

**RECEPTION BATTALION  
AUTOMATED SUPPORT SYSTEM-REDESIGN  
(RECBASS-R)**

**USER'S MANUAL**



**DRAFT**

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## SECTION 1 - INTRODUCTION

### 1.1 Purpose

The Reception Battalion Automated Support System - Redesign (RECBASS-R) allows users to in-process a soldier with a minimum amount of data entry. It also generates reports and forms required at the reception battalion, and creates transactions for other Standard Army Management Information Systems (STAMIS). This system was designed and developed by the Operations and Systems Integration Division, Directorate of Information Management, Fort Sill, OK, and is maintained by the office of the project manager, Automated Instructional Management System - Redesign, Army Training Information Systems Directorate, Army Training Support Center, Fort Eustis, VA. Deviations from the procedures and requirements of this manual require written approval. Submit requests for deviation to: Commander, HQ TRADOC, ATTN: ATBO-IS, Fort Monroe, VA 23651-5000.

### 1.2 Document Overview and Conventions

This manual contains detailed information about the functionality of RECBASS-R. In order to provide consistent explanations of the RECBASS-R functions, certain conventions and standards are used throughout this user manual. The standard conventions used for this Software User Manual (SUM) are as follows:

<b>Window and Dialog Box Names</b>	The names of windows and dialog boxes in the system are indicated in an italic font: <i>RECBASS-Site Selection [Initial Receiving]</i>
<b>Push Buttons</b>	The names of buttons in the system are indicated in a bold font: <b>Execute</b>
<b>Field Names</b>	The names of fields located on a page are indicated in a bold font: <b>Roster/Line</b>
<b>Screen Text</b>	Normal text that appears on screen is surrounded by quotes and is printed in a different font, as shown below: Duplicate Entry!
<b>Keyboard Shortcuts</b>	Keyboards shortcuts for buttons within RECBASS are indicated within the application as an underlined letter in the push button name or above the button in red letters.

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## SECTION 2 - SYSTEM OVERVIEW

### 2.1 Application Summary

RECBASS-R maintains a database on soldiers who are in-processed at one of five reception battalions: Fort Jackson, SC; Fort Benning, GA; Fort Leonard Wood, MO; Fort Knox, KY; Fort Sill, OK. (See Figure 2-1, *U.S. Army Reception Battalions*.) It is an interactive, real-time system. Data is entered via remote terminals or through communication procedures with other systems.

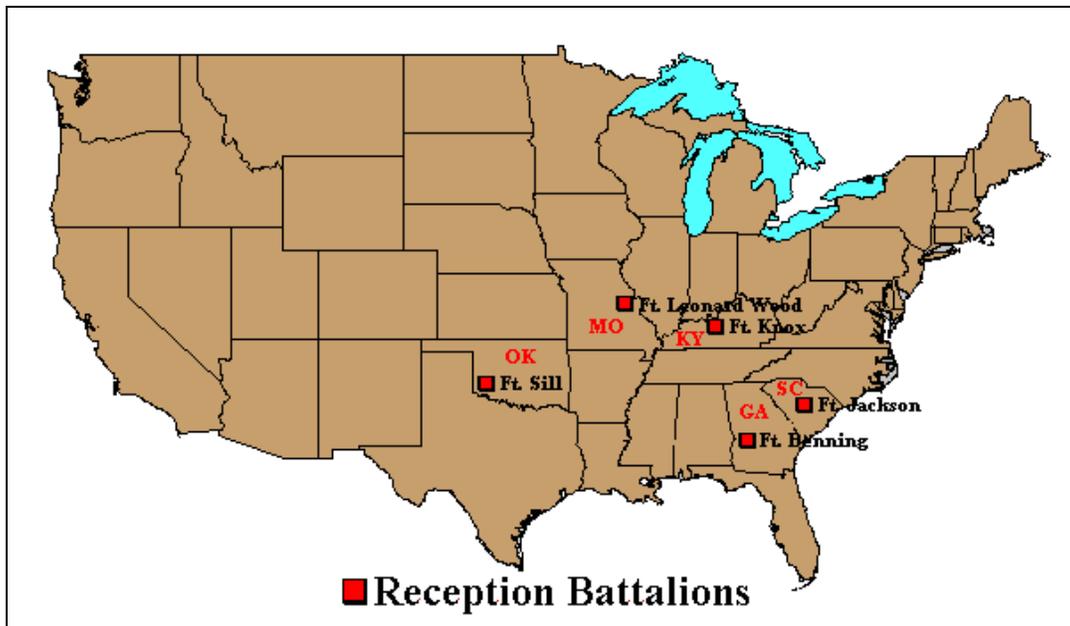


Figure 2-1: U.S. Army Reception Battalions

The Military Entrance Processing Command (MEPCOM) system telecommunicates records to the reception battalion daily for soldiers expected to arrive at the installation. This information is stored in the MEPCOM table and is queried by the RECBASS-R system to locate the in-processing soldier's record. System software does not require you to re-enter captured data. Interrelated programs and data files are integrated throughout the system to eliminate redundant data entry and storage.

RECBASS-R allows records to be added to the database table if the soldier's record is not found in the MEPCOM table. The system also provides for report generation, form generation, and pre-defined SQL queries.

RECBASS-R is also capable of downloading information to a PC network for processing by the Personal Affairs Branch. This group can update records and generate forms and reports from the microcomputer software developed for its use.

A RECBASS-R master record is maintained for each soldier in-processed at a training battalion. Transaction records are built for updating other STAMIS systems located on the Army installation. (See Figure 2-2, *Information Flow to and from RECBASS-R*.)

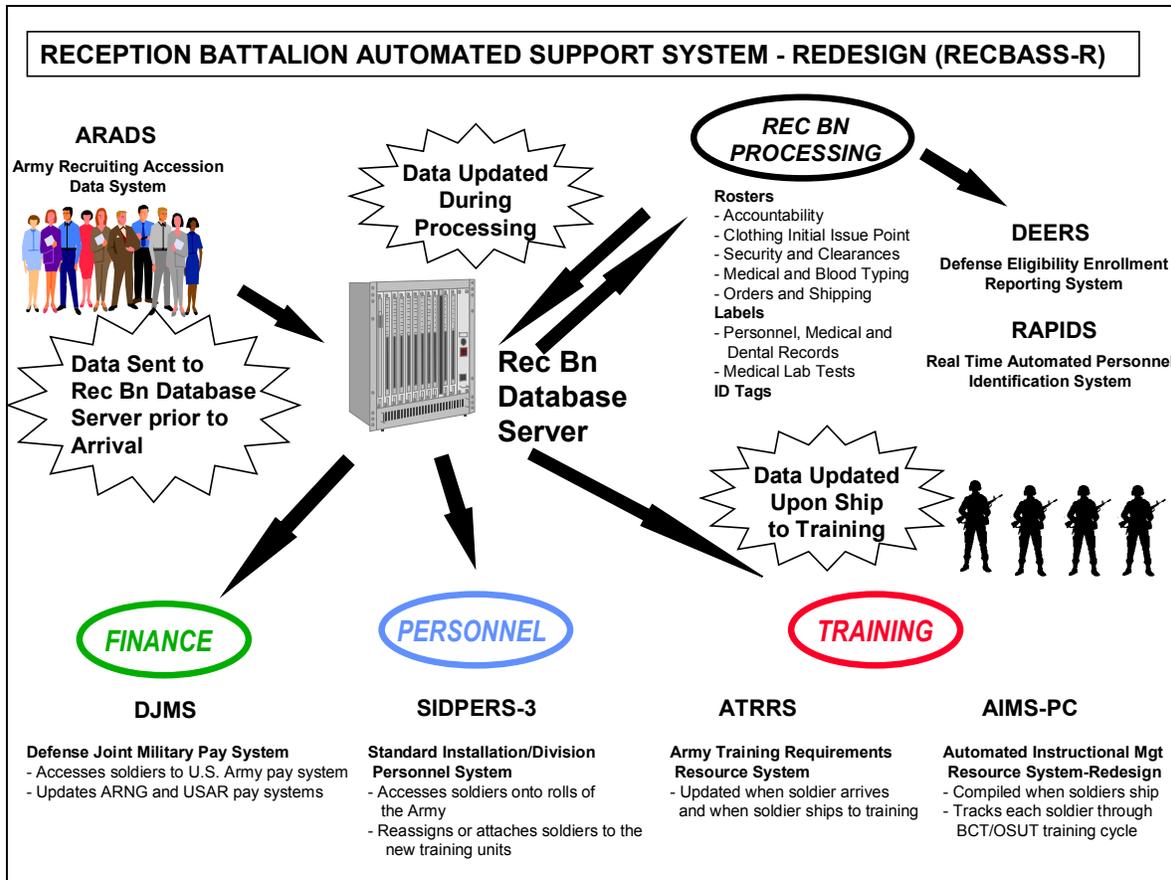


Figure 2-2: Information Flow to and from REBASS

The local system administrator (SA) uses a station-unique information management system to create and maintain information unique to an installation (e.g., system passwords, log-on IDs, printer IDs). This system also allows the system administrator to control user access to the Installation Support Modules (ISMs), Unit Identification Codes (UICs), and Department of Defense Activity Address Codes (DODAACs.) In addition, the SA can control other information that permits system function access within individual ISMs.

## 2.2 Minimum Software Requirements

To run RECBASS-R, the following automated data processing (ADP) equipment is needed:

- Dual 300Mhz Pentium II SMP Servers
- Full-Duplex Fast Ethernet Switch (200Mbit & 20Mbit ports)
- Unmanaged Ethernet 10base-T & 100base-TX hubs
- Dual LAN T-1 IP router
- High-bit-rate Digital Subscriber Line (HDSL) T1 modems
- Intel-based client PCs with 48MB RAM running Windows NT 4.0 Workstation
- 12ppm Laser Printers for PAB client machines
- 24ppm networked Laser Printer(s) for IRB
- 600 lpm dot-matrix printer(s) for IRB
- Window NT 4.0 Application Servers
- Enterprise-class SQL-based RDBMS
- Full suite of Intranet/Internet Server Applications
- 32-bit RECBASS-R-R applications
- Win32 based TN3270 emulation software

This software and hardware is the basis for operating the ISMs. The specific front-end and peripheral equipment [e.g., direct access storage device (DASD), local and remote printers] can vary from installation to installation. Discuss this detail with your local SA.

## 2.3 Security And Privacy Considerations

RECBASS-R does not contain classified information; therefore, no special classified processing procedures are necessary. However, since the system does contain personal / “For Official Use Only” (FOUO) information concerning military personnel, such information must not be given to unauthorized individuals.

Access to RECBASS-R is protected by forcing the user to enter a user specific log-on ID and password. Every user must log into the system each time he or she wants to use the system. It is up to each installation’s SA to establish a beginning user ID and password for each new user.

## 2.4 Error Messages And Problem Reporting

If you have any problems with the RECBASS-R system, contact your local SA and/or submit a problem ticket through the RECBASS-R help desk at <http://www.atsc.army.mil/helpdesk>. Click on **Training Management**, scroll to the bottom of the page, and click on the RECBASS-R link. If you need further help, click on the **Submit a Problem** icon at the bottom of the page then complete and send the problem ticket.

## SECTION 3 - IN-PROCESSING NEW ARRIVALS–INITIAL RECEIVING

Each day, information on expected new soldiers is transmitted electronically from MEPCOM/ARADS. As new soldiers arrive at the Reception Battalion, they must be in-processed; the information in the database must be verified or updated, and reports must be generated.

The Reception Battalion currently uses a three-day process to prepare the soldier for assignment to his or her Basic Combat Training (BCT) Unit:

- **Day 1:** Initial Receiving personnel use RECBASS-R to collect initial data about each new arrival.
- **Day 2:** Personal Affairs personnel use RECBASS-R to “interview” the soldier, validating the information collected on Day 1.
- **Day 3:** RECBASS-R is used to “ship” the soldier to his or her basic training unit electronically.

The **Initial Receiving** portion of RECBASS-R includes nine components: **Initial Receiving**, **Personal Affairs**, **Assignments**, **AIMS Interface**, **Export/Import RECBASS-R Data**, **SIDPERS Special Processing**, **Display Expected Arrivals**, **Display Rosters**, and **RAPIDS High-Volume System**.

### 3.1 Logging on to Initial Receiving

To log on to **RECBASS-R, Initial Receiving**, double-click on the **Initial Receiving** icon on your desktop. If you do not have an **Initial Receiving** icon on your desktop, go to the **Start** menu in the lower-left corner of your computer screen. Select **RECBASS-R**, and click on **Initial Receiving** in the drop-down list (Figure 3-1).

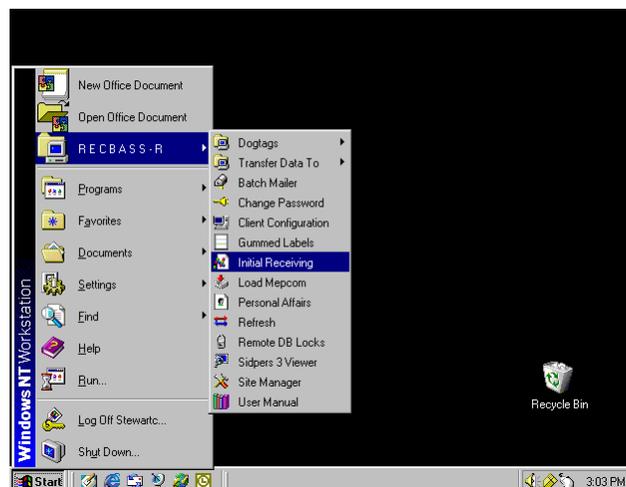


Figure 3-1: Start Menu–RECBASS-R–Initial Receiving

A *Warning* message box appears, stating that the program may “look and feel” differently than designed if run at resolutions higher than the industry standard VGA (640 x 480 pixels).

Click the **OK** button to close this window.

The *RECBASS—Site Selection [Initial Receiving]* window (Figure 3-2) opens.

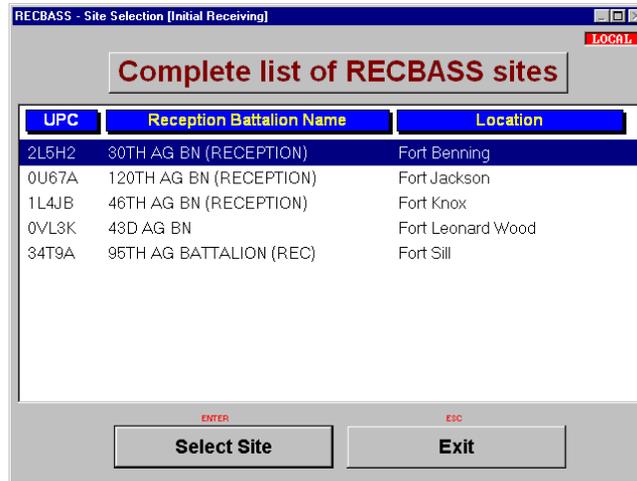


Figure 3-2: RECBASS—Site Selection [Initial Receiving]

To select one of the five reception battalions, click on a site and click the **Select Site** button, or double-click on the selected site. Click the **Exit** button to quit the RECBASS-R logon process.

Once you have selected a reception battalion site, the *RECBASS—Initial Receiving [Logon]* window (Figure 3-3) opens.

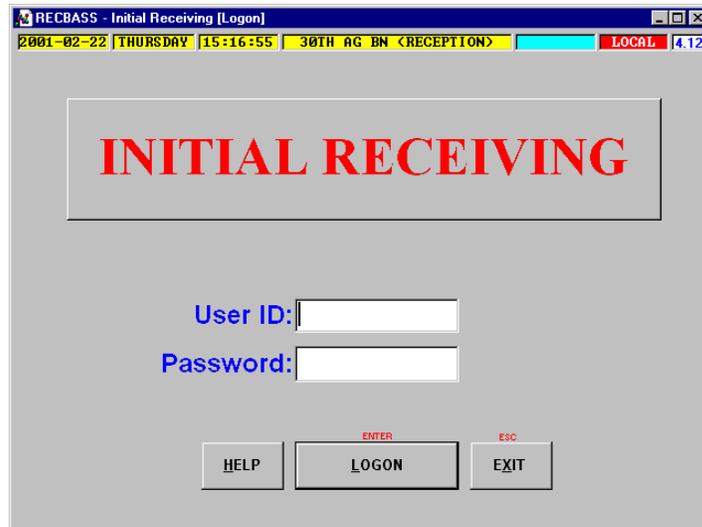


Figure 3-3: RECBASS—Initial Receiving [Logon]

Complete the **User ID** and **Password** fields, and click the **Logon** button. Click the **Exit** button to quit RECBASS-R.

When you have successfully entered your user ID and password, the *Initial Receiving—Main Menu* window (Figure 3-4) opens.

## 3.2 Initial Receiving

Select **Initial Receiving** (option 1) on the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4).

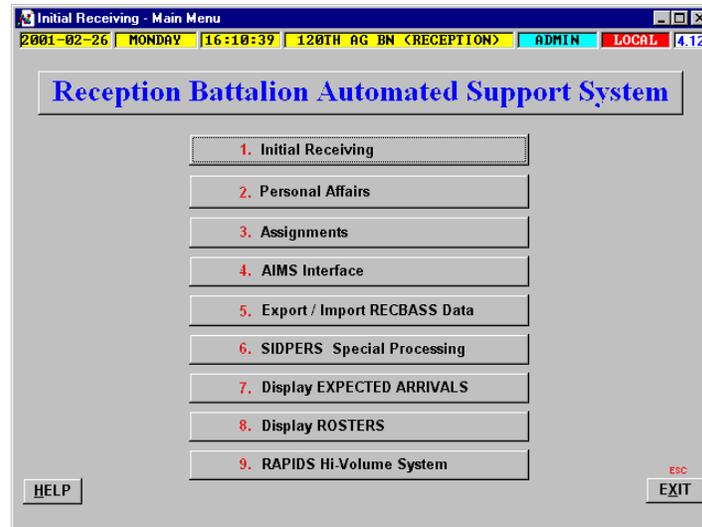


Figure 3-4: RECBASS-R Initial Receiving–Main Menu

To quit RECBASS-R, click the **Exit** button.

### 3.2.1 In-process an Arrival

When you select option 1 from the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4), the *Initial Receiving–Start Menu* window (Figure 3-5) opens. To in-process a new arrival, first enter the new arrival's **SSN** in the indicated field (you may also enter the appropriate **Roster/Line**, **Arrival Date**, and **Name**.) Next, enter a 1 in the **Option** field and click the **Execute** button, or click the **In-process an Arrival** button. If you fail to enter a required parameter, a message will appear at the bottom of the window and indicate what additional information needs to be added.

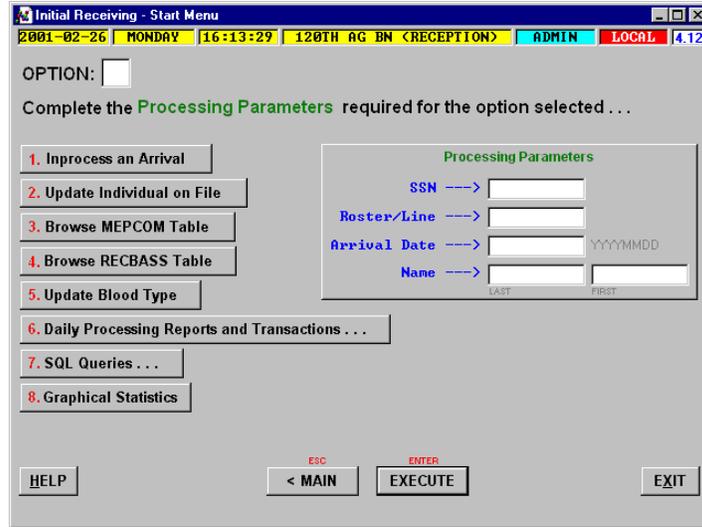


Figure 3-5: Initial Receiving–Start Menu

If you have entered information on a soldier who is already in the RECBASS-R database, a message box opens when you click the **Execute** button. The message reads, “Duplicate Entry! You are attempting to add a record for which the SSN is already on the RECBASS-R database with Roster/Subroster/Line: \_\_\_\_\_. To change the Roster/Line assigned to this soldier, enter the CURRENT Roster/Line number on the IRP Menu and use option 2 to ‘update’ the existing record and change the Roster/Line AFTER the update screen is displayed.” Click the **OK** button. Then follow the instructions in the above message if you are changing the information on an existing soldier. See Section 3.2.2 for more information about updating a record.

To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

If the soldier’s information is not already imported into RECBASS-R from ARADS, you may create his or her record from scratch using the two *Add Individual from Scratch* windows.

The following two windows open when you click the **Execute** button – *Add Individual from Scratch [1 of 2]* and *[2 of 2]* (Figure 3-6 and Figure 3-7) – with numerous fields to be completed. All fields are required, as appropriate.

Figure 3-6: Initial Receiving–Add Individual from Scratch [1 of 2]

Fields in the first window (Figure 3-6) include:

- Roster
- Subroster
- Line No.
- SSN
- Name
- Service Comp
- Mental Category
- Term of Svc (Years, Weeks)
- No. of Dependents
- State (HOR)
- Sex
- MOS
- Religious Code
- ETS
- Race
- Physical Category
- Company Code
- Enlistment Bonus
- Training Phase
- Mandatory Release Date
- Citizenship
- BASD
- Marital Status
- Rank (Grade Code)
- BPED
- Date of Rank
- Driver’s License
- Ethnic
- Date of Birth
- Education
- X Factor
- PULHES
- Date of Arrival
- EAD Date
- NG/USAR Unit UIC

When you are finished with the first window, *Initial Receiving–Add Individual from Scratch [1 of 2]* (Figure 3-6), click the **Next Screen** button to accept the information and move on to the

*Initial Receiving–Add Individual from Scratch [2 of 2]* window (Figure 3-7). Click the **Back** button to return to the *Initial Receiving–Start Menu* (Figure 3-5). Click the **Print** button to print the screen. Click the **Exit** button to quit RECBASS-R.

Figure 3-7: Initial Receiving–Add Individual from Scratch [2 of 2]

Fields in the second window (Figure 3-7) include:

### Aptitude Area Scores

- GT - General Technical
- GM - General Maintenance
- EL - Electronics
- CL - Clerical
- MM - Mechanical Maintenance
- SC - Surveillance / Communications
- CO - Combat
- FA - Field Artillery
- OF - Food Operator
- ST - Skill Technical

### Place of Birth

- City
- State
- Country

### Physical Characteristics

- Height
- Weight
- Eyes
- Hair

### School (may be left blank)

- Name
- Major
- Duration
- Completed
- Year

When you are finished with the second window (Figure 3-7), click the **Update** button to accept the information. Click the **Prev Menu** button to return to the *Initial Receiving–Start*

*Menu* (Figure 3-5). Click the **Print** button to print the screen. Click the **Prev Data Screen** button to return to the first window (Figure 3-6). Click the **Exit** button to quit RECBASS-R.

### 3.2.2 Update an Individual on File

The process to update a soldier is very similar to adding a new record. Select option **2** on the *Initial Receiving–Start Menu* (Figure 3-5) and click the **Execute** button, or click the **Update Individual on File** button to access the *Initial Receiving–Update Individual on File [1 of 2]* screen. See Section 3.2.1 for information about the fields available for change. Some fields will be grayed-out (such as **SSN** and **Name**); these fields cannot be changed.

Once you have made all of the desired changes, click the **Update** button on the second screen (Figure 3-7) to enter your changes. A message box appears that reads, “Successfully updated record in database.” Click the **OK** button to return to the *Initial Receiving–Start Menu* (Figure 3-5). Records can also be deleted from the database by clicking the **Delete** button.

### 3.2.3 Browse MEPCOM Table

To find the record of a soldier who has already been entered into MEPCOM, select option **3** (**Browse MEPCOM Table**) from the *Initial Receiving–Start Menu* screen (Figure 3-5). An **Arrival Date** or **Name** parameter must be entered in order to browse the MEPCOM table. The *Initial Receiving–Browse MEPCOM* window (Figure 3-8) opens.

Expect Date	NAME	SSN	BASD	MOS	SERV Comp	Arrived
19990817	LAATSCH MARTIN BRENT	00000023	19990817	13B00	G	
19990817	BURPEE SHANE ROBERT	00000025	19990816	13E00	G	
19990817	HAINES GABRIEL JUSTIN	00000026	19990816	13E00	G	
19990817	NUNN THOMAS JOSEPH	00000055	19990817	14S00	G	
19990817	MURRAY DAUAROUS ANTIWAN	00000059	19990817	00	G	
19990817	BREWER JULIE MARIE	00000063	19980609	93P00	G	
19990817	WYNN ROBERTO CORNELIUS	00000065	19990720	13B00	G	
19990817	RISINGER STEPHEN RAY	00000074	19990816	13E00	G	
19990817	SELLERS NATHANIEL ERIC	00000075	19990816	13B00	G	
19990817	STEBBINS TIMOTHY LEE	00000078	00000000	00	G	
19990817	WILSON RUSTY LEE	00000080	19990816	13B00	G	
19990817	THOMAS PAMELA	00000089	19981114	97E00	G	
19990817	CRON JUSTIN CAIN	00000090	19990816	13B00	G	
19990817	LITTERAL WILLIAM JACK JR	00000091	19990816	13B00	G	
19990817	GEYER JASON DANIEL	00000096	19990817	91D00	G	

**NOTE:** The Name parameter uses a “wild-card” format so that only a partial name needs to be entered into the selected field. For example, entering *Smi* in the last name field will return all soldiers whose last name begins with *Smi*, such as *Smith*.

Figure 3-8: Initial Receiving–Browse MEPCOM

Use the drop-down box in the top right corner of the window to sort the soldiers by category: **Expect Date**, **Name**, **SSN**, **BASD**, **MOS**, **Service**, and **Arrived**.

To view all MEPCOM data columns pertaining to a particular soldier, select the soldier from the list in the *Initial Receiving–Browse MEPCOM* window (Figure 3-8). Click the **View All** button. The *View All–MEPCOM Data Columns* window (Figure 3-9) opens.

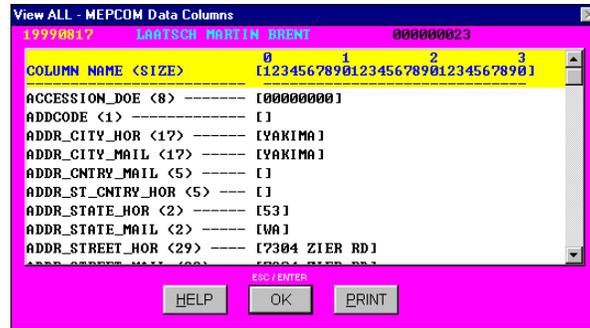


Figure 3-9: View All–MEPCOM Data Columns

To print this data, click the **Print** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the *View All–MEPCOM Data Columns* window (Figure 3-9). Click the **Setup** button to change printer settings. To return to the *Initial Receiving–Browse MEPCOM* window (Figure 3-8) from the *View All–MEPCOM Data Columns* window (Figure 3-9), click the **OK** button.

To update a soldier’s MEPCOM record from the *Initial Receiving–Browse MEPCOM* window (Figure 3-8), select a soldier from the list on the screen, and click the **Update** button. As in Section 3.2.1, the *Add Individual via Browse [1 of 2]* window (Figure 3-10) opens, followed by the *Add Individual via Browse [2 of 2]* window (Figure 3-11). To complete the fields in these two windows, follow the steps detailed in Section 3.2.1.

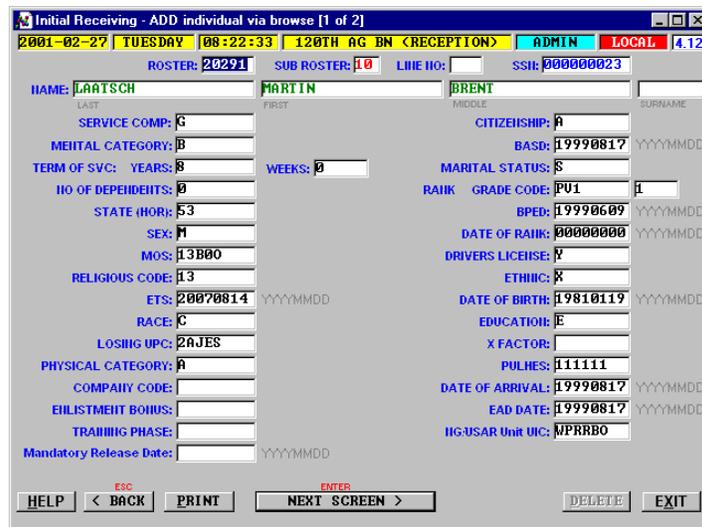


Figure 3-10: Initial Receiving–Add Individual via Browse [1 of 2]

Initial Receiving - ADD individual via browse [2 of 2]

2001-02-27 TUESDAY 08:26:35 120TH AG BN (RECEPTION) ADMIN LOCAL 4.12

ROSTER: 20291 SUB ROSTER: 10 LINE NO: 206 SSN: 00000023

NAME: LAATISCH MARTIN BRENT

APTITUDE AREA SCORES

GT: 117 GM: 121 EL: 122 CL: 124 MM: 107 SC: 115 CO: 108 FA: 114 OF: 108 ST: 121

PLACE OF BIRTH

CITY: RIUERTON STATE: NY COUNTRY: US

PHYSICAL CHARACTERISTICS

HEIGHT: 73 EYES: Green WEIGHT: 189 HAIR: Brown

SCHOOL

Name	Major	Duration	Completed	Year
	GENERAL			

INDIVIDUAL READY RESERVE

HEMTT Experience (Y/N):  HETT Experience (Y/N):  Record Status:

Deployable Status (Y/N):  Area Current/Last Foreign Service:

HELP << Prev Menu PRINT UPDATE < Prev Data Screen EXIT

Figure 3-11: Initial Receiving–Add Individual via Browse [2 of 2]

To print the *Initial Receiving–Browse MEPCOM* screen (Figure 3-8), click the **Print** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the *Initial Receiving–Browse MEPCOM* screen (Figure 3-8). Click the **Setup** button to change printer settings.

To return to the *Initial Receiving–Start Menu* window (Figure 3-5) from the *Initial Receiving–Browse MEPCOM* window (Figure 3-8), click the **Back** button. To return to the *Initial Receiving–Main Menu* window (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.4 Browse RECBASS-R Table

To find the record of a soldier who has already been entered into RECBASS-R, select option 4 and click the Execute button, or click the **Browse RECBASS-R Table** button from the *Initial Receiving–Start Menu* screen (Figure 3-5). A **Name** or **Roster Number** parameter must be entered in order to browse the RECBASS-R table. The record of the selected soldier appears in the next window, *Initial Receiving–Browse RECBASS-R* (Figure 3-12).

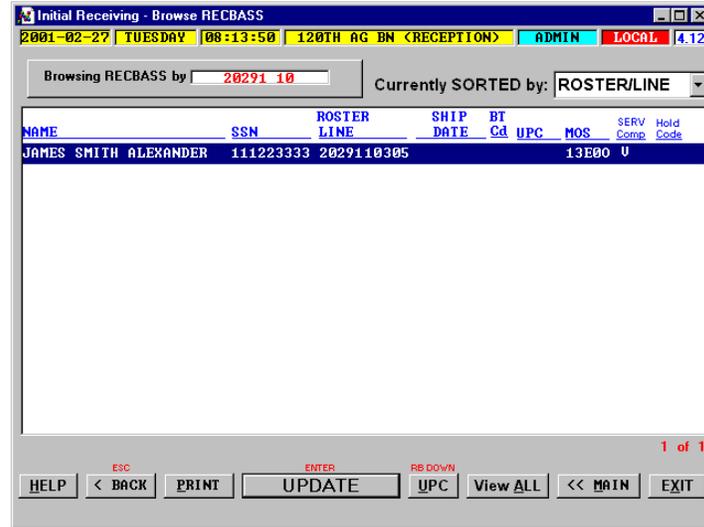


Figure 3-12: Initial Receiving–Browse RECBASS-R

To sort the data in the *Initial Receiving–Browse RECBASS-R* window (Figure 3-12), click on the arrow in the *Currently Sorted By* field. Using the drop-down box, you may sort this field by **Roster/Line**, **Name**, **SSN**, **Ship Date**, **BT Code**, **UPC**, **MOS**, **Service**, or **Hold Code**.

To update any of this information, click the **Update** button. An *Initial Receiving–Update Individual on File [1 of 2]* window will appear. See Section 3.2.1 for more information about the available fields. Once you have made all the desired changes, click the **Update** button on the second page. A message box will appear which reads, "Successfully updated record in database." The window returns to the *Initial Receiving–Browse RECBASS-R* screen (Figure 3-12).

To view the Unit Processing Code (UPC) for a soldier listed in the *Initial Receiving–Browse RECBASS-R* window (Figure 3-12), click the **UPC** button. A message box appears which shows the soldier’s name and his or her unit’s name. Click the **OK** button to return to the *Initial Receiving–Browse RECBASS-R* window (Figure 3-12).

To view all RECBASS-R data columns, click the **View All** button. A *View All–RECBASS-R Data Columns* window (Figure 3-13) opens. You may scroll down the list of data columns to view all the data, but you may not enter or edit any data. Click the **OK** button to return to the *Initial Receiving–Browse RECBASS-R* window (Figure 3-12).

To return to the *Initial Receiving–Start Menu* (Figure 3-5), click the **Back** button. To print the screen, click the **Print** button. To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

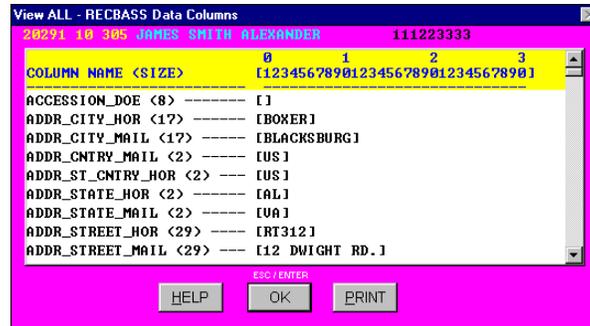


Figure 3-13: View All-RECBASS-R Data Columns

Click the **Print** button to print the screen. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the *View All-RECBASS-R Data Columns* window (Figure 3-13). Click the **Setup** button to change printer settings.

### 3.2.5 Update Blood Type

To update/edit a soldier's blood type, select option **5** and click **Execute**, or click the **Update Blood Type** button, from the *Initial Receiving-Start Menu* (Figure 3-5). A **Roster Number** is required to update blood types. The *IRP-Update Blood Type* (Figure 3-14) window opens.

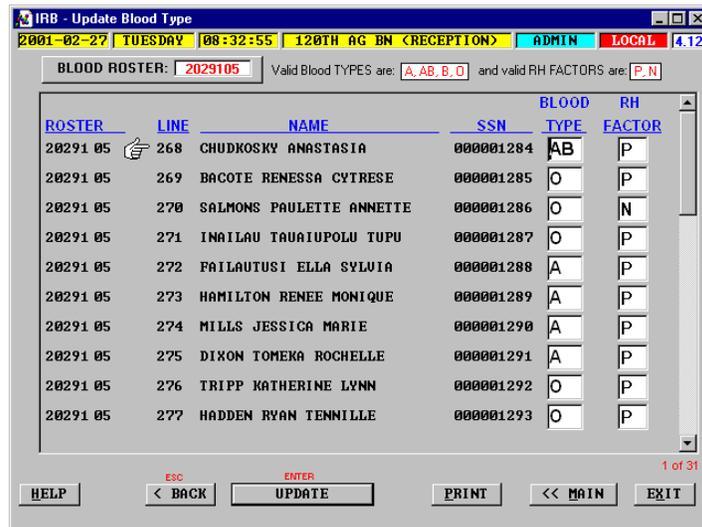


Figure 3-14: IRP-Update Blood Type

Scroll to find the name of the soldier whose record you wish to update, and click in the fields marked **Blood Type** or **RH Factor**. As indicated in the fields at the top of the screen, you may enter blood types **A**, **AB**, **B** and **O**, and RH factors **P**(ositive) or **N**(egative).

