

APPENDIX E. MARINE CORPS INTERFACES

Student records under the Student module of MCAIMS may be created manually or through a By Name Assignment (BNA) download. These records may also be refreshed with more current information through manual editing and through a BNA and Marine Integrated Personnel System (MIPS) download. However, the numerous fields of information are not uniform in how they can be updated. Table E-1 provides detailed information about creating and editing student information both manually or with downloaded BNA and MIPS files. This information supplements the instructions provided in Paragraph 6.3.3, Edit/View Student Record.

On rare occasions, you may need to know the content of the various personnel files used to create or refresh a student's record. Tables E-2, E-3, and E-4 provide the file structure formats for a BNA download, a BNA upload, and a MIPS download. Table E-5 provides the file structure format for a MPB upload file to HQMC. Table E-6 provides the file structure format for a Marine Corps Recruiting Command download file that is used by the Officers Candidate School. Table E-7 provides the file structure format for a data import file produced using ScanTools II software. MCAIMS will use that file to read and score the responses that you collect for all scanned tests. Please do not edit or otherwise manipulate any of those files.

E.1 Creating and Editing Student Information

Student records under the Student module in MCAIMS are designed to require minimal maintenance and to facilitate required Unit Diary reporting. To manage the information in student records, it is important to know the circumstances under which the fields of information can be created and refreshed. Specific fields cannot be completed or edited after the fields are populated or refreshed from the BNA system. Student records may be created or refreshed with more current information based on the following creation methods.

Manually. This creation method indicates that the student record was manually created. Although student records are normally created with BNA downloads, some schools may not have access to a BNA download and must manually create their student records. In addition, schools may also choose to manually create student records in advance of the availability of student information from BNA. In order to add a student record, you must enter a minimum amount of specific information (i.e., Last Name, First Name, and SSN) (Paragraph 8.3.2). Records created manually may be refreshed later with a BNA or MIPS download (if available). Each manually created record will have the words "Manually Created" and the date the record was created in the upper right corner of the student record.

BNA Initial Download. This creation method indicates that the student record was created or refreshed from a BNA download (Paragraph 8.3.1.2.1). This is the most efficient means of creating and populating student records. The BNA initial download process will create new records and refresh existing manually created records with the most recent information available from the Verification Extract File (VEF) as populated from the Marine Corps Total Force System (MCTFS). Each record created or refreshed during the use of a BNA initial download will have the words "BNA Initial" and the date that the record was created/refreshed

in the upper right corner of the student record.

BNA Refresh. This creation method indicates that the student information has been initially established or updated with a BNA initial download (Paragraph 8.3.1.2.1). BNA Refresh files may be used on a repetitive basis, as recent Unit Diary reporting requirements dictate. These subsequent downloads allow you to refresh existing student records with the most recent information available from the VEF. New student records are NOT created when using subsequent BNA student downloads. Each record that is refreshed during the BNA refresh process will have the words "BNA Refreshed" and the date the record was refreshed in the upper right corner of the student record.

MIPS Refresh. This creation method indicates that the student information was originally created either manually or through a BNA download and was refreshed through a MIPS download (Paragraph 8.3.1.2.1). If you have access to MIPS, you may create an extract for a specific Reporting Unit Code (RUC). The RUC record contains personnel information that may be used to refresh the records for corresponding students in MCAIMS. The MIPS refresh process does NOT create student records but merely updates the corresponding records. MIPS refresh files may be used on a repetitive basis, as recent Unit Diary reporting requirements dictate. Each record that is refreshed during the MIPS refresh process will have the words "MIPS Refreshed" and the date the record was refreshed in the upper right corner of the student record.

Note that Unit Diary reporting, on-line or with the PC-based Unit Diary System (UDS/MIPS), requires that the data be processed off-site. Data that is reported on the Unit Diary, such as PFT, Rifle, Pistol, and Promotions, must be processed before it is available on a subsequent BNA class download. Be aware that some, but not all, of the information on the MIPS download is updated as the Unit Diary is certified. For those elements of information that are NOT updated at the MIPS level, you must wait until the student's unit updates the Unit Diary database for the information to appear on a MIPS download. Processing times for updated data vary, but normally are completed within one to three days and may be delayed until the Update and Extract (U&E) that is performed on the 5th and 20th of each month. Depending on the means chosen to create and refresh student records, report required Unit Diary information in a timely manner.

The table below (sorted by the tabs on the student record) reflects all of the fields in a student record. The responses beneath each column appearing opposite the field of information indicates if the corresponding action can be taken. Use this table to determine when you may edit a field of information and when a field of information may be populated or refreshed. Remember that the record status appears in the upper right hand corner of the student record.

