

# OPINS/NES USER'S GUIDE

OVERVIEW: This is the Officer Personnel Information System (OPINS) and Navy Enlisted System (NES) User Guide. This user guide is designed to give the user step by step instructions on moving through the OPINS/NES screen. This will familiarize the user and should answer all questions he/she may have.

In order for you to gain access to the system, you must first have an access code to use DynaComm system. If not consult with your local Information Security Manager. If you do, follow these simple steps:

Ref: (a) EMF Data Element Dictionary

## STEPS

## ACTIONS

1. Click the icon "DynaComm".
2. It should takes you to DynaComm/Elite-CIP.DES. Move cursor using your mouse to icon "Chain" to connect. Click your mouse.
3. Figure 1 should be on screen. If not repeat step 2.
4. Type CS and press <ENTER>.

### WARNING

**THIS IS A FEDERAL GOVERNMENT COMPUTER SYSTEM AND IS FOR OFFICIAL USE ONLY. IT IS A VIOLATION OF FEDERAL STATUTES, AR 600-50 AND THE UCMJ, TO ACCESS OR USE FEDERAL GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION. ALL ACTIONS ARE SUBJECT TO AUDITING AND VIOLATORS MAY BE SUBJECT TO CIVIL AND CRIMINAL PROSECUTION.**

Figure 1

5. The DISA System will appear (figure 2). Press <ENTER>.

DDDDDD	IIIII	SSSS	AAAA
DDD DDD	III	SS S	AA A
DDD DDD	III	SSS	AAAAAA
DDD DDD	III	SS SS	AA A
DDDDDDDD	IIIII	SSSS	AA A

DISA SYSTEM CHAMBERSBURG, PA

Defense MegaCenter Chambersburg

CMC Domain

Use of this or any other DEPARTMENT OF DEFENSE interest computer system (DODICS) constitutes your consent to monitoring, for the purpose of system management and security, by authorize DoD personnel. This DODICS and all related equipment are to be used for communication, transmission, processing, manipulation and storage of official U.S. Government or other authorized information only. UNAUTHORIZED USE OF THIS COMPUTER MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.

Figure 2.

6. Entry validation will appear (figure 3). At this time you will type your UserID and Password. Press <TAB> until you reach Userid field, type in your userid and press <TAB> again to go to Password field. Type your password and press <ENTER>. In case your password is due for change, you may change at this time by typing "Y" for yes. If not proceed to step 8.

```

KLGLON1 :::::::::::::::      Entry Validation      :::::::::::::::
Date: 08/21/98                System: MC27
Time: 07:37:52                Device: TCCOOB1

      Identification:
      Userid.....
      Password.....
      Change Password ? N (Y or N)

      Additional Information:
      Group.....
      Acct.....
      Proc.....

Bulletins:

      Copyright 1987-1993
      an unpublished work by
      Candle Corporation. All rights reserved.
      Use permissible by License only.

ENTER USERID
Enter   F1=Help   F3=Exit

```

Figure 3.

7. Figure 4 will appear. Type your new password, press <TAB> type your password again, and press <Enter>.

```

      KLGNPWD1                Change Password

      Type in your new password twice, and press ENTER.

      Enter new password . . . . .
      Verify new password . . . . .

ACF01137 HDF3752 LAST SYSTEM ACCESS 12.08 - 08/21/98 FROM TCC0045C

Command ===>
Enter   F1 = Help   F3 = Exit   F12 = Cancel

```

Figure 4.

8. Next screen will show figure 5. Wait until it change to figure 6.

KLSUINI1

Establishing default applications  
environment for HDF3752

Please stand by.

Figure 5.

9. Figure 6 will prompt you to select different sessions. Move your cursor to session ID "CSO1", press slash (/) symbol and press <ENTER>.