To enter any new data into the system, click the **Update** button. To print the screen, click the **Print** button. To return to the *Initial Receiving-Start Menu* (Figure 3-5), click the **Back** button. To return to the RECBASS-R *Initial Receiving-Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.6 Daily Processing Reports and Transactions

To print daily processing reports and transactions that result from the initial receiving process, select option **6** from the *Initial Receiving–Start Menu* (Figure 3-5). The *Initial Receiving–Daily Processing Menu* window (Figure 3-15) opens.

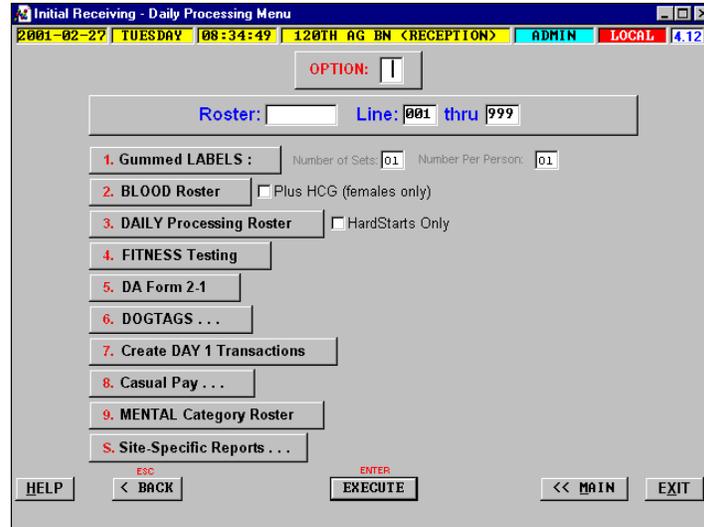


Figure 3-15: Initial Receiving–Daily Processing Menu

Select the type of report you wish to create, options **1-9** and **S**. These reports are detailed in Sections 3.2.6.1 through 3.2.6.10. Enter the option in the option field and click the **Execute** button, or click the corresponding report button. To return to the *Initial Receiving–Start Menu* (Figure 3-5), click the **Back** button. To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

#### 3.2.6.1 Gummed Labels

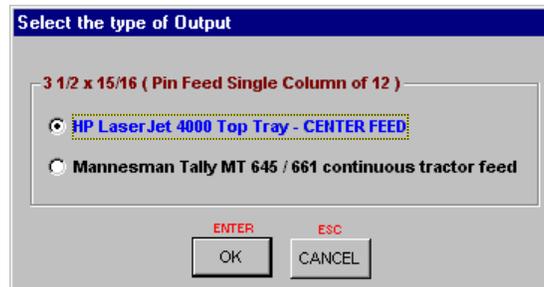


Figure 3-16: Select the Type of Output

Click on the radio-button next to either **HP Laser Jet 4000 Top Tray – Center Feed** or **Mannesman Tally MT 645/661 continuous tractor feed**, and then click the **OK** button. Click the **Cancel** button to abort printing and return to the previous window.

### 3.2.6.2 Blood Roster

To print the blood rosters for female soldiers only, click on the box marked **Plus HCG** next to the **Blood Roster** option on the *Initial Receiving–Daily Processing Menu* (Figure 3-15); then select **Blood Roster**, option 2. For male soldiers, simply select **Blood Roster**, option 2.

A printer setup window opens. Select the appropriate printer, and click the **OK** button. Click the **Cancel** button to abort printing and return to the *Initial Receiving–Daily Processing Menu* (Figure 3-15). Click the **Setup** button to change printer settings.

### 3.2.6.3 Daily Processing Roster

To print the daily processing rosters for “hardstart” soldiers only, click on the box marked **Hard Starts only** next to the **Daily Processing Roster** option on the *Initial Receiving–Daily Processing Menu* (Figure 3-15); then select **Daily Processing Roster**, option 3. For non-hard starts, simply select **Daily Processing Roster**, option 3.

A printer setup window opens. Select the appropriate printer, and click the **OK** button. Click the **Cancel** button to abort printing and return to the *Initial Receiving–Daily Processing Menu* (Figure 3-15). Click the **Setup** button to change printer settings.

### 3.2.6.4 Fitness Testing

To print the fitness test results, select **Fitness Testing**, option 4, on the *Initial Receiving–Daily Processing Menu* (Figure 3-15).

A printer setup window opens. Select the appropriate printer, and click the **OK** button. Click the **Cancel** button to abort printing and return to the *Initial Receiving–Daily Processing Menu* (Figure 3-15). Click the **Setup** button to change printer settings.

### 3.2.6.5 DA Form 2-1

To print DA Form 2-1, select **DA Form 2-1**, option 5, on the *Initial Receiving–Daily Processing Menu* window (Figure 3-15).

The *Select the Type of Output* window (Figure 3-16) opens. Click on the radio-button next to **Mannesman Tally MT 645/661 continuous tractor feed**, **Epson DFX-5000 + continuous tractor feed**, or **HP Laser Jet 4000/5Si (4 pages)**. Click the **OK** button to continue, or click the **Cancel** button to abort printing and return to the previous window.

If you click the **OK** button after you select either the first or second printer (**Mannesman Tally MT 645/661 continuous tractor feed** or **Epson DFX-5000 + continuous tractor feed**), DA Form 2-1 will print for the roster and line numbers entered in the *Initial Receiving–Daily Processing Menu* window (Figure 3-15).

If you click the **OK** button after you select the third printer (**HP Laser Jet 4000/5Si**), the *DA Form 2-1* window (Figure 3-17) opens. This allows you to preview the forms. To print these records, click the **Print** button. To return to the *Initial Receiving-Daily Processing Menu* (Figure 3-15) without printing, click the **Cancel** button.

The screenshot shows a window titled "DA Form 2-1" with "Print" and "Cancel" buttons at the top. The form content includes:

- SECTION I - IDENTIFICATION DATA:** 1. NAME: SMITH JAMES ALEXANDER; 2. S.S.N.: 111-22-3333.
- SECTION II - CLASSIFICATION AND ASSIGNMENT DATA:** 3. MOS EVALUATION SCORES table with columns for MOSC, YR & MO, and SCORE; 4. ASSIGNMENT CONSIDERATIONS; 7. AVIATION ASI & GUNNERY (AIRCRAFT, INSTR PILOT, F/W, R/W); 8. OVERSEA SERVICE; 9. AWARDS, DECORATIONS.

Figure 3-17: DA Form 2-1

If you click the **Print** button, a message box appears that asks, "Are you sure you want to print these \_\_\_ records?" Click the **OK** button to continue. Click the **Cancel** button to return to the *Initial Receiving-Daily Processing Menu* (Figure 3-15) without printing any records.

### 3.2.6.6 Dog Tags...

To print dog tags, select **Dog Tags...**, option 6, on the *Initial Receiving-Daily Processing Menu* (Figure 3-15). The *RECBASS-R-Batch Dog Tags* window (Figure 3-18) opens. This window lists the serial interface settings, including number of **Copies**, **Output Delay**, **Pause**, **Type of Dog tag Machine**, **Port**, **Baud Rate**, **Data Bits**, **Stop Bits**, and **Parity**. Beneath the serial interface settings, the window lists the soldiers for whom dog tags will be made. This information includes **Name**, **SSN**, **Blood Type**, and **Religious Preference**. Use the scroll bar in the window to see the entire list of names.

The screenshot shows a window titled "RECBASS - Batch Dogtags" with "Serial Interface Settings" and a table of soldier information.

**Serial Interface Settings:** Copies: 2, Output Delay: 25, Pause: 100, Type of Dogtag Machine: Norcom 1700, Port: COM1, BaudRate: 9600, DataBits: 7, StopBits: 1, Parity: Even.

LAST NAME	FIRST MI	SSN	BLOOD	RELIGIOUS PREF
SMITH	JAMES A	111-22-3333	A POS	ADV-CHR-CH
SMITH	LUKE D	111-23-3636	O POS	ADV-CHR-CH

Buttons: START, Ready to Emboss..., 1 of 2, Waiting to start.

Figure 3-18: RECBASS-R-Batch Dog Tags

After viewing the list, click the **Start** button to begin printing. The status bar at the bottom of the window shows the job status (*Ready to Emboss* or *Embossing*), the number of dog tags remaining, and the time remaining until the next dog tag is sent to the printer. To stop printing, click the **Stop** button.

To close this window and return to the *Initial Receiving-Daily Processing Menu* (Figure 3-15), click on the **X** in the upper-left-hand corner of the window.

### 3.2.6.7 Create Day 1 Transactions

To create transactions for day 1 of in-processing, select **Create Day 1 Transactions**, option 7, on the *Initial Receiving-Daily Processing Menu* (Figure 3-15). The *Which Transactions Do You Want To Create?* window (Figure 3-19) opens. **ACIIPS**, **ATRRS**, **DOHRS-HC** are checked by default. Click the **OK** button to continue. Click the **Cancel** button to return to the *Initial Receiving-Daily Processing Menu* (Figure 3-15).

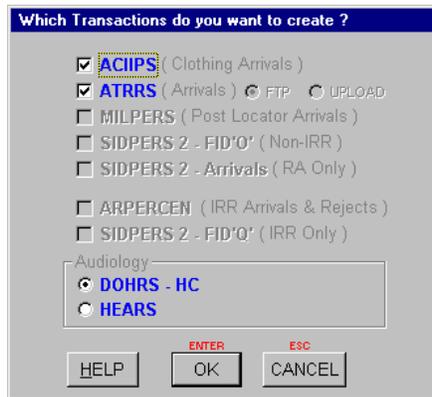


Figure 3-19: Which Transactions Do You Want To Create?

If you click the **OK** button, the *Day 1 Transaction Summary* window (Figure 3-20) opens. This window displays the elapsed time, the number of soldiers processed, the types of transactions, and the number of transactions created.

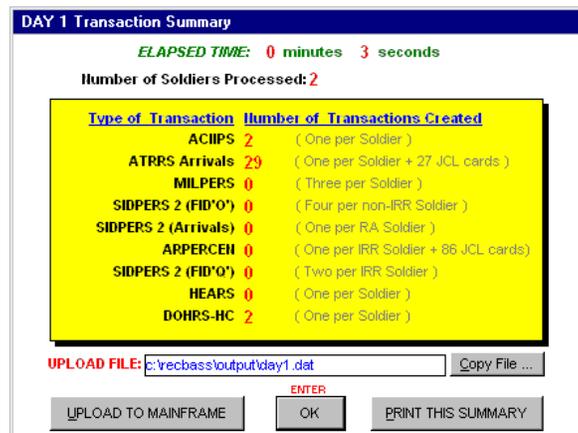


Figure 3-20: Day 1 Transaction Summary

To copy the file to another location, click the **Copy File** button, and choose a location for the copy. Then click the **OK** button. To \_\_\_\_\_, click on the **Upload to Mainframe** button.

To print the summary, click the **Print This Summary** button. To return to the *Initial Receiving–Daily Processing Menu* (Figure 3-15), click the **OK** button.

### 3.2.6.8 Casual Pay...

To print the money list, to update casual payment information, or to create casual pay data files, select **Casual Pay...**, option **8**, on the *Initial Receiving–Daily Processing Menu* (Figure 3-15). The *Initial Receiving–Casual Pay* window (Figure 3-21) opens.

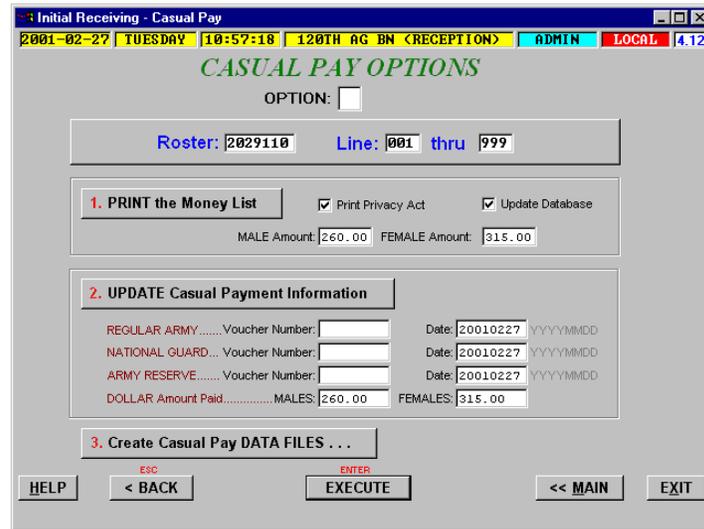


Figure 3-21: Initial Receiving–Casual Pay

Fill in a roster number in the field labeled **Roster**. The **Line** field is automatically filled in with the numbers **001** thru **999**, but you may change the range if you wish.

#### 1. To Print the Money List

Select or deselect **Print Privacy Act** and **Update Database** next to option **1, Print the Money List**. Enter a dollar amount in the **Male Amount** field (default is \$260) and/or in the **Female Amount** field (default is \$315). Select option **1** at the top of the screen and click the **Execute** button, or click the **Print the money list** button (option **1**.)

A printer setup window opens. Select the appropriate printer and click the **OK** button on the keyboard to print. Click the **Cancel** button to abort printing and return to the *Initial Receiving–Daily Processing Menu* (Figure 3-15). Click the **Setup** button to change printer settings.

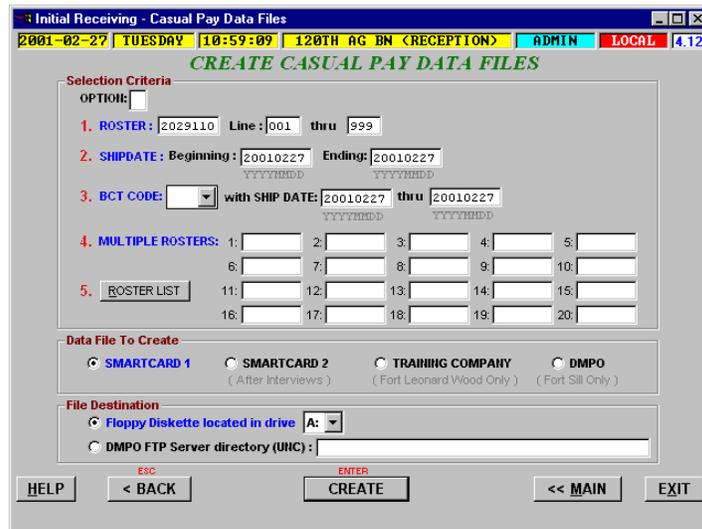
#### 2. To Update Casual Payment Information

Click on option **2, Update Casual Payment Information**, or select option **2** at the top of the screen and click the **Execute** button. Enter a voucher number in the field(s) labeled **Regular**

**Army, National Guard, or Army Reserve**, and correct the date field if needed. Enter a dollar amount in the **Male Amount** field (default is \$260, which is the maximum amount) and/or in the **Female Amount** field (default is \$315, which is the maximum amount). Click the **Execute** button. A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records."

**3. To Create Casual Pay Data Files**

Click on option **3, Create Casual Pay Data Files**, or select option **3** at the top of the screen and click the **Execute** button. The *Initial Receiving-Casual Pay Data Files* window (Figure 3-22) opens.



**Figure 3-22: Initial Receiving-Casual Pay Data Files**

Select an option (**1-5**) and complete the fields for that selection. The options and their fields are listed below:

**1. Roster**

Roster number and line \_\_\_ thru \_\_\_.

**2. Ship date**

Beginning and ending dates.

**3. BCT Code**

Code (choose from drop-down list) with ship dates \_\_\_ thru \_\_\_.

**4. Multiple Rosters**

List up to 20 roster numbers.

## 5. Roster List

Select option **5**. A *Selection Criteria* window opens. Using the **Add** or **Remove** buttons, build a list of selected rosters on right from the list of available rosters on left. Click the **Create** button. Click the **Cancel** button to return to the *Initial Receiving–Casual Pay Data Files* window (Figure 3-22).

In addition, click on a radio-button in the **Data File To Create** field. Select **SmartCard 1**, **SmartCard 2** (after interviews), **Training Company** (Fort Leonard Wood Only), or **DMPO** (Fort Sill Only).

In the **File Destination** field select either: **Floppy Diskette Located in Drive**: [choose drive from drop-down list, and be sure to insert blank floppy diskette into that drive] or **DMPO FTP Server Directory (UNC)**: [enter directory in blank field].

After you have selected an option and filled in the requisite fields, click the **Create** button to continue. A yellow status bar at the bottom of the screen indicates "Appended [SmartCard/Training Company/DMPO] File Creation completed (\_\_\_\_ records)."

Click the **Main** button to return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4). To return to the *Initial Receiving–Casual Pay* window (Figure 3-21), click the **Back** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.6.9 Mental Category Roster

To print the mental category roster, select **Mental Category Roster**, option **9**, on the *Initial Receiving–Daily Processing Menu* (Figure 3-15).

A printer setup window opens. Select the appropriate printer and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the *Initial Receiving–Daily Processing Menu* (Figure 3-15). Click the **Setup** button to change printer settings.

To return to the *Initial Receiving–Start Menu* (Figure 3-5), click the **Back** button. To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.6.10 Site-Specific Reports...

To print reports from specific reception battalions, select **Site-Specific Reports...**, option **S**, on the *Initial Receiving–Daily Processing Menu* (Figure 3-15). The *Initial Receiving–Site-Specific Reports* window (Figure 3-23) opens.

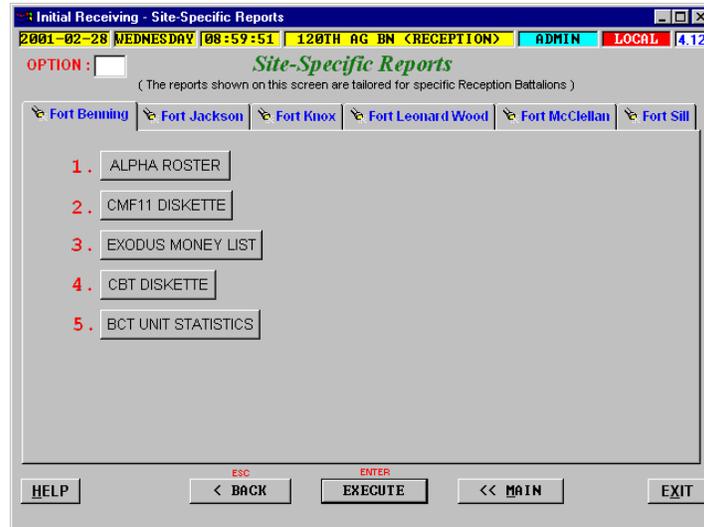


Figure 3-23: Initial Receiving–Site-Specific Reports (Fort Benning)

Click on the tab for the reception battalion for which you wish to print reports: **Fort Benning** (this tab is on top, by default), **Fort Jackson**, **Fort Knox**, **Fort Leonard Wood**, or **Fort Sill**.

#### 3.2.6.10.1 Fort Benning

To print reports for Fort Benning, select one of five options on the **Fort Benning** tab: **Alpha Roster**, **CMF11 Diskette**, **Exodus Money List**, **CBT Diskette**, or **BCT Unit Statistics**. To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button. You may also click on the appropriate option button.

##### 1. Alpha Roster

##### 2. CMF11 Diskette

The *Fort Benning–CMF11* window (Figure 3-24) opens. In the **Query Criteria** section, use the drop-down list to enter the BCT code. Ship dates are automatically completed with today's date; edit them if you wish. In the **Output Destination** section, click on a radio-button to indicate **Floppy diskette located in drive** \_\_ (complete this field using drop-down list) or **Printer**. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports* window (Figure 3-23).



Figure 3-24: Fort Benning–CMF11

### 3. Exodus Money List

The *Fort Benning–Exodus Money List* window (Figure 3-25) opens. In the **Query Criteria** section, use the drop-down list to enter the BCT code. Ship dates are automatically completed with today’s date; edit them if you wish. In the **Output Type** section, click on a radio-button to indicate whether to use a **Mannesman Tally** or **HP LaserJet 4000/5Si**. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports* window (Figure 3-23).

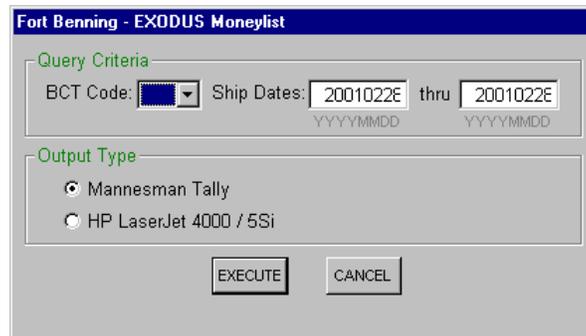


Figure 3-25: Fort Benning–Exodus Money List

### 4. CBT Diskette

The *Fort Benning–CBT Diskette* window (Figure 3-26) opens. In the **Query Criteria** section, ship dates are automatically completed with today’s date; edit them if you wish. In the **Output Destination** section, click on a radio-button to indicate **Floppy diskette located in drive** \_\_ (complete this field using the drop-down list) or **Printer**. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports* window (Figure 3-23).

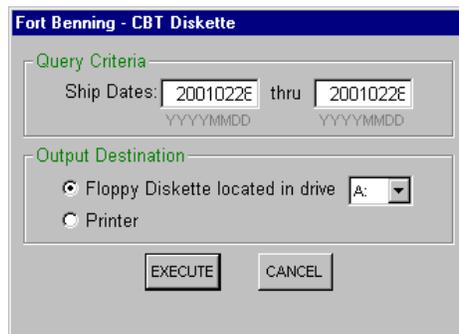


Figure 3-26: Fort Benning–CBT Diskette 1

### 5. BCT Unit Statistics

The *Fort Benning–Unit Statistics* window (Figure 3-27) opens. In the **Query Criteria** section, ship dates are automatically completed with today’s date; edit them if you wish. Use the drop-down lists to enter the BCT code. In the **Include the following Training Phases** section, click on a radio-button to indicate **Blank**, **One**, **Two**, or **Three**. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports* window (Figure 3-23).

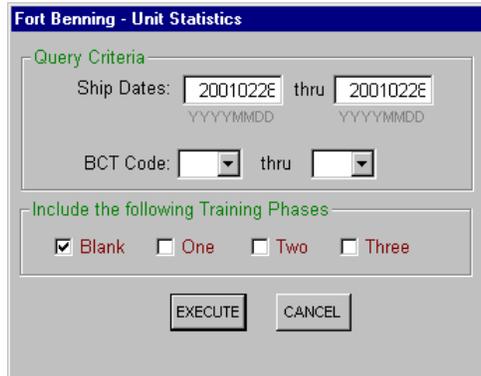


Figure 3-27: Fort Benning–BCT Unit Statistics

### 3.2.6.10.2 Fort Jackson

To print reports for Fort Jackson, click on the **Fort Jackson** tab (Figure 3-28) of the *Initial Receiving–Site-Specific Reports* window. Select one of 15 options on this tab: **Weight Standards**, **CAT IV**, **Avg Length of Stay**, **Phase 2**, **Holdover**, **Fitness Training**, **College**, **Non-High School**, **ETS/POB**, **In-House**, **Company**, **Platoon Diskette**, **Bank Listing**, **Extract Roster(s)**, and **Optometry**. To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button, or click the corresponding option button.

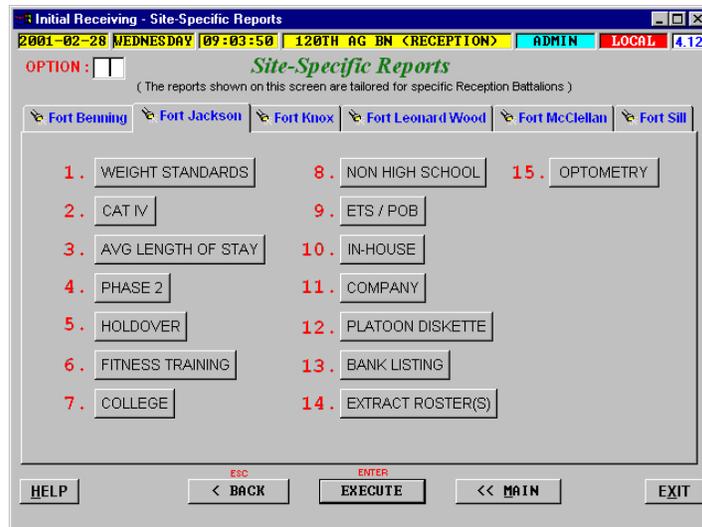


Figure 3-28: Initial Receiving–Site-Specific Reports (Fort Jackson)

## 1. Weight Standards

When you select the **Weight Standards** button, the *Fort Jackson–Weight Standards Report* window (Figure 3-29) opens. In the **Query Criteria** section, complete the **Roster like** field. Select or deselect the box next to the **Print Army Weight Table (AR 600-9, 1 Sep 86)** field; click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).

Figure 3-29: Fort Jackson–Weight Standards Report

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–Weight Standards Report* window (Figure 3-29). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 2. CAT IV

When you select the **CAT IV** button, the *Fort Jackson–CAT IV Listing* window (Figure 3-30) opens. In the **Query Criteria** section, the **Arrival Dates** field is automatically completed with today's dates; edit them if you wish. Click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).

Figure 3-30: Fort Jackson–CAT IV Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–CAT IV Listing* window (Figure 3-30). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. Average Length of Stay

When you select the **Average Length of Stay** button, the *Fort Jackson–Average Length of Personnel Stay* window (Figure 3-31) opens. In the **Query Criteria** section, the **Ship Date** field is automatically completed with today's dates; edit it if you wish. Click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).

Figure 3-31: Fort Jackson–Average Length of Personnel Stay

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–Average Length of Personnel Stay* window (Figure 3-31). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

#### 4. Phase 2

When you select the **Phase 2 Listing** button, the *Fort Jackson–Phase 2 Listing* window (Figure 3-32) opens. In the **Query Criteria** section, the **Arrival Dates** field is automatically completed with today's dates; edit them if you wish. Click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).

Figure 3-32: Fort Jackson–Phase 2 Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–Phase 2 Listing* window (Figure 3-32). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

#### 5. Holdover

When you select the **Holdover** button, the *Fort Jackson–Holdover Listing* window (Figure 3-33) opens. In the **Query Criteria** section, complete the **Roster like** field. As noted in the window, leaving this field blank will select all holdover rosters. Click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).

Figure 3-33: Fort Jackson–Holdover Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–Holdover Listing* window

(Figure 3-33). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 6. Fitness Training

When you select the **Fitness Training** button, a message box opens that reads, "Please wait. Searching where BCT Code + FT. (This may take some time)." When the search is complete, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 7. College

When you select the **College** button, the *Fort Jackson–College Education Listing* window (Figure 3-34) opens. In the **Query Criteria** section, the **Arrival Dates** field is automatically completed with today's dates; edit them if you wish. Select or deselect the box next to **Print Education Code Legend**. Click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).

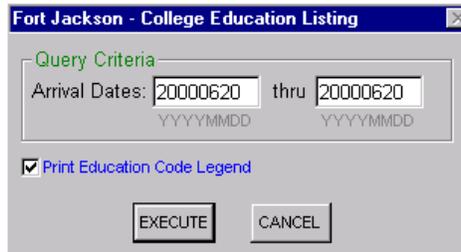


Figure 3-34: Fort Jackson–College Education Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–College Education Listing* window (Figure 3-34). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 8. Non-High School

When you select the **Non-High School** button, the *Fort Jackson–Non-High School Graduate Listing* window (Figure 3-35) opens. In the **Query Criteria** section, the **Arrival Dates** field is automatically completed with today's dates; edit them if you wish. Click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).

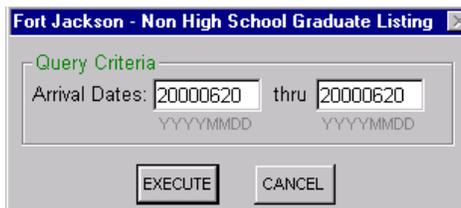


Figure 3-35: Fort Jackson–Non-High School Graduate Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–Non-High School Graduate Listing* window (Figure 3-35). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 9. ETS/POB

When you select the **ETS/POB** button, the *Fort Jackson–ETS/POB Roster* window (Figure 3-36) opens. In the **Query Criteria** section, complete the **Roster like** field. Click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).



Figure 3-36: Fort Jackson–ETS/POB Roster

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–ETS/POB Roster* window (Figure 3-36). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 10. In-House

When you select the **In-House** button, the *Fort Jackson–In-House Listing* window (Figure 3-37) opens. In the **Query Criteria** section, complete the **Roster like** field. As noted in the window, leaving this field blank will select all of the in-house rosters. Select or deselect the check-box labeled **Order by Roster/Line**. Click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).



Figure 3-37: Fort Jackson–In-House Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–In-House Listing* window (Figure 3-37). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 11. Company

When you select the **Company** button, the *Fort Jackson–Company Listing* window (Figure 3-38) opens. In the **Query Criteria** section, the **Arrival Dates** field is automatically completed with today's dates; edit them if you wish. Click the **Execute** button to print, or click the **Cancel** button to return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).



Figure 3-38: Fort Jackson–Company Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–In-House Listing* window (Figure 3-37). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 12. Platoon Diskette

When you select the **Platoon Diskette** button, the *Fort Jackson–Platoon Diskette* window (Figure 3-39) opens. In the **Query Criteria** section, enter a roster number in the **Roster** field. As indicated in the yellow status bar at the bottom of the window, the **Roster** field cannot be left blank. In the **Output Destination** section, use the drop-down list to indicate **Floppy diskette located in drive \_\_\_**. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).

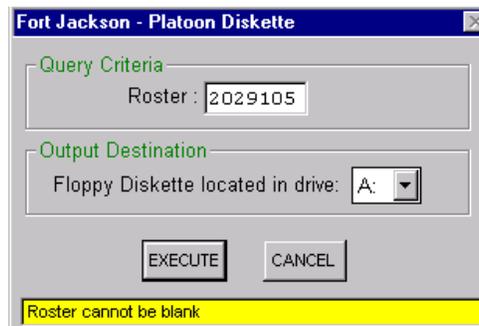


Figure 3-39: Fort Jackson–Platoon Diskette

(If you click the **Execute** button without inserting a diskette in the drive indicated above, a message box appears which reads, “Insert floppy diskette in Drive \_\_\_.”) When you click the **Execute** button after inserting a diskette, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–Platoon Diskette* window (Figure 3-39). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 13. Bank Listing

When you select the **Bank Listing** button, the *Fort Jackson–Bank Listing* window (Figure 3-40) opens. In the **Query Criteria** section, ship date is automatically completed with today’s date; edit it if you wish. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).



Figure 3-40: Fort Jackson–Bank Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–Bank Listing* window (Figure 3-40). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

#### 14. Extract Roster(s)

When you select the **Extract Roster(s)** button, the *Fort Jackson–Extract Roster(s)* window (Figure 3-41) opens. In the **Enter Roster(s) to Extract data from** field, enter the roster number(s) from which you wish to extract data. The numbers are to be entered in two fields, with the five-character roster number in the first and the two-character line number in the second. The cursor automatically jumps to the second field after the first has been completed. Then the cursor automatically jumps to the next roster field to be completed.

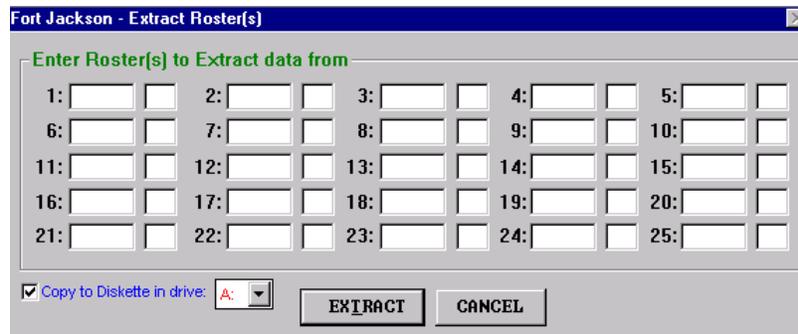


Figure 3-41: Fort Jackson–Extract Roster(s)

Select or deselect the check-box next to **Copy to diskette in drive** \_\_\_ (complete the blank using the drop-down list). Click the **Extract** button to continue. Click the **Cancel** button to abort printing and return to the previous window.

(If you click the **Execute** button without inserting a diskette in the drive indicated above, a message box appears which reads, "Insert floppy diskette in Drive \_\_\_." If you click the **Execute** button without entering one or more rosters, the yellow status bar at the bottom of the window reads, "You need to enter a roster before attempting to extract!!!") When you click the **Execute** button after entering a roster and inserting a diskette, the yellow status bar at the bottom of the window reads, "Successfully extracted \_\_\_ records. (File: ". Click the **Cancel** button to return to the previous window.

#### 15. Optometry

When you select the **Optometry** button, the *Fort Jackson–Optometry Data* window (Figure 3-42) opens. In the **Query Criteria** section, **Arrival Dates** are automatically completed with today's date; edit them if you wish. In the **Output Destination** section, use the drop-down list to indicate **Floppy diskette located in drive** \_\_\_. Click the **Execute** button to print, or

click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Jackson)* window (Figure 3-28).

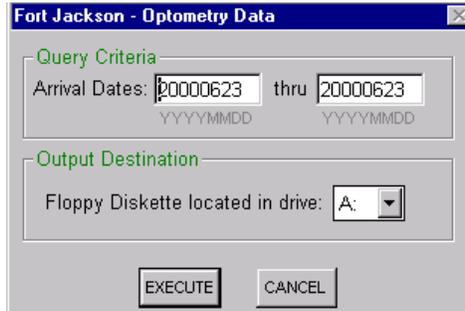


Figure 3-42: Fort Jackson–Optometry Data

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Jackson–Optometry Data* window (Figure 3-42). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.2.6.10.3 Fort Knox

To print reports for Fort Knox, click on the **Fort Knox** tab (Figure 3-43) of the *Initial Receiving–Site-Specific Reports* window. Select one of three options on this tab: **Shipping Roster**, **Liaison–MRD**, and **Liaison–Phase 2**. To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button, or click the corresponding option button.

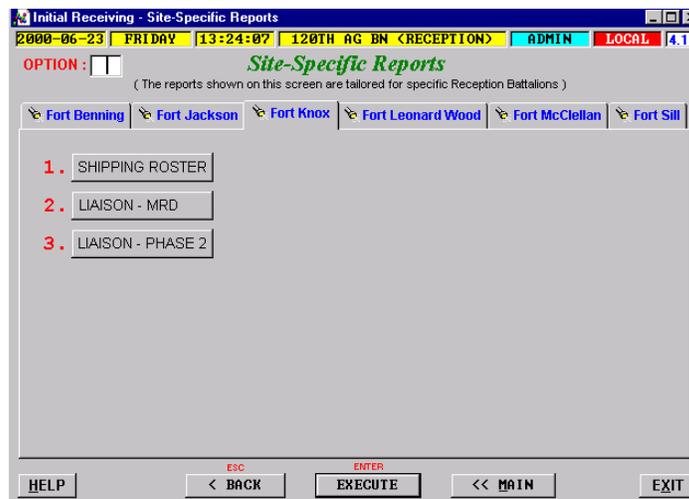


Figure 3-43: Initial Receiving–Site-Specific Reports (Fort Knox)

#### 1. Shipping Roster

When you select the **Shipping Roster** button, the *Fort Knox–Shipping Roster* window (Figure 3-44) opens. In the **Query Criteria** section, ship dates are automatically completed with today’s date; edit them if you wish. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Knox)* window (Figure 3-43).



Figure 3-44: Fort Knox–Shipping Roster

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Knox–Shipping Roster* window (Figure 3-44). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 2. Liaison–MRD

When you select the **Liaison–MRD** button, the *Fort Knox–Liaison MRD Listing* window (Figure 3-45) opens. In the **Query Criteria** section, arrival dates are automatically completed with today’s date; edit them if you wish. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Knox)* window (Figure 3-43).



Figure 3-45: Fort Knox–Liaison MRD Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Knox–Liaison MRD Listing* window (Figure 3-45). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. Liaison–Phase 2

When you select the **Liaison–Phase 2** button, the *Fort Knox–Liaison Phase 2 Listing* window (Figure 3-46) opens. In the **Query Criteria** section, arrival dates are automatically completed with today’s date; edit them if you wish. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Knox)* window (Figure 3-43).



