

Technical Specifications – Submitting SOC Career Pathway Network Baseline Enrollment Data Through Flat File

Standard Operating Procedure

Introduction:

These technical specifications explain the file format and process for submitting “flat file” SOC Career Pathway Network (CPN) Baseline Enrollment Data to Servicemembers Opportunity Colleges (SOC) in lieu of using the manual data webform option intended for lower enrollment volume schools.

Institutions electing to utilize flat files for reporting data are encouraged to incorporate their technical departments in the generation of these files. Experience has shown that manual file creation greatly increases the chance for error and time- consuming rework.

The IBM SOC team will process a test file with your institution to provide any feedback on file errors as the final step in working with your organization on this data exchange method.

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Introduction

The following are general instructions for preparing upload files for SOC CPN Baseline Enrollment Data:

Confirming Your File Loads Correctly

1.	Your SOC CPN Baseline Enrollment Data file must be an Excel file.
2.	Attach a test file using the “Baseline Students” application from your SOC password protected view at www.goSOCed.org . Select the “ Browse ” button to upload your SOC CPN Baseline Enrollment Data file.
3.	The IBM SOC Team will process your test file and document any upload issues to you via the email address listed on your SOC account.

4.	If the test file processes correctly, the IBM SOC Team will confirm that the file processed correctly. Your institution will be able to proceed with sending your Baseline Enrollment flat file to the SOC team once you have a successfully processed test file.
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Overall Process

The primary steps in the file upload process are as follows:

1.	Entities that wish to prepare files should use the SOC CPN Baseline Enrollment Data Excel Template located on the www.goSOCed.org website. <ul style="list-style-type: none"> This technical specification is only intended for institutions and entities that wish to prepare bulk data programmatically.
2.	Attach a test file using the “Baseline Students” application from your SOC password protected view at www.goSOCed.org . Select the “ Browse ” button to upload your SOC CPN Baseline Enrollment Data file.
3.	If the upload fails, you will receive an error message on the page notating the error and a solution.
4.	Check for and resolve errors and resubmit the file for processing.

General Instructions

The following are general rules for creating data files:

1.	Use IBM SOC CPN Baseline Enrollment Data Excel template format for export files
2.	Special characters in descriptions should be removed. Some examples are HTML reference tags, tabs and symbols.
3.	Some fields require translate values, for example, for the fields that have drop-down list values on the online page. Only the values listed in the Work Instructions may be used.
4.	Make sure to follow date format MMDDYYYY (e.g. 10302017)

Data File Layouts

A chart specifying formatting instructions is provided in the **Reference Information** section below:

1.	Field Name: A SOC CPN Baseline Enrollment Data file must contain the fields listed in the Field Name column, in the order listed.
2.	Field Type/Max Size: Specifies the type and format of the data to include. For example, Char (8) means a character field that is a maximum of eight characters long.
3.	Translates: Contains a list of valid values that may be entered in a field, if applicable. For some fields, the translated values are listed in a separate table in the Reference Information section of this document.
4.	Example: Provides a sample of what the data for that field might look like.
5.	Required: All fields on the SOC CPN Baseline Enrollment Data file table are required

General Instructions (continued)

1.	File Naming: The SOC CPN Baseline Enrollment Data file should include the acronym for your institution, SOCCPNBLD, and the file creation date using MMDDYYYY format. Underscores should be used to separate these elements. There should be no spaces in the file name. Examples include: <ul style="list-style-type: none"> LU_SOCCPNBLD_10302017.xls UAS_SOCCPNBLD_10302017.xls
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2.	Availability of Data: Only SOC and the Department of Defense contract sponsors will be able to view submitted data.
3.	File Size: File size cannot exceed 10 megabytes.
4.	<p>Error Processing: An email is sent to the individual at your institution that submitted the data file through the Baseline Enrollment application alerting him or her of any data upload errors.</p> <ul style="list-style-type: none"> • Institutions are responsible for reviewing returned SOC CPN Baseline Enrollment Data and working with their technical resources to resolve any file errors. • Files with errors will not be processed until the specific issues identified are resolved. Institutions will need to resubmit the file again through the “Baseline Students” application from the SOC password protected view.

