

OFFICER CANDIDATE
PROCESSING

1. Before processing members selected from the enlisted ranks; please make sure there is enough time remaining on the enlistment (EAOS) to cover the program period. If member must extend or reenlist, please submit necessary transactions to BUPERS immediately.
2. Screen formats for all transactions are included with this procedure, but will be used for only those users who enter officer candidate information on-line. This information will create, change or attrite a record on OPINS and create DJMS transactions.
3. OPINS on-line access:

1) The following field users currently has the on-line capabilities and authority thru OPINS to enter gain data, changes and loss data for the following officer candidate programs:

| <u>Field Input User</u> | <u>Candidate Program</u> | <u>Phone Numbers</u> | <u>Transactions</u> |
|---------------------------------|--|--|--|
| Headquarters Recruiting Command | Civil Engineer Corps-Collegiate And Nuclear Propulsion Officer Candidate | DSN-426-4733 | E3,R1,PP,A1,AU, FI, AI, BZ, GX, BI, BX, H8, BH, F8 |
| Headquarters Recruiting Command | Baccalaureate Degree Completion Program | DSN-426-4926/2480 Mrs. King(Desig. of 2205 students) Mrs. Thomas (Desig. of 2305 students) | E3,R1,PP,A1,BH,AU F8,BZ, GX, BI, BX, FI H8, AI |
| PSD, Pensacola | Aviation Officer Candidate Naval Education & Training Command General Officer Candidate Preparatory Program Naval Cadet Program Naval Flight Officer Candidate Naval Aviation Officer Candidate Air Intelligence Naval Aeronautical Engineering Duty Officer Seaman to Admiral | DSN-922-2222/23 | E3,R1,PP,A1,BH, F8,BZ, GX, BI, BX, H8, AU, FI, AI |

The FIELD INPUT USERS will be given access to create 'BH' transactions (tacs) and 'F8' (which replaces the G02 event) on-line. Purpose is to speed up the turn-over of the candidate account to an officer account on DJMS.

4. Some of the officer candidate data comes in by a batch mode (such as File Transfer Protocol (FTP), TSO and tape) from the Naval Academy and the Chief of Naval Education and Training (CNET - for all NROTC students). These people are excluded from procedures in paragraph '3'.

5. For any questions you may have concerning the candidate in these programs listed in paragraph '3', please contact Beverly Diggs at DSN 223-3036 or commercial 703-693-3036.

6. FIELD PROCEDURES

- Upon approval and selection of member into an officer candidate program, E3 and R1 transactions must be submitted to OPINS to establish an Officer Candidate record in the Officer Personnel Information System (OPINS).
- Continue to submit 'PP' transactions and other transactions listed on the "EOC" menu for any changes to members records that may occur while in candidate program.
- Upon commission, submit an 'A1' transaction (tac), with a loss code of '945' and a loss date which should be one day less than the true commission day (YYMMDD). Must follow next with a 'GX' tac to pass on the MGIB data. The effective date to use with the MGIB code is the true commission date.
- If using OPINS on-line, immediately submit a 'BH' followed by a 'F8' transaction. This will close out the candidate record, and create a full strength officer record in the OPINS database.
- If OPINS is not available, submit a SDS G02 Event.
- If the candidate member is disenrolled and going to active Enlisted status submit an 'A1' (935) loss code and the correct date. If candidate member is to be discharged, submit an 'A1' loss code that will correspond to the type of disenrollment that has taken place and a loss date. Then submit an UMIDS E503 transaction.

- OPINS will check to see if the candidate is a prior enlisted member. If the candidate is prior enlisted, DJMS will generate a MD04 FID. If the candidate is not prior enlisted, DJMS will generate an E203 FID to establish a pay account.
All candidates should have a pay account shortly after being processed into the candidate program.
- When OPINS receives the 'BH' transaction, an E603 (status change) transaction will be generated by DJMS.
- Once the 'F8' transaction has processed, a record should be downloaded to your local SDS mini-master database. You should then be able to continue whatever processing is necessary.
- OPINS will process the 'A1' transaction to close out the officer candidate record and generate a '18X' and '33X' transactions to enlisted (if member is to be retained), and generate a MNxx if member is to be completely separated.

Step by Step Procedures for Entering BH and F8 Transactions

1. Once you have entered your Source Code, Password and Secondary Source Code, you will be entering OPINS. This Menu will let you get into the Officer Candidate updating processing menu, if you have been authorized to do so. Your selection for the candidates will be 'O' (EOC) as you will see below:

O P I N S M A I N M E N U (M01)

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A - FORMAN MENU                      (M14)
B - BANNER SCREEN                     (OPI)
E - ERROR CORRECTION ACTIONQ
H - HELP FACILITY                     (H01)
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

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SELECTION:

KEY IN SELECTION. PRESS ENTER.

