31.12.23.2 Enter the THC Status.
  - 31.12.23.3 Enter the COC Status.
  - 31.12.23.4 Enter the Results date.
- 31.12.24 ALCOHOL TESTING pop-up window.
  - 31.12.24.1 Enter the Test date.
  - 31.12.24.2 Enter the code.
  - 31.12.24.3 Press <Ctrl + F4> to save and exit.
- 31.12.25 The COMMIT window appears:
  - 31.12.25.1 Enter 'S', if all of the information is correct.
  - 31.12.25.2 Enter 'Q', to quit this record without saving.
  - 31.12.25.3 Enter 'C', to edit the transaction.
  - 31.12.25.4 Press <Shift + F6> to commit and print a 680ADP.

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### 31.13 Drug Results (DRUG-RES)

31.13.1 If a 'D' was entered in the TRANS field, the DRUG TESTING pop-up window appears.

31.13.2 DRUG TESTING pop-up window.

31.13.2.1 Enter the Test date.

31.13.2.2 Enter the THC Status.

31.13.2.3 Enter the COC Status.

31.13.2.4 Enter the Results date.

## 32. MD02 HIV/LAB

### 32.1 Introduction

32.1.1 The MD02 HIV LAB screen (see figure below) is used to create a HIV screening record roster as the HIV specimens are being prepared for shipping.

32.1.2 The MD02 HIV LAB screen can be accessed by one of the following options.

32.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**M**edical | **s**hip sa**M**ples | **H**iv/r**p**r

The screenshot shows the MD02 HIV LAB screen with the following fields and sections:

- Header:** MD02 HIV LAB v2.3.0
- Input Fields:**
  - SPECIMEN NUMBER: [ ]
  - SSN: [ ] - [ ] - [ ]
  - SPF: [ ]
  - NAME: [ ] Last [ ] First [ ] Middle [ ] Suffix
- Table Section:**

***HIV***			***RPR***		
SPECIMEN NUMBER	DATE	RESULT	SPECIMEN NUMBER	DATE	RESULT
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
- Additional Fields:**
  - LOCK NUMBER: [ ]
  - DATE COLLECTED: [ ]
  - DATE SHIPPED: [ ]
  - COLLECTION OFFICIAL: [ ]
  - NO OF SPECIMENS IN BOX: [ ]
  - LAST SPECIMEN: [ ]
  - PRINT ROSTER: [ ]
- Footer:**
  - Record: 1/1
  - Insert
  - Fri Sep 27 07:45:22 CDT 2002

Figure 106 MD02 HIV/Lab

### 32.2 Instructions

32.2.1 SPECIMEN NUMBER - enter the Specimen Number being packed. If using scanner, the Specimen Number can only be scanned once. The user may not scan it again.

32.2.2 SSN - enter the Social Security Number. The Specimen Number must be associated with the SSN. If Specimen Number and SSN do not match in the Database, the user will receive an error.

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32.2.3 If this is not the last Specimen Number to be entered, press <Enter> to enter the next specimen. Repeat until you have reached the last.

32.2.4 LAST SPECIMEN - enter '**X**' if the last Specimen Number has been loaded.

32.2.5 LOCK NUMBER - enter the Lock Number.

32.2.6 DATE COLLECTED - enter the Date the samples were collected.

32.2.7 DATE SHIPPED - The Date defaults. Change it if necessary.

32.2.8 COLLECTION OFFICIAL - enter the Name of the Collection Official.

32.2.9 NO OF SPECIMENS IN BOX - defaults to the number scanned or entered.

32.2.10 PRINT ROSTER - enter '**X**' to print the roster.

32.2.11 Press <Shift + F9> to return to the main menu.

### 33. MD03 Drug Lab

#### 33.1 Introduction

33.1.1 The MD03 DRUG LAB screen (see figure below) is used to create the Urine Sample Custody Document screening record roster as the drug specimens are being prepared for shipment.

33.1.2 The MD03 Drug Lab screen can be accessed by one of the following options.

33.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**M**edical **S**hip **s**amples **D**rug

The screenshot shows the MD03 DRUG LAB interface with the following fields and sections:

- Header:** MD03 DRUG LAB v2.3.0
- Input Fields:**
  - SPECIMEN NUMBER: [Redacted]
  - SSN: [Redacted] - [Redacted] - [Redacted]
  - SPF: [ ]
  - NAME: [Last] [First] [Middle] [Suffix]
- Table Section: \*\*\* DRUG RESULTS \*\*\***

SPECIMEN NUMBER	DATE	THC RESULT	COC RESULT
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
- Additional Fields:**
  - LOCK NUMBER: [ ]
  - LABORATORY: NDSL (HQ USMEPCOM/MRM-CP)
  - COLLECTION OFFICIAL: [ ]
  - DATE COLLECTED: [ ]
  - NO OF SPECIMENS IN BOX: [ ]
  - DATE SHIPPED: [ ]
  - LAST SPECIMEN: [ ]
  - PRINT USCD: [ ]
- Footer:**
  - SCAN OR ENTER SPECIMEN NUMBER BEING PACKED
  - Record: 1/1
  - Insert
  - Fri Sep 27 07:46:35 CDT 2002

Figure 107 MD03 Drug Lab

#### 33.2 Instructions

33.2.1 SPECIMEN NUMBER - enter the Specimen Number being packed. If using scanner, the Specimen Number can only be scanned once. The user may not scan it again.

33.2.2 SSN - enter the Social Security Number. The Specimen Number must be associated with the SSN. If Specimen Number and SSN do not match in the Database, the user will receive an error.

**Date Updated December 12, 2003**

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33.2.3 If this is not the last Specimen Number to be entered, press <Enter> to enter the next specimen. Repeat until you have reached the last.

33.2.4 LAST SPECIMEN - enter '**X**' in the Last Specimen field.

33.2.5 LOCK NUMBER - enter the Lock Number.

33.2.6 DATE COLLECTED - enter the Date the samples were collected.

33.2.7 DATE SHIPPED - the Date defaults. Change it if necessary.

33.2.8 LABORATORY - enter the Name of the Lab to be used to test the samples.

33.2.9 COLLECTION OFFICIAL - enter the Name of the Collection Official.

33.2.10 NO OF SPECIMENS IN BOX - defaults to the number scanned or entered.

33.2.11 PRINT USCD - enter '**X**' to print the roster.

33.2.12 Press <Shift + F9> to return to the main menu.

## 34. MD04 Print Med Label

### 34.1 Introduction

34.1.1 The MD04 PRINT MED LABEL screen (see figure below) is used to reprint HIV and DAT labels.

34.1.2 The MD03 Drug Lab screen can be accessed by one of the following options.

34.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**M**edical **p**rint **l**aBels **R**eprint

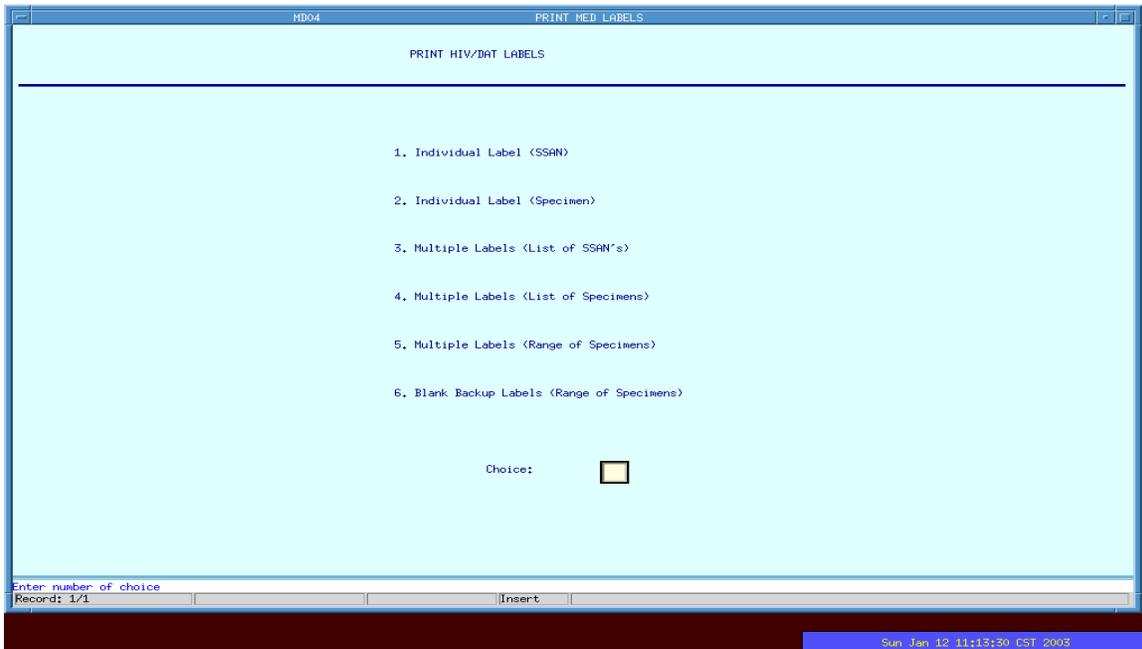


Figure 108 MD04 Print Med Labels

### 34.2 Instructions

34.2.1 CHOICE - enter one of the following printing choices and fill in the information (SSN or Specimen Numbers) when pop-up windows appear:

CHOICE	DESCRIPTION	Input to pop-up window
1	Individual Label (SSN)	SSN
2	Individual Label (Specimen)	Specimen Number
3	Multiple Labels (List of SSN)	Multiple SSN
4	Multiple Labels (List of Specimens)	Multiple Specimen Numbers
5	Multiple Labels (Range of Specimens)	Beginning and ending (inclusive) range of Specimen Number
6	Blank Backup Labels (Range of Specimens)	Beginning and ending (inclusive) range of Specimen Number

## 35. MD06 Lab Information

### 35.1 Introduction

35.1.1 The MD06 LAB INFORMATION screen (see figure below) is used to display information about the labs that are used for drug and HIV testing. The MEPS may view, but not make any changes to this information. If changes are required, contact HQ USMEPCOM (MMD-PM).

35.1.2 The MD06 Lab Information screen can be accessed by one of the following options.

35.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | Table maint | med Lab

The screenshot shows a software interface titled "MD06 LAB INFORMATION v2.3.0". It displays two lab entries, one for "DAT" and one for "HIV". Each entry includes fields for Lab ID, Lab Type, Lab Status, Lab Name, Street, City, State, and Zip Code. The "DAT" entry has Lab ID 01, Lab Type 3, Lab Status 1, Lab Name NDSL (HQ USMEPCOM/MRM-CP), Street BLDG 320B B STREET, City GREAT LAKES, State IL, and Zip Code 60088. The "HIV" entry has Lab ID 02, Lab Type 3, Lab Status 2, Lab Name VIROMED LABORATORIES INC, Street 6101 BLUE CIRCLE DR, City MINNEAPOLIS, State MN, and Zip Code 55343. At the bottom, there is a status bar with "Record: 1/2", a "Replace" button, and a timestamp "Fri Sep 27 08:28:00 CDT 2002".

Section	Lab ID	Lab Type	Lab Status	Lab Name	Street	City	State	Zip Code
DAT	01	3	1	NDSL (HQ USMEPCOM/MRM-CP)	BLDG 320B B STREET	GREAT LAKES	IL	60088
HIV	02	3	2	VIROMED LABORATORIES INC	6101 BLUE CIRCLE DR	MINNEAPOLIS	MN	55343

Figure 109 MD06 Lab Information

## 36. MD07 Medical Consult Scheduling

### 36.1 Introduction

36.1.1 The MD07 MEDICAL CONSULT SCHEDULING screen (see figure below) is used to schedule medical consultations and generate Form SF513. This screen can only be used for records that were scheduled for a consult on the MD01 MEDICAL screen.

36.1.2 The MD07 Medical Consult Scheduling screen can be accessed by one of the following options.

36.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Medical** | **consUlts**

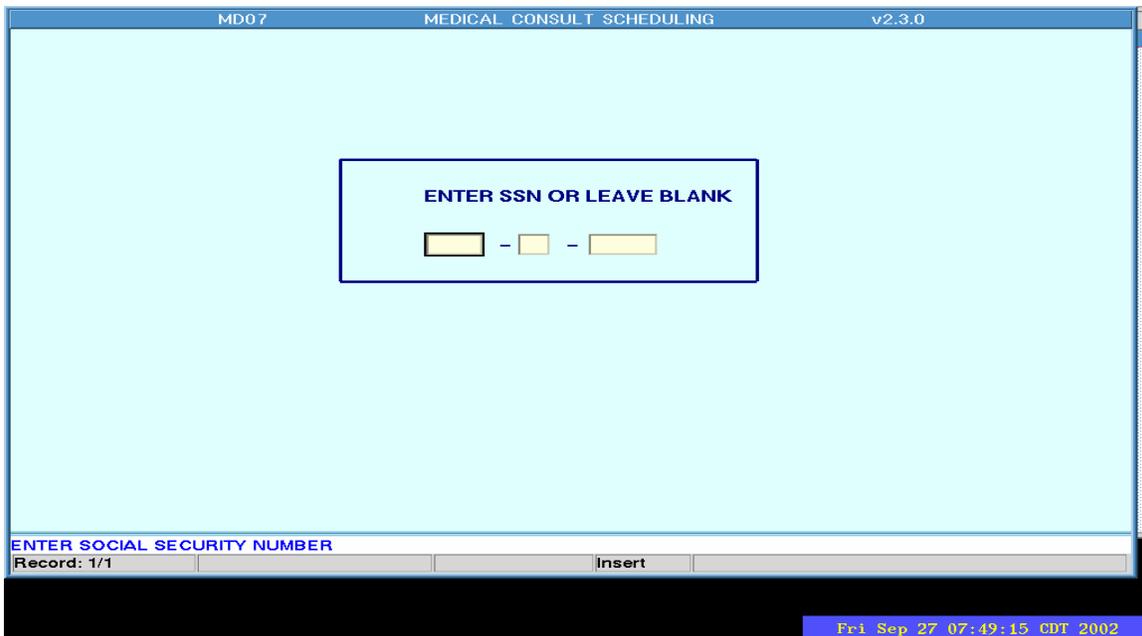


Figure 110 MD07 Medical Consult Scheduling

### 36.2 Instructions

#### 36.2.1 SINGLE SSN

36.2.2 Enter the Social Security Number of the applicant requiring the consultation and press <Enter>. If the applicant was directed for more evaluation, the MD07 additional screen will appear follow the next set of instructions.

36.2.3 Enter the date scheduled for the consultation, if it does not automatically populate from the MD01, and any instructions indicated by the doctor on the medical forms.

36.2.4 Press <Ctrl + F7> to commit the changes or <Shift + F6> to print the SF 513.

36.2.5 Press <Ctrl + F4> to return to the SSN screen or <Shift + F9> to return to Main Menu.

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**Version 1.1**

36.2.6 MULTIPLE SSN'S

36.2.7 Leave the SSN field blank to view all records scheduled for medical consultation.

36.2.8 Use the <Up/Down Arrow> to scroll through the records.

36.2.9 Enter the date scheduled for the consultation, if it does not automatically populate from the MD01, and any instructions indicated by the doctor on the medical forms.

36.2.10 Press <Ctrl + F7> to commit the changes or <Shift + F6> to print the SF 513.

36.2.11 Press <Ctrl + F4> to return to the SSN screen or <Shift + F9> to return to Main Menu.

## 37. MD08 Med Brief

### 37.1 Introduction

37.1.1 The MD08 MED BRIEF screen (see figure below) is used to print the Medical Forms when the medical brief is being done.

FORM NUMBER	FORM TITLE
DD FM 2005	Privacy Act Statement – Health Care Records
USMEPCOM FM 40-8, DAT	Drug and Alcohol Testing Acknowledgement
USMEPCOM FM 40-8-1, HIV	HIV Antibody Testing Acknowledgement
DD 2808	Report of Medical Examination
DD2807-1	Report of Medical History
SF507	Clinical Record

37.1.2 The MD08 Med Brief screen can be accessed by one of the following options.

37.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Testing | pRint | Medical brief

Medical | pRint | Medical brief

Operations | pRint | Medical brief

tRacking | pRint | Medical brief

Figure 111 MD08 Med Brief

## 37.2 Instructions

37.2.1 Enter the Social Security Number.

37.2.2 PRINT ALL FORMS - enter 'X' to print ALL of the Med Brief Forms.

37.2.3 PRINT INDIVIDUAL FORMS - <Tab> to the Individual Med Brief Forms and enter 'X' to select the Form for printing.

37.2.4 Press <Enter> to send Form to the printer.

37.2.5 Press <Ctrl + F4> to exit or <Shift + F9>.

## 38. MD09 Alcohol Test

### 38.1 Introduction

38.1.1 The MD09 ALCOHOL TEST screen (see figure below) is used to enter alcohol test results. If the applicant record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

38.1.2 The MD09 Alcohol Test screen can be accessed by one of the following options.

38.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

#### Medical | alcohol Test

Figure 112 MD09 Alcohol Test

### 38.2 Definitions of Tabs

38.2.1 The tab buttons near top of screen will display other screens. A brief description of their function:

TAB BUTTONS	FUNCTION
REFRESH	Clear screen of all information
COMMIT	Commit record with added information entered
SAVE/PRINT	Save and print records
MAIN MENU	Returns to the Main Menu
QUERY (CE05)	Navigates to Database Query screen
FORMS (OU10)	Print forms (USMEPCOM and DA) and output products
PROJECT (CN01)	Navigates to USMEPCOM Form 727 Processing List screen
PAGE UP	Not functional
PAGE DOWN	Not functional

### 38.3 Instructions

38.3.1 SSN - enter in Social Security Number. The applicant may or may not be owned by requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information.

38.3.1.1 If the SSN is found without medical data, the MD09 Alcohol Test screen will display additional pop-up window (see figure below)

38.3.1.2 If the SSN is found with medical data, "MEDICAL RECORD EXISTS; WORK WITH "MD01"" message will appear Instruction/Message line. Press <Ctrl + M> to access the MD01 Medical Data screen.

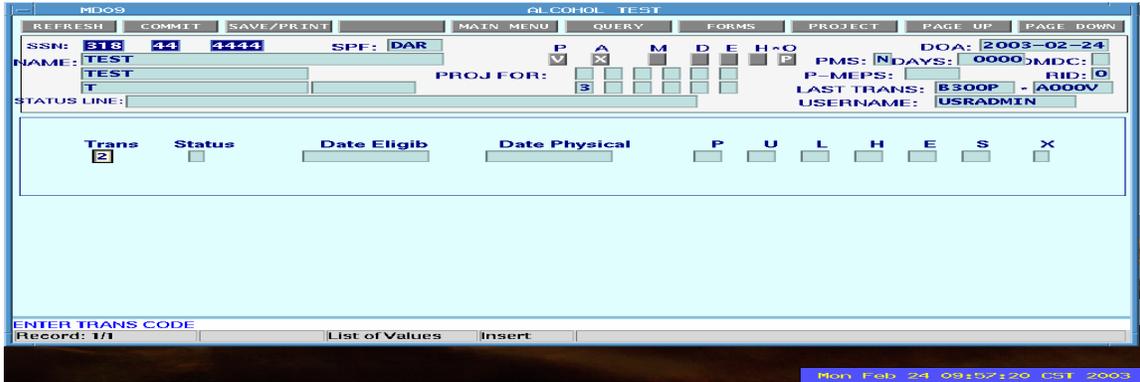


Figure 113 MD09 SSN Without Medical Record

38.3.2 TRANS – enter in ‘2’ for Initial Alcohol Test or ‘9’ for Correct Alcohol Test.

38.3.3 The Test Result and Med Fail pop-up windows will be displayed one at a time (see figure below).

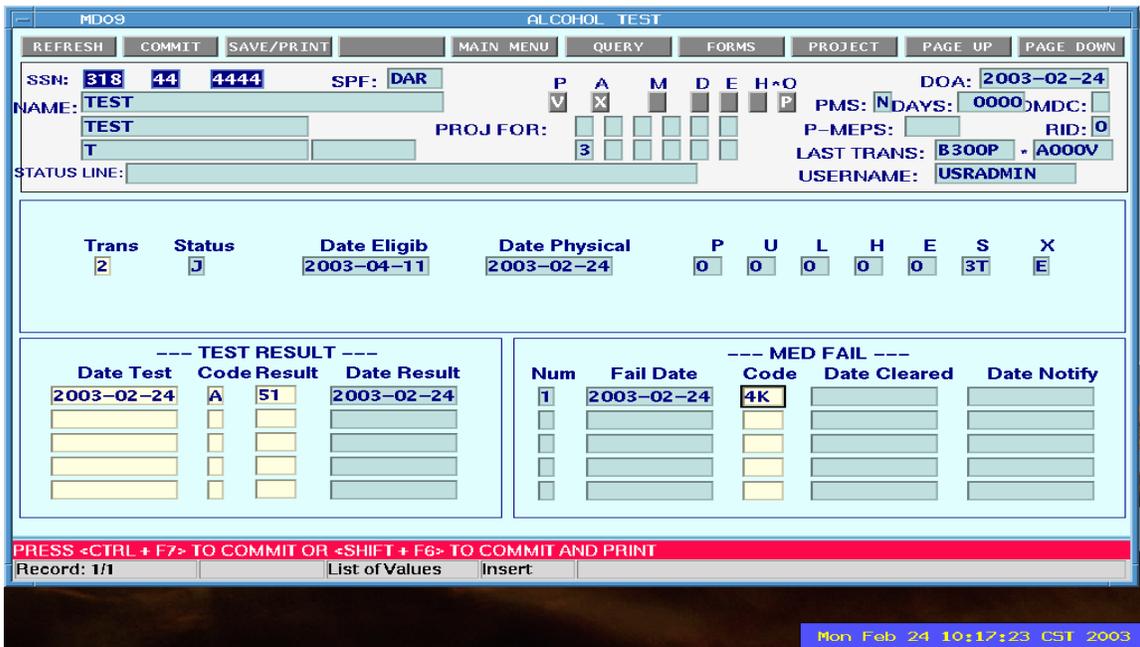


Figure 114 MD09 Additional Pop-up Windows

38.3.4 Test Result pop-up window.

38.3.4.1 DATE OF TEST – enter in Date of Test.

38.3.4.2 CODE (ALCOHOL) – enter in Code or press <Ctrl + L> for the LOV. If 'X' was selected, no other pop-up window will be displayed. Press <Ctrl + F7> to commit, or <Ctrl + F6> to commit and print. If 'A' was selected, continue with next sentence.

38.3.4.3 RESULTS (ALCOHOL) – enter in Results.

38.3.5 Med Fail pop-up window.

38.3.5.1 CODE (FAIL) – enter in Fail Code or press <Ctrl + L> for the LOV. Press <Enter> to display ICD CODES pop-up window selections.

38.3.5.2 After entering the Fail Code the ICD Code pop-up window will be displayed. Press <Ctrl + F4> to exit.

38.3.6 Press <Ctrl + F7> to commit, or <Ctrl + F6> to commit and print.



## 40. MD12 Medical Disqualification Records

### 40.1 Introduction

40.1.1 The MD12 MEDICAL DISQUALIFICATION RECORDS screen (see figure below) is used to display all the medical disqualification between the dates entered by the user.

40.1.2 The MD12 Medical Disqualification Records screen can be accessed by one of the following options.

40.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Medical** | **disqual reView**

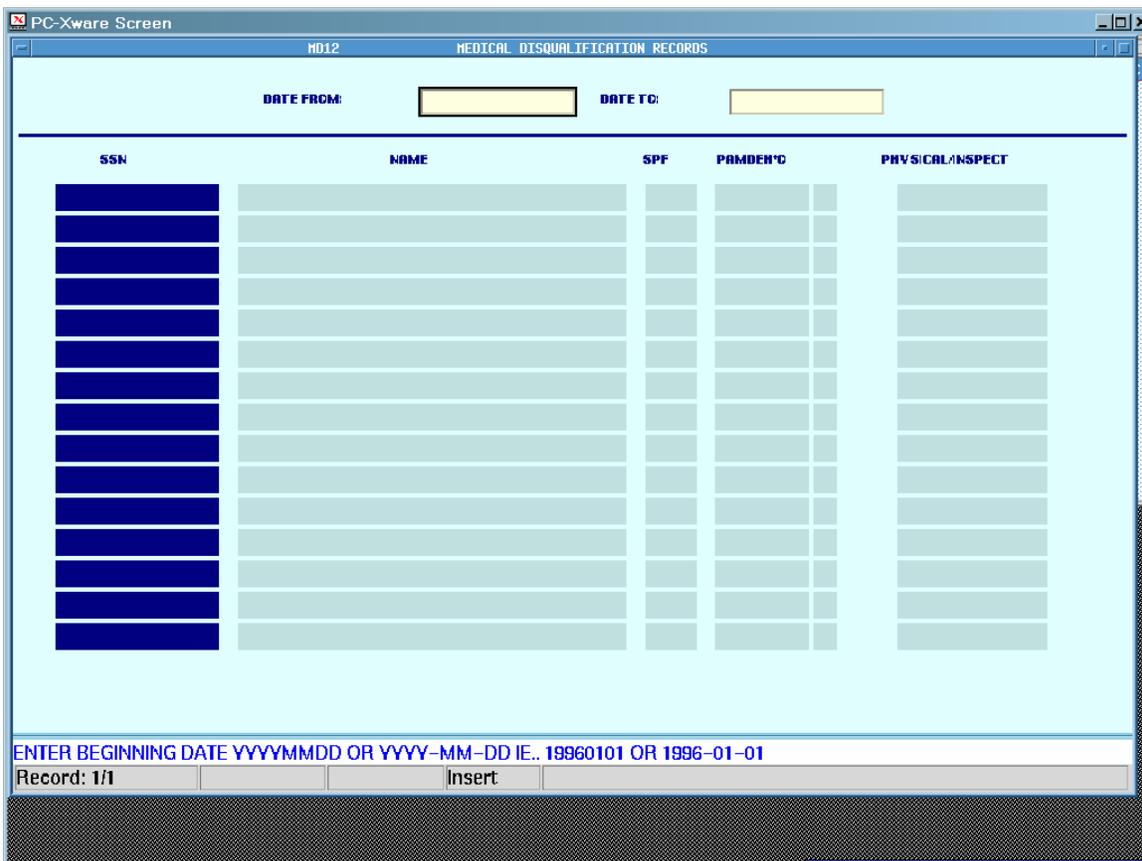


Figure 116 MD12 Medical Disqualification Records

### 40.2 Instructions

40.2.1 DATE FROM - enter the Beginning Date. Press <Enter> or <Tab>.

40.2.2 DATE TO - enter the Ending Date or use default date. Press <Enter>.

40.2.3 The medically disqualified applicants will be displayed. Use <Up/Down Arrow> to scroll.

## 41. MU01 Physicians

### 41.1 Introduction

41.1.1 The MU01 PHYSICIANS screen (see figure below) is form used to add, update, or delete the physician data.

41.1.2 The MU01 Physicians screen can be accessed by one of the following options.

41.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | Table maint | doCtors

The screenshot shows a terminal window titled 'MU01 PHYSICIANS v2.3.1'. The form contains the following fields and values:

- TYPE PHYSICIAN: **I**
- PHYSICIAN ID: **DOC00001**
- OFFICE TELEPHONE: **(312) 725-2322**
- PREFIX: (empty)
- LAST NAME: **DUKIC**
- FIRST NAME: **TOMISLAV**
- MIDDLE NAME: (empty)
- SUFFIX: (empty)
- FACILITY NAME: **CHICAGO MEPS**
- ADDRESS - STREET: **1700 S WOLF ROAD**
- CITY: **DES PLAINES**
- STATE: **IL** ZIP CODE: **60018**
- MEDICAL SPECIALTY: **None**
- SUB-SPECIALTY: **None**

At the bottom of the screen, there is a status bar with the text: 'ENTER DOCTOR TYPE ie. (F)ee, (C)ontract, (I)nhouse. Record: 1/1 Replace Fri Sep 27 08:28:56 CDT 2002'.

Figure 117 MU01 Physicians

### 41.2 Add New Physician Instructions

41.2.1 Press <Ctrl + F4> to refresh screen or scroll using the < Down Arrow> to last screen.

41.2.2 TYPE PHYSICIAN – enter the Type Physician code (**F**ee, **C**ontract, or **I**n-house).

41.2.3 OFFICE TELEPHONE – enter the Office Telephone number.

41.2.4 PREFIX – enter the Prefix Title.

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41.2.5 LAST NAME – enter the Last Name.

41.2.6 FIRST NAME – enter the First Name.

41.2.7 MIDDLE NAME – enter the Middle Name.

41.2.8 SUFFIX – enter the Suffix.

41.2.9 FACILITY NAME – enter the Facility Name.

41.2.10 ADDRESS-STREET – enter the Address of Facility.

41.2.11 CITY – enter the City.

41.2.12 STATE - enter the State or press <Ctrl + L> for the LOV.

41.2.13 ZIP CODE – enter the Zip Code or press <Ctrl + L> for the LOV.

41.2.14 MEDICAL SPECIALTY – enter the Medical Specialty or press <Ctrl + L> for the LOV.

41.2.15 SUB-SPECIALTY – enter the Sub-Specialty or press <Ctrl + L> for the LOV.

41.2.16 Press <Ctrl + F7> to commit record.

### **41.3 Update Existing Physician Instructions**

41.3.1 To scroll use the <Up/Down Arrow> to find physician record. Any of the physician's information can be changed.

41.3.2 Press <Tab> to move cursor to field.

41.3.3 Press <Delete> to clear existing information and enter the updated information.

41.3.4 After all the information has been entered, press <Ctrl + F7> to commit.

### **41.4 Deleting Physician Instructions**

41.4.1 To scroll use the <Up/Down Arrow> to the Physician that needs deleting and press <Ctrl + Delete>.

41.4.2 A pop-up window will appear. Enter 'Y' for delete record or 'N' to cancel deletion and press <Enter>.

## 42. MU02 Consult Facilities

### 42.1 Introduction

42.1.1 The MU02 CONSULT FACILITIES (see figure below) is used to add, update, or delete the consultation facility data.

42.1.2 The MU02 Consult Facilities screen can be accessed by one of the following options.

42.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**U**ilities | **T**able maint | **coN**sult location

The screenshot shows a software window titled "MU02 CONSULT FACILITIES v2.3.1". The main area is light blue and contains the following fields:

- FACILITY ID:** A dark blue rectangular field.
- FACILITY NAME:** A yellow rectangular field.
- TELEPHONE NUMBE**: A yellow rectangular field.
- FACILITY ADDRESS INFORMATION**: A section header.
- STREET:** A yellow rectangular field.
- CITY:** A yellow rectangular field.
- STATE:** A yellow rectangular field.
- ZIP CODE:** Two yellow rectangular fields.

At the bottom of the window, there is a status bar with the text "ENTER THE NAME OF THE CONSULT FACILITY". Below this, there are buttons for "Record: 1/1", "List of Values", and "Replace". The bottom right corner of the window shows the date and time: "Fri Sep 27 08:29:56 CDT 2002".

Figure 118 MU02 Consult Facilities

### 42.2 Instructions

42.2.1 FACILITY NAME – enter the Facility Name.

42.2.2 TELEPHONE – enter the Facility Telephone number.

42.2.3 ADDRESS-STREET – enter the Address of Facility.

42.2.4 CITY – enter the City.

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42.2.5 STATE - enter the State or press <Ctrl + L> for the LOV.

42.2.6 ZIP CODE – enter the Zip Code or press <Ctrl + L> for the LOV.

42.2.7 Press <Ctrl + F7> to commit.

## 43. OA01 Accession Data

### 43.1 Introduction

43.1.1 The OA01 ACCESSION DATA screen (see figure below) is for adding, updating or deleting the accession data and building transactions to be sent to CRDB. The forms used for updating data are 680 A-E or DD Form 1966/1. If the applicant record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

43.1.2 The OA01 Accession Data screen can be accessed by one of the following options.

43.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Operations | Enlistment | aCcession data**

By pressing **<Ctrl + E>** from within the system.

43.1.2.2 Selecting 'A' hot button from Main Menu.

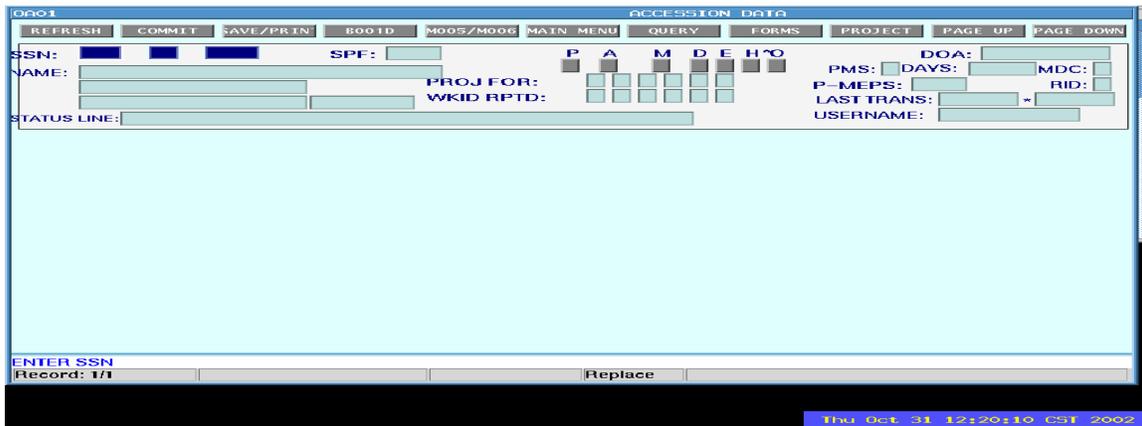


Figure 119 OA01 Accession Data

### 43.2 Definitions of Tabs

43.2.1 The tab buttons near top of screen will display other screens, provided a valid SSN was entered. A brief description of their function:

TAB BUTTONS	FUNCTION
REFRESH	Clear screen of all information
COMMIT	Commit record with added information entered
SAVE/PRINT	Save and print records
B001D	Remove accession data
M005/M006	Remove accession/DEP data
MAIN MENU	Returns to Main Menu
QUERY (CE05)	Performs Database Query
FORMS (OU10)	Print forms (USMEPCOM and DA) and output products
PROJECT (CN01)	Navigates to USMEPCOM Form 727 Processing List
PAGE UP	Displays the first page
PAGE DOWN	Displays the Service Required Codes

### 43.3 Instructions

43.3.1 SSN – Enter the Social Security Number for the applicant being processed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be displayed to enter new applicant in the system.

43.3.2 If the user entered the Accession Data screen from another form, the applicant's information will default and will be displayed on screen.

43.3.3 TRANS – enter the Accession Transaction code or press <Ctrl + L> for the LOV.

CODE	DESCRIPTION
0	NO ENLISTMENT CONTRACT
1	ACCESSION CONTRACT AT A MEPS (defaults)
4	ACCESSION CONTRACT NOT AT A MEPS (If the applicant is shipping from a MEPS different from the one at which they enlisted)
9	CORRECTION TO ACCESSION DATA (If an Accession contract already exists for the applicant and requires corrections)

43.3.4 STATUS – enter the Accession Status or press <Ctrl + L> for the LOV.

CODE	DESCRIPTION
A	ENLISTED, NOT SHIPPED
B	ENLISTED and SHIPPED (defaults)
C	PREVIOUS ENLISTED, SHIPPED

43.3.5 DOE - the Date of Enlistment default to today's date. This may be changed.

43.3.6 ADSD - the Active Duty Service Date defaults to today's date. This may be changed.

43.3.7 PED - the Pay Entry Base Date defaults to today's date. This may be changed.

43.3.8 TOE - enter the Term of Enlistment between 1 and 8 years.

43.3.9 WAIVER - press <Ctrl + L> to select a Waiver code from the LOV. When entering more than one waiver code, <Tab> to the next box and enter next Waiver Code. If there are no waivers, enter 'Y' in each of the three boxes. The codes appear in the following order: Enlistment, Enlistment Moral Waiver, and Enlistment Waiver Applicant Level.

43.3.10 PAY GRADE - press <Ctrl + L> to select a Pay Grade code from the LOV.

43.3.11 DOG - the Date of Grade defaults to the date entered in the ADSD field.

43.3.12 ES - press <Ctrl + L> to select an Entry Status code from the LOV.

43.3.13 EDUC - this information defaults from the personal data screen. If not, enter the number of years of schooling completed for the applicant. Press <Ctrl + L> to select the Education Certification code from the LOV.

43.3.14 RECRUITER - enter the Recruiter number from the form.

43.3.15 STN - enter the Station Number from the form.

43.3.16 PEF - enter the Program Enlisted For from the form.

43.3.17 T-E MOS/AFS - enter the Training/Enlistment MOS/AFS code from the form. This is an alphabetic code. First and second positions must be numeric.

43.3.18 P MOS/AFS - enter the Primary Enlistment Specialty code from the form.

43.3.19 YOUTH - press <Ctrl + L> to select the Youth Program Attended code(s) from the LOV or enter 'Y', if not applicable. Press <Ctrl + L> to select the Youth Program Armed Service code from the LOV or enter 'Y', if not applicable. Enter the Number of Years (0-9) the applicant was involved in these programs.

43.3.20 O - press <Ctrl + L> to select the Guarantee Sub Option codes from the LOV or enter 'Y' if not applicable.

43.3.21 A - press <Ctrl + L> to select the Bonus Sub Option codes from the LOV or enter 'Y' if not applicable.

43.3.22 UIC - press <Ctrl + L> to select the Transfer to Code and a (UIC) code from the LOV.

43.3.23 368 – if a DD Form 368 (Request For Conditional Release) is required prior to accessing, enter 'Y' else enter 'N'. The DD Form 368 is required when the applicant is transferring between services or components.

43.3.24 SERVICE REQUIRED CODES - if additional codes are necessary, enter 'X' in the field. The Service Required Code window appears. Press <ALT + ARROW' (DOWN)> to exit the window.

43.3.25 If the SERVICE REQUIRED CODES field does not apply, you may press <Ctrl + F7> to commit the record.

43.3.26 Press <Shift + F9> to exit the form or <Ctrl + F4> to clear the form.

43.3.27 If the user entered the Accession form from another area, the user will returned to that area.

## 44. OC01 DD Form 4/1 - 4/2

### 44.1 Introduction

44.1.1 The OC01 DD FORM (4/1 - 4/2) screen (see figure below) is use to review and update the DD Form 1966 page 1 and 2 contract information. If the applicant record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

44.1.2 In the displayed figure below, the status line displays “Read Only Record Owned by XXX” (XXX = MEPS ID) this means the selected record cannot be updated because it is owned by another Meps.

44.1.3 The OC01 DD Form (4/1 – 4/2) screen can be accessed by one of the following options.

44.1.3.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Operations** | **Enlistment** | **conTract4/1-4/2**

**Service** | **Data entry** | **conTract4/1-4/2**

The screenshot shows the OC01 DD Form 4/1 - 4/2 application window. The window title is "OC01 DD FORM 4/1 - 4/2". The interface includes several input fields and sections:

- SSN:** 444 14 4444
- DOB:** 1981-06-11
- SPF:** DNR
- P A M D E H \* 0**
- DD:** 2002-12-18
- Trans Code:** [V] [P] [P] [A] [ ] [A]
- PMS:** [ ] **Days:** 0000 **DMDC:** [N]
- P-MEPS:** [ ] **RID:** [4]
- LAST TRANS:** D006F \* D006S
- NAME:** Last: TEST RECORD, First: TEST, Middle: [ ], Suffix: [ ]
- HR:** Street: TEST ADDRESS, City: CRYSTAL LAKE, State: IL, Zip: 60014, Code: 0000
- STATUS LINE:** READ ONLY RECORD OWNED BY 898
- ITEM 4:** Place of Enlistment: [ ], DOE: [ ]
- ITEM 8:** Years: [ ], Weeks: [ ], Pay Grade: [ ], Annexes: [ ] [ ] [ ] [ ] [ ] [ ]
- ITEM 8A:** Hours: [ ], PADD: [ ]
- ITEM 8B:** DEP Report by: [ ] on [ ] for [ ] Years [ ] Weeks
- ITEM 8B:** Remarks (If Any): NONE
- ITEM 16:** State Guard: [ ]
- ITEM 17:** Years: [ ], Months: [ ], Days: [ ]
- ITEM 21B:** Service Counselor: [ ]
- ITEM 23B:** Enlistment Officer: [ ]

At the bottom of the window, it says "ENTER SSN" and "Record: 1/1". The bottom right corner of the window has the text "Wed Dec 18 14:00:07 CST 2002".

Figure 120 OC01 DD Form (4/1 - 4/2)

## 44.2 Instructions

44.2.1 The Enlistment Data must exist for the applicant before a contract can be completed.

44.2.2 SSN - enter the Social Security Number. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information.

44.2.3 ITEM 4 – defaults to the Place of Enlistment. To change press <Ctrl + T> for pop-up window and enter in the new information.

44.2.4 ITEM 8 (YEARS) – defaults to the Number of Years of Enlistment. This may be changed.

44.2.5 ITEM 8 (WEEKS) – defaults to Weeks. This may be changed.

44.2.6 ITEM 8 (ANNEXES) – enter the Annex, if there are additional attachments to the contract.

44.2.7 ITEM 8A (YEARS) – (DEP ONLY) defaults to the Number of Years of Enlistment. This may be changed.

44.2.8 ITEM 8A (WEEKS) – (DEP ONLY) defaults to Weeks. This may be changed.

44.2.9 ITEM 21B The Service Counselor Selection pop-up window will appear. To move between the fields, press <Tab> to move forward and <Shift + Tab> to move backwards. Enter 'X' in one of the selections. The Service Counselors pop-up window will appear. Use the control keys for Accept, Exit or Scroll. When the selection has been made, it will go on to the next item.

44.2.10 ITEM 23B The Enlistment Officer Selection pop-up window will appear. To move between the fields, press <Tab> to move forward and <Shift + Tab> to move backwards. Enter 'X' in one of the selections. The Enlistment Officers pop-up window will appear. Use the control keys for Accept, Exit or Scroll. NOTE: If the "Enter Guest Enlistment Officer" is selected, a pop-up window will appear for entering the guest information. When the selection has been made it will go on to the next item.

44.2.11 Press <Ctrl + F7> to commit and print contract, or <Ctrl + F4> to clear screen, or <Shift + F9> to return to Main Menu.

## 45. OC02 DD Form 4/3

### 45.1 Introduction

45.1.1 The OC02 DD FORM 4/3 screen (see figure below) is used to review and update contract information for DD Form 1966 page 3. If the applicant record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

45.1.2 The OC02 DD Form 4/3 screen can be accessed by one of the following options.

45.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Operations** | **Enlistment** | **contRact4 4/3**

**Service** | **Data entry** | **contRact4 4/3**

The screenshot displays the OC02 DD FORM 4/3 interface. At the top, the title bar shows 'OC02' and 'DD FORM 4/3'. The main area contains several input fields and checkboxes:

- SSN:** Three blue boxes for digits.
- SPF:** A single digit input box.
- P A M D E H \* O:** A row of checkboxes for contract types.
- DOB:** A date input field.
- Trans Code:** A four-digit input field.
- PMS:** A checkbox.
- Days:** A numeric input field.
- DMDC:** A checkbox.
- P-MEPS:** A checkbox.
- RID:** A checkbox.
- Last Trans:** A numeric input field with an asterisk.
- NAME:** Fields for Last, First, Middle, and Suffix.
- TATUS LINE:** A long text input field.
- ITEM 20A:** Fields for Years, Weeks, Annexes, and Replace Annexes, each with a numeric input box.
- ITEM 21A:** Pay Grade input field.
- ITEM 23D:** Unit/Command Name input field.
- ITEM 23G:** Unit/Command Address input field, with sub-fields for City, State, and Zip Code.
- ITEM 21B:** Service Counselor checkbox.
- ITEM 23B:** Enlistment Officer checkbox.

At the bottom, there is a status bar with 'ENTER SSN', 'Record: 1/1', and a 'Replace' button. The system clock in the bottom right corner shows 'Thu Oct 31 12:22:19 CST 2002'.

Figure 121 OC02 DD Form (4/3)

### 45.2 Instructions

45.2.1 The Enlistment Data must exist for the applicant before a contract can be completed.

45.2.2 SSN - enter the Social Security Number for the applicant. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information

45.2.3 ITEM 20A (YEARS) – defaults to the Number of Years of Enlistment. This may be changed.

45.2.4 ITEM 20A (WEEKS) – defaults to Weeks. This may be changed.

45.2.5 ITEM 20A (ANNEXES) – enter the Annex, if there are additional attachments to the contract.

45.2.6 ITEM 20A (REPLACE ANNEXES) – enter the Replace Annex, if any amendments were made to the existing Annex that was changed.

45.2.7 The Service Counselor Selection pop-up window will appear. To move between the fields, press <Tab> to move forward and <Shift + Tab> to move backwards.

45.2.8 ITEM 21B -enter 'X' in one of the selections. The Service Counselors pop-up window will appear. Use the control keys for Accept, Exit or Scroll. When the selection has been made, it will go on to the next item.

45.2.9 The Enlistment Officer Selection pop-up window will appear. To move between the fields, press <Tab> to move forward and <Shift + Tab> to move backwards.

45.2.10 ITEM 23B - enter 'X' in one of the selections. The Enlistment Officers pop-up window will appear. Use the control keys for Accept, Exit or Scroll. NOTE: If the "Enter Guest Enlistment Officer" is selected, a pop-up window will appear for entering the guest information. When the selection has been made it will go on to the next item.

