

Technical Specifications – Submitting SOC DNS Student Agreement Data Through Flat File

Standard Operating Procedure

Introduction:

These technical specifications explain the file format and process for submitting “flat file” SOC DNS Student Agreement (SA) Data to Servicemembers Opportunity Colleges (SOC) in lieu of using the manual Student Agreement Data webform option intended for lower enrollment volume institutions.

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 SOC DNS SA:

Confirming Your File Loads Correctly

1.	Attach a test file using the “Student Agreement” widget from your SOC password protected view at www.goSOCed.org . Select the “ Student Agreement Flat File Upload ” link to upload your SOC Student Agreement (SA) file.
2.	The IBM SOC Team will process your test file and document any upload issues and address any issues with institutions via email.

A chart specifying formatting instructions is provided for every upload data file:

1.	Field Name: A SOC DNS Student Agreement 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: In the Student Agreement data file table, this indicates if the field is required or should be left blank based on class type.

General Instructions (continued)

1.	<p>File Naming: A file should include the acronym for your institution, SOCSA, and the file creation date using YYYYMODAY format. Underscores should be used to separate these elements. There should be no spaces in the file name. Examples include:</p> <ul style="list-style-type: none"> • LU_SOCSA_10302017.txt • UAS_SOCSA_10302017.txt • GoArmyEd_SOCSA_10302017.txt
2.	<p>Number of Files: We recommend submitting one on the first business day of each month that includes all SOC DNS SA data for the prior month. Your institution may submit files more frequently, but please be sure to only submit files for students that have not previously been submitted.</p>
3.	<p>Timing: The files will be processed each business day as received.</p>
4.	<p>Availability of Data: Only SOC and the Department of Defense contract sponsors will be able to view submitted data.</p>
5.	<p>File Size: File size cannot exceed 10 megabytes.</p>
6.	<p>Updating Student Agreement Data: Update capability is not available through the upload process for Service member Student Agreements at this time.</p>
7.	<p>Error Processing: An email is sent to the individual at your institution that submitted the data file alerting him or her of any data upload errors.</p> <ul style="list-style-type: none"> • Institutions are responsible for reviewing returned SOC DNS Student Agreement cases 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.

Reference Information

SOC DNS Student Agreement **Upload File Layout.** The table below contains the file layout for SOC DNS Student Agreement upload file.

Note: All fields in this file are required. If information for a field is not available yet, you may simply include the pipes and leave the value blank. Similarly, if there is no data to report (e.g. No Transfer Credit Awarded), you may indicate 0.

Field Name	Field Type/Max Size	Translates/Values	Example/Notes
Institution Name	Char (100)		<p>American Public University System</p> <p><i>For complete list of current SOC DNS Institution and the standard institution name requested, please see the Excel File: SOC DNS SA Data Flat File Tech Spec_Tables.xlsx (Tab: Degree & Network)</i></p>
OPEID	Num (8)		<p>03819300</p> <p>This will be OPEID used when signing DoD MOU</p> <p><i>For completed list of OPEID please see the Excel File: SOC DNS SA Data Flat File Tech Spec_Tables.xlsx (Tab: Degree & Network)</i></p>
Degree Level	Num (1)	1 – Certificate 2 – Associate 3 – Bachelors	<p>Note: At this time, we only require Student Agreements for your Associate and Bachelor’s Degrees. At a future time, we may also collect Student Agreements for the SOC CTE (Certificate) Programs at your institution.</p>
DNS Network	Char (50)		<p>Criminal Justice</p> <p><i>For complete list of currently active DNS Networks please see the Excel File: SOC DNS SA Data Flat File Tech Spec_Tables.xlsx (Tab: Degree & Network)</i></p>
DNS Degree Title	Char (100)		<p>BA - Criminal Justice</p> <p>This is your institution’s title for the degree, e.g., Bachelor’s of Science in Information Technologies</p> <p><i>For completed list of DNS Degree Titles please see the Excel File: SOC DNS SA Data Flat File Tech Spec_Tables.xlsx (Tab: Degree & Network)</i></p>
Credit Hour Delivery	Num (1)	1 – Semester 2 – Quarter 3 – Clock	Credit Hour Delivery
EMPLID	Num (7)		2874639