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

OPINS CANDIDATE SECONDARY GAIN: REPORTING INFO (UR1)

SSN:
(4 CHRS REQUIRED) NAME:

| | | |
|---------------|-------------------|-----------------|
| PROC 1: | RDA 1: | CLASS NO: |
| DEPN PRI: | DEPN SEC: | EST GRAD DT: |
| UP MOBIL IND: | BRANCH CLASS: | CURR PGRD: |
| PEBD: | CADD: | EFF DT PGRD: |
| EST COMM DT: | PROCMT SRCE(GLC): | HOME OF REC ST: |
| HOME OF REC: | | HOME REC ZPCD: |

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS CANDIDATE ERROR CORRECTION INFORMATION (UPP)

SSN:
(4 CHRS REQUIRED) NAME:

| | | |
|---------------|-------------------|-----------------|
| CLASS NO: | GRAD DT: | ALPHA NUM: |
| EST COMM DT: | PROCUREMENT SRCE: | COMPANY CD: |
| BRANCH CLASS: | GRD AT COMM: | HOME OF REC ST: |
| HOME OF REC: | | HOME REC ZPCD: |

UIC PROC RDA ATTR CD ATTR DT PEBD CADD GRD CURR EFF DT PAY

ADD LINE:

TO DELETE ANY LEVEL GREATER THAN (1); KEY IN SLASHES IN ALL DATA ELEMENTS. ONLY ONE LEVEL ATTR/ASGN DATA PER SUBMISSION.

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS MISCELLANEOUS DATE CHANGES (UBZ)

SSN:
(4 CHRS REQUIRED) NAME:

PAY ENTRY BASE DT: HIGH AWARD:
ACTIVE DUTY BASE DT: ACTIVE COMMISSION BASE DT:
HEALTH PROF. SERVICE DT: YEAR 1ST ELIGIBLE TO RETIRE:
UPWARD MOBILITY INDICATOR/ PROMOTION SERVICE DATE:
SPECIAL PROGRAM CODE: DATE OF BIRTH:
CITIZENSHIP STATUS: CITIZENSHIP ORIGIN:
PLACE OF BIRTH:

PREVIOUS SERVICE
BRANCH: FROM YEAR: NUMBER OF MONTHS:
HIGHEST RATE/GRADE: OVER 4 YEARS ENLISTED SERVICE:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS VARIOUS DATES, DESIGNATORS, AND INDICATORS (UBX)

SSN:
(4 CHRS REQUIRED) NAME:

OCCURRENCES OF DESIGNATOR HISTORY
#1 #2 #3 #4 #5
DESIG CHG:
DATE CHG:
SELECT # OCCURRENCE #: DESIG CHG: DATE CHG:
FROM ABOVE: OCCURRENCE #: DESIG CHG: DATE CHG:

OTHER DATA ELEMENTS
DT 1ST COMM: CURR SRCE CD: ORIG SRCE CD:
SPD CD: ORDER STATUS: RCLL DESI IND:
DGAD CURR: DGAD INIT: SEX-CODE:
DESIGNATOR: BX COR KEY: DIEMS:
DIERF:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS SOCIAL SECURITY NUMBER CHANGE (UAI)

SSN:
(4 CHRS REQUIRED) NAME:

NEW SSN:

SSN VERIFY:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS NAME OR SSN CHANGE VERIFY (UBI)

CURRENT SSN:
(4 CHRS REQUIRED) NAME:

NEW NAME:
SSN-VERIFY:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS UPDATE EDUCATION DATA ELEMENTS (UAU)

SSN:
 (4 CHRS REQUIRED) NAME:

| | | | |
|-----------|---------------|---------------------|------------------|
| CTL KEYS: | CTL KEY | VEAP IND: | VEAP ESTAB DATE: |
| VEAP = V | | | |
| | OCC UNIV NAME | YR DUR SPON LVL MAJ | SPEC |
| | | CMPLT | CODE |
| CHG = C | 1 | | |
| OR | 2 | | |
| DEL = D | 3 | | |
| | 4 | | |
| | 5 | | |

ADD LINE:
 ADD REQUIRES UNIV NAME, YR CMPLT, LVL, AND MAJ, EXCEPT FOR OCARS.
 ONLY ONE LINE OF ABOVE DATA MAY BE ENTERED FOR EACH SUBMISSION.