45.2.11 Press <Ctrl + F7> to commit and print contract, or <Ctrl + F4> to clear screen, or <Shift + F9> to return to Main Menu.

## 46. OD01 DEP-in Data

### 46.1 Introduction

46.1.1 The OD01 DEP-IN DATA screen (see figure below) is used to enter, update, or delete DEP information. The forms used for updating data are 680 A-E or DD Form 1966/1. If the applicant record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

46.1.2 The OD01 DEP-in Data screen can be accessed by one of the following options.

46.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Operations | Enlistment | dep-In data**

46.1.2.2 By pressing **<Ctrl + D>** from within the system.

46.1.2.3 Selecting 'D' hot button from Main Menu.

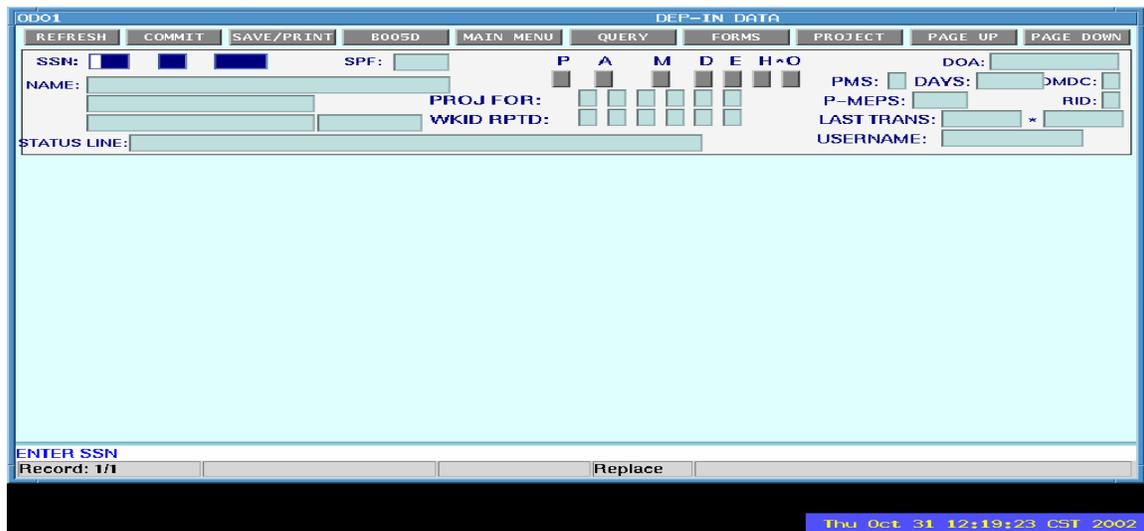


Figure 122 OD01 DEP-in Data

### 46.2 Definitions of Tabs

46.2.1 The tab buttons near top of screen will display other screens, provided a valid SSN was entered. A brief description of their function:

TAB BUTTONS	FUNCTION
REFRESH	Clear screen of all information
COMMIT	Commit record with added information entered
SAVE/PRINT	Save and print records
B005D	Remove DEP data
MAIN MENU	Returns to Main Menu
QUERY (CE05)	Performs Database Query
FORMS (OU10)	Print forms (USMEPCOM and DA) and output products
PROJECT (CN01)	Navigates to USMEPCOM Form 727 Processing List
PAGE UP	Not functional
PAGE DOWN	Not functional

## 46.3 Instructions

46.3.1 Verify the data by comparing it with the original DD Form 1966/1. Make sure the Trans Code field is set to '2' and the Status field is set to 'A'. If Service-unique data is available, enter it in the appropriate fields. If all data is correct, <Tab> through the fields to go to the bottom of the screen.

46.3.2 NOTE: Any discrepancies should be reported to service personnel. Corrections to DEP data entered by service can only be committed with a Trans Code of '8'. If service notifies you of a data change, you may change the Trans Code to '8'.

46.3.3 Verify the Service Required Codes field. A pop-up window appears. If there is data present, exit the pop-up and return to the DEP-in screen. If no data is present, enter the data from the DD Form 1966/1.

46.3.4 SSN – enter the Social Security Number. If the SSN is found on CSDB, the data will be displayed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the applicant does not exist, the Personal Data (OP01) screen will appear after selecting 'OK' from pop-up window.

46.3.5 TRANS – the Trans field will be pre-filled.

46.3.6 STATUS – the Status will be pre-filled.

46.3.7 DOE – enter the DEP Date.

46.3.8 PADD – enter the PADD Date.

46.3.9 ES – enter the Ent Status data.

46.3.10 RECRUITER – enter the Recruiter Identification.

46.3.11 STNID – enter the Station Identification.

46.3.12 PEF – enter the PEF data.

46.3.13 T-E MOS/AFS - enter the Training/Enlistment MOS/AFS code. This is an alphabetic code. First and second positions must be numeric.

46.3.14 WAVIER CODE – enter Wavier Code or press <Ctrl + L> for the LOV.

46.3.15 PAY GRADE – enter Pay Grade or press <Ctrl + L> for the LOV.

46.3.16 Press <Ctrl + F7> to commit, or <Ctrl + F4> to clear screen, or <Shift + F9> to return to Main Menu.

## 47. OE01 Entnac Data

### 47.1 Introduction

47.1.1 The OE01 ENTNAC DATA screen (see figure below) is used to record additional information for transmission to Defense Investigative Services. If the applicant record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

47.1.2 The OE01 Entnac Data screen can be accessed by one of the following options.

47.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Operations | Enlistment | Entnac**

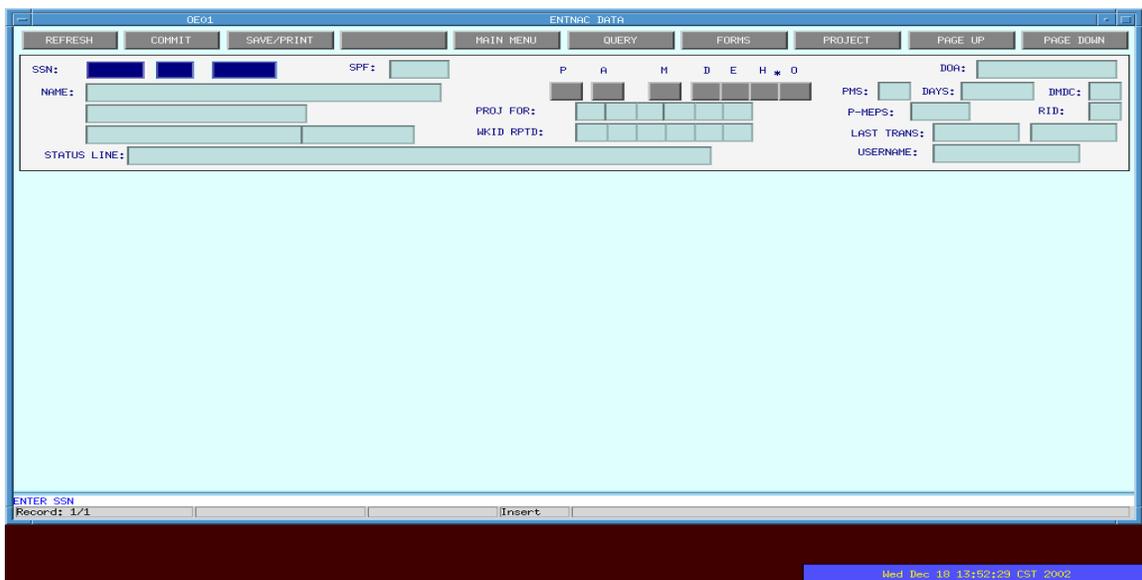


Figure 123 OE01 Entnac Data

### 47.2 Definitions of Tabs

47.2.1 The tab buttons near top of screen will display other screens, provided a valid SSN was entered. A brief description of their function:

TAB BUTTONS	FUNCTION
REFRESH	Clear screen of all information
COMMIT	Commit record with added information entered
SAVE/PRINT	Save and print records
MAIN MENU	Returns to Main Menu
QUERY (CE05)	Performs Database Query
FORMS (OU10)	Print forms (USMEPCOM and DA) and output products
PROJECT (CN01)	Navigates to USMEPCOM Form 727 Processing List
PAGE UP	Not functional
PAGE DOWN	Not functional

### 47.3 Instructions

47.3.1 SSN – enter the Social Security Number. If the SSN is found on CSDB, the data will be displayed (see figure below). The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the applicant does not exist, the Personal Data (OP01) screen will appear after selecting ‘OK’ from pop-up window.

NOTE: The Status Line displays “Read Only Record Owned by XXX” (XXX = MEPS ID). In “read only” the non-owner MEPS cannot edit any of the data.

The screenshot shows the OE01 Project screen with the following data:

- SSN: 333 99 9933
- NAME: LEE HO JUNG
- SEX: M
- RACIAL: 3
- DOB: 1984-01-11
- CITY: SEOUL
- ST: 00
- CNTRY: KS
- STATUS LINE: READ ONLY RECORD OWNED BY A98
- Submission Type: M
- Alias Name fields: Empty

Figure 124 OE01 Project

47.3.2 SUBMISSION TYPE – enter the Submission Type (‘A’ = Automated, ‘M’ = Manual, or ‘R’ = Resubmission).

47.3.3 ALIAS/NEE – enter ‘A’ for Alias Names or ‘N’ for Maiden name.

47.3.4 LAST – enter the Last Name.

47.3.5 FIRST – enter the First Name.

47.3.6 MIDDLE – enter Middle Name.

47.3.7 Press <Ctrl + F7> to commit data. The message line will display a confirmation that a ‘B006 WRK’ transaction was created. Press <Ctrl + F4> to clear screen, or <Shift + F9> to return to Main Menu.

## 48. OG01 DEP Discharge

### 48.1 Introduction

48.1.1 The OG01 DEP DISCHARGE screen (see figure below) is used to enter DEP Discharge Information and will create a transaction to be sent to the CRDB. If the applicant record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

48.1.2 The OG01 DEP Discharge screen can be accessed by one of the following options.

48.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Operations | Enlistment | dep diScharge**

Figure 125 OG01 DEP Discharge

### 48.2 Definitions of Tabs

48.2.1 The tab buttons near top of screen will display other screens, provided a valid SSN was entered. A brief description of their function:

TAB BUTTONS	FUNCTION
REFRESH	Clear screen of all information
COMMIT	Commit record with added information entered
SAVE/PRINT	Save and print records
MAIN MENU	Returns to Main Menu
QUERY (CE05)	Performs Database Query
FORMS (OU10)	Print forms (USMEPCOM and DA) and output products
PROJECT (CN01)	Navigates to USMEPCOM Form 727 Processing List
PAGE UP	Not functional
PAGE DOWN	Not functional

### **48.3 Instructions**

48.3.1 SSN – enter the Social Security Number. If the SSN is found on the local MEPS or Host CSDB, the data will be displayed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the applicant does not exist, the Personal Data (OP01) screen will appear.

48.3.2 DATE OF DISCHARGE – defaults to current date or enter the Discharge Date.

48.3.3 REASON – enter the Separation Code or press <Ctrl + L> for the LOV.

48.3.4 Press <Ctrl + F7> to commit and <Shift + F6> to print, or <Ctrl + F4> to clear screen, or <Shift + F9> to return to Main Menu.

## 49. OM01 USMIRS Local Database Query2

### 49.1 Introduction

49.1.1 The OM01 USMIRS LOCAL DATABASE QUERY2 screen (see figure below) is for operations personnel to perform queries and print routines.

49.1.2 The OM01 USMIRS LOCAL DATABASE QUERY2 screen can be accessed by one of the following options.

49.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Operations | dataBase2

tRacking | dataBase query2

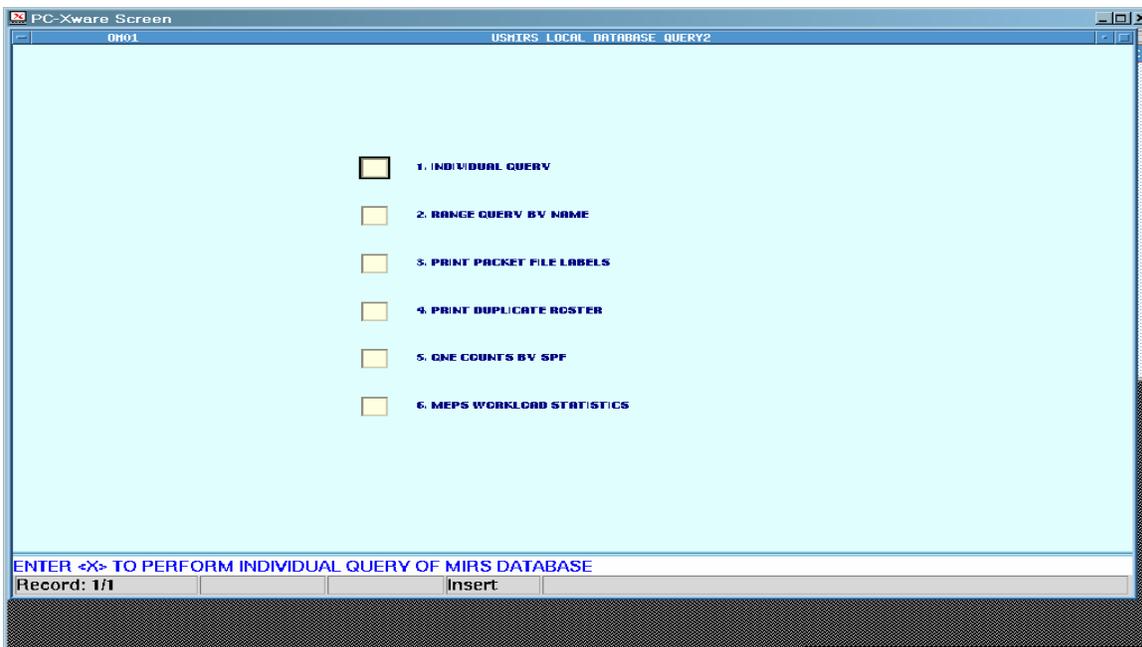


Figure 126 OM01 USMIRS Local Database Query2

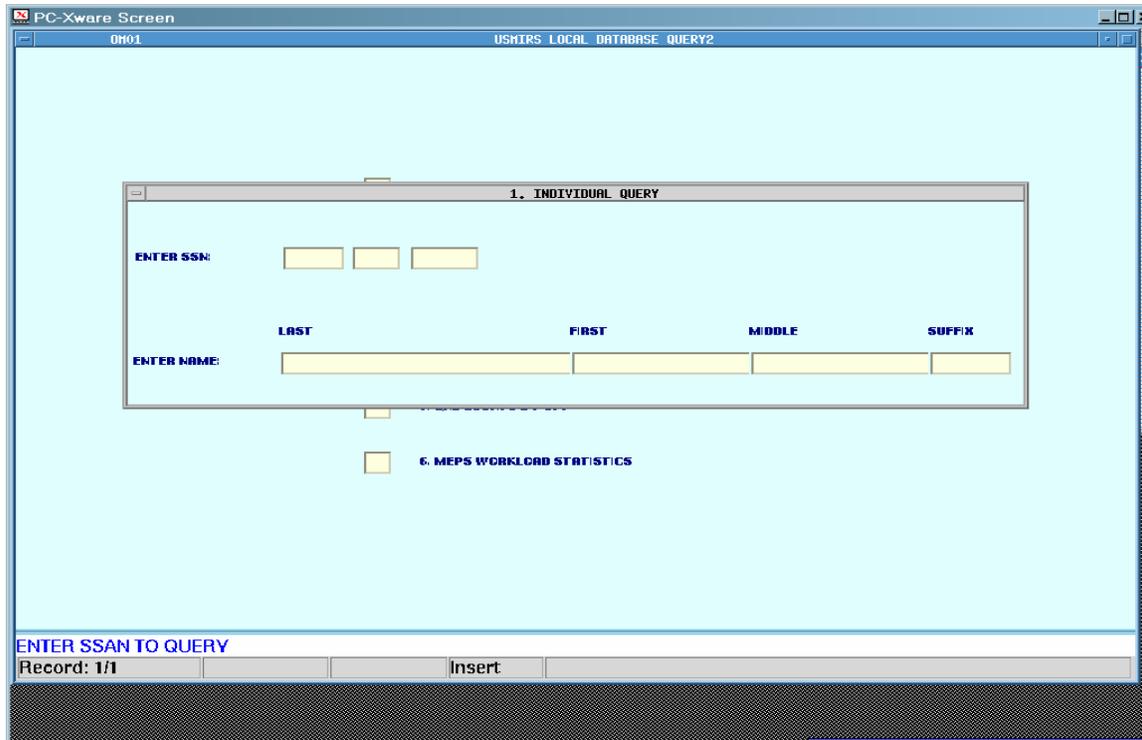
### 49.2 Prerequisite Instructions

49.2.1 Enter 'X' in one of the following selections:

SELECTION	SECTION
Individual Query by SSN or Name	49.3
Range Query by Name	49.4
Print Packet Labels (by SSN range or Name range)	49.5
Print Duplicate Roster	49.6
QNE Counts by SPF	49.7
MEPS Workload Statistics (display TP09 Workload Statistics)	49.8

### 49.3 OM01 Individual Query

49.3.1 The INDIVIDUAL QUERY pop-up window will be displayed (see figure below).



**Figure 127 OM01 Individual Query**

49.3.2 SSN – enter Social Security Number

49.3.3 NAME – enter Name (last, first, middle, and suffix) or Partial Name

49.3.4 After the information has been filled in, press <Enter> to start query.

49.3.5 If requested information is found, the information will be displayed (see figure below). If the requested information is not found, a blank screen will be displayed with the cursor in SSN field.

49.3.6 Use <Up/Down Arrow> if more than one record was found.

PC-Xware Screen  
 OM01 USMIRS LOCAL DATABASE QUERY2  
**1. INDIVIDUAL QUERY**

**PERSONAL**

SSN	SPF	NAME	PMS	SEX	PAMDEH	* O	LAST DOA	
111	11	1111	DAV	THREE TEST	N	M	V N N	2003-07-08

**TESTING**

TEST ID	DOT	AFQT	STANDARD:	GS	AR	WK	PC	MK	EI	AS	MC	AO	VE
N/A:	ELIGIBLE:	CMP:	GT	CL	CO	EL	FA	GM	MM	OF	SC	ST	

**MEDICAL**

PHYSICAL	HGT	WGT	BF%	P	U	L	N	E	S	X	HIV	DRUG	ALC
INSPECT:	ABJ:	ELIGIBILITY:											

**ENLISTMENT**

DOE	PADD	DOE	ADSD
DEP:	ACCESSION:		

**PACKET LOCATION**

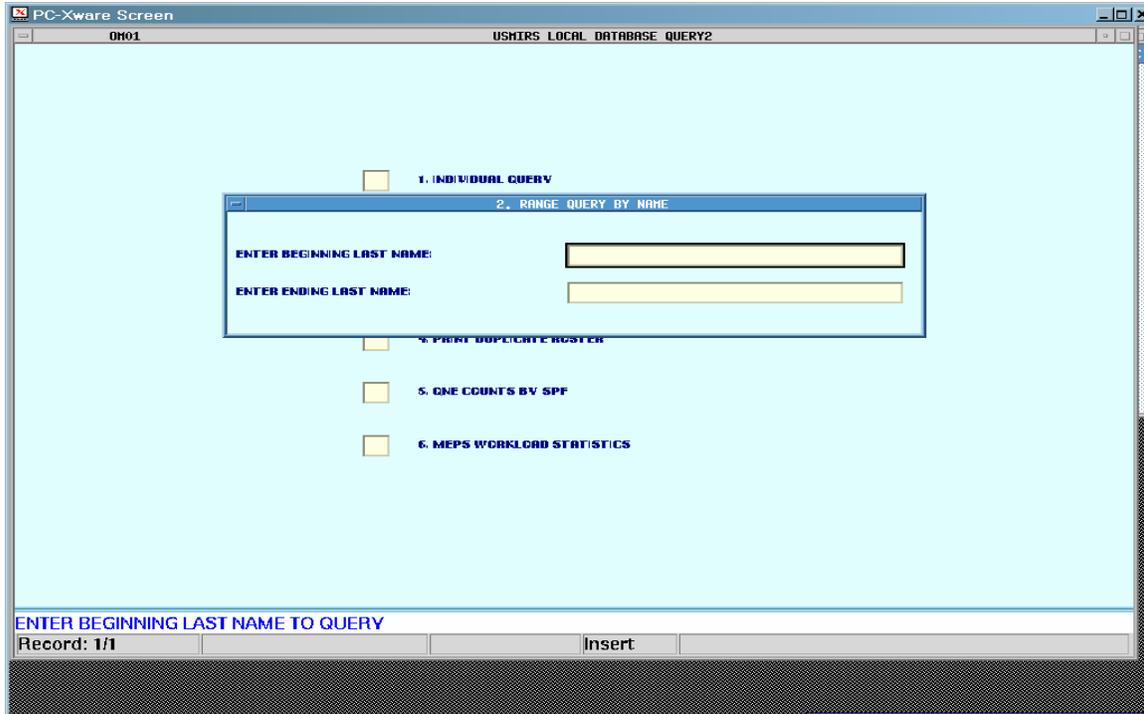
COMPLETE	MEDICAL
SF 88: FILES ROOM	SF 93: FILES ROOM

ENTER SOCIAL SECURITY NUMBER  
 Record: 1/? Insert

Figure 128 OM01 Individual Display Query

## 49.4 OM01 Range Query by Name

49.4.1 The RANGE QUERY BY NAME pop-up window will be displayed (see figure below).



**Figure 129 OM01 Range Query by Name**

49.4.2 ENTER BEGINNING LAST NAME - enter the beginning last name.

49.4.3 ENTER ENDING LAST NAME - enter the ending last name.

49.4.4 The screen will display all the SPF, SSN, and NAMES, which are within the selected range. Use <Up/Down Arrow> to scroll.

### 49.5 OM01 Print Packet File Labels

The Print Packet File Labels can be printed for a range of SSN(s) or by beginning and ending of last names (see figure below). Use the <Tab> to select option and enter in selection.

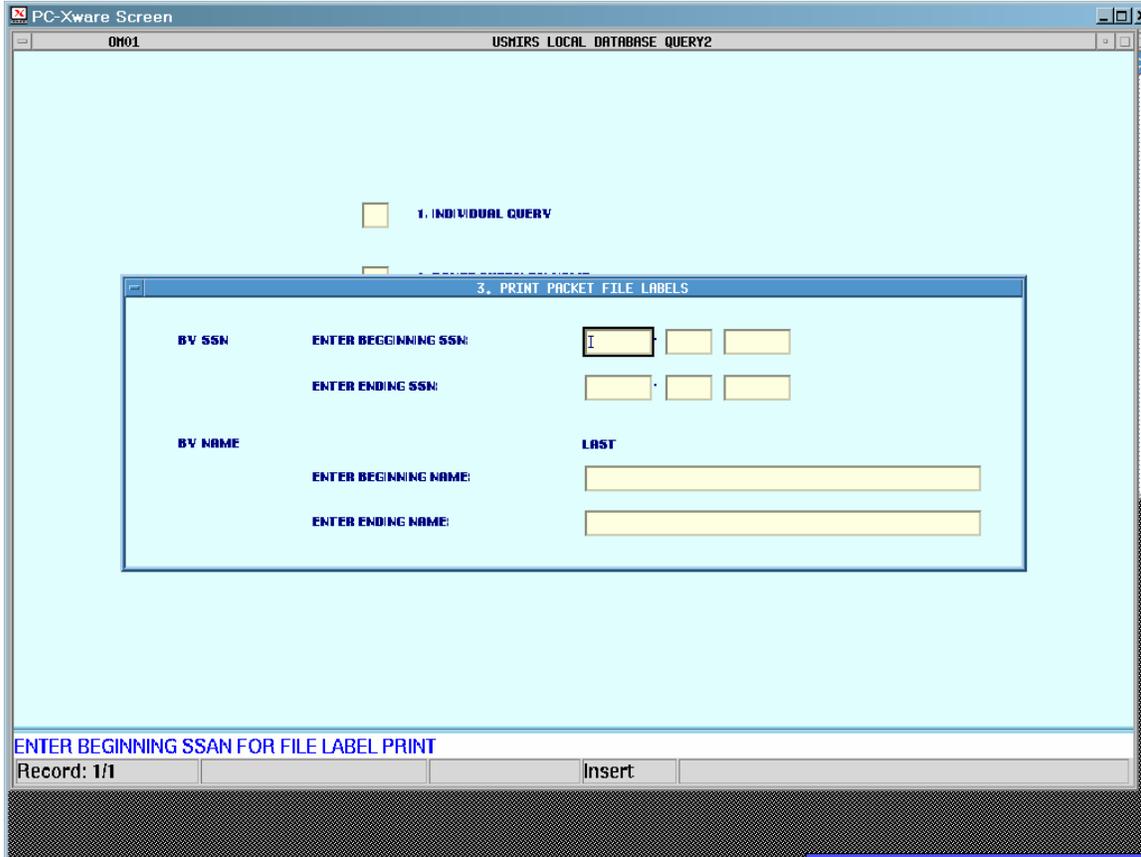


Figure 130 OM01 Print Packet File Labels

### 49.6 OM01 Print Duplicate Roster

49.6.1 Send Duplicate Roster to printer.

### 49.7 OM01 QNE Counts by SPF

49.7.1 The QNE Counts By SPF is a display of applicants whom have qualified but not enlisted (see figure below). Enter 'X' to print information.

5. QNE COUNTS BY SPF						
	SPF	COUNT	SPF	COUNT	SPF	COUNT
ARMY:	DAR	686	DAV	108	DAG	141
NAVY:	DNR	315	DNV	37		
AIR FORCE:	DFR	110	DFV	179	DFG	14
MARINES:	DMR	190	DMV	19		
COAST GUARD:	EPR	42	EPV	14		
TOTAL:		1,855				

PRINT QNE INFORMATION:

Record: 1/1      Insert

Figure 131 OM01 Qne Counts by SPF

49.8 OM01 MEPS Workload Statistics

49.8.1 The TP09 ACTUAL WORKLOAD ACCOUNTING (see figure below) is displayed.

TP09 ACTUAL WORKLOAD ACCOUNTING v2.3.0																
1. SERVICE TOTALS																
DATE: 2002-10-04															TIME: 0851	
	DA		DF		DM		DN		GP		MVZ		OTHER		TOTAL	
	m	f	m	f	m	f	m	f	m	f	m	f	m	f	m	f
SDP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEST ASVAB	0		0		0		0		0		0		0		0	
TEST SPECIAL	0		0		0		0		0		0		0		0	
FULL PHYSICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPEC PHYSICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSPECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONSULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEP	0		0		0		0		0		0		0		0	
ACCESS	0		0		0		0		0		0		0		0	
ACCESS & SHIP	0		0		0		0		0		0		0		0	
SHIP	0		0		0		0		0		0		0		0	
TOTAL APPL	0		0		0		0		0		0		0		0	
TESTING TOTALS:		0		MEDICAL TOTALS:		0		OPERATION TOTALS:		0		TOTAL WORKLOAD:		0		
WORKLOAD DATA DOES NOT EXIST FOR DATE SELECTED 2002-10-04																
Record: 1/1 <span style="float: right;">Insert</span>																
Fri Oct 4 08:52:02 CDT 2002																

Figure 132 OM01 MEPS Workload Statistics

## 50. OP01 Personal Data

### 50.1 Introduction

50.1.1 The OP01 PERSONAL DATA has three screens is used to verify or update applicant's information into USMIRS system (see figure below for OP01 first screen). The forms used for updating data are 680 A-E or DD Form 1966/1. If the applicant record exists, it will be displayed from local MEPS or retrieved from Host CRDB.

50.1.2 The OP01 Personal Data screen can be accessed by one of the following options.

50.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Testing | personal Data

Medical | personal Data

Operations | Enlistment | Dep proc

Operations | Enlistment | Accession proc

Operations | Enlistment | persoNal data

Service | Data entry | personal Data

50.1.2.2 By pressing <Ctrl + P> from within the system.

50.1.2.3 By selecting 'P' hot button from Main Menu.

Figure 133 OP01 Personal Data First Screen

## 50.2 OP01 Screen 1 Instructions

50.2.1 SSN – enter the Social Security Number. If the applicant record exists, it will be displayed from local MEPS or retrieved from Host CRDB. If the applicant's record is not found, enter personal information on all screens. The applicant's record may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information.

50.2.2 SPF – enter the Service Process For or press <Ctrl + L> for the LOV.

50.2.3 PMS – enter 'Y' or 'N' for Prior Military Service. If a 'Y' was entered, the cursor will move to the DAYS field.

50.2.3.1 DAYS – enter the Number of Days in Prior Military Service.

50.2.4 NAME – enter the Last Name, First Name, Middle Name and Suffix.

50.2.5 TYPE – if the address is Home of Records Address is different from the Current Address, the address will have to be entered in separately. If they are the same the address can be entered once. Enter one of the following codes for address:

'B' = the Address is the same for Current and Home of Records

'C' = the Address is for Current address, enter in separately

'H' = the Address is for Home of Records, enter in separately

50.2.5.1 STREET – enter the Street address.

50.2.5.2 CITY – enter the City.

50.2.5.3 STATE – enter the State or press <Ctrl + L> for the LOV.

50.2.5.4 COUNTY – enter the County or press <Ctrl + L> for the LOV.

50.2.5.5 ZIP CODE – enter the Zip Code or press <Ctrl + L> for the LOV.

50.2.5.6 COUNTRY – enter the Country or press <Ctrl + L> for the LOV.

50.2.6 CTZN (field 1) – enter the Citizenship Status 1 or press <Ctrl + L> for the LOV.

50.2.7 CTZN (field 2) – enter the Citizenship Status 2 or press <Ctrl + L> for the LOV.

50.2.8 SEX – enter the Sex or press <Ctrl + L> for the LOV.

50.2.9 RACIAL – enter the Racial Category or press <Ctrl + L> for the LOV.

50.2.9.1 The Racial Category LOV pop-up window contains several racial categories for selection. One or more of the first 5 categories can be selected or a single selection of "Decline to Respond".

50.2.9.2 To chose one or several selection(s) press the 'SPACEBAR' on the selection. The small square will darken if selected. Press the <Up/Down Arrow> to maneuver from one selection to the other.

50.2.9.3 The system will calculate the selections based on the Racial Code Table in Appendix 2. The result of the calculation will be displayed in the Racial Code field.

50.2.9.4 To accept the calculated code, press <Enter> or <Ctrl + F4>.

50.2.10 ETHNIC – enter the Ethnic Category or press <Ctrl + L> for the LOV.

50.2.11 MARITAL – enter the Marital Status or press <Ctrl + L> for the LOV.

50.2.12 #DEP – enter the Number of Dependents (0 – 10).

50.2.13 DOB – enter the Date Of Birth.

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50.2.14 REL – enter the Religious Preference or press <Ctrl + L> for the LOV.

50.2.15 EDUC (field 1) – enter the Total Number of Years of Education (08 – 24).

50.2.16 EDUC (field 2) – enter the Highest Level of Education attained or press <Ctrl + L> for the LOV.

50.2.17 F LANGUAGE (field 1) – enter the Foreign Language known or press <Ctrl + L> for the LOV.

50.2.18 F LANGUAGE (field 2) – enter the Additional Foreign Language known or press <Ctrl + L> for the LOV.

50.2.19 DRIVER LICENSE – enter ‘Y’ or ‘N’. If ‘N’ was entered the cursor will move to Place of Birth section. If ‘Y’ was entered the cursor will continue with Driver License section.

50.2.19.1 STATE – enter the State the Driver License was issued.

50.2.19.2 # - enter the Driver License Number.

50.2.19.3 EXP DATE – enter the Expiration Date of the Driver License.

50.2.20 Place of Birth.

50.2.20.1 CITY – enter the Place of Birth’s City.

50.2.20.2 STATE - enter the Place of Birth’s State or press <Ctrl + L> for the LOV.

50.2.20.3 COUNTRY - enter the Place of Birth’s Country or press <Ctrl + L> for the LOV.

50.2.21 RECRUITER ID/SSN – enter the Recruiter Identification Number or Social Security Number.

50.2.22 STATION ID – enter the Station Identification Number.

50.2.23 Press <Enter> or <ALT + DOWN ARROW> to move to Screen 2 of OP01 Personal Data Screens.

### 50.3 OP01 Screen 2 Instructions

50.3.1 The OP01 PERSONAL DATA has three screens is used to verify or update applicant's information into USMIRS system (see figure below for OP01 second screen).

Figure 134 OP01 Personal Data Second Screen

50.3.2 ASVAB REQUIRED TO ENLIST – enter ‘Y’ for Yes or ‘N’ for No.

50.3.3 ENLIST UNDER STUDENT TEST SCORES - enter ‘Y’ for Yes or leave blank.

50.3.4 Test Type.

50.3.4.1 INITIAL – enter ‘E’ for Initial Test Type or leave blank.

50.3.4.2 SPECIAL – enter ‘S’ for Special Test Type or leave blank.

50.3.4.3 CONFIRMATION – enter ‘C’ for Confirmation Test Type or leave blank.

50.3.5 Retest Section.

50.3.5.1 1ST – enter ‘1’ for First Retest or leave blank.

50.3.5.2 2ST – enter ‘2’ for Second Retest or leave blank.

50.3.5.3 6 MTHS – enter ‘6’ for Six Months Retest or leave blank.

50.3.6 IMMED AUTHORIZED – enter ‘R’ or leave blank for Immediate Authorized Test.

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50.3.7 PREV TEST VERSION – enter the Previous Test Version, if taken or press 'CTRL + L' for the LOV.

50.3.8 PREV TEST DATE – enter the Previous Test Date, if taken.

50.3.9 TA IDS – enter the Test Administrator Identification, if taken.

50.3.10 PLACE TESTED – enter the Place Tested, if taken.

50.3.11 CURRENT OR LAST HS ATTENDED – enter the High School Name (currently or last) attended.

50.3.12 Press <Enter> or <Alt + Down Arrow> to move to third screen of OP01 Personal Data Screens.

### 50.4 OP01 Screen 3 Instructions

50.4.1 The OP01 PERSONAL DATA has three screens is used to verify or update applicant's information into USMIRS system (see figure below for OP01 third screen).

The screenshot shows a software window titled "PC-Xware Screen" with a sub-window "OP01 PERSONAL DATA". The screen is divided into several sections:

- Top Section:** Contains fields for SSN (123 45 6789), SPF (DFR), Current (V X P), PMS (N), Days (0000), DMDC (N), DOA (2003-11-12), P-MEPS (C75), RID (0), and Last Trans (J000V - E300P). A "STATUS LINE" indicates "PROVISIONALLY OWNED FROM C75".
- MEDICAL Section:** Includes "MEPS Medical Exam Required To Enlist" (Y), "EXAM TYPE" (Full, Inspect, Special, Consult, Re-exam, Other) with checkboxes, and "Date Last Full Medical Exam".
- INSURER Section:** Fields for Name (NONE), Street, City, ZIP Code, State, and Country.
- PROVIDER Section:** Fields for Name (NONE), Street, City, ZIP Code, State, and Country.

At the bottom, there is a command prompt area with "ENTER <Y>es OR <N>o" and a status bar showing "Record: 1/1" and an "Insert" button.

Figure 135 OP01 Personal Data Third Screen

50.4.2 MEPS MEDICAL EXAM REQUIRED TO ENLIST – enter ‘Y’ for Yes or ‘N’ for No.

50.4.3 Exam Type.

- 50.4.3.1 FULL – enter ‘F’ for Full or leave blank.
- 50.4.3.2 INSPECT – enter ‘I’ for Inspect or leave blank.
- 50.4.3.3 SPECIAL – enter ‘S’ for Special or leave blank.
- 50.4.3.4 CONSULT – enter ‘C’ for Consult or leave blank.
- 50.4.3.5 RE-EXAM – enter ‘R’ for Re-exam or leave blank.
- 50.4.3.6 OTHER – enters ‘X’ for Other or leave blank.

50.4.4 Insurer Information.

- 50.4.4.1 NAME – enter the Name (required field). If the applicant does not have an Insurer, enter “NONE”.
- 50.4.4.2 STREET – enter the Street address.
- 50.4.4.3 CITY - enter the City.

50.4.4.4 STATE – enter the State or press <Ctrl + L> for the LOV. After entering the state the County is pre-filled.

50.4.4.5 ZIP CODE – enter the Zip Code or press <Ctrl + L> for the LOV.

50.4.4.6 COUNTRY – enter the Country or press <Ctrl + L> for the LOV.

50.4.5 Provider Information.

50.4.5.1 NAME – enter the Name (required field). If the applicant does not have an Insurer, enter “NONE”.

50.4.5.2 STREET – enter the Street address.

50.4.5.3 CITY - enter the City.

50.4.5.4 STATE – enter the State or press <Ctrl + L> for the LOV. After entering the state the County is pre-filled.

50.4.5.5 ZIP CODE – enter the Zip Code or press <Ctrl + L> for the LOV.

50.4.5.6 COUNTRY – enter the Country or press <Ctrl + L> for the LOV.

50.4.6 Press <Ctrl + F7> to commit. The “Print 680A/680ADP Form’ pop-up window will appear. Enter ‘X’ to print forms.

## 51. OP04 SSN Conflicts Assigned

### 51.1 Introduction

51.1.1 The OP04 SSN CONFLICTS ASSIGNED screen (see figure below) is used to display applicants with conflicting SSN(s).

51.1.2 The OP04 SSN Conflicts Assigned can be accessed by one of the following options.

51.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Operations | cSsn

tRacking | cSsn

51.1.2.2 By pressing <Ctrl + S> from within the system.

#	SSN	NAME	SPF	MEPS	SEX	DOB	P	A	M	D	E	H	O	CONFLICT DATE
1	080-33-3380	TEST CONFLICT	DAR	A94	F	1980-04-16	V						N	2003-04-10
		FOZO OSMIN PRUDENCIO	DNV	A98	M	1962-08-26	V						N	
2	111-99-9911	GREGORY TIMIVA MNH	DAR	A94	F	1983-09-08	V	F					N	2003-03-13
		TESTTESTING THIS REQUI ALSO	DNR	A94	M	1978-02-13	V						N	
3	135-33-3335	TEST PURGE	DAR	A94	M	1980-08-29	V						N	2003-03-06
		GAST RYAN DANIEL	DAR	A94	M	1975-03-13	V	G					N	G
4	433-99-9933	WOODHAY SONJAY LENNY	DAR	A94	M	1973-09-30	V						N	2003-03-26
		HAYWOOD JASON ALLEN	DAR	A94	M	1975-07-30	V	F	J	A			J	
5	474-74-7474	GRAY DAVIS CONFLICT	DNR	A94	M	1980-08-08	V						N	2003-04-15
		RANDALL VINCE CONFLICT JR	DAR	A98	M	1943-10-15	V						V	

PRESS <UP/DOWN ARROW> KEY TO VIEW RECORD(S)  
 Record: 1/10      Insert

Wed Apr 16 14:21:43 CDT 2003

Figure 136 OP04 SSN Conflicts Assigned

### 51.2 Instructions

51.2.1 The USMIRS database will display applicants with the same SSN (Conflicting SSN). This screen is for displaying information only.

51.2.2 SEARCH BY MEPS – enter the MEPS-ID or press <Ctrl + L> for the LOV.

51.2.3 SEARCH BY SSN – enter the Social Security Number. If the record is found, it will be highlighted.

## 52. OQ01 PEI/PAI

### 52.1 Introduction

52.1.1 The OQ01 PEI/PAI screens are used to conduct Pre-Enlistment Interview (PEI)/Post-Accession Interview (PAI) disclosure information. If the applicant record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

52.1.2 The OQ01 PEI/PAI screen can be accessed by one of the following options.

52.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**M**edical | **d**i**S**closure  
**T**esting | **E**nlistment | **P**ei/**p**ai

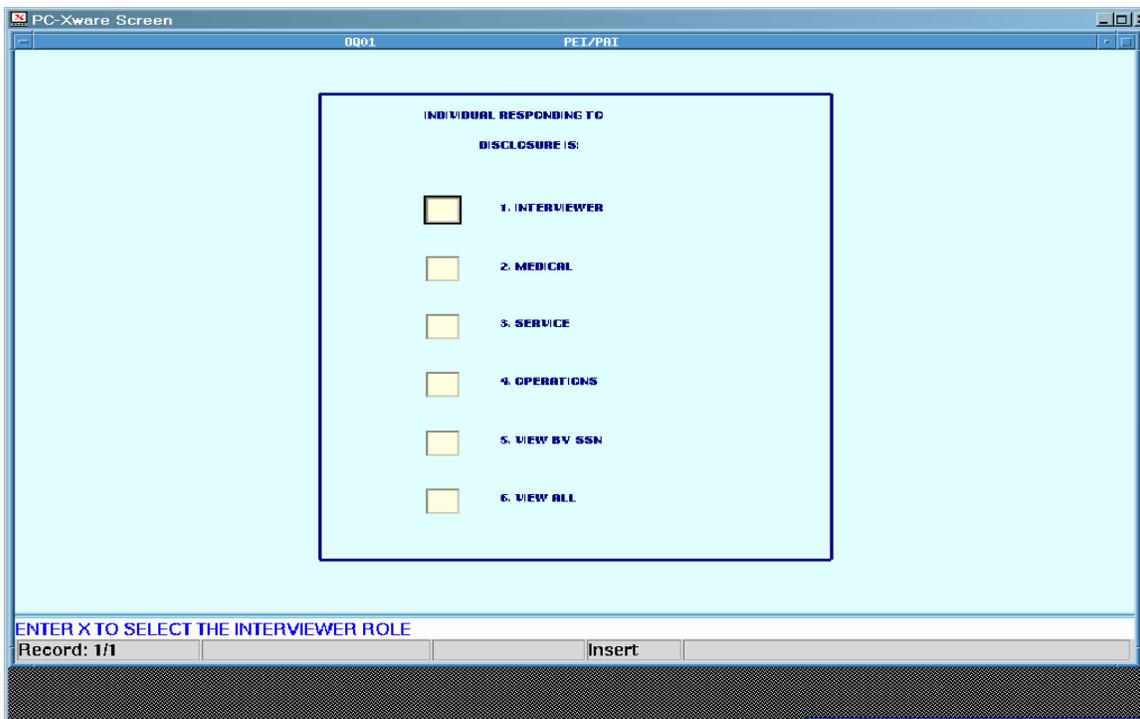


Figure 137 OQ01 PEI/PAI

### 52.2 Prerequisite Instructions

52.2.1 Enter 'X' in one of the above selections. A brief description of selections:

SELECTION	DESCRIPTION	SECTION
INTERVIEWER	Conducts the initial interview with applicant	52.3
MEDICAL	Reviews disclosure to see if it medically related	52.4
SERVICE	Reviews all disclosures	52.5
OPERATIONS	Reviews disclosures when they are closed	52.6
VIEW BY SSN	Display all pending unresolved disclosures	52.7
VIEW ALL	Display all unresolved disclosures by SSN	52.8

### 52.3 Interviewer Role

52.3.1 The seventeen screens provide the interviewer with a script to conduct an applicant interview. It contains information and questions that must be discussed with the applicant. Press <Enter> to move to each screen. Read the questions 3 through 4.17 as they are displayed until the end of the interview script.

52.3.2 The OQ01 PEI/PAI screen (see figure below) will appear after all the questions have been read.

The screenshot shows a window titled 'OQ01 PEI/PAI'. At the top, there are labels for 'SSN', 'SPF', 'P-MEPS', 'DATE OF ACTION', and 'P A M D E H O'. Below these are input fields: SSN (with three blue boxes), SPF, P-MEPS, and DATE OF ACTION (containing '2002-12-17'). There are also labels for 'LAST', 'FIRST', 'MIDDLE', and 'SUFFIX' with corresponding input fields. A 'NAME:' label is followed by a long input field. Below that is a 'STATUS LINE:' label with an input field. A horizontal line separates this from the disclosure section. The disclosure section has 'INFORMATION DISCLOSED DURING :' followed by three radio buttons labeled 'PEI', 'PAI', and 'I/R'. Below that is 'DISCLOSURE APPLIES TO:' with two radio buttons labeled 'MEDICAL-SERVICE' and 'SERVICE ONLY'. There is a 'MEPS HOST RMKS:' label with a small input box and a long text area. Another horizontal line follows. At the bottom of the main area, it says 'AUTOMATICALLY PLACED ON ADMINISTRATIVE HOLD; N-STATUS IN MIRS--BOOON'. At the very bottom, there is a status bar with 'ENTER SSN', 'Record: 1/1', and 'Insert'.

Figure 138 OQ01 PEI/PAI Disclosure Input

#### 52.3.3 NON DISCLOSURE PROCESS

52.3.4 If the applicant has not disclosed any information that requires a Report of Additional Information (USMEPCOM Form 601.23), press <Ctrl + F4>.

#### 52.3.5 DISCLOSURE PROCESS

52.3.6 SSN - enter the Social Security Number. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

52.3.7 INFORMATION DISCLOSED DURING - indicate the type of interview being conducted by entering 'X' in the PEI or PAI field. If the disclosure included recruiter involvement, enter 'X' in the I/R field.

52.3.8 DISCLOSURE APPLIES TO - enter 'X' in the Medical-Service field to indicate a medically related disclosure. Enter 'X' in the Service Only field to indicate a non-medical disclosure.

52.3.9 A 700 characters free text data screen (see figure below) will be displayed. Enter the disclosure information in this screen. Press <Ctrl + F7> or select "OK" to save the disclosure statement and return to the previous screen.