Figure 3-46: Fort Knox–Liaison Phase 2 Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Knox–Liaison Phase 2 Listing*

window (Figure 3-46). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.2.6.10.4 Fort Leonard Wood

To print reports for Fort Leonard Wood, click on the **Fort Leonard Wood** tab (Figure 3-47) of the *Initial Receiving–Site-Specific Reports* window. Select one of 11 options on this tab: **Alpha Roster**, **Prior Service**, **Height/Weight**, **Processing Rosters**, **RA GI Bill**, **QM Laundry**, **OSUT**, **EEO**, **CTMC**, **DLAB**, or **AAAT**. To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button, or click the corresponding option button.

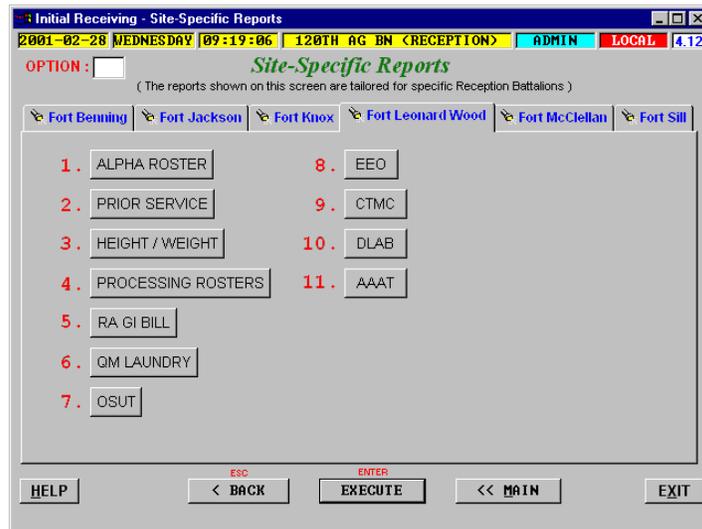


Figure 3-47: Initial Receiving–Site-Specific Reports (Fort Leonard Wood)

#### 1. Alpha Roster

When you select the **Alpha Roster** button, the *Fort Leonard Wood–Alpha Roster* window (Figure 3-48) opens. In the **Query Criteria** section, complete the **Roster like** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).

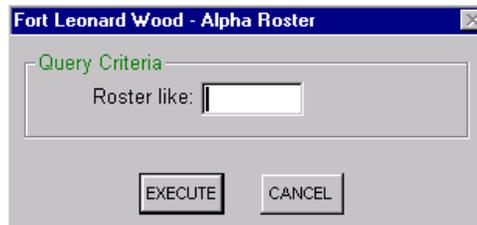


Figure 3-48: Fort Leonard Wood–Alpha Roster

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–Alpha Roster* window (Figure 3-48). Click the **Cancel** button to abort printing and return to the previous window. Click on **Setup** to change printer settings.

## 2. Prior Service

When you select the **Prior Service** button, the *Fort Leonard Wood–Prior Service Report* window (Figure 3-49) opens. In the **Query Criteria** section, complete the **Roster like** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).

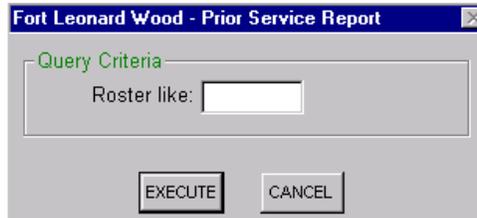


Figure 3-49: Fort Leonard Wood–Prior Service Report

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–Prior Service Report* window (Figure 3-49). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. Height/Weight

When you select the **Height/Weight** button, the *Fort Leonard Wood–Height/Weight Report* window (Figure 3-50) opens. In the **Query Criteria** section, complete the **Roster like** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).

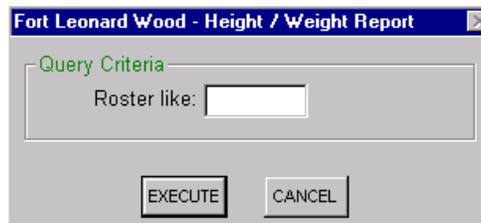


Figure 3-50: Fort Leonard Wood–Height/Weight Report

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–Height/Weight Report* window (Figure 3-50). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 4. Processing Rosters

When you select the **Processing Rosters** button, the *Fort Leonard Wood–Processing Roster* window (Figure 3-51) opens. In the **Query Criteria** section, complete the **Roster like** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).

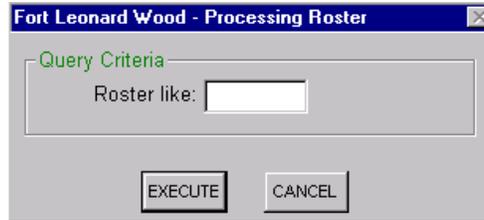


Figure 3-51: Fort Leonard Wood–Processing Roster

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–Processing Roster* window (Figure 3-51). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

**5. RA GI Bill**

When you select the **RA GI Bill** button, the *Fort Leonard Wood–RA GI Bill* window (Figure 3-52) opens. In the **Query Criteria** section, complete the **Roster like** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).



Figure 3-52: Fort Leonard Wood–RA GI Bill

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–RA GI Bill* window (Figure 3-52). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

**6. QM Laundry**

When you select the **QM Laundry** button, the *Fort Leonard Wood–QM Laundry* window (Figure 3-53) opens. In the **Query Criteria** section, use the drop-down list to complete the **BCT Code** field. The **Ship Date** field is automatically completed with today’s date; edit it if you wish. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).



Figure 3-53: Fort Leonard Wood–QM Laundry

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–QM Laundry* window

(Figure 3-53). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 7. OSUT

When you select the **OSUT** button, the *Fort Leonard Wood–OSUT for 12, 12C, 54B, 95B, 9...* window (Figure 3-54) opens. In the **Query Criteria** section, complete the **Roster** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).



Figure 3-54: Fort Leonard Wood–OSUT for 12B, 12C, 54B, 95B, 9...

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–OSUT for 12, 12C, 54B, 95B, 9...* window (Figure 3-54). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 8. EEO

When you select the **EEO** button, the *Fort Leonard Wood–EEO Report* window (Figure 3-55) opens. In the **Query Criteria** section, complete the **Roster** field with a range of roster numbers. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).



Figure 3-55: Fort Leonard Wood–EEO Report

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–EEO Report* window (Figure 3-55). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 9. CTMC

When you select the **CTMC** button, the *Fort Leonard Wood–CTMC Report* window (Figure 3-56) opens. In the **Query Criteria** section, complete the **Roster** field. Using the drop-down list, complete the **Sex** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).

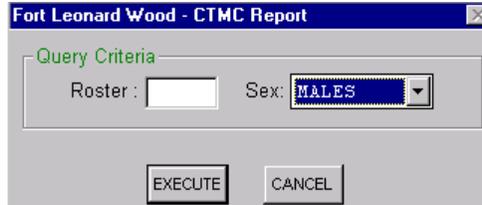


Figure 3-56: Fort Leonard Wood–CTMC Report

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–CTMC Report* window (Figure 3-56). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 10. DLAB

When you select the **DLAB** button, the *Fort Leonard Wood–DLAB Listing* window (Figure 3-57) opens. In the **Query Criteria** section, complete the **Roster like** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).

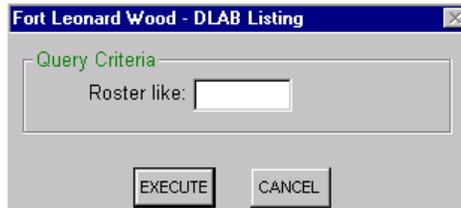


Figure 3-57: Fort Leonard Wood–DLAB Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–DLAB Listing* window (Figure 3-57). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 11. AAAT

When you select the **AAAT** button, the *Fort Leonard Wood–AAAT Listing* window (Figure 3-58) opens. In the **Query Criteria** section, complete the **Roster like** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Leonard Wood)* window (Figure 3-47).



Figure 3-58: Fort Leonard Wood–AAAT Listing

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Leonard Wood–AAAT Listing* window (Figure 3-58). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.2.6.10.5 Fort Sill

To print reports for Fort Sill, click on the **Fort Sill** tab (Figure 3-59) of the *Initial Receiving–Site-Specific Reports* window. Select one of four options on this tab: **Stencil Machine**, **Tracking Roster**, **Fitness Roster**, or **Exodus Pay Voucher(s)**. To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button or click the corresponding option button.

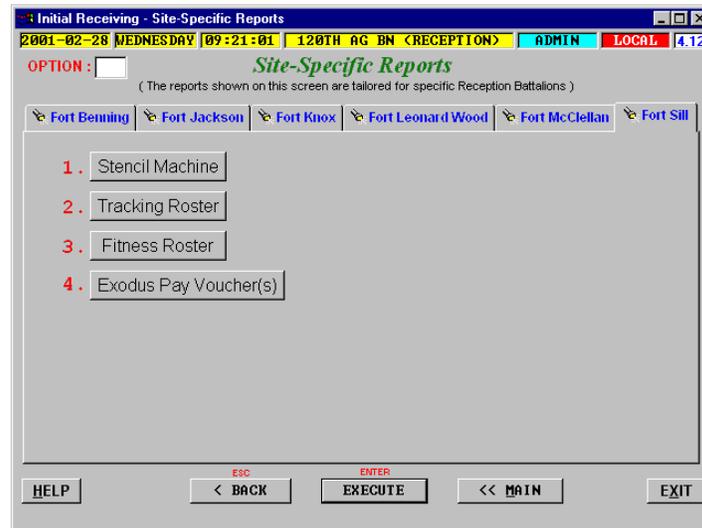


Figure 3-59: Initial Receiving–Site-Specific Reports (Fort Sill)

#### 1. Stencil Machine

When you select the **Stencil Machine** button, the *Fort Sill–Stencil Machine* window (Figure 3-60) opens. In the **Query Criteria** section, complete the **Roster** field. The **Line** field is automatically completed with numbers **001** thru **999**; edit these numbers if you wish. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Sill)* window (Figure 3-59).



Figure 3-60: Fort Sill–Stencil Machine

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

If you click the **OK** button, a message box appears that reads “\_\_ Stencil Records Ready To Process.” Click the **OK** button again. The screen returns to the *Fort Sill–Stencil Machine* window (Figure 3-60). A yellow status bar at the bottom of the window indicates “Print job processed \_\_ records.”

## 2. Tracking Roster

When you select the **Tracking Roster** button, the *Fort Sill–Tracking Roster* window (Figure 3-61) opens. In the **Query Criteria** section, complete the **Roster like** field. Select or deselect the check-box next to the **Use thick grid lines** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Sill)* window (Figure 3-59).

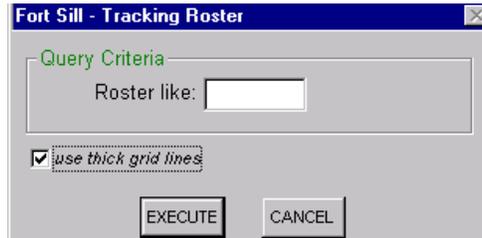


Figure 3-61: Fort Sill–Tracking Roster

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Sill–Tracking Roster* window (Figure 3-61). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. Fitness Roster

When you select the **Fitness Roster** button, the *Fort Sill–Fitness Roster* window (Figure 3-62) opens. In the **Query Criteria** section, complete the **Roster like** field. Click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving–Site-Specific Reports (Fort Sill)* window (Figure 3-59).

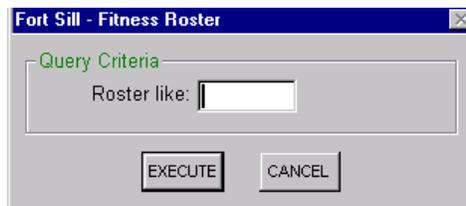
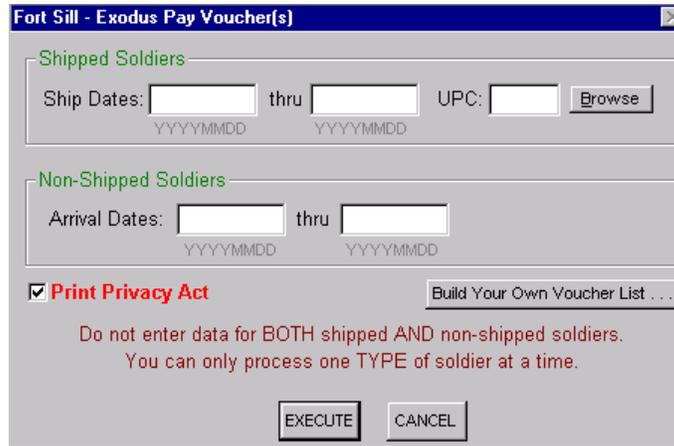


Figure 3-62: Fort Sill–Fitness Roster

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Sill–Fitness Roster* window (Figure 3-62). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

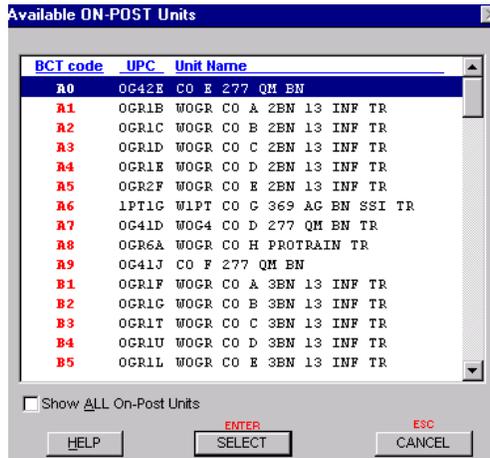
## 4. Exodus Pay Voucher(s)

When you select the **Exodus Pay Voucher(s)** button, the *Fort Sill–Exodus Pay Voucher(s)* window (Figure 3-63) opens. If you need to process shipped soldiers, complete the **Shipped Soldiers** section, entering data in the **Ship Dates** fields, **\_\_\_ thru \_\_\_**, as well as in the **UPC** field.



**Figure 3-63: Fort Sill–Exodus Pay Voucher(s)**

To complete the **UPC** field, enter the code, or click the **Browse** button. If you select **Browse**, the *Available On-Post Units* window (Figure 3-64) opens. (To change the view from available on-post units to all on-post units, select the check-box next to the **Show all on-post units** field.) To select a unit from the list, click on a unit in the list and click the **Select** button; or double-click on a unit in the list. The selected unit will be entered in the **UPC** field of the **Shipped Soldiers** section of the *Fort Sill–Exodus Pay Voucher(s)* window (Figure 3-63). From the *Available On-Post Units* window (Figure 3-64); click the **Cancel** button to return to the *Fort Sill–Exodus Pay Voucher(s)* window (Figure 3-63).



**Figure 3-64: Available On-Post Units**

If you need to process non-shipped soldiers, complete the **Non-Shipped Soldiers** section of the *Fort Sill–Exodus Pay Voucher(s)* window (Figure 3-63), entering arrival dates, \_\_\_\_\_ **thru** \_\_\_\_\_.

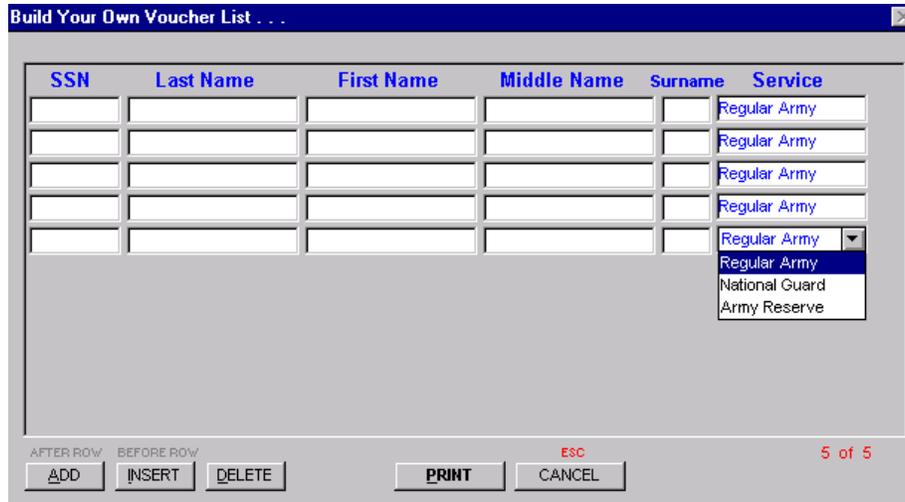
As noted on the *Fort Sill–Exodus Pay Voucher(s)* window (Figure 3-63), “Do not enter data for BOTH shipped AND non-shipped soldiers. You can only process one TYPE of soldier at a time.”

Select or deselect the check-box next to the **Print Privacy Act** field near the bottom of the *Fort Sill–Exodus Pay Voucher(s)* window (Figure 3-63).

If you prefer to create your own pay voucher list, click on the **Build Your Own Voucher List...** button on the right side of the *Fort Sill–Exodus Pay Voucher(s)* window (Figure 3-63). The *Build Your Own Voucher List* window (Figure 3-65) opens.

Using the **Add** button and/or the **Insert** button, build as many rows as you need to compile your pay voucher list. Enter the soldiers' **Social Security Number**, **Last Name**, **First Name**, **Middle Name**, and **Surname** in the appropriate fields. To enter the appropriate Army service component, use the drop-down list in the **Service** field. Choose **Regular Army**, **National Guard**, or **Army Reserve**.

To delete a soldier from your list, highlight the appropriate row and click the **Delete** button. To print the list, click the **Print** button. To quit the *Build Your Own Voucher List* window (Figure 3-65) and return to the *Fort Sill-Exodus Pay Voucher(s)* window (Figure 3-63), click the **Cancel** button.



**Figure 3-65: Build Your Own Voucher List**

When you have returned to the *Fort Sill-Exodus Pay Voucher(s)* window (Figure 3-63) and have completed the appropriate fields, click the **Execute** button to print, or click the **Cancel** button to abort and return to the *Initial Receiving-Site-Specific Reports (Fort Sill)* window (Figure 3-59).

If you click the **Execute** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print and return to the *Fort Sill-Exodus Pay Voucher(s)* window (Figure 3-63). Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

To return to the *Initial Receiving-Daily Processing Menu* (Figure 3-15) from the *Initial Receiving-Site-Specific Reports (Fort Sill)* window (Figure 3-59), click the **Back** button. To return to the *Initial Receiving-Start Menu* (Figure 3-5) from the *Initial Receiving-Daily Processing Menu* (Figure 3-15), click the **Back** button. To return to the RECBASS-R *Initial Receiving-Main Menu* (Figure 3-4) from either the *Initial Receiving-Daily Processing Menu* (Figure 3-15) or the *Initial Receiving-Start Menu* (Figure 3-5), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.7 SQL Queries

To print SQL queries that result from the initial receiving process, select option 7 from the *Initial Receiving-Start Menu* window (Figure 3-5). The *Initial Receiving-SQL Queries* window (Figure 3-66) opens. The **Beginning and Ending Arrival Dates** fields (required for options 1 and 2) are automatically completed with today's date; edit them if you wish. Select one of three options in this window: **Count by Home of Record**, **Count by Mental Category**, or **GI Bill Report....** To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button, or click the corresponding option button.

Figure 3-66: Initial Receiving-SQL Queries

To return to the *Initial Receiving-Start Menu* (Figure 3) from the *Initial Receiving-SQL Queries* window (Figure 3-66), click the **Back** button. To return to the RECBASS-R *Initial Receiving-Main Menu* window (Figure 3-4) from either the *Initial Receiving-SQL Queries* window (Figure 3-66) or the *Initial Receiving-Start Menu* window (Figure 3-5), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.7.1 Count by Home of Record

To print SQL queries counted by home of record, select option **1, Count by Home of Record**. The *IRB-SQL Queries [Count by Home of Record]* window (Figure 3-67) opens. It lists the code, name, and count of the records sorted by home of record for the arrival dates entered in the **Initial Receiving—SQL Queries** window (Figure 3-66).

Code	Name	Count
01	Alabama	20
04	Arizona	2
05	Arkansas	6
06	California	10
08	Colorado	6
10	Delaware	2
12	Florida	24
13	Georgia	14
15	Hawaii	2
16	Idaho	3
17	Illinois	19

Figure 3-67: IRB-SQL Queries [Count by Home of Record]

To print this list, click the **Print** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

To return to the *Initial Receiving—SQL Queries* window (Figure 3-66), click the **Back** button. To return to the RECBASS-R *Initial Receiving—Main Menu* window (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.7.2 Count by Mental Category

To print SQL queries counted by mental category, select option **2, Count by Mental Category**. In addition, you must complete at least one of the two fields listed beside this option: **Within MOS** \_\_\_ and **Service Component** \_\_\_. The *IRB-SQL Queries [Count by Mental Category]* window (Figure 3-68) opens. It lists the code, name, and count of the records sorted by home of record for the arrival dates entered in the **Initial Receiving—SQL Queries** window (Figure 3-66).

MOS	Mental Category	Count
02B00	B	1
02E00	B	1
02G00	B	1
02L00	B	1
02M00	B	1
02T00	B	1
13E00	A	2
13F00	B	1
13P00	C	1
13P00	C	1
25U00	B	3
25U00	C	2

Figure 3-68: IRB-SQL Queries [Count by Mental Category]

To print this list, click the **Print** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

To return to the *Initial Receiving—SQL Queries* window (Figure 3-66), click the **Back** button. To return to the RECBASS-R *Initial Receiving—Main Menu* window (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.7.3 GI Bill Report...

To print GI bill reports (for Regular Army service members), select option **3, GI Bill Report....** The *Initial Receiving-GI Bill Report [Rosters]* window (Figure 3-69) opens. It lists all Regular Army roster numbers.

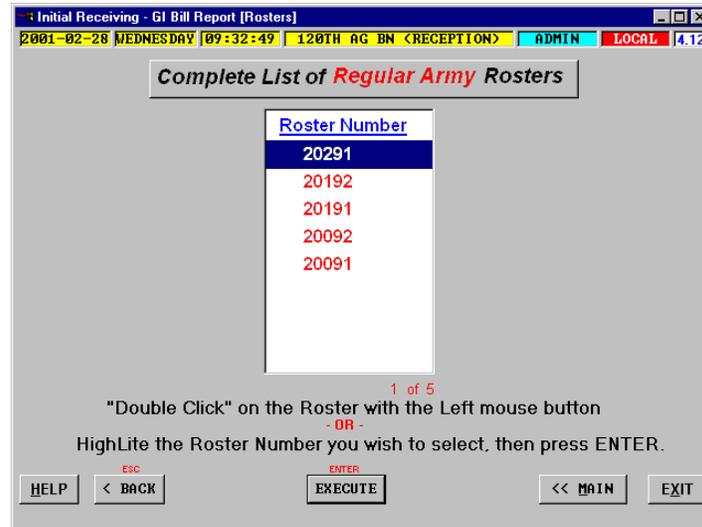


Figure 3-69: Initial Receiving-GI Bill Report [Rosters]

As indicated on the *Initial Receiving-GI Bill Report [Rosters]* window (Figure 3-69), double-click on the roster number for which you wish to print a report, or highlight a roster number and click the **Execute** button. The *Initial Receiving-GI Bill Report [List]* window (Figure 3-70) opens.

To return to the *Initial Receiving-SQL Queries* window (Figure 3-66) from the *Initial Receiving-GI Bill Report [Rosters]* window (Figure 3-69), click the **Back** button. To return to the RECBASS-R *Initial Receiving-Main Menu* window (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

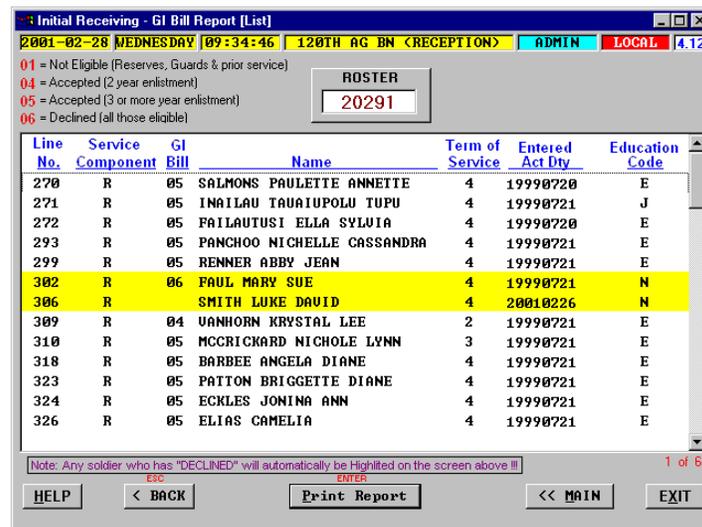


Figure 3-70: Initial Receiving-GI Bill Report [List]

This window lists the following information for the Regular Army roster number selected from the *Initial Receiving–GI Bill Report [Rosters]* window (Figure 3-69): **Line Number**, **Service Component**, **GI Bill Code**, **Name**, **Term of Service**, **Date Entered Active Duty**, and **Education Code**. The four GI bill codes are explained in the top left side of the window: **01 = not eligible (Reserves, Guards, & prior service)**; **04 = accepted (2-year enlistment)**; **05 = accepted (3-or-more-year enlistment)**; **06 = declined (all those eligible)**.

As noted, declined soldiers (06 GI bill code) are automatically highlighted in this window.

To print a report for a specific soldier, click on that record. A dotted line appears over the selected record. Click the **Print Report** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

To return to the *Initial Receiving–GI Bill Report [Rosters]* window (Figure 3-69) from the *Initial Receiving–GI Bill Report [List]* window (Figure 3-70), click the **Back** button. To return to the RECBASS-R *Initial Receiving–Main Menu* window (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.8 Graphical Statistics

To print graphical statistics that result from the initial receiving process, select option **8** from the *Initial Receiving–Start Menu* (Figure 3-5). The *Initial Receiving–Graphs* window (Figure 3-71) opens. The **Beginning and Ending Arrival Dates** fields are automatically completed with today's date; edit them if you wish. To select the **Data Entry Method** option, enter a **1** in the **Option** field at the top of the screen and click the **Execute** button, or click the corresponding option button.

Figure 3-71: Initial Receiving–Graphs

To return to the *Initial Receiving–Start Menu* window (Figure 3-5) from the *Initial Receiving–Graphs* window (Figure 3-71), click the **Back** button. To return to the RECBASS-R

*Initial Receiving–Main Menu* window (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.2.8.1 Data Entry Method

To print the report from the data entry method used to in-process soldiers, select option **1, Data Entry Method**. The *Data Entry Method Used To In-process a New Arrival* window (Figure 3-72) opens. (*This window is currently empty.*)



**Figure 3-72: Data Entry Method Used To In-process a New Arrival**

To return to *Initial Receiving–Graphs* window (Figure 3-71), click the **OK** button.

To print this report, click the **Print** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.3 Personal Affairs

Select **Personal Affairs** (option 2) on the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4). The *Initial Receiving–Day 2 Transactions (Personal Affairs)* window (Figure 3-73) opens.

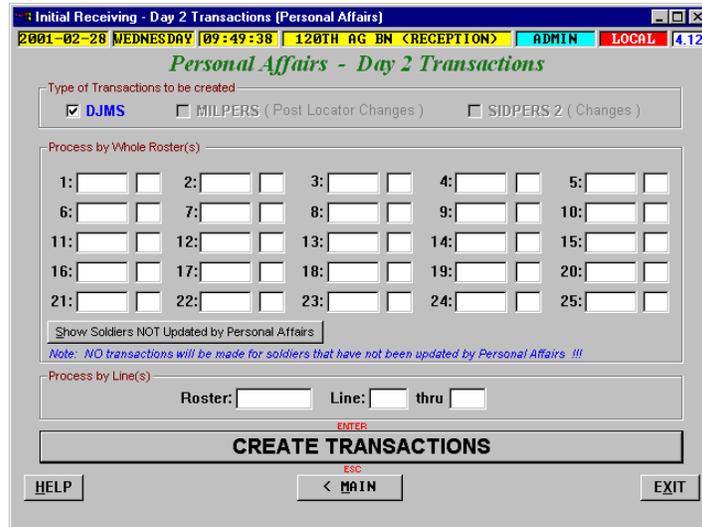


Figure 3-73: Initial Receiving–Day 2 Transactions (Personal Affairs)

When you select option 2 from the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4), and the *Initial Receiving–Start Menu* window (Figure 3-5) opens, make sure that the **DJMS** box is checked at the top of the window, under **Type of transactions to be created**.

To process transactions by whole rosters, complete the numbered fields under **Process by Whole Roster(s)**, using as many fields as necessary and click the **Create Transactions** button. To process transactions by line numbers, complete the **Roster and Line \_\_\_ thru \_\_\_** fields under **Process by Line(s)** and click the **Create Transactions** button.

As noted in the window, “No transactions will be made for soldiers that have not been updated by Personal Affairs!!!” To see a list of soldiers not updated by Personal Affairs, click the **Show Soldiers NOT Updated by Personal Affairs** button. A *Total Records Selected: \_\_\_* window (Figure 3-74) opens.

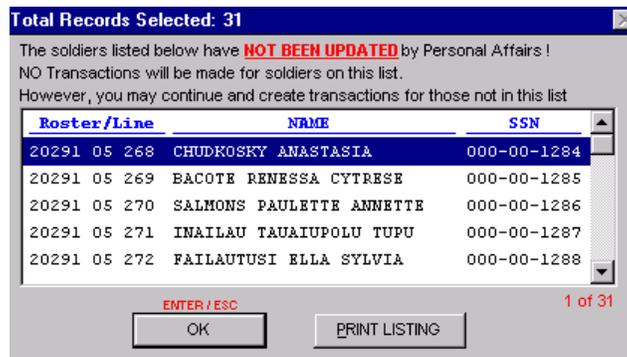


Figure 3-74: Total Records Selected:

This window lists the **Roster/Line, Name, and SSN** of all soldiers not updated by Personal Affairs. As noted in the window, "No transactions will be made for soldiers on this list. However, you may continue and create transactions for those not in this list."

To return to the *Initial Receiving—Day 2 Transactions (Personal Affairs)* window (Figure 3-73), click the **OK** button. To print this list, click the **Print Listing** button.

To return to the RECBASS-R *Initial Receiving—Main Menu* window (Figure 3-4) from the *Initial Receiving—Day 2 Transactions (Personal Affairs)* window (Figure 3-73), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.4 Assignments

Select **Assignments** (option 3) on the RECBASS-R *Initial Receiving—Main Menu* (Figure 3-4). The *Initial Receiving—Assignment Menu* window (Figure 3-75) opens.

To process soldier assignments, to print special reports, or to update unit information, complete the **Roster and Line \_\_\_ thru \_\_\_** fields. Then select the appropriate one of the five options in this window: **Process On/Off Post Assignments, Process All Holdovers and All Non-Shipped Soldiers, Process Whole Rosters for On-Post Assignments, Printing of Special Reports, or Update Unit Information**. To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button, or click the corresponding option button.

Figure 3-75: Initial Receiving—Assignment Menu

To return to the RECBASS-R *Initial Receiving—Main Menu* (Figure 3-4) from the *Initial Receiving—Assignment Menu* (Figure 3-75), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.4.1 Process On/Off Post Assignments

To process on- or off-post assignments, select option 1 from the *Initial Receiving–Assignment Menu* (Figure 3-75). The *Initial Receiving–On/Off Post Assignments* window (Figure 3-76) opens.

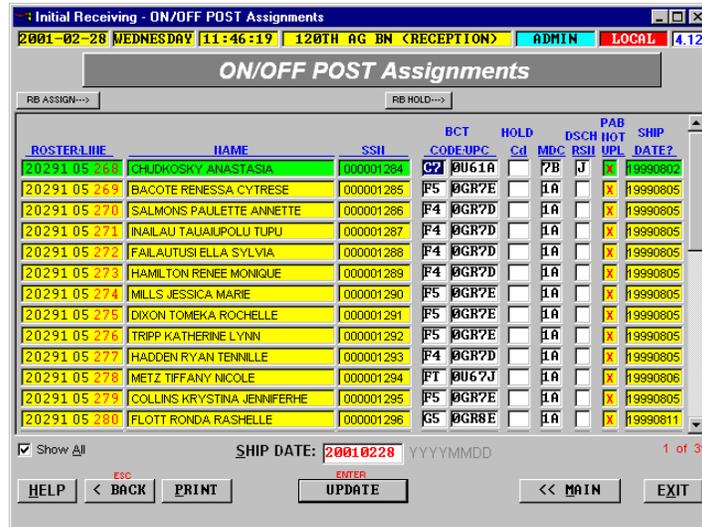


Figure 3-76: Initial Receiving–On/Off-Post Assignments

This window lists the following information for the soldiers who will receive on/off post assignments: **Roster/Line**, **Name**, **SSN**, **BCT Code/UPC**, **Hold CD**, **MDC**, **DSCH RSN**, **PAB NOT UPL**, and **Ship Date?**. The **Roster/Line**, **Name**, **SSN**, **PAB NOT UPL**, and **Ship Date?** fields are automatically completed; the RECBASS-R user must complete the remaining fields. The first and last records listed on this screen are highlighted in green.

The **SHIP DATE** field near the bottom of the window is automatically completed with today’s date. To edit it, click in the field, highlight the date, and replace it with another date. (You may also highlight the date and press **S** on the keyboard to replace the date.) This field must be completed in order to process or update the list of on/off post assignments. Also, be sure the check-box next to **Show All** is checked.

To update/edit a record, make the appropriate changes, and then click the **Update** button.

To return to the *Initial Receiving–Assignment Menu* (Figure 3-75), click the **Back** button. To print the screen, click the **Print** button. To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

To assign soldiers listed in the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76) to a BCT Unit, click on the **RB Assign** button in the upper left corner of the screen. The *Basic Combat Training (BCT) Units* window (Figure 3-77) opens. This screen lists the units’ **BCT code**, **UPC**, and **Unit Name**. If the **Show All On-Post Units** check-box is checked, the list will include only on-post units.

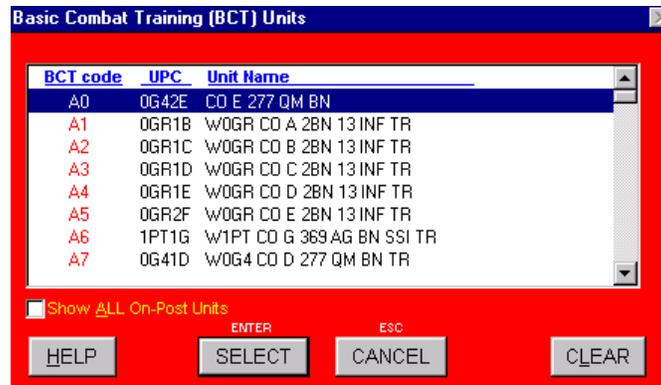


Figure 3-77: Basic Combat Training (BCT) Units

Click on a unit in the list, and click the **Select** button. Your selection appears at the top of the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76), next to the **RB Assign** button.

To return to the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76) without selecting a unit, click the **Cancel** button. To remove your unit selection from the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76), click the **Clear** button.

To assign a holdover code to the soldiers listed in the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76), click on the **RB Holdover** button on the upper right side of the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76). The *RECBASS-R Holdover Codes* window (Figure 3-78) opens.



Figure 3-78: RECBASS-R Holdover Codes

Click on a code in the list, and click the **Select** button. Your selection appears at the top of the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76), next to the **RB Holdover** button.

To return to the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76) without selecting a code, click the **Cancel** button. To remove your code selection from the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76), click the **Clear** button.

### 3.4.2 Process All Holdovers and All Non-shipped Soldiers

To process holdovers and non-shipped soldiers, select option **2** from the *Initial Receiving–Assignment Menu* (Figure 3-75). The *Initial Receiving–Holdover Assignments* window (Figure 3-79) opens.

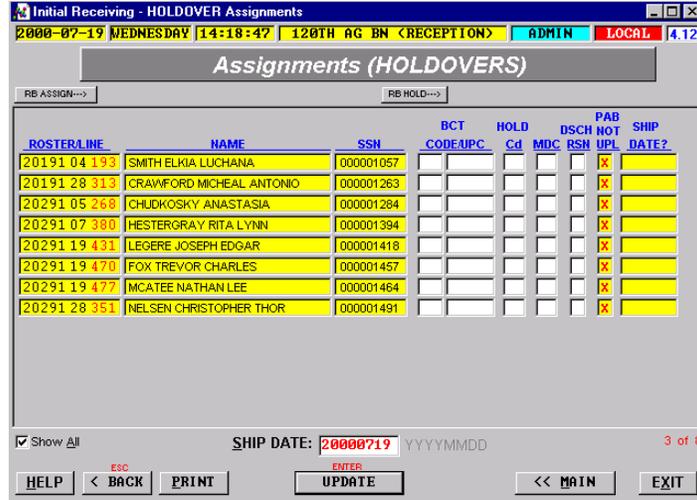


Figure 3-79: Initial Receiving–Holdover Assignments

This window lists the same fields as the *Initial Receiving–On/Off Post Assignments* window (Figure 3-76): **Roster/Line**, **Name**, **SSN**, **BCT Code/UPC**, **Hold CD**, **MDC**, **DSCH RSN**, **PAB NOT UPL**, and **Ship Date?**. The **Roster/Line**, **Name**, **SSN**, **PAB NOT UPL**, and **Ship Date?** fields are automatically completed. The RECBASS-R user must complete the remaining fields.