Table E-1. Table Depicting What Is Overwritten
With a BNA and MIPS Refresh

FIELDNAME	Data May Be Overwritten With a BNA Refresh	Data May Be Overwritten With a MIPS Refresh	Data May Be Created With an Initial BNA Download	Data May Be Edited If the Record Is Manually Created	Data May Be Edited If the Record Is Created/ Refreshed by a BNA/MIPS Download	Student Record Tab on Which the Field Appears
LASTNAME	USMC ONLY	USMC ONLY	YES	YES*	YES*	SERV1-HIST
FIRSTNAME	YES	YES	YES	YES*	NO*	SERV1-HIST
MI	YES	YES	YES	YES*	NO*	SERV1-HIST
SSN			YES	NO*, **	NO	SERV1-HIST
COMPONENT	USMC ONLY	USMC ONLY	YES	YES*, ***	IF EMPTY***	SERV1-HIST
RANK				YES*	YES	SERV1-HIST
BOS	YES		YES	NO*	NO	SERV1-HIST
GRADE	YES****	USMC ONLY****	YES	YES*	YES	SERV1-HIST
SELGRADE	YES	YES	YES	NO	NO	SERV1
COURSEID	IF EMPTY		YES	NO*	NO*	SERV1-HIST
FY	IF EMPTY		YES	NO*	NO*	SERV1-HIST
CLASSID	IF EMPTY		YES	NO*	NO*	SERV1-HIST
COMPLETION				NO*	NO*	SERV1-HIST
COMPL DATE				NO*	NO*	SERV1-HIST
STUDSTATUS				NO*	NO*	SERV1-HIST
PLT	IF EMPTY	IF EMPTY	IF EMPTY	YES*	YES*	SERV1-HIST
SEX	USMC ONLY	USMC ONLY	YES	YES*	YES*	SERV1-TRAIN2
ORDERSDATE				YES	YES	SERV2
ORDERSTYPE				YES	YES	SERV2
MARITAL	USMC ONLY	USMC ONLY	YES	YES	YES	SERV2
EDD	IF EMPTY	IF EMPTY	YES	YES	NO	SERV2
EDA	USMC ONLY	USMC ONLY	YES	YES	NO	SERV2
FMCC	IF EMPTY	IF EMPTY	YES	YES	NO	SERV2
NBRDEPEND	IF EMPTY	IF EMPTY	YES	YES	NO	SERV2
SECCLRDATE	YES	YES	YES	NO	NO	SERV2
SECCLRHOLD	USMC ONLY	USMC ONLY	YES	YES	YES	SERV2
SECCOMPDT	YES	YES	YES	NO	NO	SERV2
SECELIG	YES	YES	YES	NO	NO	SERV2
SECTYPE	YES	YES	YES	NO	NO	SERV2
SECLECYEAR	USMC ONLY	USMC ONLY	YES	YES	YES	SERV2
DOB	USMC ONLY	USMC ONLY	YES	YES	YES	SERV3
DUASDR	YES	YES	YES	NO	NO	SERV3
ECC	YES	YES	YES	NO	NO	SERV3
PEBD	YES	YES	YES	NO	NO	SERV3
DOR	YES	YES	YES	YES	YES	SERV3

* This data also shows on the HIST Tab for Historical records and is NEVER allowed to be edited on the History Tab.

** This is the only place that the SSN may be edited throughout MCAIMS; i.e., during the manual creation of a new student record. Once the record is saved, the SSN cannot be edited. If you manually create a student record with an erroneous SSN, immediately drop the student record from the class, delete it, manually create a new student record, and assign it to the class. Normally, you should verify and correct the accuracy of an Alpha Roster, including the SSNs, very early in the Class organization. Dropping and then deleting a record with an erroneous SSN should not present a major problem.