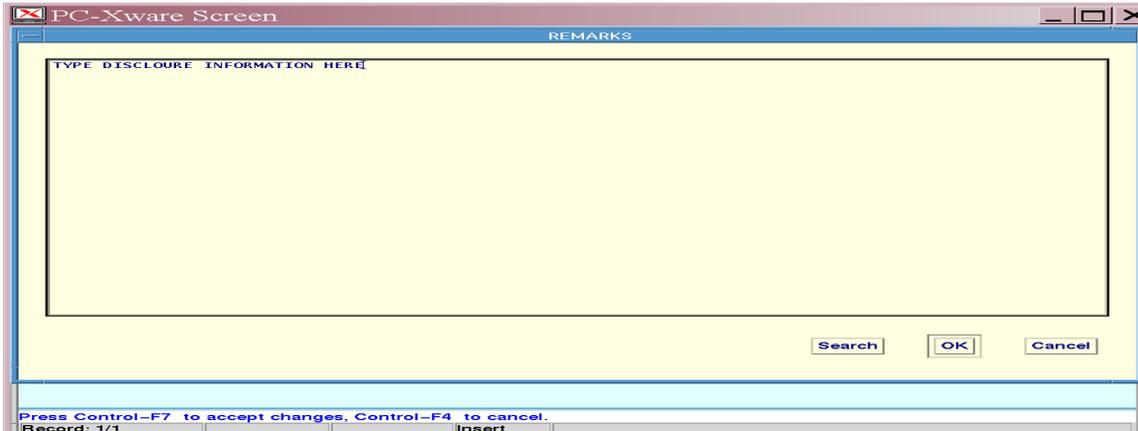


Figure 139 OQ01 Remarks Input

52.3.10 The applicant is placed on administrative hold (N Status) immediately.

52.3.11 NOTE: The hold N Status must be cleared by the MEPS before applicant processing can continue.

52.3.12 MEPS HOST RMKS - enter a 40 characters summation of the disclosure. This information is sent to the host and displays in various other USMIRS screens.

52.3.13 Press <Shift + F6> to commit and print, or <Ctrl + F7> to commit.

## 52.4 Medical Role

52.4.1 SSN - enter the Social Security Number. The applicant information will be displayed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

52.4.2 Press <Enter> to view the interviewer's remarks. Press <Ctrl + F7> or <Ctrl + F4> to advance to next screen.

52.4.3 The cursor will be in the Medical section of screen (see figure below).

The screenshot shows a PC window titled "PC-Xware Screen" with a sub-window "OQ01 PEI/PAI". The form contains the following data and controls:

- SSN: 318 44 4444
- SPF: DAR
- DATE OF ACTION: 2003-03-11
- P A M D E H O: V P P A B N N
- NAME: LAST: TEST, FIRST: ROY, MIDDLE: EDWARD, SUFFIX: (empty)
- MEDICAL RESPONSE USER ID: USRADMIN
- QUALIFIED:
- DISQUALIFIED:
- MEDICAL DATE REVIEWED: 2003-03-11
- P U L H E S - X: 1 1 1 1 1 1 E
- NO CHANGE IN PROFILE:
- PROFILE CHANGE:
- REMARKS:
- SERVICE RESPONSE USER ID: (empty)
- SUSPEND PROCESSING UNTIL FURTHER NOTICE:
- SERVICE DATE REVIEWED: (empty)
- DISQUALIFIED STOP PROCESSING:
- MED REMARKS:
- SERVICE REMARKS:
- QUALIFIED CLEARED TO PROCESS:
- DISCLOSURE CLEAR ON SAME DOA (N-STATUS REMOVED - B000 REPORTED):
- DISCLOSURE CLEAR ON DATE: (empty) (N-STATUS REMOVED - B000P REPORTED):

At the bottom, it says "ENTER X TO SELECT" and "Record: 1/1".

Figure 140 OQ01 Medical, Service or Operations Input to Disclosures

52.4.4 QUALIFIED OR DISQUALIFIED - If the disclosure is medically related, the medical reviewer enters a qualified or disqualified response by typing 'X' in either the Qualified or Disqualified fields.

52.4.5 PROFILE - If the profile is affected, the medical reviewer enters a no change or change response by typing 'X' in either the No Change Profile or Profile Change fields.

52.4.6 REMARKS – enter 'X', if the medical reviewer needs to enter comments in the remarks screen. Press <Ctrl + F7> or select "OK" to save and return to OQ01 PEI/PAI Disclosure Input screen.

52.4.7 Press <Shift + F6> to commit and print, or <Ctrl + F7> to commit.

## 52.5 Service Role

52.5.1 SSN - enter the Social Security Number. The applicant information will be displayed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

52.5.2 Press <Enter> to view the interviewer's remarks. Press <Ctrl + F7> or <Ctrl + F4> to advance to next screen.

52.5.3 Services respond to all disclosures.

52.5.4 MED REMARKS - If medically related, enter 'X' to review the medical comments or 'N' to skip.

52.5.5 Services personnel enters 'X' in one of the following options:

Suspend Processing Until Further Notice
Disqualified Stop Processing
Qualified Cleared to Process

52.5.6 SERVICE REMARKS – enter 'X', if the service reviewer needs to enter comments in the remarks screen. Press <Ctrl + F7> or select "OK" to save and return to OQ01 PEI/PAI Disclosure Input screen.

52.5.7 Press <Shift + F6> to commit and print, or <Ctrl + F7> to commit.

## 52.6 Operational Role

52.6.1 Operations, or the interviewer in the Ops role, reviews the disclosure when it is closed, either the same day or at a future date.

52.6.2 SSN - enter the Social Security Number. The applicant information will be displayed. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

52.6.3 RESOLVED DISCLOSURES – enter 'X' in one of the following options:

Disclosures resolved the same day are recorded with the code B000
Other resolved disclosures are recorded with the code B000P to clear the N status

52.6.4 Press <Shift + F6> to commit and print, or <Ctrl + F7> to commit.

## 52.7 View by SSN

52.7.1 The View by SSN will display all disclosures (see figure below).



Figure 141 OQ01 View by SSN

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52.7.2 SSN - enter the applicant's Social Security Number. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

52.7.3 The pending unresolved disclosures are listed. The most recent disclosures display first.

52.7.4 For detail view unresolved disclosures <Tab> to select line and press <Enter>.

52.7.5 EXIT - enter 'X' to exit the screen and press <Enter>.

## 52.8 View All

52.8.1 Unresolved disclosures are listed numerically by SSN (see figure below).

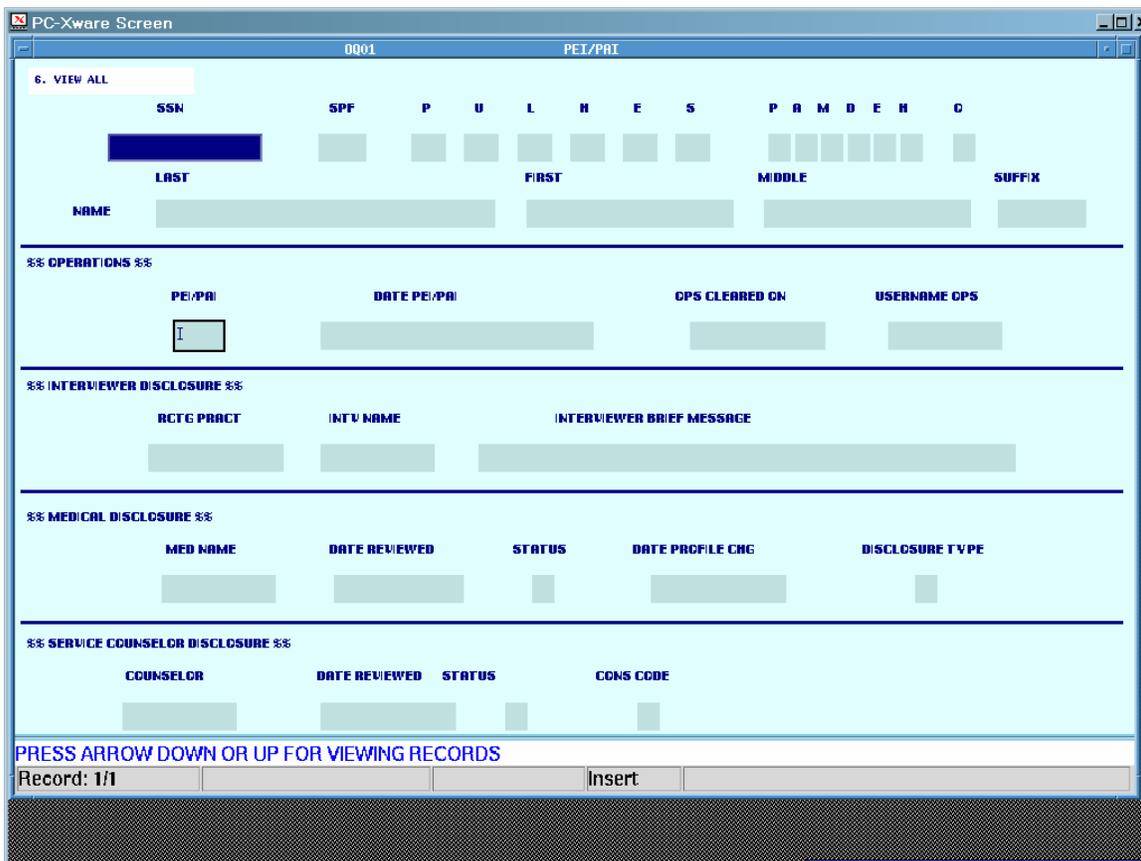


Figure 142 OQ01 View All by SSN

52.8.2 Use the <Up/Down Arrow> to view all of the screens.

52.8.3 Press <Shift + F9> to exit.

## 53. OQ03 N Status

### 53.1 Introduction

53.1.1 The OQ03 N STATUS screen (see figure below) is used to display administrative hold data. If the applicant record exists, it will be displayed from the local MEPS or retrieve from Host CRDB.

53.1.2 The OQ03 N Status screen can be accessed by one of the following options.

53.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Testing | **N** status
- Medical | **N** status
- Operations | **N** status
- tRacking | **N** status
- Service | **D**ata entry | **N** status

53.1.2.2 By pressing <Ctrl + H> from within the system.

53.1.2.3 Selecting 'H' hot button from Main Menu.

The screenshot shows a window titled "PC-Xware Screen" with a sub-window "OQ03 'N' STATUS". The interface includes:

- SSN: [Redacted]
- P A M D E H O: [Buttons]
- SPF: [Field] NAME: [Field] DOA: [Field]
- STATUS LINE: [Field] P-MEPS: [Field]
- "X TO CLEAR 'N' STATUS (B000 OR B000P)
  - [Field] OTHER MEPS PROCESSOR
  - [Field] PMS (DMDC Hit)
  - [Field] DEP DISCHARGE
  - [Field] PE/PAI
  - [Field] CONFLICT SSN
- "X TO CLEAR" and "X TO CREATE" sections with checkboxes and fields.
  - "X TO CLEAR":  [Field]
  - "X TO CREATE":  (B000N) [Field]
  - MEPS 'N' STATUS REASON: [Field]
- ENTER SSN: [Field]
- Record: 1/1 [Field] [Field] Insert [Field]

Figure 143 OQ03 N Status

## 53.2 Instructions

53.2.1 SSN – enter the Social Security Number. If the applicant's record is found from local or Host CRDB, it will be displayed. The applicant may or may not be owned by requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

53.2.2 Enter '**X**' next to the "N Status" line that needs to be cleared. Use <Tab> or <Shift + Tab> to navigate.

53.2.3 If necessary to create an "N Status", use <Tab> to the "**X To Create**" field and enter '**X**'. Enter the reason in "MEPS 'N' STATUS REASON" field and press <Enter>.

53.2.4 Press <Ctrl + F7> to commit, or <Ctrl + F4> to clear form, or <Shift + F9> to exit.

## 54. OR01 Testing Reconciliation

### 54.1 Introduction

54.1.1 The OR01 TESTING RECONCILIATION screen (see figure below) is used to reconcile testing processing workloads, a MET Site or Transactions.

54.1.2 The OR01 Testing Reconciliation screen can be accessed by one of the following options.

54.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Testing | reConcile
- Operations | reConcile | Testing
- tRacking | reConcile | Testing



Figure 144 OR01 Testing Reconciliation

### 54.2 Prerequisite Instructions

54.2.1 DOA – enter the Date Of Action or use default date.

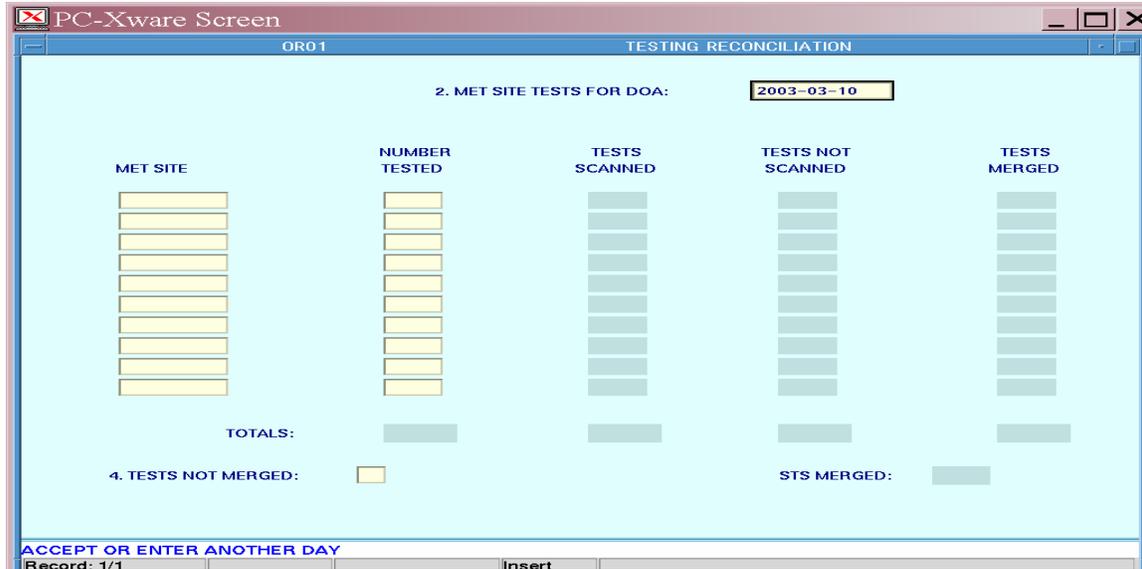
54.2.2 At the bottom of screen there are three selections:

SELECTION	INPUT REQUIREMENT	SECTION
Workload	Press <Ctrl + L> for the LOV	54.3
MET Site	Enter 'X' in the field	54.4
WKID(S)	Enter 'X' in the field	54.5



### 54.4 MET Site

54.4.1 The OR01 Testing Reconciliation screen (see figure below) is displaying the MET Site Test for DOA.



**Figure 146 OR01 Testing Reconciliation with MET Site**

54.4.2 DOA – enter the Date Of Action or use default date. If a MET Site has tested, it will be displayed with totals of tests (scanned, not scanned and merged). There will be total counts for Tests Not Merged and STS Merged.

54.4.3 MET SITE – to add another MET Site, move cursor by using the <Down Arrow> to blank line. Enter the new MET Site or press the <Ctrl + L> for the LOV.

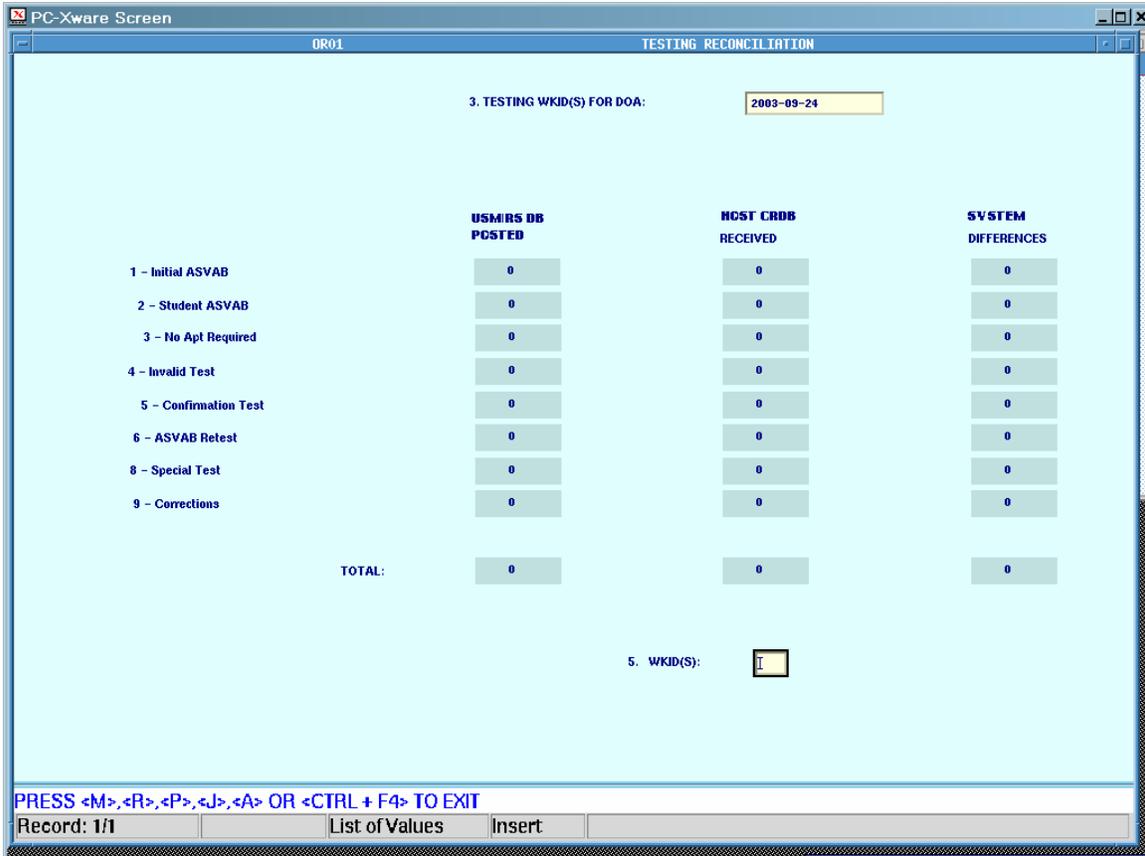
54.4.4 NUMBER TESTED – enter the Number of Tests Not Reported (not scan) for each MET Site. To move cursor use the <Down Arrow> to next blank line or <Alt + Down Arrow> to move to TEST NOT MERGED field.

54.4.5 TEST NOT MERGED – not functional at this time (enter 'X' to display MET Site Test Not Merged screen, which the user can print report).

54.4.6 Press <Ctrl + F4> to return to previous screen or <Shift + F9> to Main Menu.

### 54.5 WKID(S)

54.5.1 The OR01 Testing Reconciliation screen (see figure below) is displaying the Testing WKID(S) For DOA.



**Figure 147 OR01 Testing Reconciliation with Transactions Counts**

54.5.2 DOA – use the default date or press <Shift + Tab> to move cursor to DOA and enter the Date Of Action.

54.5.3 WKID(S) – enter the Transaction Code or press <Ctrl + L> for the LOV.

54.5.4 The list of available applicants will be displayed for selected category.

54.5.5 Press <Ctrl + F4> to return to previous screen or <Shift + F9> to main menu.

## 55. OR02 Medical Reconciliation

### 55.1 Introduction

55.1.1 The OR02 MEDICAL RECONCILIATION screen (see figure below) is used to reconcile medical processing workloads.

55.1.2 The OR02 Medical Reconciliation screen can be accessed by one of the following options.

55.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**M**edical | **r**e**C**oncile

**O**perations | **r**e**C**oncile | **M**edical

**t**Racking | **r**e**C**oncile | **M**edical

Figure 148 OR02 Medical Reconciliation

### 55.2 Prerequisite Instructions

55.2.1 DOA – enter the DOA (Date Of Action) or use default date.

55.2.2 At the bottom of screen there are two selections:

SELECTION	INPUT REQUIREMENT	SECTION
Workload	Press <Ctrl + L> for the LOV	55.3
WKID(S)	Enter 'X' in the field	55.4



55.4 WKID(S)

55.4.1 The OR02 Medical Reconciliation screen (see figure below) is displaying the Medical Transactions.

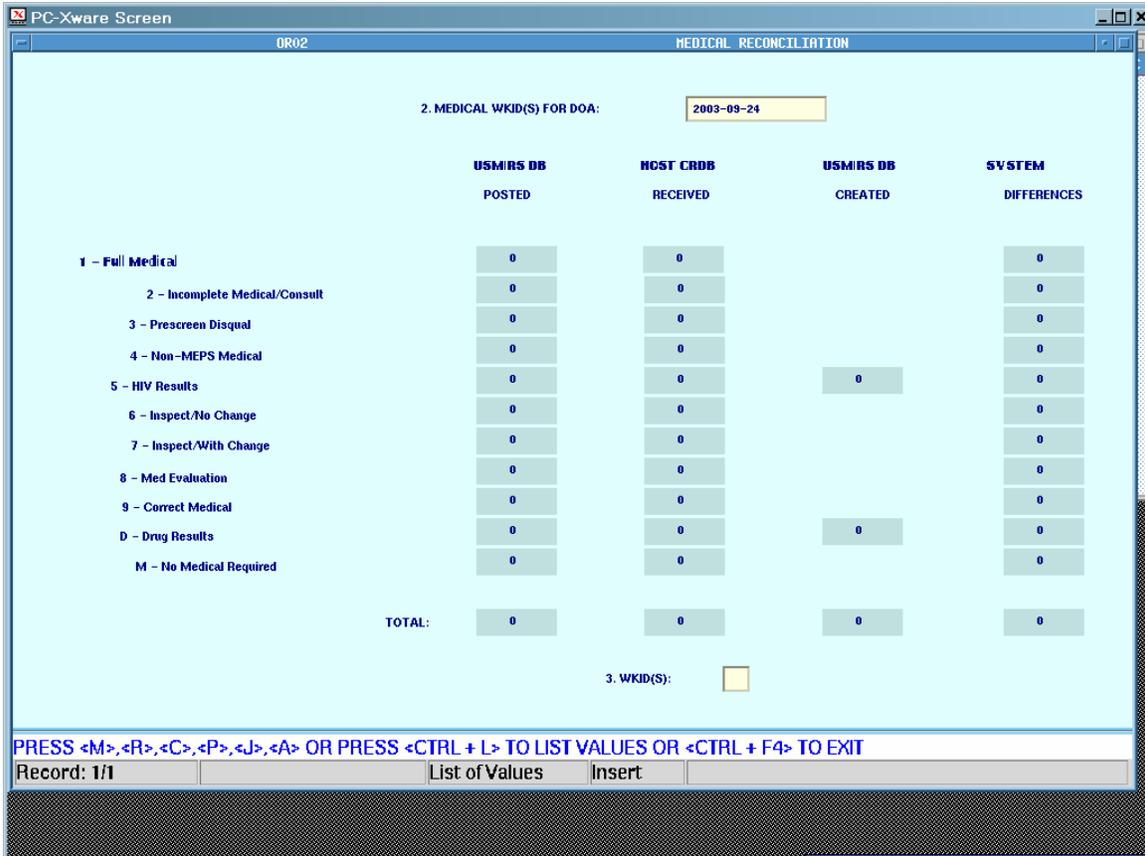


Figure 150 OR02 Medical Reconciliation with Transactions Counts

55.4.2 DOA – use the default date or press <Shift + Tab> to move cursor to DOA field. Enter the Date Of Action.

55.4.3 WKID(S) – enter the Transaction Code or press <Ctrl + L> for the LOV.

55.4.4 The list of available applicants will be displayed for selected category.

55.4.5 Press <Ctrl + F4> to return to previous screen or <Shift + F9> to main menu.

## 56. OR03 Operations Reconciliation

### 56.1 Introduction

56.1.1 The OR03 OPERATIONS RECONCILIATION screen (see figure below) is used to reconcile operational processing workloads.

56.1.2 The OR03 Operations Reconciliation screen can be accessed by one of the following options.

56.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**O**perations | **r**e**C**oncile | **O**perations  
**t**Racking | **r**e**C**oncile | **O**perations

	DEP-IN	ACC ONLY	ACC & SHIP	SHIP ONLY	DEP-DISCH
Projected	0	0	0	0	
No-Shows	0	0	0	0	
Projected Shows	0	0	0	0	
Reported Shows	0	0	0	0	0
Unreported Shows	0	0	0	0	
Reported (No)-Shows	0	0	0	0	0
Reported (Un)projected	0	0	0	0	10

1. WORKLOAD:  2. WKID(S):

ENTER DATE  
 Record: 1/1      Insert

Figure 151 OR03 Operational Reconciliation

### 56.2 Prerequisite Instructions

56.2.1 DOA – enter the DOA (Date Of Action) or use default date.

56.2.2 At the bottom of screen there are two selections:

SELECTION	INPUT REQUIREMENT	SECTION
Workload	Press <Ctrl + L> for the LOV	56.3
WKID(S)	Enter 'X' in the field	56.4



### 56.4 WKID(S)

56.4.1 The OR03 Operations Reconciliation screen (see figure below) is displaying the Operations Transactions.

	USMIRS DB PCSTED	NCST CRDB RECEIVED	USMIRS DB CREATED	SYSTEM DIFFERENCES
V - Personal Data Only	0	0		0
0 - Ship Only	0	0		0
1 - Accession Contract	0	0		0
2 - DEP-In	0	0		0
3 - DEP Discharge	0	0	10	0
4 - Acc Contract(Non-MEPS)	0	0		0
5 - Enl Contract(No Enl)	0	0		0
6 - ENTNACs	0	0	0	0
7 - Correct DEP Discharge	0	0		0
8 - Correct DEP-In	0	0		0
9 - Correct Accession	0	0		0
P/N - Administrative Hold	0	0	0	0
M - Enlistment Data Deleted	0	0		0
K - Purges			30	
V - SSN Conflict	0	0	0	0
X - DMDC PMS Check			0	
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>

3. WKID(S):

PRESS <M>,<R>,<C>,<P>,<J>,<A> OR PRESS <CTRL + L> TO LIST VALUES OR <CTRL + F4> TO EXIT

Record: 1/1      List of Values      Insert

Figure 153 OR03 Operations Reconciliation with Transactions

56.4.2 DOA – use the default date or press <Shift + Tab> to move cursor to DOA field. Enter the Date Of Action.

56.4.3 WKID(S) – enter the Transaction Code or press <Ctrl + L> for the LOV.

56.4.4 The list of applicants will be displayed for selected category.

56.4.5 Press <Ctrl + F4> to return to previous screen or <Shift + F9> to main menu.

## 57. OU01 MEPS Info

### 57.1 Introduction

57.1.1 The OU01 MEPS INFO screen (see figure below) is used to enter or update the information about the MEPS.

57.1.2 The OU01 MEPS Info screen can be accessed by one of the following options.

57.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities** | **T**able maint | **M**eps info

The screenshot shows a software window titled "OU01 MEPS INFO v2.3.0". The main area contains several input fields:

- MEPS ID:** A92
- MEPS NAME:** [Empty text box]
- COMMANDER:** [Empty text box]
- PHONE NUMBERS:** Three sub-fields labeled **COMMERCIAL**, **DSN**, and **FAX**, each with an empty text box.
- ADDRESS:** A group of fields including **BUILDING:**, **STREET:**, **CITY:**, **STATE:**, and **ZIP CODE:** (with a hyphen separator).
- UNIT IDENTIFICATION CODE:** [Empty text box]

At the bottom of the window, there is a status bar with the text: "ENTER A MEPS ID OR PRESS <CTRL + L> TO LIST VALUES". Below this, a control bar shows "Record: 28/?", "List of Values", and "Insert". The bottom right corner of the window displays the date and time: "Fri Sep 27 08:11:11 CDT 2002".

Figure 154 OU01 MEPS Info (Information)

### 57.2 Instruction

57.2.1 MEPS ID – enter the MEPS Identification or press <Ctrl + L> for the LOV.

57.2.2 MEPS NAME – enter the MEPS Name.

57.2.3 COMMANDER – enter the MEPS Commander.

57.2.4 PHONE NUMBERS – enter the Commercial, DSN, and FAX phone numbers.

57.2.5 ADDRESS – enter the MEPS address.

**Date Updated December 12, 2003**

57.2.6 BUILDING – enter the Building Name.

57.2.7 STREET – enter the Street Location.

57.2.8 CITY – enter the City.

57.2.9 STATE – enter the State or press <Ctrl + L> for the LOV.

57.2.10 ZIP CODE – enter the Zip Code or press <Ctrl + L> for the LOV.

57.2.11 UNIT IDENTIFICATION CODE – enter the Unit Identification Code or Press <Ctrl + L> for the LOV.

57.2.12 Press <Ctrl + F7> to commit record.

## 58. OU02 User Account Administration Screen

### 58.1 Introduction

58.1.1 The OU02 USER ACCOUNT ADMINISTRATION screen (see figure below) is used to maintain UNIX and Oracle accounts.

58.1.2 The OU02 User Account Administration screen can be accessed by one of the following options.

58.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | sys Admin | **U**ser admin | **A**ccounts admin

Figure 155 OU02 User Account Administration Screen

### 58.2 Add User Account Instructions

58.2.1 To add a user account, press <Ctrl + F4> to clear screen.

58.2.2 SSN – enter the Social Security Number.

58.2.3 PREFIX/RANK – enter the Prefix or Rank.

58.2.4 LAST NAME - enter the Last Name.

58.2.5 FIRST NAME – enter the First Name.

58.2.6 MIDDLE NAME – enter the Middle Name.

58.2.7 SUFFIX – enter the Suffix.

58.2.8 SERVICE AFFILIATION – enter the Service Affiliation or press <Ctrl + L> for the LOV.

58.2.9 PAY GRADE – enter the Pay Grade or press <Ctrl + L> for the LOV.

58.2.10 UNIT IDENTIFICATION CODE – enter the Unit Identification Code or press <Ctrl + L> for the LOV.

58.2.11 Press <Ctrl + F7> for the Create System Account pop-up window.

58.2.12 Enter 'Y' to create a System Account for User.

58.2.13 Press <Ctrl + F7> for saving record and acknowledge 'OK' by pressing <Enter> or use mouse.

58.2.14 Press <Ctrl + F7> for transaction completed and acknowledge 'OK' by pressing <Enter> or use mouse.

### **58.3 Updating User Account Information**

58.3.1 SSN – enter the Social Security Number or press <Ctrl + L> for the LOV.

58.3.2 Use <Tab> to move from field to field.

58.3.3 Any information can be changed. Delete current information and re-enter new information.

58.3.4 Press <Ctrl + F7> for to commit record.

### **58.4 Deleting User Account Information**

58.4.1 SSN – enter the Social Security Number or press <Ctrl + L> for the LOV.

58.4.2 Press <Ctrl + Delete>.

58.4.3 A warning pop-up window is displayed.

58.4.4 Enter 'Y' for yes or 'N' for no and press <Enter>.

58.4.5 USMIRS system will respond with a pop-up window with message "Deleting Records for 999-99-9999, Please wait" press <Enter>.

58.4.6 USMIRS system will respond with another pop-up window with message "Transaction complete", press <Enter>.

### **58.5 Creating an Account with Multiple SPF Requirements for the Packet Tracking Module**

58.5.1 Create the first account as normal.

58.5.2 Press <Ctrl + F4> to clear screen. Enter the counselor's information.

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58.5.3 SSN – enter the Social Security Number.

58.5.4 PREFIX/RANK – enter the Prefix or Rank.

58.5.5 LAST NAME - enter the Last Name.

58.5.6 FIRST NAME – enter the First Name.

58.5.7 MIDDLE NAME – enter the Middle Name.

58.5.8 SUFFIX – enter the Suffix.

58.5.9 SERVICE AFFILIATION – enter the Service Affiliation or press <Ctrl + L> for the LOV.

58.5.10 PAY GRADE – enter the Pay Grade or press <Ctrl + L> for the LOV.

58.5.11 UNIT IDENTIFICATION CODE – enter the Unit Identification Code or press <Ctrl + L> for the LOV.

58.5.12 The Create System Account pop-up window will appear.

58.5.13 Enter 'N' to create a new account and the Duty Position (OU03) screen will be displayed.

58.5.14 Enter 'COUNS', press <Ctrl + F7> and acknowledge 'OK' by pressing <Enter> or use mouse.

58.5.15 Pull up the Packet Track Authorization (TU03) by using mouse [Utilities | Table maint | pacKet auth] from the Main Menu Toolbar. Add the SPF beside the name of the person you just added. No account is created, however you can track service specific packets to the individual.



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59.3.2 Enter 'X' for each role needed.

59.3.3 Press <Ctrl + F7> to commit or <Ctrl + F4> to cancel and exit.

59.3.4 Press <Enter>.

59.3.5 DEFAULT - enter 'Y' or 'N' is the default and press <Enter>.

59.3.6 START DATE – enter the start date or use default date. Press <Enter>.

59.3.7 END DATE – leave blank.

59.3.8 Press <Ctrl + F7> to commit.

## **59.4 Deleting User Role.**

59.4.1 Move cursor to the role name for deletion.

59.4.2 Press <Ctrl + Delete> to delete role.

59.4.3 Press <Ctrl + F7> to commit.

## 60. OU04 Duty Positions

### 60.1 Introduction

60.1.1 The OU04 DUTY POSITIONS screen (see figure below) is used to maintain duty type information and assign duty types to MEPS personnel.

60.1.2 The OU04 Duty Positions screen can be accessed by one of the following options.

60.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities** | **sys Admin** | **User admin** | **Duty positions**

OU04 DUTY POSITIONS v2.3.0

CODE: **AOPSO** TITLE: Assist Opns Officer

SSN	SPF	NAME

ENTER CODE FOR DUTY POSITION OR PRESS <CTRL + L> TO LIST VALUES

Record: 1/? List of Values Replace

Fri Sep 27 09:08:09 CDT 2002

Figure 157 OU04 Duty Positions

### 60.2 Delete Individual Instructions

60.2.1 CODE –press <Ctrl + L> for the LOV.

60.2.2 SSN – use <Up/Down Arrow> to select SSN.

60.2.3 Press <Ctrl + Delete>.

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60.2.4 The deletion of record pop-up window will be displayed. Press <Delete> to clear default 'N'. Enter 'Y' and press <Enter>.

### **60.3 Add Social Security Number Instructions**

60.3.1 CODE – press <Ctrl + L> for the LOV.

60.3.2 SSN – use <Up/Down Arrow> to select blank line.

60.3.3 Enter the Social Security Number or press <Ctrl + L> for the LOV.

### **60.4 Replace Existing Social Security Number with Another Instructions**

60.4.1 CODE – press <Ctrl + L> for the LOV.

60.4.2 SSN – use <Up/Down Arrow> to select SSN.

60.4.3 Press <Ctrl + L> for the LOV and select new SSN.

## 61. OU05 Recruiter Station Location

### 61.1 Introduction

61.1.1 The OU05 RECRUITER STATION LOCATION screen (see figure below) is used to maintain recruiting station location information.

61.1.2 The OU05 Recruiter Station Location screen can be accessed by one of the following options.

61.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities** | **Table maint** | **Recruit station**

The screenshot displays a software window titled "PC-Xware Screen" with a sub-header "OU05 RECRUITER STATION LOCATION v2.3.0". The main area is a light blue form with the following fields and values:

- RECRUITING STATION ID:
- COMMERCIAL:
- FAX:
- PHONE NUMBERS:
- ADDRESS:
  - BUILDING:
  - STREET:
  - CITY:
  - STATE:
  - ZIP CODE:  -

At the bottom, a status bar shows "ENTER THE RECRUITING STATION ID" in blue text, and a control bar includes "Record: 1/?", "List of Values", and "Insert" buttons.

Figure 158 OU05 Recruiter Station Location

### 61.2 Add New Recruiter Station Instructions

61.2.1 Press <Ctrl + F4> to clear screen.

61.2.2 Enter the new record or press <Shift + F9> to exit.

61.2.3 RECRUITER STATION ID – enter the Recruiter Station Identification.

61.2.4 PHONE NUMBERS – enter the Commercial and Fax telephone numbers.

**Date Updated December 12, 2003**

61.2.5 BUILDING – enter the Name of Building.

61.2.6 STREET – enter the Street Address.

61.2.7 CITY – enter the City.

61.2.8 STATE – enter the State or press <Ctrl + L> for the LOV.

61.2.9 ZIP CODE – enter the Zip Code or press <Ctrl + L> for the LOV.

61.2.10 Press <Ctrl + F7> to commit.

### **61.3 Update Recruiter Station Information Instructions**

61.3.1 RECRUITER STATION ID – enter the Recruiter Station Identification or press <Ctrl + L> for the LOV.

61.3.2 Use <Tab> or <Enter> to navigate. Move cursor to the fields, which needs updating.

61.3.3 Press <Delete> to remove existing characters and enter in the new information.

61.3.4 Press <Ctrl + F7> to commit.

### **61.4 Delete Recruiter Station Instructions**

61.4.1 RECRUITER STATION ID – enter the Recruiter Station Identification or press <Ctrl + L> for the LOV.

61.4.2 Press <Ctrl + Delete>, the Deletion of Record pop-up window is displayed.

61.4.3 Enter 'Y' to continue with deletion or 'N' to stop deletion.

## 62. OU06 MEPS Schedule

### 62.1 Introduction

62.1.1 The OU06 MEPS SCHEDULE screen (see figure below) is used to enter the MEPS Saturday opening dates (determine by HQ USMEPCOM) and closing dates that are Federal holidays or training days.

62.1.2 The OU06 MEPS Schedule screen can be accessed by one of the following options.

62.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities** | **T**able maint | **m**eps **S**chedule

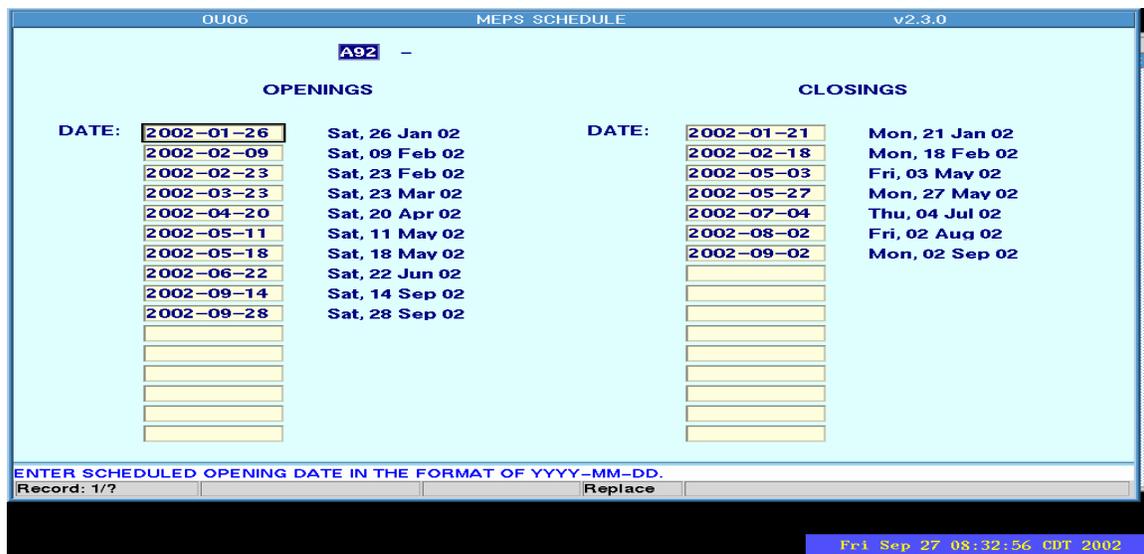


Figure 159 OU06 MEPS Schedule

### 62.2 Instructions

62.2.1 Use <Up/Down Arrow> or <Tab> to navigate within screen.

62.2.2 TO ADD A DATE -- move cursor to blank line. Enter in date and press <Enter>. The dates will automatically sort themselves.

62.2.3 TO UPDATE A DATE – move cursor to the characters within the date that needs changed. Press <Delete> to remove characters and re-enter information. Press 'ENTER'.

62.2.4 TO DELETE A DATE – move cursor to date and press <Ctrl + Delete>. The "Deletion of Record" pop-up window appears.

62.2.4.1 To cancel deletion, use default 'N' and press <Enter>.

62.2.4.2 To continue deletion, press <Delete> to remove the default 'N' and enter in 'Y' to delete date record. Press <Enter>.

## 63. OU07 Local MEPS Definitions

### 63.1 Introduction

63.1.1 The OU07 LOCAL MEPS DEFINITIONS screen (see figure below) is use to enter several items for MEPS (open and projection cut-off time, start and end of school year, office code, and FAO code).

63.1.2 The OU07 Local MEPS Definitions screen can be accessed by one of the following options.

63.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities** | **T**able maint | **l**ocal meps **D**ef

The screenshot shows a terminal window titled "OU07 LOCAL MEPS DEFINITIONS v2.3.0". The screen contains the following fields and values:

- MEPS ID: 092
- MEPS OPEN TIME: 0448 (HHMM)
- PROJECTION CUT-OFF TIME: 1720 (HHMM)
- DATE STS SCHOOL STARTS: 2002-07-01 (YYYY-MM-DD)
- ENDS: 2003-06-30 (YYYY-MM-DD)
- COAST GUARD RECRUITING OFFICE CODE: 68164 NILES IL
- FAO CODE: 4 F&AO, ATTN: AFZR-RMF-PR, FT MCCOY, WI 54656

At the bottom of the screen, there is a status bar with the text: "CHANGE MEPS ID OR PRESS <CTRL + L> TO LIST VALUES", "Record: 1/1", "List of Values Replace", and a timestamp: "Fri Sep 27 08:17:12 CDT 2002".

Figure 160 OU07 Local MEPS Definitions

### 63.2 Instructions

63.2.1 Press <Delete> to remove existing characters and re-enter.

63.2.2 MEPS-ID - enter the MEPS-Identification or press <Ctrl + L> for the LOV.

63.2.3 MEPS OPEN TIME – enter the MEPS Open Time.

63.2.4 PROJECTION CUT-OFF TIME – enter the Projection Cut-off Time

63.2.5 DATE STS SCHOOL STARTS – enter the Beginning Date for School Year.

63.2.6 ENDS – enter the Ending Date for School Year

63.2.7 COAST GUARD RECRUITING OFFICE CODE – enter the Coast Guard Recruiting Office Code or press <Ctrl + L> for the LOV.

**Date Updated December 12, 2003**

**Version 1.1**

63.2.8 FAO CODE – enter the Finance Accounting Office (FAO) Code or press <Ctrl + L> for the LOV.

63.2.9 Press <Ctrl + F7> to commit.

## 64. OU10 Form and Reports

### 64.1 Introduction

64.1.1 The OU10 FORM AND REPORTS screen (see figure below) is used to print forms and “ZHM” reports.

64.1.2 The OU10 Form and Report screen can be accessed by one of the following options.

64.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Utilities | **F**orms/reports
- Testing | eTp | **F**orms
- Testing | **S**tp | **F**orms
- Testing | pRint | **F**orms/reports
- Medical | pRint | **F**orms/reports
- Operations | pRint | **F**orms/reports
- tRacking | pRint | **F**orms/reports
- Service | pRint | **F**orms/reports

64.1.2.2 By pressing <Ctrl + I> hot button from within the system.

64.1.2.3 Use the ‘I’ hot button on the Main Menu.

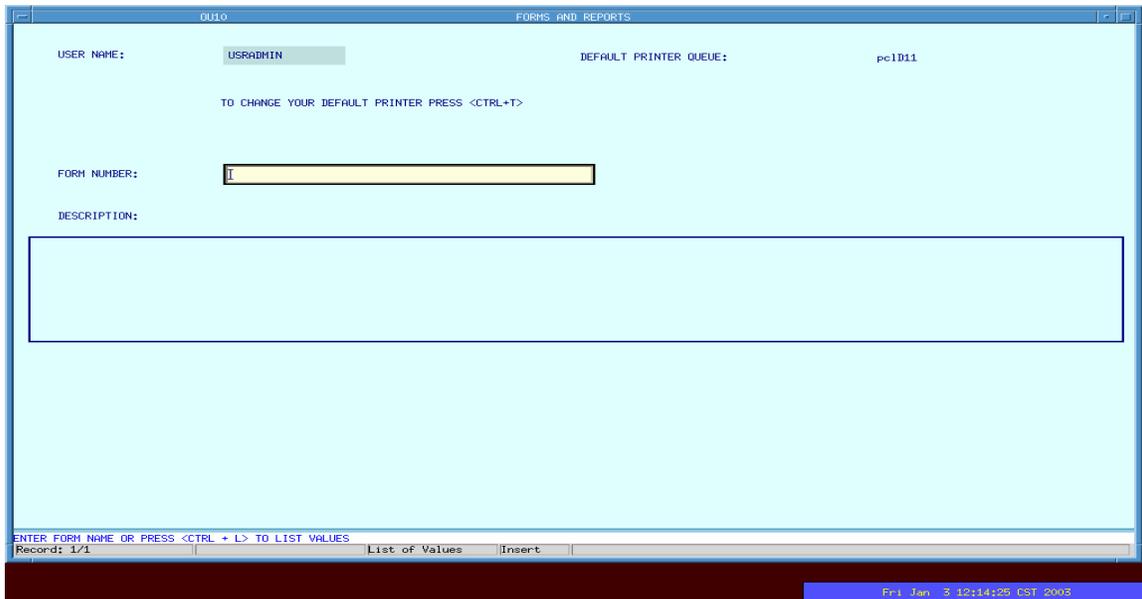


Figure 161 OU10 Forms and Reports

### 64.2 Instructions

64.2.1 To change default printer press <Ctrl + T> will display the UU01 screen.

**Date Updated December 12, 2003**

**Version 1.1**

64.2.2 FORM NUMBER – enter the Form Name, or Report Number, or press <Ctrl + L> for the LOV.

64.2.3 DESCRIPTION – after Form Name or Report has been selected, the description will display the title of the Form or Report.

