Hazlewood Exemption

Institution of Higher Education Database Manual

TEXAS VETERANS COMMISSION

“Helping Veterans Starts Here”

Revision Date: 1/10/2019
Overview

The https://hazlewood.tvc.texas.gov/institutions web application is the user interface for institutions of higher education to interact with the Hazlewood data base. Among its features are interfaces for users to submit Hazlewood student data either by a specified file format or by a web form and to view reports related to the submission. It has interfaces for viewing Hazlewood records by student or by service member.

The application will work with many web browsers including recent versions of Internet Explorer, Firefox, Chrome but is not optimized for browsers in mobile devices. As there are many version and configuration combinations, the best thing to do is try the browser that you have and report if you have issues that you cannot resolve. Make sure your browser supports the Transport Layer Security (TLS) protocol for securing the connection between your browser and the application server.

The application requires institutions to assign roles to its users. The administrator role manages users, the submitter role submits, updates and deletes student Hazlewood records and the reviewer role views student and veteran records. Each user must register individually and be assigned a role by a user with the administrator role. The initial user with the administrator role can only be assigned by Texas Veterans Education personnel. Thereafter, that user may assign any role to any number of users as well as delete those users at their institution.

User Registration

All users at an institution of higher education must register and be assigned a role. To register:

1. Visit https://hazlewood.tvc.texas.gov/institutions with a compatible web browser. The page should look similar to this screen shot:
2. Click on the “Register” link. The registration page should look similar to this screen shot:

![Registration Form](image)

3. Complete all fields. Please take care to understand the instruction about passwords.

4. Click the “Register” link button at the bottom. If you have missed any fields, notes will appear by the text box. For example:

   **Password**
   
   The password field is required.

   **Confirm password**
   
   The confirm password field is required.

5. When registration succeeds, you will be instructed to check your email to activate your account:

![Registration Complete](image)

6. After activating your account, you now need to notify the user in your institution with the administrator role. If your institution do not yet have such a user, contact Texas Veterans Education personnel to assign you a role.

**Logging in**

To access any functionality within the application, the user must first log in:

2. Click on the “Log in” link. The resulting page should look similar to this screen shot:

**Hazlewood login for institutions of higher education**

**User name**

**Password**

[ ] Remember me?

**Log in**

Register if you don't have an account.

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3. Enter your username and password and click the “Log in” link.
4. The page you will see next depend on your assigned roles.
5. Should you forget your password, click on the “Forgot Password” button on the menu bar.
Assigning User roles

The application recognizes three roles: administrator, submitter and reviewer. The administrator user may assign any role to any registered user at their institution. To assign a role:

1. Log in (see Logging in). Upon successful log in, click on the “User Roles” link button. You should be taken to a page that looks similar to this screen shot:

   ![User List Screen Shot]

   a. To delete a user, click on the “Delete” button at the end of the user’s row. This will completely delete the users account.

2. Find the user whose role you would like to change.

3. Click on the “Edit” button at the end of the user’s row. The row should expand to look similar to this screen shot:

   ![User List Screen Shot]

4. In the drop down listbox, select the role you would like to assign to the user.

5. Click on the “Add role” radio button. Similarly, click on the “Remove role” radio button to remove a role.

6. Click on the “Update” button. The user should now have the desired role.
Submission of Data File

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>January 31\textsuperscript{st}</td>
</tr>
<tr>
<td>Spring</td>
<td>June 30\textsuperscript{th}</td>
</tr>
<tr>
<td>Summer</td>
<td>September 30\textsuperscript{th}</td>
</tr>
</tbody>
</table>

Submitting a student exemption record with a web browser form

Data for a student exemption records may be submitted with a compatible web browser. The user must have the submitter role. To submit a record:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for “Submission Report”, “Submit Exemption”, “Submit DD214” and “File Upload”.
2. Click on the “Submit Exemption” button. You should be taken to a page that looks like this screen shot:

**Submit Exemption Report**

Enter all required fields and click submit. Correct any errors until accepted.

Recipient SSN (#######)

Recipient last name

Recipient first name

Recipient middle initial

Recipient Zip code

Recipient date of birth (MMDDYYYY)
3. Populate all fields. The fields correspond to fields in the Hazlewood Exemption Data Record Format and perform the same edit checks.
4. Click the “Submit” link button at the bottom of the form. If any field fail edit checks or otherwise cause the record to be rejected, a message between the field name and its associated text box should appear notifying you of the reason. For example:

   Type of hours used
   Hours Type must be 1, 2, 3, or 4
   Select type of hours used

   Value of exemption (#####)
   Dollar Value must be greater than $20
   1000

5. Correct all fields and repeat step 2 and 3 as necessary. When a record is accepted, a message will appear indicating success. The form will reset and ready for the next record.