*** This field cannot be edited if the student is in the Unassigned status.

**** This field will be overwritten unless the rank field equals CAND.

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FIELDNAME	Data May Be Overwritten With a BNA Refresh	Data May Be Overwritten With a MIPS Refresh	Data May Be Created With an Initial BNA Download	Data May Be Edited If the Record Is Manually Created	Data May Be Edited If the Record Is Created/ Refreshed by a BNA/MIPS Download	Student Record Tab on Which the Field Appears
EOS	YES	YES	YES	NO	NO	SERV3
ENLISTDATE	YES	YES	YES	NO	NO	SERV3
EAS	YES	YES	YES	NO	NO	SERV3
DCTB	YES	YES	YES	NO	NO	SERV3
ABDB	YES	YES	YES	NO	NO	SERV3
DDETLASCOM	YES	YES	YES	YES	YES	SERV3
DUTYPREF1	YES	YES	YES	YES	YES	SERV3
DUTYPREF2	YES	YES	YES	YES	YES	SERV3
DUTYPREF3	YES	YES	YES	YES	YES	SERV3
RACE	USMC ONLY	USMC ONLY	YES	YES*	YES*	SERV3-HIST
ETHNIC	USMC ONLY	USMC ONLY	YES	YES*	YES*	SERV3-HIST
COMPSCORE	YES	YES	YES	NO	NO	SERV3
BLOOD	YES	YES	YES	NO	NO	SERV3-TRAIN2
AGE				NO*	NO*	SERV3-HIST
FLD_1				YES*	YES*	SERV3-HIST
FLD_2				YES*	YES*	SERV3-HIST
FLD_3				YES*	YES*	SERV3-HIST
FLD_4				YES*	YES*	SERV3-HIST
FLD_5				YES*	YES*	SERV3-HIST
FLD_6				YES*	YES*	SERV3-HIST
FLD_7				YES*	YES*	SERV3-HIST
FLD_8				YES*	YES*	SERV3-HIST
FLD_9				YES*	YES*	SERV3-HIST
FLD_10				YES*	YES*	SERV3-HIST
DUTYLIMIT	YES	YES	YES	NO	NO	SERV4-TRAIN2
DUTYSTATUS	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4-TRAIN2
DRIVIMPROV	YES	YES	YES	YES	YES	SERV4
GOVPER1	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
GOVPER2	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
GOVPER3	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
GOVPER4	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
GOVPER5	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
GOVPEREXP1	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
GOVPEREXP2	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
GOVPEREXP3	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
GOVPEREXP4	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
GOVPEREXP5	USMC ONLY	USMC ONLY	YES	YES	YES	SERV4
STRENGTH	YES	YES	YES	NO	NO	SERV4-TRAIN2
CIVPERM				YES	YES	SERV4
CIVSTATE				YES	YES	SERV4
PROENLAVG	YES	YES	YES	NO	NO	SERV5
PROGRDAVG	YES	YES	YES	NO	NO	SERV5
PROSERAVG	YES	YES	YES	NO	NO	SERV5
CONENLAVG	YES	YES	YES	NO	NO	SERV5
CONGRDAVG	YES	YES	YES	NO	NO	SERV5
CONSERAVG	YES	YES	YES	NO	NO	SERV5
PRO				YES	YES	SERV5
CON				YES	YES	SERV5
IMOS	YES		YES	YES	YES	SERV5
GRADMOS				NO*	NO*	SERV5-HIST
MOSPREF1				YES	YES	SERV5
MOSPREF2				YES	YES	SERV5
MOSPREF3				YES	YES	SERV5
PMOS	YES	YES	YES	YES	IF EMPTY	SERV5
FACID				YES	YES	SERV5
ROOM				YES	YES	SERV5
BNASOURCE	IF EMPTY		IF EMPTY	IF EMPTY	IF EMPTY	SERV5-HIST