64.2.4 To continue, press <Enter>.

64.2.5 INPUT PARAMETER - in some Forms or Reports an Input Parameter may or may not be required. Examples: SSN, Date, etc.

64.2.6 Press <Enter> to continue (the screen will switch to UNIX and display Job Number of Report) or <Ctrl + F4> to cancel.

64.2.7 Press <Shift + F9> to return to Main Menu.

## 65. OY01 DD Form 93

### 65.1 Introduction

65.1.1 The OY01 DD FORM 93 screen (see figure below) is used to enter beneficiaries for payment and benefits should the member become a casualty. If the applicant's record exists, it will be displayed from local MEPS or retrieved from Host CRDB.

65.1.2 The OY01 DD Form 93 screen can be accessed by one of the following options.

65.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Operations | Enlistment | dd Form 93**

The screenshot shows a PC window titled "PC-Xware Screen" with a sub-header "OY01 DD FORM 93". The main area contains the following fields and options:

- SSN: [ ] - [ ] - [ ]
- SPF: [ ] GRADE: [ ] P-MEPS: [ ]
- NAME: [ ] LAST [ ] FIRST [ ] MIDDLE [ ] SUFFIX [ ]
- STATUS LINE: [ ]
- ITEM 4: SINGLE  DIVORCED  LEGALLY SEPARATED  WIDOWED  SPOUSE
- ITEM 5: CHILDREN
- ITEM 6: FATHER  DECEASED  UNKNOWN  STEPFATHER
- ITEM 7: MOTHER  DECEASED  UNKNOWN  STEPMOTHER
- ITEM 8: DO NOT NOTIFY DUE TO ILL HEALTH:
- ITEM 9: BENEFICIARY(IES)  DEATH GRATUITY NO SURVIVING SPOUSE OR CHILD
- ITEM 10: BENEFICIARY(IES)  FOR UNPAID PAY AND ALLOWANCES
- ITEM 12b: COMMERCIAL LIFE INSURANCE COMPANIES
- ITEM 13: CONTINUATION REMARKS [ ] / [ ]

At the bottom, there is a prompt "ENTER SSN" and a status bar showing "Record: 1/1" and "Insert". A navigation instruction "-SHIFT + DOWN> TO NEXT RECORD" is also visible.

Figure 162 OY01 DD Form 93

### 65.2 Instructions

65.2.1 SSN - enter the Social Security Number. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information.

65.2.2 In the Multiple Choice Entry fields, enter 'X' in the appropriate fields to record information relating to the applicant's designated beneficiaries.

65.2.3 Where beneficiary information is required, a pop-up window will display. Enter the beneficiary data in the appropriate fields. Depending on the selected options in the item numbers, pop-up windows may or may not be displayed for additional information.

65.2.4 ITEM 4 – enter ‘X’ the appropriate selection (Single, Divorced, Legally Separated, Widowed, or Spouse). The Item 4 pop-up window (see figure below) will be displayed if required for more information. The cursor jumps around in the screen.

The screenshot displays a PC window titled "PC-Xware Screen" with a sub-window "DD FORM 93". The main form contains the following fields:

- SSN: 318 - 44 - 4444
- SPF: DAR
- GRADE: [ ]
- P-MEPS: [ ]
- NAME: LAST: TEST, FIRST: ROY, MIDDLE: EDWARD, SUFFIX: [ ]
- STATUS LINE: [ ]

A pop-up window titled "ITEM 4. SPOUSE'S NAME AND ADDRESS" is open, containing the following fields:

- NAME: FIRST: ANN, M: [ ], MAIDEN NAME: KKKK, SUFFIX: [ ], COUNTRY: US
- STREET: 444 TEST DRIVE, CITY: NEW LENOX
- COUNTY: COOK, ZIP CODE: 60451 - 0000, STATE: IL
- LAST: [ ]
- REMARKS: [ ]

At the bottom of the pop-up window, it says "<SHIFT + DOWN> TO NEXT RECORD". Below the pop-up window, there is a blue bar with the text "ENTER SPOUSE'S FIRST NAME". At the very bottom of the screen, it says "Record: 1/1" and "Insert".

Figure 163 OY01 DD form 93 Spouse's Information

- 65.2.4.1 NAME – enter the First name, Middle initial, Maiden name (blank if husband) and suffix.
- 65.2.4.2 STREET – enter the Street Address or use default Address.
- 65.2.4.3 CITY – enter the City or use default City.
- 65.2.4.4 STATE – enter the State or use default State or press <Ctrl + L> for the LOV.
- 65.2.4.5 COUNTY – enter the County or use default County.
- 65.2.4.6 ZIP CODE – enter the Zip Code or use default Zip Code.
- 65.2.4.7 COUNTRY - enter the Country code or press <Ctrl + L> for the LOV.
- 65.2.4.8 LAST – enter the Last name if different from applicants.
- 65.2.4.9 REMARKS – enter the Remarks and the item number it pertains to.
- 65.2.4.10 Press <Ctrl + F7> to commit, or <Shift + Down Arrow> to enter next record, or <Shift + F9> to return to Main Menu.

65.2.5 ITEM 5 - enter 'X' for children. The Item 5 pop-up window (see figure below) will be displayed if required for more information

Figure 164 OY01 DD form 93 with Children's Information

- 65.2.5.1 ENTER CHOICE – enter 'X' for the appropriate choice (son, daughter, stepson, stepdaughter, adopted son, or adopted daughter).
- 65.2.5.2 NAME – enter in the First Name, Middle Initial, Last Name (if different) and suffix.
- 65.2.5.3 ADDRESS SAME AS – enter the Item number with same address of person, if already entered, the address will change automatically (the applicant's children could live at a different address than (him/her) self). If the children live somewhere else, enter their address in the appropriate fields. The address will default to applicant's address, if not changed.
- 65.2.5.4 STREET – enter the Street Address or use default Address.
- 65.2.5.5 CITY – enter the City or use default City.
- 65.2.5.6 STATE – enter the State or use default State or press <Ctrl + L> for the LOV.
- 65.2.5.7 COUNTY – enter the County or use default County.
- 65.2.5.8 ZIP CODE – enter the Zip Code or use default Zip Code.
- 65.2.5.9 COUNTRY - enter the Country code or press <Ctrl + L> for the LOV.
- 65.2.5.10 DOB – enter the Date of Birth or leave blank.
- 65.2.5.11 REMARKS – enter the Remarks and the item number it pertains to.
- 65.2.5.12 Press <Ctrl + F7> to commit, or <Shift + Down Arrow> to enter next record, or <Shift + F9> to return to Main Menu.

65.2.6 ITEM 6 – enter ‘X’ for the appropriate selection (Father, Deceased, Unknown, or Stepfather). The Item 6 pop-up window (see figure below) will be displayed if required for more information.

**Figure 165 OY01 DD form 93 with Father or Mother Information**

65.2.6.1 NAME – enter in the First Name, Middle Initial, Last Name (if different) and suffix.

65.2.6.2 ADDRESS SAME AS – enter the Item number with same address of person, if already entered, the address will change automatically.

65.2.6.3 STREET – enter the Street Address or use default Address.

65.2.6.4 CITY – enter the City or use default City.

65.2.6.5 STATE – enter the State or use default State or press <Ctrl + L> for the LOV.

65.2.6.6 ZIP CODE – enter the Zip Code or use default Zip Code.

65.2.6.7 COUNTRY - enter the Country code or press <Ctrl + L> for the LOV.

65.2.6.8 OTHER THAN NATURAL FATHER, LIST RELATIONSHIP – enters the Relationship or leave blank.

65.2.6.9 REMARKS – enter the Remarks and the item number it pertains to.

65.2.6.10 Press <Ctrl + F7> to commit, or <Shift + Down Arrow> to enter next record, or <Shift + F9> to return to Main Menu.

65.2.7 ITEM 7 – enter ‘X’ for the appropriate selection (Mother, Deceased, Unknown, or Stepmother). The Item 7 pop-up window will be displayed if required for more information.

65.2.7.1 Use the same instructions from Item 6 (Refer 65.2.6) for Mother’s information.

65.2.8 ITEM 8 – enter ‘X’ for the Do Not Notify Due To Ill Health, if the applicant does not want certain persons to be notified. The Item 8 pop-up window (see figure below) will be displayed for entering more information.

The screenshot shows a PC window titled "PC-Xware Screen" with a sub-window "DD FORM 93". The main form has the following fields:

- SSN: 318 - 44 - 4444
- SPF: DAR
- GRADE: [ ]
- P-MEPS: [ ]
- NAME: TEST (LAST), ROY (FIRST), EDWARD (MIDDLE)
- STATUS LINE: [ ]

The pop-up window "ITEM 8. DO NOT NOTIFY DUE TO ILL HEALTH" contains the following fields:

- NAME(S) NOT TO BE NOTIFIED LISTED IN ITEM 4-5-6-7: 4
- NOTIFY INSTEAD - SAME AS ITEM: 7
- NAME: TEST (FIRST), T (M), TEST (LAST)
- RELATIONSHIP: MOTHER
- ADDRESS SAME AS: [ ]
- STREET: 1862 TEST DRIVE
- CITY: NEW LENOX
- STATE: IL
- ZIP CODE: 60451 - 0000
- COUNTRY: US
- REMARKS: [ ]

At the bottom of the pop-up window, it says "<SHIFT + DOWN> TO NEXT RECORD" and "ENTER NUMBER OF FAMILY MEMBERS NOT TO NOTIFY". The status bar at the bottom of the main window shows "Record: 1/1" and "Insert".

Figure 166 OY01 DD form 93 with Do Not Notify Information

65.2.8.1 NAME (S) NOT TO BE NOTIFIED LISTED ITEM 4,5,6,7 – enter the Item Number associated with the person NOT to notify.

65.2.8.2 NOTIFY INSTEAD - SAME AS ITEM - enter the Item Number associated with the person to notify.

65.2.8.3 The information of the Notified Person’s information will appear.

65.2.8.4 Press <Ctrl + F7> to commit, or <Shift + Down Arrow> to enter next record, or <Shift + F9> to return to Main Menu.

65.2.9 ITEM 9 – enter ‘X’ for the Beneficiary or Beneficiaries for death gratuity with no surviving spouse or child. The Item 9 pop-up window (see figure below) will be displayed for entering more information.

Figure 167 OY01 DD form 93 with Beneficiary Information

- 65.2.9.1 SAME AS ITEM - If the father/stepfather is designated enter ‘6’ or if the mother/stepmother is designated, enter ‘7’.
- 65.2.9.2 PERCENT - enter the percentage the applicant desires the beneficiary to have.
- 65.2.9.3 If any other beneficiary is desired, enter the relationship. If the address is the same as a previously listed individual, enter the corresponding number. If not, enter the address.
- 65.2.9.4 The total of all beneficiaries must equal 100%.
- 65.2.9.5 Press <Ctrl + F7> to commit, or <Shift + Down Arrow> to enter next record, or <Shift + F9> to return to Main Menu.
- 65.2.10 ITEM 10 – enter ‘X’ for the Beneficiary or Beneficiaries for unpaid pay or allowances with no surviving spouse or child.
  - 65.2.10.1 Use the same instructions from Item 9 (Refer 65.2.9) for unpaid pay or allowances with no surviving spouse or child.

65.2.11 ITEM 12b – enter ‘X’ for the Commercial Life Insurance Companies. The Item 12b pop-up window (see figure below) will be displayed for entering more information.

The screenshot shows a main window titled 'OY01 DD FORM 93' with fields for SSN (333 99 - 9992), SPF (DNR), GRADE, P-HEPS, and NAME (TEST CASE RECORD TEST T). Below this is a pop-up window titled 'ITEM 12b. COMMERCIAL LIFE INSURANCE COMPANIES' with two rows of input fields for 'COMPANY NAME' and 'POLICY NUMBER'. At the bottom of the main window, there is a status bar with the text 'ENTER NAME OF COMMERCIAL INSURANCE CO.' and 'Record: 1/1'. A blue bar at the very bottom of the screen displays 'Fri Jan 3 12:01:08 CST 2003'.

**Figure 168 OY01 DD form 93 with Commercial Life Insurance Information**

65.2.11.1 COMPANY NAME – enter the Company

65.2.11.2 POLICY NUMBER – enter the Policy Number.

65.2.11.3 Press <Ctrl + F7> to commit, or <Shift + Down Arrow> to enter next record, or <Shift + F9> to return to Main Menu.

## 66. QR01 Quality Review Process

### 66.1 Introduction

66.1.1 The QR01 QUALITY REVIEW PROCESS screen (see figure below) is used to review processing applicant's discrepancies, print labels or medical brief forms.

66.1.2 The QR01 Quality Review Process can be accessed by one of the following options.

66.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Testing | **Q**r

Medical | **Q**r

Operations | **Q**r

tRacking | **Q**r

Figure 169 QR01 Quality Review Process

### 66.2 Instructions

SSN – enter the Social Security Number. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

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66.2.1 PRINT LABELS – enter 'X' to print labels.

66.2.2 PRINT MED BRIEF FORMS – enter 'X' to print medical brief forms.

66.2.3 Press <Ctrl + F4> to clear screen or <Shift + F9> to return to Main Menu.

## 67. TA01 Check In / Check Out

### 67.1 Introduction

67.1.1 The TA01 CHECK IN / CHECK OUT screen (see figure below) is used to track the whereabouts of applicants through a single processing day. The applicant record exist, it will be displayed from the local MEPS or retrieve from Host CRDB.

67.1.2 The TA01 Check In / Check Out screen can be accessed by one of the following options.

67.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Testing | check-In/out
- Medical | check-In/out
- Operations | check-In/out
- tRacking | check-In/out
- Service | Data entry | check-In/out

Figure 170 TA01 Check In / Check Out

## 67.2 Definitions of Tabs

67.2.1 The tab buttons near top of screen will display other screens, provided a valid Social Security Number was entered. A brief description of their function:

TAB BUTTON	DESCRIPTION
REFRESH	Clear screen of all information
COMMIT	Commit record with added information entered
ROLLBACK	Moves cursor to MEP IN field
MAIN MENU	Returns to Main Menu
PRINT LABELS	Pop-up window appears to select label printing
PRINT MED BRIEF	Print Medical Briefs
SELECT PRINTER (UU01)	Select personal printer
FORMS (OU10)	Print forms (USMEPCOM and DA) and output products
PROJECT (CN01)	Navigates to USMEPCOM Form 727 Processing List
DATABASE QUERY	Performs Database Query

## 67.3 Check In Process Instructions

67.3.1 Enter the Social Security Number. The personal data fields will default information from projection data or the database and the times (in/out) are displayed. The SSN must be projected for current date. If SSN is not found the Personal Data (OP01) screen will appear. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information.

67.3.2 Check the Personal Data for accuracy and correctness.

67.3.3 Check for No Discrepancy Messages.

67.3.4 If you are completing the DEP-In process, check that a PAMDEHO MED Trans Code is displayed; the Testing Code is optional.

67.3.5 Check if a Discrepancy Message appears, the applicant status is disqualified.

67.3.6 Press <Ctrl + F7> to commit the Time In or <Shift + F9> to exit without committing.

## 67.4 Check Out Process Instructions

67.4.1 Enter the Social Security Number. The personal data fields will default information from projection data or the database and the times (in/out) are displayed. The SSN must be projected for current date. If SSN is not found the Personal Data (OP01) screen will appear. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information.

67.4.2 Enter the Out code. Use the pop-up window for the LOV.

67.4.3 The time and applicant destination code is entered.

67.4.4 If the applicant has a discrepancy that has not been cleared, a Discrepancy Message appears.

67.4.5 Press <Ctrl + F7> to commit the Time Out or <Shift + F9> to exit without committing.

## 68. TP01 Packet Form Charge In/Out

### 68.1 Introduction

68.1.1 The TP01 PACKET FORM CHARGE IN/OUT screen (see figure below) is used to sign in or out applicant's packets/forms and their locations. If the applicant's record exists, it will be displayed from the local MEPS or retrieved from Host CRDB.

68.1.2 The TP01 Packet Form Charge In/Out screen can be accessed by one of the following options.

68.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

tRacking | pacKet | charge-In/out

TP01 PACKET FORM CHARGE IN/OUT

1 PACKET/FORM CHARGE IN/OUT

SSN: [ ]-[ ]-[ ]    SPF: [ ]    DOA: [ ]

Name: [ ]    P A M D E H \* O    PMS: [ ] Days [ ]    DMDC: [ ]

Trans Code: [ ] [ ] [ ] [ ]    P-MEPS: [ ]    RID: [ ]

Last Trans: [ ] \* [ ]

Status Line: [ ]

---

Shelf Location: [ ]

Charge	Packet/Form	Location	Signed To	Return Date
OUT	[ ]	[ ]	[ ]	[ ]
<b>Current Location</b>				
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

ENTER SSN

Record: 1/1    Replace

Thu Oct 31 12:25:17 CST 2002

Figure 171 TP01 Packet Form Charge In/Out

### 68.2 Charge Out Instructions

68.2.1 Enter the Social Security Number. The personal data fields will default with applicant's information. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

68.2.2 CHARGE - default is "OUT". Press <Enter>.

68.2.3 PACKET/FORM - press <Ctrl + L> for the LOV. Highlight the correct packet or form name.

68.2.4 LOCATION - press <Ctrl + L> for the LOV. Highlight the correct location.

68.2.5 SIGN TO - press <Ctrl + L> for the LOV for the valid Names of Personnel who may sign for the packet/forms.

68.2.6 RETURN DATE - ask the signer when the packet/forms will be returned, enter the date.

68.2.7 Press <Ctrl + F7> to commit, or <Shift + F9> to exit.

### **68.3 Charge In Instructions**

68.3.1 Enter the Social Security Number. The personal data fields will default with applicant's information. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

68.3.2 CHARGE - change default "OUT" to "IN". Press <Enter>.

68.3.2.1 A pop-up window will appear with asking if the user would like to charge "IN" all forms at one time. Select "YES" to charge in all forms or "NO" to continue with instructions for individuals charge in selections.

68.3.3 PACKET/FORM - press <Ctrl + L> for the LOV. Highlight the correct packet/form name.

68.3.4 LOCATION - press <Ctrl + L> for the LOV. Highlight the correct location.

68.3.5 RETURN DATE - defaults to current date.

68.3.6 The cursor moves to a blue Location field and allows you to enter data.

68.3.7 Press <Ctrl + F7> to commit the record and charge in the file, or <Shift + F9> to exit.

## 69. TP01 727PL Charge Out

### 69.1 Introduction

69.1.1 The TP01 727PL CHARGE OUT screen (see figure below) is used to sign out applicants' packet for the next processing date using the 727PL (Processing List).

69.1.2 The TP01 727PL Charge Out screen can be accessed by one of the following options.

69.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**tRacking | pacKet | 727 Charge-out**

The screenshot shows a PC window titled "PC-Xware Screen" with the application "TP01 PACKET FORM CHARGE IN/OUT". The main area is titled "727PL CHARGE OUT" and contains several input fields: SSN (with a cursor), Name, Trans Code, PMS, Days, DMDC, and BID. There are also checkboxes for "P A M D E H \* O" and "P-MEPS". A "Status Line" field is at the bottom left. Below the form is a table with columns: Charge, Packet/Form, Location, Signed To, and Return Date. The first row shows "OUT" in the Charge column. Below the table is a "Current Location" section with a grid of empty cells. At the bottom, a status bar displays "ENTER SSN" and "Record: 1/1".

Figure 172 TP01 727 Charge Out

### 69.2 Charge Out Instructions

69.2.1 SSN - enter the Social Security Number. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

69.2.2 CHARGE - default is "OUT". Press <Enter>.

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69.2.3 PACKET/FORM - press <Ctrl + L> for the LOV. Highlight the correct packet or form name.

69.2.4 LOCATION - press <Ctrl + L> for the LOV. Highlight the correct location.

69.2.5 SIGN TO - press <Ctrl + L> for the LOV for the valid Names of Personnel who may sign for the packet/forms.

69.2.6 RETURN DATE - ask the signer when the packet/forms will be returned and enter the date.

69.2.7 Press <Ctrl + F7> to commit, or <Shift + F9> to exit.

### 69.3 Charge In Instructions

69.3.1 SSN - enter the Social Security Number. The applicant may or may not be owned by the requesting MEPS, refer to Appendix 6 (Applicant Ownership) for more information. If the SSN is not found on Host CRDB, the Personal Data (OP01) screen will be appear to input new applicant in the system.

69.3.2 CHARGE - change default "OUT" to "IN". Press <Enter>.

69.3.2.1 If the original charge-out owner (using temporary ownership) or charge-in by the gaining permanent owner, the TP01 will provide the MEPS user the option of charging-in the packet and/or packet contents in one operation if multiple items are charged out.

69.3.2.2 The system will check for all items charge-out for applicant, the Packet/Forms pop-up window will be displayed. If **'YES'** is selected and the charge-in transaction is committed, the system will display the following message: "PACKET AND ALL FORMS CHARGED IN". If **'NO'** was selected, the pop-up window will disappear and the cursor will move to PACKET/FORM line.

69.3.3 PACKET/FORM - press <Ctrl + L> for the LOV. Highlight the correct packet/form name.

69.3.4 LOCATION - press <Ctrl + L> for the LOV. Highlight the correct location.

69.3.5 RETURN DATE - defaults to current date.

69.3.6 The cursor moves to a blue Location field and allows you to enter data.

69.3.7 Press <Ctrl + F7> to commit the record and charge in the file, or press <Shift + F9> to exit.

## 70. TP02 No Show Roster

### 70.1 Introduction

70.1.1 The TP02 NO SHOW ROSTER screen (see figure below) is used to check for applicants who have not been processed in an area.

70.1.2 The TP02 No Show Roster AA03 screen can be accessed by one of the following options.

70.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- T**esting | no sHow
- M**edical | no sHow
- O**perations | no sHow
- t**Racking | no sHow
- S**ervice | **V**iew only | no sHow

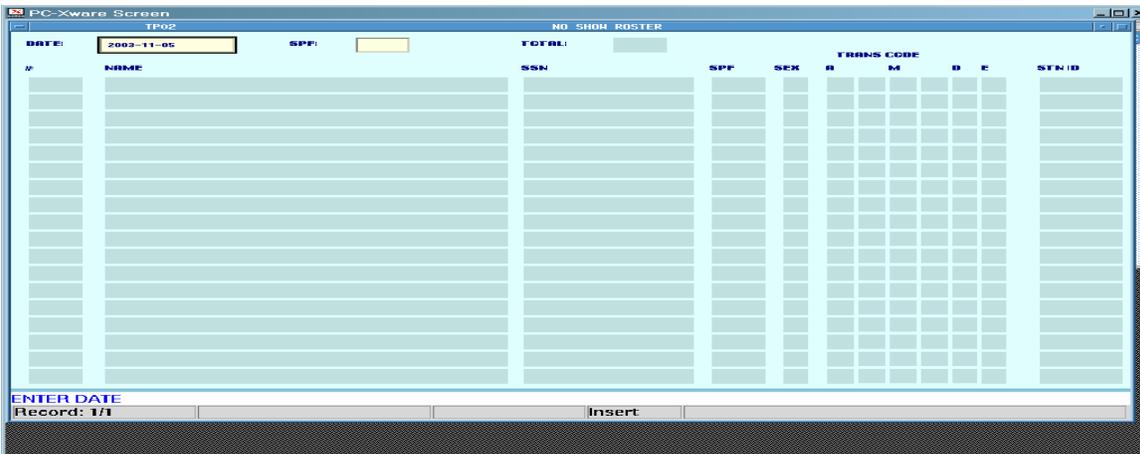


Figure 173 TP02 No Show Roster

### 70.2 Instructions

70.2.1 DATE - the date defaults to Current Date or enter the Date.

70.2.2 SPF - defaults to "ALL".

70.2.3 If there are applicants being processed, the applicant name, SSN, SPF, SEX, TRANS CODE, and STN ID default. Use <Shift + Down Arrow> to move to the next page.

70.2.4 The TRANS CODE will appear in the Aptitude, Medical, DEP and Enlistment fields

70.2.5 Press<Ctrl + F6> to print roster, or <Shift + F9> to clear, or <Ctrl + F4> to clear the screen to view another roster. Read the message bar at the bottom of the screen to move between screens, print, or exit the screen.

## 71. TP03 DA Form 200

### 71.1 Introduction

71.1.1 The TP03 DA FORM 200 screen (see figure below) is a form used to track the location of an applicant's packet outside MEPS.

71.1.2 The TP03 DA Form 200 screen can be accessed by one of the following options.

71.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**t**Racking | **p**ack**e**t | **D**a form 200

The screenshot displays the TP03 DA FORM 200 interface. At the top, it says 'TP03 DA FORM 200' and 'CHARGE OUT PROCESSING'. A date field shows 'DATE: 2003-11-05'. Below this, there are several input fields and labels: 'FROM MEPS:' with a dropdown menu showing 'T54' and 'CHICAGO MEPS'; 'ITEM 7. NUMBER OF RECORDS:' with an input field; 'ITEM 14. SHIPPED TO:' with four radio button options: 'MEPS ID', 'RESERVE UNIT ID', 'SRVC PERMANENT RECORDS', and 'OTHER'. At the bottom, a 'PERSONAL INFO' window is open, showing 'SSN' and 'APPLICANT LAST NAME' columns with corresponding input fields. A status bar at the bottom left says 'ENTER SSN OR LEAVE BLA' and 'Record: 1/1'. The bottom right corner shows the time '14:13:16 CST 2003'.

Figure 174 TP03 DD Form 543

### 71.2 Instructions

71.2.1 The Personal Info window will be displayed. Enter the Social Security Numbers of applicants to be processed or leave the window blank to process all available records. Press <Enter> to continue.

71.2.2 ITEM 14. SHIPPED TO – <Tab> to one of the following fields and enter the appropriate information to indicate where the record is being shipped to:

71.2.2.1 ANOTHER MEPS - enter the MEPS ID or press <Ctrl + L> for the LOV

71.2.2.2 RESERVE UNIT - enter the Reserve Unit or press <Ctrl + L> for the LOV

71.2.2.3 SRVC PERMANENT RECORDS - enter the Service or press <Ctrl + L> for the LOV

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71.2.2.4 OTHER - enter '**XXX**' in to display an address window. Enter the Shipping Address where to send the packet. Press <Enter>.

71.2.3 REMARKS - enter Comments that may be necessary regarding the shipment of the file.

71.2.4 The Print Process screen will be displayed with all the entered information.

71.2.5 PRINT FORM - enter '**X**' to print the DA Form 200.

71.2.6 PRINT ADDRESS LABELS - enter '**X**' after the form has been printed.

71.2.7 Press <Shift + F9> to exit.



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**Version 1.1**

72.2.2.3 OTHER – enter '**X**' for displaying the address window. Enter the shipping address. Press <Enter>.

72.2.3 Enter the Social Security Number for the packet shipping.

72.2.4 PRINT FORM - enter '**X**' to print the DA Form 200.

72.2.5 PRINT ADDRESS LABELS - enter '**X**' after the form has been printed.

72.2.6 Press <Shift + F9> to exit.

## 73. TP05 Packet Purge

### 73.1 Introduction

73.1.1 The TP05 PACKET PURGE (see figure below) is used to display the applicant packets to purge and print the purge roster.

73.1.2 The TP05 Packet Purge screen can be accessed by one of the following options.

73.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

tRacking | pacKet | Purge packet

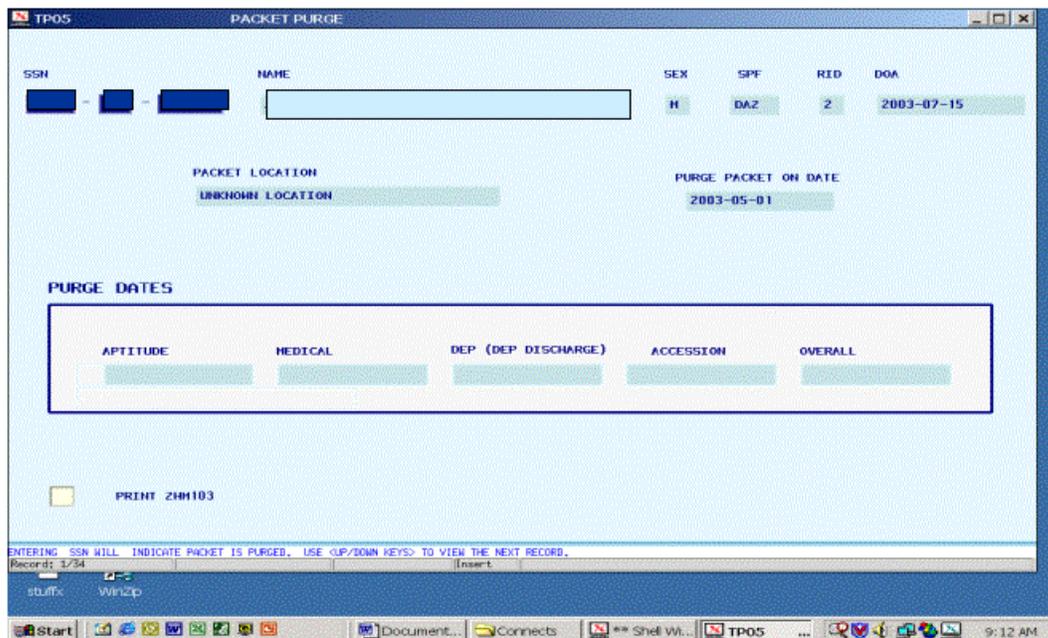


Figure 176 TP05 Packet Purge

### 73.2 Instructions

73.2.1 Each of the Social Security Numbers to be purged will be displayed one at a time. To view the list, press <Down Arrow>.

73.2.2 To purge the records, <Tab> to the Print ZHM103.

73.2.3 Enter '**S**' to print a list sorted by SSN or '**A**' to print a list sorted by Name.

73.2.4 Press <Shift + F9> to exit.

## 74. TP06 Records Flag

### 74.1 Introduction

74.1.1 The TP06 RECORDS FLAG screen (see figure below) is used to display discrepancies and the Records Flag Form (Form 601-23-E).

74.1.2 The TP06 Records Flag screen can be accessed by one of the following options.

74.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

tRacking | pacKet | records Flag

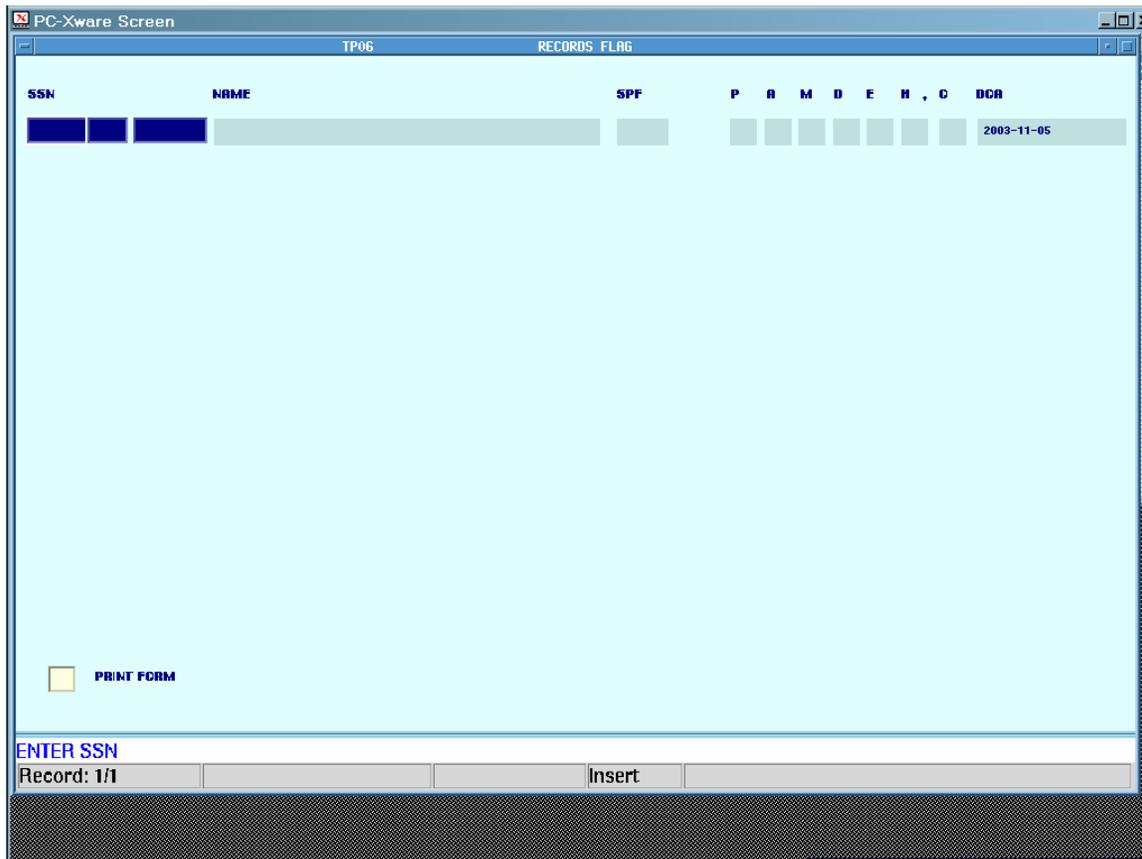


Figure 177 TP06 Records Flag

### 74.2 Instructions

74.2.1 SSN - enter the Social Security Number.

74.2.2 PRINT FORM - enter 'X' to print the 601-23-E form. Press <Enter>.

74.2.3 Enter the next record or press <Shift + F9> to exit.

## 75. TP07 Print Labels

### 75.1 Introduction

75.1.1 The TP07 PRINT LABELS screen (see figure below) is used to select which applicants and in what sequence to print 727(PL) LABELS.

75.1.2 The TP07 Print Labels screen can be accessed by one of the following options.

75.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Utilities | laBels
- Testing | pRint | laBels
- Medical | pRint | laBels
- Operations | pRint | laBels
- tRacking | pRint | laBels
- Service | pRint | laBels

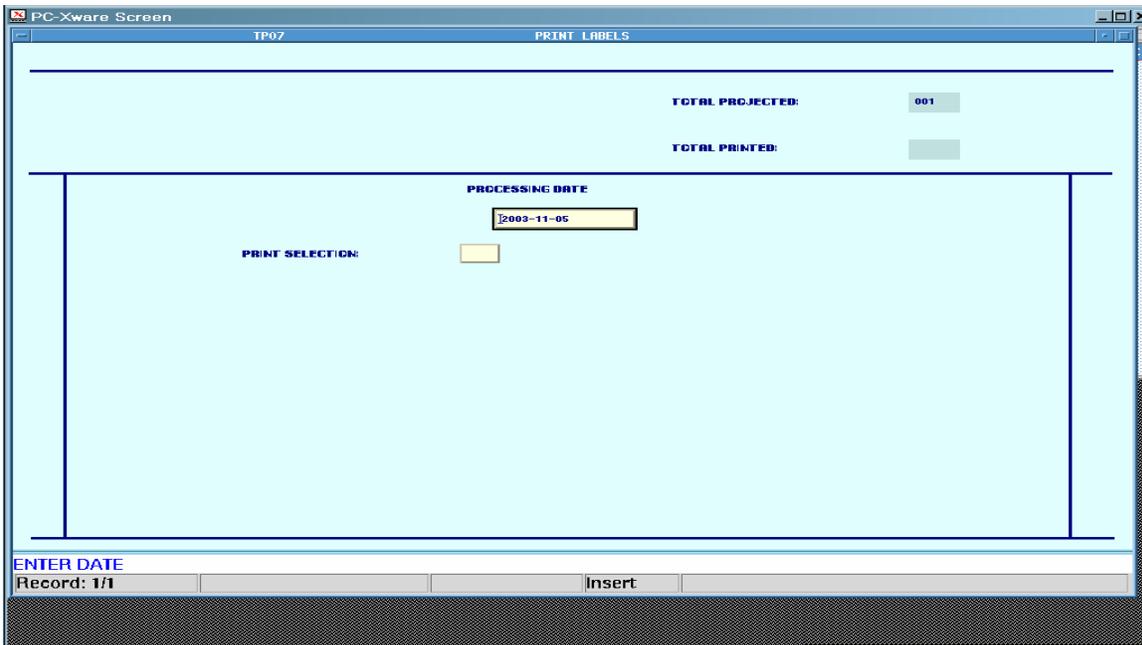


Figure 178 TP07 Print Labels

### 75.2 Instructions

75.2.1 PROCESSING DATE - enter the date for the Processing Date or press <Enter> to accept the defaulted date

75.2.2 PRINT SELECTION - press <Enter> or <Ctrl + L> for the LOV, highlight selection and press <Enter>. NOTE: Check "TOTAL PROJECTED:" field. If counts equal zero, the 'PRINT SELECTION' will display "IN" and the Individual SSN pop-up window for entering SSN.

Date Updated December 12, 2003

Version 1.1

75.2.3 The LABEL SELECTION (pop-up window) will be displayed:

SELECTION
PKT/FILE LABEL
ID BADGE
SPECIMEN LABEL (FULL EXAM ONLY)

75.2.4 Enter '**X**' in the type of labels required and press <Enter>

75.2.5 Press <Ctrl + F4> to clear the form and print more labels, or <Shift + F9> to exit.

## 76. TP08 Projected Workload Accounting

### 76.1 Introduction

76.1.1 The TP08 PROJECTED WORKLOAD ACCOUNTING screen (see figure below) is used to display the projected workload for a selected date.

76.1.2 The TP08 Projected Workload Accounting screen can be accessed by one of the following options.

76.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Testing | **W**orkload | **P**rojected
- Medical | **W**orkload | **P**rojected
- Operations | **W**orkload | **P**rojected
- tRacking | **W**orkload | **P**rojected
- Service | **V**iew only | **W**orkload

	DR	DF	DM	DN	GP	MUZ	OTHER	TOTAL
SDP	0	0	0	0	0	0	0	0
TEST ABUS	0	0	0	0	0	0	0	0
TEST SPECIAL	0	0	0	0	0	0	0	0
FULL PHYSICAL	0	0	0	0	0	0	0	0
SPEC PHYSICAL	0	0	0	0	0	0	0	0
INSPECT	0	0	0	0	0	0	0	0
CONSULT	0	0	0	0	0	0	0	0
DEP	0	0	0	0	0	0	0	0
ACCESS	0	0	0	0	0	0	0	0
ACCESS & SHIP	0	0	0	0	0	0	0	0
SHIP	0	0	0	0	0	0	0	0
OTHER	0	0	1	0	0	0	0	1
TOTAL 727PL	0	0	1	0	0	0	0	1

TESTING TOTALS: 0      MEDICAL TOTALS: 0      OPERATION TOTALS: 1  
 TOTAL WEIGHTED EXAMS: 0      PHYSICIANS AUTHORIZED: 0      TOTAL WORKLOAD: 1

ENTER DATE: <ALT + UP>/<ALT + DOWN> FOR MORE PAGES OR <SHIFT + F6> TO PRINT PAGE  
 Record: 1/1      Insert

Mod Nov 6 14:15:17 EST 2003

Figure 179 TP08 Projected Workload Accounting (Service)

### 76.2 Instructions

76.2.1 DATE - enter the Date or use defaulted Date. Press <Enter>.

76.2.2 Press <Alt + Up/Down Arrow> to view the following:

PROJECTED WORKLOAD SCREENS
SERVICE TOTALS
REGULAR COMPONENTS
RESERVE/GUARD COMPONENTS
NON-APPLCANT COMPONENTS

76.2.3 Press <Shift + F6> to print the page.

76.2.4 Press <Ctrl + F4> to clear the form or <Shift + F9> to exit.

## 77. TP09 Actual Workload Accounting

### 77.1 Introduction

77.1.1 The TP09 ACTUAL WORKLOAD ACCOUNTING screen (see figure below) is used to display the actual workload for a selected date.

77.1.2 The TP09 Actual Workload Accounting screen can be accessed by one of the following options.

77.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

- Testing | **W**orkload | **A**ctual
- Medical | **W**orkload | **A**ctual
- Operations | **W**orkload | **A**ctual
- tRacking | **W**orkload | **A**ctual
- Service | **V**iew only | **A**ctual

	DR		DP		DM		DN		EP		MUZ		OTHER		TOTAL	
	m	f	m	f	m	f	m	f	m	f	m	f	m	f	m	f
SDP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEST ASVAR	0		0		0		0		0		0		0		0	
TEST SPECIAL	0		0		0		0		0		0		0		0	
FULL PHYSICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPEC PHYSICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSPECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONSULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEP	0		0		0		0		0		0		0		0	
ACCESS	0		0		0		0		0		0		0		0	
ACCESS & SHIP	0		0		0		0		0		0		0		0	
SHIP	0		0		0		0		0		0		0		0	
TOTAL APPL	0		0		0		0		0		0		0		0	
TESTING TOTALS:		0		MEDICAL TOTALS:		0		OPERATION TOTALS:		0		TOTAL WORKLOAD:		0		

WORKLOAD DATA DOES NOT EXIST FOR DATE SELECTED 2003-11-05  
Record: 1/1 | Insert

Figure 180 TP09 Actual Workload Accounting (Service)

### 77.2 Instructions

77.2.1 DATE - enter the Date or use defaulted Date. Press <Enter>.

77.2.2 Press <Alt + Up/Down Arrow> to view the following:

ACTUAL WORKLOAD SCREENS
SERVICE TOTALS
REGULAR COMPONENTS
RESERVE/GUARD COMPONENTS
NON-APPLCANT COMPONENTS

77.2.3 Press <Shift + F6> to print the page.

77.2.4 Press <Ctrl + F4> to clear the form or <Shift + F9> to exit.



## 79. TP11 Applicant Location Roster

### 79.1 Introduction

79.1.1 The TP11 APPLICANT LOCATION ROSTER screen (see figure below) is used to display the location of all applicants that have checked in to the MEPS.

79.1.2 The TP11 Applicant Location Roster screen can be accessed by one of the following options.

79.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Testing | appl Location

Medical | appl Location

Operations | appl Location

tRacking | appl Location

Service | View only | appl Location

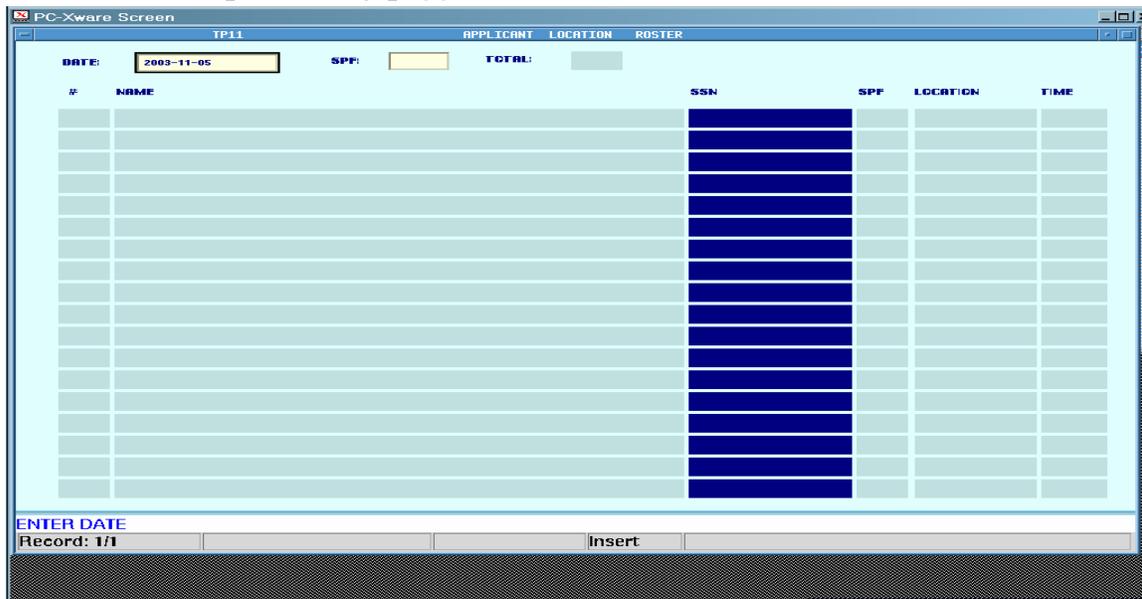


Figure 182 TP11 Applicant Location Roster

### 79.2 Instructions

79.2.1 DATE - defaults to Current Date or enter the Date.

79.2.2 SPF - defaults to "ALL".

79.2.3 If there are applicants being processed, the Applicant Name, SSN, SPF, Location, and Time will default. The Location and Time defaults from the Check-in/out screen. Use <Shift + Up/Down Arrow> to navigate between pages.

79.2.4 Press <Ctrl + F4> to clear the screen. Read the Message Bar at the bottom of the screen to move between screens, print or exit the screen.

## 80. TU01 Valid Applicant Tracking Locations

### 80.1 Introduction

80.1.1 The TU01 VALID APPLICANT TRACKING LOCATIONS screen (see figure below) is used to define applicant-tracking locations.