Submitting a DD214 record with a web browser form

Data for a DD214 record may be submitted with a compatible web browser. The user must have the submitter role. To submit a record:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for “Submission Report”, “Submit Exemption”, “Submit DD214” and “File Upload”.
2. Click on the “Submit DD214” button. You should be taken to a page that looks like this screen shot:

**Submit DD214 Report**

Enter all required fields and click submit. Correct any errors until accepted.

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Field Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service member SSN (#######)</td>
<td></td>
</tr>
<tr>
<td>Service member date of birth (MMDDYYYY)</td>
<td></td>
</tr>
<tr>
<td>Service member first name</td>
<td></td>
</tr>
<tr>
<td>Entry Date (MMDDYYYY)</td>
<td></td>
</tr>
<tr>
<td>Separation Date (MMDDYYYY)</td>
<td></td>
</tr>
<tr>
<td>Home of record city</td>
<td></td>
</tr>
<tr>
<td>Home of record state (2-letter postal abbrev.)</td>
<td></td>
</tr>
<tr>
<td>Place of entry city</td>
<td></td>
</tr>
</tbody>
</table>

3. Populate all fields. The fields correspond to fields 25 - 36 in the CSV Format Data Record Structure and perform the same edit checks.
4. Click the “Submit” link button at the bottom of the form. If any field fail edit checks or otherwise cause the record to be rejected, a message between the field name and its associated text box should appear notifying you of the reason. For example:

\[
\text{Branch}
\]
\[
\text{DD214 Branch, Component or Character of Service is out of range}
\]
\[
\text{Select Branch}
\]

\[
\text{Component}
\]
\[
\text{DD214 Branch, Component or Character of Service is out of range}
\]
\[
\text{Select Component}
\]

\[
\text{Service Character}
\]
\[
\text{DD214 Branch, Component or Character of Service is out of range}
\]
\[
\text{Select Service Character}
\]

Please check fields for error messages

5. Correct all fields and repeat step 2 and 3 as necessary. When a record is accepted, a message will appear indicating success. The form will reset and ready for the next record.

6. To delete a DD214 record:
   a. Enter the service member SSN, date of birth, first name, entry and separation date.
   b. Upon entering the separation date, the form will populate with the rest of the DD214 data if it is found.
   
   The delete button will also appear.
   c. When you are sure, click the delete button to remove that DD214 record.

7. To modify a DD214 record, first delete it (step 6) then enter a new record (step 1).

**Submitting student exemption records and DD214 records with a file**

Data files in the THECB format for student exemption records and CSV Format for DD214 records may be submitted with a file. The format of the file is specified in the “STUDENT DATA FILE LAYOUT” and “Hazlewood Exemption and Veteran Data Record Format” at the end of this manual. The user must have the submitter role. To submit a file:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for “Submission Report”, “Submit Exemption”, “Submit DD214” and “File Upload”.


2. Click on the “File Upload” link button. You should be taken to a page that looks similar to this screen shot:

![Upload Exemption Report]

3. Click on the “Browse…” button. A file chooser dialog should appear. Note this may look slightly different in some browsers.

4. Navigate and select your Hazlewood student data file with the file chooser.

5. Click “Open” or similar button on the file chooser dialog. The file chooser dialog should dismiss itself.

6. Click the “Submit” button. If there are immediate issues with the file, a message should appear indicating reason. For example:

![Upload Exemption Report - File Issues]

7. Correct any issues with the file and repeat step 1 to 6 until a message indicating successful receipt of the file. Something similar to this screen shot:

![Upload Exemption Report - Successful Receipt]

a. Allow some time after submitting for the system to process the file. The submitter will receive an email notification when a submitted file has completed. There can only be one incomplete file at a time.
8. To view file status, click on the “File Report” button. You should be taken to a page similar to this screen shot:

File Report

<table>
<thead>
<tr>
<th>Id</th>
<th>Filename</th>
<th>Submit Date</th>
<th>Submit By</th>
<th>Status</th>
<th>Accepted</th>
<th>Rejected</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>TestFile01</td>
<td>4/8/2015</td>
<td>peter.donton</td>
<td>Completed</td>
<td>34</td>
<td>30</td>
<td>64</td>
</tr>
<tr>
<td>4</td>
<td>nogoodInputText.txt4/1/2015</td>
<td>4/1/2015</td>
<td>peter.donton</td>
<td>Completed</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>nogoodInputText.txt</td>
<td>4/1/2015</td>
<td>peter.donton</td>
<td>Completed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>goodInputText.txt</td>
<td>4/1/2015</td>
<td>peter.donton</td>
<td>Completed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>17</td>
<td>123456File03</td>
<td>11/25/2014</td>
<td>Hazelwood Tester</td>
<td>Completed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>123456File02</td>
<td>6/4/2014</td>
<td>Hazelwood Tester</td>
<td>Completed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>123456File01</td>
<td>1/5/2014</td>
<td>Hazelwood Tester</td>
<td>Completed</td>
<td>14</td>
<td>0</td>
<td>14</td>
</tr>
</tbody>
</table>

a. Each row is a file that was submitted.
b. The Status column shows the current process state of the file. There are three possible states: Received, Processing, and Completed.
c. When the file status is Completed, the Accepted, Rejected and Total columns show how many records have been accepted and rejected out of the total records found in the file. NOTE: The Accepted, Rejected and Total columns are not significant until the file Status is Completed. Also, Exemption records and DD214 records submitted on the same line of the CSV Format are counted separately.
d. If there is a number greater than 0 in the Rejected column, click on the number to view the record error report. It should look similar to this screen shot:

e. Use your browser menu to save or print this report as you need.
The Submission Report

After submitting records, either by web form or by file upload, you may want to verify that the data is correct for records that have been accepted. To access the Submission Report page:

1. Log in (see Logging in). Upon successful log in, you should be taken to a page that has link buttons for “Submission Report”, “Web Form” and “File Upload”.
2. Click on the “Submission Report” link. You will be taken to a page that looks similar to this screen shot:

3. Enter the academic year and semester of the records you wish to inspect and click the “Go” button.
4. If there are no records found, you will see a “No records found” message. If there are records found, it will look similar to this screen shot:

   **Academic/Fiscal Year**
   
   2012

   **Semester**

   1 - Fall

   **Recipient SSN**

   901201697

   **Name**

   Lara, Rosselle B

   **Hazelwood Hours**

   8

   **Federal Hours**

   8

   **Value Of Exemption**

   100.48

   **Submit Date**

   4/8/2015

   **Submitted By**

   peter.donton

   **Recipient SSN**

   905787027

   **Name**

   Helfer, Bogka U

   **Hazelwood Hours**

   9

   **Federal Hours**

   1

   **Value Of Exemption**

   77.88

   **Submit Date**

   4/8/2015

   **Submitted By**

   peter.donton

   **Recipient SSN**

   906789010

   **Name**

   Aleksandrov, Asteda L

   **Hazelwood Hours**

   10

   **Federal Hours**

   6

   **Value Of Exemption**

   30.21

   **Submit Date**

   4/8/2015

   **Submitted By**

   peter.donton

   **Recipient SSN**

   907488712

   **Name**

   Durr, Szloboda J

   **Hazelwood Hours**

   9

   **Federal Hours**

   1

   **Value Of Exemption**

   54.42

   **Submit Date**

   4/8/2015

   **Submitted By**

   peter.donton
5. If you wish to view all information about the record click on the “Detail” button associated with the record. You should see the row expand like this screen shot:

<table>
<thead>
<tr>
<th>Academic/Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Fall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recipient SSN</th>
<th>Name</th>
<th>Hazlewood Hours</th>
<th>Federal Hours</th>
<th>Value Of Exemption</th>
<th>Submit Date</th>
<th>Submitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>905787027</td>
<td>Helfer, Bojka U</td>
<td>9</td>
<td>1</td>
<td>77.88</td>
<td>6/8/2015</td>
<td>peter.donton</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recipient SSN</th>
<th>Name</th>
<th>Hazlewood Hours</th>
<th>Federal Hours</th>
<th>Value Of Exemption</th>
<th>Submit Date</th>
<th>Submitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>906789010</td>
<td>Aleksandrov, Aslade L</td>
<td>10</td>
<td>6</td>
<td>30.21</td>
<td>6/8/2015</td>
<td>peter.donton</td>
</tr>
</tbody>
</table>

- Ignore the column headers when viewing details as the fields are oriented vertically to fit all record data.
- To delete the record, click on the “Delete” button.
- Click the “Cancel” button to dismiss the detail view and return to the summary view.
d. To alter fields of the record, click on the “Update” button. You will be taken to a page that looks similar to this screen shot:

**Submit Exemption Report**

- Enter all required fields and click submit. Correct any errors until accepted.