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RECMOS				YES	YES	SERV5
INIT_SOE	YES		YES	NO	NO	SERV5
CURR_SOE	YES		YES	NO	NO	SERV5
PRESMCC	YES		YES	YES	NO	ADDR
PRESRUC	YES	YES	YES	YES	NO	ADDR
LOCSTREET	IF EMPTY		YES	YES	YES	ADDR
LOCCITY	IF EMPTY		YES	YES	YES	ADDR
LOCSTATE	IF EMPTY		YES	YES	YES	ADDR
LOCZIP	IF EMPTY		YES	YES	YES	ADDR
LOCPHONE	IF EMPTY		YES	YES	YES	ADDR
SPOUSE				YES	YES	ADDR
PFTUDCALYR	YES	YES	YES	NO	NO	TRAIN1
PFTUDYRHLF	YES	YES	YES	NO	NO	TRAIN1
PFTUDSCORE	YES	YES	YES	NO	NO	TRAIN1
PFTUDCLASS	YES	YES	YES	NO	NO	TRAIN1
HEIGHT				YES	YES	TRAIN2
WEIGHT				YES	YES	TRAIN2
NECK				YES	YES	TRAIN2
PHYSCOMPDT				YES	YES	TRAIN2
LEADTRNYR	YES	NO	YES	YES	YES	TRAIN2
GASCHAMBER	YES	YES	YES	YES	YES	TRAIN2
BSTESTYEAR	YES	YES	YES	YES	YES	TRAIN3
BSTESTCORR	YES	YES	YES	YES	YES	TRAIN3
BSTESTATTP	YES	YES	YES	YES	YES	TRAIN3
BSTESTSCR	YES	YES	YES	YES	YES	TRAIN3
WATLOCCLAS				YES	YES	TRAIN3
WATLOCDATE				YES	YES	TRAIN3
WATUDCLASS	YES	YES	YES	NO	NO	TRAIN3
WATUDDATE	YES	YES	YES	NO	NO	TRAIN3
RIFLOCDATE				YES	YES	WPNS
RIFLOCSCR				YES	YES	WPNS
RIFLOCCLAS				YES	YES	WPNS
RIFUDDATE	YES	YES	YES	NO	NO	WPNS
RIFUDSCORE	YES	YES	YES	NO	NO	WPNS
RIFUDCLASS	YES	YES	YES	NO	NO	WPNS
PISLOCDATE				YES	YES	WPNS
PISLOCCLAS				YES	YES	WPNS
PISLOCSCR				YES	YES	WPNS
PISLOCWPN				YES	YES	WPNS
PISUDDATE	YES	YES	YES	NO	NO	WPNS
PISUDCLASS	YES	YES	YES	NO	NO	WPNS
PISUDSCORE	YES	YES	YES	NO	NO	WPNS
RIFUDITS1	YES	YES	YES	NO	NO	WPNS
RIFUDITS2	YES	YES	YES	NO	NO	WPNS
RIFUDITS3	YES	YES	YES	NO	NO	WPNS
RIFUDITS4	YES	YES	YES	NO	NO	WPNS
PISUDITS1	YES	YES	YES	NO	NO	WPNS
PISUDITS2	YES	YES	YES	NO	NO	WPNS
GPACAT1				NO*	NO*	ACAD-HIST
GPACAT2				NO*	NO*	ACAD-HIST
GPACAT3				NO*	NO*	ACAD-HIST
GPA				NO*	NO*	ACAD-HIST
STNDCAT1				NO*	NO*	ACAD-HIST

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STNDCAT2				NO*	NO*	ACAD-HIST
STNDCAT3				NO*	NO*	ACAD-HIST
STANDING				NO*	NO*	ACAD-HIST
MAXRETEST				NO	NO	ACAD
REMARKS				YES*	YES*	ACAD-HIST
ARCDATE	YES	YES	YES	NO	NO	EDUC
ARCSCORE	YES	YES	YES	NO	NO	EDUC
EDPDATE	YES	YES	YES	NO	NO	EDUC
EDPSCORE	YES	YES	YES	NO	NO	EDUC
LANDATE	YES	YES	YES	NO	NO	EDUC
LANSCORE	YES		YES	NO	NO	EDUC
ASVABCL	YES		YES	YES*	YES*	NO
ASVABGT	YES		YES	YES*	YES*	EDUC-HIST
ASVABEL	YES		YES	YES*	YES*	EDUC-HIST
ASVABMM	YES		YES	YES*	YES*	EDUC-HIST
GCT	YES	IF EMPTY	YES	YES*	YES*	EDUC-HIST
CIVCERT	YES	YES	YES	YES	NO	EDUC
CIVLEVEL	USMC ONLY	USMC ONLY	YES	YES	NO	EDUC
CIVMAJOR	YES	YES	YES	YES	NO	EDUC
EDLEFTDATE	YES	YES	YES	YES	NO	EDUC
EDGRADC	YES	YES	YES	YES	NO	EDUC
MANBNAMIP				NO	NO	Dialog Box
MBMDATE				NO	NO	Dialog Box

E.2 BNA Download File Content Numerical

The BNA download file provides 948 bytes of information for each student. BNA download bytes 1 through 948 are identified in Table E-2 below. Please do not edit or otherwise manipulate the BNA download file.

Table E-2. BNA Download File

Starting	Ending	BNA Field Name and Characteristics	MCAIMS Field Name and Characteristics
001	010	MID (A,10)	BOS + SSN (C,10)
011	017	CLASSID (A,10)	CLASSID (C,7)
018	020	Data Not Used - Filler	N/A
021	027	CID (A,7)	COURSEID (C,7)
028	029	Data Not Used - Filler	N/A
030	031	FY (A,2)	FY (C,2)
032	037	SOURCE (A,6)	BNASOURCE (C,6)
038	057	LAST NAME (A,20)	LASTNAME (C,20)
058	067	FIRST_NAME (A,10)	FIRSTNAME (C,10)
068	069	MI (A,2)	MI (C,2)
070	072	GRADE (A,3)	GRADE (C,3)
073	073	MARRIED (A,1)	MARITAL (C,1)
074	081	DOB (A,8)	DOB (D,8)
082	082	BLOOD TYPE (A,1)	BLOOD (C,1)
083	084	NUM DEP (A,2)	NBRDEPEND (N,2)
085	088	MOS (A,4)	PMOS (C,4)
089	096	DATE-ENLISTED (A,8)	ENLISTDATE (D,8)
097	104	END CURR CONT (A,8)	ECC (D,8)
105	112	END ACT SERV (A,8)	EAS (D,8)
113	120	END OBL SERV (A,8)	EOS (D,8)