Actions	Options	Commands	Features	Help
KLSVSEL1		CL/SUPERSESSION	Main Menu	More:
Select sessions with a "/" or an action code.				
Session ID	Description	Type	Status	
-----	-----	-----	-----	
ACFCIPDP	CLEVELAND - DJMS PROD REGION 11	Multi		
ACFCITD2	CLEVELAND - DJMS TRAIN REGION 9	Multi		
<b>CSO1</b>	<b>CLEVELAND - CICS REGION 1</b>	<b>Multi</b>		
CTRAIN	CLEVELAND - TRAIN CICS REG 14	Multi		
BDUCOM	CLEVELAND - PROD BDUCOM	Multi		
BDUCOMT	CLEVELAND - TEST BDUCOM	Multi	Undefined	
BDMCOM	CLEVELAND - PROD BDMCOM	Multi		
BDMCOMT	CLEVELAND - TEST BDMCOM	Multi	Undefined	
ACNCPPO1	T2 DOMAIN - CL/SUPER V147	Single		
AFCCIPDK	DFAS-CO - DBMS	Multi		
NMP	DFAS-DE - NETMASTER	Multi		
TTNVASPO	DFAS-KC - PROD CICS MARINES	Multi	Undefined	
ACFO1137 HDF3752 LAST SYSTEM ACCESS 12.17-08/20/98 FROM TCCOO4CO				
Command ===> MC27/TCCOOB1				
Enter F1 = Help F3 = Exit F5 = Refresh F9 = Retrieve F10 = Action				

Figure 6.

10. Figure 7 will appear. Move cursor to "begin or resume a session", press letter "S" and <ENTER>.

KLSVACT1

Action Code Menu

Select an action for session "CSO1"  
and then press ENTER.

- s **S** begin or resume a session
- T terminate the session
- B begin a background session
- P print the screen image
- X transmit the screen image
- H help for the application
- I display additional information
- D delete the session from the menu
- M modify the session definition
- L add from global session list

Command ===>

Enter F1 = Help F12 = Cancel

Figure 7.

11. Next screen (figure 8) is CICS Log-on Screen. Type your LogonID, press <TAB>, and type your password. If you need to change your password you may do so from this screen, if not press <ENTER>. To change press <TAB> until you arrive on the field "New Password"; type your password, press <TAB> and type in password again and then press <ENTER>.

```
SYSTEM CS01      WELCOME TO CICS/VS
                  CICS SYSTEM SECURED BY CA-ACF2/CICS 6.0

TERMINAL: Z112
NODE: ACCC1051

DAY: FRIDAY

SYSTEM DATE: AUGUST 21, 1998
SYSTEM TIME: 07:38 AM

LOGONID: ===>
PASSWORD: ===>

NEW PASSWORD: ===>
             (enter twice) ===>

CICS/VS - ACF2   (SYSTEM SIGNON/SIGNOFF FACILITY)
```

Figure 8.

12. The Command Screen will appear (figure 9).
13. Type UNES and press <ENTER>.

```
UNES

ACF01137 HDF3752 LAST SYSTEM ACCESS 12.17-08/20/98 FROM Z419
ACFAE139 ACF2/CICS: Z112  SIGNON OK: USER=HDF3752 NAME=FLORES CHARLTON A
```

Figure 9.

14. The UNES Banner Screen will appear (figure 10). Type the 2-position source code and the 4-position password, then press <ENTER>.

```

                                WELCOME TO                                08/21/98
                                                                07:39:33

NN      NN      EEEEEEEEEEE      SSSSSSSSSS
NNN     NN      EEEEEEEEEEE      SSSSSSSSSS
NNNN    NN      EE                SS
NN NN   NN      EEEEEEEEEEE      SSSSSSSSSS
NN  NN  NN      EE                SS
NN   NN NN      EEEEEEEEEEE      SSSSSSSSSS
NN    NNN      EEEEEEEEEEE      SSSSSSSSSS

                                NAVY ENLISTED SYSTEM

SYSTEM MESSAGES:
*****PROD NES (CICS 07)*****
**  WELCOME TO NES. -- YOU ARE CURRENTLY OPERATING IN PRODUCTION  **
**  PROCESSING IN THIS SYSTEM WILL UPDATE THE PRODUCTION FILES !!! **
**                PROCESSING ENDS AT 3:30 P.M. (1530) DAILY          **
*****

SOURCE CODE:      PASSWORD:      SECONDARY SOURCE CODE (IF DESIRED):

KEY IN SOURCE CODE AND PASSWORD.  DEPRESS ENTER.
TO EXIT, TAB UPPER LEFT CORNER, ENTER X, DEPRESS ENTER

```

Figure 10.