**Recipient SSN (#######)**

- 903426833

**Recipient last name**

- Clement

**Recipient first name**

- Piddington

**Recipient middle initial**

- L

**Recipient Zip code**

- 788610000

i. See “The Submission Report” for instruction on this page.

ii. NOTE: The fields are pre-populated with data of the record you wished to update. However, you will not be able to change the Recipient SSN, Fiscal Year and Semester of the Award. If these fields are what you wanted to change, you will have to delete this record and enter a new one.

6. The “Download Data” button downloads a comma-separated-values (CSV) file of all records in the report term. It has all the fields of the record and an additional field that is the total Hazlewood hours used for that student as of the term. Popular spreadsheet applications should be able to import this file.
Viewing Student and Veteran Hours

It may be necessary to view award history of a recipient. This is needed, for example, when verifying the number of Hazlewood hours the student has received. Similarly, hours used and DD214 information associated with a veteran may need to be viewed. To view student and veteran award history, the user must have the reviewer role. To view student hours:

1. Log in (see Logging in). You should be taken to a page that looks similar to this screen shot:

   ![Student hours](image1)

2. Click on the "Student hours" link button. You should be taken to a page similar to this screen shot:

   ![Student Records](image2)

3. Enter the student SSN in the text box and click on the “Find” button.
   a. If no student with the entered SSN is found, a “No records found” message or similar will be displayed.
   b. If there are records found, you should see a table similar to this screen shot:

   ![Student Records Table](image3)
4. Similarly, click on “Veteran hours” in step 2 to view veteran hours and DD214 information. You should see something similar to this screenshot:

**Veteran Records**

Veteran SSN: **********

Full Name: K
Date of Birth: 12/21/1981

Cumulative Service: 7 years, 0 months, 2 days

<table>
<thead>
<tr>
<th>Home of record</th>
<th>Home of record state</th>
<th>Place of entry city</th>
<th>Place of entry state</th>
<th>Entry date</th>
<th>Separation date</th>
<th>Years</th>
<th>Months</th>
<th>Days</th>
<th>Branch</th>
<th>Component</th>
<th>Character of service</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Paso</td>
<td>TX</td>
<td>El Paso</td>
<td>TX</td>
<td>12/21/1988</td>
<td>12/21/1989</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Navy</td>
<td>Active Regular</td>
<td>Uncharacterized</td>
</tr>
<tr>
<td>Austin</td>
<td>TX</td>
<td>Austin</td>
<td>TX</td>
<td>12/21/1994</td>
<td>12/21/1994</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>Army</td>
<td>Reserve</td>
<td>Honorable</td>
</tr>
<tr>
<td>Houston</td>
<td>TX</td>
<td>Houston</td>
<td>TX</td>
<td>12/21/1996</td>
<td>12/21/1998</td>
<td>1</td>
<td>11</td>
<td>1</td>
<td>Coast Guard</td>
<td>Active Regular</td>
<td>General</td>
</tr>
</tbody>
</table>

Total Standard or Legacy Hours used: 34

<table>
<thead>
<tr>
<th>Student</th>
<th>Academic Year</th>
<th>Semester</th>
<th>Hazlewood Hours</th>
<th>Federal Hours</th>
<th>Value Of Exemption</th>
<th>Type of Hours</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>2009</td>
<td>Fall</td>
<td>6</td>
<td>0</td>
<td>0.00</td>
<td>Standard</td>
<td>DCCCD RICHLAND COLLEGE (Historical-No Longer Used) (008504)</td>
</tr>
</tbody>
</table>

a. NOTE: Total hours is only for Standard or Legacy type of hours.
# STUDENT DATA FILE LAYOUT

(FIXED-LENGTH TEXT FILE)