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Starting	Ending	BNA Field Name and Characteristics	MCAIMS Field Name and Characteristics
121	125	RUC (A,5)	PRESRUC (C,5)
126	126	DUTY STATUS (A,1)	DUTYSTATUS (C,1)
127	127	TYPE SEC CLEAR (A,1)	SECCLRHELD (C,1)
128	128	TYPE SEC INVEST (A,1)	SECTYPE (C,1)
129	136	DATE SEC COMPT (A,8)	SECOMPDTE (D,8)
137	137	SECELIG CODE (A,1)	SECELIG (C,1)
138	145	DOR (A,8)	DOR (D,8)
146	148	FUTURE MCC (A,3)	FMCC (C,3)
149	156	DATE TRANS (A,8)	DDETLASCOM (D,8)
157	161	IMOS (A,5)	IMOS (C,5)
162	169	EDA (A,8)	EDA (D,8)
170	177	PEBD (A,8)	PEBD (D,8)
178	185	DCTB (A,8)	DCTB (D,8)
186	193	DAUSDEPRES (A,8)	DAUSDR (D,8)
194	194	SEX (A,1)	SEX (C,1)
195	198	CURRENT-SOURCE-OF-ENTRY	CURR_SOE (C,4)
199	199	SOURCE-INITIAL-ENTRY-MIL-SER	INIT_SOE (C,1)
200	202	ARC SCORE (N,3)	ARCSCORE (C,3)
203	205	EDP SCORE (N,3)	EDPSCORE (C,3)
206	208	LAN SCORE (N,3)	LANSORE (C,3)
209	211	ASVBEL (N,3)	ASVABEL (C,3)
212	214	ASVBMM (N,3)	ASVABMM (C,3)
215	217	ASVBCL (N,3)	ASVABCL (C,3)
218	220	ASVBGT (N,3)	ASVABGT (C,3)
221	221	RACE (A,1)	RACE (C,1)
222	222	ETHNIC (A,1)	ETHNIC (C,1)
223	226	PLATOON (A,4)	PLT (C,4)
227	234	ARMED FORCES ADBD (A,8)	ADBD (D,8)
235	237	Data Not Used - Filler	N/A
238	238	BASIC SKILL TST ESSN SUBJ TST (A,17)	BSTESTYEAR (C,1)
239	240	Data Not Used - Filler	N/A
241	243	BASIC SKILL TST ESSN SUBJ TST (A,17)	BSTESTCORR (C,3)
244	246	BASIC SKILL TST ESSN SUBJ TST (A,17)	BSTESTATTP (C,3)
247	248	BASIC SKILL TST ESSN SUBJ TST (A,17)	BSTESTSCR (C,2)
249	252	COMPOSITE SCORE (N,4)	COMPSCORE (N,4)
253	255	CONDUCT AVERAGE ENLISTMENT (N,3)	CONENLAVG (C,3)
256	258	CONDUCT AVERAGE GRADE (N,3)	CONGRDAVG (C,3)
259	261	CONDUCT AVERAGE SERVICE (N,3)	CONSERAVG (C,3)
262	262	DUTY LIMIT STATUS CODE (A,1)	DUTYLIMIT (C,1)
263	265	GCT TOTAL (N,3)	GCT (C,3)
266	268	Data Not Used - Filler	N/A
269	269	PHYSICAL FITNESS TEST (N,13)	PFTUDCALYR (C,1)
270	271	Data Not Used - Filler	N/A
272	272	PHYSICAL FITNESS TEST (N,13)	PFTUDYRHLF (C,1)
273	275	PHYSICAL FITNESS TEST (N,13)	PFTUDSCORE (C,3)
276	276	PHYSICAL FITNESS TEST (N,13)	PFTUDCLASS (C,1)
277	282	PISTOL QUALIFICATION (A,12)	PISUDDATE (D,8)*
283	285	PISTOL QUALIFICATION (A,12)	PISUDSCORE (C,3)
286	286	PISTOL QUALIFICATION (A,12)	PISUDCLASS (C,1)
287	287	PISTOL QUALIFICATION (A,12)	PISUDITS1 (C,1)
288	288	PISTOL QUALIFICATION (A,12)	PISUDITS2 (C,1)

* BNA provides yyyy/mm. MCAIMS adds day (dd) of 01.