80.1.2 The TU01 Valid Applicant Tracking Locations screen can be accessed by one of the following options.

80.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities** | **T**able maint | **A**pplicant track

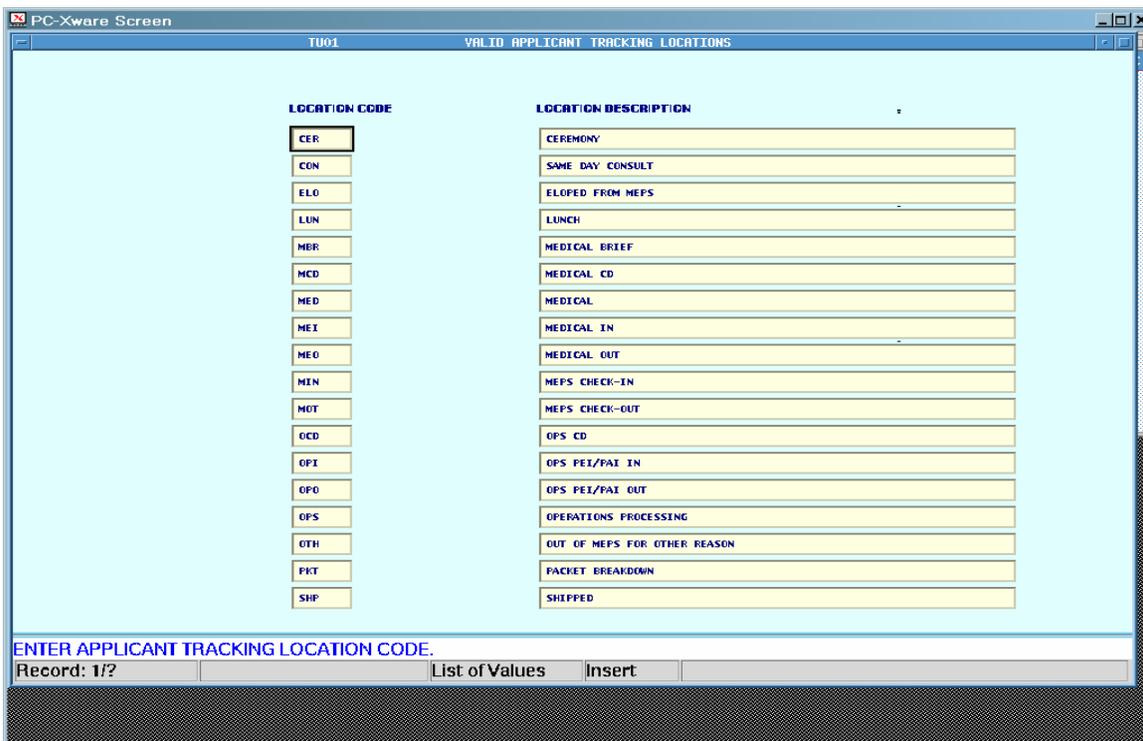


Figure 183 TU01 Valid Applicant Tracking Locations

### 80.2 Instructions

80.2.1 ADD NEW LOCATIONS - press <Down Arrow> to next available blank line. Enter the Location Code and Description. Press <Ctrl + F7> to commit.

80.2.2 UPDATE EXISTING LOCATIONS - press <Down Arrow> to scroll to Location Code or Description fields. Press <Delete> to remove existing entry and re-enter the new. Press <Ctrl + F7> to commit.

80.2.3 DELETING EXISTING LOCATIONS - press <Down Arrow> to scroll to Location Code or Description fields. Press <Ctrl +Delete> for delete pop-up window. Change 'N' to 'Y' for deletion and press <Enter> to remove existing entry.

## 81. TU02 Valid Packet Tracking Locations

### 81.1 Introduction

81.1.1 The TU02 VALID PACKET TRACKING LOCATIONS screen (see figure below) is used to define packet-tracking locations.

81.1.2 The TU02 Valid Packet Tracking Locations screen can be accessed by one of the following options.

81.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities** | **T**able maint | **P**acket track

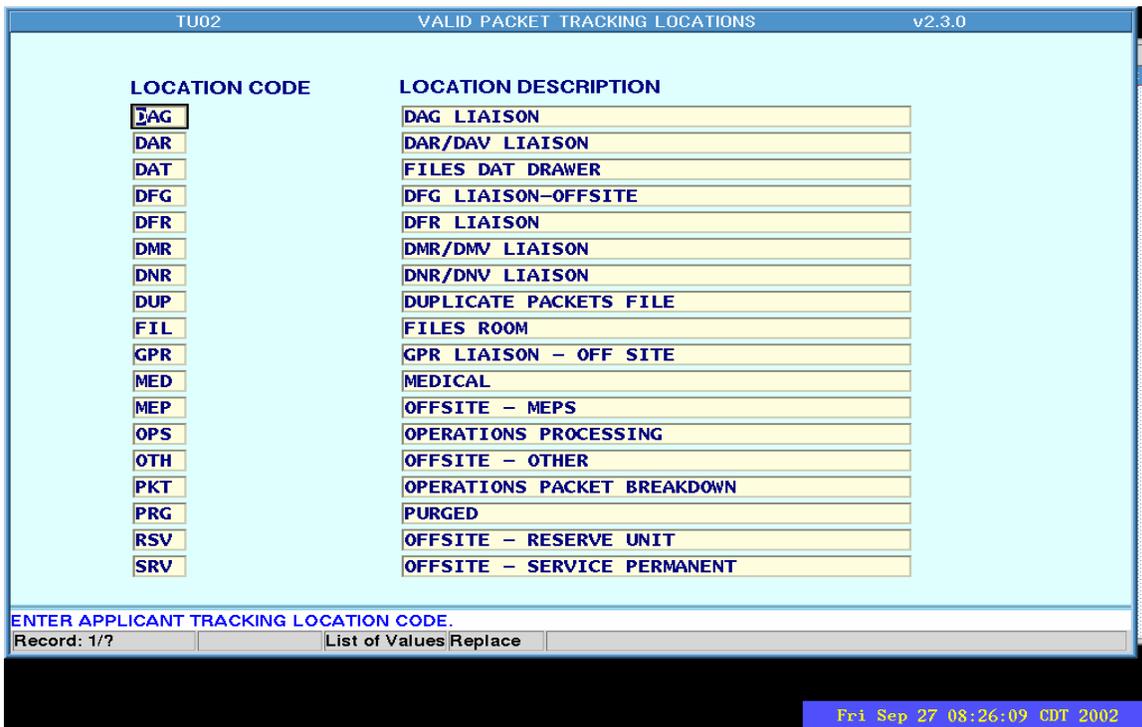


Figure 184 TU02 Valid Packet Tracking Locations

### 81.2 Instructions

81.2.1 ADD NEW LOCATIONS – Press <Down Arrow> to next available blank line. Enter the Location Code and Description. Press <Ctrl + F7> to commit.

81.2.2 UPDATE EXISTING LOCATIONS - press <Down Arrow> to scroll to Location Code or Description fields. Press <Delete> to remove existing entry and re-enter the new. Press <Ctrl + F7> to commit.

81.2.3 DELETING EXISTING LOCATIONS - press <Down Arrow> to scroll to Location Code or Description fields. . Press <Ctrl +Delete> for delete pop-up window. Change 'N' to 'Y' for deletion and press <Enter> to remove existing entry.

## 82. TU03 Packet Authority

### 82.1 Introduction

82.1.1 The TU03 PACKET AUTHORITY screen (see figure below) is used to define who has what authority to check out packets and their contents.

82.1.2 The TU03 Packet Authority screen can be accessed by one of the following options.

82.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | Table maint | packEt auth

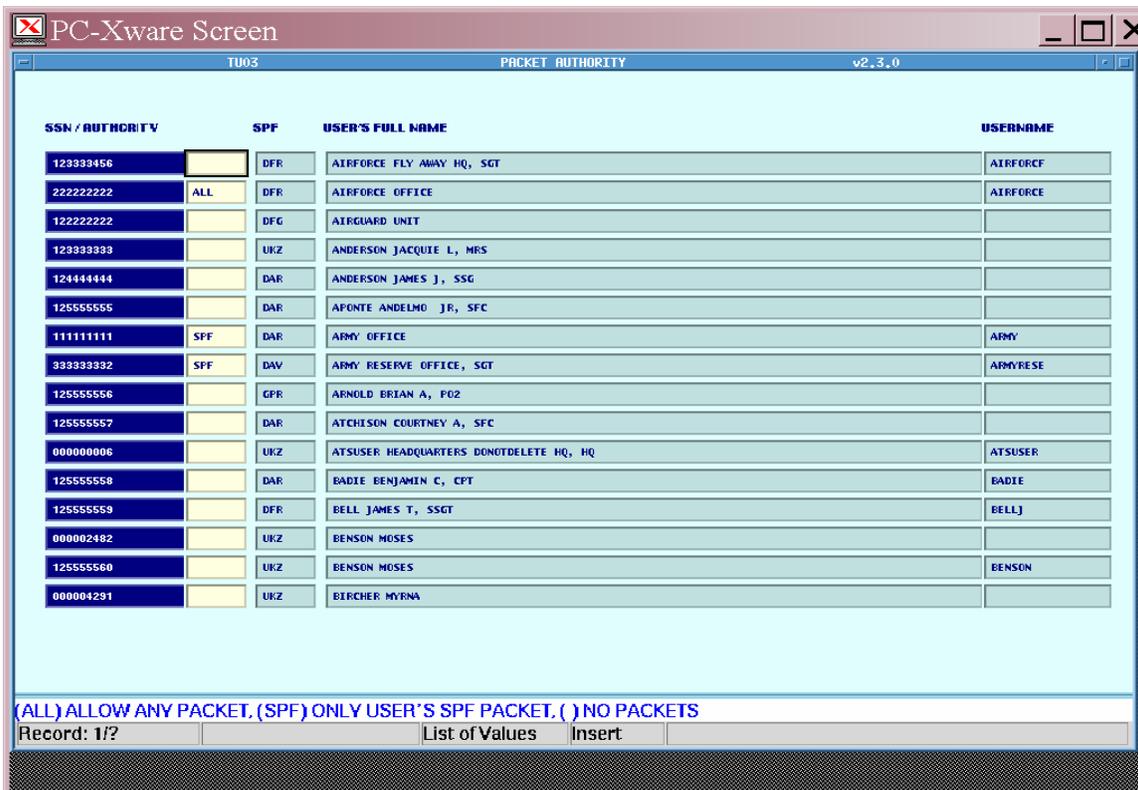


Figure 185 TU03 Packet Authority

### 82.2 Instructions

82.2.1 UPDATE AUTHORITY - press <Up/Down Arrow> to select user.

82.2.2 Enter the Packet Authority Code by pressing <Ctrl + L> for LOV.

82.2.3 Press <Ctrl + F7> to commit.

## 83. UU01 Select Printers

### 83.1 Introduction

83.1.1 The UU01 SELECT PRINTERS screen (see figure below) is used to select which printer is to be used for the different types of printout.

83.1.2 The UU01 Select Printers screen can be accessed by one of the following options.

83.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | Printers | pPrinters

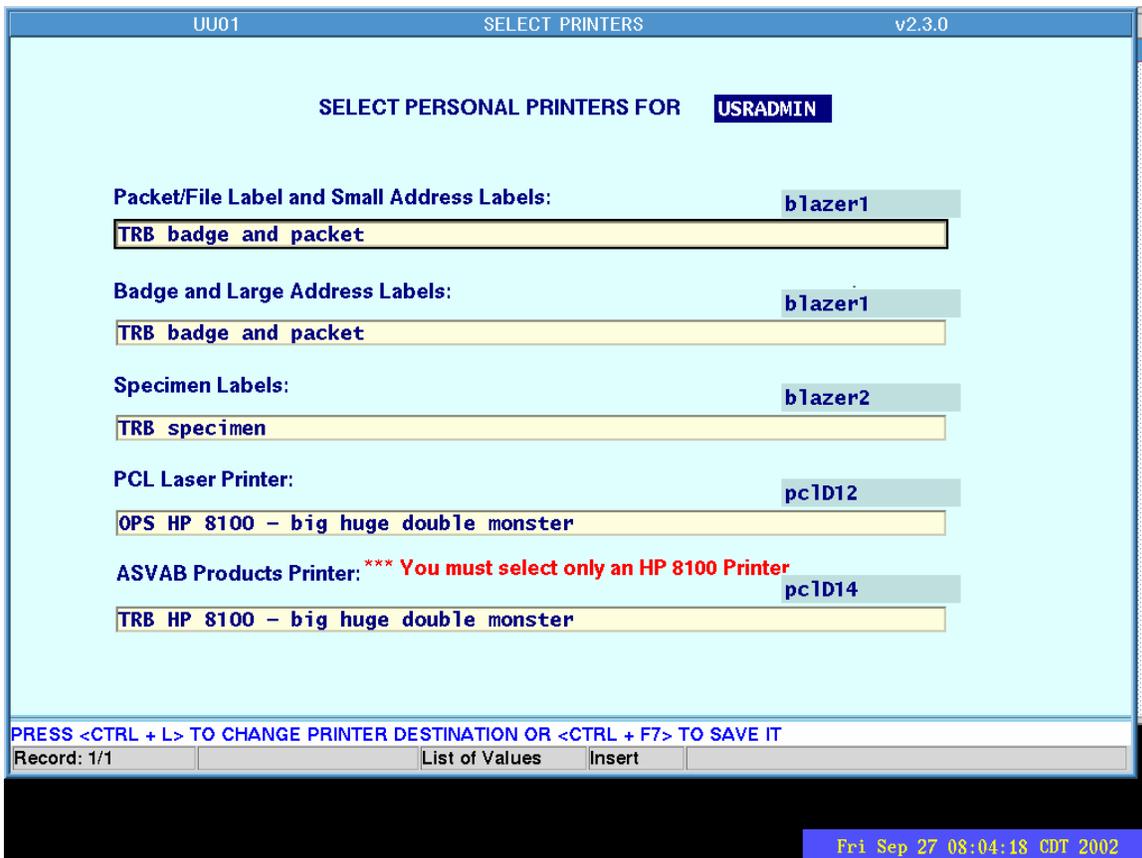


Figure 186 UU01 Select Printers

### 83.2 Instructions

83.2.1 Use <Tab> or <Up/Down Arrow> to select printer.

83.2.2 Press <Ctrl + L> for the LOV to change printer destination

83.2.3 Press <Ctrl + F7> to commit.

## 84. UU02 Organizational Units

### 84.1 Introduction

84.1.1 The UU02 ORGANIZATIONAL UNITS screen (see figure below) is used to maintain the table containing the Organization Unit Identification Codes (UIC) and their addresses.

84.1.2 The UU02 Organizational Units screen can be accessed by one of the following options.

84.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities** | **Table maint** | **Org units**

The screenshot shows a software window titled "UU02 ORGANIZATIONAL UNITS" with version "v2.3.1" in the top right corner. The main area contains several input fields:

- UIC:** A text box containing "37NAA".
- ADDRESS:** A label followed by several input fields:
  - UNIT NAME:** A text box containing "HQ".
  - STREET:** A text box containing "2500 GREENBAY RD".
  - CITY:** A text box containing "NORTH CHICAGO".
  - STATE:** A text box containing "IL".
  - ZIP CODE:** A text box containing "60064" followed by a hyphen and an empty text box.

At the bottom of the window, there is a status bar with the text: "ENTER UNIT IDENTIFICATION CODE (UIC) OR PRESS <CTRL + L> TO LIST VALUES". Below this, there are buttons for "Record: 1/?", "List of Values", and "Replace". The bottom right corner of the window shows the date and time: "Fri Sep 27 08:31:56 CDT 2002".

Figure 187 UU02 Organizational Units

### 84.2 Instructions

84.2.1 UIC - enter the Organization Unit Identification Code or press <Ctrl + L> for the LOV.

84.2.2 Enter the Address for Organization Units, use the <Tab> to navigate from line to line:

84.2.2.1 UNIT NAME – enter the Unit Name.

84.2.2.2 STREET – enter the Street Address.

84.2.2.3 CITY – enter the City.

84.2.2.4 STATE – enter the State or press <Ctrl + L> for the LOV.

84.2.2.5 ZIP CODE – enter the Zip Code or press <Ctrl + L> for the LOV.

84.2.3 Press <Ctrl + F7> to commit or <Ctrl + F4> to exit.

## 85. UU03 Send Message

### 85.1 Introduction

85.1.1 The UU03 SEND MESSAGE screen (see figure below) is used by the System Administrator to send a message to another user currently logged on to the system.

85.1.2 The UU03 Send Message screen can be accessed by one of the following options.

85.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | sys Admin | **S**end message | **S**end to one

Figure 188 UU03 Send Message

### 85.2 Instructions

85.2.1 Enter user's name or press <Ctrl + L> for the LOV. If user is not logged on system, a message will appear "USER IS NOT CURRENTLY LOGGED ON THE SYSTEM".

85.2.2 Enter the message.

85.2.3 Press <Ctrl + F7> to send message, or <Ctrl + F4> to refresh screen, or <Shift + F9> to exit.

## 86. UU04 Message of the Day

### 86.1 Introduction

86.1.1 The UU04 MESSAGE OF THE DAY screen (see figure below) is used by the System Administrator to update the daily message used by UNIX to display when a user logs on to the system.

86.1.2 The UU04 Message of the Day screen can be accessed by one of the following options.

86.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**U**tilities | **s**ys **A**dmin | **S**end message | **U**ppdate day msg

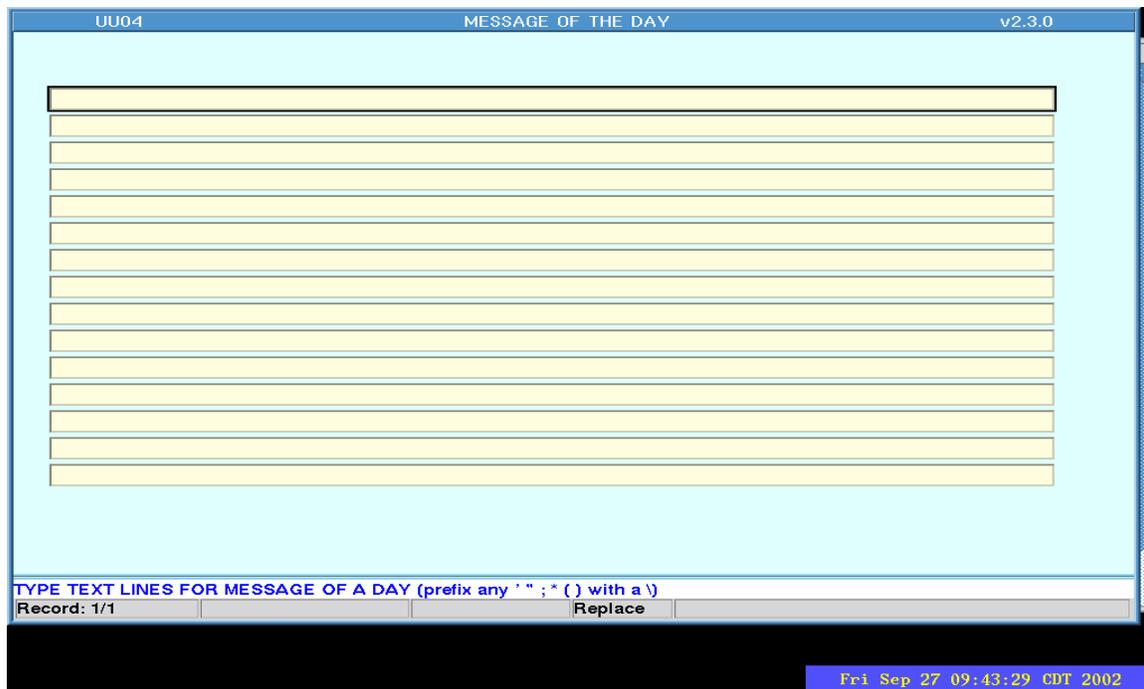


Figure 189 UU04 Message of the Day

### 86.2 Instructions

86.2.1 Enter the message. Press <Ctrl + F7> to commit, a message window will appear "THE MESSAGE OF THE DAY HAS BEEN CREATED", click on "OK".

## 87. UU06 Cancel All Print Jobs

### 87.1 Introduction

87.1.1 The UU06 CANCEL ALL PRINT JOBS screen (see figure below) is used to cancel all of their print jobs.

87.1.2 The UU06 Cancel All Print Jobs screen can be accessed by one of the following options.

87.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities | Printers | Cancel print**

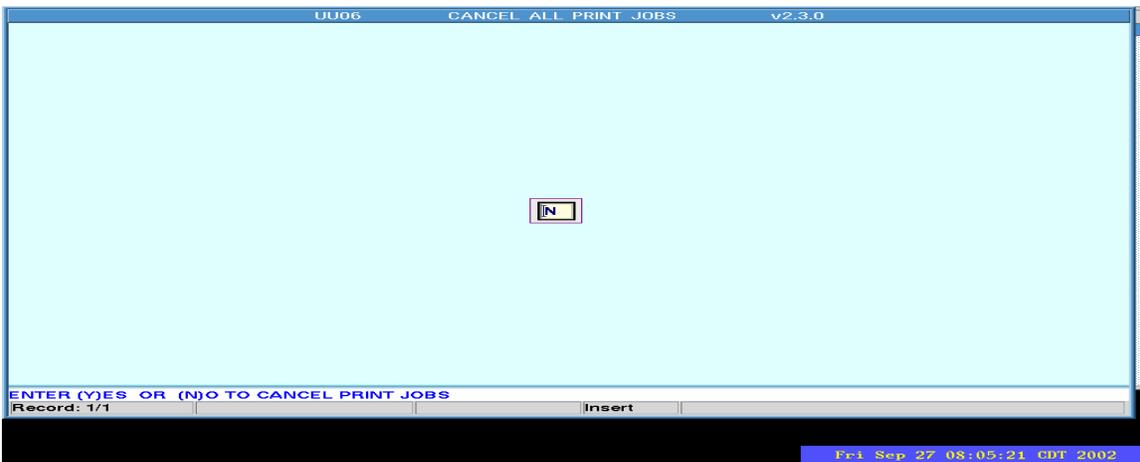


Figure 190 UU06 Cancel All Print Jobs

### 87.2 Instructions

87.2.1 Enter 'Y' or 'N'. If correct character is not displayed, press <Delete> to remove entry and re-enter.

87.2.2 The system will display output on UNIX screen.

## 88. UU08 System Utilization

### 88.1 Introduction

88.1.1 The UU08 SYSTEM UTILIZATION screen (see figure below) is used to monitor system utilization (user or I/O processes).

88.1.2 The UU08 System Utilization screen can be accessed by one of the following options.

88.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | sys Admin | sYstem monitor | system Activity | sYstem utiliztrn

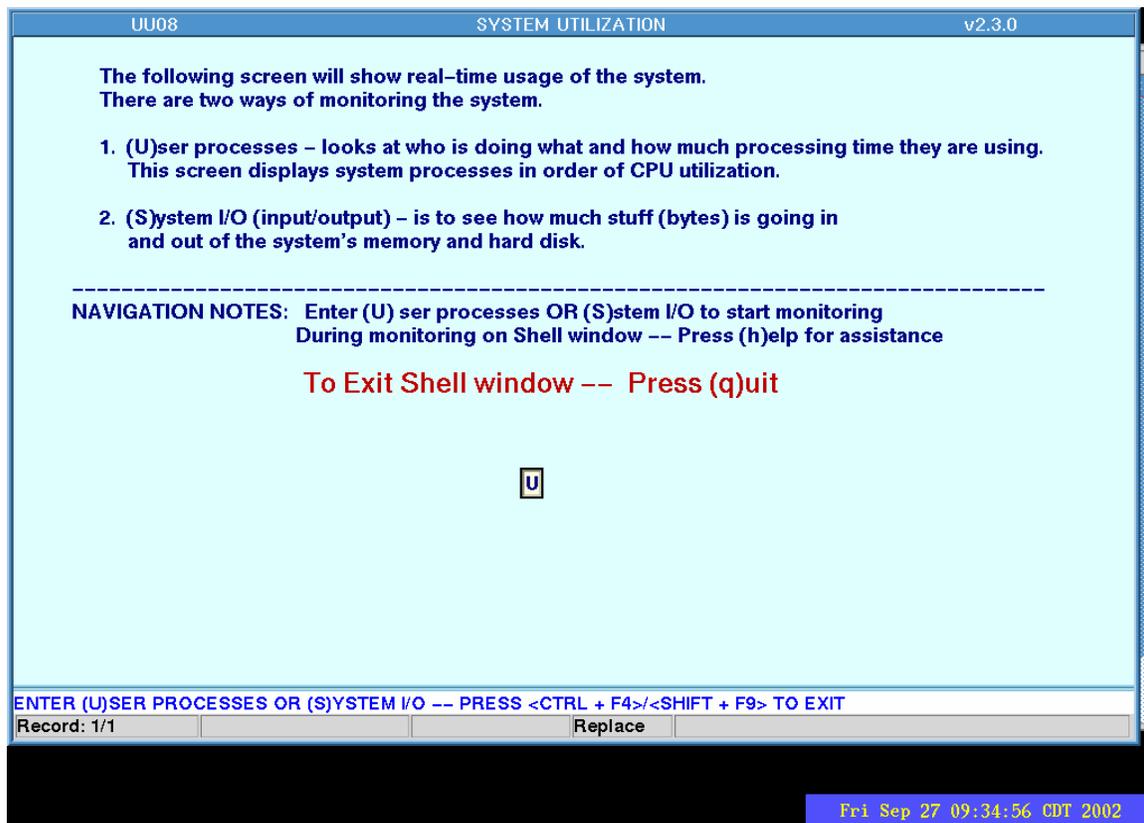


Figure 191 UU08 System Utilization

### 88.2 Instructions

88.2.1 Read the instructions on screen for additional information.

88.2.2 Enter '**U**' or '**S**'. If correct character is not displayed, press <Delete> to remove entry and re-enter.

88.2.3 The system will display output on UNIX screen. Press <Enter> until UNIX screen returns to USMIRS screen.

## 89. UU09 Wall To Wall

### 89.1 Introduction

89.1.1 The UU09 WALL TO WALL screen (see figure below) is used by the System Administrator or users to broadcast a message to all users logged on to the system.

89.1.2 The UU09 Wall To Wall screen can be accessed by one of the following options.

89.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**U**tilites | **s**ys **A**dmin | **S**end message | **W**all to wall



Figure 192 UU09 Wall to Wall

### 89.2 Instructions

89.2.1 Enter the message and press <Ctrl + F7> to commit.

## 90. UU10 Password Admin

### 90.1 Introduction

90.1.1 The UU10 PASSWORD ADMIN screen (see figure below) is used by the System Administrator to assign temporary passwords to users.

90.1.2 The UU10 Password Admin screen can be accessed by one of the following options.

90.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilites | sys Admin | **U**ser admin | **P**assword admin

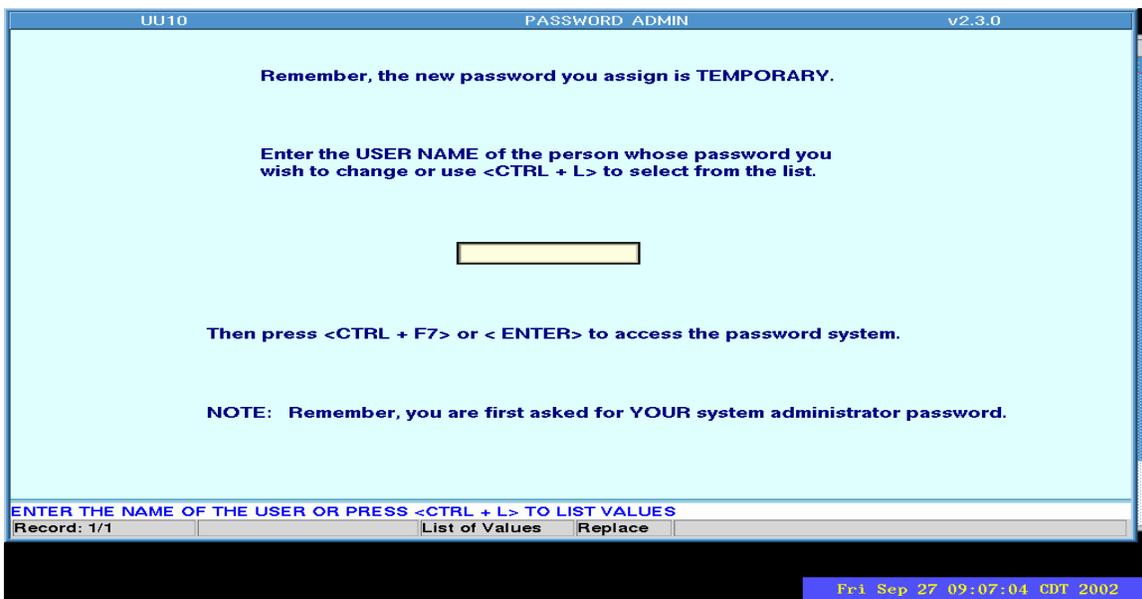


Figure 193 UU10 Password Admin

### 90.2 Instructions

90.2.1 Enter the USER'S NAME or press <Ctrl + L> for the LOV.

**90.2.2** Press <Ctrl + F7> or <Enter> to access the password system. **The System Administrator (SA) is the only one that has access to the screens for assigning passwords.**

90.2.3 Password Requirements.

90.2.3.1 Length - minimum of 6 characters up to a maximum of 8 characters.

90.2.3.2 Contents – minimum of 5 alphabetic and 1 non-alphabetic characters.

90.2.3.3 No character can be repeated more than twice.

90.2.3.4 A minimum of 3 characters in the new password must not be found in the old password.

90.2.3.5 A user cannot reuse the same password within the last 10 passwords and within 104 weeks.

## 91. UU11 Reset Barcode Printer

### 91.1 Introduction

91.1.1 The UU11 RESET BARCODE PRINTER screen (see figure below) is used to reset and initialize barcode printers.

91.1.2 The UU11 Reset Barcode Printer screen can be accessed by one of the following options.

91.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilites | Printers | reset Bacode

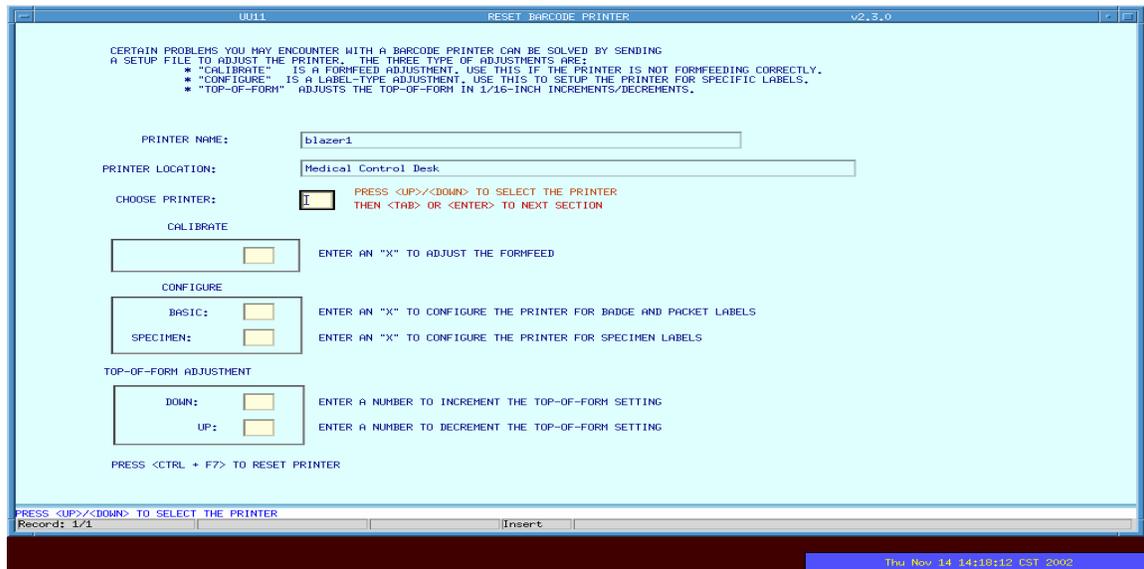


Figure 194 UU11 Reset Barcode Printer

### 91.2 Instructions

91.2.1 CHOOSE PRINTER - Select printer by using <Up/Down Arrow> to select printer.

91.2.2 Press <Tab> or <Enter> to accept printer.

91.2.3 After resetting printer for the each of the following:

91.2.3.1 CALIBRATE - enter '**X**' in Calibrate to adjust the form feed.

91.2.3.2 CONFIGURE - enter '**X**' in Configure to configure the printer for badge and packet labels or specimen labels.

91.2.3.3 TOP-OF-FORM ADJUSTMENT - enter a number (0-9) to increment or decrement for the Top-Of-Form setting.

91.2.4 Press <Ctrl + F7> to commit.

91.2.5 The system will display the UNIX screen with a statement of completion.

## 92. UU12 Cancel Jobs

### 92.1 Introduction

92.1.1 The UU12 CANCEL JOBS screen is used by the System Administrator to cancel one or all jobs at a printer. Help will be provided by clicking on "?" when available.

92.1.2 The UU12 Cancel Jobs screen can be accessed by one of the following options.

92.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | sys Admin | Printers | **C**ancel job(s)

### 92.2 Cancel One Job Instruction

92.2.1 Enter 'X' in selection "Cancel One Particular Job" (see figure below).

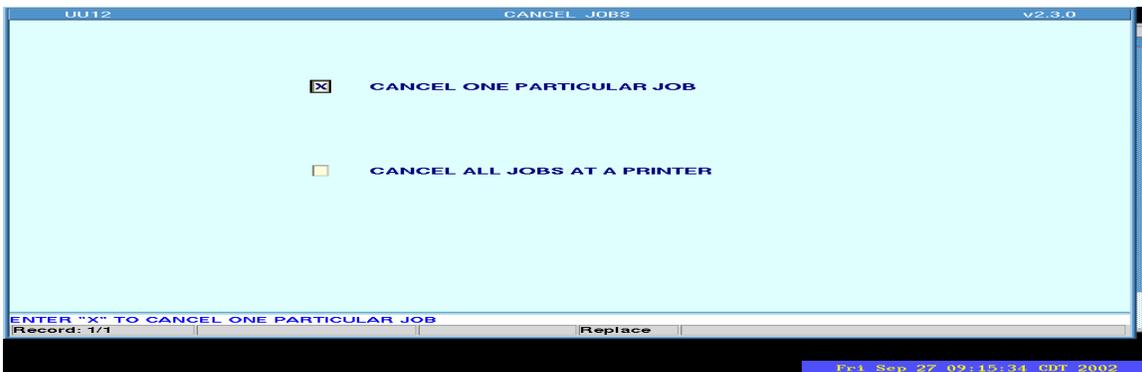


Figure 195 UU12 Cancel Jobs with One Selected

92.2.2 A Cancel pop-up window will appear (see figure below). Use mouse for selecting and highlighting the appropriate selections.

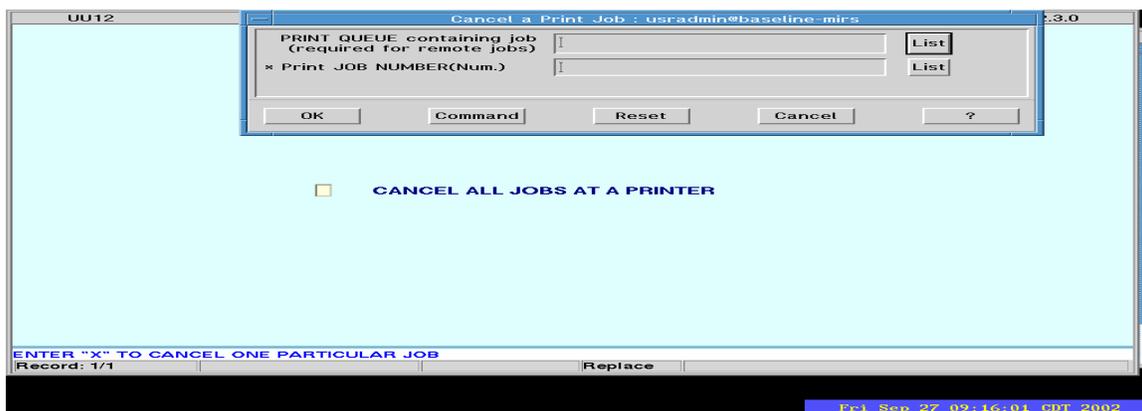


Figure 196 UU12 Cancel a Job with Print Queue Pop-up window

92.2.3 Enter Print Queue Name or press "List" button for the LOV and highlight selection.

Date Updated December 12, 2003

Version 1.1

92.2.4 Enter Print Job Number or press "List" button for the LOV and highlight selection.

92.2.5 Select "OK" button to Cancel Job.

### 92.3 Cancel All Print Jobs Instructions

92.3.1 Enter 'X' in selection "Cancel All Jobs at a Printer" (see figure below).

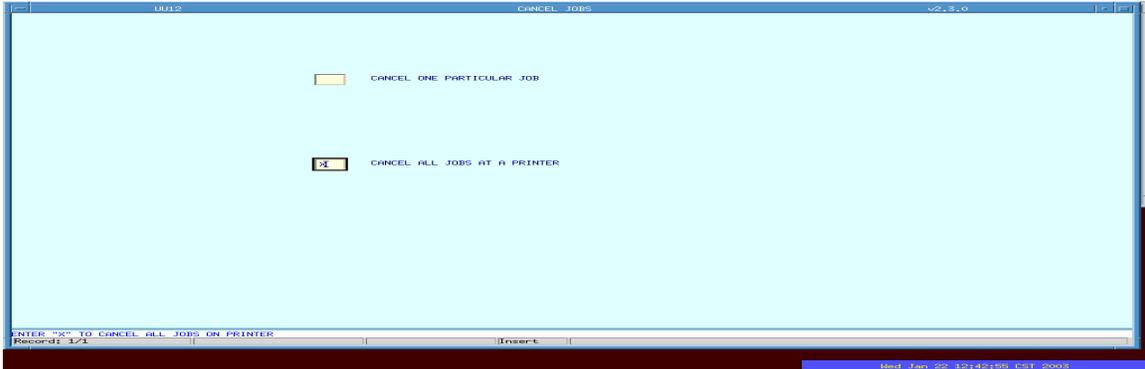


Figure 197 UU12 Cancel Jobs with All Selected

92.3.2 The Printer Selection pop-up screen (see figure below) appears for selecting printer.

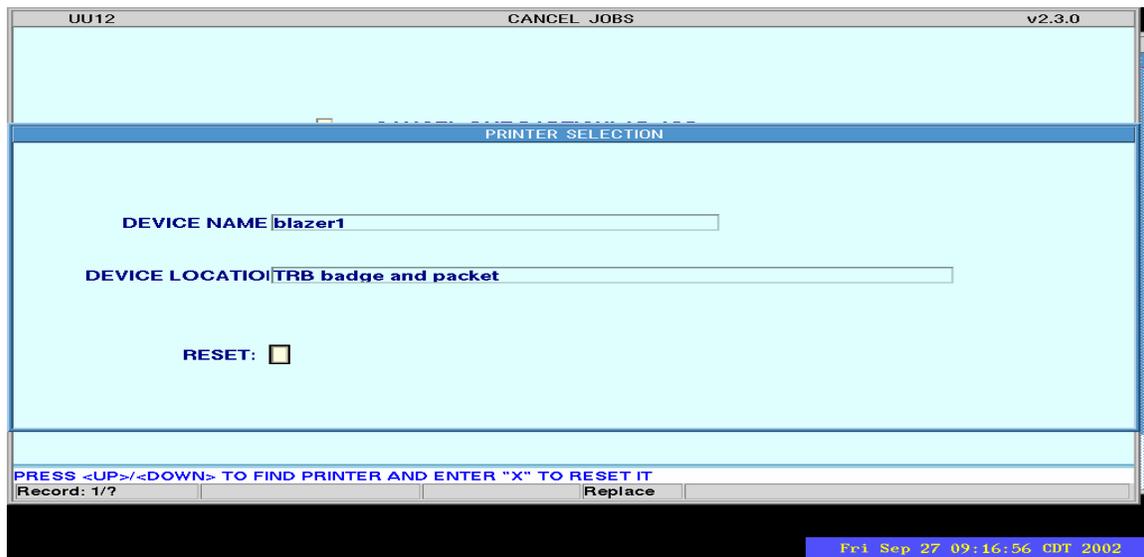


Figure 198 UU12 Cancel Jobs with Printer Selection

92.3.3 Use <Up/Down Arrow> to select the printer where all jobs needed deleted.

92.3.4 Enter 'X' in Reset field. All jobs in selected printer will be deleted.

## 93. UU13 Printer Location

### 93.1 Introduction

93.1.1 The UU13 PRINTER LOCATION screen (see figure below) is used to update printer location descriptions.

93.1.2 The UU13 Printer Location screen can be accessed by one of the following options.

93.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | sys Admin | **P**rinters | **p**riNter locatns

UU13 PRINTER LOCATIONS v2.3.0

DEVICE ID: 2

DEVICE NAME: blazer1

LOCATION: TRB badge and packet

TYPES

PKT\_PRTR

BADGE\_PRTR

PRESS <UP>/<DOWN> TO VIEW

Record: 1/? Replace

Fri Sep 27 09:22:03 CDT 2002

Figure 199 UU13 Printer Locations

### 93.2 Instructions

93.2.1 LOCATION - press the <Up/Down Arrow> to select new printer location or enter the new location.

93.2.2 Press <Ctrl + F7> to commit.

## 94. UU14 Processing SPFs

### 94.1 Introduction

94.1.1 The UU14 PROCESSING SPFS screen (see figure below) is used by the System Administrator to maintain the table that allows a service counselor to process another SPF's applicants.

94.1.2 The UU14 Processing SPFs screen can be accessed by one of the following options.

94.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | Table maint | processing spFs

Figure 200 UU14 Processing SPFs

### 94.2 Instructions

94.2.1 SERVICE COUNSELOR'S SPF - enter the Service Counselor's SPF Code or press <Ctrl + L> for the LOV or use <Up/Down Arrow>.

94.2.2 Use <Tab> to "OTHER SPF's THEY CAN PROCESS" section. This section can add, and delete other SPFs.

94.2.2.1 TO ADD - <Tab> to next available blank field, press <Ctrl + L> for the LOV, and highlight selected SPF.

94.2.2.2 TO DELETED - <Tab> to SPF to be deleted, press <Ctrl + Delete>.

94.2.3 Press <Ctrl + F7> to commit.

## 95. UU18 Common Print Screen (Variable Title)

### 95.1 Introduction

95.1.1 The UU18 COMMON PRINT screen (see figure below) is used to select where to send output. To display on the screen or print to printer.

95.1.2 The UU18 Common Print screen will be displayed as required with variable titles.

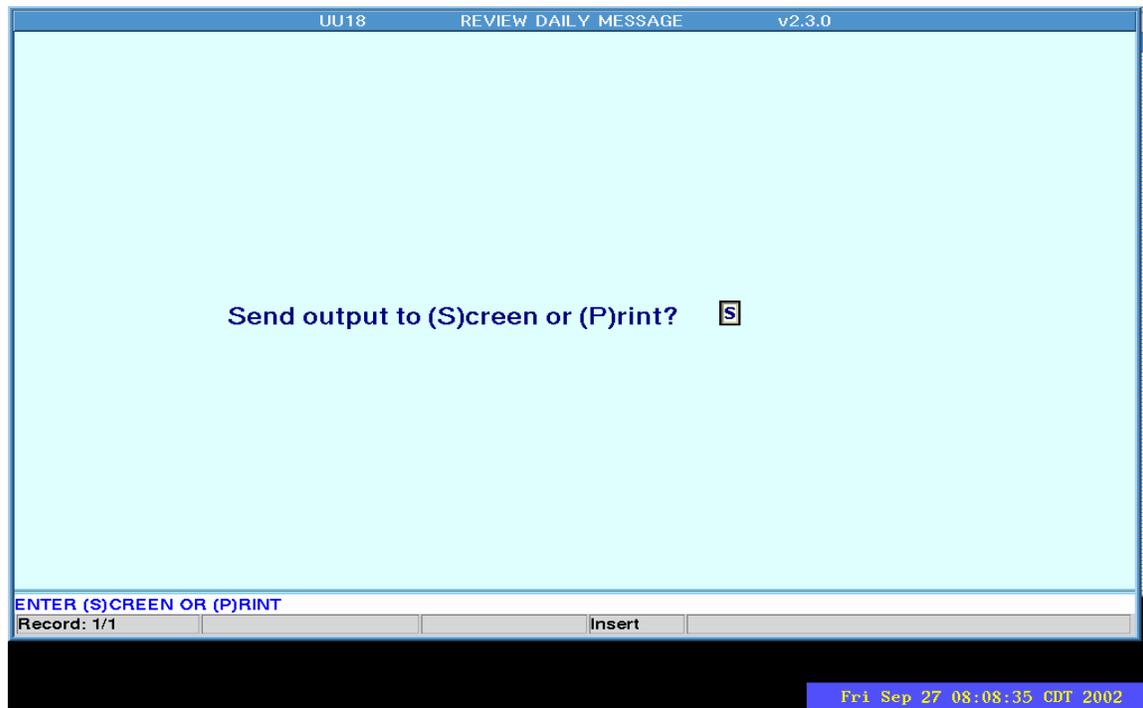


Figure 201 UU18 Common Print Screen with Variable Titles

### 95.2 Instructions

95.2.1 The '**S**' will display output to UNIX screen.

95.2.2 The '**P**' will print the output to printer.

## 96. UU19 Common Answer Screen (Variable Title)

### 96.1 Introduction

96.1.1 The UU19 COMMON ANSWER screen (see figure below) is for reply an answer for a question from the UU18 Common Print screen.