15. The UNES Main Menu (M01) will appear (figure 11).
16. Press <TAB> and <SHIFT> same time. It should place the cursor at the left hand corner of the screen.
17. Type the three digit transaction code 1FL and press <ENTER>.

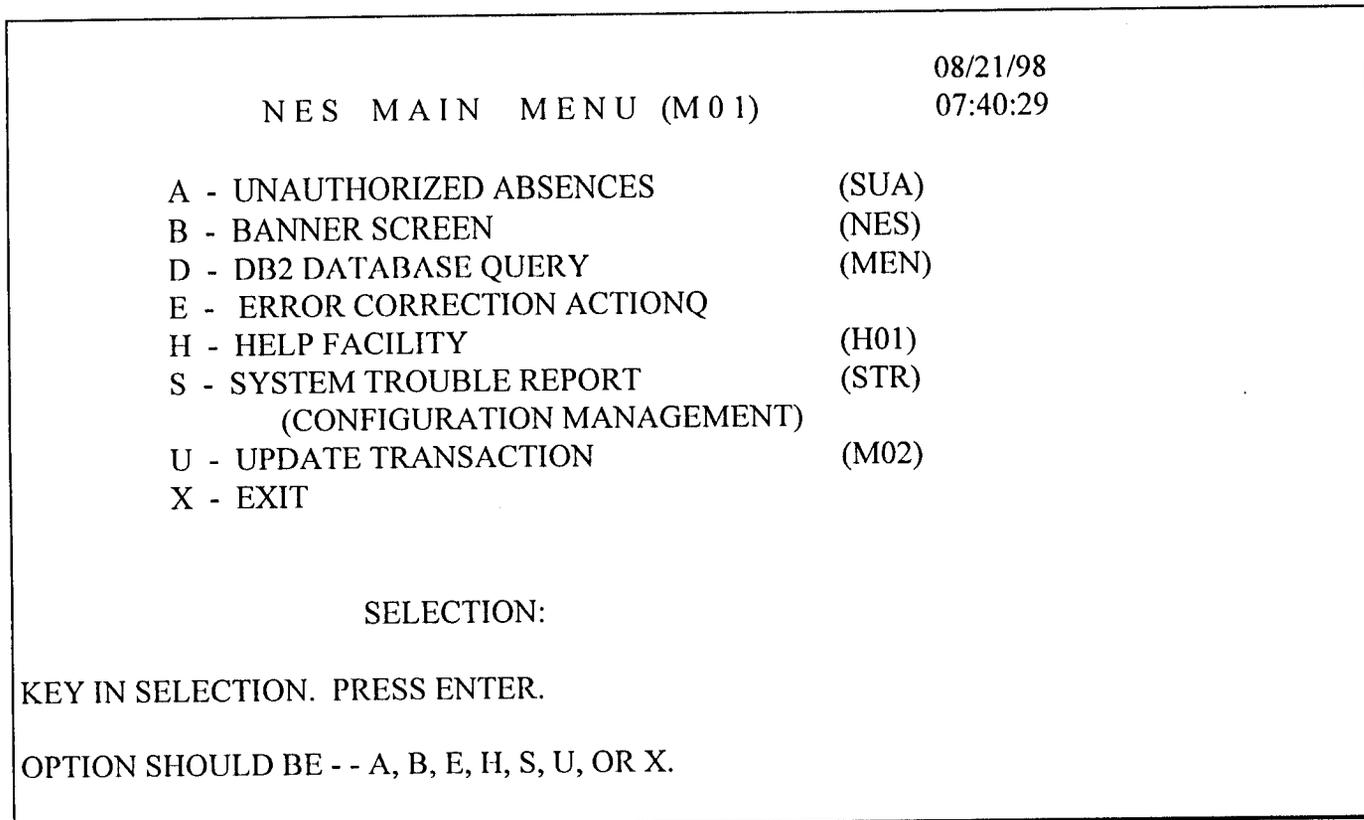


Figure 11.