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Starting	Ending	BNA Field Name and Characteristics	MCAIMS Field Name and Characteristics
289	291	PROFICIENCY AVERAGE ENLISTMENT (N,3)	PROENLAVG (C,3)
292	294	PROFICIENCY AVERAGE GRADE (N,3)	PROGRDAVG (C,3)
295	297	PROFICIENCY AVERAGE SERVICE (N,3)	PROSERAVG (C,3)
298	303	RIFLE QUALIFICATION (A,14)	RIFUDDATE (D,8)*
304	306	RIFLE QUALIFICATION (A,14)	RIFUDSCORE (C,3)
307	307	RIFLE QUALIFICATION (A,14)	RIFUDCLASS (C,1)
308	308	RIFLE QUALIFICATION (A,14)	RIFUDITS1 (C,1)
309	309	RIFLE QUALIFICATION (A,14)	RIFUDITS2 (C,1)
310	310	RIFLE QUALIFICATION (A,14)	RIFUDITS3 (C,1)
311	311	RIFLE QUALIFICATION (A,14)	RIFUDITS4 (C,1)
312	314	GRADE SELECT INFORMATION (A,3)	SELGRADE (C,3)
315	315	STRENGTH CATEGORY CODE (A,1)	STRENGTH (C,1)
316	316	WATER SURVIVAL CODE (A,1)	WATUDCLASS (C,1)
317	322	WATER SURVIVAL REQUAL-DATE (A,8)	WATUDDATE (D,8)*
323	324	Data Not Used - Filler	N/A
325	332	ARMY RADIO CODE TEST DATE (A,8)	ARCDATE (D,8)
333	333	DRIVER IMPROVEMENT SCHOOL (A,1)	DRIVIMPROV (C,1)
334	336	DUTY PREFER 1 (A,3)	DUTYPREF1 (C,3)
337	339	DUTY PREFER 2 (A,3)	DUTYPREF2 (C,3)
340	342	DUTY PREFER 3 (A,3)	DUTYPREF3 (C,3)
343	350	ELECTRONIC DP TEST DATE (A,8)	EDPDATE (D,8)
351	354	GAS CHAMBER YEAR (N,4)	GASCHAMBER (N,4)
355	357	Data Not Used - Filler	N/A
358	359	Data Not Used - Filler	N/A
360	361	Data Not Used - Filler	N/A
362	363	Data Not Used - Filler	N/A
364	365	Data Not Used - Filler	N/A
366	367	Data Not Used - Filler	N/A
368	375	DEFENSE LANG APT BATTERY DATE (A,8)	LANDATE (D,8)
376	380	LEADERSHIP TRAINING LEVEL YEAR (N,5)	LEADTRNYR (N,5)
382	382	Data Not Used - Filler	N/A
383	422	STREET ADDRESS (A,40)	LOCSTREET (C,40)
423	442	CITY ADDRESS (A,20)	LOCCITY (C,20)
443	461	STATE ABBREVIATION (A,19)	LOCSTATE (C,19)
462	470	ZIP CODE (N,9)	LOCZIP (C,9)
471	471	Data Not Used - Filler	N/A
472	481	HOME TELEPHONE NUMBER (N,11)	LOCPHONE (C,12)
482	489	SECURITY CLEAR CURR AWD DATE (A,8)	SECCLRDATE (D,8)
490	493	SECURITY LECTURE YEAR (N,4)	SECLECYEAR (N,4)
494	495	Data Not Used - Filler	N/A
496	503	EDD (A,8)	EDD (D,8)
504	505	COMPONENT CODE (A,2)	COMPONENT (C,2)
506	508	PRES MCC (A,3)	PRESMCC (C,3)
509	532	CIVILIAN EDUC LEFT SCHOOL DATE (A,4) Note that data could contain a possible 6 occurrences of this 4-position field, but only the 5 most current dates will be stored in MCAIMS.	EDLEFTDATE, (C,4)
533	538	CIVILIAN EDUC GRADUATION CD (A,1) Note that data could contain a possible 6 occurrences of this 1-position field, but only the 5 most current codes will be stored in MCAIMS.	EDGRADCD, (C,1)