## Header Record Format

<table>
<thead>
<tr>
<th>Item #</th>
<th>Field Name</th>
<th>Type</th>
<th>Length</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Record Code</td>
<td>Character</td>
<td>2</td>
<td>Should always be “@H” for the header record</td>
</tr>
<tr>
<td>2</td>
<td>Report Type</td>
<td>Character</td>
<td>4</td>
<td>Should always be “HAZL”</td>
</tr>
<tr>
<td>3</td>
<td>FICE Code</td>
<td>Numeric</td>
<td>6</td>
<td>This is the 6-digit school identifier</td>
</tr>
<tr>
<td>4</td>
<td>Submission Date</td>
<td>Numeric</td>
<td>8</td>
<td>Date file is submitted. Format: MMDDYYYY</td>
</tr>
<tr>
<td>5</td>
<td>Reporting Year</td>
<td>Numeric</td>
<td>4</td>
<td>This is the 4-digit State Fiscal Year for the semester being reported.</td>
</tr>
<tr>
<td>6</td>
<td>Filler</td>
<td>Character</td>
<td>1</td>
<td>Should always be left blank</td>
</tr>
<tr>
<td>7</td>
<td>Description</td>
<td>Character</td>
<td>50</td>
<td>Should always be “Hazlewood Report”</td>
</tr>
</tbody>
</table>

## Trailer Record Format

<table>
<thead>
<tr>
<th>Item #</th>
<th>Field Name</th>
<th>Type</th>
<th>Length</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Record Code</td>
<td>Character</td>
<td>2</td>
<td>Should always be “@T” for the trailer record</td>
</tr>
<tr>
<td>2</td>
<td>Trailer ID</td>
<td>Character</td>
<td>3</td>
<td>Should always be “EOF”</td>
</tr>
<tr>
<td>3</td>
<td>Total Record Count</td>
<td>Numeric</td>
<td>5</td>
<td>Total count of data records in file. Must match the total number of data records or the file will be rejected.</td>
</tr>
</tbody>
</table>

The trailer record contains a record count of the actual number of data records (not including the header and trailer records) in the file. The record count will be used to verify that all records were transferred through the communication system.
## Data Record Structure

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Length</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Character</td>
<td>2</td>
<td>Record Code</td>
</tr>
<tr>
<td>2</td>
<td>Character</td>
<td>9</td>
<td>Recipient SSN Number</td>
</tr>
<tr>
<td>3</td>
<td>Character</td>
<td>30</td>
<td>Recipient’s Last Name</td>
</tr>
<tr>
<td>4</td>
<td>Character</td>
<td>30</td>
<td>Recipient’s First Name</td>
</tr>
<tr>
<td>5</td>
<td>Character</td>
<td>1</td>
<td>Recipient’s Middle Initial</td>
</tr>
<tr>
<td>6</td>
<td>Numeric</td>
<td>9</td>
<td>Recipient’s Zip Code</td>
</tr>
<tr>
<td>7</td>
<td>Numeric</td>
<td>8</td>
<td>Recipient’s Date of Birth</td>
</tr>
<tr>
<td>8*</td>
<td>Numeric</td>
<td>4</td>
<td>* Fiscal Year of “Award” *</td>
</tr>
<tr>
<td>9</td>
<td>Numeric</td>
<td>1</td>
<td>Semester of “Award”</td>
</tr>
<tr>
<td>10</td>
<td>Numeric</td>
<td>2</td>
<td>Hazlewood Hours Used</td>
</tr>
<tr>
<td>11</td>
<td>Numeric</td>
<td>2</td>
<td>Federal Hours Used</td>
</tr>
<tr>
<td>12</td>
<td>Numeric</td>
<td>1</td>
<td>Type of Hours Used</td>
</tr>
<tr>
<td>13</td>
<td>Numeric</td>
<td>7</td>
<td>Value of Exemption</td>
</tr>
<tr>
<td>14</td>
<td>Numeric</td>
<td>1</td>
<td>Relation to Service Member</td>
</tr>
<tr>
<td>15</td>
<td>Character</td>
<td>1</td>
<td>Is Recipient a Dependent?</td>
</tr>
<tr>
<td>16</td>
<td>Character</td>
<td>1</td>
<td>Is Recipient /Service Member in Default on a student loan?</td>
</tr>
<tr>
<td>17</td>
<td>Character</td>
<td>1</td>
<td>Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?</td>
</tr>
<tr>
<td>18</td>
<td>Numeric</td>
<td>9</td>
<td>Service Member’s SSN</td>
</tr>
<tr>
<td>19</td>
<td>Numeric</td>
<td>8</td>
<td>Service Member’s Date of Birth</td>
</tr>
<tr>
<td>20</td>
<td>Character</td>
<td>30</td>
<td>Service Member’s Last Name</td>
</tr>
<tr>
<td>21</td>
<td>Character</td>
<td>30</td>
<td>Service Member’s First Name</td>
</tr>
<tr>
<td>22</td>
<td>Character</td>
<td>1</td>
<td>Service Member’s Middle Initial</td>
</tr>
<tr>
<td>23</td>
<td>Numeric</td>
<td>9</td>
<td>Service Member’s Zip Code</td>
</tr>
<tr>
<td>24</td>
<td>Character</td>
<td>1</td>
<td>Does Service Member Meet Initial Time of Entry Requirement?</td>
</tr>
</tbody>
</table>