96.1.2 The UU19 Common Answer screen will be displayed as required with variable titles.



Figure 202 UU19 Common Print Screen with Variable Titles

### 96.2 Instructions

96.2.1 The 'Y' will print output on printer.

96.2.2 The 'N' will not print output.

## 97. UU20 Reset User's Failed Login Count

### 97.1 Introduction

97.1.1 The UU20 RESET USER'S FAILED LOGIN COUNT screen (see figure below) is used by the System Administrator for resetting users login counter back to zero because user incorrectly log on system to many times.

97.1.2 The UU20 Reset User's Failed Login Count screen can be accessed by one of the following options.

97.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

**Utilities** | **sys Admin** | **User admin** | **rEset account**

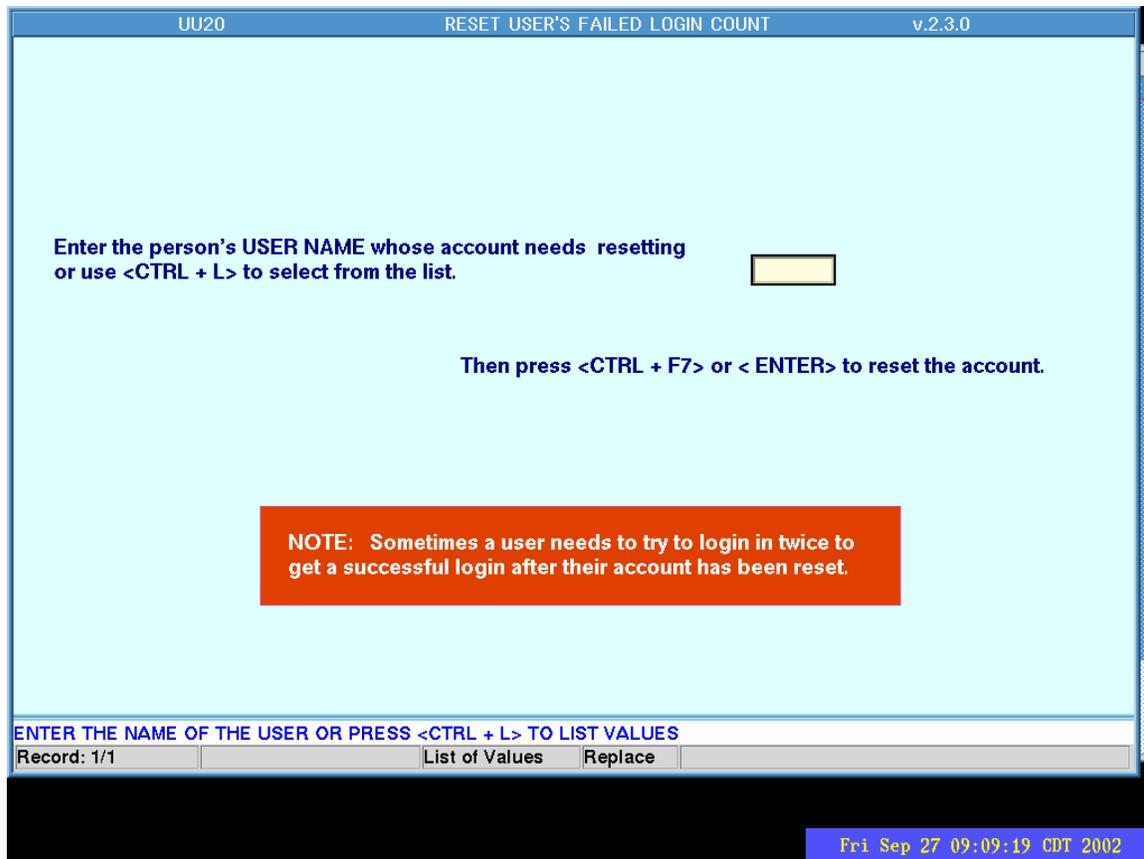


Figure 203 UU20 Reset User's Failed Login Count

### 97.2 Instructions

97.2.1 Enter the person's "USER NAME" or press <Ctrl + F7> for the LOV.

97.2.2 Press <Ctrl + F7> or <Enter> to reset the account.

## 98. UU21 System Printer

### 98.1 Introduction

98.1.1 The UU21 SYSTEM PRINTER screen (see figure below) is used to select the system default printer for printing communication and backup reports.

98.1.2 The UU21 System Printer screen can be accessed by one of the following options.

98.1.2.1 Selecting names from main menu toolbar with their menu expansions or using the **Bold Letters** from keyboard:

Utilities | sys Admin | Printers | sYs printer

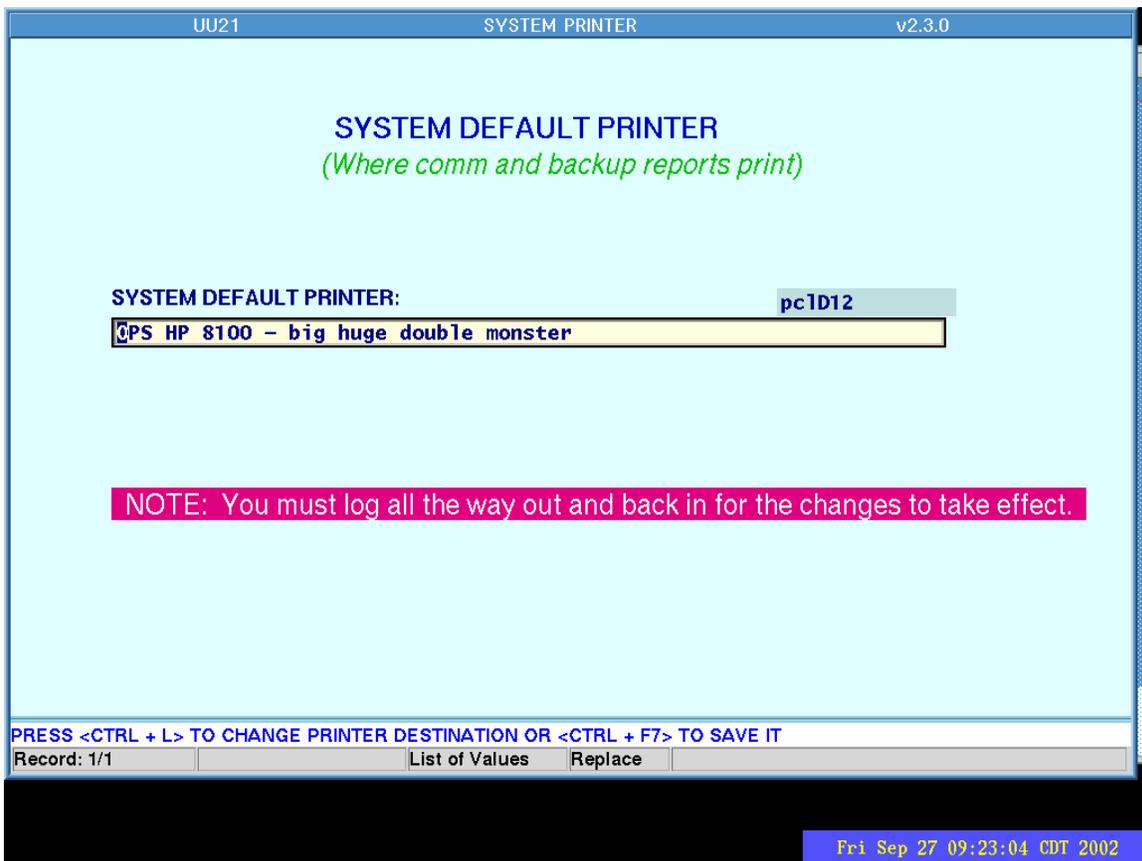


Figure 204 UU21 System Printer

### 98.2 Instructions

98.2.1 SYSTEM DEFAULT PRINTER - press <Ctrl + L> for the LOV, highlight printer name. Press <Ctrl + F7> to commit.

98.2.2 The user must log all the way out and back in for changes to take effect.

## Off-Line Applications

## 99. OPSCAN 8 Scanner

### 99.1 Introduction

99.1.1 The OPSCAN 8 Scanner will be used to scan the Enlistment and Student ASVAB Answer Sheets for processing.

### 99.2 Instructions

99.2.1 Press the power switch on the right side of the OPSCAN 8 to the “1” (ON) position. The OPSCAN 8 will perform a series of self-diagnostic tests. The “NOT READY” message will appear in the message area. Please allow the OPSCAN 8 Scanner approximately 20 minutes to warm up.

99.2.2 Get the answer sheets ready. Down the left side of each page are small rectangular bars called “timing marks”. At the top of each page next to the timing marks are “skunk marks.”

99.2.3 Stack the answer sheets so the “timing marks” are down the left-hand side and the “skunk marks” are at the top. The page number will appear upside down in the bottom left-hand corner.

99.2.4 To load the OPSCAN 8 Scanner, place the answer sheets in the input hopper face up; the “skunk marks” are on the left, the “timing marks” towards the bottom. The edge with the “skunk marks” will enter first. The input hopper can hold a maximum of 300 answer sheets at one time; reload after the first 300 pages are scanned.

99.2.5 A metal sheet guide, with a magnetic edge, is provided to keep the stack of answer sheets in place. Lift up the side of the stack of answer sheets opposite the leading edge and place the metal sheet guide, magnetic strip down on to the tip of the input hopper. Place the guide approximately 1 inch from the transport bed. Adjust the sheet guide so it fits snug against the stack of answer sheets.

99.2.6 Proceed to the chapter on Enlistment or Student processing.

99.2.6.1 Enlistment processing – Chapter 100 Testing 2000 ETP.

99.2.6.2 Student processing Chapter 102 Testing 2000 STP.

## 100. Testing 2000 ETP

### 100.1 Introduction

100.1.1 The following sections will give the user more instructions for the equipment or software for processing of Enlistment Answer Sheets.

100.1.2 If the answer sheets are being scanned using the OPSCAN 8 Scanner. Review the operational instructions in Chapter 98 OPSCAN 8 Scanner.

### 100.2 OMR PC Instructions

100.2.1 To start the scanning process, select the icon for 'Testing 2000'.

100.2.2 At the prompt, login to the user MEPS, enter the user's USMIRS login name and password (see figure below).

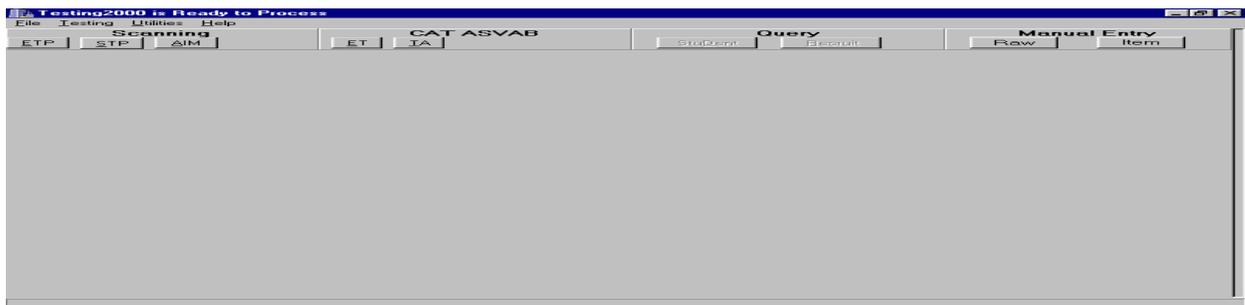


**Figure 205 Testing 2000 ETP - USMIRS Login**

100.2.3 If the logon was successful, the "Transaction Completed" message will appear. Otherwise, the "Connection Failed: Please Try again later" message will appear.

100.2.4 After successful connection, 'Testing 2000' will display some start up messages in the Title bar of the window, eventually leading to: "Testing 2000 is Ready to Process"

100.2.5 Click the "ETP" button (see figure below).



**Figure 206 Testing 2000 ETP - Main Form**

100.2.6 The software 'ScanTools' for Windows will open and the scanner will start scanning all sheets that are already in the input hopper. 'ScanTools' will display the scanned answer sheets (see figure below).

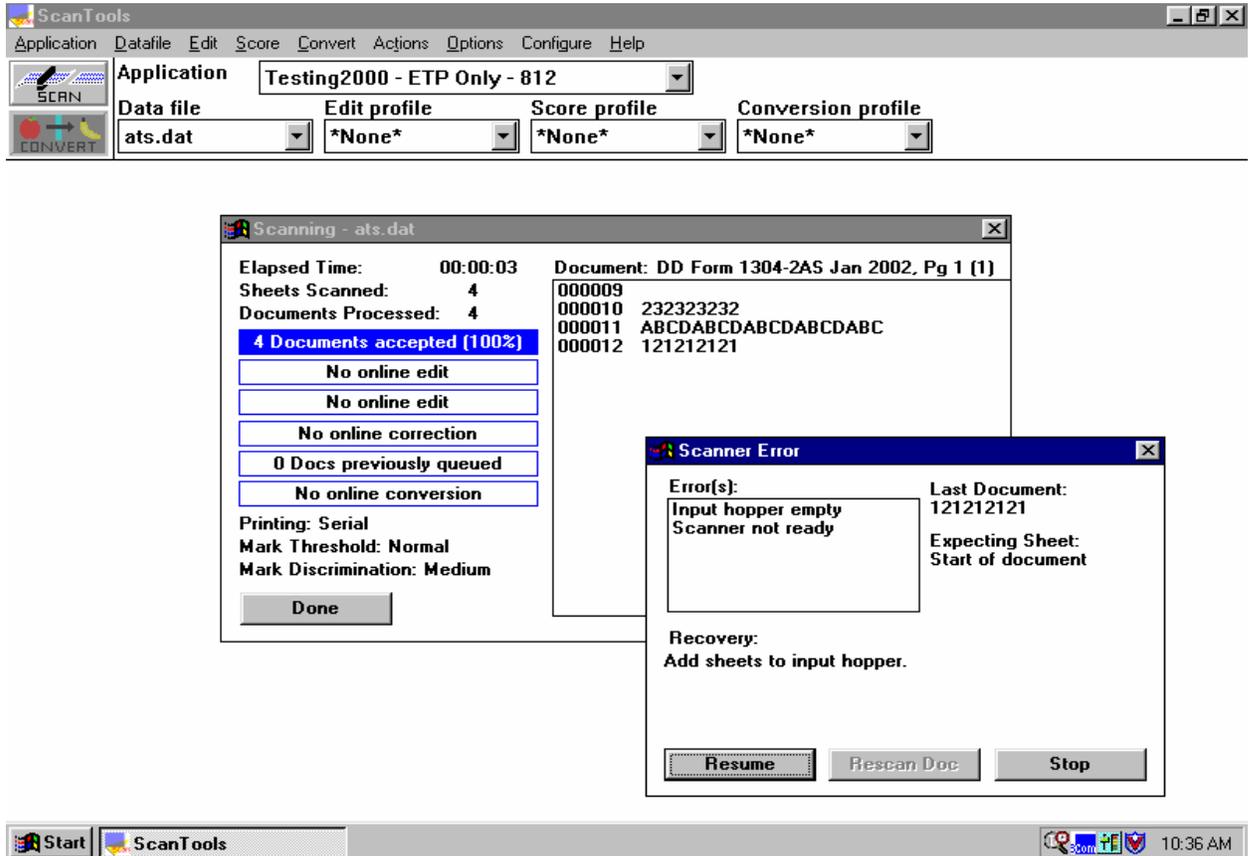


Figure 207 Testing 2000 ETP - Scan Tools display

100.2.7 Note the Scanner Error has focus and is informing the user that the input hopper is empty and the scanner is not ready. This is normal.

100.2.7.1 To continue scanning, put more sheets in the hopper and hit the ready button on the scanner (right button) or click on Resume.

100.2.7.2 When there are no more sheets to scan, click the Stop button.

100.2.7.3 'ScanTools' for Windows will close and 'Testing 2000' will take over window display again.

100.2.8 If the scanned answer sheets include any incomplete tests (page 1 without page 2, etc.). 'Testing 2000' will print a Missing Pages report and display "Missing Pages report is being printed" message, click "OK" to acknowledge (all complete tests will still be available for processing):

100.2.9 'Testing 2000' will display all complete tests in the Test Selection Window, which prompts the user to choose which tests to transfer to USMIRS (see figure below). The user should use the > and >> buttons to move tests into the right-hand window for transfer to USMIRS.



Figure 208 Testing 2000 ETP - Transfer Tests

100.2.9.1 Changes to correct an invalid MET Site, Test Administrator ID, or a date in the future can be made in Test Selection Window before clicking "Process Tests". If the user clicks the "Process Tests" button before correcting them, 'Testing 2000' will force the user to correct them. The information on errors is in Section 99.3 Testing 2000 Errors.

100.2.10 Unverified test score report (see figure below) if selected in user options.

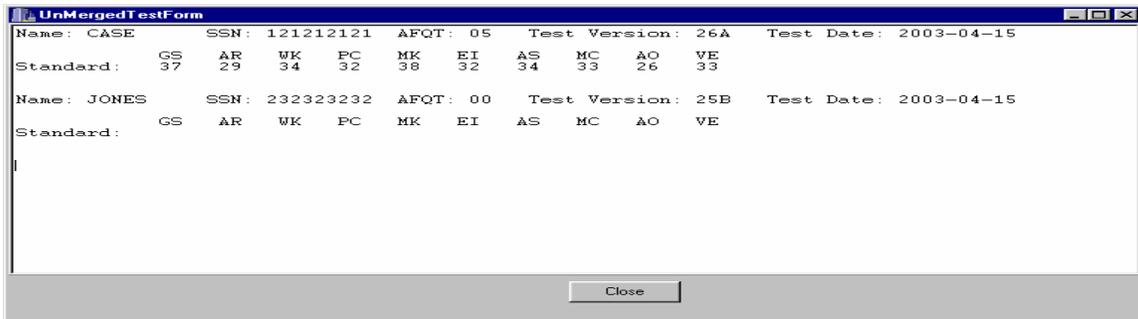


Figure 209 Testing 2000 ETP - Unverified Test Scores

100.2.11 In most cases, USMIRS should have no record of the tests to be processed, and 'Testing 2000' will display a confirmation message (see figure below).

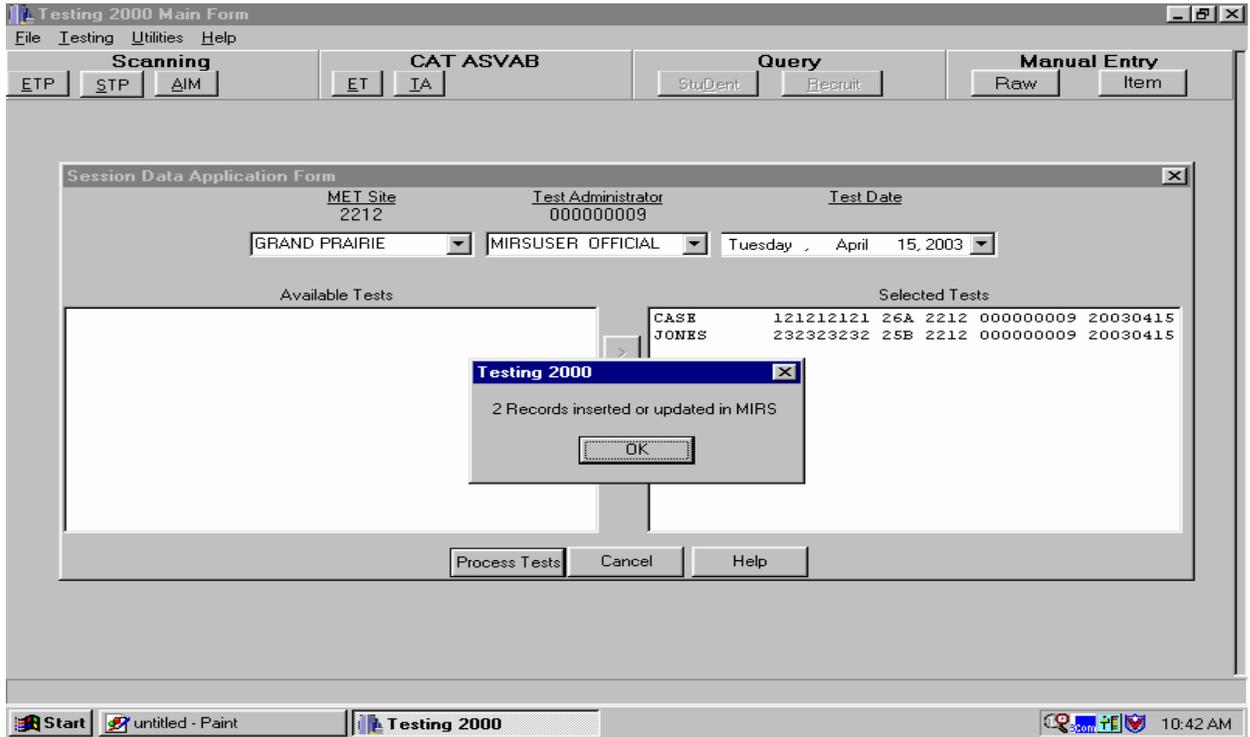


Figure 210 Testing 2000 ETP - Confirmation Message

### 100.3 Testing 2000 Errors Instructions

#### 100.3.1 Individual Test Errors.

100.3.1.1 If there is any invalid test data, the Test Data Error Correction window (see figure below) will be displayed.

100.3.1.2 The errors will be displayed in **RED**. All errors must be corrected. Enter in correction from answer sheet. There are several fields with drop down selections available.

Figure 211 Testing 2000 ETP - Individual Error Correction

#### 100.3.2 Previous Test Committed in USMIRS.

100.3.2.1 A previous test may have been found in USMIRS with the same test version currently being processed (see figure below). If the previous version has already been committed, 'Testing 2000' will not process the test further.

Figure 212 Testing 2000 ETP - Previous Version

100.3.3 Previous Test Uncommitted Test.

100.3.3.1 If the previous test has not been committed, 'Testing 2000' will prompt the user for action (see figures below). "YES" will remove previous record of test and replace it with this one.

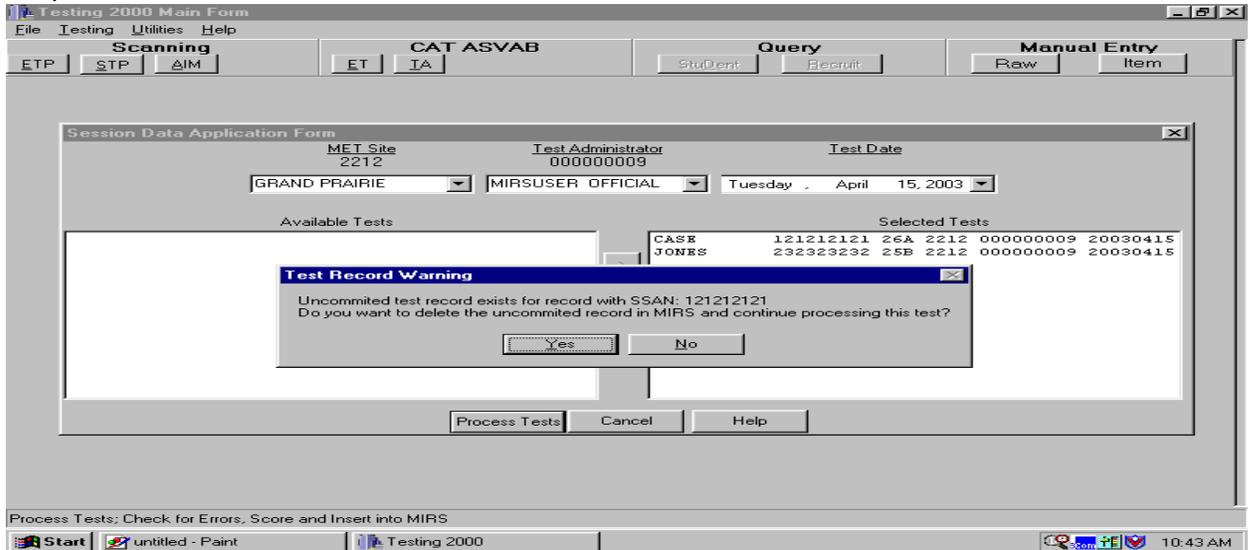


Figure 213 Testing 2000 ETP - Deletion Options

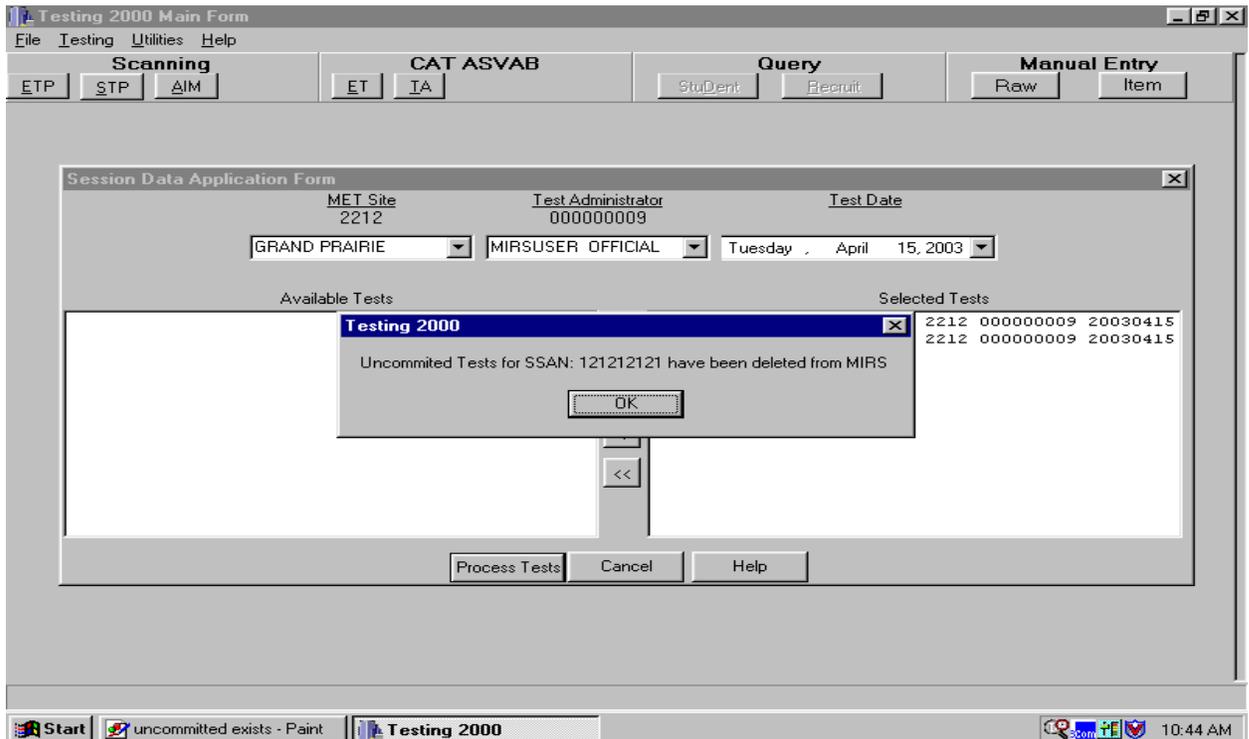


Figure 214 Testing 2000 ETP - Confirmed Deletion

100.3.4 Invalid Test Date.

100.3.4.1 The Invalid Test Date window (see figure below) will be displayed before opening the 'Test Selection Window' for correction. Select new date.

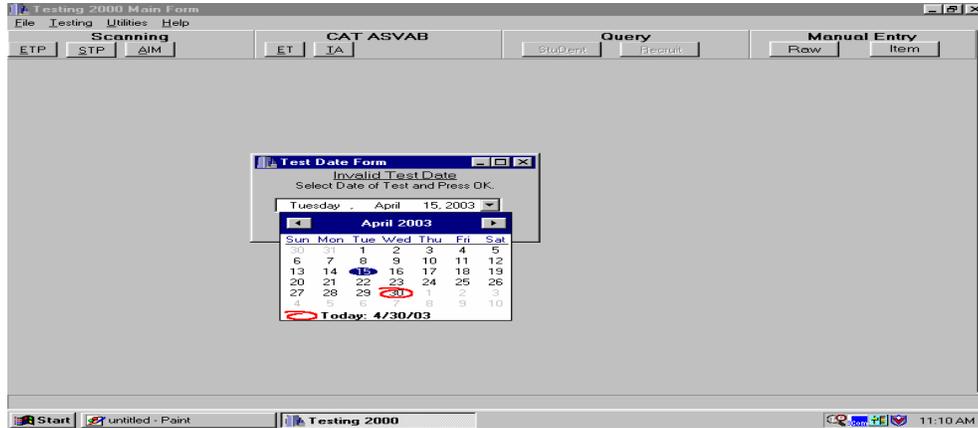


Figure 215 Testing 2000 ETP - Correcting Date

100.3.4.2 If the user clicks the "PROCESS TESTS" before correcting Date, 'Testing 2000' will force user to correct it (see figures below). Erroneous Date will be in RED.

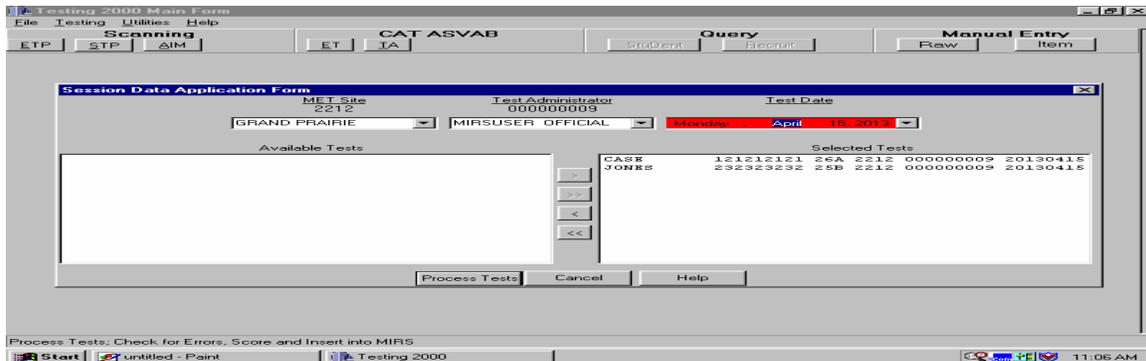


Figure 216 Testing 2000 ETP - Erroneous Date

100.3.4.3 Select new date using arrow buttons.

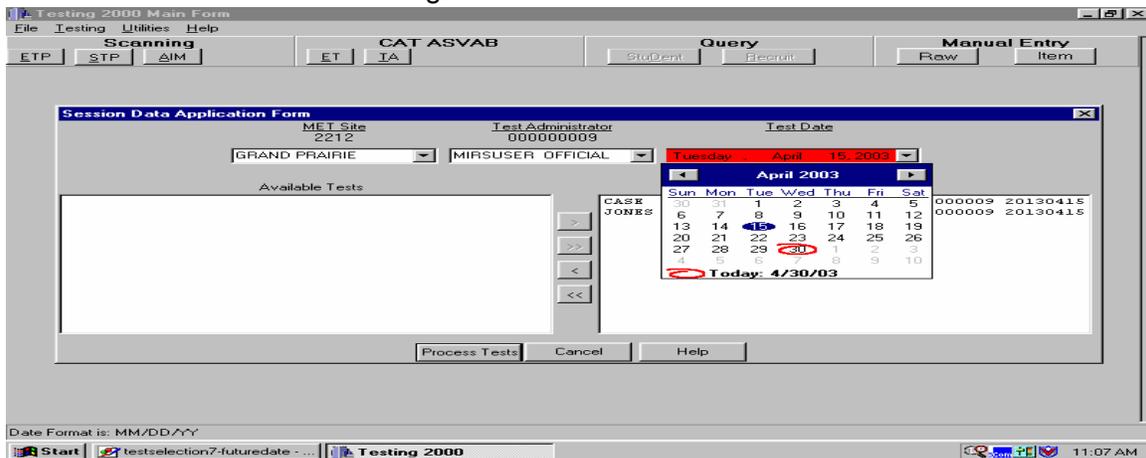


Figure 217 Testing 2000 ETP - Correcting Date

100.3.5 Invalid MET Site.

100.3.5.1 The Invalid MET Site warning message (see figure below) will be displayed.

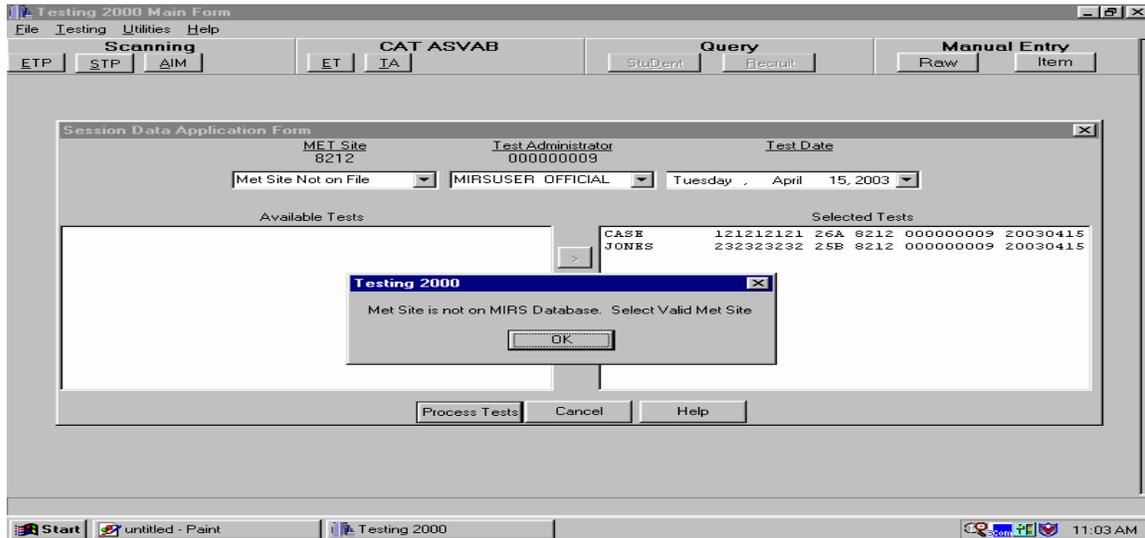


Figure 218 Testing 2000 ETP - Invalid MET Site Message

100.3.5.2 If the user clicks the “PROCESS TESTS” before correcting MET Site, ‘Testing 2000’ will force user to correct it (see figures below). The MET Site correction window will appear to make the selection for valid MET Site.

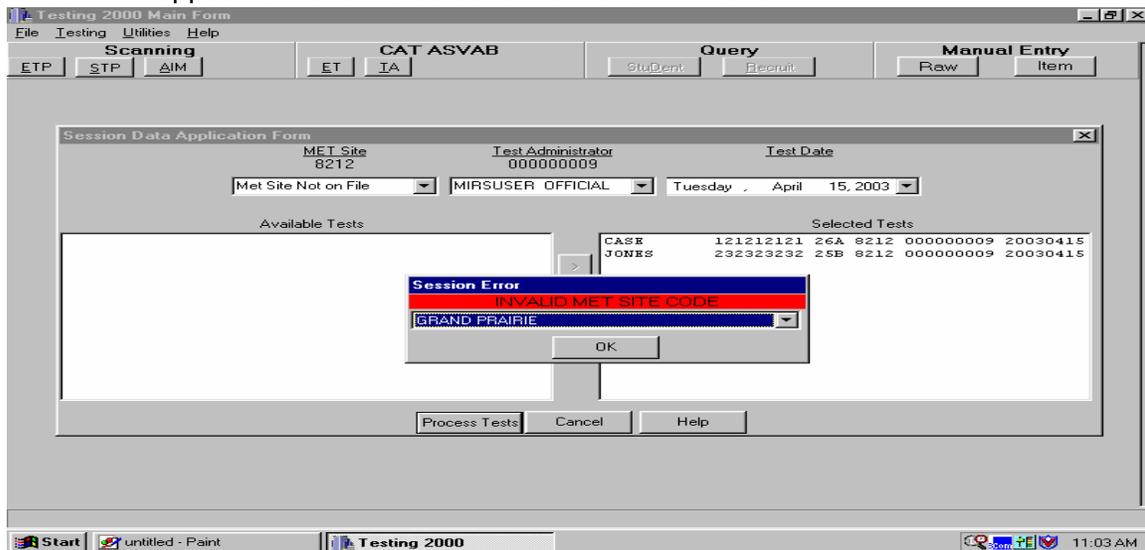


Figure 219 Testing 2000 ETP - MET Site Correction

100.3.6 Invalid Test Administrator.

100.3.6.1 The Invalid Test Administrator warning message (see figure below) will be displayed.

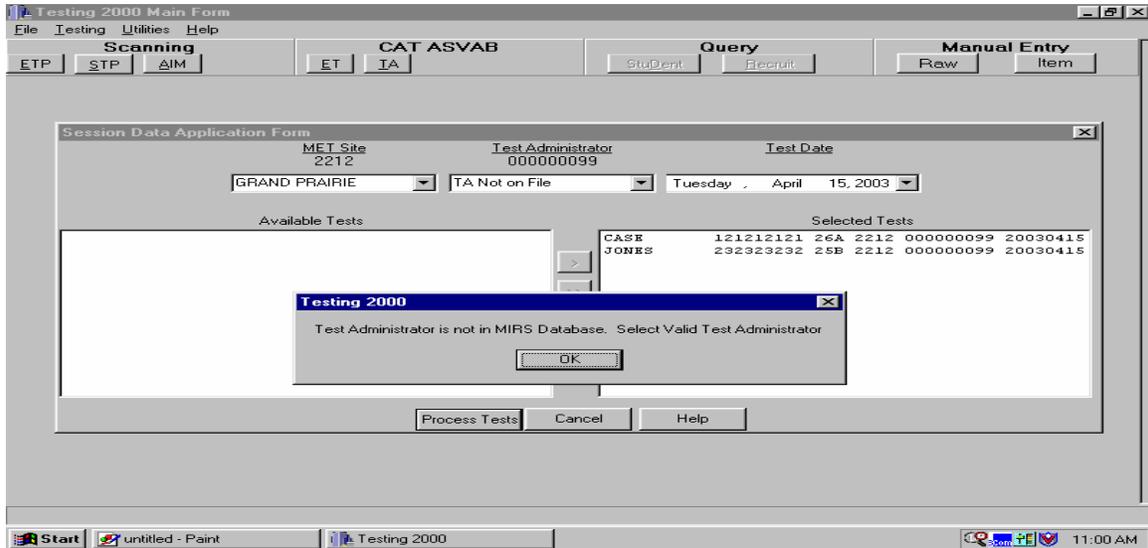


Figure 220 Testing 2000 ETP - Invalid Test Administrator Message

100.3.6.2 If the user clicks the “PROCESS TESTS” before correcting Test Administrator, ‘Testing 2000’ will force user to correct it (see figures below). The Test Administrator correction window will appear to make the selection for valid Test Administrator.

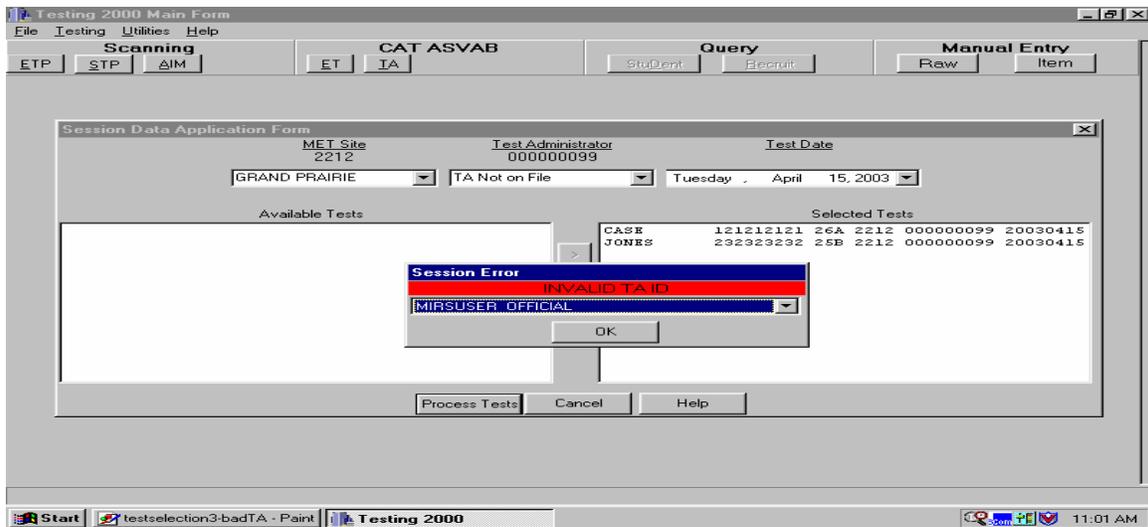


Figure 221 Testing 2000 ETP – Test Administrator Correction

## 101. Testing 2000 CAT ASVAB

### 101.1 Introduction

101.1.1 The following sections are for the CAT ASVAB processing.

### 101.2 OMR PC Instructions

101.2.1 Insert CAT ASVAB Master Data Disk and click the “**TA**” button. ‘Testing 2000’ will prompt for a disk if one is not in the drive.

101.2.2 ‘Testing 2000’ will display a window much like the Test Selection Window used for MET sites (Testing 2000 ETP). However, when the user clicks the “**Process**” button on this one, ‘Testing 2000’ will remove the tests from the right window of the display, but it will not inform the user of the success or failure of the load operation.

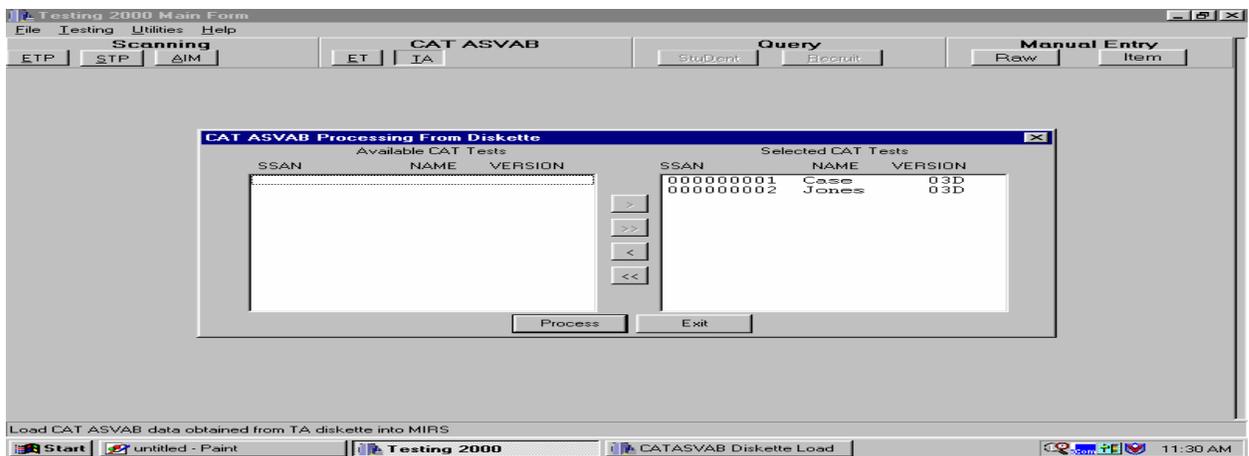


Figure 222 Testing 2000 CAT – Displaying Input Records

101.2.3 Once the tests have disappeared from the right window, click the “**Exit**” button. **Warning** - clicking the “**Process**” button again will cause the program to report an error, “Cannot open file C:\testing\score\control.cat”.

101.2.4 After exiting the CAT disk window, ‘Testing 2000’ will report the number of tests (see figure below) transferred to USMIRS in the same way it reports MET site tests loaded to USMIRS:



Figure 223 Testing 2000 CAT – Transfer Display

### 101.3 Manual entry of Raw Score Tests (administered prior to January 2002).

101.3.1 Raw Score entries are available by clicking the “**Raw**” button from the ‘Testing 2000’ window. The raw score entry form will open, just fill in all information available from the document being used to generate the raw score entry.

The screenshot shows a software window titled "Manual Data Entry". The window is divided into several sections. On the left, there are input fields for personal and identification information: SSN, Last Name, Service (dropdown), Component (dropdown), Sex (dropdown), Education Level (dropdown), Population Group (dropdown), Ethnic Group (dropdown), and Birth Date (YYYYMMDD). On the right, there are fields for test-related information: Date of Test, Test Version (dropdown), Seq Number, Met Site ID, Book Number (dropdown), and TA-ID. Below these fields is a table titled "Test History" with several empty rows. At the bottom of the window, there are ten checkboxes labeled GS, AR, WK, PC, NO, CS, AS, MK, MC, and EI. To the right of these checkboxes are two buttons: "Commit" and "Exit".

Figure 224 Testing 2000 – Manual Entry for Raw Scores

## 102. Testing 2000 STP

### 102.1 Introduction

102.1.1 The following sections will give the user more instructions for the equipment or software for processing of Student Answer Sheets.

102.1.2 If the answer sheets are being scanned using the OPSCAN 8 Scanner. Review the operational instructions in Chapter 98 OPSCAN 8 Scanner.

102.1.3 In certain situations, it is possible that a student may have accidentally marked bubbles that changed the test sequence number. If the user is missing a particular answer sheet that should be in the pile, check the upper bin of the scanner output for a test with extra bubbles populated at the top in the “DO NOT MARK IN THIS BOX” section.