Starting	Ending	BNA Field Name and Characteristics	MCAIMS Field Name and Characteristics
539	550	CIVILIAN EDUC LEVEL CODE (A,2) Note that data could contain a possible 6 occurrences of this 2-position field, but only the 5 most current codes will be stored in MCAIMS.	CIVLEVEL (C,2)
551	556	CIVILIAN EDUC CERTIFICATE CD (A,1) Note that data could contain a possible 6 occurrences of this 1-position field, but only the 5 most current codes will be stored in MCAIMS.	CIVCERT (C,1)
557	568	CIVILIAN EDUC MAJOR SUBJECT CD (A,2) Note that data could contain a possible 6 occurrences of this 2-position field, but only the 5 most current codes will be stored in MCAIMS.	CIVMAJOR (C,2)
569	668	GEOL TYPE CODE (A,5) Note that data could contain a possible 20 occurrences of this 5-position field, but only the 5 most current licenses will be stored in MCAIMS.	GOVPER1-5 (C,5)
669	788	GEOL RENEWAL EXPIRATION DT (A,6) Note that data could contain a possible 20 occurrences of this 6-position field, but only the 5 most current dates will be stored in MCAIMS.	GOVPEREXP1-5 (C,6)
789	948	GEOL EFFECTIVE DATE (A,8) If used, data could contain a possible 20 occurrences of this 8-position field.	Not stored in MCAIMS

E.3 BNA Upload File Contents

On those rare occasions that you need to know the content of the BNA upload file, Table E-3 is provided. Please do not edit or otherwise manipulate the BNA upload file.

Table E-3. BNA Upload File

Field Name	Field Length	Record Position
MID	10	1 through 10
COURSEID	11	11 through 21
CLASS NUMBER	10	22 through 31
LAST NAME	20	32 through 51
FIRST NAME	10	52 through 61
MIDDLE INITIAL	1	62
COMPLETION FLAG	1	63
COMPLETION DATE	8	64 through 71
GRADE	3	72 through 74
RUC	5	75 through 79
EAS	8	80 through 87
SOURCE CODE	6	88 through 93
GENDER	1	94

E.4 MIPS Download File Contents

On those rare occasions that you need to know the content of the MIPS download file, Table E-4 is provided. Please do not edit or otherwise manipulate the MIPS download file.

Table E-4. MIPS Download File

Field Name	Field Length	Starting Position	Ending Position
SSN	9	001	009
LASTNAME	20	010	029
FIRSTNAME	10	030	039
MI	2	040	041
GRADE	3	042	044
MARITAL	1	045	045
DOB	8	046	053
BLOOD	1	054	054
NBRDEPEND	2	055	056
PMOS	4	057	060
ENLISTDATE	8	061	068
ECC	8	069	076
EAS	8	077	084
EOS	8	085	092
PRESRUC	5	093	097
DUTYSTATUS	1	098	098
SECCLRHeld	1	099	099
SECTYPE	1	100	100
SECCOMPDT	8	101	108
SECELIG	1	109	109
DOR	8	110	117
FMCC	3	118	120
DDETLASCOM	8	121	128
EDA	8	129	136
PEBD	8	137	144
DCTB	8	145	152
DUASDR	8	153	160
SEX	1	161	161
EDLEFTDATE	4	162	165
EDGRADCD	1	166	166
CIVLEVEL	2	167	168
CIVCERT	1	169	169
CIVMAJOR	2	170	171
ARCSCORE	3	172	174
EDPSCORE	3	175	177
RACE	1	178	178
ETHNIC	1	179	179
PLT	4	180	183
ADBD	8	184	191
BSTESTSCR	3	192	193
BSTESTATTP	3	194	196
BSTESTCORR	3	197	199
BSTESTYEAR	6	200	205 MIPS has a 6-digit date. MCAIMS uses only the last digit of the year from position 203.
(Not Used)	(Not Used)	206	208 Data not used by MCAIMS.
COMPSCORE	4	209	212
CONENLAVG	3	213	215