18. Next screen will be the Navy Accession TAC (1FL/1SR), figure 12.

19. On this screen you will be tasked to fill in few fields. You may refer to each field in reference (a). Normally you don't have to complete each field. Answer first all the fields that are highlighted. Move the cursor by pressing <TAB>. Once you completed press <ENTER>.

20. You may encounter that some service members are already in the system. To find out if they are, type member's SSN and name (last name first) and press <ENTER>. On the bottom right hand corner you will find field "SC IND", Strength Control Indicator. If the field has "XFXXX" that means member is in full strength, no action required except print screen.. Print screen by moving the cursor to print icon and click the mouse. Your task is complete otherwise continue.

**SSN:** Enter member's nine digit Social Security Number.

**NAME:** Enter member's last and first name, press <ENTER>.

**ADSD:** Enter member's Active Duty Service Date, six numeric digits (year, month and day). Refer to reference (a), page 2-3.

**SEX:** Enter member's gender, press <TAB> two times.

**PEBD:** Enter member's Pay Entry Base Date, six numeric digit (year, month and day). Press <TAB> four times. Refer to reference (a) page 2-4.

**CADD:** Enter member's Current Active Duty Date, six numeric digit (year, month and day). Press <TAB>. Refer to reference (a) page 2-4. (NOTE: do not confuse CADD with ADSD).

**TYPE ACQ:** Enter member's two digit Recruiting Command Type Acquisition code. Refer to reference (a) pages 2-19 and A-115.

**RATE ABBR:** Enter member's present rate abbreviation and press <TAB> three times.

**CED:** Enter member's Current Enlistment Date, six numeric digit (year, month and day) and press <TAB> twice. Refer to reference (a) page 2-13.

**TYPE ENL:** Enter member's two digit Type Enlistment code and press <TAB> four times. Refer to reference (a) pages 2-14 and A-50.

**DOB:** Enter member's Date of Birth, six numeric digit (year, month and day) and press <TAB>.

**TERM ENL:** Enter member's two digit Term of Enlistment and press <TAB> five times. Refer to reference (a) page 2-14.

**MOD CODE:** Enter member's two digit Military Obligation Designator code and press <TAB> three times. Refer to reference (a) pages 2-16 and A-61.

**TIR:** Enter member's six digit Present Rate: Time in Rate Eligibility date and press <TAB> twice.

**NO ENL:** Enter member's two digit Number of Enlistments in Current Branch and Class of Service and press <TAB> three times. Refer to reference (a) page 2-15.

**UIC:** Enter member's Unit Identification Code and press <TAB> three times.

**BRCL:** Enter member's two digit code Branch and Class of Service and press <TAB> three times. Refer to reference (a) page 2-1.

**POB:** Enter member's two digit code Place of Birth and press <TAB> three times. Refer to reference (a) pages 1-10 and A-11 thru A-18.

**HOR:** Enter member's two digit code Home of Record and press <TAB> five times. Refer to reference (a) page 1-10 and A-11 thru A-18.

**RQC:** Enter member's Navy Loss: Reenlistment Recommendation code and press <TAB> five times. Refer to reference (a) page 2-35. (NOTE: not required for ADSW).

21. If the service member is a regular Navy, you may stop now by pressing <ENTER> otherwise continue on next step. Look down at the right hand corner of the screen, you will see field "SC IND". If the field says "XFXXX"(refer to reference (a) page 23-2) member is now in full strength. Go on step 24.

22. **RADO MTHS:** Enter member's three digit Reserve Active Duty Obligation, Number of Months and press <TAB> three times. Refer to reference (a) page 2-12

**RADO DAYS:** Enter member's three digit Reserve Active Duty Obligation, Number of Days and press <ENTER>. Refer to reference (a) page 2-12.