102.1.4 If a complete test does not have a valid Test Version, a window will open asking the user to check if the student wrote the test version but filled out the bubbles incorrectly. Check the lower output bin of the scanner—the scanner sorts any page 1 without a valid test version to the lower bin on the left. If the user can determine the correct test version from the answer sheet, enter it in by clicking the “Correct” button on this form. Otherwise, select the “Cannot Identify” button. Please do NOT guess the test version.

102.1.5 **WARNING:** To process answer sheets, the user-id must be the same on the OMR PC and USMIRS. In other words, the person who logs on to the OMR-PC to scan answer sheets must be the same person who will process the test session.

### 102.2 OMR PC Instructions

102.2.1 To start the scanning process, select the icon for ‘Testing 2000’.

102.2.2 At the prompt, login to the user MEPS, enter the user’s USMIRS login name and password (see figure below).



**Figure 225 Testing 2000 STP – USMIRS Login**

102.2.3 If the logon was successful, the “Transaction Completed” message will appear. Otherwise, the “Connection Failed: Please Try again later” message will appear.

102.2.4 After successful connection, ‘Testing 2000’ will display some start up messages in the Title bar of the window, eventually leading to: “Testing 2000 is Ready to Process”.

102.2.5 Click the “STP” button (see figure below).



Figure 226 Testing 2000 STP – Ready to Process

102.2.6 At the STP window (see figure below), click “Scan Tests” to start scanning test using the OPSCAN 8 Scanner.

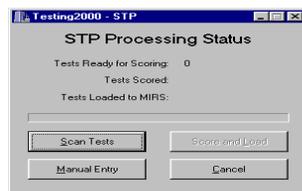


Figure 227 Testing 2000 STP – Scan Tests

102.2.7 The ‘Scan Tools’ for windows will open (see figure below) and will display the scanned answer sheets as it scans them. ‘Scan Tools’ will “flag” tests with incorrect test versions. The ‘Testing 2000’ will handle these tests ---- please do not rescan them.

102.2.7.1 After all sheets have been scanned, click “**Stop**” to return to STP window.

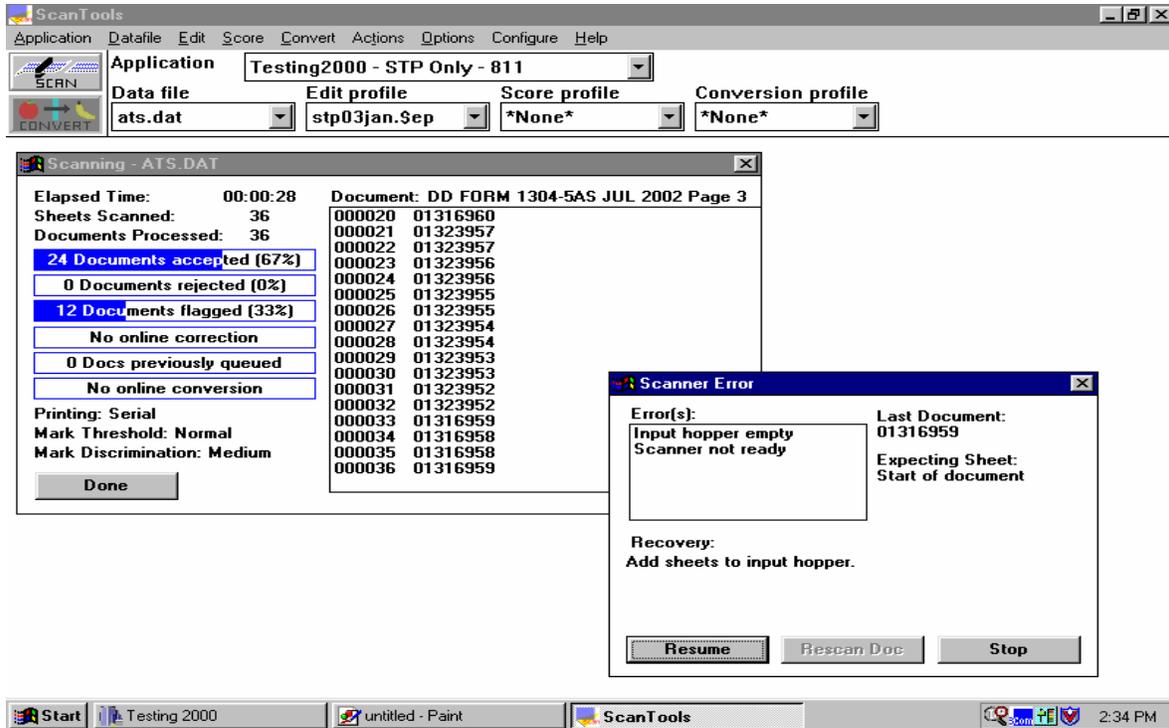


Figure 228 Testing 2000 STP – Scan Tools

102.2.8 The STP window (see figure below) will display the number of scanned tests. These selections are available if there are NO errors.

102.2.8.1 SCAN –starts the scanner.

102.2.8.2 SCORE and LOAD – score and load the tests in USMIRS, if no errors.

102.2.8.3 MANUAL ENTRY – will bring up the manual entry windows (Para. 101.3).

102.2.8.4 CANCELS – cancel complete job.

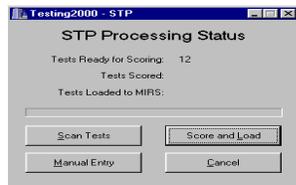


Figure 229 Testing 2000 STP – Number of Scanned Tests

102.2.9 If any test(s) are missing one of its answer sheets, the Incomplete Test (see figure below) window will be displayed.

102.2.9.1 NEW SCAN – restart scanner with found or misread answer sheets/

102.2.9.2 SKIP – reject sheet without scoring.

102.2.9.3 MANUAL ENTRY – will bring up the manual entry windows (Para. 101.3).

102.2.9.4 DISCARD SHEET – reject sheet without scoring.



Figure 230 Testing 2000 STP – Incomplete Test

102.2.10 The 'Testing 2000' will check for invalid test versions. It will display the 'Verify Test Version' (see figure below) window with answer sequence number.

102.2.10.1 Enter the valid test version from answer sheet and click “**Correct**” button.

102.2.10.2 If the user cannot identify test version from answer sheet, click on “**Cannot Identify**” or “**Skip**” and the test will be rejected.



Figure 231 Testing 2000 STP – Test Version

102.2.11 The “Duplicate Sequence Numbers” window (see figure below) will appear if the answer sheets are read as duplicates (same sequence number, same page number of the test, but different bubbles marked on the sheets themselves). In most cases, this means that the scanner read the sheets incorrectly and should be recalibrated. It is possible, however, that a student was “doodling” on a test in the “DO NOT MARK IN THIS AREA” block. The Duplicate answer sheet window provides some information on which sheets were duplicates and which sheets had missing pages. Click on “OK” to return to ‘Testing 2000’ window.

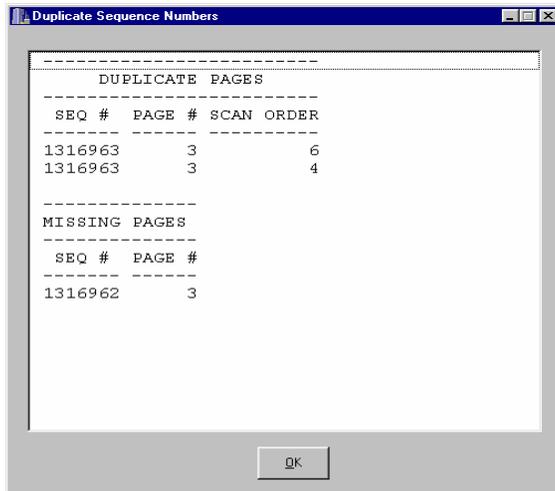


Figure 232 Testing 2000 STP – Duplicate Records

102.2.12 Once all tests have been corrected, ‘Testing 2000 STP’ window is displayed. Click the “Score and Load” button, which will transfer the scored tests to USMIRS. Once all tests have been transferred, the only option remaining on the STP window will be to close and return to the ‘Testing 2000’ main window:

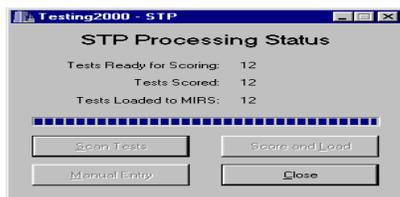


Figure 233 Testing 2000 STP Close Display

### 102.3 Manual Student Entry (Item Entry) Instructions

102.3.1 Manual student entry will be used when the answer sheets cannot be scanned using scanner. When typing in data from fields on the answer sheets, the manual student entry window will only allow strokes that match the bubbles on the form. (For example, only letters are allowed in the NAME field.) If a bubble is left blank, use a space. If more than one bubble is marked, choose the darker bubble or enter an asterisk.

102.3.2 Click the ‘STP’ button from the Testing 2000 main form (see figure below).

102.3.3 Click the “STP” button (see figure below).

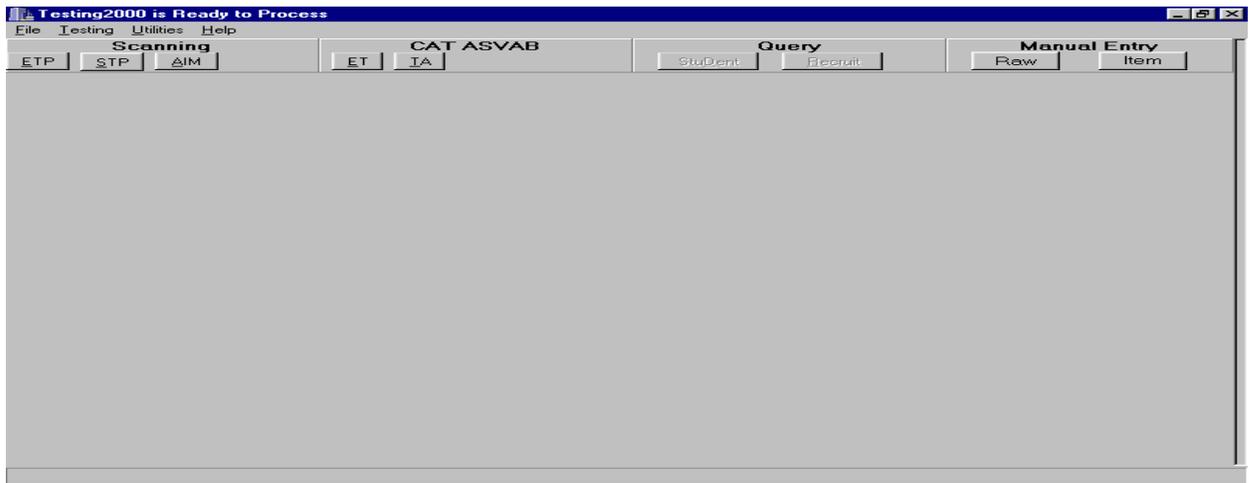


Figure 234 Testing 2000 – Main Form

102.3.4 At the STP window (see figure below), click “Manual Entry” to start manual entry process.

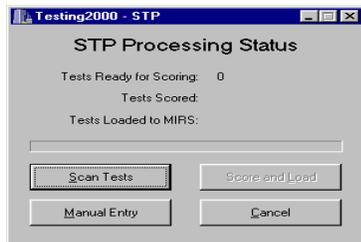
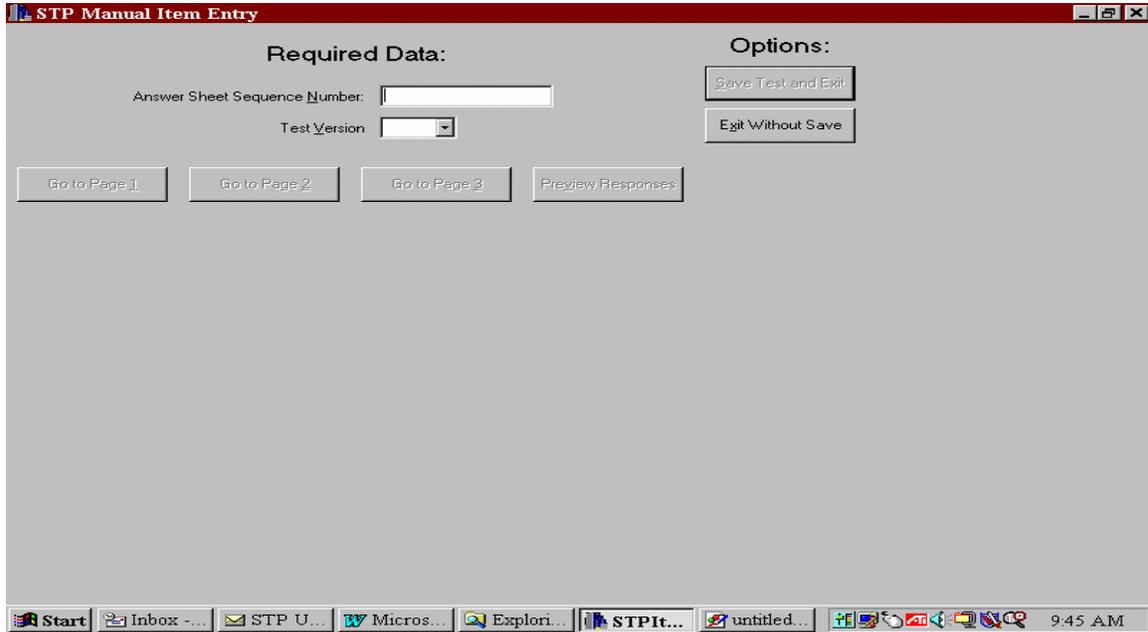


Figure 235 Testing 2000 STP – Manual Entry

102.3.5 When the STP Manual Item Entry window (see figure below) appears, start by entering the sequence number and test version from the test. This data is required to start entering the test data. Do NOT guess the test version. After the information is entered the 'go to' buttons will be available for selection.



**Figure 236 Testing 2000 STP - Manual Item Entry window**

102.3.6 The user can change pages and return to them as much as needed. The page will remember the data it held when it was last opened and closed. If the user makes a mistake, he/she can use the Undo Changes button to go back to the data as it was last opened. Use the <Tab> or mouse to navigate in the window.

102.3.7 The Page 1 STP entries (see figure below) and fill it with data from the answer sheet. The user cannot change the test version here; it must be changed on the Main Form.

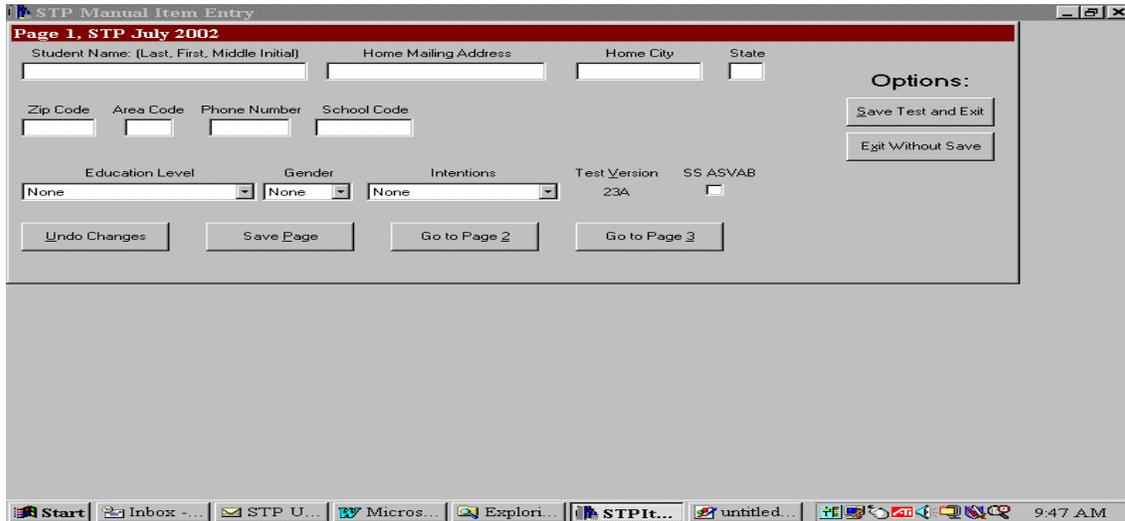


Figure 237 Testing 2000 STP - Manual Item Entry Page 1

102.3.8 The Page 2 STP entries (see figure below) and fill it with data from the answer sheet. Note that each option for Racial Category and Ethnic Category has its own box. Check whatever boxes are marked.

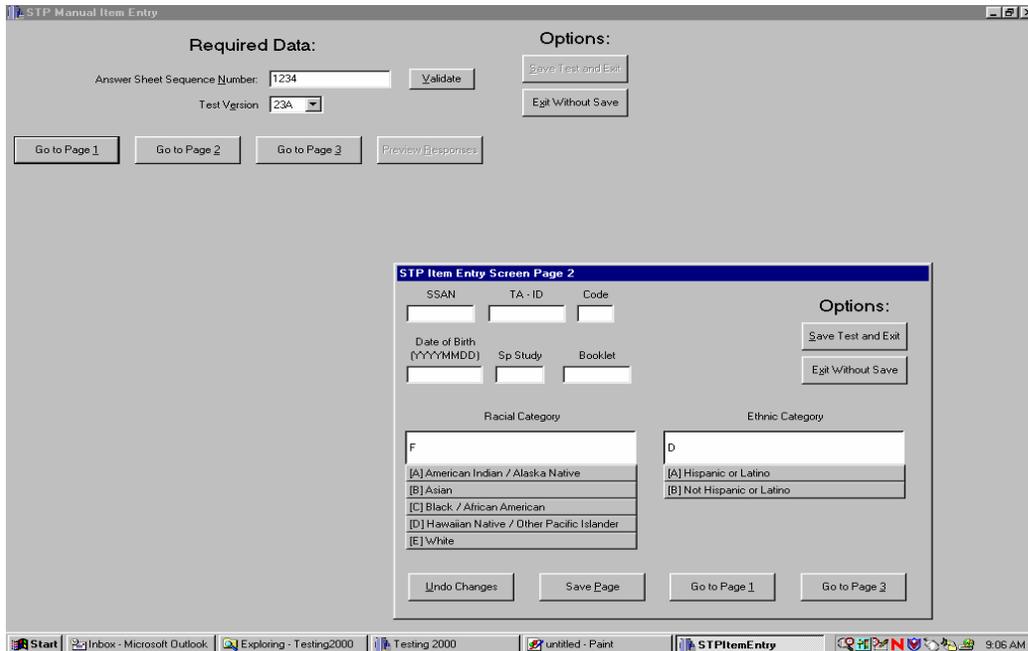


Figure 238 Testing 2000 STP - Manual Item Entry Page 2

102.3.9 The Page 3 STP entries (see figure below) use the mouse or the board to enter the data from the GS test. The “User Information” button explains how the mouse and board actions work.

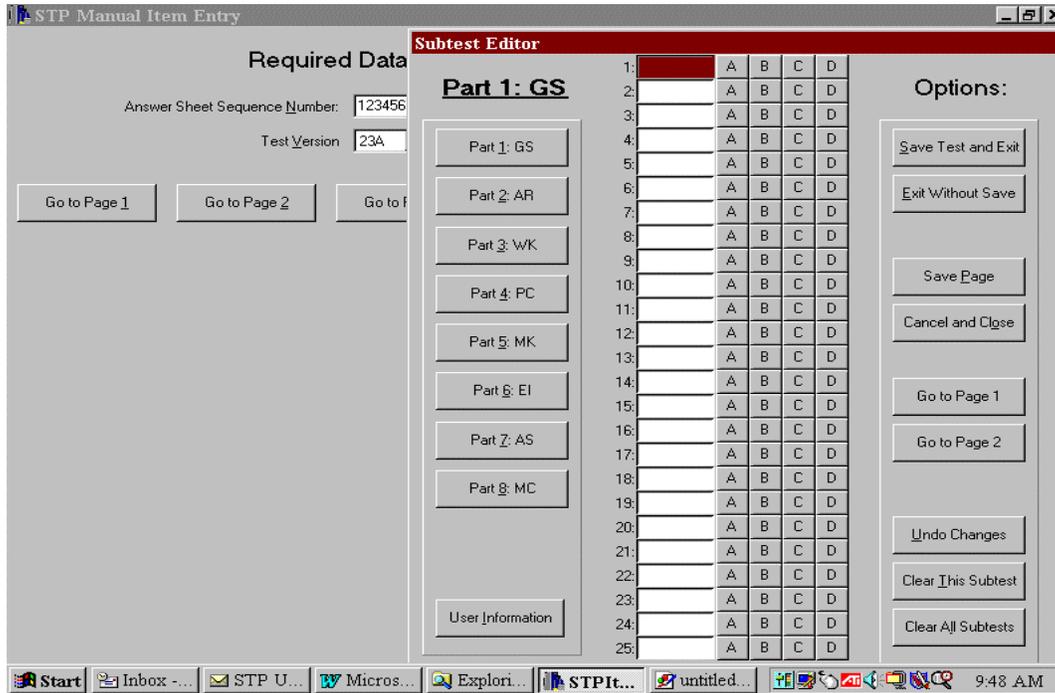


Figure 239 Testing 2000 STP - Manual Item Entry Page 3

102.3.10 The window to the left of the bubbles shows the state of the answer. Possible states include no response, one response, and more than one response (marked by an asterisk).

102.3.11 Just as the user can switch pages of the test, the user can also switch between each of the subtest. Make sure the user checks what part of the test the user is working on before entering data. The number of answers in the grid will also match the number of questions for that subtest.

102.3.12 The “Undo Changes” button will only undo recent changes to the subtest being displayed.

102.3.13 The “Clear This Subtest” will clear only one subtest.

102.3.14 The “Clear All Subtests” will clear all the subtest(s).

102.3.15 After the test is completely filled out, click the “**Save Test and Exit**” button. The program will calculate and display an unverified score for this test to help the user catch errors.

102.3.16 The user may be asked to double-check the SS ASVAB bubble on the first page of the test. If the user marked it correctly on Page 1, do NOT go back and change it.

102.3.17 The Standard Score Verification window (see figure below) will appear to review the scores. This is the last opportunity to check the subtest scoring before the test is submitted for record. If the student's subtest scores are generally consistent but one or more is considerably lower or higher than the rest, please re-check the item entry for the subtest(s).

102.3.17.1 Click the "Submit" button to close the item entry window and return to STP processing.

102.3.17.2 The "Cancel and Return" button will allow the user to make changes to the test data.

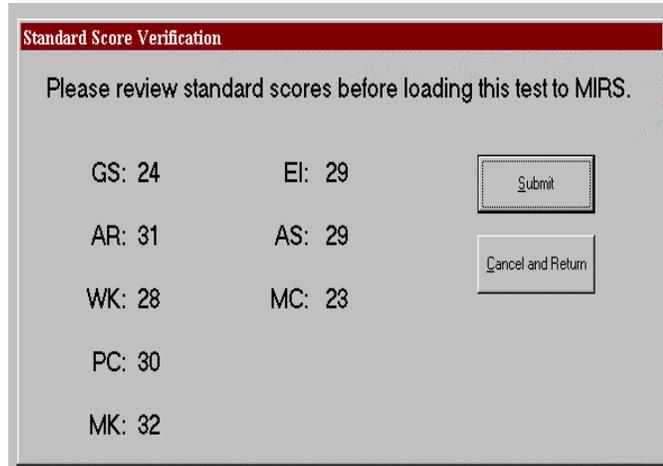


Figure 240 Testing 2000 STP - Standard Score Verification

# Appendixes

103. Appendix 1 - Control Keys for Keyboard For USMIRS

AS OF September 9, 2003

KEY	FUNCTION	COMMENTS
<Alt>	Alt	Used in conjunction with other keys
<Alt + Down Arrow>	Screen Page Down	More than one set of screens exist – displays previous screen; I.E., Personal Data (OP01) for OP01-1, OP01-2, AND OP01-3
<Alt + Esc>	Toggle To Shell Window  And  Activates Window	System toggles between data entry screen to shell window  <b>GRAY TOOL BAR</b> – Indicates “Inactive Window” <b>BLUE TOOL BAR</b> - Indicates “Active Window”
<Alt + F3>	Toggle To Shell Window	System toggles between data entry screen to shell window
<Alt + F7>	Move Window	Dimension window displays in middle of screen to allow for movement of window with arrow keys
<Alt + F8>	Move Window	Dimension window displays in middle of screen to allow for movement of window with arrow keys
<Alt + F9>	Minimize Window	Screen minimizes to an icon in lower left corner
<Alt + F10>	Maximize Window	Select icon and press <Alt + F10> and system maximizes screen to original size
<Alt + F11>	Execute Query	Executes a query that has been entered
<Alt + Tab>	Toggle To Shell Window  And  Activates Window	System toggles between data entry screen to shell window  <b>GRAY TOOL BAR</b> – Indicates “Inactive Window” <b>BLUE TOOL BAR</b> - Indicates “Active Window”
<Alt + Up Arrow>	Screen Page Up	More than one set of screens exist – displays previous screen; I.E., Personal Data (OP01) for OP01-1, OP01-2, AND OP01-3
<Ctrl + A>	Aptitude Screen (AA03)	Displays Aptitude Data entry screen from calling screen. If the SSN exists on calling screen, then the SSN displays on the AA03.

KEY	FUNCTION	COMMENTS
		If the SSN doesn't exist on calling screen, then the AA03 displays without data.
<Ctrl + B>	Clear Data Block	Deletes existing data in data block. Cursor appears in the first data entry position within the cleared data block. System ready for data entry.
<Ctrl + D>	DEP Screen (OD01)	Displays DEP-IN Data entry screen from calling screen. If the SSN exists on calling screen, then the SSN is displayed on the OD01. If the SSN doesn't exist on calling screen, then the OD01 displays without data.
<Ctrl + Delete>	Delete Last Transaction From Database	Prompts with Yes/No option. Deletes displayed committed transaction from database. Cursor appears at top of cleared screen.
<Ctrl + Down Arrow>	Screen Page Down	More than one screens worth of data, I.E. Reconciliation screen of 17 lines – scrolls screen page down (14 lines at a time). Scrolls a screen length up or down within List Of Values (LOV) pop-ups.
<Ctrl + E>	Accession Screen (OA01)	Displays Accession Data entry screen from calling screen. If the SSN exists on calling screen, then the SSN displays on OA01. If the SSN doesn't exist on calling screen, then the OA01 displays without data.
<Ctrl + F4>	Start Over	1) Cursor appears at top of cleared/refreshed screen. 2) Quits data screen without save. 3) System ready for data entry.  Within DEP/Access Processing – Moves to next screen within the processing screen sequence.  With Testing auto merge mode on AA03, moves to next test record save an exit data block.
<Ctrl + F5>	Request Of Ownership For Applicant Record Only On Following Screens:	User attempts to gain ownership of record currently displayed on screen at owning MEPS - 1) When requesting Permanent

KEY	FUNCTION	COMMENTS
	<p>AA03, CE01, CN01, MD01, MD09, OA01, OC01, OC02, OD01, OE01, OG01, OP01, OQ01, OQ03, OY01, TA01, TP01</p>	<p>Ownership –  <b>MESSAGE: “REQUEST FOR OWNERSHIP MOMENTARILY DENIED; SSN DISPLAYED ON SCREEN AT XXX”.</b></p> <p>2) When requesting Temporary Ownership -  <b>MESSAGE: “REQUEST FOR OWNERSHIP MOMENTARILY DENIED; SSN TEMPORARILY OWNED BY XXX”.</b></p> <p>Service user attempts to request Ownership –  <b>MESSAGE: “ FUNCTION NOT PERMITTED”.</b></p> <p>User attempts to request Ownership on record that is already owned by MEPS (Permanent or Temporary) -</p> <p>1) Permanent owner requesting Permanent, Temporary or Provisional Ownership -  <b>MESSAGE: “REQUEST FOR OWNERSHIP DENIED; XXX OWNS RECORD”.</b></p> <p>2) Temporary owner requesting Permanent or Temporary Ownership -  <b>MESSAGE: “REQUEST FOR OWNERSHIP DENIED; XXX TEMPORARILY OWNS RECORD”.</b></p> <p>Update ownership (Temporary or Permanent) shall not be transferred if the record is currently in data error status -  <b>MESSAGE: “REQUEST FOR OWNERSHIP DENIED, SSN IN SYNCHRONIZATION ERROR”.</b></p> <p>Host CRDB does not have the SSN record -  <b>MESSAGE: “RECORD NOT FOUND AT HOST CRDB”.</b></p>

KEY	FUNCTION	COMMENTS
		<p>Host CRDB inaccessible -  <b>MESSAGE: "REQUEST FOR OWNERSHIP DENIED, HOST CRDB INACCESSIBLE".</b></p> <p>Owner MEPS inaccessible –  <b>MESSAGE: "REQUEST FOR OWNERSHIP DENIED, OWNER XXX INACCESSIBLE – MEPS TO MEPS COMM VIA HELP DESK".</b></p>
<p>&lt;Ctrl + F7&gt;</p>	<p>Commit/Accept/Save</p>	<p>Saves data on screen and commits transaction.</p> <p>Cursor appears at top of cleared screen.</p> <p>Within LIST OF VALUES (LOV):</p> <ol style="list-style-type: none"> <li>1) Accepts values.</li> <li>2) Inserts value into appropriate data field.</li> <li>3) Closes the List Of Values (LOV) window.</li> <li>4) Cursor appears at next data field.</li> </ol>
<p>&lt;Ctrl + F10&gt;</p>	<p>SSN Conflict Status</p> <p>Only On Following Screens:  AA03, CN01, MD01, MD09, OA01, OC01, OC02, OD01, OE01, OG01, OP01, OQ01, OQ03, OY01, TA01, TP01</p>	<p>For display of alert window.</p> <p>Assigning or clearing a conflict SSN record will be restricted to users who have the <b>OPERATION ADMIN ROLE</b> assigned to them.</p> <p>User accesses a conflict record -  <b>MESSAGES:</b></p> <ol style="list-style-type: none"> <li>1) <b>NOT OWNER: "READ-ONLY RECORD OWNED BY XXX; CONFLICT SSN".</b></li> <li>2) <b>TEMPORARY OWNER: "TEMPORARILY OWNED FROM XXX; CONFLICT SSN".</b></li> <li>3) <b>PERMANENT OWNER: "CONFLICT SSN".</b></li> </ol> <p>If an attempt is made to change data to a conflict record -</p>

KEY	FUNCTION	COMMENTS
		<p><b>MESSAGE:</b></p> <ol style="list-style-type: none"> <li>1) <b>NOT OWNER:</b> “FUNCTION NOT PERMITTED”.</li> <li>2) <b>TEMPORARY OWNER:</b> “FUNCTION NOT PERMITTED IN TEMPORARY OWNERSHIP MODE”, applies to SSN Change on OP01.</li> <li>3) <b>PERMANENT OWNER – MESSAGE:</b> “FUNCTION NOT PERMITTED; SSN IN CONFLICT”, applies to user attempting to modify data on OY01, OC01 and OC02.</li> </ol>
<Ctrl + F11>	Enter Query	<p>Refreshes screen and allows a query to be initiated.</p> <p>Applicable mostly on OU02 and OU03.</p>
<Ctrl + H>	N Status (OQ03)	<p>Displays N-Status screen from calling screen.</p> <p>If SSN exists on calling screen, then SSN displays on OQ03.</p> <p>If SSN does not exist on calling screen, then OQ03 SSN displays without data.</p>
<Ctrl + I>	Forms/Reports Screen (OU10)	Displays FORMS/REPORTS screen from calling screen.
<Ctrl + J>	USMEPCOM FORM 727 Processing List (CN01)	Displays CN01 USMEPCOM FORM 727 Processing List from calling screen.
<Ctrl + K>	Show Keys	Displays definitions for function and administrative keys.
<Ctrl + L>	List Of Values (LOV)	<p>Displays valid entries for data fields.</p> <p>List Of Values (LOV) created for when more than one value exists.</p>
<Ctrl + M>	Medical Screen (MD01)	<p>Displays Medical Data entry screen from calling screen.</p> <p>If the SSN exists on calling screen, then the SSN displays on MD01.</p> <p>If the SSN does not exist on calling screen, then MD01 displays without data.</p>

KEY	FUNCTION	COMMENTS
<Ctrl + N>	Last Field	Cursor moves to bottom of screen, first position within last data field.
<Ctrl + O>	680ADP Screen (ADP680)	Displays PCN 680ADP screen from calling screen. If the SSN exists on calling screen, then the SSN displays on ADP680. If the SSN does not exist on calling screen, then ADP680 displays without data.  Page through with 'PAGE UP' and 'PAGE DOWN'.
<Ctrl + P>	Personal Screen (OP01)	Displays Personal Data entry screen from calling screen. If the SSN exists on calling screen, then the SSN displays on OP01. If the SSN does not exist on calling screen, then OP01 displays without data.
<Ctrl + Q>	Query Screen (CE05)	Displays Applicant Query screen from calling screen.
<Ctrl + R>	Display Error	Displays records error window identifying field error OR <b>MESSAGE: "NO ERRORS EXIST TO DISPLAY"</b> .
<Ctrl + S>	First Field	Cursor moves to top of screen at first position within first data field.
<Ctrl + T>	Edit Free Text Window	Displays pop-up free text window area.  Allows edit capability.
<Ctrl + U>	Clear Data Field	Deletes existing data in data field.  Cursor appears in first data entry position within data the cleared data field.  System ready for data entry.
<Ctrl + Up Arrow>	Screen Page Up	More than one screens worth of data, I. E., Reconciliation screen of 17 lines – scrolls screen page up (14 lines at a time).  Scrolls a screen length up or down within List Of Values (LOV) pop-up windows.
<Delete>	Delete	Deletes one character at a time to the right of the cursor.
<Down Arrow>	Down Arrow	Cursor moves down to next line

KEY	FUNCTION	COMMENTS
<Enter>	Select	Within menus – selects menu option.  Within screens – cursor move to next data field (like <Tab> key).
<SC>	Esc	Used in conjunction with other keys.  Exits from List Of Values (LOV) without selection.
<F1>	Data Field Property	Displays property window.
<F4>	Print Form / Print Screen	Print screen.  Allows selection of printer destination.
<Insert> OFF	Type Over	Types over existing keystroke character (s).
<Insert> ON	Insert	Overstrike replacement.  Inserts keystroke character (s).
<Num Lock>	Num Lock	Allows the use of numeric keypad.
<Left Arrow>	Left Arrow	Cursor moves backward to next character one character at a time
<Right Arrow>	Right Arrow	Cursor moves forward to next character one character at a time
<Shift>	Shift	Used in conjunction with other keys.
<Shift + Down Arrow>	Next record	Displays next SSN record.  Displays at bottom of screen: “AT LAST RECORD”.
<Shift + F2>	Delete Accession and DEP Data From 'OA01' / 'OD01' Screens	Create a 'M005' / 'M006'.
<Shift + F2>	Delete Record From MEPS DB And CRDB (HOST)	Prompts with 'Yes/No' option.  Deletes displayed communicated transaction from database and HOST.  Cursor appears at top of cleared screen.  Generates and M00 transaction to the HOST.  <b>**AUTHORIZED MEPS PERSONNEL ONLY**</b> <b>OPERATION ADMIN ROLE</b>

KEY	FUNCTION	COMMENTS
<Shift + F6>	Commit Transaction And Print 680ADP or applicable form output product (i.e., OY01=DD Form 93, OC01=DD Form 4)	<p>Save data on screen and commits transaction.</p> <p>Cursor appears at top of cleared screen.</p> <p>Prints 680ADP or applicable output products.</p> <p>System ready for data entry.</p>
<Shift + F9>	Return To Main Menu	Returns operator to USMIRS Main Menu without save.
<Shift + Tab>	Tab Back	Tab backward cursor to previous data field one data field at a time.
<Shift + Up Arrow>	Previous Record	<p>More than one record displays previous SSN record.</p> <p>Displays at bottom of screen number of records.</p>
<Space bar>	Space	Cursor moves one character at a time to the right and enters a space on the screen.
<Tab>	Tab Forward/Next Field	<p>Tab forward cursor to next data field one data field at a time.</p> <p>Within List Of Values (LOV) – cursor move down to next line one line at a time (like the arrow down key).</p>
<Up Arrow>	Up Arrow	Cursor moves up to next line

## 104. Appendix 2 - Racial and Ethnic Code

### 104.1 Racial Code Table

CODE	SELECTED CATEGORY
A	American Indian/Alaska Native
B	Asian
C	Black or African American
D	Native Hawaiian or other Pacific Islander
E	White
F	Decline to Respond
G	Identification Pending (used in mortuary affairs and graves registration) ** NOT USED IN MEPCOM DATA; Mobilization Purposes Only **Identification Pending (used in mortuary affairs and graves registration)
H	American Indian/Alaska Native, Asian
J	American Indian/Alaska Native, Asian, Black or African American
K	American Indian/Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander
L	American Indian/Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White
M	American Indian/Alaska Native, Asian, Black or African American, White
N	American Indian/Alaska Native, Asian, Native Hawaiian or other Pacific Islander
P	American Indian/Alaska Native, Asian, Native Hawaiian or other Pacific Islander, White
Q	American Indian/Alaska Native, Asian, White
R	American Indian/Alaska Native, Black or African American
S	American Indian/Alaska Native, Black or African American, Native Hawaiian or other Pacific Islander
T	American Indian/Alaska Native, Black or African American, Native Hawaiian or other Pacific Islander, White
U	American Indian/Alaska Native, Black or African American, White
V	American Indian/Alaska Native, Native Hawaiian or other Pacific Islander
W	American Indian/Alaska Native, Native Hawaiian or other Pacific Islander, White
X	American Indian/Alaska Native, White
Y	Asian, Black or African American
Z	Asian, Black or African American, Native Hawaiian or other Pacific Islander
1	Asian, Black or African American, Native Hawaiian or other Pacific Islander, White
2	Asian, Black or African American, White
3	Asian, Native Hawaiian or other Pacific Islander
4	Asian, Native Hawaiian or other Pacific Islander, White
5	Asian, White
6	Black or African American, Native Hawaiian or other Pacific Islander
7	Black or African American, Native Hawaiian or other Pacific Islander, White
8	Black or African American, White
9	Native Hawaiian or other Pacific Islander, White

104.2 Ethnic Codes

Code	Description
A	HISPANIC OR LATINO
B	NOT HISPANIC OR LATINO
D	DECLINE TO RESPOND

104.3 Database Conversion Process

104.3.1 Execute the below conversion process by 1 Jan 03 to support the implementation of the new Race and Ethnic Codes on 1 Jan 03.

104.3.2 Race Conversion Process Table.

Current MEPCOM Code - Description	New DOD Code - Description
R - American Indian/Alaskan Native	A - American Indian/Alaska Native
N - Black/Negro/African American	C - Black or African American
C - White/Caucasian	E - White
M - Oriental/Asian/Pacific Islander	D - Native Hawaiian or Other Pacific Islander
X – Other	F - Declined to Respond
Z – Unknown	F - Declined to Respond

104.3.3 Ethnic Conversion Process Table.

Current Code	New Code
Y - Spanish/Hispanic	A - Hispanic or Latino
N - Not Spanish/Hispanic	B - Not Hispanic or Latino
Blank	D

NOTE: Blank applies for records existing prior to implementation of Spanish/Hispanic data item.

104.3.4 Ethnic Conversion Process (STP) Table

Current Code	New Code
1	A
2	B
Blank	D

104.3.5 Interface Conversion Process. Coordination is currently ongoing with external agencies related to interface file changes. If the end result determines an agency cannot meet the requirement of providing new, then old codes received electronically for interfaces will be converted per 3.a. and 3.b. above.

104.3.6 DSS/OPM (FBI) Jan 03 Conversion Process. This relates to the translation of the DOD codes, as stored in MIRS, to the EFTS standard, as used by the FBI to process electronic fingerprint submissions.

<b>Current mapping of USMEPCOM Race Codes to FBI Electronic Fingerprint Transmission Specification System Code Descriptions</b>				
<b>Current MEPCOM Codes</b>	<b>Current MEPCOM Description</b>		<b>FBI Codes</b>	<b>FBI Electronic Fingerprint Transmission Specification System Code Descriptions</b>
<b>R</b>	A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA.	--- maps to --->	<b>I</b>	Subject is American Indian, Eskimo, or Alaskan native or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition
<b>N</b>	A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA OR OTHER AREA.	--- maps to --->	<b>B</b>	Subject is a person having origins in any of the black racial groups of Africa
<b>C</b>	A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, NORTH AMERICA, OR MIDDLE EAST	--- maps to --->	<b>W</b>	Subject is Caucasian, Mexican, Puerto Rican, Cuban, Central or South American or other or other Spanish culture or origin regardless of race
<b>M</b>	A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF ASIA INCLUDING CHINA, JAPAN, AND KOREA	--- maps to --->	<b>A</b>	Subject is Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander
<b>Z</b>	UNKNOWN	--- maps to --->	<b>U</b>	Subject is of indeterminable race
<b>X</b>	OTHER	--- maps to --->	<b>U</b>	Subject is of indeterminable race

## 105. Appendix 3 - Rules for Purging Applicant Data

### Projection Data.

What is purged: Projection data.

When it's purged: Purge 2 years after P000P Date of Action.

### RID 0/Record with only Personal Data and Projection Data.

What is purged: Entire Applicant Record (Overall).

When it's purged: Purge 2 years after A000V WKID Date of Action.

**Note:** B300 & B0M0 WKID(s) do not create or modify a RID.

### RID 1/Record with only Aptitude Data.

What is purged: Entire Applicant Record (Overall).

When it's purged: Purge 2 years after last ASVAB or SSASVAB Date of Test.

### RID 2/Record with only Medical Data.

What is purged: Entire Applicant Record (Overall) if only a RID 2.

When it's purged:

- 1) Record with Full Physical (B010, B020, and B040)
  - a) With status code "P" or "L", purge 2 years after last Date of Full Physical.
  - b) With status code "E", "J", or "R", purge 7 years after last Date of Full Physical.
- 2) Record with only Prescreen (B030) (i.e., no Full Physical exists – B010, B020, and B040)
  - a) With status code "L", purge 2 years after last Date of Prescreen.
  - b) With status code "J" or "R", purge 7 years after last Date of Prescreen.

**RID 3/Record with both Aptitude and Medical Data.** The RID 3 code replaces either RID 1 or 2; i.e., the record has a RID 1 and upon commit of the Medical Data the RID 1 will change to a RID 3. Another example, the record has a RID 2 and upon completion of the Aptitude Data the RID 2 will change to a RID 3.

When it's purged:

- 1) The Aptitude Data – Rules above in RID 1 "When" apply. The applicant's RID is recalculated accordingly with a cascading effect if Medical Data is still valid (RID 2), or if both Aptitude and Medical Data is purged and Personal Data is valid (RID 0), or if the Entire Record (Overall) qualifies for purging then no RID.
- 2) The Medical Data – Rules above in RID 2 "When" apply. The applicant's RID is recalculated accordingly with a cascading effect if Aptitude Data is still valid (RID 1), or if both Aptitude and Medical Data is purged and Personal Data is valid (RID 0), or if the Entire Record (Overall) qualified for purging then no RID.

### RID 4/Record in DEP-In Enlistment Status.

What is purged: DEP Data.

When it's purged:

- 1) SPF other than DAR and DNV - Purge 545 days after DEP Date of Enlistment.
- 2) SPF of DAR and DNV - Purge 2 years after DEP Date of Enlistment.

Post Purge Actions: Immediately upon the purging of DEP Data the following occurs:

- 1) Automatic creation of a:
  - a) B003D WKID with Reason "ZZZ" if the DEP record is 545/2 years (DAR and DNV) beyond DEP Date of Enlistment.

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- b) B003J WKID with Reason "ZZY" 30 days from Drug Result Date in the B0D0J WKID; applies to Regular components. Also see Section 5.3.19.40.
- 2) The record is recalculated to a RID 7 and then all RID 7 purge criteria apply.

**Note:** All Aptitude Data remains valid while in enlistment status; i.e., RIDs 4, 5, and 6, and the Purge Aptitude date will always appear. The Aptitude Data will not be deleted even if the Purge Aptitude date is in the past. If the Purge Aptitude date is in the past, then an indicator will display on TP05 identifying Aptitude Data is still valid.

**Note:** All Medical Data purges based upon Medical Data purge criteria identified in RID 2 above.

**RID 5/Record in Accession Enlistment Status.**

What is purged: Entire Applicant Record (Overall).

When it's purged:

- 1) Purge 3 years after Accession Date of Enlistment for Reserve/Guard components with an accession status code of "A".
- 2) If B000C, purge 3 years after B000C Date of Action.

**Note:** All Aptitude Data remains valid while in enlistment status; i.e., RIDs 4, 5, and 6, and the Purge Aptitude date will always appear. The Aptitude Data will not be deleted even if the Purge Aptitude date is in the past. If the Purge Aptitude date is in the past, then an indicator will display on TP05 identifying Aptitude Data is still valid.

**Note:** All Medical Data purges based upon Medical Data purge criteria identified in RID 2 above.

**RID 6/Record in Accession Enlistment Status with previous DEP Enlistment data.**

What is purged: Entire Applicant Record (Overall).

When it's purged:

- 1) If B001B (Regular components with an accession status code of "B"), purge 3 years after Accession Date of Enlistment
- 2) If B001C, purge 3 years after Accession Date of Enlistment
- 3) If B000C, purge 3 years after B000C Date of Action.