The **SHIP DATE** field near the bottom of the window is automatically completed with today’s date. To edit it, click in the field, highlight the date, and replace it with another date. (You may also highlight the date and press **S** on the keyboard to replace the date.) This field must be completed in order to process or update the list of on/off post assignments. Also, be sure the check-box next to **Show All** is checked.

To update/edit a record, make the appropriate changes and click the **Update** button.

To return to the *Initial Receiving–Assignment Menu* (Figure 3-75), click the **Back** button. To print the screen, click the **Print** button. To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

To assign soldiers listed in the *Initial Receiving–Holdover Assignments* window (Figure 3-79) to a BCT Unit, click on the **RB Assign** button in the upper left corner of the screen. The *Basic Combat Training (BCT) Units* window (Figure 3-77) opens. This screen lists the units’ **BCT code**, **UPC**, and **Unit Name**. If the **Show All On-Post Units** check-box is checked, the list will include only on-post units.

Click on a unit in the list and click the **Select** button. Your selection appears at the top of the *Initial Receiving–Holdover Assignments* window (Figure 3-79), next to the **RB Assign** button.

To return to the *Initial Receiving–Holdover Assignments* window (Figure 3-79) without selecting a unit, click the **Cancel** button. To remove your unit selection from the *Initial Receiving–Holdover Assignments* window (Figure 3-79), click the **Clear** button.

To assign a holdover code to the soldiers listed in the *Initial Receiving–Holdover Assignments* window (Figure 3-79), click on the **RB Holdover** button in the upper right side of the *Initial Receiving–Holdover Assignments* window (Figure 3-79). The *RECBASS-R Holdover Codes* window (Figure 3-78) opens.

Click on a code in the list, and click the **Select** button. Your selection appears at the top of the *Initial Receiving–Holdover Assignments* window (Figure 3-79), next to the **RB Holdover** button.

To return to the *Initial Receiving–Holdover Assignments* window (Figure 3-79) without selecting a code, click the **Cancel** button. To remove your code selection from the *Initial Receiving–Holdover Assignments* window (Figure 3-79), click the **Clear** button.

### 3.4.3 Process Whole Rosters for On-Post Assignments

To process whole roster or on-post assignments, select option **3** from the *Initial Receiving–Assignment Menu* (Figure 3-75). The *Initial Receiving–Whole Roster Assignment* window (Figure 3-80) opens.

Figure 3-80: Initial Receiving–Whole Roster Assignment

Complete the **Roster** field, and edit the **Line** \_\_\_ **thru** \_\_\_ field if needed. Complete the **BCT Code** field or the **UPC** field. To browse for BCT or UPC codes of available on-post units, press the **Browse** button. The *Available On-Post Units* window (Figure 3-64) opens.

To change the view from available on-post units to all on-post units, select the check-box next to the **Show All On-Post Units** field. To select a unit from the list, click on a unit in the list and click the **Select** button, or double-click on a unit in the list. The selected unit will be entered

in the **BCT Code/UPC** field of the *Initial Receiving–Whole Roster Assignment* window (Figure 3-80).

From the *Available On-Post Units* window (Figure 3-64), click the **Cancel** button, to return to the *Initial Receiving–Whole Roster Assignment* window (Figure 3-80).

The **Ship Date** field is automatically completed with today's date. To edit it, click in the field, highlight the date, and replace it with another date.

To update/edit a record, make the appropriate changes and click the **Update** button.

To return to the *Initial Receiving–Assignment Menu* (Figure 3-75), click the **Back** button. To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.4.4 Printing of Special Reports...

To print special reports, select option **4** from the *Initial Receiving–Assignment Menu* window (Figure 3-75). The *Initial Receiving–Special Processing* window (Figure 3-81) opens.

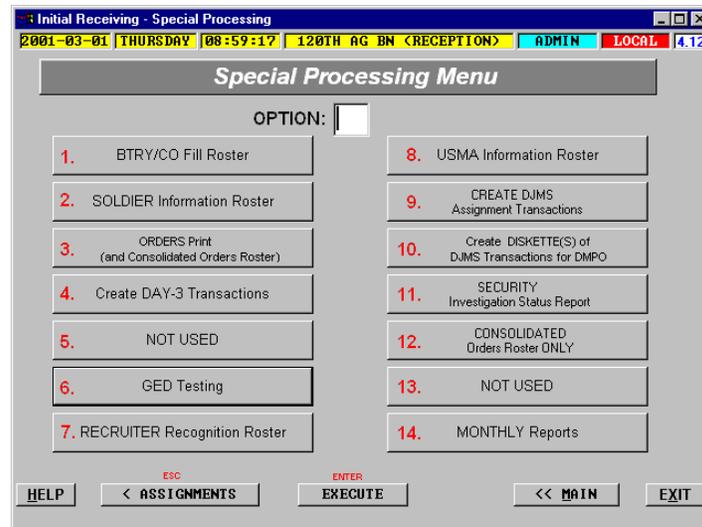


Figure 3-81: Initial Receiving–Special Processing

The *Special Processing Menu* within this window consists of 12 functional options: **BTRY/CO Fill Roster**, **Soldier Information Roster**, **Orders Print (and Consolidated Orders Roster)**, **Create Day 3 Transactions**, **GED Testing**, **Recruiter Recognition Roster**, **USMA Information Roster**, **Create DJMS Assignment Transactions**, **Create Diskettes of DJMS Transactions for DMPO**, **Security Investigation Status Report**, and **Consolidated Orders Roster Only**. These options, in turn, provide a special instructions menu from which to choose the reports you wish to print. Menu options **5** and **13** are no longer used and have been disabled.

To select an option heading, click the corresponding option button; or enter the option number in the **Option** field and click the **Execute** button.

To return to the *Initial Receiving–Assignment Menu* window (Figure 3-75) from the *Initial Receiving–Special Processing* window (Figure 3-81), click the **Assignments** button.

For each of the following sub-menus, click the **Main** button to return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4). To return to the *Initial Receiving–Special Processing* window (Figure 3-81), click the **Back** button unless otherwise noted. To quit RECBASS-R, click the **Exit** button.

### 3.4.4.1 BTRY/CO Fill Roster

Select **BTRY/CO Fill Roster** (option 1) on the *Initial Receiving–Special Processing* window (Figure 3-81). The *Initial Receiving–Special Instructions (BTRY/CO Fill Roster)* window (Figure 3-82) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving–Special Processing* window (Figure 3-81).

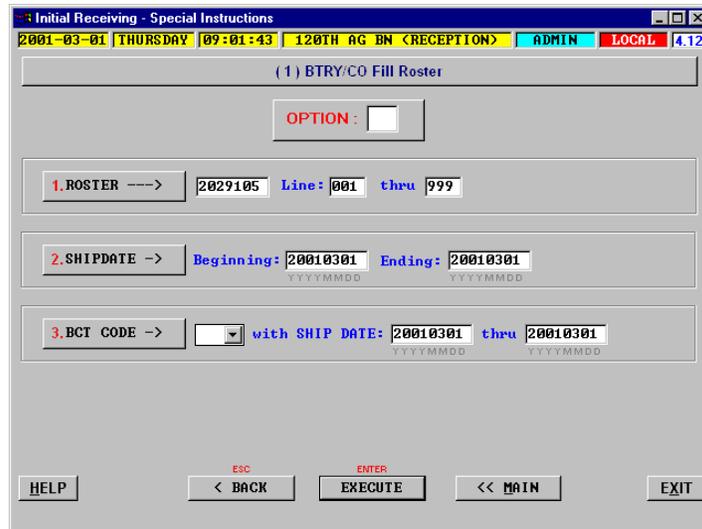


Figure 3-82: Initial Receiving–Special Instructions (BTRY/CO Fill Roster)

This window offers three additional options for printing BTRY/CO fill roster reports: **Roster**, **Shipdate**, or **BCT Code**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

#### 1. Roster

Complete the field next to the **Roster** button with the appropriate roster number. The **Line** \_\_\_ **thru** \_\_\_ field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 2. Shipdate

The **Beginning** \_\_\_ and **Ending** \_\_\_ fields are automatically completed with today's date; edit these fields if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date** \_\_\_ **thru** \_\_\_ field is automatically completed with today's date; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.4.4.2 Soldier Information Roster

Select **Soldier Information Roster** (option 2) on the *Initial Receiving-Special Processing* window (Figure 3-81). The *Initial Receiving-Special Instructions (Soldier Information Roster)* window (Figure 3-83) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving-Special Processing* window (Figure 3-81).

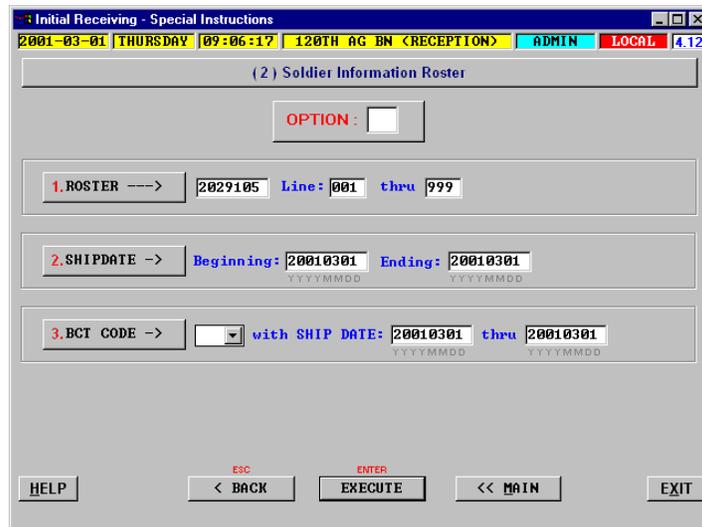


Figure 3-83: Initial Receiving-Special Instructions (Soldier Information Roster)

This window offers three additional options for printing soldier information roster reports: **Roster**, **Shipdate**, or **BCT Code**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

## 1. Roster

Complete the field next to the **Roster** button with the appropriate roster number. The **Line \_\_\_ thru \_\_\_** field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 2. Shipdate

The **Beginning \_\_\_** and **Ending \_\_\_** fields are automatically completed with today's date; edit these fields if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button, to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date \_\_\_ thru \_\_\_** field is automatically completed with today's date; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.4.4.3 Orders Print (and Consolidated Orders Roster)

Select **Orders Print (and Consolidated Orders Roster)** (option 3) on the *Initial Receiving–Special Processing* window (Figure 3-81). The *Initial Receiving–Special Instructions [Orders Print (and Consolidated Orders Roster)]* window (Figure 3-84) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving–Special Processing* window (Figure 3-81).

Figure 3-84: Initial Receiving–Special Instructions [Orders Print (and Consolidated Orders Roster)]

In the **Orders Information** section, complete the **Beginning Order Number** field. The **Order Date** and **Reporting/Effective Date** fields are automatically completed with today's date; edit these fields if you wish.

The *Initial Receiving–Special Instructions [Orders Print (and Consolidated Orders Roster)]* window (Figure 3-84) offers three additional options for printing orders and consolidated orders roster reports: **Roster**, **Shipdate**, or **BCT Code**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

#### 1. Roster

Complete the field next to the **Roster** button with the appropriate roster number. The **Line \_\_\_ thru \_\_\_** field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 2. Shipdate

The **Beginning** \_\_\_ and **Ending** \_\_\_ fields are automatically completed with today’s date; edit these fields if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates “Print job processed \_\_\_ records.”) Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date** \_\_\_ **thru** \_\_\_ field is automatically completed with today’s date; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates “Print job processed \_\_\_ records.”) Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.4.4.4 Create Day 3 Transactions

Select **Create Day 3 Transactions** (option 4) on the *Initial Receiving—Special Processing* window (Figure 3-81). The *Initial Receiving—Special Instructions (Create Day 3 Transactions)* window (Figure 3-85) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving—Special Processing* window (Figure 3-81).

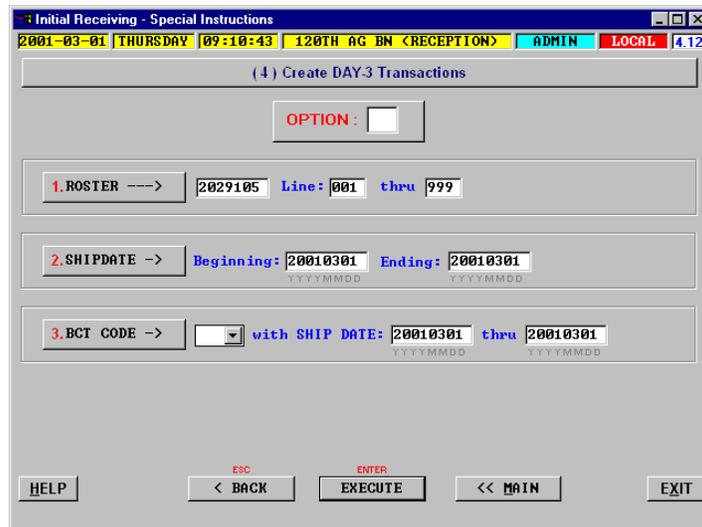


Figure 3-85: Initial Receiving—Special Instructions (Create Day 3 Transactions)

The *Initial Receiving—Special Instructions (Create Day 3 Transactions)* window (Figure 3-85) offers three additional options for printing Day 3 transactions reports: **Roster**, **Shipdate**, or

**BCT Code.** To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

**1. Roster**

Complete the field next to the **Roster** button with the appropriate roster number. The **Line \_\_\_ thru \_\_\_** field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading. A *Which Transactions Do You Want To Create?* window (Figure 3-86) opens.



Figure 3-86: Which Transactions Do You Want To Create?

Active check-boxes appear next to the **ATRRS**, **MILPERS**, **DEPARTURES**, **DENTAL**, **AIMS-R**, and **ARPERCEN** fields. Select or deselect each of these fields as appropriate. The **AIMS**, **SIDPERS 2-Departs**, and **SIDPERS 2-Holdovers** fields are inactive, or grayed out. Click the **OK** button to continue.

To return to the *Initial Receiving-Special Instructions (Create Day 3 Transactions)* window (Figure 3-85) without creating any Day 3 transactions, click the **Cancel** button. To proceed to the *Day 3 Transaction Summary (Roster)* window (Figure 3-87), click the **OK** button.

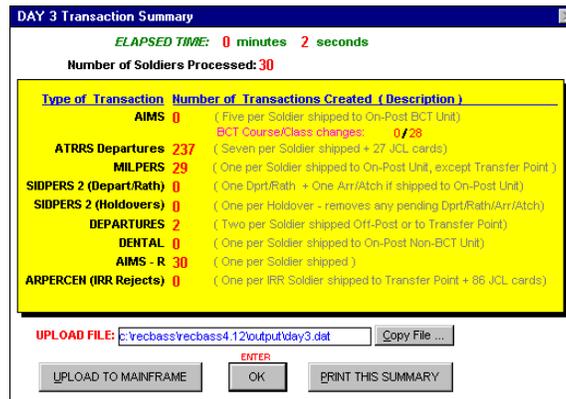


Figure 3-87: Day 3 Transaction Summary (Roster)

This window displays the elapsed time, the number of soldiers processed, the types of transactions, and the number of transactions created.

To copy the file to another location, click the **Copy File** button and choose a location for the copy. Then click the **OK** button. To \_\_\_\_\_, click the **Upload to Mainframe** button.

To return to the *Initial Receiving–Special Instructions (Create Day 3 Transactions)* window (Figure 3-85), click the **OK** button. To print the summary, click the **Print This Summary** button.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 2. Shipdate

The **Beginning** \_\_\_\_ and **Ending** \_\_\_\_ fields are automatically completed with today’s date; edit these fields if you wish. Then select the option heading. A *Which Transactions Do You Want To Create?* window (Figure 3-86) opens.

Active check-boxes appear next to the **ATRRS**, **MILPERS**, **DEPARTURES**, **DENTAL**, **AIMS-R**, and **ARPERCEN** fields. Select or deselect each of these fields as appropriate. The **AIMS**, **SIDPERS 2-Departs**, and **SIDPERS 2-Holdovers** fields are inactive, or grayed out. Click the **OK** button to continue.

To return to the *Initial Receiving–Special Instructions (Create Day 3 Transactions)* window (Figure 3-85) without creating any Day 3 transactions, click the **Cancel** button. To proceed to the *Day 3 Transaction Summary (Shipdate)* window (Figure 3-88), click the **OK** button.



Figure 3-88: Day 3 Transaction Summary (Shipdate)

This window displays the elapsed time, the number of soldiers processed, the types of transactions, and the number of transactions created.

To copy the file to another location, click the **Copy File** button and choose a location for the copy. Then click the **OK** button. To \_\_\_\_\_, click the **Upload to Mainframe** button.

To return to the *Initial Receiving–Special Instructions (Create Day 3 Transactions)* window (Figure 3-85), click the **OK** button. To print the summary, click the **Print This Summary** button.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates “Print job processed \_\_\_ records.”) Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date** \_\_\_ **thru** \_\_\_ field is automatically completed with today’s date; edit this field if you wish. Then select the option heading. A *Which Transactions Do You Want To Create?* window (Figure 3-86) opens.

Active check-boxes appear next to the **ATRRS**, **MILPERS**, **DEPARTURES**, **DENTAL**, **AIMS-R**, and **ARPERCEN** fields. Select or deselect each of these fields as appropriate. The **AIMS**, **SIDPERS 2-Departs**, and **SIDPERS 2-Holdovers** fields are inactive, or grayed out. Click the **OK** button to continue.

To return to the *Initial Receiving–Special Instructions (Create Day 3 Transactions)* window (Figure 3-85) without creating any Day 3 transactions, click the **Cancel** button. To proceed to the *Day 3 Transaction Summary (BCT Code)* window (Figure 3-89), click the **OK** button.

The screenshot shows a window titled "DAY 3 Transaction Summary". At the top, it displays "ELAPSED TIME: 0 minutes 1 seconds" and "Number of Soldiers Processed: 4". Below this is a table with the following data:

Type of Transaction	Number of Transactions Created (Description)
AIMS	0 ( Five per Soldier shipped to On-Post BCT Unit )
ATRRS Departures	55 ( Seven per Soldier shipped + 27 JCL cards )
MILPERS	4 ( One per Soldier shipped to On-Post Unit, except Transfer Point )
SIDPERS 2 (Depart/Rath)	0 ( One Dprt/Rath + One Arr/Atch if shipped to On-Post Unit )
SIDPERS 2 (Holdovers)	0 ( One per Holdover - removes any pending Dprt/Rath/Arr/Atch )
DEPARTURES	0 ( Two per Soldier shipped Off-Post or to Transfer Point )
DENTAL	0 ( One per Soldier shipped to On-Post Non-BCT Unit )
AIMS - R	4 ( One per Soldier shipped )
ARPERCEN (IRR Rejects)	0 ( One per IRR Soldier shipped to Transfer Point + 86 JCL cards )

Below the table, there is a text field for "UPLOAD FILE:" containing the path "c:\vecbass\vecbass4.12\output\day3.dat" and a "Copy File ..." button. At the bottom, there are three buttons: "UPLOAD TO MAINFRAME", "OK", and "PRINT THIS SUMMARY".

Figure 3-89: Day 3 Transaction Summary (BCT Code)

This window displays the elapsed time, the number of soldiers processed, the types of transactions, and the number of transactions created.

To copy the file to another location, click the **Copy File** button and choose a location for the copy. Then click the **OK** button. To \_\_\_\_\_, click the **Upload to Mainframe** button.

To return to the *Initial Receiving–Special Instructions (Create Day 3 Transactions)* window (Figure 3-85), click the **OK** button. To print the summary, click the **Print This Summary** button.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.4.4.5 Not Used

### 3.4.4.6 GED Testing

Select **GED Testing** (option 6) on the *Initial Receiving–Special Processing* window (Figure 3-81). The *Initial Receiving–Special Instructions (GED Testing)* window (Figure 3-90) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving–Special Processing* window (Figure 3-81).

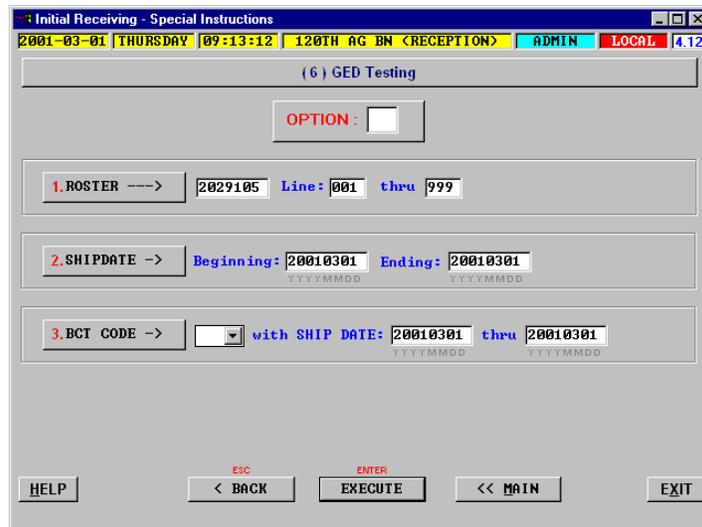


Figure 3-90: Initial Receiving–Special Instructions (GED Testing)

The *Initial Receiving–Special Instructions (GED Testing)* window (Figure 3-90) offers three additional options for printing GED testing reports: **Roster**, **Shipdate**, or **BCT Code**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

#### 1. Roster

Complete the field next to the **Roster** button with the appropriate roster number. The **Line** \_\_\_ **thru** \_\_\_ field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 2. Shipdate

The **Beginning** \_\_\_ and **Ending** \_\_\_ fields are automatically completed with today's date; edit these fields if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date** \_\_\_ **thru** \_\_\_ field is automatically completed with today's date; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.4.4.7 Recruiter Recognition Roster

Select **Recruiter Recognition Roster** (option 7) on the *Initial Receiving-Special Processing* window (Figure 3-81). The *Initial Receiving-Special Instructions (Recruiter Recognition Roster)* window (Figure 3-91) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving-Special Processing* window (Figure 3-81).

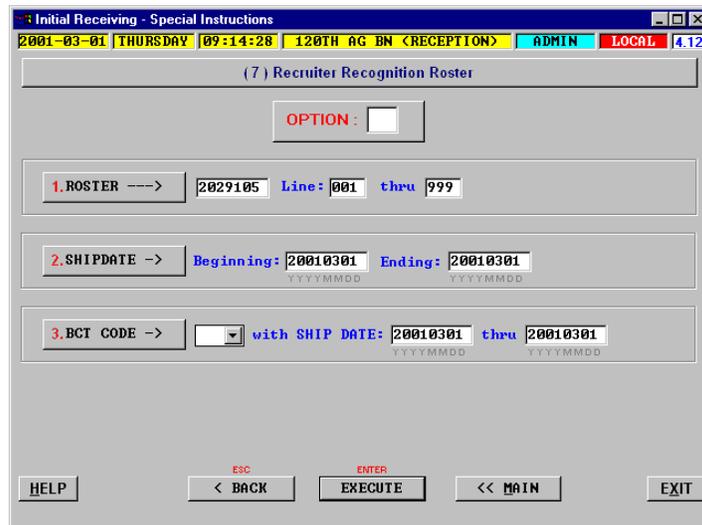


Figure 3-91: Initial Receiving-Special Instructions (Recruiter Recognition Roster)

The *Initial Receiving-Special Instructions (Recruiter Recognition Roster)* window (Figure 3-91) offers three additional options for printing recruiter recognition roster reports: **Roster**,

**Shipdate**, or **BCT Code**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

### 1. Roster

Complete the field next to the **Roster** button with the appropriate roster number. The **Line \_\_\_ thru \_\_\_** field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 2. Shipdate

The **Beginning \_\_\_** and **Ending \_\_\_** fields are automatically completed with today's date; edit these fields if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date \_\_\_ thru \_\_\_** field is automatically completed with today's date; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.4.4.8 USMA Information Roster

Select **USMA Information Roster** (option **8**) on the *Initial Receiving–Special Processing* window (Figure 3-81). The *Initial Receiving–Special Instructions (USMA Information Roster)* window (Figure 3-92) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving–Special Processing* window (Figure 3-81).

Figure 3-92: Initial Receiving–Special Instructions (USMA Information Roster)

The *Initial Receiving–Special Instructions (USMA Information Roster)* window (Figure 3-92) offers three additional options for printing USMA information roster reports: **Roster**, **Shipdate**, or **BCT Code**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

#### 1. Roster

Complete the field next to the **Roster** button with the appropriate roster number. The **Line** \_\_\_ **thru** \_\_\_ field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

#### 2. Shipdate

The **Beginning** \_\_\_ and **Ending** \_\_\_ fields are automatically completed with today's date; edit these fields if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date** \_\_\_ **thru** \_\_\_ field is automatically completed with today’s date; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates “Print job processed \_\_\_ records.”) Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

#### 3.4.4.9 Create DJMS Assignment Transactions

Select **Create DJMS Assignment Transactions** (option 9) on the *Initial Receiving–Special Processing* window (Figure 3-81). The *Initial Receiving–Special Instructions (Create DJMS Assignment Transactions)* window (Figure 3-93) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving–Special Processing* window (Figure 3-81).

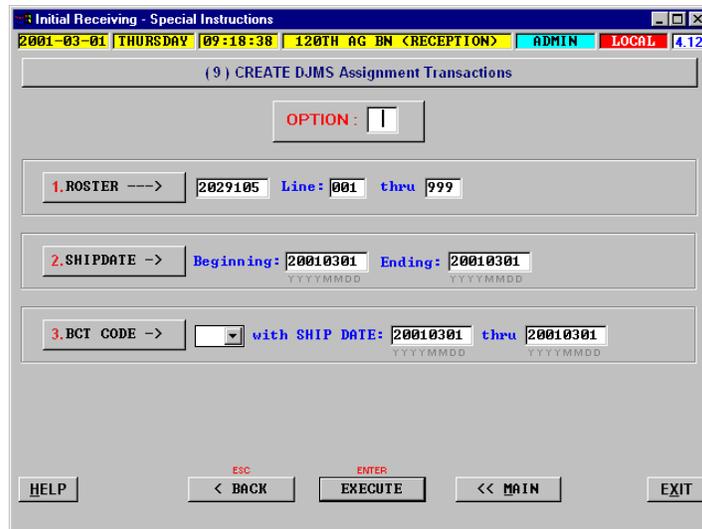


Figure 3-93: Initial Receiving–Special Instructions (Create DJMS Assignment Transactions)

The *Initial Receiving–Special Instructions (Create DJMS Assignment Transactions)* window (Figure 3-93) offers three additional options for printing DJMS assignment transactions reports: **Roster**, **Shipdate**, or **BCT Code**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

#### 1. Roster

Complete the field next to the **Roster** button with the appropriate roster number. The **Line** \_\_\_ **thru** \_\_\_ field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 2. Shipdate

The **Beginning** \_\_\_ and **Ending** \_\_\_ fields are automatically completed with today's date; edit these fields if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date** \_\_\_ **thru** \_\_\_ field is automatically completed with today's date; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.4.4.10 Create Diskettes of DJMS Transactions for DMPO

Select **Create Diskettes of DJMS Transactions for DMPO** (option 10) on the *Initial Receiving-Special Processing* window (Figure 3-81). A message box appears (Figure 3-94), asking you to verify that the system date and time are correct. To accept the date and time shown, click the **Date & Time is OK** button.

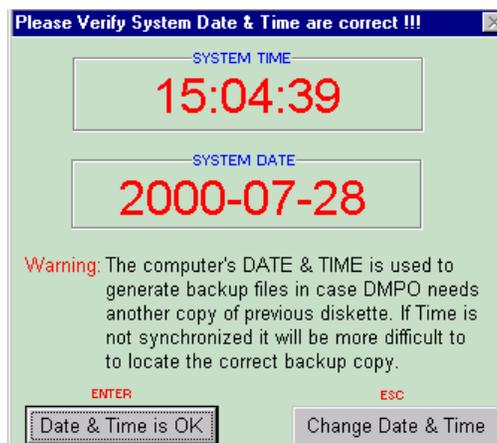
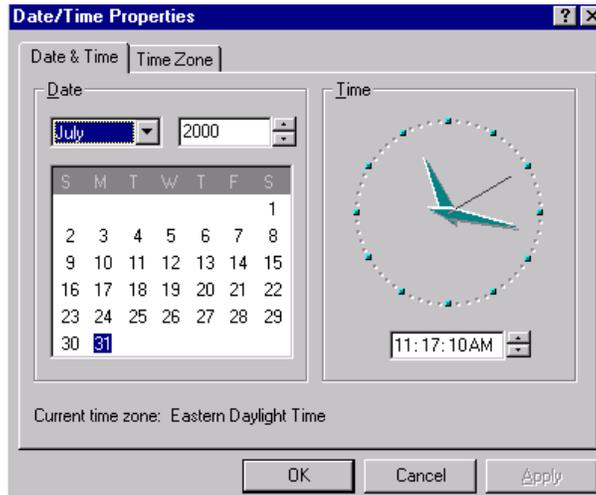


Figure 3-94: Please Verify System Date & Time are Correct!!!

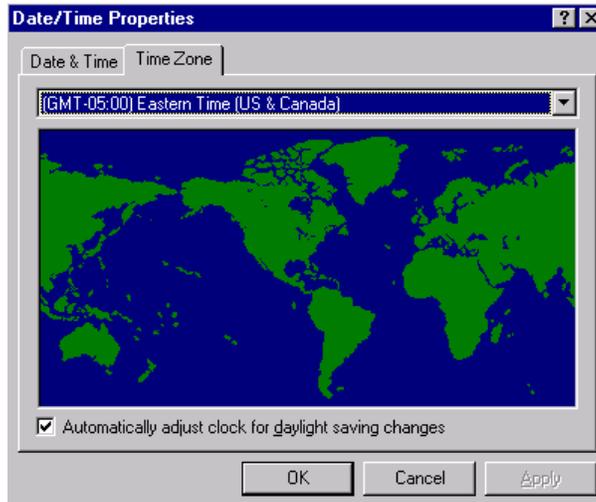
To change the date or the time, click the **Change Date & Time** button. The *Date/Time Properties (Date & Time)* window (Figure 3-95) opens, with the **Date & Time** tab on top.



**Figure 3-95: Date/Time Properties (Date & Time)**

In the **Date** field, use the drop-down boxes to adjust the month and year as appropriate. To select a date, click on the date in the calendar box. In the **Time** field, use the up- and down-arrows to adjust the time. When you have made all your changes, click the **Apply** button, and then click the **OK** button. To return to the *Please verify system time and date are correct!!!* window (Figure 3-94) without saving changes, click the **Cancel** button.

To change the time zone setting, click the **Time Zone** tab in the *Date/Time Properties* window (Figure 3-95). The *Date/Time Properties (Time Zone)* window (Figure 3-96) opens.



**Figure 3-96: Date/Time Properties (Time Zone)**

Using the drop-down box, select the appropriate time zone, click the **Apply** button, and click the **OK** button. To return to the *Please Verify System Date & Time Are Correct!!!* window (Figure 3-94) without saving changes, click the **Cancel** button.

After the date and time have been verified, the *Initial Receiving–DJMS Interface* window (Figure 3-97) opens.

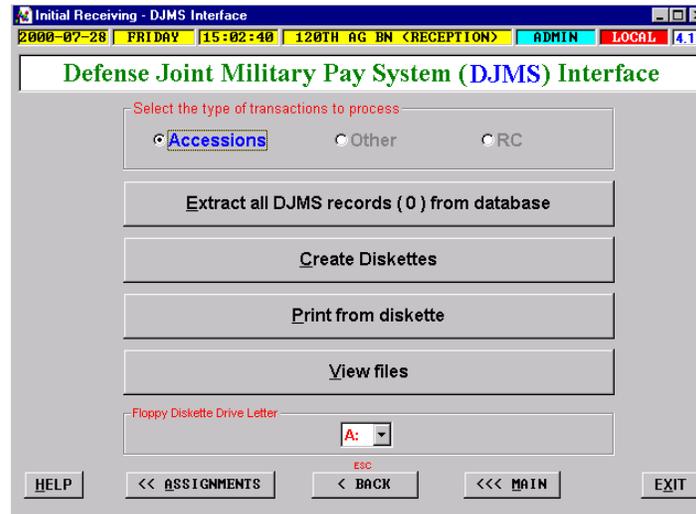


Figure 3-97: Initial Receiving–DJMS Interface

Click on one of the radio-buttons in the **Select the type of transactions to process** section to indicate either: **Accessions**, **Other**, or **RC**. Then select one of the four options on the screen: **Extract all DJMS records from database**, **Create diskettes**, **Print from diskette**, or **View files**.

To return to the *Initial Receiving–Assignment Menu* (Figure 3-75), click the **Assignments** button. To return to the *Initial Receiving–Special Processing* window (Figure 3-81), click the **Back** button.

#### 3.4.4.10.1 Extract All DJMS Records from Database

To extract all DJMS records from the database from the *Initial Receiving–DJMS Interface* window (Figure 3-97), click the **Extract all DJMS records from database** button.

#### 3.4.4.10.2 Create Diskettes

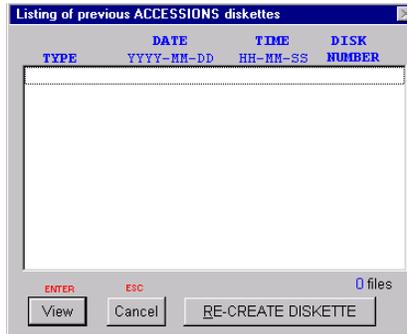
To create diskettes of the DJMS records from the *Initial Receiving–DJMS Interface* window (Figure 3-97), use the drop-down box in the **Floppy Diskette Drive Letter** section to select a disk drive. Then click the **Create diskettes** button. The *Create Diskette from Which File?* window (Figure 3-98) opens.



Figure 3-98: Create diskette from which file?

Click on one of the two radio-buttons on this screen to indicate either **Last database EXTRACT** or **Backup COPY....** Then click the **OK** button. To return to the *Initial Receiving–DJMS Interface* window (Figure 3-97) without selecting a file, click the **Cancel** button.

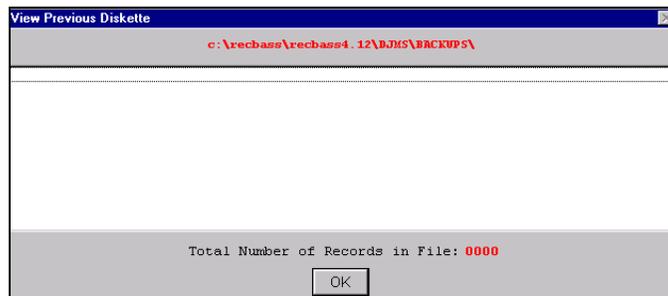
When you select **Backup COPY....**, the *Listing of previous ACCESSIONS diskettes* window (Figure 3-99) opens. The window lists the **Type**, **Date**, **Time**, and **Disk Number** of previous accessions diskettes.



**Figure 3-99: Listing of Previous Accessions Diskettes**

To view the previous diskette, click the **View** button. To recreate a diskette, click the **Recreate Diskette** button. To return to the *Initial Receiving–DJMS Interface* window (Figure 3-97), click the **Cancel** button.

If you select **View**, the *View Previous Diskette* window (Figure 3-100) opens. Click the **OK** button to return to the *Listing of previous ACCESSIONS diskettes* window (Figure 3-99).



**Figure 3-100: View Previous Diskette**

### 3.4.4.10.3 Print from Diskette

To print from a diskette of the DJMS records, use the drop-down box in the **Floppy Diskette Drive Letter** section to select a disk drive. Then click the **Print from Diskette** button. The *Select the Type of Output* window (Figure 3-101) opens.