23. At this time the system will check your input for any error. If everything is correct the "SC IND" should show "XFXXX", otherwise you will receive an error message(s)

24. Once completed, move the cursor using your mouse to PRINT icon and click it. Save your printed copy for filing.

25. If you are done with UNES system, Press <SHIFT> and <BREAK> key same time and continue on step 26. Otherwise move your cursor to field "SSN" and start all over again.

				08/21/98
				07:44:08
PROD NES		NES ACCESSION TAC		(1FL/ISR)
ISR IND:	SSN:	NAME:		
ADSD:	SEX :	HT WAIVER:	LANGUAGE MNTL APT	
PEBD:	RACE:	WT WAIVER:	SPC OCC GRP:	CODE: SCORES
CADD:	ETHNIC:	TYPE ACQ:	RATE ABBR:	SOURCE: GCT:
CED:	RELIG:	TYPE ENL:	ADULT DIPLOMA:	LISTEN: ARI:
DOB:	CITIZ:	TERM ENL:	MEANS INIT ENT:	READ: MECH:
PG DT:	ED YRS:	MOD CODE:	RESIDENT STATE:	SPEAK: CLER:
TIR:	DEGREE:	NO ENL:	PAYGRADE:	WRITE: SHOP:
UIC:	RESCON:	SPITAR:		EST:
	BRCL:	DUP SSN:	RECRUITER SSN:	MATH KNOW:
LAST DISCHARGE	POB:	MAR STAT:	ECN NO:	ELEC INFO:
DATE TYPE BRCL	HOR:	SCREEN:		MECH COMP:
	RQC:	DOD AFEES:		GEN SCI:
	OEX:	INIT-ENT-MIL-SER:		SHOP INFO:
RADO MTHS:	AFQT:	INIT-ENT-RES-FOR:		AUTO INFO:
RADO DAYS:	NFQT:	DEP ENLIST DATE:		
TESTID:	EMR DISPLAY FIELDS:		EAOS:	SOFT EAOS:
			EREN:	SC IND:
PLEASE ENTER SSN/NAME/KEY DATA OF ENLISTED AND DEPRESS ENTER.				

Figure 12.

26. Figure 13 will appear. To exit from the DynaComm/Elite-CIP.DES, move cursor to using your mouse to ico "Broken Chain" to disconnect. Click your mouse. Go to "File" and click "Exit".

YOU HAVE EXITED NES.    HAVE A NICE DAY!

Figure 13.

27. Congratulations! you completed the steps by step procedures to go in and out of the UNES. If you would like to continue to work on OPINS system proceed on next page.

# OPINS

28. Follow the procedures you've learned from the UNES system. Complete the steps 1 through 12.
29. From step 13, type "OPINS" and press <ENTER>.
30. The OPINS Banner Screen will appear (figure 14). Type the two position source code and four position password, then press <ENTER>.

```

                                WELCOME TO                                08/21/98
                                                                07:44:30
OOOOOOOOOO      PPPPPPPP      IIIIIIII      NNN      NN      SSSSSSSSSS
OOOOOOOOOOOOOO  PPPPPPPP      IIIIIIII      NNNN      NN      SSSSSSSSSS
OO      OO      PP      PPP      II      NN NN      NN      SS
OO      OO      PPPPPPPP      II      NN NN      NN      SSSSSSSSSS
OO      OO      PPPPPPPP      II      NN      NN NN      S
OOOOOOOOOOOOOO  PP      IIIIIIII      NN      NNN      SSSSSSSSSS
OOOOOOOOOO      PP      IIIIIIII      NN      NN      SSSSSSSSSS

                                OFFICER PERSONNEL INFORMATION SYSTEM

SYSTEM MESSAGES:
*****
**          WELCOME      TO      CORPORATE      DATA      SYSTEMS      **
**                                     PRODUCTION                                     **
**  OPINS * OCARS * FORMAN (ENCORE, VSI/SSB, VOL-SEP, TERA) **
*****(CICS 07 PROD)*****

SOURCE CODE:      PASSWORD:      SECONDARY SOURCE CODE (IF DESIRED):

KEY IN SOURCE CODE AND PASSWORD.  DEPRESS ENTER.
TO EXIT, TAB UPPER LEFT CORNER, ENTER X, DEPRESS ENTER.
```

Figure 14.