Student Name	Char (100)		<p>John Smith</p> <p>First Name Last Name</p>
SSN4	Num (4)		<p>2112</p> <p>Last 4 Digits of Social Security Number ONLY Enter last 4 digits only of student's SSN; Notes: For family members do not use sponsor's SSN for a foreign spouse without a SSN enter "foreign"</p>
Branch of Service	Num (1)	<p>1 – Army 2 – Navy 3 – Marines 4– Coast Guard 5 – Air Force 6 – Spouse/Dependent 7 – National Guard and Reserve</p>	<p>Student Agreements should be issued to active-duty servicemembers (not veterans), their spouses, and adult children. National Guard members and Reserve components called to active duty should also be issued Student Agreements when pursuing DNS degrees</p>
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., Enlisted: 71D, Warrant: 214E) Navy Rating; (e.g., Enlisted: CS1, ABHC; Warrant: 6160 note: only officer designators appear as 4 digits) Marine Corps MOS: (e.g., 6414) Coast Guard Rating: (e.g., ET, MST, BOSN) Family Member: N/A</p> <p><i>For completed list of MOS Rating please see the Excel File: SOC DNS SA Data Flat File Tech Soec.xlsx (Tab: MOS Rating)</i></p>
Pay Grade	Char (4)		<p>E-1</p> <p>Enlisted: E1 through E9 Warrant Officer: W1 through W5 Commissioned Officer: O1 through O10 Family Member: N/A</p> <p><i>For completed list of Pay Grade please see the Excel File: SOC DNS SA Data Flat File Tech Soec.xlsx (Tab: Pay Grade)</i></p>

Military Installation	Char (100)		<p>Fort Bliss</p> <p>Enter post/base/installation where servicemember is assigned (<i>city and state only are not acceptable entries</i>). For family members enter the spouse/parent's installation if co-located; otherwise, enter the city and state of residence.</p>
Total Credit Hours Not Applied to Degree Requirements	Num (6)		<p>6</p> <p>Enter any credit hours the Servicemember earned from transcripts provided including other institutions, JST or Examination Credit which was not applied to the degree program the Servicemember is pursuing.</p>
Total Required Hours for Degree	Num (6)		<p>120</p> <p>Required credit hours for each course or the total hours required for elective/non-course-specific requirements Specific requirement in the Course Title column if course-level restrictions apply (e.g., "Management Electives, at least 6 upper-level credits")</p>
Total Resident Credit Hours	Num (6)		<p>10</p> <p>Enter credit hours awarded for successful completion of coursework with the home institution applied toward degree requirements (students must complete academic residency with their home institution prior to award of degree).</p>
Total Transfer Credit Hours	Num (6)		<p>8</p> <p>Enter credit hours accepted from other institutions and applied toward degree requirements</p>
Total Service School Credit Hours	Num (6)		<p>6</p> <p>List Service School hours awarded from JST transcript listed under Professional Military Education (PME)</p>
Total MOS and Rating Credit Hours	Num (6)		<p>4</p> <p>List MOS and Rating Credit Hours awarded from JST transcript listed under Military Occupation training.</p>

Total CLEP Credit Hours	Num (6)		8 Enter credit hours awarded for College-Level Examination Program (CLEP) General and Subject examinations
Total DSST Credit Hours	Num (6)		2 Enter credit hours awarded for DSST examinations (formerly known as DANTES Subject Standardized Tests).
Total ECE Credit Hours	Num (6)		4 Enter credit hours awarded for Excelsior College Examinations (ECE) / UExcel®.
Total Certification Exam Hours	Num (6)		8 Enter credit hours awarded for certification examinations such as those from the Federal Aviation Administration and other certification/licensure sources.
Total hours Transferred based on SOC Guaranteed Transferability	Char (20)		6 Courses transferred based on SOC DNS Guaranteed Transferability agreement.
Total Other Credit Hours	Num (6)		6 Enter credit hours awarded for other learning experiences that may be applied to degree requirements, including portfolio assessments, internships, and other non-military work-related training and experiences
Total Hours Still Needed	Num (6)		54 Hours remaining to complete degree requirements.
Total General Education (GE)	Num (2)		6 This should be the total number of transfer credits your institution awarded toward General Education
Total Academic Major (AM)	Num (2)		10 This should be the total number of transfer credits your institution awarded toward Academic Major credits

Total Minor (M)	Num (2)		2 This should be the total number of transfer credits your institution awarded toward Minor Credits
Total General Electives (GEL)	Num (2)		4 This should be the total number of transfer credits your institution awarded toward General Electives (or Free Electives)

Troubleshooting

Issues and Troubleshooting

Issue: File not read by IBM's batch process
<p>Solution:</p> <p>Check file format:</p> <ul style="list-style-type: none"> Is the file in Excel format rather than a .txt file? <p>Check the file name:</p> <ul style="list-style-type: none"> Does the file comply with the specifications provided by IBM SOC Team? Does the file contain spaces or special characters?
<p>Processed file that encounters errors:</p> <ol style="list-style-type: none"> View email from IBM SOC Team to: <ul style="list-style-type: none"> 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 institution works to automate the interface file interactions, please create a help ticket at www.goSOCed.org using the “**Get Help**” link at the top of the page or call our technical support resource at 1-800-892-7205.