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Field Name	Field Length	Starting Position	Ending Position
CONGRDAVG	3	216	218
CONSERAVG	3	219	221
DUTYLIMIT	1	222	222
GCT	3	223	225
PFTUDCLASS	1	226	226
PFTUDSCORE	3	227	229
PFTUDYRHLF	1	230	230
PFTUDCALYR	6	231	236 MIPS has a 6-digit date. MCAIMS uses only the last digit of the year from position 234.
(Not Used)	(Not Used)	237	237 Data not used by MCAIMS.
PISUDDATE	6	238	243 MIPS has a 6-digit date. MCAIMS inserts 01 for the day.
PISUDSCORE	3	244	246
PISUDCLASS	1	247	247
PISUDITS1	1	248	248
PISUDITS2	1	249	249
PROENLAVG	3	250	252
PROGRDAVG	3	253	255
PROSERAVG	3	256	258
RIFUDDATE	6	259	264 MIPS has a 6-digit date. MCAIMS inserts 01 for the day.
RIFUDSCORE	3	265	267
REFUDCLASS	1	268	268
RIFUDITS1	1	269	269
RIFUDITS2	1	270	270
RIFUDITS3	1	271	271
RIFUDITS4	1	272	272
SELGRADE	3	273	275
STRENGTH	1	276	276
WATUDCLASS	1	277	277
WATUDDATE	6	278	283 MIPS has a 6-digit date. MCAIMS inserts 01 for the day.
ARCDATE	8	284	291
DRIVIMPROV	1	292	292
DUTYPREF1	3	293	295
DUTYPREF2	3	296	298
DUTYPREF3	3	299	301
EDPDATE	8	302	309
GASCHAMBER	4	310	313 MIPS has YYMM and MCAIMS has CCYY.
GOVPER1	5	314	318
GOVPEREXP1	6	319	326 MCAIMS uses only positions 319-324 for the YYYYMM.
GOVPER2	5	327	331
GOVPEREXP2	6	332	339 MCAIMS uses only positions 332-337 for the YYYYMM.
GOVPER3	5	340	344
GOVPEREXP3	6	345	352 MCAIMS uses only positions 345-350 for the YYYYMM.
GOVPER4	5	353	357
GOVPEREXP4	6	358	365 MCAIMS uses only positions 358-363 for the YYYYMM.
GOVPER5	5	366	370
GOVPEREXP5	6	371	378 MCAIMS uses only positions 371-378 for the YYYYMM.
LANDATE	8	379	386

Field Name	Field Length	Starting Position	Ending Position
LEADTRNYR	5	387	391
SECCLRDATE	8	392	399
SECLECYEAR	4	400	403 MIPS has YYMM and MCAIMS has YYYY.
EDD	8	404	411
COMPONENT	2	412	413

E.5 MPB Upload File Contents

The GPA/Class Standings report contains a feature that allows the Manpower Promotions Branch (MPB) to create a text file for exporting to the Marine Corps Total Force System (MCTFS) at HQMC. On those rare occasions that you need to know the content of the MPB upload file, Table E-5 is provided. Please do not edit or otherwise manipulate this file.

Table E-5. Manpower Promotions Branch Data Export File

Field Name	Field Length	Record Position
LASTNAME	20	1 through 20
FIRSTNAME	10	21 through 30
MIDDLEINITIAL	1	31
GRADE	3	32 through 34
SSN	9	35 through 43
GPA, LEADERSHIP CATEGORY	8	44 through 51
GPA, OVERALL	8	52 through 59
CLASS STANDING, OVERALL	3	60 through 62

E.6 Marine Corps Recruiting Command Download File Contents

The Marine Corps Recruiting Command provides the Officers Candidate School (OCS) with a download file of inbound students. In turn, OCS inputs the flat file of records into an Access database for managing their students. In addition, OCS produces a flat file of basic information for creating student records in MCAIMS. On those rare occasions that you need to know the content of the download file, Table E-6 is provided. Please do not edit or otherwise manipulate this file.

Table E-6. Marine Corps Recruiting Command Data Import File

Field Name	Field Length	Record Position
LASTNAME	20	1 through 20
FIRSTNAME	10	21 through 30
MIDDLEINITIAL	2 (Normally only position 31 will contain data, but it may be blank)	31 through 32
SSN	9 (CompCode will always be 11, and the first digit of the SSN can be established as zero)	33 through 41
CO/PLT	4 (Normally only position 42 will contain data, but it may be blank)	42 through 45
DOB	8 (yyymmdd or it may be blank)	46 through 53
SEX	1 (Will normally be M or F, but it may be blank)	54
COMPCODE	2 (Always will be 11 for USMC)	55 through 56
GRADE	3 (Always will be E5)	57 through 59
RANK	5 (Always will be TCAND)	60 through 64

E.7 ScanTools II Data Import File Contents

MCAIMS is programmed to read and score the responses that you collect in a data file using ScanTools II software. On those rare occasions that you need to know the content of the data import file, Table E-7 is provided. Please do not edit or otherwise manipulate this file.

Table E-7. ScanTools II Data Import File

Field Name	Field Length	Record Position
NCS HEADER	40	1 through 40
SSN	9	41 through 49
NAME	19	50 through 68
VERSION	2	69 through 70
TEST ITEMS	240	71 through 310
(CONTROL CHARACTERS)	2	311 through 312

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