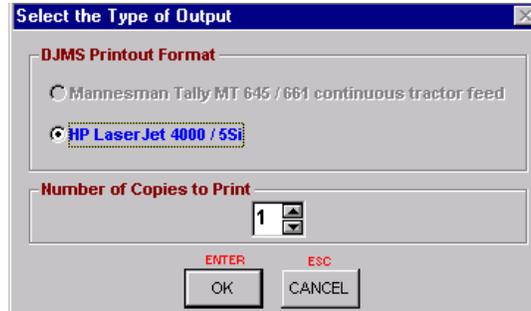


Figure 3-101: Select the Type of Output

In the **DJMS Printout Format** section of the window, **HP Laser Jet 4000 / 5Si** is automatically selected. The **Mannesman Tally MT 645 / 661 Continuous Tractor Feed** is grayed out. In the **Number of Copies To Print** section, use the up- and down-arrows to select the number of copies (1-9) you wish to print. Click the **OK** button. To return to the *Initial Receiving–DJMS Interface* window (Figure 3-97) without printing, click the **Cancel** button.

### 3.4.4.10.4 View Files

To view files of the DJMS records, use the drop-down box in the **Floppy Diskette Drive Letter** section to select a disk drive. Then click the **View Files** button. The *Which File Do You Want To View?* window (Figure 3-102) opens.



Figure 3-102: Which File Do You Want To View?

Click on the radio-button next to **Last database extract**, **DMPO floppy diskette**, or **Backup copies**. Then click the **OK** button. To return to the *Initial Receiving–DJMS Interface* window (Figure 3-97) without printing, click the **Cancel** button.

### 3.4.4.11 Security Investigation Status Report

Select **Security Investigation Status Report** (option 11) on the *Initial Receiving–Special Processing* window (Figure 3-81). The *Initial Receiving–Special Instructions (Security Investigation Status Report)* window (Figure 3-103) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving–Special Processing* window (Figure 3-81).

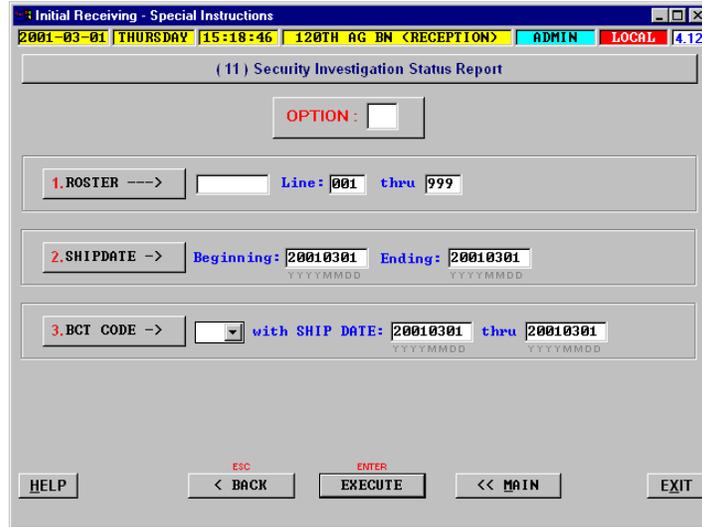


Figure 3-103: Initial Receiving–Special Instructions (Security Investigation Status Report)

The *Initial Receiving–Special Instructions (Security Investigation Status Report)* window (Figure 3-103) offers three additional options for printing security investigation status reports: **Roster**, **Shipdate**, or **BCT Code**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

#### 1. Roster

Complete the field next to the **Roster** button with the appropriate roster number. The **Line** \_\_\_ **thru** \_\_\_ field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

#### 2. Shipdate

The **Beginning** \_\_\_ and **Ending** \_\_\_ fields are automatically completed with today’s date; edit these fields if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_

records.”) Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date** \_\_\_ **thru** \_\_\_ field is automatically completed with today’s date; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates “Print job processed \_\_\_ records.”) Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

#### 3.4.4.12 Consolidated Orders Roster Only

Select **Consolidated Orders Roster Only** (option 12) on the *Initial Receiving–Special Processing* window (Figure 3-81). The *Initial Receiving–Special Instructions (Consolidated Orders Roster Only)* window (Figure 3-104) opens. The information entered in this screen will carry through to all other screens within the *Initial Receiving–Special Processing* window (Figure 3-81).

Figure 3-104: Initial Receiving–Special Instructions (Consolidated Orders Roster Only)

The *Initial Receiving–Special Instructions (Consolidated Orders Roster Only)* window (Figure 3-104) offers three additional options for printing consolidated orders roster reports: **Roster**, **Shipdate**, or **BCT Code**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field and click the **Execute** button.

## 1. Roster

Complete the field next to the **Roster** button with the appropriate roster number. The **Line \_\_\_ thru \_\_\_** field is automatically completed with **001** and **999**, respectively; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 2. Shipdate

The **Beginning \_\_\_** and **Ending \_\_\_** fields are automatically completed with today's date; edit these fields if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

## 3. BCT Code

Use the drop-down box to complete the field next to the **BCT Code** button. The **Ship Date \_\_\_ thru \_\_\_** field is automatically completed with today's date; edit this field if you wish. Then select the option heading.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.4.4.13 Not Used

### 3.4.4.14 Monthly Reports

Select **Monthly Reports** (option 14) on the *Initial Receiving–Special Processing* window (Figure 3-81). The *Initial Receiving–Monthly Reports* window (Figure 3-105) opens.

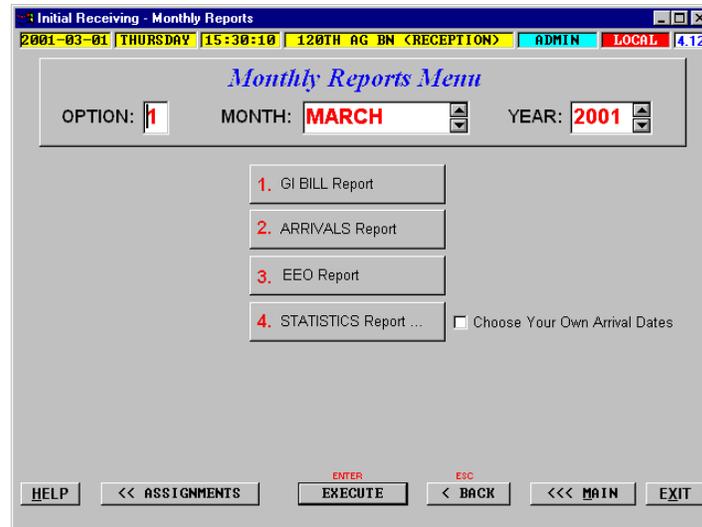


Figure 3-105: Initial Receiving–Monthly Reports

In the **Monthly Reports Menu** section of the window, use the up- and down-arrows in the **Month** and **Year** fields to select the month and year of the reports you wish to print.

The *Initial Receiving–Monthly Reports* window (Figure 3-105) offers three additional options for printing monthly reports: **GI Bill Report**, **Arrivals Report**, **EEO Report**, or **Statistics Report**. To select an option heading, click the corresponding option button, or enter the option number in the **Option** field at the top of the screen and click the **Execute** button.

To return to the *Initial Receiving–Assignment Menu* (Figure 3-75), click the **Assignments** button.

#### 1. GI Bill Report

Select **GI Bill Report** (option 1) on the *Initial Receiving–Monthly Reports* window (Figure 3-105). A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

#### 2. Arrivals Report

Select **Arrivals Report** (option 2) on the *Initial Receiving–Monthly Reports* window (Figure 3-105). A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3. EEO Report

Select **EEO Report** (option 3) on the *Initial Receiving–Monthly Reports* window (Figure 3-105). A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 4. Statistics Report

If you want to select the arrival dates for the statistics reports you print, click in the check-box next to **Choose Your Own Arrival Dates**, next to the **Statistics Report** button in the *Initial Receiving–Monthly Reports* window (Figure 3-105). Then select **Statistics Report** (option 4). The *Enter Date Range for Statistics Report* window (Figure 3-106) opens.

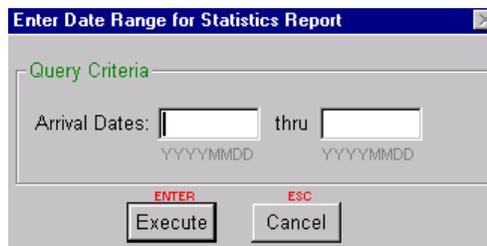


Figure 3-106: Enter Date Range for Statistics Report

Complete the **Arrival Dates** \_\_ thru \_\_ field. Click the **Execute** button. To return to the *Initial Receiving–Monthly Reports* window (Figure 3-105), click the **Cancel** button.

When you click the **Execute** button, the *Generate Statistics for Which MOS(es)?* window (Figure 3-107) opens.

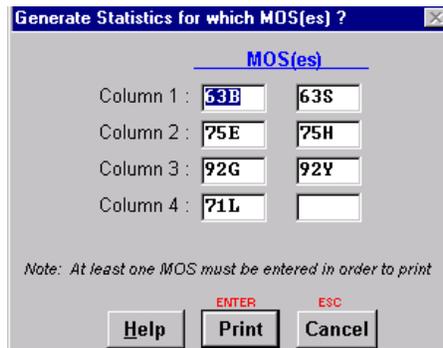


Figure 3-107: Generate Statistics for Which MOS(es)?

Enter the appropriate MOS(es) into the **Column 1**, **2**, **3**, and/or **4** fields. As noted on this window, you must enter at least one MOS in order to print a statistics report. Click the **Print** button. To return to the *Initial Receiving–Monthly Reports* window (Figure 3-105), click the **Cancel** button.

When you click the **Print** button, a printer setup window opens. Select the appropriate printer, and click the **OK** button to print. (A yellow status bar at the bottom of the window indicates "Print job processed \_\_\_ records.") Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.4.5 Update Unit Information

To update unit information, complete the **Enter UPC** field next to the **Update Unit Information** button on the *Initial Receiving–Assignment Menu window* (Figure 3-75). Then select option **5, Update Unit Information**. The *IRB–UPC Update* window (Figure 3-108) opens.

The screenshot shows a window titled "IRB - UPC Update". At the top, a status bar displays "2001-03-01 THURSDAY 15:37:05 120TH AG BN <RECEPTION> ADMIN LOCAL 4.12". Below this, the window title is "Update Basic Training Unit". The form contains several fields: "UPC:" with the value "DU67A", "Unit Name:" with "W0U6 RECEPTEE CO 120TH AG BN", "Medical Clinic:" with an unchecked checkbox, and "Dental Clinic:" with an unchecked checkbox. A horizontal line separates the top section from the bottom section. The bottom section contains: "BCT Code:" with "01", "Payroll Code:" (empty), "NG UPC:" with "DU67A", "PACIDN (JSS):" with "E770U67A", and "Site ID (LES):" (empty). At the bottom of the window are five buttons: "HELP", "< BACK", "UPDATE", "<< MAIN", and "EXIT".

Figure 3-108: IRB–UPC Update

In the top portion of the screen, the **UPC** and **Unit Name** fields are automatically completed and are disabled, or grayed out, as are the **Medical Clinic** and **Dental Clinic** fields.

Complete these fields in the bottom portion of the screen: **BCT Code**, **Payroll Code**, **NG UPC**, **PACIDN (JSS)**, and **Site ID (LES)**. Then click the **Update** button.

To return to the *Initial Receiving–Assignment Menu window* (Figure 3-75), click the **Back** button. To return to the *RECBASS-R Initial Receiving–Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.5 AIMS Interface

Select **AIMS Interface** (option 4) on the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4). The *Initial Receiving–AIMS Interface [Main Menu]* window (Figure 3-109) opens.

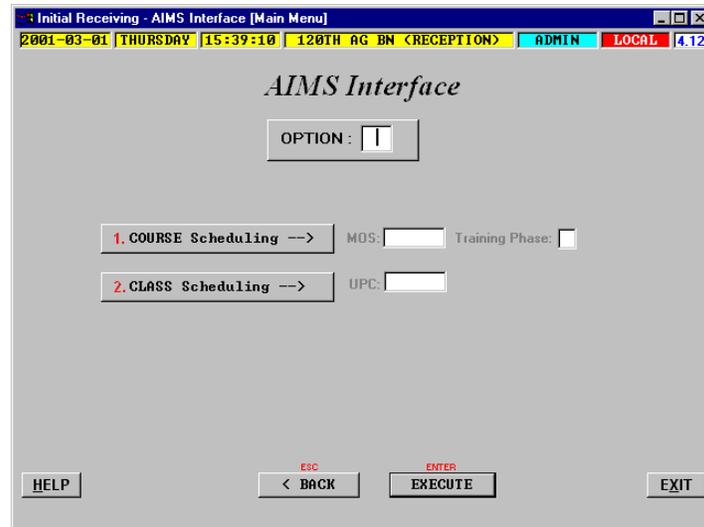


Figure 3-109: Initial Receiving–AIMS Interface [Main Menu]

To process AIMS interfaces, select the appropriate one of the two options in this window: **Course Scheduling** or **Class Scheduling**. To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button, or click the corresponding option button.

To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4) from the *Initial Receiving–AIMS Interface [Main Menu]* (Figure 3-109), click the **Back** button. To quit RECBASS-R, click the **Exit** button.

### 3.5.1 Course Scheduling

To process course scheduling, complete the **MOS** and **Training Phase** fields next to the **Course Scheduling** button in the *Initial Receiving-AIMS Interface [Main Menu]* window (Figure 3-109). Select **Course Scheduling** (option 1). The *Initial Receiving-AIMS Interface [Course Scheduling]* window (Figure 3-110) opens.

Figure 3-110: Initial Receiving-AIMS Interface [Course Scheduling]

Complete/edit the **BT Course**, **AIT Course**, **ATRRS Course ID**, and **ATRRS School Code** fields. The **MOS** and **Phase** fields are already completed and are grayed out. Click the **Update** button.

To return to the *Initial Receiving-AIMS Interface [Main Menu]* window (Figure 3-109), click the **Back** button. To return to the *RECBASS-R Initial Receiving-Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.5.2 Class Scheduling

To process class scheduling, complete the **UPC** field next to the **Class Scheduling** button (option 2) in the *Initial Receiving–AIMS Interface [Main Menu]* window (Figure 3-109). Select **Class Scheduling** (option 2). The *Initial Receiving–AIMS Interface [Class Scheduling]* window (Figure 3-111) opens.

Figure 3-111: Initial Receiving–AIMS Interface [Class Scheduling]

Complete the **BT Class**, **BT Section**, **AIT Class**, and **AIT Section** fields. The **UPC** and **Unit Name** fields are already completed and are grayed out. Click the **Update** button.

To return to the *Initial Receiving–AIMS Interface [Main Menu]* window (Figure 3-109), click the **Back** button. To return to the *RECBASS-R Initial Receiving–Main Menu* (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.6 Export/Import RECBASS-R Data

Select **Export/Import RECBASS-R Data** (option 5) on the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4). The *Initial Receiving–Export/Import RECBASS-R Data* window (Figure 3-112) opens.

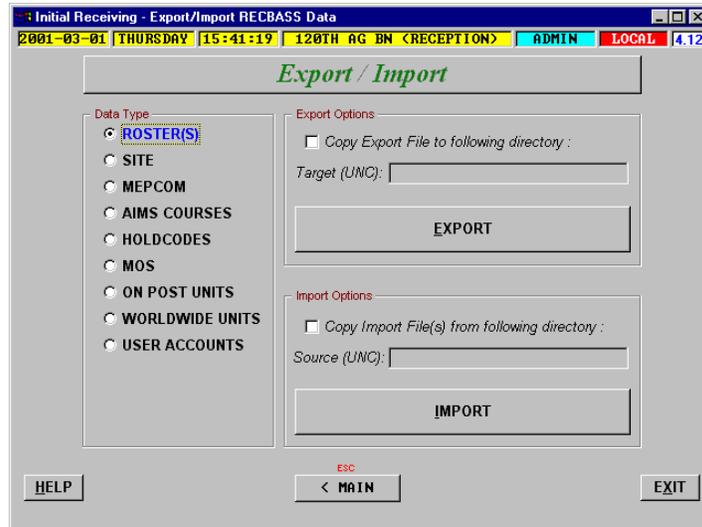


Figure 3-112: Initial Receiving–Export/Import RECBASS-R Data

Click on a radio-button next to one of nine data types listed on the left side of the *Initial Receiving–Export/Import RECBASS-R Data* window (Figure 3-112): **Roster(s)**, **Site**, **MEPCOM**, **AIMS Courses**, **Hold Codes**, **MOS**, **On Post Units**, **Worldwide Units**, or **User Accounts**.

#### 3.6.1 Export/Rosters

If you select **Roster(s)**: In the **Export Options** section of the window, click in the check-box next to **Copy Export File to following directory**, and complete the **Target (UNC)** field. Click the **Export** button. The *Select Roster(s) To Export* window (Figure 3-113) opens.

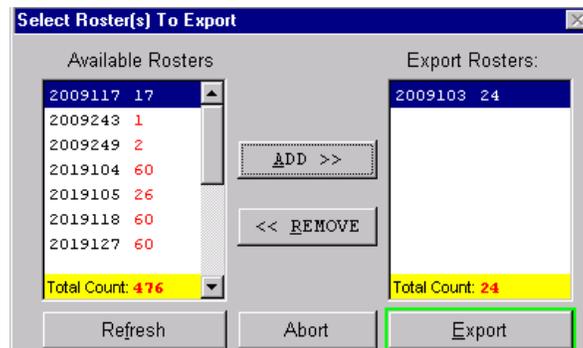


Figure 3-113: Select Roster(s) To Export

To build a list of rosters to export, select a roster from the **Available Rosters** list on the left side of the window. Then click the **Add** button. Your **Export Rosters** list builds on the right side of the window. To remove a roster from the list, select the roster, and click the **Remove**

button. To start your list over, click the **Refresh** button. To return to the *Initial Receiving–Export/Import RECBASS-R Data* window (Figure 3-112) without exporting rosters, click the **Abort** button. To export the selected rosters in the **Export Rosters** field, click the **Export** button. A yellow status bar at the bottom of the *Initial Receiving–Export/Import RECBASS-R Data* window (Figure 3-112) indicates how many data records were exported to which destination.

### 3.6.2 Import/rosters

If you select **Roster(s)** from the data types listed on the left side of the *Initial Receiving–Export/Import RECBASS-R Data* window (Figure 3-112): In the **Import Options** section of the window, click in the check-box next to **Copy Import File to following directory**, and complete the **Source (UNC)** field. Click the **Import** button. The *Select Files To Import* window (Figure 3-114) opens.



Figure 3-114: Select File(s) To Import

### 3.7 SIDPERS Special Processing

Select **SIDPERS Special Processing** (option 6) on the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4). The *Initial Receiving–SIDPERS Special Processing* window (Figure 3-115) opens.

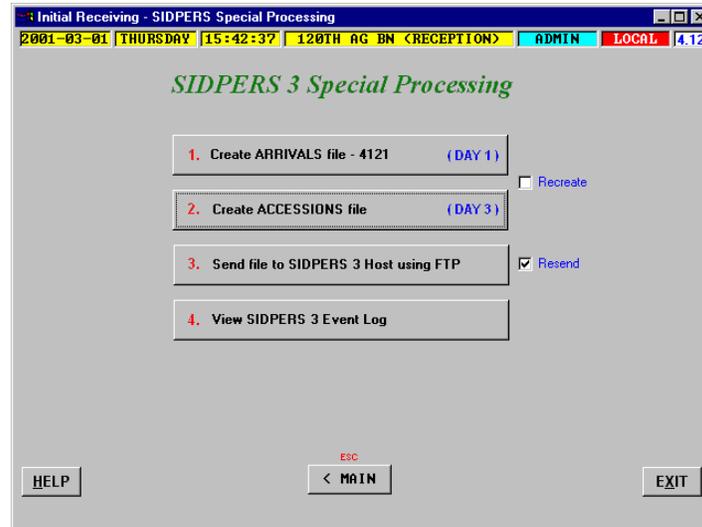


Figure 3-115: Initial Receiving–SIDPERS Special Processing

Select one of the four options in this window: **Create ARRIVALS file 4121 (DAY 1)**, **Create ACCESSIONS file (DAY 3)**, **Send file to SIDPERS 3 Host using FTP**, or **View SIDPERS 3 Event Log**. To select an option, click the corresponding option button.

To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4) from the *Initial Receiving–SIDPERS Special Receiving* window (Figure 3-115), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.7.1 Create Arrivals File 4121 (Day 1)

To create an arrivals file, select **Create ARRIVALS File 4121** (option 1) from the *Initial Receiving-SIDPERS Special Processing* window (Figure 3-115). The *Initial Receiving-SIDPERS-3 Arrivals Creation Menu* window (Figure 3-116) opens.

Figure 3-116: Initial Receiving-SIDPERS-3 Arrivals Creation Menu

In addition, if you click in the check-box next to **Recreate** in the *Initial Receiving-SIDPERS Special Processing* window (Figure 3-115), a warning message appears which reads, "Are you sure you want to recreate? This option should only be used in emergency situations. If you choose a batch number that has already been created, then it will be overwritten and batch number will change in database for each soldier selected." Click the **Yes** button to continue, or click the **No** button to abort.

If you click the **Yes** button, an *Enter the batch number to recreate* message box appears. Enter the batch number in the field, and click the **Continue** button. The *Initial Receiving-SIDPERS-3 Arrivals Creation Menu* window (Figure 3-116) opens.

Select the appropriate one of the two options in this window, either **Roster** or **Arrival Date**. To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button, or click the corresponding option button.

#### 3.7.1.1 Roster

Complete the **Roster** field next to the **Roster** button. In the **Optional Line Numbers** section, the **Beginning** and **Ending** fields are automatically completed with **001** and **999**, respectively; edit these fields if you wish. Select **Roster** (option 1) on the *Initial Receiving-SIDPERS-3 Arrivals Creation Menu* window (Figure 3-116). A message box opens which reads, "Are you sure you want to create file?" Click the **Yes** button to continue, or click the **No** button to abort. If you click the **Yes** button, the *SIDPERS-3 Transaction Summary* window (Figure 3-117) opens.



Figure 3-117: SIDPERS-3 Transaction Summary

This window details the elapsed time, batch number, number of soldiers processed, number of transactions created, number of soldiers skipped in a database error, number of already-processed soldiers skipped, and the output files source. To accept this data and return to the *Initial Receiving-SIDPERS-3 Arrivals Creation Menu* window (Figure 3-116), click the **OK** button.

### 3.7.1.1.1 FTP

To create an FTP (file transfer protocol), click the **FTP** button next to the **OK** button. The *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119) open simultaneously, with the *Session Profile* window on top.

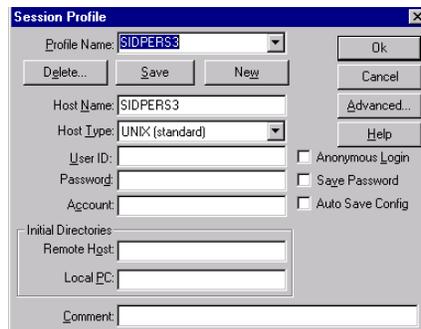


Figure 3-118: Session Profile

Complete the nine fields in the *Session Profile* window (Figure 3-118): **Profile Name**, **Host Name**, **Host Type**, **User ID (Anonymous Login)**, **Password (Save Password)**, **Account (Auto Save Config)**, **Remote Host**, **Local PC**, and **Comment**.

To delete all information in these fields for the currently selected profile, click the **Delete** button. To save the data, click the **Save** button. To enter all new information, click the **New** button.

To accept this information and continue to the *WS\_FTP32* window (Figure 3-119), click the **OK** button. To close this *Session Profile* window (Figure 3-118) and continue to the *WS\_FTP32* window (Figure 3-119), click the **Cancel** button.

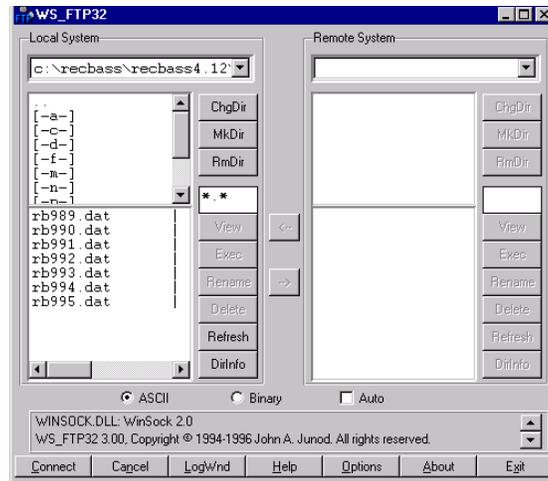


Figure 3-119: WS\_FTP32

In the *WS\_FTP32* window (Figure 3-119), check the information supplied in the **Local System** or **Remote System** sections, depending on where your FTP is located. To change the directory in either section, select a directory from the list, and click the **ChgDir** button. To change to a new (unlisted) directory, click the **MkDir** button. To remove a directory from the list, click the **RmDir** button.

Select a file from the lower portion of the screen. To view that file in a *Notepad* document, click the **View** button. To associate that file with a selected directory, click the **Exec** button. An *Associate* window (Figure 3-120) opens.

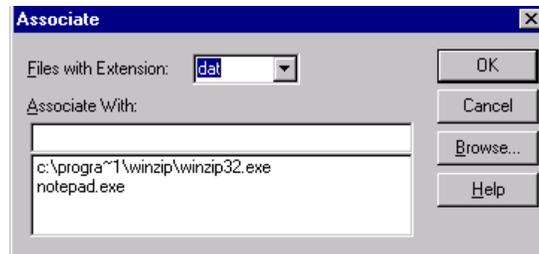


Figure 3-120: Associate

Use the drop-down box to select a file extension; complete the **Associate With** field with a directory and path. Click the **OK** button to continue. Click the **Cancel** button to return to the *WS\_FTP32* window (Figure 3-119) without associating a file extension with a directory and path. Click the **Browse** button to find a file.

To rename a file from the *WS\_FTP32* window (Figure 3-119), click the **Rename** button. An *Input* window opens. Enter the new name in the empty field, and click the **OK** button to continue or the **Cancel** button to abort.

To delete a file, click the **Delete** button. A *Verify Deletion* window opens. Click the **Yes** button to continue, or click the **No** button to abort.

To refresh the list of files, click the **Refresh** button. To see directory information displayed in a *Notepad* document, click the **DirInfo** button.

Click on a radio-button next to the appropriate text format, **ASCII** or **Binary**, or click in the check-box next to **Auto**.

To complete the creation of the FTP, click the **Connect** button at the bottom of the *WS\_FTP32* window (Figure 3-119). The *Session Profile* window (Figure 3-118) opens again.

Follow the instructions above for this screen.

To abort creation of the FTP, click the **Cancel** button at the bottom of the *WS\_FTP32* window (Figure 3-119). To view the message log, click the **LogWnd** button.

To read about the FTP Client for Windows software program, click the **About** button.

To close the *WS\_FTP32* window (Figure 3-119), click the **Exit** button, or click the **X** box in the upper-right-hand corner of the window.

For a list of options in creating an FTP, click the **Options** button. The *Options* window (Figure 3-121) opens.

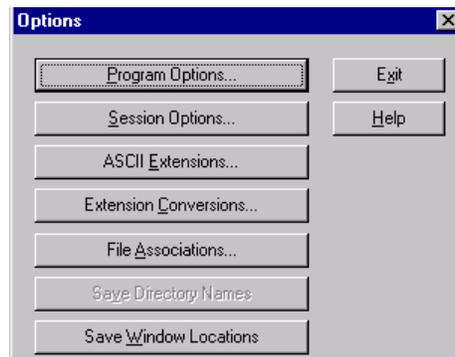


Figure 3-121: Options

To select program options, click the **Program Options** button. The *Program Options* window (Figure 3-122) opens.

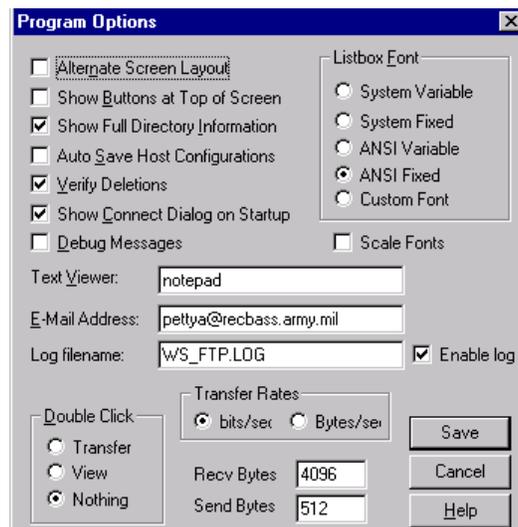


Figure 3-122: Program Options

To select an option, click in the check-box next to the option listed on the left side of the screen, or press the underlined letters on the keyboard. Click on the desired radio-button option in the Listbox Font area: **System Variable**, **System Fixed**, **ANSI Variable**, **ANSI Fixed**, or **Custom Font**. If you select **Custom Font**, a *Font* window opens. Select a font, font style, size, and script. Click the **Apply** button, then the **OK** button to continue. Click the **Cancel** button to return to the *Program Options* window (Figure 3-122) without selecting a font.

Click in the check-box under the **Listbox Font** section to select **Scale Fonts**.

To complete the **Text Viewer** field, click in the field, or press **V** on the keyboard. To complete the **E-Mail Address** field, click in the field, or press **E** on the keyboard. To complete the **Log Filename** field, click in the field and enter the log file name; click in the check-box marked **Enable log**, if you wish.

To select an option that works with a double-click, select one of the three following options in the **Double Click** section in the lower left corner of the screen: **Transfer**, **View**, or **Nothing**.

To adjust the data transfer rates, click on a radio-button next to **Bits/sec** or **Bytes/sec** in the **Transfer Rates** section at the bottom of the screen. To adjust the size of the data sent and received, click in the **Recv Bytes** and **Send Bytes** fields and enter the appropriate number.

To save your selections, click the **Save** button. To cancel this window without saving changes, click the **Cancel** button.

To select session options from the *Options* window (Figure 3-121), click the **Session Options** button. The *Session Options* window (Figure 3-123) opens.

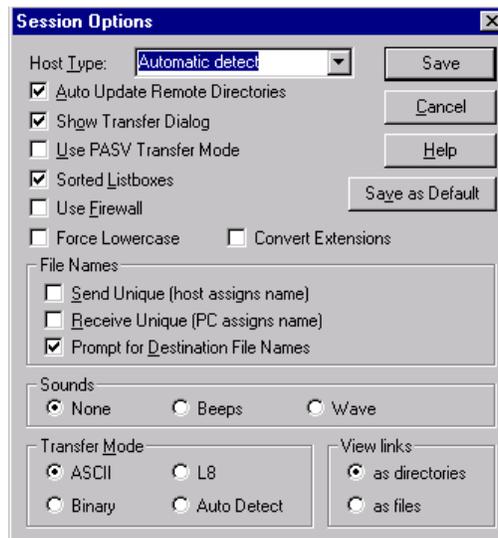


Figure 3-123: Session Options

Use the drop-down box to select a host type, or enter the host type yourself, in the **Host Type** field. To select or deselect the listed options, click in the check-box next to each option. Perform the same actions in the **File Names** section.

In the **Sounds** and **View Links** sections, click in the radio-button next to the appropriate selection. In the **Transfer Mode** section, select the **ASCII** option.

To save your selections, click the **Save** button. To cancel this window without saving changes, click the **Cancel** button. To save your selections as a default, click the **Save as Default** button.

To set ASCII extensions, click the **ASCII Extensions** button from the *Options* window (Figure 3-121). The *Auto Detect Extensions* window (Figure 3-124) opens.

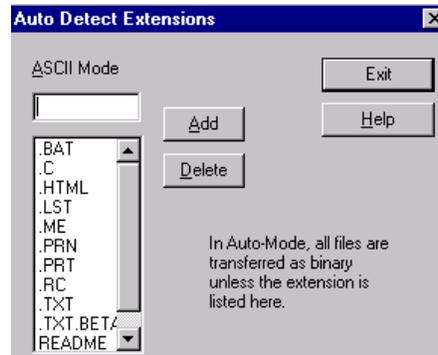


Figure 3-124: Auto Detect Extensions

To set an ASCII file extension, enter it in the **ASCII Mode** field, and click the **Add** button. To delete an extension from the list, click on the extension to be deleted in the list-box and click the **Delete** button.

To return to the *Options* window (Figure 3-121), click the **Exit** button.

To set extension conversions, click the **Extension Conversions** button from the *Options* window (Figure 3-121). The *Convert Extensions* window (Figure 3-125) opens.

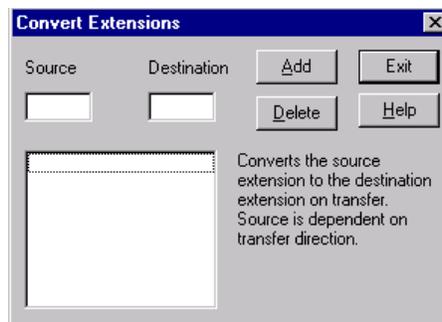


Figure 3-125: Convert Extensions

Complete the **Source** and **Destination** fields, and click the **Add** button to add the new conversion to the list. To remove a conversion, select it from the list in the window, and click the **Delete** button. To return to the *Options* window (Figure 3-121), click the **Exit** button.

To associate a file with a selected directory, click the **File Associations** button from the *Options* window (Figure 3-121). An *Associate* window (Figure 3-120) opens.

Use the drop-down box to select a file extension; complete the **Associate With** field with a directory and path. Click the **OK** button to continue. Click the **Cancel** button to return to the *Options* window (Figure 3-121) without associating a file extension with a directory and path. Click the **Browse** button to find a file.

The **Save Directory Names** option is disabled, or grayed out.

### 3.7.1.2 Arrival Date

## 3.7.2 Create Accessions file (Day 3)

To create an accessions file, select **Create Accessions File** (option 2) from the *Initial Receiving-SIDPERS Special Processing* window (Figure 3-115). The *Initial Receiving-SIDPERS-3 Accessions Creation Menu* window (Figure 3-126) opens.

Figure 3-126: Initial Receiving-SIDPERS-3 Accessions Creations Menu

In addition, if you click in the check-box next to **Recreate** in the *Initial Receiving-SIDPERS Special Processing* window (Figure 3-115), a warning message appears which reads, "Are you sure you want to recreate? This option should only be used in emergency situations. If you choose a batch number that has already been created, then it will be overwritten and batch number will change in database for each soldier selected." Click the **Yes** button to continue, or click the **No** button to abort.

If you click the **Yes** button, an *Enter the batch number to recreate* message box appears. Enter the batch number in the field, and click the **Continue** button. The screen returns to the *Initial Receiving-SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

Select the appropriate one of the three options in this window: **Roster**, **Shipment**, or **BCT Code**. To select an option, enter the option number in the **Option** field at the top of the screen and click the **Execute** button, or click the corresponding option button.

### 3.7.2.1 Roster

Complete the **Roster** field next to the **Roster** button. The **Line \_\_\_ thru \_\_\_** fields are automatically completed with **001** and **999**, respectively; edit these fields if you wish. Select **Roster** (option **1**) on the *Initial Receiving–SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

A *Confirm* message box appears which asks, "Are you sure you want to create file?" Click the **Yes** button to continue. Click the **No** button to return to the *Initial Receiving–SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

If you click the **Yes** button, the *SIDPERS-3 Transaction Summary* window (Figure 3-127) opens.

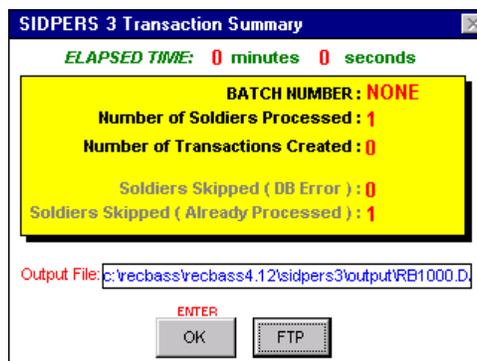


Figure 3-127: SIDPERS-3 Transaction Summary

This window provides a transaction summary which includes the batch number, number of soldiers processed, the number of transactions created, the number of soldiers skipped due to a database error, and the number of soldiers skipped who were already processed.