Reference Information

SOC CPN Baseline Enrollment Data **Upload File Layout**. The table below contains the file layout for SOC CPN Baseline Enrollment Data upload file.

Note: That all fields in this file are required. If information for a field is not available yet or no data to report (e.g. No Transfer Credit Awarded), you may indicate 0.

Field Name	Type/ Max Size	Translates/Values	Example/Notes	Error Logic/Message
Student School ID	Num (9)		287463915	Student School ID number contains alphabetic characters Student School ID number contains more than nine numbers
Credential	Char (100)		BA - Criminal Justice This is your institution's title for the degree, e.g., Bachelor of Science in Information	Credential name not part of Servicemembers Opportunity Colleges database
Credential Level	Char (100)	Certificate Associate Bachelors Masters	At this time, we only require Baseline Enrollments for your Certificate, Associate, Bachelor's and Master's Degrees.	Credential Level contains more than 100 characters Credential Level not part of Servicemembers Opportunity Colleges data base
Date Entered Program (mm/dd/yyyy)	Char (10)		09/01/2018	Date field should be MMDDYYYY
Service School Credits to Major	Num (6)		6 List Service School hours awarded from JST transcript listed under Professional Military Education (PME)	Service School Credits to Major number contains more than six numbers

MOS and Rating Credits to Major	Num (6)		6 List MOS and Rating Credit Hours awarded from JST transcript listed under Military Occupation training.	Total MOS and Rating Credits to Major number contains more than six numbers
CLEP Credits to Major	Num (6)		6 Enter credit hours awarded for College-Level Examination Program (CLEP) General and Subject examinations	CLEP Credits to Major number contains more than six numbers
DSST Credits to Major	Num (6)		6 Enter credit hours awarded for DSST examinations (formerly known as DANTES Subject Standardized Tests).	DSST Credits to Major number contains more than six numbers
ECE Credits to Major	Num(6)		6 Enter credit hours awarded for Excelsior College Examinations (ECE) / UExcel.	ECE Credits to Major number contains more than six numbers
Military Branch of Service	Char (100)	Air Force Army Coast Guard Marines Navy	Baseline Enrollments should be issued to active-duty Service members (not veterans), their spouses, and adult children. National Guard members and Reserve components called to active duty should also be issued Baseline Enrollments when pursuing DNS degrees.	Military Branch of Service must be either: Air Force Army Coast Guard Marines Navy Military Branch of Service must map to MOS Rating/ Pay Grade (Rank)
Pay Grade (Rank)	Char (4)		E-1 Enlisted: E1 through E9 Warrant Officer: W1 through W5 Commissioned Officer: O1 through O11	Pay Grade (Rank) must be consistent with Military Branch of Service

MOS Rating	Char (8)		<p>11B</p> <p>Enter current job/occupational code for Active-Duty, National Guard, Reserves: Army Military Occupational Specialty (MOS): (e.g., 71D, 214E)</p> <p>Note: only officer designators appear as 4 digits</p> <p><i>Rank needs to be correctly associated with Military Branch of Service.</i></p>	<p>MOS Rating must be consistent with Military Branch of Service</p> <p>MOS Rating contains more than eight characters</p>
MOS Title				

Troubleshooting

Issues and Troubleshooting

Issue: File not read by IBM's batch process

Solution:

Check file format:

- Is the file in Excel format rather than a .txt?

Check the file name:

- Does the file name comply with the specifications provided by IBM?
- Does the file name contain spaces or special characters?

Processed file that encounters errors:

1. View email from IBM SOC Team to:

- Identify and correct errors prior to resubmission
- Review this technical specification document with your technical resource to ensure file layout matches requirements.
- Create a help ticket or call if additional assistance is required

Resources and Help

If you have any questions related to this document or file specifications as your institutions works to automate the interface file interactions, please create a help ticket at www.goSOCed.org using the **“Get Help”** link at the top the Homepage or call our technical support resource at 1-800-892-7205.