UNIV OVERFLOW IND: (SPACE, "/", OR "Y"). FOR ODC, ENTER Y:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS HEALTH PROFESSIONAL/RACE/SECURITY INFORMATION (UFI)

SSN:
 (4 CHRS REQUIRED) NAME:

| | |
|-------------------------------------|----------------------------|
| HEALTH PROFESSIONAL PAY ENTRY DATE: | |
| INTERN START DATE: | INTERN STOP DATE: |
| RESIDENCY START DATE: | RESIDENCY STOP DATE: |
| BOARD CERTIFIED START DATE: | BOARD CERTIFIED STOP DATE: |
| NURSE PRE-PAID BONUS IND: | |

RACE CODE: ETHNIC GROUP CODE:

| | |
|-----------------------|-------------------|
| EDIT OVERRIDE CODE: | PERFORMANCE FLAG: |
| INVESTIGATION AGENCY: | SECURITY CODE: |
| INVESTIGATION DATE: | |

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS SUPPLEMENTAL GAIN INFORMATION (UH8)

(4 CHRS REQUIRED) SSN:
 NAME:

 UIC: DEPLOYMENT DURATION:

 PRI DEPN CD: SEC DEPN CD:

ACCOUNTING CAT CD: ACCOUNTING CAT DATE:

(DISPLAY ONLY) BSC PRI DUTY: NOBC:

DATE REPORTED: BSC: BSC DT:

SPOUSE DATA: SSN: MIL CLASS: BRANCH:
 AFFIL: COMPONENT:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS CANDIDATE ATTRITION INFORMATION (UA1)

(4 CHRS REQUIRED) SSN:
 NAME:

 ATTR CD: ATTR DT:

 UNIV LVL 1: UNIV DT CMPLT 1:

 ACT GRAD DT: GRD AT COMM:

 DESIG:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

OPINS ACCEPT OR DECLINE GI BILL (UGX)

SSN:
(4 CHRS REQUIRED) NAME:

ACCEPT/DECLINE CODE:

ACCEPT/DECLINE DATE:

JUMPS CORRECT KEY:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

4. **MOST IMPORTANT** - Once you have completed the 'A1' updating, you must now come out of the screen by placing your cursor to the upper left hand corner of the screen and place an 'X' and press Enter key. Now you need to come back into OPINS, to do this, just key in the word OPINS and press Enter key. The purpose of doing this is because to do the 'BH' and the 'F8' transactions, you must now enter a different Source Code, Password and Secondary Source Code. Once that is done, you will proceed to enter in the upper left hand corner - **UBH** and press the Enter key.

UBH TRANSACTION SCREEN

OPINS TENDERED APPOINTMENT FOLLOW UP (UBH)

SSN:
(4 CHRS REQUIRED) NAME:

| | | | |
|--------------|----------------|----------------|------------------|
| RACE CD: | SEX CD: | ETHNIC GRP CD: | DT OF BIRTH: |
| PREC GRP CD: | CURRENT GRD: | | DT OF RANK: |
| DESIGNATOR: | PERM GRD: | | DT OF EFF PGRD: |
| | | | DT OF ACCEPT: |
| GLI: | (DISPLAY ONLY) | | |
| DUTY-STAT: | ORIG SRCE CD: | | CURR SRCE CD: |
| TYPE APPTMT: | AUTH: | | PROM SERV DT: |
| | ANO SIGN DT: | | DT OF PERM RANK: |

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.

- Enter the SSN and Name of the candidate and press Enter key. You will see data appear in some fields on the screen because it already exists on the OPINS file.
- CURRENT GRD (re-type over the same data) - 'L' at all times. If the designator equals '2205' move 'J' to current grade.
- DT OF RANK - Year, month, day (YYMMDD), use the officer candidate attrition date(loss date) and add 1 day to it. The attrition date comes in on the 'A1' transaction.
- PERM GRD - 'L' at all times.
- DT OF EFF PGRD - Year, month, day (YYMMDD), use the officer candidate attrition date(loss date) and add 1 day to it. The attrition date comes in on the 'A1' transaction.
- DT OF ACCEPT - Year, month, day (YYMMDD), use the officer candidate attrition date(loss date) and add 1 day to it. The attrition date comes in on the 'A1' transaction.
- DUTY-STAT - 'A' at all times
- ORIG SRCE CD - See paragraph 5
- CURR SRCE CD - See paragraph 5

When completed entering the data, press the Enter key. It should read 'Successful update.'

5. Use the following codes for the BH transaction based on the officer candidate program code in record:

| <u>Program Codes</u> | <u>ORIG SRCE CD/CURR SRCE CD</u> |
|----------------------|----------------------------------|
| 03A | 030 |
| 06A | 060 |
| 06E | 060 |
| 06F | 260 |
| 06P | 060 |
| 08A | 080 |
| 09A | 060 |
| 11R | 150 |
| 38A | 380 |
| 38B | 330 |
| 38C | 320 |
| 06S | 060 |

6. Once the 'BH' transaction has successfully updated. You may then do the 'F8' transaction on-line through OPINS. If you do not have on-line access, create the G02 event through SDS. You must now place cursor in the upper left hand corner and enter **UF8** and press Enter key. On this screen you will proceed to enter the data that you would on the G02 event, once you are done press Enter key. You should see the statement 'Successful Update.'

UF8 TRANSACTION SCREEN

OPINS ACTIVITY GAIN (UF8/UG8)

SSN:
(4 CHRS REQUIRED) NAME:
(REQUIRED) TAC CD: F8

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.