After you have read this summary, click the **OK** button to return to the *Initial Receiving–SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

To create an FTP (file transfer protocol), click the **FTP** button next to the **OK** button. The *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119) open simultaneously, with the *Session Profile* window on top.

To proceed from the *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119), follow the steps listed in Section 3.7.1.1.1.

### 3.7.2.2 Shipdate

The **Beginning** and **Ending** fields next to the **Shipdate** button are automatically completed with today's date; edit these fields if you wish. Select **Shipdate** (option **2**) on the *Initial Receiving–SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

A *Confirm* message box appears which asks, "Are you sure you want to create file?" Click the **Yes** button to continue. Click the **No** button to return to the *Initial Receiving–SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

If you click the **Yes** button, the *SIDPERS-3 Transaction Summary* window (Figure 3-127) opens.

This window provides a transaction summary which includes the batch number, number of soldiers processed, the number of transactions created, the number of soldiers skipped due to a database error, and the number of soldiers skipped who were already processed.

After you have read this summary, click the **OK** button to return to the *Initial Receiving–SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

To create an FTP (file transfer protocol), click the **FTP** button next to the **OK** button. The *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119) open simultaneously, with the *Session Profile* window on top.

To proceed from the *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119), follow the steps listed in Section 3.7.1.1.1.

### 3.7.2.3 BCT Code

Using the drop-down box, complete the **BCT Code** field. The **with Ship Date** \_\_\_ **thru** \_\_\_ fields are automatically completed with today's date; edit these fields if you wish. Select **BCT Code** (option **3**) on the *Initial Receiving–SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

A *Confirm* message box appears which asks, "Are you sure you want to create file?" Click the **Yes** button to continue. Click the **No** button to return to the *Initial Receiving–SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

If you click the **Yes** button, the *SIDPERS-3 Transaction Summary* window (Figure 3-127) opens.

This window provides a transaction summary which includes the batch number, number of soldiers processed, the number of transactions created, the number of soldiers skipped due to a database error, and the number of soldiers skipped who were already processed.

After you have read this summary, click the **OK** button to return to the *Initial Receiving–SIDPERS-3 Accessions Creation Menu* window (Figure 3-126).

To create an FTP (file transfer protocol), click the **FTP** button next to the **OK** button. The *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119) open simultaneously, with the *Session Profile* window on top.

To proceed from the *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119), follow the steps listed in Section 3.7.1.1.1.

### 3.7.3 Send file to SIDPERS 3 Host using FTP

To send a file to SIDPERS 3 Host, using FTP, select **Send file to SIDPERS 3 Host Using FTP** (option 3) from the *Initial Receiving–SIDPERS Special Processing* window (Figure 3-115). The *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119) open simultaneously, with the *Session Profile* window on top.

If you click in the check-box next to **Resend** in the *Initial Receiving–SIDPERS Special Processing* window (Figure 3-115), a message box appears, asking you to "Select the batch file you want to resend." Select a file from the list, and click the **Resend** button to continue, or click the **Cancel** button to return to the *Initial Receiving–SIDPERS Special Processing* window (Figure 3-115).

To proceed from the *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119), follow the steps listed in Section 3.7.1.1.1.

### 3.7.4 View SIDPERS 3 Event Log

To view the SIDPERS 3 event log, select **View SIDPERS 3 Event Log** (option 4) from the *Initial Receiving–SIDPERS Special Processing* window (Figure 3-115). The *Initial Receiving–View SIDPERS 3 Event Log* window (Figure 3-128) opens.

EVENT TIME	EVENT	User ID	Description
2000-08-18 at 13:54:32 Fri	1.02	ADMIN	No:998 Soldiers:31 Count:32 Skips:0.0 [0.0] 20291 05 001 999
2000-08-17 at 11:57:53 Thu	1.02	ADMIN	No:997 Soldiers:31 Count:32 Skips:0.0 [0.1] 20291 05 001 999
2000-08-17 at 10:33:59 Thu	1.02	ADMIN	No:996 Soldiers:31 Count:32 Skips:0.0 [0.0] 20291 05 001 999
2000-08-11 at 13:31:55 Fri	1.02	ADMIN	No:995 Soldiers:31 Count:32 Skips:0.0 [0.0] 20291 05 001 999
2000-08-11 at 12:10:04 Fri	1.02	ADMIN	No:994 Soldiers:31 Count:32 Skips:0.0 [0.0] 20291 05 001 999
2000-08-11 at 09:57:29 Fri	1.02	ADMIN	No:993 Soldiers:31 Count:32 Skips:0.0 [0.0] 20291 05 001 999
2000-08-11 at 09:27:05 Fri	1.02	ADMIN	No:992 Soldiers:31 Count:32 Skips:0.0 [0.0] 20291 05 001 999
2000-08-11 at 09:21:54 Fri	1.02	ADMIN	No:991 Soldiers:31 Count:32 Skips:0.0 [0.0] 20291 05 001 999
2000-08-10 at 15:34:52 Thu	1.02	ADMIN	No:990 Soldiers:31 Count:32 Skips:0.0 [0.0] 20291 05 001 999
2000-08-10 at 15:28:38 Thu	1.02	ADMIN	No:989 Soldiers:31 Count:32 Skips:0.0 [0.0] 20291 05 001 999

Figure 3-128: Initial Receiving–View SIDPERS 3 Event Log

This log lists the event date and time, number, user ID, and description. To print an event listed, select the event and click the **Print** button.

A printer setup window opens. Select the appropriate printer, and click the **OK** button. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

To return to the *Initial Receiving–SIDPERS Special Processing* window (Figure 3-115) from the *Initial Receiving–View SIDPERS 3 Event Log* window (Figure 3-128), click the **Back** button.

To refresh the list of events in the event log, click the **Refresh** button. To quit RECBASS-R, click the **Exit** button.

### 3.8 Display Expected Arrivals

Select **Display Expected Arrivals** (option 7) on the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4). The *Initial Receiving–Display Expected Arrivals* window (Figure 3-129) opens.

Expected Arrival Date	Service Component	Number of Soldiers Expected
19990916	National Guard	1
19990825	National Guard	1
19990819	National Guard	31
	Regular Army	1
19990818	National Guard	34
19990817	National Guard	31
19990816	National Guard	2
	Regular Army	382
19990814	Regular Army	3
19990813	National Guard	1
	Regular Army	2
19990812	National Guard	3
	Regular Army	1

Total Number of Soldiers in MEPCOM database: 500

Figure 3-129: Initial Receiving–Display Expected Arrivals

This list details the expected arrival date, service component, number of soldiers expected, as well as the total number of soldiers in MEPCOM databases.

To refresh the list, click the **Refresh** button. To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4) from the *Initial Receiving–Display Expected Arrivals* window (Figure 3-129), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

To print a list of expected arrivals from the *Initial Receiving–Display Expected Arrivals* window (Figure 3-129), select a date/component/number, and click the **Print** button.

A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

To search for a specific soldier in the MEPCOM database, select a date/component/number, and click the **Browse** button. The *Initial Receiving–Browse MEPCOM* window (Figure 3-130) opens.

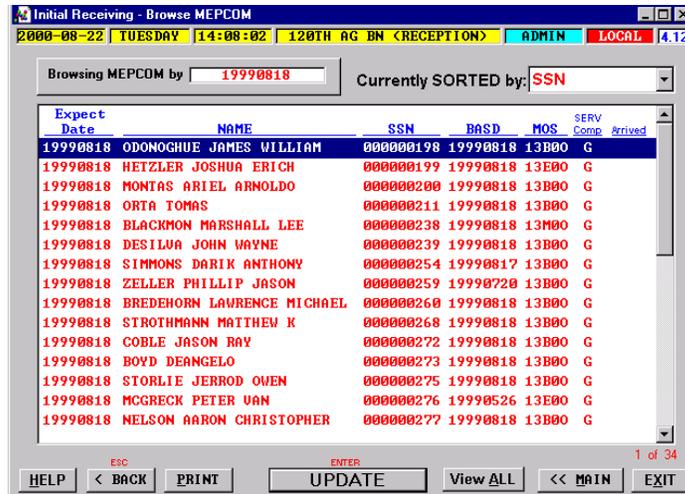


Figure 3-130: Initial Receiving–Browse MEPCOM

To sort this list by **Name**, **SSN**, **Expected Date**, **BASD**, **MOS**, **Service**, or **Arrival Date**, choose a sort category from the drop-down box in the **Currently sorted by:** field at the top of the screen. The **Browsing MEPCOM by** field, at the top of the screen, contains the expected date by which this list was compiled.

To return to the *Initial Receiving–Display Expected Arrivals* window (Figure 3-129) from the *Initial Receiving–Browse MEPCOM* window (Figure 3-130), click the **Back** button. To return to the RECBASS-R *Initial Receiving–Main Menu* window (Figure 3-4) from the *Initial Receiving–Browse MEPCOM* window (Figure 3-130), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

To print a record from the MEPCOM list, click the **Print** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the *Initial Receiving–Browse MEPCOM* window (Figure 3-130). Click the **Setup** button to change printer settings.

To update a soldier’s record, select the record and click the **Update** button. The *Initial Receiving–Add Individual Via Browse [1 of 2]* window opens, which is the same as the *Initial Receiving–Update Individual Via Browse [1 of 2]* window (Figure 3-6). Follow the instructions for Figure 3-4 and Figure 3-5, listed in Section 3.2.1 to update a soldier’s MEPCOM record.

To view all MEPCOM data columns for a particular soldier, select a soldier from the *Initial Receiving–Browse MEPCOM* window (Figure 3-130) and click the **View All** button. A *View All–MEPCOM Data Columns* window (Figure 3-131) opens.

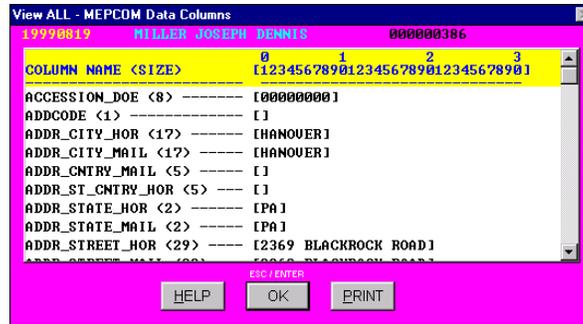


Figure 3-131: View All–MEPCOM Data Columns

To print this screen, click the **Print** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the *Initial Receiving–Browse MEPCOM* window (Figure 3-130). Click the **Setup** button to change printer settings.

To return to the *Initial Receiving–Browse MEPCOM* window (Figure 3-130), click the **OK** button.

To view the **ARADS Input Log** for a specific record listed in the *Initial Receiving–Display Expected Arrivals* window (Figure 3-129), select a date/component/number from that window, and click the **View Log** button. The *Initial Receiving–View ARADS Log* window (Figure 3-132) opens.

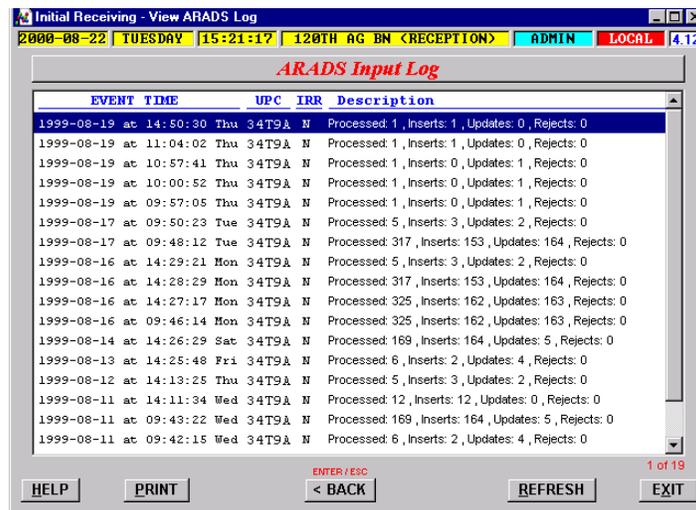


Figure 3-132: Initial Receiving–View ARADS Log

To return to the *Initial Receiving–Display Expected Arrivals* window (Figure 3-129), click the **Back** button. To refresh the list, click the **Refresh** button. To quit RECBASS-R, click the **Exit** button.

To print the ARADS log, click the **Print** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

### 3.9 Display Rosters

Select **Display Rosters** (option 8) on the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4). The *Initial Receiving–Display Rosters* window (Figure 3-133) opens. This screen lists all roster numbers and the number of soldiers within each roster.

ROSTER	Number of Soldiers within Roster
20291 05	31
20291 06	60
20291 07	33
20291 10	2
20291 19	60
20291 28	33
20192 43	5
20192 49	1
20191 04	60

Total Number of Soldiers => 502

Figure 3-133: Initial Receiving–Display Rosters

To search for the record of a particular soldier, select a record, and click the **Browse** button. The *Initial Receiving–Browse RECBASS-R* window (Figure 3-12) opens. To navigate through this screen, follow the instructions in Section 3.2.4.

To print any of the listed rosters, select a roster number, and click the **Print** button. A printer setup window opens. Select the appropriate printer, and click the **OK** button to print. Click the **Cancel** button to abort printing and return to the previous window. Click the **Setup** button to change printer settings.

To refresh the roster list from the *Initial Receiving–Display Rosters* window (Figure 3-133), click the **Refresh** button. To return to the RECBASS-R *Initial Receiving–Main Menu* window (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.10 RAPIDS Hi-Volume System

Select **RAPIDS Hi-Volume System** (option 9) on the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4). The *Initial Receiving–RAPIDS* window (Figure 3-134) opens.

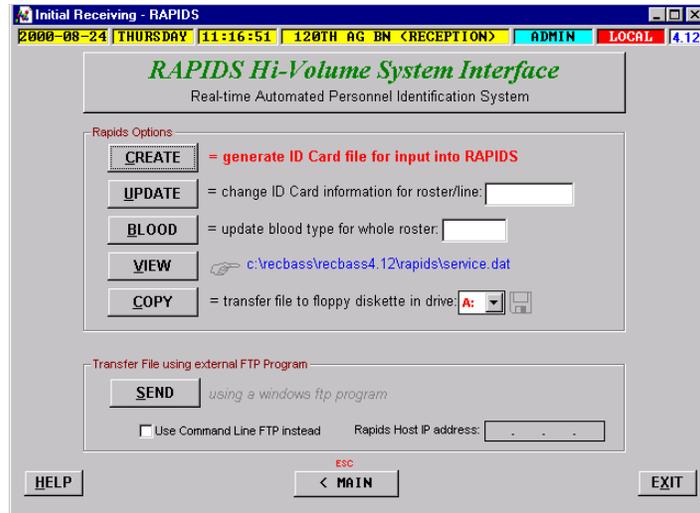


Figure 3-134: Initial Receiving–RAPIDS

Select one of the six options in this window: **Create**, **Update**, **Blood**, **View**, **Copy**, or **Send**. To select an option, click the corresponding option button.

To return to the RECBASS-R *Initial Receiving–Main Menu* (Figure 3-4) from the *Initial Receiving–RAPIDS* window (Figure 3-134), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

#### 3.10.1 Create

To generate an ID card file for input into RAPIDS, insert a floppy disk into the appropriate drive. Then select the **Create** option from the *Initial Receiving–RAPIDS* window (Figure 3-134). The *Select Roster[s] for RAPIDS File Creation* window (Figure 3-135) opens.

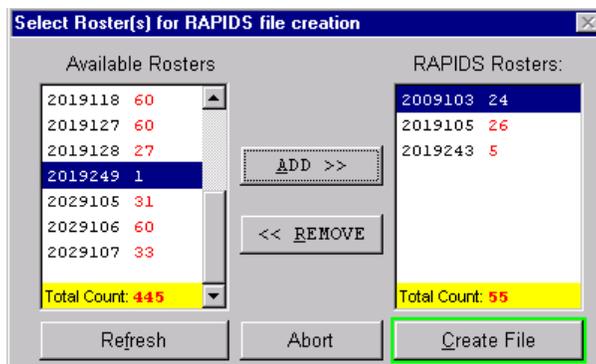


Figure 3-135: Select Roster(s) for RAPIDS File Creation

To build a list of rosters for a RAPIDS file, select a roster from the **Available Rosters** list on the left side of the window. Then click the **Add** button. Your **RAPIDS Rosters** list builds on

the right side of the window. To remove a roster from the list, select the roster, and click the **Remove** button. To start your list over, click the **Refresh** button. To return to the *Initial Receiving–RAPIDS* window (Figure 3-134) without creating a RAPIDS file, click the **Abort** button. To create a RAPIDS file from the selected rosters in the **RAPIDS Rosters** field, click the **Create File** button. A message box indicates that a RAPIDS file was created from the selected number of records.

### 3.10.2 Update

To change the ID card information of an individual, enter the soldier's roster/line number in the field next to the **Update** option in the *Initial Receiving–RAPIDS* window (Figure 3-134). Then click the **Update** button. The *Update RAPIDS Individual* window (Figure 3-136) opens.

Figure 3-136: Update RAPIDS Individual

This screen contains the following 16 fields to be completed/edited: **Last Name**, **First Name**, **Middle Name**, **Surname**, **SSN**, **ETS Date**, **Date of Birth**, **Expiration Date** (Guard/Reserve Only), **Eyes**, **Hair**, **Service Component**, **Height**, **Weight**, **Blood Type**, **RH Factor**, and **Rank**.

To enter any new information in these fields into RAPIDS, click the **Update** button. A message box indicates that the database has been successfully updated.

To proceed to the next soldier in the roster list, click the **Next** button. The *Update RAPIDS Individual* window (Figure 3-136) opens with information for the next soldier. Enter/edit new information in any of the 16 fields listed above, and click the **Update** button. A message box indicates that the database has been successfully updated.

To return to the *Initial Receiving–RAPIDS* window (Figure 3-134) without saving any changes to the database, click the **Quit** button.

### 3.10.3 Blood

To update the blood type for the whole roster, enter the roster number in the field next to the **Blood** option in the *Initial Receiving–RAPIDS* window (Figure 3-134). Then click the **Blood** button. The *IRB–Update Blood Type* window (Figure 3-137) opens.

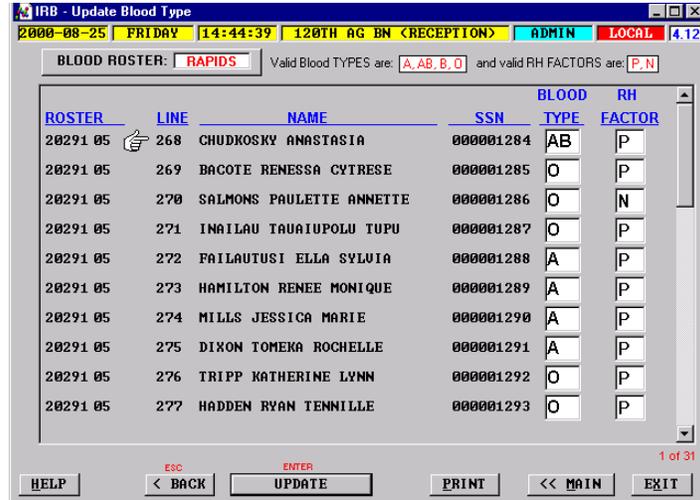


Figure 3-137: IRB–Update Blood Type

To print this screen, click the **Print** button.

To edit information in either the **Blood Type** or **RH Factor** fields, click in the field and make the change. Then click the **Update** button. A message box confirms that the database has been successfully updated. Click the **OK** button to return to the *Initial Receiving–RAPIDS* window (Figure 3-134).

To return to the *Initial Receiving–RAPIDS* window (Figure 3-134) from the *IRB–Update Blood Type* window (Figure 3-137), click the **Back** button. To return to the RECBASS-R *Initial Receiving–Main Menu* window (Figure 3-4), click the **Main** button. To quit RECBASS-R, click the **Exit** button.

### 3.10.4 View

To view the current RAPIDS data file, click the **View** button. The *View current RAPIDS data file* window (Figure 3-138) opens. To return to the *Initial Receiving–RAPIDS* window (Figure 3-134), click the **OK** button.

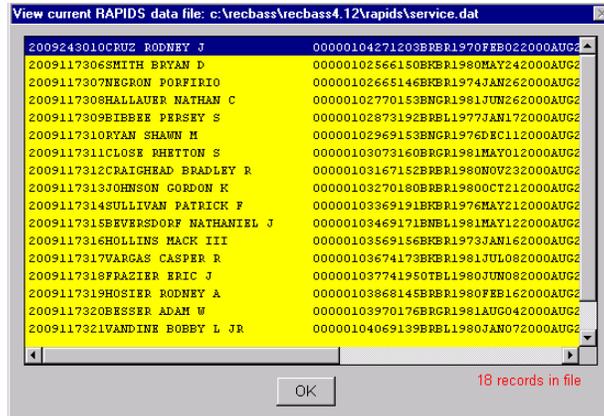


Figure 3-138: View Current RAPIDS Data File

### 3.10.5 Copy

To copy the data file to a floppy diskette, select a drive in the field next to the **Copy** button in the *Initial Receiving–RAPIDS* window (Figure 3-134). Then install a diskette in that drive. Click the **Copy** button. The RAPIDS data file is automatically copied to the diskette.

### 3.10.6 Send

To transfer a file using a Windows FTP program, click the **Send** button. The *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119) open simultaneously, with the *Session Profile* window on top.

To proceed from the *Session Profile* window (Figure 3-118) and the *WS\_FTP32* window (Figure 3-119), follow the steps listed in Section 3.7.1.1.1.

To transfer a file using a command line FTP, check the box next to the **Use Command Line FTP Instead** field. Then complete the **RAPIDS Host IP Address** field, and click the **Send** button.

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## SECTION 4 - SPECIAL PROCEDURES–IRR SOLDIERS

United States Army Reserve Reception Battalions (RECBN) augment Active Component Reception Battalions or establish reception operations at designated Training and Doctrine Command (TRADOC) installations.

Individual Ready Reserve (IRR) soldiers require a slightly different type of processing than new active duty soldiers. As IRR soldiers report to their specified TRADOC mobilization site, the Initial Receiving Battalion (IRB) clerk must identify USAR, IRR and prior-service individuals during the IRB processing. After arrival, these individuals could be assigned to a UIC other than that of the RECBN.

To process an IRR soldier, IRB clerks may use the following options available from the **Main Menu** option, **IRR Additional Processing: ATRRS Transactions, Military Personnel Update, Create FID Q Transactions, and Create JSS Transactions.**

RECBASS-R also compiles special mobilization reports to Army Reserve-Personnel Command (AR-PERSCOM) called ARPERCN 1 (Day 1 Transaction) and ARPERCN 3 (Day 3 Transaction).

### 4.1 Logging on to Site Manager

To log on to **RECBASS-R, Site Manager**, double-click on the **Site Manager** icon on your desktop. If you do not have a **Site Manager** icon on your desktop, go to the **Start** menu in the lower-left corner of your computer screen. Select **RECBASS-R**, and click on **Site Manager** in the drop-down list (Figure 4-1).

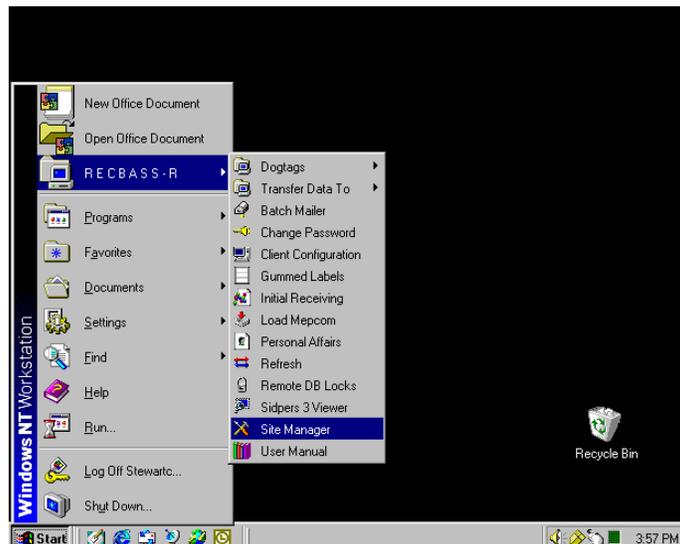


Figure 4-1: Start Menu–RECBASS-R–Site Manager

The *Site Selection* window opens (Figure 3-2) for the **Site Manager** section. To select one of the five reception battalions, click on a site and click the **Select Site** button, or double-click on the selected site.

To quit the RECBASS-R logon process, click the **Exit** button.

When you have selected a reception battalion site, the *RECBASS-Management [Logon]* window (Figure 3-3) opens.



Figure 4-2: RECBASS-Management [Logon]

Complete the **User ID** and **Password** fields, and click the **Logon** button.

To quit RECBASS-R, click the **Exit** button.

When you have successfully entered your user ID and password, the *Management [Main Menu]* window (Figure 4-3) opens.

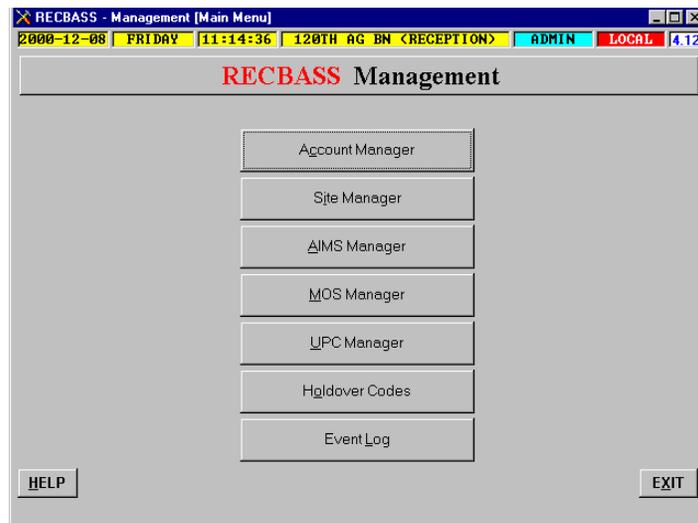


Figure 4-3: RECBASS-Management [Main Menu]

Click the **Site Manager** button. The *RECBASS-Site Manager [List of Sites]* window (Figure 4-4) opens.

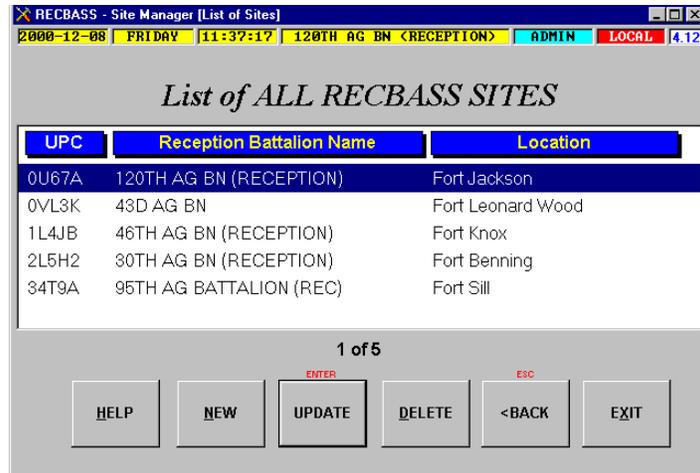


Figure 4-4: RECBASS–Site Manager [List of Sites]

To select a site, click on one of the five RECBASS site names, and then click the **Update** button. The *RECBASS–Site Manager [Update 1/8]* window (Figure 4-5) opens.

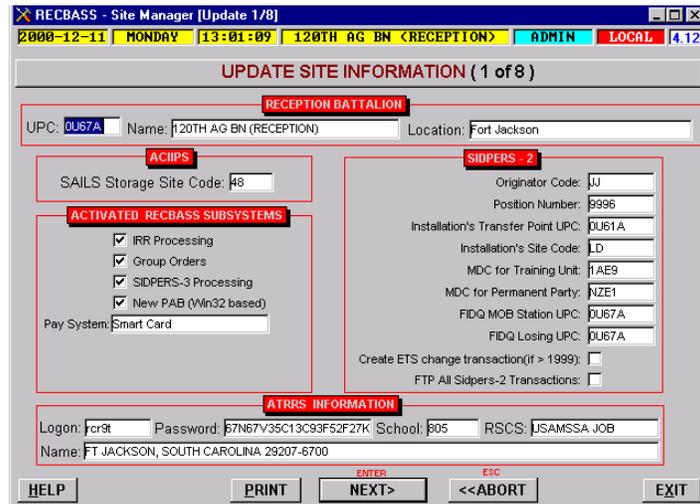


Figure 4-5: RECBASS–Site Manager [Update 1/8]

In the **Activated RECBASS Subsystems** section on the left side of the screen, select the check-box next to **IRR Processing**, if it is not already checked.

In the **ATRRS Information** section at the bottom of the screen, complete the **Logon**, **Password**, **School**, **RSCS**, and **Name** fields. Click the **Next** button. The *RECBASS–Site Manager [Update 2/8]* window (Figure 4-6) opens.

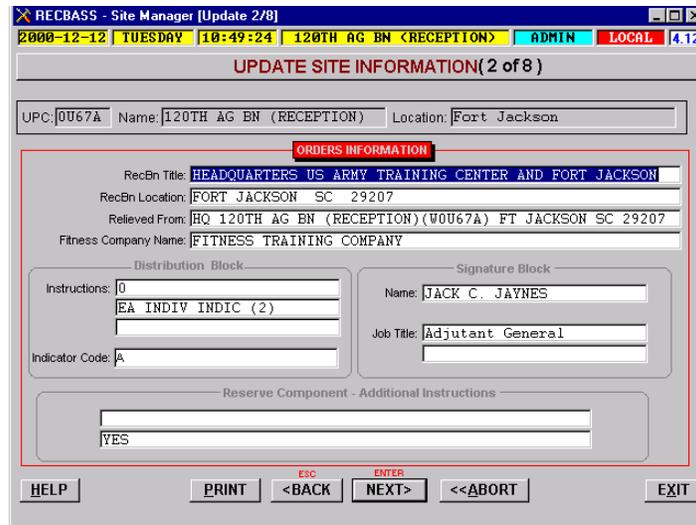


Figure 4-6: RECBASS–Site Manager [Update 2/8]

In the **Reserve Component - Additional Instructions** section at the bottom of the screen, complete the blank field(s). Then click the **Next** button.

The *RECBASS–Site Manager [Update 3/8]* window opens. Do not change any of the information in any of the fields on this screen. Click the **Next** button to proceed to the *RECBASS–Site Manager [Update 4/8]* window (Figure 4-7).

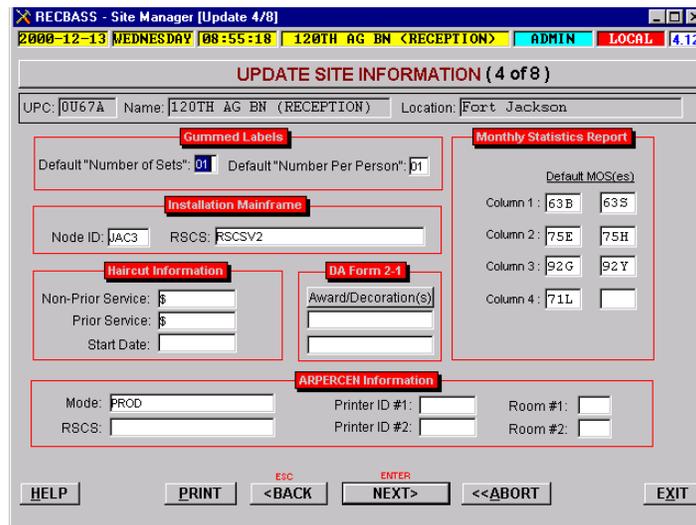


Figure 4-7: RECBASS–Site Manager [Update 4/8]

In the **ARPERCEN Information** section at the bottom of the screen, complete the following fields: **Mode**, **RSCS**, **Printer ID #1**, **Printer ID #2**, **Room #1**, and **Room #2**. Then click the **Next** button. Repeat this step three more times to proceed through the next three windows—update screens 5, 6, and 7—without entering any information or completing any fields. When you reach the *RECBASS–Site Manager [Update 8/8]* window, click the **Update** button. A message box appears which indicates "Database Successfully Updated." Click the **OK** button; the screen returns to the *RECBASS–Site Manager [List of Sites]* window (Figure 4-4).

## 4.2 Setup FTP Transactions

Generate either Day 1 (Section 3.2.6.7) or Day 3 (Section 3.4.4.4) Transactions. After you have generated the Day 1 transactions and have viewed the *Day 1 Transaction Summary* window (Figure 3-20), or after you have created the Day 3 transactions and viewed the *Day 3 Transaction Summary* windows (Figure 3-87, Figure 3-88, Figure 3-89), click the **OK** button to return to the *Initial Receiving-Daily Processing Menu* window (Figure 3-15).

To transfer the transactions to an FTP, click the **Start** button in the bottom left corner of your screen. Go to **Programs**, and then to **Command Prompt**. The *Command Prompt* window (Figure 4-8) opens.

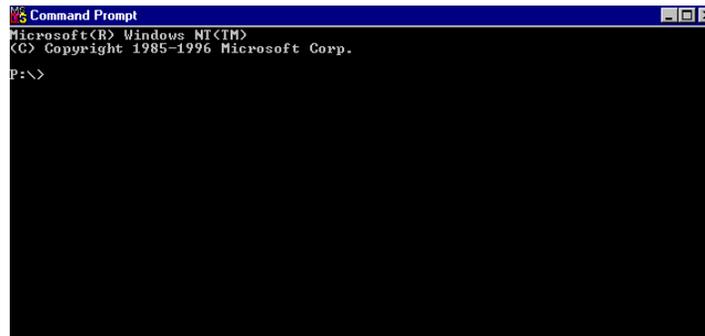


Figure 4-8: Command Prompt

Type **C:** go to the root **C:\>**. Type **cd recbass\output** and press **Enter** on the keyboard.

This brings you to **C:\RECBASS\Output>**. Type **ftp** and press **Enter** on the keyboard. This brings you to the **ftp>** prompt. Type **open 143.134.46.40** and press **Enter** on the keyboard. The following response appears in the *Command Prompt* window, with the current time and date noted on line 2:

```
Connected to143.134.46.40.
      220—FTPD1 IBM FTP CS V2R6 at TL9C. ARPSTL.ARMY.MIL. __:__:__ on 2000-__-__.
220 Connection will close if idle for more than 10 minutes.
User (143.134.46.40: (none):
```

The latter prompt asks for the user name. Type in **arpercn** and press **Enter** on the keyboard. The response is 331 Send password please. Password:

Type **guest** and press **Enter** on the keyboard. (As you type **guest**, your keystrokes will not appear on the screen.) The next response is 230 ARPERCN is logged on. Working directory is "DDNMUS."

The **ftp>** prompt appears again. Type **put arpercn1.dat 'dart09.pes.hmnkno1 (+1)'**. (The file name typed in after **put** is an example. Type the appropriate file name after **put** to transfer your file.)

The following response appears:

```

200 Port request OK.
125 Storing data set DART09.PES.HMNKN01.G0002V00
250 Transfer completed (data was truncated)
8925 bytes sent in 0.45 seconds (19.70 Kbytes/sec)
ftp>

```

The entire FTP transmission should look like this *Command Prompt* screen (Figure 4-9):

```

Microsoft(R) Windows NT(TM)
(C) Copyright 1985-1996 Microsoft Corp.

C:\>ftp
ftp> open 143.134.46.40
Connected to 143.134.46.40.
220-FTPD1 IBM FTP CS U2R6 at TL9C.ARPSTL.ARMY.MIL, 14:53:55 on 2000-11-29.
220 Connection will close if idle for more than 10 minutes.
User (143.134.46.40:(none)): arperc1
331 Send password please.
Password:
230 ARPERC1 is logged on. Working directory is "DDNMUS.".
ftp> put arperc1.dat 'dart09.pes.hmnkn01(+1)'
200 Port request OK.
125 Storing data set DART09.PES.HMNKN01.G0002V00
250 Transfer completed (data was truncated)
8925 bytes sent in 0.45 seconds (19.70 Kbytes/sec)
ftp>
ftp> ^C
C:\>_

```

Figure 4-9: Command Prompt (FTP Transmission)

At the **ftp** prompt, type **exit**.