* (# 8) Fiscal Year Example:

- Fiscal year 2014 = (fall 2013, spring 2014, and summer 2014)
- Fiscal year 2015 = (fall 2014, spring 2015, and summer 2015)
# Hazlewood Exemption Data Record Format

**EVERY DATA ELEMENT MUST BE INCLUDED IN EVERY RECORD OF YOUR FILE**
**YOUR FILE MUST BE IN A FIXED-LENGTH TEXT FORMAT**

<table>
<thead>
<tr>
<th>Data Element (Field)</th>
<th>Field Layout</th>
<th>Instructions</th>
<th>Edit Checks</th>
<th>Error Listing Messages</th>
</tr>
</thead>
</table>
| 1. Record Code       | xx           | Alphanumeric; left justified; 2 characters<br>
*Enter “@D” for every detail record* | Error if left blank | E: blank field |
|                      |              |              | Error if <> “@D” | E: invalid entry |
| 2. Recipient SSN      | xxxxxxxxxxx  | Numeric; right justified; 9 characters<br>
*Do NOT use dashes or slashes.* | Error if left blank | E: blank field |
| Number                |              | You must enter the recipient’s SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency. |         |         |
| 3. Recipient’s Last Name | xxxxxxxxxxx  | Alphabetic; left justified; 30 letters<br>
Upper- or Lower-case acceptable | Error if numeric | E: non-alphabetic |
|                       | xxxxxxxxxxx  |              | Error if left blank | E: blank field |
|                       | xxxxxxxxxxx  |              | Error if numeric | E: non-alphabetic |
|                       | xxxxxxxxxxx  |              | Error is left blank | E: blank field |
| 4. Recipient’s First Name | xxxxxxxxxxx  | Alphabetic; left justified; 30 letters<br>
Upper- or Lower-case acceptable |         |         |
<table>
<thead>
<tr>
<th>Data Element (Field)</th>
<th>Field Layout</th>
<th>Instructions</th>
<th>Edit Checks</th>
<th>Error Listing Messages</th>
</tr>
</thead>
</table>
| 5. Recipient’s Middle Initial | x | Alphabetic; left justified; 1 letter  
Upper- or Lower-case acceptable | Error if numeric | E: non-alphabetic |
| 6. Recipient’s Zip Code of Address | 999999999 | Numeric; right justified; 9 digits  
If last 4 digits are unknown, enter “0000” | Error if not numeric  
Error if left blank | E: non-numeric  
E: blank field |
| 7. Recipient’s Date of Birth | mmddyyyy | Numeric; right justified; 8 digits  
Do NOT use dashes or slashes.  
Enter the 2-digit month, 2-digit day and the 4-digit year  
month range 01 through 12  
day range 01 through 31 | Error if not numeric  
Error if left blank  
Error if mm is out of range of 1-12  
Error if dd is out of range of 1-31 | E: non-numeric  
E: blank field  
E: month out of range  
E: day out of range |
| 8. Fiscal Year of Recipient’s “AWARD” | 9999 | Numeric, right justified; 4 digits  
Enter the four digit fiscal year in which the recipient received this award | Error if alphabetic  
Error if left blank | E: non-numeric  
E: blank field  
E: invalid entry |
<table>
<thead>
<tr>
<th>Data Element (Field)</th>
<th>Field Layout</th>
<th>Instructions</th>
<th>Edit Checks</th>
<th>Error Listing Messages</th>
</tr>
</thead>
</table>
| 9. Semester of Recipient's "AWARD" | 9 | Numeric; right justified; 1 digit  
1 = Fall  
2 = Spring  
3 = Summer I  
4 = Summer II | Error if not numeric  
Error if left blank  
Error if < 1 or > 4 | E: non-numeric  
E: blank field  
E: invalid entry |
| 10. Hazlewood Hours Used | 99 | Numeric; right justified; 2 digits  