**Note:** All Aptitude Data remains valid while in enlistment status; i.e., RIDs 4, 5, and 6, and the Purge Aptitude date will always appear. The Aptitude Data will not be deleted even if the Purge Aptitude date is in the past. If the Purge Aptitude date is in the past, then an indicator will display on TP05 identifying Aptitude Data is still valid.

**Note:** All Medical Data purges based upon Medical Data purge criteria identified in RID 2 above.

**RID 7/Record in DEP Discharge Status.**

What is purged: Entire Applicant Record (Overall).

When it's purged:

- 1) If DEP Discharge Status Code is "D", purge 2 years after DEP Date of Discharge.
- 2) If DEP Discharge Status Code is "J", "N", or "R", purge 7 years after DEP Date of Discharge.

**Note:** All Aptitude Data purges based upon Aptitude Data purge criteria identified in RID 1 above.

**Note:** All Medical Data purges based upon Medical Data purge criteria identified in RID 2 above.

**RID 7 Special Processing Rules (these are not purge related)**

1. DEP Discharge PAMDEHO Code of "D", "J", or "R" is removed and recalculated when any of the subsequent re-enlistment WKID(s) is committed\*: B002A, B001A, B001B, and B001C. Upon commit of the re-enlistment WKID, DEP Discharge Data (Reason, Date, and SPF) is retained and the RID is recalculated accordingly.
2. DEP Discharge PAMDEHO Code of "N" is removed when cleared using the N Status screen (OQ03).
3. DEP Discharge PAMDEHO Code of "J" or "R" is not calculated within the Overall Status Code when a subsequent medical WKID of "B010, 2, 4, 6, 7, or 8" is committed.
4. The Applicant Record RID code is recalculated to a RID 4, 5, or 6 when any of the following enlistment WKID(s) are committed: B002A, B001A, B001B, B001C.
5. Posting of subsequent processing transactions after a DEP Discharge other than B002A, B001A, B001B, and B001C does not change RID (I.E., RID remains 7).

**Rules for Calculating Purge Periods**

**Rules for calculating the Purge period; after 2 years, 3 years, 7 years:**

- 1) One year from 28-FEB-03 (or any year prior to a leap year) is 29-FEB or the following year (366 days).
- 2) One year from 29-FEB-04 (or any leap year) is 28-FEB of the following year (365 days).
- 3) One year from any other date is the same calendar date in the following year (365 or 366 days).
- 4) 2, 3 or 7 year purge periods are calculated by sequentially applying the above rules. These rules standardize the way leap years are accounted for. The following illustrates how these rules are applied:

DATE	+1 YEAR	DAYS	+2 YEARS	DAYS	+3 YEARS	DAYS	+7 YEARS	DAYS
-----	-----	----	-----	----	-----	----	-----	----
28-FEB-02	28-FEB-03	365	29-FEB-04	731	28-FEB-05	1096	28-FEB-09	2557
01-JAN-03	01-JAN-04	365	01-JAN-05	731	01-JAN-06	1096	01-JAN-10	2557
27-FEB-03	27-FEB-04	365	27-FEB-05	731	27-FEB-06	1096	27-FEB-10	2557
28-FEB-03	29-FEB-04	366	28-FEB-05	731	28-FEB-06	1096	28-FEB-10	2557
01-MAR-03	01-MAR-04	366	01-MAR-05	731	01-MAR-06	1096	01-MAR-10	2557
28-FEB-04	28-FEB-05	366	28-FEB-06	731	28-FEB-07	1096	28-FEB-11	2557
29-FEB-04	28-FEB-05	365	28-FEB-06	730	28-FEB-07	1095	28-FEB-11	2556

**Note: Calculation of Eligible Dates (Testing, Medical, etc) is not affected by this purge calculation process.**

106. Appendix 4 - USMIRS Data Entry Screens

SCREEN	WKID(s) Created		Data Display Only	Projection Created / Modified	Individual Print Products
	YES	NO			
*AA03 – Aptitude Data	X				
ADP680 – USMEPCOM PCN 680ADP			X		
*CE01 –Service Enlist (SPF Dependent)		X			
CE05 – Query			X		
*Processing List				X	
*MD01 – Medical Data	X				
MD08 – Print Med Brief		X			X
*MD09 – Alcohol Test	X				
*OA01 – Accession Data	X				
*OC01 – DD Form 4-1/2		X			
*OC02 – DD Form 4-3		X			
*OD01 – DEP In Data	X				
*OE01 – ENTNAC Data	X				
*OG01 – DEP Discharge	X				
OM01 – Applicant Database Query			X		
*OP01 – Personal Data	X				
*OQ01 – PEI/PAI	X				
*OQ03 – N Status	X				
OU10 – Forms and Reports					X
*OY01 – DD Form 93		X			
*OR01 – Quality Review Process				X	
*TA01 – Check In / Check Out		X			
*TP01 – Packet Form Charge In/Out		X			
TP07 – Print Labels		X			X

\* Ownership can be requested from there screens via the <Ctrl + F5> keys combination.

## 107. Appendix 5 - Calculating PAMDEH, PAMDEHO, and Rid

1. The following strategy will be used to calculate PAMDEH:
  - (a) Derive PAMDEH from Work History
  - (b) Sort Work History as recorded
  - (c) Do not take into consideration WKID(s) that do not change status
  - (d) If no Recruit ID exists, then PAMDEH is null
  - (e) Calculate PAMDEH:
    - (1) V \_ \_ \_ \_ \_ - A000V – Assigned
      - (a) V \_ \_ \_ \_ N - B000N WKID in Work History
      - (b) V \_ \_ N \_ \_ - B003N WKID in Work History
      - (c) V \_ \_ \_ \_ \_ - B000P/B000 WKID in Work History when the number of B000P's and B000's equals the number of B000N WKID(s) in Work History
      - (d) V \_ \_ \_ \_ \_ - B000P/B000 WKID in Work History when previous B003N exists and discrepancy code 7 is missing
    - (2) V X \_ \_ \_ \_ - B300P WKID in Work History
      - (a) The J000V to reverse the B300P will change the "X" under the "A" in PAMDEH to Blank or Previous Code if Aptitude Data exists.
    - (3) V # \_ \_ \_ \_ - B100#, B200#, B400#, B500#, B600#, J900# WKID in Work History - # = Aptitude status
    - (4) V \_ X \_ \_ \_ - B0M0P WKID in Work History
      - (a) The J000V to reverse the B0M0P will change the "X" under the "M" in PAMDEH to blank or Previous Code if Medical Data exists.
    - (5) V \_ # \_ \_ \_ - B010#, B020#, B030#, B040#, B050#, B060#, B070#, B080# J090#, B0D0# WKID in Work History - # = Medical Status
      - (a) Lab results cannot change existing Status E or R
      - (b) Negative HIV or Drug results do not change existing Status L, J, R, or E
    - (6) V \_ \_ # \_ \_ - B003#, J007# WKID in Work History - DEP Discharge Status
      - (a) WKID M007 removes "D", "J", "R", or "N" from fourth PAMDEH position.
      - (b) WKID B002A, B001A, B001B, and B001C remove "D", "J", "R", or "N" from fourth PAMDEH position.
    - (7) V \_ \_ A \_ \_ - B002A WKID in Work History - DEP Status
      - (a) WKID(s) B005D and M004 remove "A" from fourth PAMDEH position.
    - (8) V \_ \_ \_ # \_ - B001#, B000C WKID in Work History - # = Accession Status
      - (a) WKID B001D removes "A" or "B" from fifth PAMDEH position;
      - (b) M005 removes "A" from fifth PAMDEH position;

(c) M006 removes "A/B" from fourth/fifth PAMDEH position;

(9) After calculation of PAMDEH based on work history, the product will adjust the status of aptitude, medical, DEP, DEP discharge, and accession according to presence or absence of corresponding data in MEPS USMIRS DB.

2. The following strategy will be used to calculate PAMDEHO:

- (a) Calculate PAMDEH as described above. Evaluate status codes from left to right. Use status with lowest priority based on priority list from MIRS\_LOOKUP table WRK\_STAT (\\mepcom-fs1\CRDB-NRT\WRK\_STAT (19Aug03).xls)
- (b) Disregard DEP Discharge status codes "J", "R" or "D" if medical data is more recent than DEP Discharge data.

3. The following strategy will be used to calculate RID:

- (a) Derive RID from PAMDEH unless positions 2 or 3 are "X". If positions 2 or 3 are "X", then derive RID based on the presence or absence of the corresponding data. Disregard DEP Discharge status codes "J", "R" "D" or "N" if medical data is more recent than DEP Discharge data
- (b) P - Personal Data (V) - RID 0
- (c) A - Aptitude Data ("P", "G", "M", "K", "H") - RID 1. If position A is 'X' (ASVAB not required), derive the RID based on the presence or absence of Aptitude test data.
- (d) M - Medical Data ("P", "L", "J", "E", "R") - RID 2 or 3 (aptitude data present). If position M is 'X' (medical not required), derive the RID based on the presence or absence of Medical Data.
- (e) D - DEP Data (A) or DEP Discharge data ("N", "J", "R", "D") - RID 4 or 7.
- (f) E - Accession data ("A", "B", "C") - RID 5 or 6 (DEP Data present)
- (g) H – not consider if N is present.

## 108. Appendix 6 – Ownership Modes

### 108.1 Types of Record Ownership

108.1.1 **Electronic Record Owner** refers to Temporary or Permanent Owning MEPS DB where the applicant’s electronic record resides authorizing **update** authority.

108.1.2 **Packet Record Owner** refers to Permanent Owning MEPS where the applicant’s hardcopy file room packet physically resides.

### 108.2 Types of Ownerships

#### 108.2.1 Permanent -

Electronic Record Owner with **full update** authority.  
 Packet Record Owner.

#### 108.2.2 Temporary -

Electronic Record Owner for WKID/transaction Commit or 15 minutes (whichever is sooner) with limited record **update** authority; the new TIME LEFT field near status line will count down the 15 minutes.

#### 108.2.3 NOT Owner -

Electronic Record Viewer (Read Only) with no **update** authority.  
 NOT Packet Record Owner.

#### 108.2.4 Provisional Owner -

Electronic Record Owner with **full update** authority during a **Failure Mode**.  
 NOT Packet Record Owner.

### 108.3 On Screen Displays

108.3.1 The MEPS will enter the Social Security Number. The USMIRS system will retrieve the record from the CRDB and display record. The Status Line will display the Ownership of applicant’s Record. The Status Line color will be: Permanent = Gray, Temporary = Green, Read only = Yellow.

108.3.2 To change the Ownership (if necessary), the user will press <Ctrl + F5> to display the “Request Ownership Mode” pop-up window (see figure below). Select one of the Ownership Mode (Temporary, Permanent) or Exit.

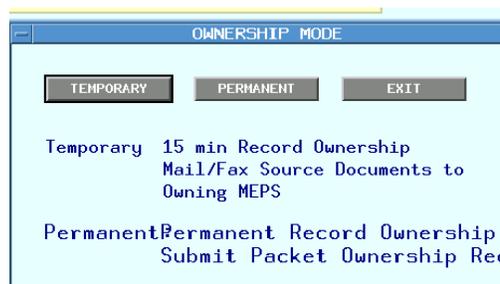


Figure 241 Request Ownership Mode Pop-up Window

108.3.3 If the user is granted Temporary ownership, they will also be allowed to cancel the Temporary ownership request and revert record ownership back to Permanent Owner or request Permanent ownership of the temporary owned record by pressing <Ctrl + F5> to display the pop-up window (see figure below).



Figure 242 Ownership Cancel Pop-up Window

108.3.4 The system will display action-related hints in the Message Line when the user navigates to an action button on either Ownership Mode pop-up screens.

- TEMPORARY – press <TEMPORARY> to request temporary ownership.
- PERMANENT: press <PERMANENT> to request permanent ownership.
- CANCEL – press <CANCEL> to revert temporary ownership.
- EXIT - press <EXIT> to return to form.

108.3.5 If the SSN is being updated by another MEPS or there are problems with Synchronization, messages will be displayed.

108.3.6 If the SSN is not being updated, the record of SSN will be displayed for Permanent or Temporary Ownership.

108.3.7 If the SSN is not found on CRDB, the not found message will appear on the OP01 screen.

### 108.4 Example of Provisional Owner

MEPS A	COMMUNICATION	MEPS B
Creates Record	Record transmitted to HOST	Request Permanent Ownership
	Communication is down at receiving MEPS	Can not send message (DA 200) to MEPS A
		<b>Provisional Owner</b>
If no transaction was created for record	Communication is resolved	Becomes Permanent Owner of record
If a transaction was created for record	Communication is resolved	Still at <b>Provisional Owner</b>
HELP DESK is need to fix MEPS		HELP DESK is need to fix MEPS

### 109. Appendix 7 – Ownership Modes with Output Products

**Permanent:** Allows the Permanent Owning MEPS to always query or print an owned SSN record, regardless if also owned by a Temporary Owner or queried by a Read-only.

**Submitter:** Allows the MEPS who created (Read-only, Temporary, Permanent) the corresponding WKID/transaction to query or print from the identified screen/output product.

OU10 Forms and Reports		
Output Product	Screen Options/Description	Status
ZHM001, ENTNAC Results	PCN ZHM001 – ENTNAC Status Report	Permanent
ZHM002, DAT Results	PCN ZHM002 – Drug and Alcohol Processing Eligibility Roster	Permanent
ZHM003, ENTNAC Pending	PCN ZHM003 – Report of Daily ENTNAC Submissions	Submitter, where B006A, M, R created
ZHM005, HIV Results	PCN ZHM005 – HIV Results Roster	Permanent
ZHM080, Merged Test	PCN ZHM080 – Merged Test Roster	Submitter, where tests merged
ZHM088, Unmerged Test	PCN ZHM088 – Unmerged Test Roster	Submitter, where unmerged test transferred into hold area by Testing 2000 or CAT-ASVAB by submitter
ZHM102, 30-day DEP-Out	PCN ZHM102 – Projected DEP-Out Roster	Permanent
ZHM103, Purge	PCN ZHM103A – Purge Roster, Sorted Alphabetically PCN ZHM103B – Purge Roster, Sorted SSAN	Permanent, where purge_table exists
ZHM122, Duplicate Records	PCN ZHM122 – Duplicate Records List	Permanent
ZHM126, Overdue	PCN ZHM126 – Overdue Packets Report	Permanent
ZHM127, No Show	PCN ZHM127 – No-Show Report	Permanent
ZHM129, Projection Conflicts	PCN ZHM129 – Projection Conflicts Roster	Permanent
CR01, Process Results		
Output Product	Screen Option/Description	Status
N/A	21. HIV Pending	Submitter, where "5A" created
N/A	22. DAT Results Pending	Submitter, where "TT" created
ZHM003, ENTNAC Pending	23. ENTNAC Results Pending	Submitter, where B006A, M, R created
ZHM005, HIV Results	18. Host HIV Results	Permanent
ZHM002, DAT Results	19. Host DAT Results	Permanent
ZHM001, ENTNAC Results	20. DIS/Host ENTNAC Results	Permanent
ZHM082, DEP-In	16. DEP IN Roster	Submitter, where B002A created
ZHM084, Accession	17. Accession Roster	Submitter, where B001A, B, C created
CE05, Database Query		
Output Product	Screen Option/Description	Status
N/A	3. HIV Results Pending	Submitter, where "5A" created
N/A	4. DAT Results Pending	Submitter, where "TT" created
N/A	5. ENTNAC Results Pending	Submitter, where B006A, M, R created
N/A	6. Applicant Location in MEPS	Permanent, where checked in
N/A	7. DEP-Out Shippers	Permanent

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N/A	8. Reserve/Guard Shippers	Permanent
<b>Miscellaneous</b>		
<b>Output Product</b>	<b>Screen Option/Description</b>	<b>Status</b>
AA06, SSASVAB	Intent to Combine Short STP and CAT ASVAB	Submitter who transferred test MEPS USMIRSDB
OM01, Database Query	Applicant Database Query2 Option 1-5	Permanent only
OR-Series, Reconciliation	OR01, Testing OR02, Medical OR03, Operations	Submitter, where transaction/WKID created
TA01, Check-in	Check In/Check Out	For permanent owner regular screen with today's tracking information created by them, otherwise roll-up screen
TP01, Packet Tracking	Packet Form Charge In/Out	Submitter, where packet is owned
ZHM127 / TP02, No Show	No Show Roster	Permanent, where projected and not checked in
ZHM103A,S / TP05, Purge	Packet Purge	Permanent, where purge table exists
TP07, Print Labels	Packet/File Label ID Badge Specimen Label	Submitter, where projected
TP08, Projected Workload	Projected Workload Accounting	Submitter, where transaction created
TP09, Actual Workload	Actual Workload Accounting	Submitter, where applicant WKID created
ZHM126 / TP10, Overdue	Overdue Packet Roster	Permanent, where complete or incomplete packet exists. Previous owner, where complete or incomplete packet is not charged out
ZHM128 / TP11, Applicant Location	Applicant Location Roster	Permanent, where checked in
OQ01, PEI/PAI - View All Option	View All (by SSN)	Permanent

## 110. Appendix 8 – SSN Conflict Records

110.1.1 During the creation of a new applicant record, it may be discovered an existing applicant record has the same SSN. Another MEPS or even the same MEPS may own this applicant record. In this situation, the user is given the option of setting the status of the existing record to SSN Conflict status.

110.1.2 A new applicant record may be created while the Host CRDB is unavailable. When the Host CRDB is available and it is discovered the SSN already exists on the Host CRDB, the new record will be set to SSN Conflict status.

110.1.3 During access of an SSN record, there may be more than one applicant records on the MEPS USMIRS DB or Host CRDB for the same SSN. In this situation, the user is given the option of selecting which SSN record to gain access to.

110.1.4 The USMIRS “SSN Conflict Records” shall allow the following actions:

MEPS to post data (transaction/WKID) for a duplicate SSN record to the MEPS USMIRS DB and Host CRDB (instead of rejecting a record).

MEPS to retrieve data for duplicate SSN records.

Shall track duplicate SSN record discrepancies until resolved.

Alert the operator when a duplicate SSN record is accessed.

110.1.5 The MEPS will have access to the SSN Conflict Alert Window using the <Ctrl + F10> to process from any of the MEPS USMIRS data screens listed:

- 680ADP - USMEPCOM PCN 680ADP
- AA03 - APTITUDE DATA
- CN01 - PROCESSING LIST
- MD01 - MEDICAL DATA
- MD09 - ALCOHOL TEST
- OA01 - ACCESSION DATA
- OC01 - DD FORM 4-1/2
- OC02 - DD FORM 4-3
- OD01 - DEP-IN DATA
- OE01 - ENTNAC DATA
- OG01 - DEP DISCHARGE
- OP01 - PERSONAL DATA
- OQ01 - PEI/PAI
- OQ03 - N STATUS
- OY01 - DD FORM 93
- QR01 - QUALITY REVIEW PROCESS
- TA01 - CHECK-IN/CHECK-OUT

110.1.6 If during the creation of a new applicant record / J Correction SSN Change (commit of A000V/J000V SSN Change) it is discovered an applicant record already exists on either the MEPS USMIRS DB or the Host CRDB with the same SSN, the following Acknowledgement Message will be displayed:

"RECORD CREATED BY xxx ON xxxx-xx-xx/hhmmss; VERIFY SSN CARD"  
requiring user to acknowledge the system response thus requiring the system to

perform a re-query of the SSN for display of the applicant record in Read-only ("xxx" = MEPS ID and "xxxx-xx-xx/hhmmss" = Date and Time A000V WKID Committed at other MEPS).

110.1.7 The user will then have the option of placing either the new applicant record being entered or the existing applicant record into SSN Conflict status via <Ctrl + F10> for display of Alert Window. The ability to create a SSN Conflict record will be restricted to users who have the OPERATIONS\_ADMIN role assigned to them.

110.1.8 If, when changing the SSN of an existing record, it is discovered an applicant record already exists on either the MEPS USMIRS DB or the Host CRDB with the same SSN, the user will be given the option (see figure below) of placing either applicant record into SSN Conflict status. Use <Left/Right Arrow> to select SSN and press <Enter>.

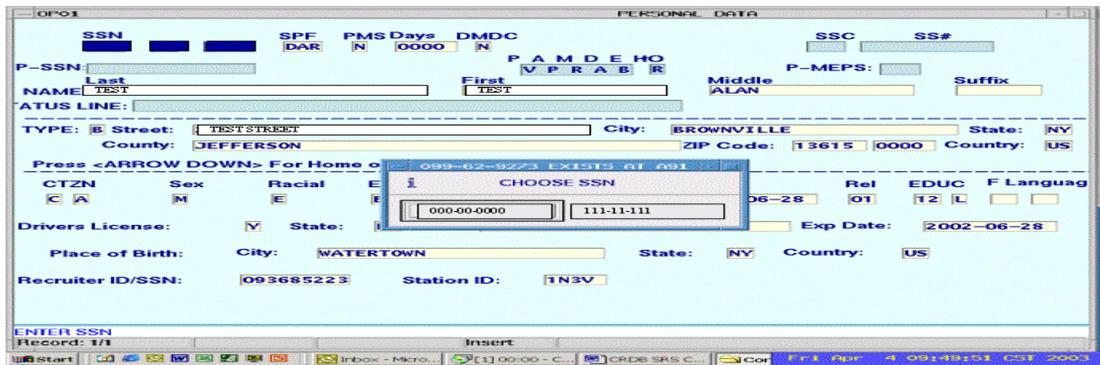


Figure 243 Choose SSN Selection Window

110.1.9 When an SSN Conflict is detected during initial entry/changing of an SSN, the information will display automatically in a pop-up window (see figure below) "xxx-xx-xxxx IN CONFLICT" List of Values. Use <Up/Down Arrow> to highlight selection and press <Enter>.

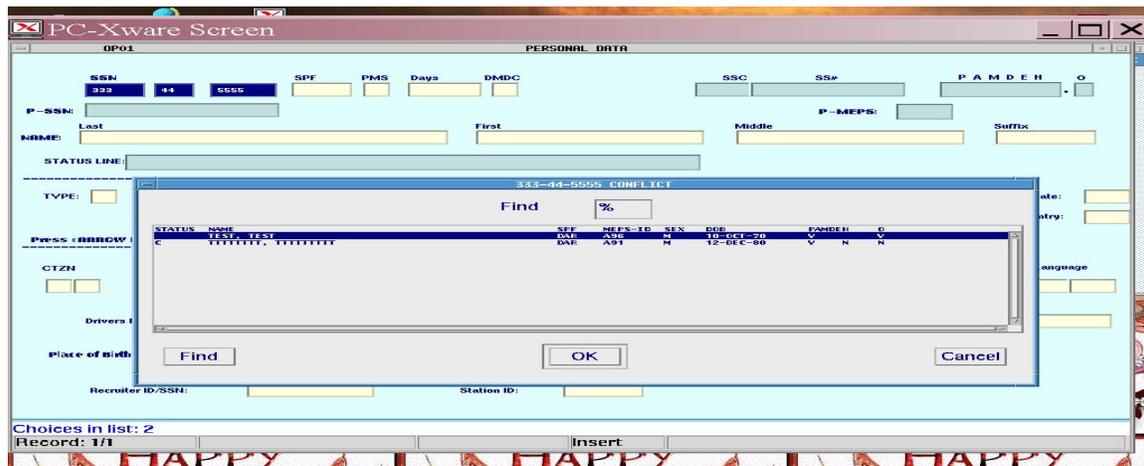


Figure 244 SSN(s) in Conflict

110.1.10 A new applicant record may be created while the Host CRDB is unavailable (the MEPS USMIRS DB was unable to check the SSN prior to creating the record) or during the Host CRDB/MEPS USMIRS DB Synchronization Cycle. When the Host CRDB is available or the Synchronization Cycle occurs and it is discovered the SSN already exists on the Host CRDB, the new duplicate applicant record will be set to SSN Conflict status and the MEPS USMIRS DB will automatically create a V000C WKID with Username "USMIRSDB" and a B000N WKID with Username "CONFLICT".

110.1.11 Once an applicant record is set to SSN Conflict status, data entry cannot occur on the following MEPS USMIRS data screens until the SSN Conflict status is cleared: ODO1 (B002A), OA01 (B001A, B001B, B001C, B000C), OE01 (B006A, B006M, B006R), OC01, OC02, and OY01.

Stop Message in Message Line on OD01 at attempt of commit: "INELIGIBLE TO DEP; SSN IN CONFLICT"

Stop Message in Message Line on OA01 for Accession Enlistments at attempt of commit: "INELIGIBLE TO ACCESS; SSN IN CONFLICT"

Stop Message in Message Line on OA01 for Accession/Shipper Enlistments at attempt of commit: "INELIGIBLE TO ACCESS/SHIP; SSN IN CONFLICT"

Stop Message in Message Line on OA01 for Guard and Reserve Shippers at attempt of commit: "INELIGIBLE TO SHIP; SSN IN CONFLICT"

Stop Message in Message Line on OE01, OC01, OC02, and OY01 at attempt of commit: "FUNCTION NOT PERMITTED; SSN IN CONFLICT"

110.1.12 However, J Correction WKID(s) on OD01 (J008A) and OA01 (J009A, B, and C) are allowed.

SSN Conflict status "C" can be cleared by:

- (1) Correcting the SSN (J000V correction on OP01)
- (2) Setting the applicant record with the duplicate SSN to SSN Conflict status via <Ctrl + F10>
- (3) Deleting the SSN Conflict status from the "xxx-xx-xxxx IN CONFLICT; ACTION REQUIRED" Alert Window
- (4) Purging the SSN Conflict record
- (5) Executing a Validation Check process on OQ03 that checks if the SSN Conflict record was deleted/purged, had its SSN changed (J000V on OP01) or was placed in SSN Conflict status "C". The B000N WKID will still require clearing with a B000P on OQ03 by a MEPS user.

110.1.13 To prevent SSN Conflict status from bouncing between two or more applicant records, a user will not be allowed to clear an SSN Conflict status by placing an applicant record with a duplicate SSN that was previously cleared back in SSN Conflict status; HQ function only - process yet to be determined. The MEPS ID for the transaction/WKID that placed an applicant record in SSN Conflict status will be recorded and checked to prevent this from occurring.

110.1.14 Applicant records in SSN Conflict status can be K-deleted at any time by a MEPS user with the OPERATIONS\_ADMIN role assigned using the Alert Window.

110.1.15 When an SSN is entered into any MEPS USMIRS data screen and a matching applicant record is not found in the MEPS USMIRS DB, a Host Retrieve will be initiated. If multiple applicant records are found on the Host CRDB with a matching SSN, the "xxx-xx-xxxx IN CONFLICT" List of Values Pop-up will be displayed and the user will be given the ability to select the desired applicant record. If the applicant records displayed in the List of Values Pop-up do not match the SSN entered, the user can press "Cancel" to create another duplicate applicant record. The List of Values Pop-up will disappear and the cursor will remain positioned in the SSN data field with the SSN displayed along with the following Warning Message in the Message Line: "PRESS <Ctrl + F10> TO CREATE DUPLICATE SSN OR <Ctrl + F4> TO CANCEL". If the user presses <Ctrl + F10> and selects "New SSN", the system will move the user to OP01 for entry of a new duplicate applicant record.

110.1.16 The product shall allow the Services and MEPS to perform applicant tracking on TA01 for a Conflict SSN Record.

110.1.17 The MEPS USMIRS DB will automatically generate a V000C WKID with the Username "USMIRSDB" when system receives notification from the MEPS USMIRS DB/Host CRDB indicating a SSN Conflict flag has been assigned for the subject SSN by the MEPS (via <Ctrl + F10>) or the Host CRDB.

110.1.18 A B000N WKID with Username "CONFLICT" will be generated along with the V000C WKID) with Username "USMIRSDB". The OQ03 N Status Type of "SSN CONFLICT" will replace the current "SSA Host Verification Hit". The OQ03 Reason data field will display "DUPLICATE SSN @ XXX; VERIFY SSN CARD" (i.e., @ B62). This same N Status Type and Reason data will display in the Discrepancy List window/area on the USMEPCOM PCN 680ADP/ADP680.

110.1.19 The Print Label screen (TP07) will allow for printing of a Packet/File Label that prominently identifies the applicant record is in a SSN Conflict status - an indicator will be developed in coordination with MOP that prints on the File Label for easy identification and viewing. Upon agreement, SRS revision will be made (Due Out).

110.1.20 Whenever data for an applicant in SSN Conflict status is displayed, the window will be in the format of a List of Values, except upon initial access to the OP04 CSSN screen and when navigating from OP04 to other screens using the Hot Key process (<Ctrl + P> = OP01, etc.). The Title will be "xxx-xx-xxxx IN CONFLICT", the data will sort by Status and then Name; i.e., Non-conflict record displayed 1<sup>st</sup> and SSN Conflict record displayed 2<sup>nd</sup>.

110.1.21 The USMIRS shall allow the user to create a duplicate applicant record using the “xxx-xx-xxxx IN CONFLICT; ACTION REQUIRED” Alert pop- up window (see figure below).

- 110.1.21.1 Press TAB/ENTER to navigate to the “NEW SSN” square.
- 110.1.21.2 Press Left/Right Arrows to navigate between the choices of “NOT VERIFIED” and “VERIFIED”.
- 110.1.21.3 Press Spacebar to select/highlight the applicable choice.
- 110.1.21.4 Press <Tab> to move cursor to the “NEW SSN” button.
- 110.1.21.5 Press <Enter>.

110.1.22 The system will navigate the user to OP01 for creation of a new duplicate applicant record with the SSN displayed.

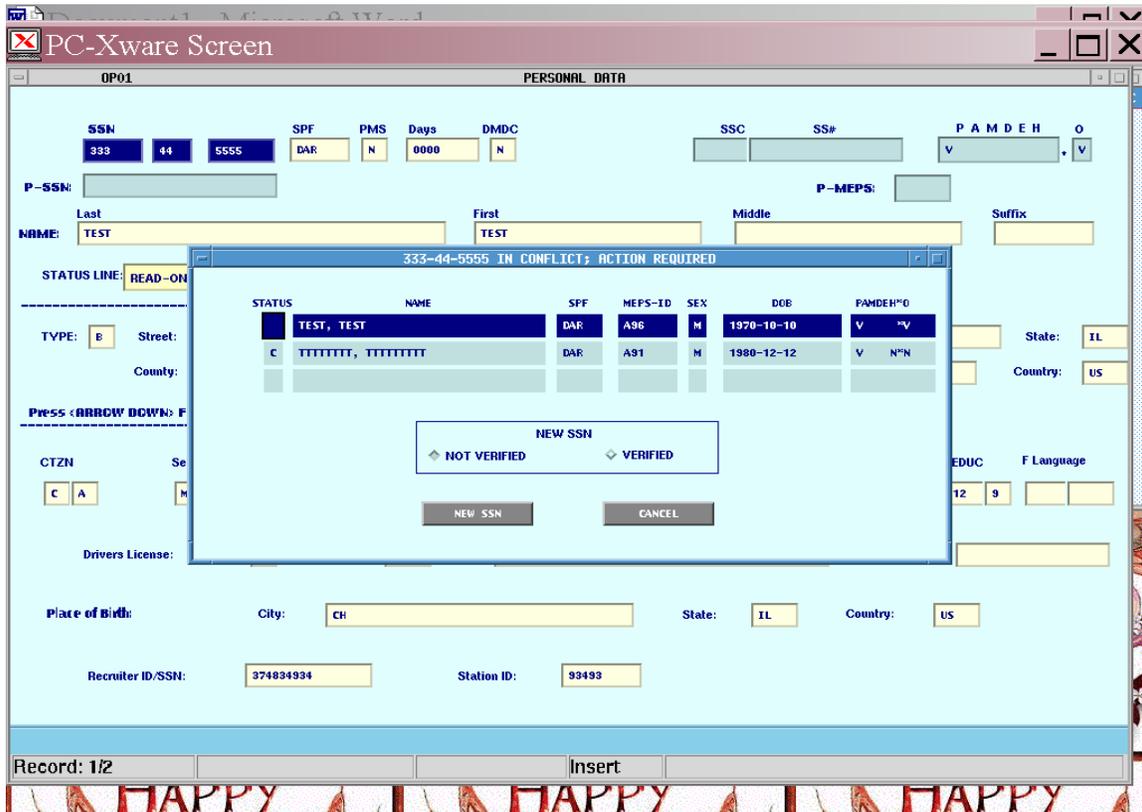


Figure 245 SSN In Conflict: Action Required Alert

110.1.23 The USMIRS shall allow the user to delete a SSN Conflict record using the “xxx-xx-xxxx IN CONFLICT: ACTION REQUIRED” Alert Window. The mouse will be available for use on some screens.

110.1.23.1 Press <Tab> or <Up/Down Arrow> to highlight the applicant record with a Status of “C”.

110.1.23.2 By pressing <Enter> resulting in the system displaying the “DEL” buttons (see figure below).

110.1.23.3 Press <Shift + Tab> and then press <Enter>.

110.1.23.4 The record will be deleted from system. The system will display the following Message in the Message Line: “SSN CONFLICT DELETED”.

110.1.24 If user attempts to select the “DEL” button for an applicant record without a Status “C”, the system will display the following Warning Message in the Message Line: “FUNCTION NOT PERMITTED; RECORD NOT IN SSN CONFLICT”.

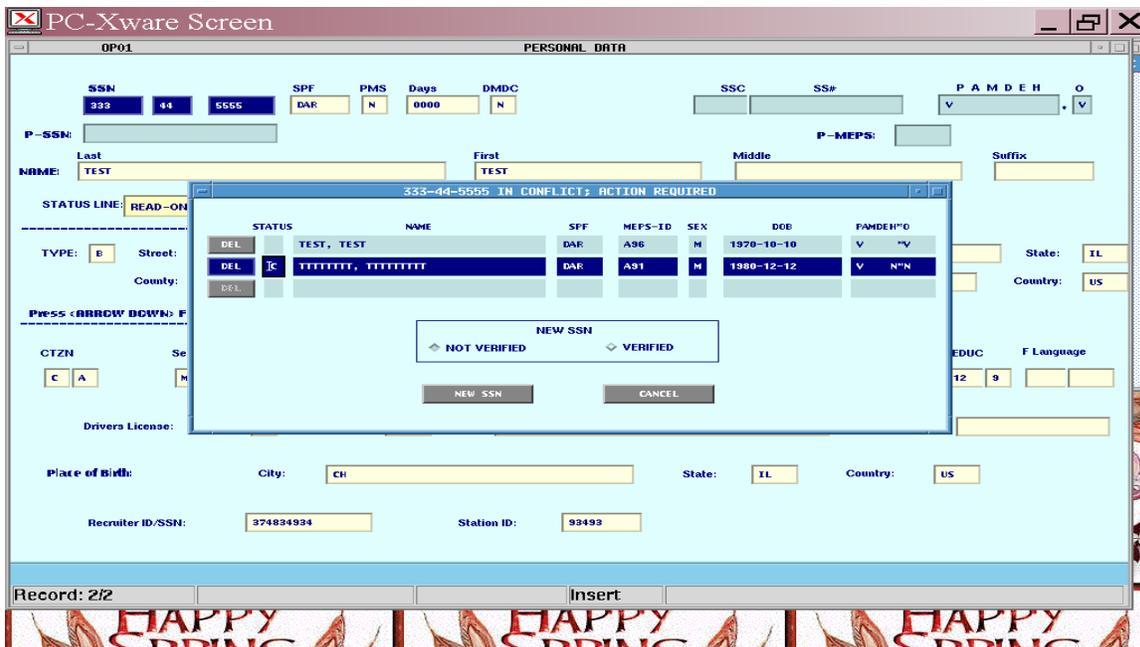


Figure 246 SSN In Conflict: Action Required Alert with Delete buttons

## 111. Appendix 9 - ZHM088 and AA03 Additional Information

### 111.1 ZHM088

111.1.1 The ZHM088 will be modified as indicated below.

111.1.1.1 The ZHM088 will be modified to remove the "PULL" indicator and show the MEPS ID of the current owner DB. The Unmerged Test Roster (USMEPCOM PCN ZHM088) will identify records as being owned by the MEPS USMIRS DB or retrieved from another MEPS USMIRS DB by the MEPS data field. The current "SSN Pull" data field on the ZHM088 will change to "MEPS". The ZHM088 shall display the owning MEPS ID or will be blank under the "MEPS" column i.e.:

A96 = Display of local MEPS ID will indicate a record exists on MEPS USMIRS DB and they are the Permanent Owner

A92 = Display of another MEPS ID will indicate a record exists at another MEPS who is the Permanent Owner. When the record is accessed on AA03, the product shall display the record in Read-only mode and allow the MEPS to request for ownership on AA03 using <Ctrl + F5>.

Blank = Display of no data will indicate personal data (A000V WKID) does not exist, the CRDB is inaccessible, or multiple records exist with the same SSN (duplicate).

111.1.1.2 The "Comments" data field on the ZHM088 will be modified to display the following type of remarks:

No Comm = When the "MEPS" ID is "blank" and the CRDB is inaccessible, the Comments area will reflect "NO COMM" to indicate such.

DUPLICAT = When one or more duplicate records exist for the same SSN, the Comments area will reflect "DUPLICAT" to indicate such.

CON PASS = When double AFQT of the unmerged confirmation test equal or greater than Sum AFQT of the two prior valid test.

CON FAIL = When double AFQT of the unmerged confirmation test less than Sum AFQT of the two prior valid test.

111.1.1.3 The ZHM088 shall not display SPF, WKID, PAMDEHO, and MEPS ID for Duplicate SSN records or unmerged test records without personal data.

## 111.2 AA03 Additional Information

111.2.1 The system shall process unmerged confirmation test in the following order.

111.2.1.1 Upon pressing (<CTRL + F7> or <SHIFT + F6>) to commit passed unmerged confirmation test the alert window shall pop up with title and message as shown (see figure below). The user has the following options:

OK - the system shall delete unmerged confirmation test, hide alert window and display system message "DELETE CONFIRMATION TEST; MEPS CHANGE B6H TO B6P" and cursor shall position on CORRECT TRANS data field.

Exit - the alert window shall disappear and cursor shall position on CORRECT TRANS data field.

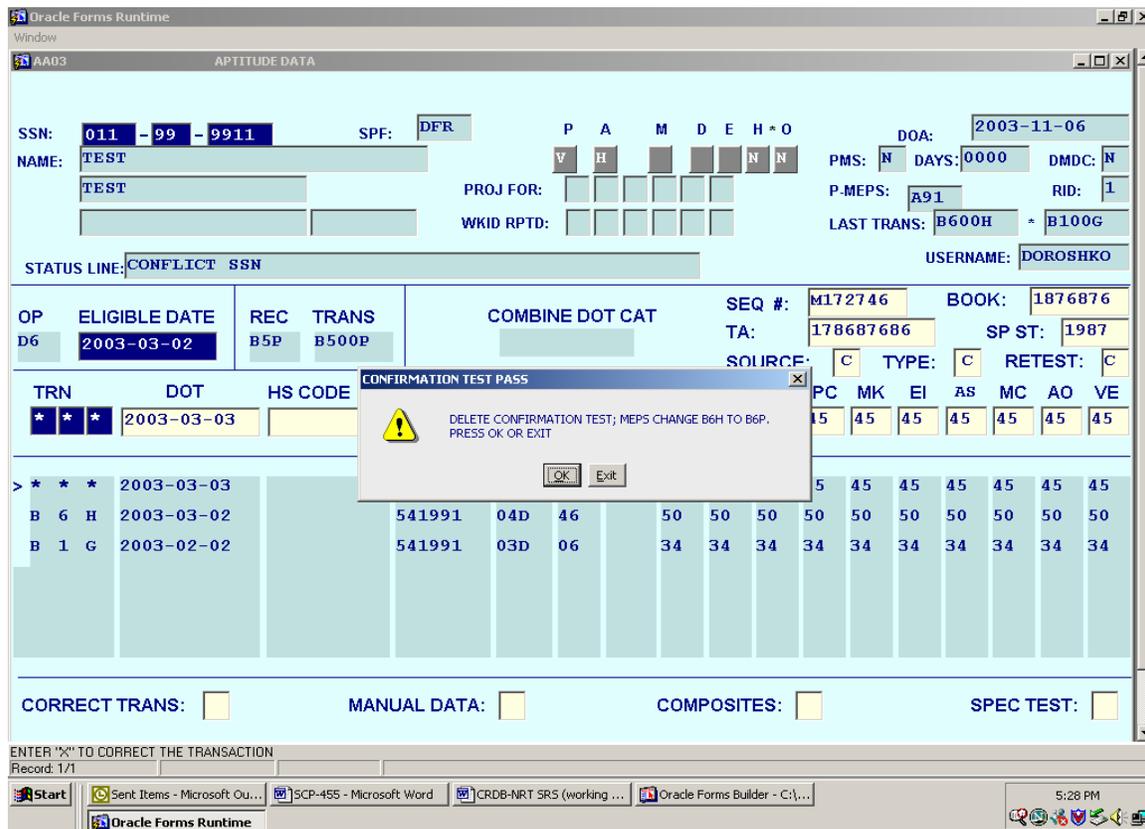


Figure 247 AA03 Aptitude Data with Confirmation Test Pass Pop- up window

111.2.1.2 Upon pressing (<CTRL + F7> or <SHIFT + F6>) to commit failed unmerged confirmation test the alert window shall pop up with title and message (see figure below). The user has the following options:

OK - the system shall delete unmerged confirmation test, hide alert window and display system message "DELETE CONFIRMATION TEST; MEPS CHANGE B6H TO B4K & CREATE B000N-CONF INTV REQ'D" and cursor shall position on CORRECT TRANS data field

Exit - alert window shall disappear and cursor shall position on CORRECT TRANS data field.

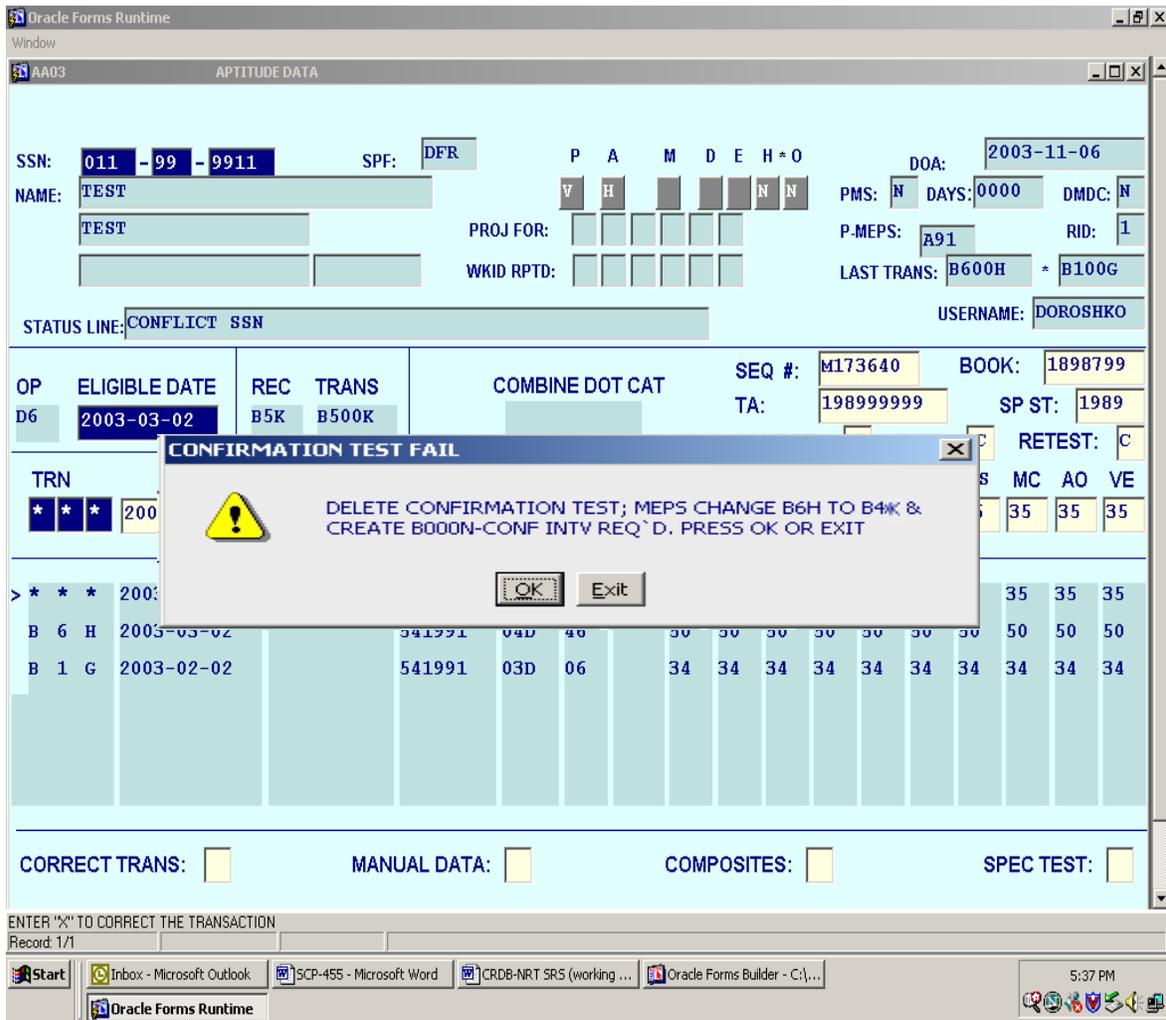


Figure 248 AA03 Aptitude Data with Confirmation Test Failed Pop-up window

111.2.2 The system shall disallow to correct any Aptitude Transaction to WKID B5\_\_\_\_\_.