### 4.3 MOBPERS 4053 File

The proposed/draft data set names an associated linkage/connection between AR-PERSCOM and RECBASS.

4053200009150SYC	000100011KONDRE213375616SOLB	KONDRUP DAVID PAUL
4053200009150SYC	000200012RAMOSE213381143SOLB	RAMOSTORRES PEDRO
4053200009150SYC	000300013BATALE213381953SOLB	BATAL ROBERT ALAN
4053200009150SYC	000400014SERRAE213382459SOLB	SERRANO JIMMY
4053200009150SYC	000500015HOPKIE213382848SOLB	HOPKINS TYLER JR
4053200009150SYC	00060016LASALE213383507SOLB	LASALLESERRANO JUAN B

### 4.3.1 Functions To Be Performed:

1. AR-PERSCOM to send MOB PERS 4053 (ARADS look-a-like, prior service, IRR) data file. Send e-mail notification with counts to appropriate installation.

4053200009150SYC	000100011KONDRE213375616SOLB	KONDRUP DAVID PAUL
4053200009150SYC	000200012RAMOSE213381143SOLB	RAMOSTORRES PEDRO
4053200009150SYC	000300013BATALE213381953SOLB	BATAL ROBERT ALAN
4053200009150SYC	000400014SERRAE213382459SOLB	SERRANO JIMMY
4053200009150SYC	000500015HOPKIE213382848SOLB	HOPKINS TYLER JR

#### Example:

Data for IRR soldiers has been sent to the reception battalion located at your installation. These soldiers have been issued either a Format 163 mobilization order or a Format 260 training order for a mobilization exercise. The information is from AR-PERSCOM's mainframe, which is the Total Army Personnel Database-Reserve (TAPDB-R). The data has been stored on your RECBASS client server as a file named ARADS.4053. The sending system from AR-PERSCOM is normally the Army Reserve Transaction Management System (ARTRAMS), from their outbound processes. These actions are performed at the request of the Mobilization Personnel Processing System (MOBPERS) functional users. These MOBPERS customers are the mobilization operations team at AR-PERSCO, ARPC-PLM-O, at 314-592-0403 or DSN 892-0403. E-mail address is [MOBOPS@ARPSTL.ARMY.MIL](mailto:MOBOPS@ARPSTL.ARMY.MIL).

Fort Knox has received 300 electronic records.

2. RECBASS to receive and process 4053 data file. Send e-mail notification with counts to AR-PERSCOM.

4053200009150SYC	000100011KONDRE213375616SOLB	KONDRUP DAVID PAUL
4053200009150SYC	000200012RAMOSE213381143SOLB	RAMOSTORRES PEDRO
4053200009150SYC	000300013BATALE213381953SOLB	BATAL ROBERT ALAN
4053200009150SYC	000400014SERRAE213382459SOLB	SERRANO JIMMY
4053200009150SYC	000500015HOPKIE213382848SOLB	HOPKINS TYLER JR

Date and time stamp: Started

Date and time stamp: Successfully connected to REMOTE database engine

Date and time stamp: Processed:—5; Inserts—3; Updates—2; Rejects—0

Date and time stamp: Successfully updated ISM.LOG table

Date and time stamp: Elapsed time—0 minutes, 2 seconds

Date and time stamp: Stopped

- 3. RECBASS to in-process IRR (4053 source) enlisted soldiers. Send Day 1 data (“boots on ground” arrival info) to AR-PERSCOM.

**Example:**

900000001ELINCOLN ABRAHAM	20000928YCKNO1HGFZA
900000002EROOSEVELT FRANKLIN D	20000928YCKNO1HGFZA
900000003ETRUMAN HARRY	20000928YCKNO1HGFZA

RECBASS to out-process IRR (4053 source).

- 4. Send Day 3 data (return to reserve control, discharge info) to AR-PERSCOM.

**Example:**

500000005EBRIDGES NATHANIEL	20000928YCKNO1HGFZR
600000006ERAMIREZ JOSE	20000928YCKNO1HGFZR
700000007EHARRISON ROBERT	20000928YCKNO1HGFZR
800000008EHANNA REBECCA	20000928YCKNO1HGFZR

- 5. AR-PERSCOM to process arrival and return data. Send e-mail report of counts back to appropriate installation.

**Example:**

1 Unclassified

Date: 20001207

PCN: HMN-7A4

Time: 14393781

Page: 1 of 1

Day: Thursday

Acknowledgement from U.S. Army Reserve Personnel Command (AR-PERSCOM) (ARPC) to Ft. Knox for receipt of soldier arrival data. Deliver to Jayne K. Dahlhauser, 502-624-1138, DSN 464-1138.

For more information, contact the mobilization operations team (ARPC-PLM-O) at Comm. 314-592-0403, DSN 892-0403, or at the email address [MOBOPS@ARPSTL.ARMY.MIL](mailto:MOBOPS@ARPSTL.ARMY.MIL).

*Arrival* indicates “boots on ground,” i.e., IRR soldier is at the installation and has been accounted for by RECBASS.

*Return* indicates IRR soldier “arrived” but is not acceptable for duty and has been returned to reserve control (discharged).

Arrival Records:	8
Return Records:	4
Unknown Records:	2

Total Records Received: 14

End of Report

Unclassified

DATA SET NAMES FTP'd from AR-PERSCOM to RECBASS sites (HOGJMBDP normally; retransmit is HOGJ??RP) backup FTP only is HMNJ7HRP.

For AR-PERSCOM production processing to RECBASS client/server via TCP/IP soldier initial data load records, use:

<b>Sill</b>	PUT 'PART04.PES.HOG0202(0)' ARADS.4053
<b>Benning</b>	PUT 'PART04.PES.HOG0203(0)' ARADS.4053
<b>Leonard Wood</b>	PUT 'PART04.PES.HOG0204(0)' ARADS.4053
<b>Jackson</b>	PUT 'PART04.PES.HOG0205(0)' ARADS.4053
<b>Gordon</b>	PUT 'PART04.PES.HOG0206(0)' ARADS.4053
<b>Knox</b>	PUT 'PART04.PES.HOG0207(0)' ARADS.4053
<b>Bliss</b>	PUT 'PART04.PES.HOG0208(0)' ARADS.4053

For MOBPERs test processing client/server TCP/IP soldier initial data load records, use:

<b>Eustis test site</b>	PUT 'DART09.PES.HMNQ203E' ARADS.4053
<b>Sill</b>	PUT 'DART09.PES.HMNQ203S' ARADS.4053
<b>Benning</b>	PUT 'DART09.PES.HMNQ203B' ARADS.4053
<b>Leonard Wood</b>	PUT 'DART09.PES.HMNQ203W' ARADS.4053
<b>Jackson</b>	PUT 'DART09.PES.HMNQ203J' ARADS.4053
<b>Gordon</b>	PUT 'DART09.PES.HMNQ203G' ARADS.4053
<b>Knox</b>	PUT 'DART09.PES.HMNQ203K' ARADS.4053
<b>Bliss</b>	PUT 'DART09.PES.HMNQ203L' ARADS.4053

RECBASS's CATCHIT software will receive the 4053 file. RECBASS batch mailer processes will send an EMAIL message, with counts, back to AR-PERSCOM at these e-mail addresses: [mobops@arpstl.army.mil](mailto:mobops@arpstl.army.mil) or [mobpers@arpstl.army.mil](mailto:mobpers@arpstl.army.mil).

## DATA SET NAMES FTP'd from RECBASS sites to AR-PERSCOM

For production processing client/server TCP/IP arrival records, use:

<b>Sill</b>	PUT arpercn1.dat PART09.PES.HMNSIL1(+1)
<b>Benning</b>	PUT arpercn1.dat PART09.PES.HMNBEN1(+1)
<b>Leonard Wood</b>	PUT arpercn1.dat PART09.PES.HMNWOO1(+1)
<b>Jackson</b>	PUT arpercn1.dat PART09.PES.HMNJAC1(+1)
<b>Gordon</b>	PUT arpercn1.dat PART09.PES.HMNGOR1(+1)
<b>Knox</b>	PUT arpercn1.dat PART09.PES.HMNKNO1(+1)
<b>Bliss</b>	PUT arpercn1.dat PART09.PES.HMNBLI1(+1)

For production processing client/server TCP/IP discharge records, use:

<b>Sill</b>	PUT arpercn3.dat PART09.PES.HMNSIL3(+1)
<b>Benning</b>	PUT arpercn3.dat PART09.PES.HMNBEN3(+1)
<b>Leonard Wood</b>	PUT arpercn3.dat PART09.PES.HMNWOO3(+1)
<b>Jackson</b>	PUT arpercn3.dat PART09.PES.HMNJAC3(+1)
<b>Gordon</b>	PUT arpercn3.dat PART09.PES.HMNGOR3(+1)
<b>Knox</b>	PUT arpercn3.dat PART09.PES.HMNKNO3(+1)
<b>Bliss</b>	PUT arpercn3.dat PART09.PES.HMNBLI3(+1)

For testing processing client/server TCP/IP arrival records, use:

<b>Eustis test site</b>	PUT arpercn1.dat DART09.PES.HMNEUS1(+1)
<b>Sill</b>	PUT arpercn1.dat DART09.PES.HMNSIL1(+1)
<b>Benning</b>	PUT arpercn1.dat DART09.PES.HMNBEN1(+1)
<b>Leonard Wood</b>	PUT arpercn1.dat DART09.PES.HMNWOO1(+1)
<b>Jackson</b>	PUT arpercn1.dat DART09.PES.HMNJAC1(+1)
<b>Gordon</b>	PUT arpercn1.dat DART09.PES.HMNGOR1(+1)
<b>Knox</b>	PUT arpercn1.dat DART09.PES.HMNKNO1(+1)
<b>Bliss</b>	PUT arpercn1.dat DART09.PES.HMNBLI1(+1)

For testing processing client/server TCP/IP discharge records, use:

<b>Eustis test site</b>	PUT arpercn3.dat DART09.PES.HMNEUS3(+1)
<b>Sill</b>	PUT arpercn3.dat DART09.PES.HMNSIL3(+1)
<b>Benning</b>	PUT arpercn3.dat DART09.PES.HMNBEN3(+1)
<b>Leonard Wood</b>	PUT arpercn3.dat DART09.PES.HMNWOO3(+1)
<b>Jackson</b>	PUT arpercn3.dat DART09.PES.HMNJAC3(+1)
<b>Gordon</b>	PUT arpercn3.dat DART09.PES.HMNGOR3(+1)
<b>Knox</b>	PUT arpercn3.dat DART09.PES.HMNKNO3(+1)
<b>Bliss</b>	PUT arpercn3.dat DART09.PES.HMNBLI3(+1)

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## SECTION 5 - IN-PROCESSING NEW ARRIVALS–PERSONAL AFFAIRS

During Day 2 of a soldier's in-processing, Personal Affairs personnel use RECBASS-R to "interview" the soldier, validating the information collected on Day 1.

The Personal Affairs portion of RECBASS-R includes these components and their subcomponents: a **Selection Menu**, **Update Screens 1-4**, and a **Form Selection** menu.

### 5.1 Logging on to Personal Affairs

To log on to **RECBASS-R, Personal Affairs**, double-click on the **Personal Affairs** icon on your desktop. If you do not have a **Personal Affairs** icon on your desktop, go to the **Start** menu in the lower-left corner of your computer screen. Select **RECBASS-R**, and click on **Personal Affairs** in the drop-down list (Figure 5-1).

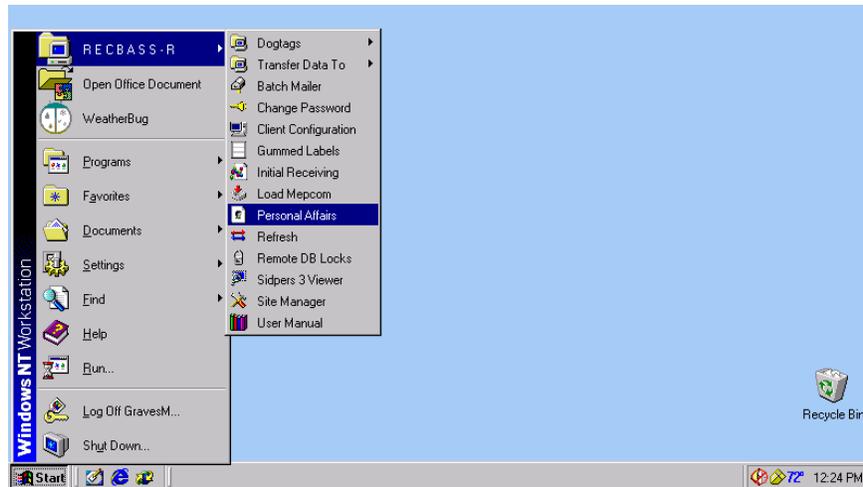


Figure 5-1: Start Menu–RECBASS-R–Personal Affairs

A *Warning* message box appears, stating that the program may "look and feel" differently than designed if run at resolutions higher than the industry standard VGA (640 x 480 pixels).

Click the **OK** button.

The *RECBASS–Site Selection [Interview]* window (Figure 5-2) opens.



Figure 5-2: RECBASS–Site Selection [Personal Affairs]

To select one of the five reception battalions, click on a site. Then click the **Select Site** button, or double-click on the selected site.

To quit the RECBASS-R logon process, click the **Exit** button.

When you have selected a reception battalion site, the *RECBASS–Personal Affairs [Logon]* window (Figure 5-3) opens.

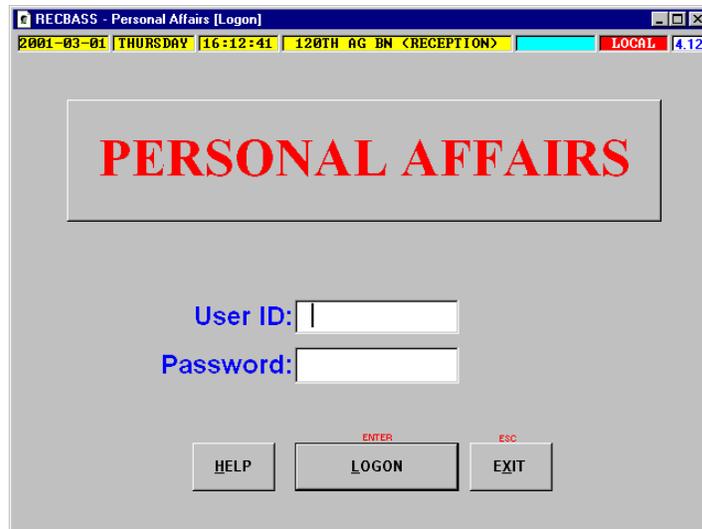


Figure 5-3: RECBASS–Personal Affairs [Logon]

Complete the User ID and Password fields, and click the **Logon** button.

To quit RECBASS-R, click the **Exit** button.

## 5.2 Selection menu

When you have successfully entered your user ID and password and have logged on to the **RECBASS-R Personal Affairs** section, the *Personal Affairs [Selection Menu]* window (Figure 5-4) opens.

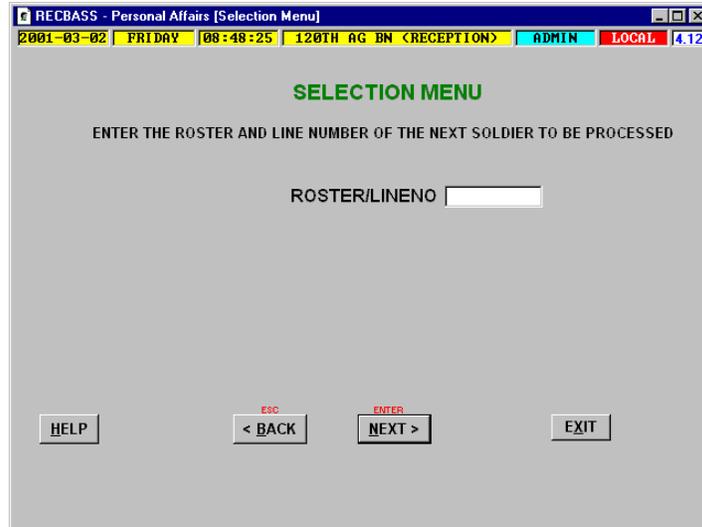


Figure 5-4: Personal Affairs [Selection Menu]

In the **Roster/Line No** field, enter the roster and line number of the next soldier to be processed. Click the **Next** button to continue.

To return to the Personal Affairs log-on screen from the *Personal Affairs [Selection Menu]* window (Figure 5-4), click the **Back** button. To quit RECBASS-R, click the **Exit** button.

If you click the **Next** button, the *Personal Affairs [Update Screen 1]* window (Figure 5-5) opens, with numerous fields to be completed. All fields are required, as appropriate.

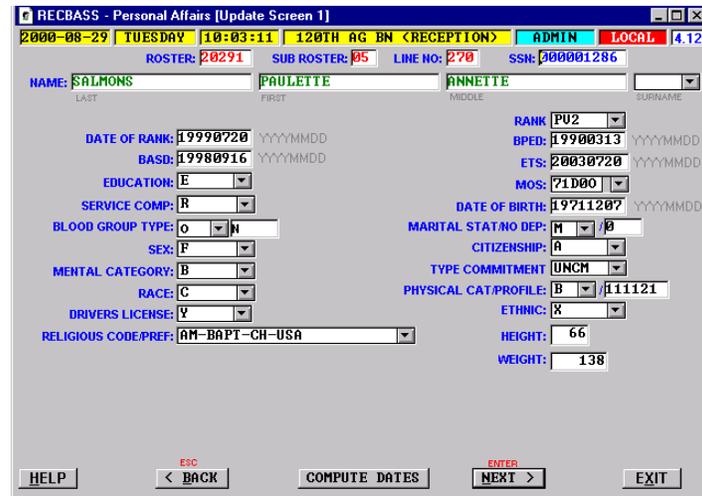


Figure 5-5: Personal Affairs [Update Screen 1]

Editable fields in the *Personal Affairs [Update Screen 1]* window (Figure 5-5) include:

- SSN
- Name
- Date of Rank
- BASD
- Education
- Service Comp
- Blood Group Type
- Sex
- Mental Category
- Race
- Driver's License
- Religious Code / Preference
- Rank
- BPED
- ETS
- MOS
- Date of Birth
- Marital Stat / No Dep
- Citizenship
- Type Commitment
- Physical Cat / Profile
- Ethnic
- Height
- Weight

After completing all fields, click the **Next** button to proceed to the next screen, the *Personal Affairs [Update Screen 2]* window (Figure 5-12).

To return to the *Personal Affairs [Selection Menu]* window (Figure 5-4) from the *Personal Affairs [Update Screen 1]* window (Figure 5-5), without updating the current soldier's record, click the **Back** button. A message box appears which reads, "Are you sure you want to process someone else? This soldier's record has not been updated." Click the **Yes** button to continue, or click the **No** button to abort. To quit RECBASS-R, click the **Exit** button.

To verify the EAD for the current soldier, click the **Compute Dates** button. The *Personal Affairs [Validate EAD]* window (Figure 5-6) opens.



Figure 5-6: Personal Affairs [Validate EAD]

Click in the **Current EAD Date** field to edit that date if needed. Then click the **Next** button. Click the **Back** button to return to the *Personal Affairs [Update Screen 1]* window (Figure 5-5) without amending the current EAD.

If you click the **Next** button, the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-7) opens.

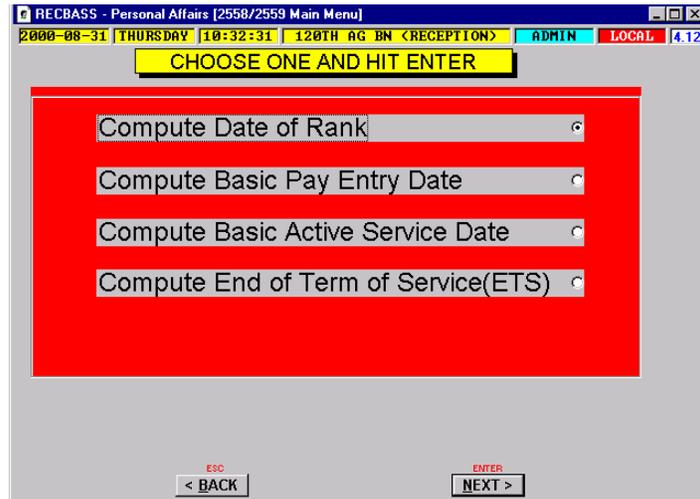


Figure 5-7: Personal Affairs [2558/2559 Main Menu]

This window offers options to perform four computations: **Compute Date of Rank**, **Compute Basic Pay Entry Date**, **Compute Basic Active Service Date**, and **Compute End of Term Service (ETS)**. To select an option, click on the radio-button to the right of each choice; then click the **Next** button. To return to the *Personal Affairs [Update Screen 1]* window (Figure 5-5), click the **Back** button.

### 5.2.1 Compute Date of Rank

To compute a soldier's date of rank, select the **Compute Date of Rank** option from the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-7). The *Personal Affairs [DOR]* window (Figure 5-8) opens.



Figure 5-8: Personal Affairs [DOR]

Complete the **Prior Discharge/Separation Date** and **Prior Effective Date of Pay Grade** fields. Edit the **Old DOR** and **Current EAD** fields if needed. Click the **Next** button to continue. The date of rank is automatically computed and entered into the **Computed Date of Rank** field. A message box appears confirming the date. To accept this date, click the **Yes**

button. To reject this date, click the **No** button to return to the *Personal Affairs [DOR]* window (Figure 5-8). Enter a new date in the **Prior Discharge/Separation Date** and/or **Prior Effective Date of Pay Grade** fields, and click the **Next** button to continue.

Click the **Back** button to return to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-7) without computing the date of rank.

## 5.2.2 Compute Basic Pay Entry Date

To compute a soldier's basic pay entry date, select the **Compute Basic Pay Entry Date** option from the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-7). The *Personal Affairs [BPED]* window (Figure 5-9) opens.

Figure 5-9: Personal Affairs [BPED]

Complete the **Total Prior Service** field in years, months, and days. Edit the **Old BPED** and **Current EAD** fields if needed. Click the **Next** button to continue. The BPED is automatically computed. A message box appears confirming the date. To accept this date, click the **Yes** button. To reject this date, click the **No** button to return to the *Personal Affairs [BPED]* window (Figure 5-9). Enter a new total in the **Total Prior Service** field, and click the **Next** button to continue.

Click the **Back** button to return to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-7) without computing the BPED.

## 5.2.3 Compute Basic Active Service Date

To compute a soldier's basic active service date, select the **Compute Basic Active Service Date** option from the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-7). The *Personal Affairs [BASD]* window (Figure 5-10) opens.

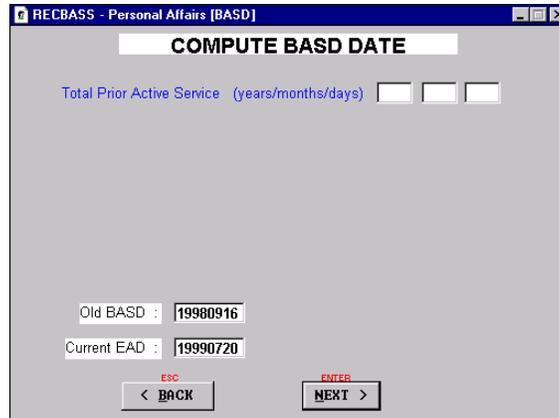


Figure 5-10: Personal Affairs [BASD]

Complete the **Total Prior Active Service** field in years, months, and days. Edit the **Old BASD** and **Current EAD** fields if needed. Click the **Next** button to continue. The BASD is automatically computed. A message box appears confirming the date. To accept this date, click the **Yes** button. To reject this date, click the **No** button to return to the *Personal Affairs [BASD]* window (Figure 5-10). Enter a new total in the **Total Prior Active Service** field, and click the **Next** button to continue.

Click the **Back** button to return to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-7) without computing the BASD.

### 5.2.4 Compute End-of-Term Service (ETS)

To compute a soldier’s end-of-term service date, select the **Compute End-of-Term Service** option from the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-7). The *Personal Affairs [ETS]* window (Figure 5-11) opens.

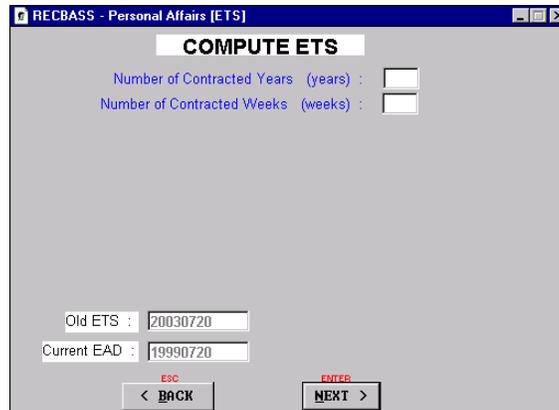


Figure 5-11: Personal Affairs [ETS]

Complete the **Number of Contracted Years** field in years, and the **Number of Contracted Weeks** field in weeks. Edit the **Old ETS** and **Current EAD** fields if needed. Click the **Next** button to continue. The ETS is automatically computed. A message box appears confirming the date. To accept this date, click the **Yes** button. To reject this date, click the **No** button to return to the *Personal Affairs [ETS]* window (Figure 5-11). Enter a new total in the **Number of**

**Contracted Years** and **Number of Contracted Weeks** fields, and click the **Next** button to continue.

Click the **Back** button to return to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-7) without computing the ETS.

From the *Personal Affairs [Update Screen 1]* window (Figure 5-5), if you click the **Next** button, the *Personal Affairs [Update Screen 2]* window (Figure 5-12) opens, with numerous fields to be completed. All fields are required, as appropriate.

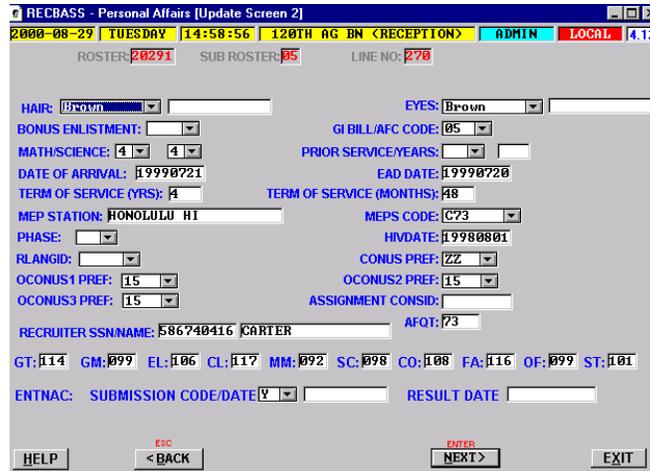


Figure 5-12: Personal Affairs [Update Screen 2]

Editable fields in the *Personal Affairs [Update Screen 2]* window (Figure 5-12) include:

- Hair
- Bonus Enlistment
- Math / Science
- Date of Arrival
- Term of Service (Yrs)
- MEP Station
- Phase
- RLANGID
- OCONUS1 Pref
- OCONUS3 Pref
- Eyes
- GI Bill / AFC Code
- Prior Service / Years
- EAD Date
- Term of Service (Months)
- MEPS Code
- HIV Date
- CONUS Pref
- OCONUS2 Pref
- Assignment Consid
- Recruiter SSN/Name
- AFQT
- GT
- GM
- EL
- CL
- MM
- SC
- CO
- FA
- OF
- ST
- ENTNAC: Submission Code/Date
- ENTNAC: Result Date

After completing all fields, click the **Next** button to proceed to the next screen, the *Personal Affairs [Update Screen 3]* window (Figure 5-13).

To return to the *Personal Affairs [Update Screen 1]* window (Figure 5-5) from the *Personal Affairs [Update Screen 2]* window (Figure 5-12), without updating the current soldier's record, click the **Back** button. To quit RECBASS-R, click the **Exit** button.

If you click the **Next** button, the *Personal Affairs [Update Screen 3]* window (Figure 5-13) opens, with numerous fields to be completed. All fields are required, as appropriate.

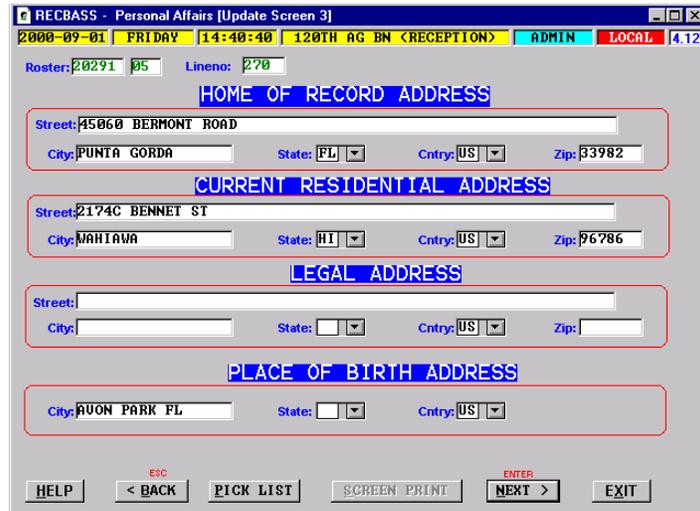


Figure 5-13: Personal Affairs [Update Screen 3]

Editable fields in the *Personal Affairs [Update Screen 3]* window (Figure 5-13) include:

**Home of Record Address**

- Street
- City
- State
- Country
- ZIP

**Legal Address**

- Street
- City
- State
- Country
- ZIP

**Current Residential Address**

- Street
- City
- State
- Country
- ZIP

**Place of Birth**

- City
- State
- Country

To view a list of all the Personal Affairs addresses cited for this soldier, click the **Pick List**, button. A *Personal Affairs [Picklist]* window opens, which lists the addresses. To select one of these addresses to complete the fields for one of the above sections, click in the address field, then click on **Pick List** and double-click on an address. The screen returns to the *Personal*

Affairs [Update Screen 3] window (Figure 5-13), with the selected address in the selected section.

To return to the *Personal Affairs [Update Screen 3]* window (Figure 5-13) from the *Picklist* window, click the **Back** button; click the **Next All** button; or click the **Next Address** button.

After completing all fields in the *Personal Affairs [Update Screen 3]* window (Figure 5-13), click the **Next** button to proceed to the next screen, the *Personal Affairs [Update Screen 4]* window (Figure 5-14).

To return to the *Personal Affairs [Update Screen 2]* window (Figure 5-12) from the *Personal Affairs [Update Screen 3]* window (Figure 5-13), without updating the current soldier's record, click the **Back** button. To quit RECBASS-R, click the **Exit** button.

If you click the **Next** button, the *Personal Affairs [Update Screen 4]* window (Figure 5-14) opens, with numerous fields to be completed. All fields are required, as appropriate.

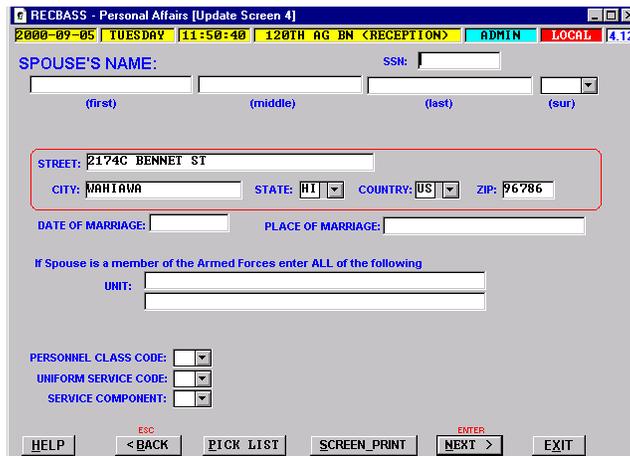


Figure 5-14: Personal Affairs [Update Screen 4]

Editable fields in the *Personal Affairs [Update Screen 4]* window (Figure 5-14) include:

**Spouse Personal Data**

- Name
- SSN
- Street
- City
- State
- Country
- ZIP
- Date of Marriage
- Place of Marriage

**Spouse Military Data**

- Unit
- Personnel Class Code
- Uniform Service Code
- Service Component

To view a list of all the Personal Affairs addresses cited for this soldier, click the **Pick List** button. A *Personal Affairs [Picklist]* window opens, which lists the addresses. To select one of these addresses to complete the address fields for the above screen, click in the address field, then click the **Pick List** button, and double-click on an address. The screen returns to the *Personal Affairs [Update Screen 3]* window (Figure 5-13), with the selected address in the address fields. To return to the *Personal Affairs [Update Screen 4]* window (Figure 5-14) from the *Picklist* window, click the **Back** button; click the **Next All** button; or click the **Next Address** button.

After completing all fields in the *Personal Affairs [Update Screen 4]* window (Figure 5-14), click the **Next** button to proceed to the next screen, the *Personal Affairs [Form Selection]* window (Figure 5-15).

To print the *Update Screen 4* information, click the **Screen Print** button.

To return to the *Personal Affairs [Update Screen 3]* window (Figure 5-13) from the *Personal Affairs [Update Screen 4]* window (Figure 5-14), without updating the current soldier's record, click the **Back** button. To quit RECBASS-R, click the **Exit** button.

If you click the **Next** button, the *Personal Affairs [Form Selection]* window (Figure 5-15) opens.

Figure 5-15: Personal Affairs [Form Selection]

Select one of the 13 options in this window: **Autoprint, W-4, DA 3685, SGLV 8286, DD 93, DA 5960, DD 1561, DD 2558/2559, DA 4187, Update, DD 2058, DD2494, or DD 2366**. To select an option, click the corresponding option button.

To return to the *RECBASS-R Personal Affairs [Update Screen 4]* window (Figure 5-14) from the *Personal Affairs [Form Selection]* window (Figure 5-15), click the **Back** button. To return to the *Personal Affairs [Selection Menu]* window (Figure 5-4) without updating the current soldier's record, click the **Selection Menu** button. A message box appears which reads, "Are you sure you want to process someone else? This soldier's record has not been updated." Click the **Yes** button to continue, or click the **No** button to abort. To quit RECBASS-R, click the **Exit** button.

## 5.2.5 Autoprint

When you click the **Autoprint** button, the *Personal Affairs [W-4]* window (Figure 5-16) opens.

Figure 5-16: Personal Affairs [W-4]

Complete the **Total Number of Allowances Claimed** field and the **Additional Amount To Be Deducted from Each Pay** field (up to \$999.99). Use the drop-down box to choose **Yes** or **No** to complete the **Married Soldier Withholding Tax at Higher “Single” Rate?** field.

To save this information to the database, click the **Save** button. To print this screen, click the **Print** button. The **Abort** button is disabled, or grayed out.

When you click on either the **Save** or **Print** buttons, the screen automatically proceeds to the *Personal Affairs [3685–Pay Elections]* window (Figure 5-17). Follow the steps detailed in Section 5.2.7.

After you have completed the required fields in the *Personal Affairs [3685–Pay Elections]* window (Figure 5-17), click the **Save** or **Print** button, and the screen automatically proceeds to the *Personal Affairs [SGLV 1 of 4]* window (Figure 5-18). Follow the steps detailed in Section 5.2.8.

## 5.2.6 W-4

To access the W-4 form another way, select **W-4** (option **1**) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs [W-4]* window (Figure 5-16) opens, but the **Abort** button is not grayed out.

Complete the **Total Number of Allowances Claimed** field and the **Additional Amount To Be Deducted from Each Pay** field (up to \$999.99). Use the drop-down box to choose **Yes** or **No** to complete the **Married Soldier Withholding Tax at Higher “Single” Rate?** field.

To save this information to the database, click the **Save** button. To print this screen, click the **Print** button. To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving any changes, click the **Abort** button.

## 5.2.7 DA 3685

To complete the form DA 3685 (Pay Elections), select **DA 3685** (option 2) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs [3685-Pay Elections]* window (Figure 5-17) opens.

Figure 5-17: Personal Affairs [3685-Pay Elections]

Using the drop-down box, select **Checking** or **Savings** to complete the **Type of Account** field. In the **Account Number** and **Owner** section, complete the **Number** and **Holder** fields.

Complete the remaining four fields: **Name of Financial Organization**, **Financial Organization's RTN**, **Street Address of Financial Organization**, and **City, State, ZIP Code of Financial Organization**.

To save this information to the database, click the **Save** button. To print this screen, click the **Print** button. To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving any changes, click the **Abort** button.