31. The OPINS Main Menu (M01) will appear (figure 15).
32. Press the <HOME> key or <TAB> and <SHIFT> same time. It should place the cursor at the left hand corner of the screen.
33. Type the three digit transaction code **UF8** and press <ENTER>.

```

                                08/21/98
                                07:46:55

OPINS MAIN MENU      (MO1)

A - FORMAN MENU      (M14)
B - BANNER SCREEN    (OPIN)
E - ERROR CORRECTION ACTIONQ
H - HELP FACILITY    (HO1)
I - OCARS INQUIRY FACILITY (I20)
O - OCARS ERROR CORRECTION (EOC)
S - SYSTEM TROUBLE REPORT (STR)
  CONFIGURATION MANAGEMENT)
U - UPDATE TRANSACTION (M02)
R - OPINS RETIREMENT REPORTS (R09)
X - EXIT

          SELECTION:

KEY IN SELECTION. PRESS ENTER.

OPTION SHOULD BE A, B, E, H, I, O, S, U, R, OR X

```

Figure 15.

34. The OPINS Activity Gain (UF8/UG8) will appear (figure 16).

```

                                08/21/98
                                07:56:34

          OPINS ACTIVITY GAIN (UF8/UG8)

          SSN:
(4 CHRS REQUIRED) NAME:
(REQUIRED)      TAC CD:

          CURRENT ACTIVITY INFORMATION DISPLAYED

UIC:              DT REPORTED:

BSC:              BSC PRI DU:              BSC DT:

ACAT:             ACAT DT (DSED):          DGAD CURRENT:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

```

Figure 16.

SSN: Enter the member's SSN, and press <TAB>

**NAME:** Enter the first four character of member's last name, and press <TAB>.

**TAC CD:** Enter F8 and press <ENTER>. If the member was pre-stage in BUPERS system, you should be able to continue. If not you have to call Mr Jerry Barrett (PERS 9) DSN 223-2968 and inform the situation. You may have to exit from the system until he completed his task.

**UIC:** Enter the member's initial Naval Reserve Activity (NRA) UIC, and press <TAB>.

**DT REPORTED:** Enter the report date to first active duty station, and press <TAB>.

**BSC:** Enter the Billet Sequence Number (BSC) or 99990 from member's orders, and press <TAB>.

**BSC PRI DU:** Leave blank

**BSC DT:** Enter the date in YYMM the member reported for the BSC and press <TAB>.

**ACAT:** Enter the Accounting Category Code (ACAT) from member's order and press <TAB>.

**ACAT DT (DSED):** Enter the date reported for the ACAT and press <TAB>.

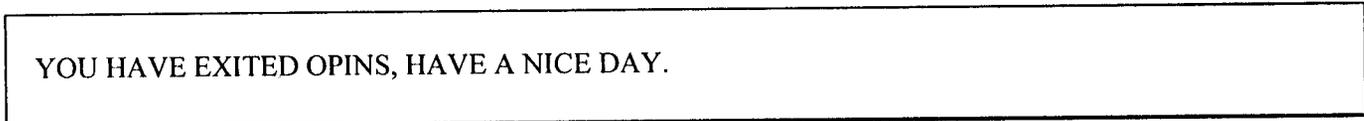
**DGAD CURRENT:** Enter the date gained to activity duty and press <ENTER>.

35. At this time the system will check your input for any error. If everything is correct you will received a message "Successful update...", otherwise you will receive an error message(s)

36. Once completed, move the cursor using your mouse to PRINT icon and click it. Save your printed copy for filing.

37. If you are done with OPINS system, Press <SHIFT> and <BREAK> key same time and continue on next step.

38. Figure 17 will appear.



YOU HAVE EXITED OPINS, HAVE A NICE DAY.

Figure 17.

39. To exit from the DynaComm/Elite-CIP.DES, move cursor to using your mouse to ico "Broken Chain" to disconnect. Click your mouse. Go to "File" and click "Exit".

40. Congratulations! Again you completed the steps by step procedures to go in and out of the OPINS/UNES System.