### 5.2.8 SGLV 8286

To complete the form SGLV 8286, select **SGLV 8286** (option 3) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs [SGLV 1 of 4]* window (Figure 5-18) opens.

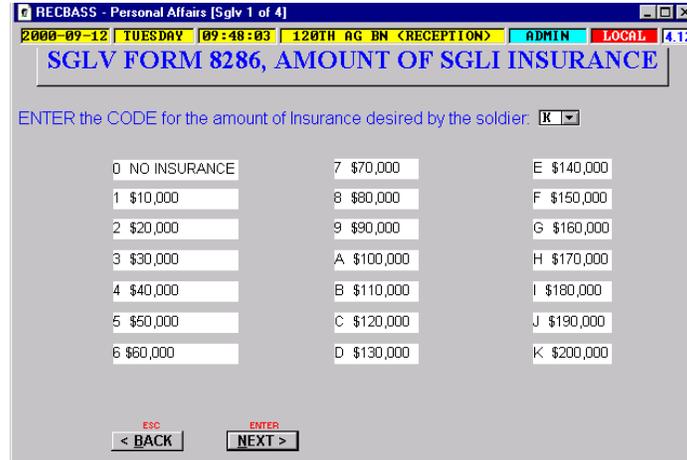


Figure 5-18: Personal Affairs [SGLV 1 of 4]

To complete the **Enter the CODE for the amount of Insurance desired by the soldier** field, use the drop-down box or type in the field, using the codes listed in this window.

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15), click the **Back** button.

To continue, click the **Next** button. The *Personal Affairs [SGLV Principal 2 of 4]* window (Figure 5-19) opens.

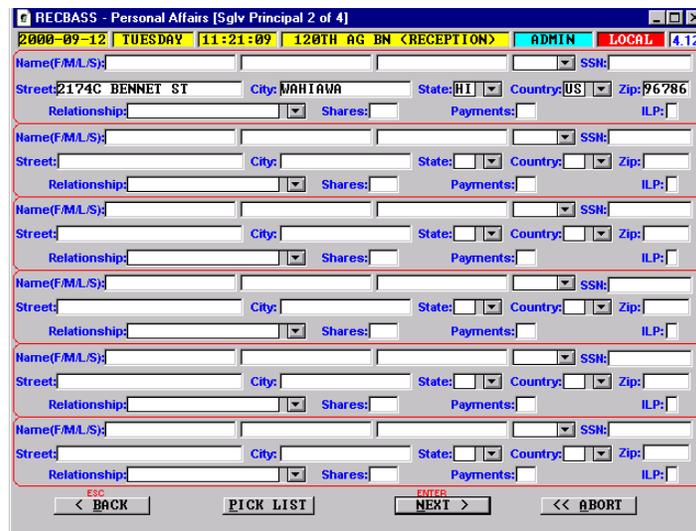


Figure 5-19: Personal Affairs [SGLV Principal 2 of 4]

Complete the following fields for each individual the soldier wants to include in his or her insurance coverage, up to six entries for this window: **Name, SSN, Street, City, State, Country, ZIP, Relationship, Shares, Payments, and ILP.**

To view a list of all the Personal Affairs addresses cited for this soldier, click the **Pick List** button. A *Personal Affairs [Picklist]* window opens, which lists the addresses. To select one of these addresses to complete any of the address fields for the above screen, click in the address field, then click the **Pick List** button, and double-click on an address. The screen returns to the *Personal Affairs [SGLV Principal 2 of 4]* window (Figure 5-19), with the selected address in the address fields. To return to the *Personal Affairs [SGLV Principal 2 of 4]* window (Figure 5-19) from the *Picklist* window, click the **Back** button; click the **Next All** button, or click the **Next Address** button.

To continue to the next window from the *Personal Affairs [SGLV Principal 2 of 4]* window (Figure ), click the **Next** button. The *Personal Affairs [SGLV Contingent 3 of 4]* window (Figure 5-20) opens.

Figure 5-20: Personal Affairs [SGLV Contingent 3 of 4]

Since this window is a duplicate of the *Personal Affairs [SGLV Principal 2 of 4]* window (Figure 5-19), follow the steps detailed in Section 5.2.8.

To continue to the next window from the *Personal Affairs [SGLV Contingent 3 of 4]* window (Figure 5-20), click the **Next** button. The *Personal Affairs [SGLV Unusual 4 of 4]* window (Figure 5-21) opens.

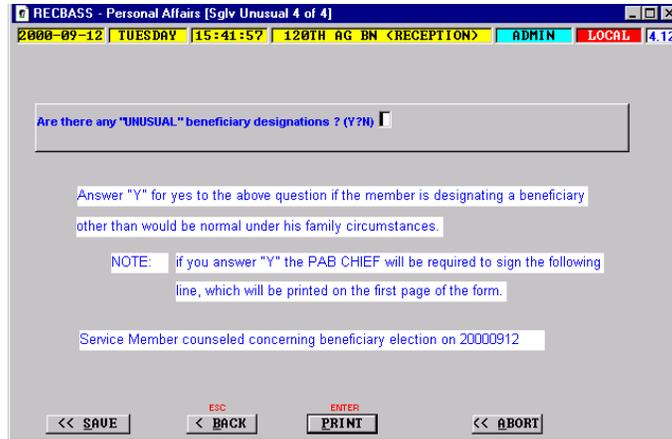


Figure 5-21: Personal Affairs [SGLV Unusual 4 of 4]

The lone field in this window asks, “Are there any ‘unusual’ beneficiary designations? (Y?N)” Enter **Y** or **N** in the field. The window explains the term “‘unusual’ beneficiary designation”: “Answer ‘Y’ for yes to the above question if the member is designating a beneficiary other than would be normal under his family circumstances. Note: If you answer ‘Y,’ the PAB chief will be required to sign the following line, which will be printed on the first page of the form: Service member counseled concerning beneficiary election on [today’s date].”

To save this information to the database and return to the *Personal Affairs [Form Selection]* window (Figure 5-15), click the **Save** button. To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the data, click the **Abort** button.

To return to the *Personal Affairs [SGLV Contingent 3 of 4]* window (Figure 5-20) without saving the data, click the **Back** button. To print the form SGLV 8286, click the **Print** button.

## 5.2.9 DD 93

To complete the form DD 93, select **DD 93** (option 4) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs [DD 93 Parents 1 of 6]* window (Figure 5-22) opens.

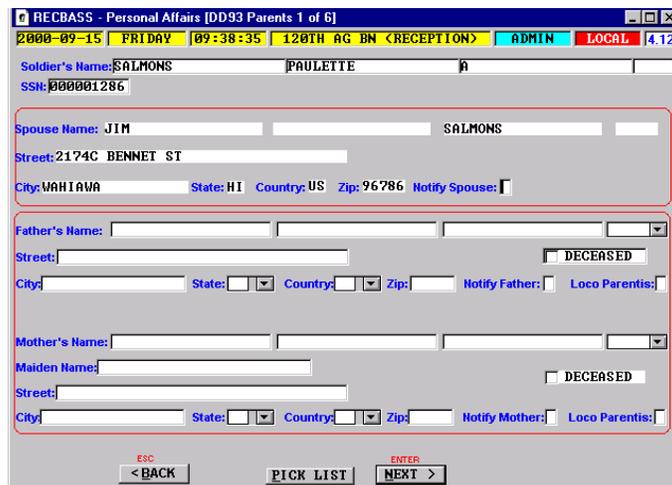


Figure 5-22: Personal Affairs [DD 93 Parents 1 of 6]

Editable fields in the *Personal Affairs [DD 93 Parents 1 of 6]* window (Figure 5-22) include:

**Father's Data**

- Name
- Street
- City
- State
- Country
- ZIP
- Deceased
- Notify Father
- Loco Parentis

**Mother's Data**

- Name
- Street
- City
- State
- Country
- ZIP
- Deceased
- Notify Mother
- Loco Parentis

To view a list of all the Personal Affairs addresses cited for this soldier, click the **Pick List** button. A *Personal Affairs [Picklist]* window opens, which lists the addresses. To select one of these addresses to complete either of the address fields for the above screen, click in the address field, then click the **Pick List** button, and double-click on an address. The screen will return to the *Personal Affairs [DD 93 Parents 1 of 6]* window (Figure 5-22), with the selected address in the address fields. To return to the *Personal Affairs [DD 93 Parents 1 of 6]* window (Figure 5-22) from the *Picklist* window, click the **Back** button; click the **Next All** button; or click the **Next Address** button.

After completing all fields, click the **Next** button to proceed to the next screen, the *Personal Affairs [DD 93 Children 2 of 6]* window (Figure 5-23).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without updating the current soldier's record, click the **Back** button.

If you click the **Next** button, the *Personal Affairs [DD 93 Children 2 of 6]* window (Figure 5-23) opens.

Figure 5-23: Personal Affairs [DD 93 Children 2 of 6]

Since this window is similar to the *Personal Affairs [SGLV Principal 2 of 4]* window (Figure 5-19), follow the steps detailed in Section 5.2.8.

Complete the following fields for each child the soldier wants to include in his or her insurance coverage, up to six entries: **Name**, **Street**, **City**, **State**, **Country**, **ZIP**, **DOB**, **Relationship**, **Notify**, and **Deceased**.

To continue to the next window from the *Personal Affairs [DD 93 Children 2 of 6]* window (Figure 5-23), click the **Next** button. The *Personal Affairs [DD 93 Death 3 of 6]* window (Figure 5-24) opens.

Figure 5-24: Personal Affairs [DD 93 Death 3 of 6]

Since this window is similar to the *Personal Affairs [SGLV Principal 2 of 4]* window (Figure 5-19), follow the steps detailed in Section 5.2.8.

Complete the following fields for each individual the soldier wants to include in his or her insurance coverage, up to four entries: **Name, Street, City, State, Country, ZIP, Relationship, Percent, and ILP.**

To continue to the next window from the *Personal Affairs [DD 93 Death 3 of 6]* window (Figure 5-24), click the **Next** button. The *Personal Affairs [DD 93 Pay 4 of 6]* window (Figure 5-25) opens.

Figure 5-25: Personal Affairs [DD 93 Pay 4 of 6]

Since this window is similar to the *Personal Affairs [SGLV Principal 2 of 4]* window (Figure 5-19), follow the steps detailed in Section 5.2.8.

Complete the following fields for each individual the soldier wants to include in his or her insurance coverage, up to four entries: **Name, Street, City, State, Country, ZIP, Relationship, Percent, and ILP.**

To continue to the next window from the *Personal Affairs [DD 93 Pay 4 of 6]* window (Figure 5-25), click the **Next** button. The *Personal Affairs [DD 93 Missing 5 of 6]* window (Figure 5-26) opens.

Figure 5-26: Personal Affairs [DD 93 Missing 5 of 6]

Since this window is similar to the *Personal Affairs [SGLV Principal 2 of 4]* window (Figure 5-19), follow the steps detailed in Section 5.2.8.

Complete the following fields for each individual the soldier wants to include in his or her insurance coverage, up to four entries: **Name, Street, City, State, Country, ZIP, Relationship, Percent, and ILP.**

To continue to the next window from the *Personal Affairs [DD 93 Missing 5 of 6]* window (Figure 5-26) click the **Next** button. The *Personal Affairs [DD 93 Other 6 of 6]* window (Figure 5-27) opens.

Figure 5-27: Personal Affairs [DD 93 Other 6 of 6]

Complete the following fields: **Location of Will or Other Valuable Papers, Insurance Companies, Policy Numbers, Person to receive remains (name and relationship), and Remarks.** The **SGLI Amount (Max-\$200,000)** field is already completed with the selection made in the *Personal Affairs [SGLV 1 of 4]* window (Figure 5-18).

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To print this screen, click the **Print** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [DD 93 Missing 5 of 6]* window (Figure ), click the **Back** button. To return to the *Personal Affairs [Form Selection]* window (Figure 5-15), click the **Abort** button.

To view a list of ?????, click the **Pick List** button. A *Personal Affairs [Picklist]* window opens, which lists the ????? (Pick List button does not work.)

### 5.2.10 DA 5960

To complete the form DA 5960, select **DA 5960** (option 5) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs [5960]* window (Figure 5-28) opens.

Figure 5-28: Personal Affairs [5960] – Child Tab

Complete the following fields: **BAQ Type**; **Child in Custody of**; **Date of Divorce**; **Youngest Child's Name**; **Youngest Child's DOB**; **Relationship**; **Child's Current Street Address**, **City**, **State**, **Country**, **ZIP**; **Support Member's Name**; **Support Member's SSN**; **Support Member's Location**; **Is Soldier Renter or Homeowner**; **Total Amount of Rent/Mortgage Paid by Soldier**; **Number of Other Military Members Sharing Soldier's Residence**; and **Start Date of Entitlement (YYYYMMDD)**.

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To print this screen, click the **Print** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

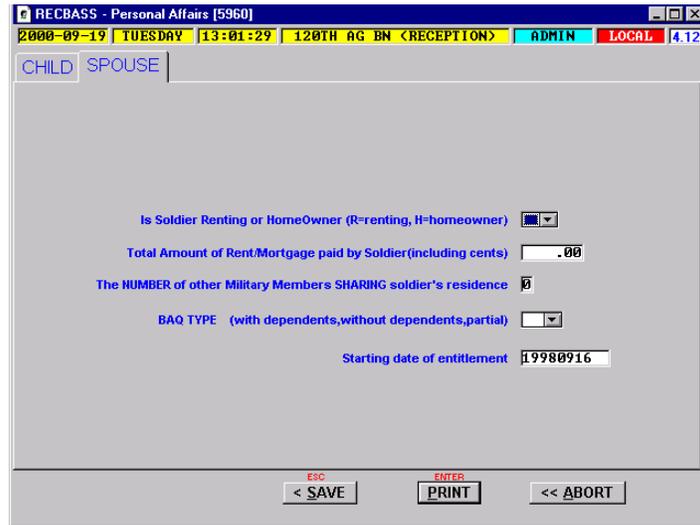


Figure 5-29: Personal Affairs [5960] – Spouse Tab

Complete the following fields: **Is Soldier Renter or Homeowner**, **Total Amount of Rent/Mortgage Paid by Soldier**, **Number of Other Military Members Sharing Soldier’s Residence**, **BAQ Type**, and **Starting Date of Entitlement**.

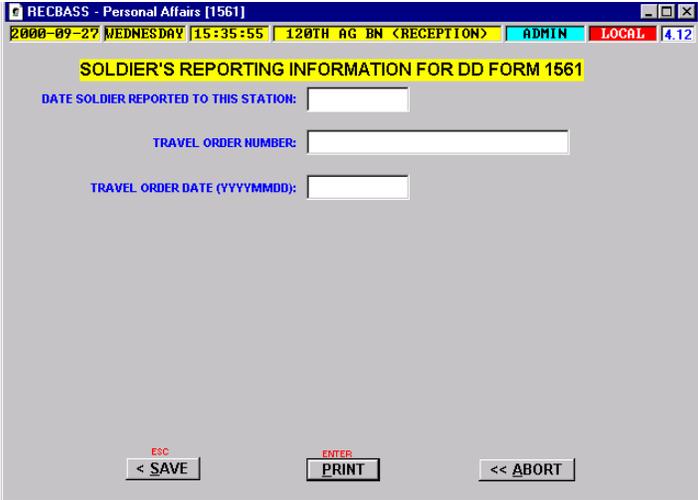
To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To print this screen, click the **Print** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

## 5.2.11 DD 1561

To complete the form DD 1561, select **DD 1561** (option **6**) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs [1561]* window (Figure 5-30) opens.



RECBASS - Personal Affairs [1561]  
2000-09-27 WEDNESDAY 15:35:55 120TH AG BN <RECEPTION> ADMIN LOCAL 4.12

**SOLDIER'S REPORTING INFORMATION FOR DD FORM 1561**

DATE SOLDIER REPORTED TO THIS STATION:

TRAVEL ORDER NUMBER:

TRAVEL ORDER DATE (YYYYMMDD):

< SAVE      PRINT      << ABORT

Figure 5-30: Personal Affairs [1561]

Complete the following fields: **Date Soldier Reported to This Station**, **Travel Order Number**, and **Travel Order Date**.

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To print this screen, click the **Print** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

### 5.2.12 DD 2558/2559

To complete the form DD 2558/2559, select **DD 2558/2559** (option 7) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31) opens.

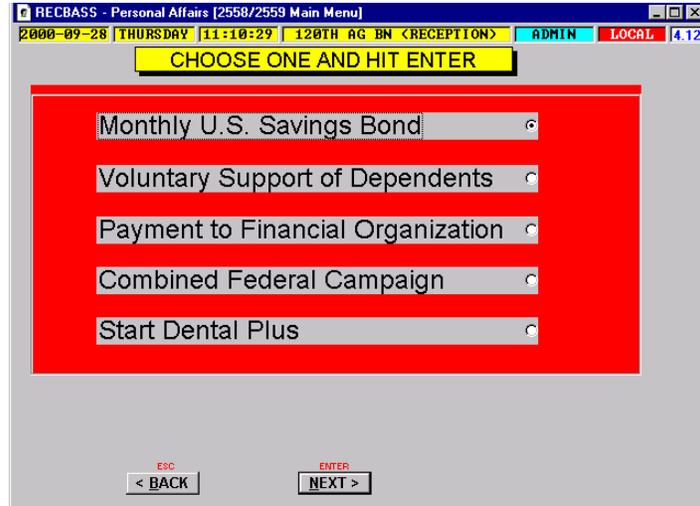


Figure 5-31: Personal Affairs [2558/2559 Main Menu]

Click on a radio-button next to one of five choices: **Monthly U.S. Savings Bond**, **Voluntary Support of Dependents**, **Payment to Financial Organization**, **Combined Federal Campaign**, or **Start Dental Plus**. Click the **Next** button to continue, or click the **Back** button to return to the *Personal Affairs [Form Selection]* window (Figure 5-15).

#### 5.2.12.1 Monthly U.S. Savings Bond

If you select **Monthly U.S. Savings Bond** from the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31) and then click the **Next** button, the *Personal Affairs [2559] (Monthly U.S. Savings Bond)* window (Figure 5-32) opens.

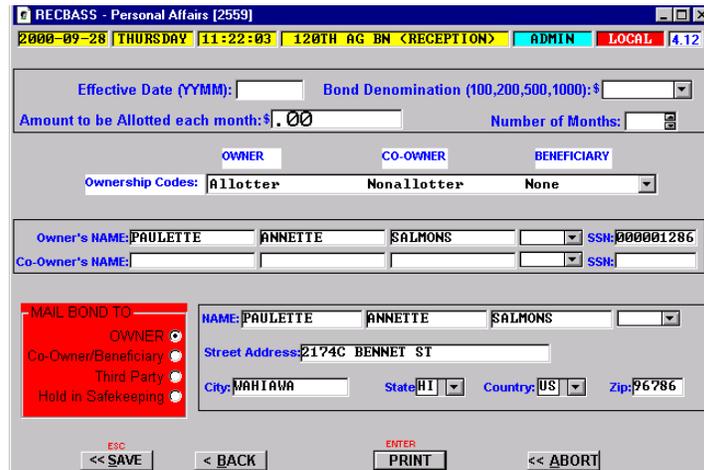


Figure 5-32: Personal Affairs [2559] (Monthly U.S. Savings Bond)

Complete the following fields in the top part of the screen: **Effective Date**, **Bond Denomination**, **Amount To Be Allotted Each Month**, **Number of Months**, and **Ownership Codes**.

In the middle of the screen, the **Owner's Name** and **SSN** fields are already completed. Complete the **Co-Owner's Name** and **SSN** fields, if applicable.

At the bottom of the screen is a red **Mail Bond To** box. To select the destination of the soldier's savings bond, click on a radio-button next to one of the following four choices: **Owner**, **Co-Owner/Beneficiary**, **Third Party**, or **Hold in Safekeeping**.

To the right of the red **Mail Bond To** box is a box containing the following fields: **Name**, **Street Address**, **City**, **State**, **Country**, and **ZIP**. If you select **Owner** in the **Mail Bond To** box, those fields are already completed with the owner's name and address. If you select **Co-Owner/Beneficiary** or **Third Party** in the **Mail Bond To** box, the name and address fields are blank. Complete those fields. If you select **Hold in Safekeeping** in the **Mail Bond To** box, the box containing the name and address fields disappears.

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31), click the **Back** button.

To print the *Personal Affairs [2559] (Monthly U.S. Savings Bond)* screen (Figure 5-32), click the **Print** button. The screen automatically returns to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

### 5.2.12.2 Voluntary Support of Dependents

If you select **Voluntary Support of Dependents** from the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31) and then click the **Next** button, the *Personal Affairs [2558] (Voluntary Support of Dependents)* window (Figure 5-33) opens.

The screenshot shows a window titled "RECBASS - Personal Affairs [2558]". At the top, there is a status bar with the date "2000-09-28", day "THURSDAY", time "13:35:03", location "120TH AG BN <RECEPTION>", and user "ADMIN LOCAL 4.12". The main title is "Voluntary Support of Dependents". The form contains the following fields:

- TYPE OF ACCOUNT (C-CHECKING S-SAVINGS): [Dropdown menu]
- Allotment Amount (Per Month): \$ [Text box] .00
- Effective Date(YMM): [Text box]
- Financial Organization: [Text box]
- Bank Routing Number: [Text box]
- Account/Policy Number: [Text box]
- Account Holder (f/m/l/sur): [Text box]
- Allottee's Mailing Address:
  - Street: [Text box]
  - City: [Text box]
  - State: [Dropdown menu]
  - Country: [Dropdown menu]
  - Zip: [Text box]

At the bottom, there are four buttons: "<< SAVE" (with ESC above), "< BACK", "ENTER PRINT", and "<< ABORT".

Figure 5-33: Personal Affairs [2558] (Voluntary Support of Dependents)

Complete the following fields: **Type of Account**, **Allotment Amount**, **Effective Date**, **Financial Organization**, **Bank Routing Number**, **Account/Policy Number**, **Account Holder**, and **Allottee's Mailing Address** (Street, City, State, Country, and Zip.)

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31), click the **Back** button.

To print the *Personal Affairs [2558] (Voluntary Support of Dependents)* screen (Figure 5-33), click the **Print** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

### 5.2.12.3 Payment to Financial Organization

If you select **Payment to Financial Organization** from the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31) and then click the **Next** button, the *Personal Affairs [2558] (Payment to Financial Organization)* window (Figure 5-34) opens.

The screenshot shows a window titled "RECBASS - Personal Affairs [2558]". At the top, there is a status bar with the following information: "2000-10-02 MONDAY 14:16:03 120TH AG BN <RECEPTION> ADMIN LOCAL 4.12". The main title of the window is "Payment to Financial Organization". Below the title, there is a dropdown menu for "TYPE OF ACCOUNT (C-CHECKING S-SAVINGS):". The "Allotment Amount (Per Month):" field is set to "\$ .00". The "Effective Date (YYMM):" field is empty. The "Financial Organization:" field is empty. The "Bank Routing Number:" field is empty. The "Account/Policy Number:" field is empty. The "Account Holder (f/m/l/sur):" field is empty. Below these fields is a section for "Allottee's Mailing Address:" which includes fields for "Street:", "City:", "State:", "Country:", and "Zip:". At the bottom of the window, there are four buttons: "<< SAVE" (with ESC above it), "< BACK", "ENTER PRINT", and "<< ABORT".

Figure 5-34: Personal Affairs [2558] (Payment to Financial Organization)

Complete the following fields: **Type of Account**, **Allotment Amount**, **Effective Date**, **Financial Organization**, **Bank Routing Number**, **Account/Policy Number**, **Account Holder**, and **Allottee's Mailing Address** (Street, City, State, Country, and Zip.)

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31), click the **Back** button.

To print the *Personal Affairs [2558] (Payment to Financial Organization)* screen (Figure 5-34), click the **Print** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

### 5.2.12.4 Combined Federal Campaign

If you select **Combined Federal Campaign** from the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31) and then click the **Next** button, the *Personal Affairs [2558] (Combined Federal Campaign)* window (Figure 5-35) opens.

Figure 5-35: Personal Affairs [2558] (Combined Federal Campaign)

Complete the two fields on the screen: **Allotment Amount** and **Effective Date**.

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31), click the **Back** button.

To print the *Personal Affairs [2558] (Combined Federal Campaign)* screen (Figure 5-35), click the **Print** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

### 5.2.12.5 Start Dental Plus

If you select **Start Dental Plus** from the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31) and then click the **Next** button, the *Personal Affairs [2494\_1] (Start Dental Plus)* window (Figure 5-36) opens.

Figure 5-36: Personal Affairs [2494\_1] (Start Dental Plus)

Click on the radio-button next to one of these two options:

- **I have one (1) geographically separated family member for whom I am electing coverage.**
- **I have more than one (1) geographically separated family member for whom I am electing coverage.**

Complete the following fields for each geographically separated family member the soldier wants to include in his or her insurance coverage, up to six entries for this window: **Name(F/M/L/S)**, **Street**, **City**, **State**, **ZIP**, and **DOB**.

To view a list of all the Personal Affairs addresses cited for this soldier, click the **Pick List** button. A *Personal Affairs [Picklist]* window opens, which lists the addresses. To select one of these addresses to complete any of the address fields for the above screen, click in the address field, then click the **Pick List** button, and double-click on an address. The screen returns to the *Personal Affairs [2494\_1] (Start Dental Plus)* window (Figure 5-36) with the selected address in the address fields.

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31).

To print the *Personal Affairs [2494\_1] (Start Dental Plus)* window (Figure 5-36), click the **Print** button. The screen automatically returns to the *Personal Affairs [2558/2559 Main Menu]* window (Figure 5-31).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

### 5.2.13 DA 4187

To complete the form DA 4187, select **DA 4187** (option **8**) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs [4187 Main Menu]* window (Figure 5-37) opens.

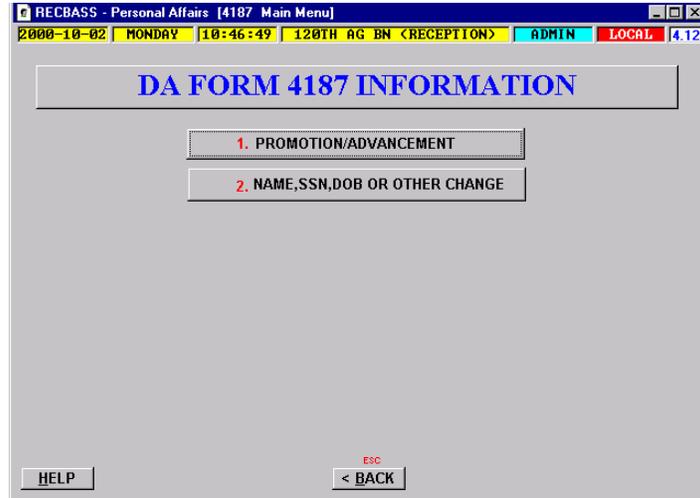


Figure 5-37: Personal Affairs [4187 Main Menu]

Select one of the two options in this window: **Promotion/Advancement** or **Name, SSN, DOB, or Other Change**. To select an option, click the corresponding option button.

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15), click the **Back** button.

#### 5.2.13.1 Promotion/Advancement

If you select **Promotion/Advancement** (option **1**) from the *Personal Affairs [4187 Main Menu]* window (Figure 5-37), the *Personal Affairs [4187 Promotion]* window (Figure 5-37) opens.

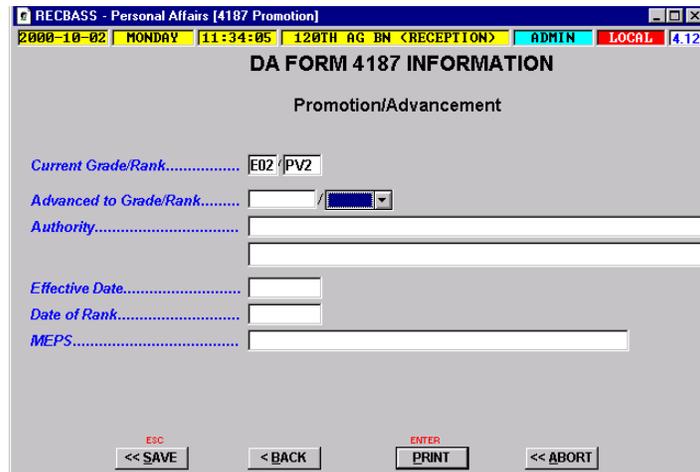


Figure 5-38: Personal Affairs [4187 Promotion]

The **Current Grade/Rank** field is already complete. Complete the following fields: **Advanced to Grade/Rank, Authority, Effective Date, Date of Rank,** and **MEPS.**

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [4187 Main Menu]* window (Figure 5-37).

To return to the *Personal Affairs [4187 Main Menu]* window (Figure 5-37), click the **Back** button.

To print the *Personal Affairs [4187 Promotion]* screen (Figure 5-38), click the **Print** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

### 5.2.13.2 Name, SSN, DOB, or Other Change

If you select **Name, SSN, DOB, or Other Change** (option 2) from the *Personal Affairs [4187 Main Menu]* window (Figure 5-37), the *Personal Affairs [4187 Change]* window (Figure 5-39) opens.

Figure 5-39: Personal Affairs [4187 Change]

Using the drop-down box, complete the **What is being changed?** field. Then complete the remaining five fields: **What Forms are Incorrect, What Items are Incorrect, As Reads, How Changed,** and **AFEES.**

To save the information entered, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [4187 Main Menu]* window (Figure 5-37), click the **Back** button.

To print the *Personal Affairs [4187 Change]* screen (Figure 5-39), click the **Print** button. The screen automatically returns to the *Personal Affairs [4187 Main Menu]* window (Figure 5-37).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button.

## 5.2.14 Update

To update all the information entered into RECBASS-R Personal Affairs under the previous eight options (options **1-8**, above), click the **Update** (option **9**) button from the *Personal Affairs [Form Selection]* window (Figure 5-15). A notice box appears which reads, "Successfully updated record in database." Click the **OK** button, and the screen automatically returns to the *Personal Affairs [Selection Menu]* window (Figure 5-4).

## 5.2.15 DD 2058

To print the form DD 2058, select **DD 2058** (option **A**) from the *Personal Affairs [Form Selection]* window (Figure 5-15).

## 5.2.16 DD 2494

To print for form DD 2494, select **DD 2494** (option **B**) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs 2494* window (Figure 5-40) opens.

PERSONAL AFFAIRS 2494

2000-10-04 WEDNESDAY 13:17:54 120TH AG BN <RECEPTION> ADMIN LOCAL 4.12

I have a sole (1) family member age four (4) or older for whom I am electing coverage.

I have a sole (1) family member under age four(4) for whom I am electing coverage.

I have one(1) family member four(4) or older to cover and one(1) or more under four(4)not to cover.

I have more than one (1) family member for whom I am electing coverage.

< SAVE      ENTER PRINT      ESC < ABORT

Figure 5-40: Personal Affairs 2494

Click on a radio-button next to one of the four options offered:

- **I have a sole (1) family member age four or older for whom I am electing coverage.**
- **I have a sole (1) family member under age four (4) for whom I am electing coverage.**
- **I have one (1) family member four or older to cover and one (1) or more under four (4) not to cover.**
- **I have more than one (1) family member for whom I am electing coverage.**

Then click the **Print** button to print the form DD 2494 for the above-selected option. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To save your selected option in the database, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving your selected option, click the **Abort** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

## 5.2.17 DD 2366

To print form DD 2366, select **DD 2366** (option C) from the *Personal Affairs [Form Selection]* window (Figure 5-15). The *Personal Affairs 2366* window (Figure 5-41) opens.

Figure 5-41: Personal Affairs 2366

Complete the **Service Unique Education Assistance Options** field. Then click the **Print** button, to print the screen. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To save the information entered to the database, click the **Save** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

To return to the *Personal Affairs [Form Selection]* window (Figure 5-15) without saving the information entered, click the **Abort** button. The screen automatically returns to the *Personal Affairs [Form Selection]* window (Figure 5-15).

## **APPENDIX A – ACRONYMS AND ABBREVIATIONS**

## APPENDIX A – ACRONYMS AND ABBREVIATIONS

<b>AAAT</b>	
<b>ACIIPS</b>	Automated Clothing Initial Issue Point System
<b>ADP</b>	Automated Data Processing
<b>AFEES</b>	Armed Forces Examining and Entrance Station
<b>AFQT</b>	Armed Forces Qualification Test
<b>AIMS-PC</b>	Automated Instructional Management System - Personal Computer
<b>AIMS-R</b>	Automated Instructional Management System - Redesign
<b>AIT</b>	Advanced Individual Training
<b>ANSI</b>	American National Standards Institute
<b>ARADS</b>	Army Recruiting Accession Data System
<b>ARPERCEN</b>	Army Reserve Personnel Center
<b>AR-PERSCOM</b>	Army Reserve-Personnel Command
<b>ARTRAMS</b>	Army Reserve Transaction Management System
<b>ASCII</b>	American Standard Code for Information Interchange
<b>ASVAB</b>	Army Services Vocational Aptitude Battery
<b>ATISD</b>	Army Training Information Systems Directorate
<b>ATRRS</b>	Army Training Requirements Resource System
<b>ATSC</b>	Army Training Support Center
<b>BAQ</b>	Basic Allowance for Quarters
<b>BASD</b>	Basic Active Service Date
<b>BCT</b>	Basic Combat Training
<b>BPED</b>	Basic Pay Entry Date
<b>BTRY/CO</b>	Battery Company

**CAT IV**

<b>CBT</b>	Computer Based Training
<b>CONUS</b>	Continental United States
<b>CTMC</b>	
<b>DA</b>	Department of the Army
<b>DASD</b>	Direct Access Storage Device
<b>DCST</b>	Deputy Chief of Staff, Training
<b>DEERS</b>	Defense Eligibility Enrollment Reporting System
<b>DJMS</b>	Defense Joint Military Pay System
<b>DLAT</b>	Defense Language Aptitude Battery
<b>DMPO</b>	
<b>DOB</b>	Date of Birth
<b>DODAACS</b>	Department of Defense Activity Address Codes
<b>DOHRS-HC</b>	
<b>DOR</b>	Date of Rank
<b>DSCH RSN</b>	
<b>EAD</b>	Estimated Arrival Date
<b>EEO</b>	Equal Employment Opportunity
<b>ENTNAC</b>	
<b>ETS</b>	End of Term Service
<b>FOUO</b>	For Official Use Only
<b>FT</b>	Fitness Training
<b>FTP</b>	File Transfer Protocol
<b>GED</b>	General Education Diploma
<b>HCG</b>	

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<b>HDSL</b>	High-bit-rate Digital Subscriber Line
<b>HQ</b>	Headquarters
<b>IRB</b>	Initial Receiving Branch
<b>IRR</b>	Individual Ready Reserve
<b>ISM</b>	Installation Support Modules
<b>JSS</b>	Joint Service Software
<b>LES</b>	Leave and Earning Statement
<b>MDC</b>	
<b>MEPCOM</b>	Military Entrance Processing Command
<b>MEPS</b>	Military Entrance Processing Stations
<b>MILPERS</b>	Military Personnel
<b>MOBPERS</b>	Mobilization Personnel Processing System
<b>MOS</b>	Military Occupational Specialty
<b>MRD</b>	Mandatory Release Date
<b>NG</b>	National Guard
<b>OCONUS</b>	Outside Continental United States
<b>OSUT</b>	One-Station Unit Training
<b>PAB</b>	Personnel Affairs Branch
<b>PACIDN</b>	Personnel Administration Center
<b>PULHES</b>	Pulmonary, Upper/Lower Extremities, Hearing, Eyes, Psychological
<b>QM</b>	Quartermaster
<b>RA</b>	Regular Army
<b>RAPIDS</b>	Real Time Automated Personnel Identification System
<b>REC BN</b>	Reception Battalion
<b>RECBASS-R</b>	Reception Battalion Automated Support System - Redesign

**RLANGID****RSCS** Remote Spooling Communications Subsystem**SA** System Administrator**SGLV** Servicemen's Group Life Insurance Form**SIDPERS-3** Standard Installation/Division Personnel System**SSN** Social Security Number**STAMIS** Standard Army Management Information Systems**TAPDB-R** Total Army Personnel Database - Reserve**TRADOC** Training and Doctrine Command**UIC** Unit Identification Codes**UNC****UPC** Unit Processing Code**USAR** U.S. Army Reserve**USMA** U.S. Military Academy

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