*Enter the number of enrolled hours covered by the Hazlewood Exemption*  
*Use a leading “0” if hours are fewer than 10* | Error if not numeric  
Error if left blank | E: non-numeric  
E: blank field |
| 11. Federal Hours Used | 99 | Numeric; right justified; 2 digits  
*Enter the number of enrolled hours covered by a federal program*  
*Use a leading “0” if hours are fewer than 10* | Error if not numeric  
Error if left blank | E: non-numeric  
E: blank field |
<table>
<thead>
<tr>
<th>Data Element (Field)</th>
<th>Field Layout</th>
<th>Instructions</th>
<th>Edit Checks</th>
<th>Error Listing Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Type of Hours Used</td>
<td>9</td>
<td><strong>Numeric; right justified; 1 digit</strong>&lt;br&gt;1 = Standard Hazlewood hours (Service Member is the Recipient)&lt;br&gt;2 = Transferred Hazlewood hours (i.e. “Legacy”)&lt;br&gt;3 = Death of Service Member&lt;br&gt;4 = Disability (100%) of Service Member</td>
<td>Error if not numeric&lt;br&gt;Error if left blank&lt;br&gt;Error if &lt; 1 or &gt; 4</td>
<td>E: non-numeric&lt;br&gt;E: blank field&lt;br&gt;E: invalid entry</td>
</tr>
<tr>
<td>13. Value of Hazlewood Exemption</td>
<td>99999999</td>
<td><strong>Numeric; right justified; 7 digits, including two decimal places</strong>&lt;br&gt;Do NOT use a decimal point.&lt;br&gt;Example: 0152400 (This entry describes an exemption amount of $1524.00)</td>
<td>Error if not numeric&lt;br&gt;Error if left blank</td>
<td>E: non-numeric&lt;br&gt;E: blank field</td>
</tr>
<tr>
<td>Data Element (Field)</td>
<td>Field Layout</td>
<td>Instructions</td>
<td>Edit Checks</td>
<td>Error Listing Messages</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-------------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| 14. Recipient’s Relation to Service Member | 9 | Numeric; right justified; 1 digit  
0 = Self (Recipient is the Service Member)  
1 = Biological child  
2 = Adopted child  
3 = Step-child  
4 = Spouse  
5 = Claimed as dependent on taxes | Error if not numeric  
Error if left blank  
Error if < 0 or > 5 | E: non-numeric  
E: blank field  
E: invalid entry |
| 15. Is Recipient a Dependent of Service Member? | x | Alphabetic; right justified; 1 letter  
Y = Yes  
N = No | Error if numeric  
Error if left blank  
Error if <> “Y” or “N” | E: non-alphabetic  
E: blank field  
E: invalid entry |
| 16. Is Recipient /Service Member in Default on a student loan? | x | Alphabetic; right justified; 1 letter  
Y = Yes  
N = No | Error if numeric  
Error if left blank  
Error if <> “Y” or “N”  
Error if “Y” | E: non-alphabetic  
E: blank field  
E: invalid entry  
E: ineligible recipient |
<table>
<thead>
<tr>
<th>Data Element (Field)</th>
<th>Field Layout</th>
<th>Instructions</th>
<th>Edit Checks</th>
<th>Error Listing Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?</td>
<td>x</td>
<td>Alphabetic; right justified; 1 letter&lt;br&gt;Y = Yes&lt;br&gt;N = No</td>
<td>Error if numeric&lt;br&gt;Error if left blank&lt;br&gt;Error if &lt;&gt; “Y”</td>
<td>E: non-alphabetic&lt;br&gt;E: blank field&lt;br&gt;E: ineligible recipient</td>
</tr>
<tr>
<td>18. Service Member’s SSN</td>
<td>999999999</td>
<td>Numeric; right justified; 9 digits&lt;br&gt;Do NOT use dashes or slashes.</td>
<td>Error if not numeric&lt;br&gt;Error if left blank</td>
<td>E: non-numeric&lt;br&gt;E: blank field</td>
</tr>
<tr>
<td>19. Service Member’s Date of Birth</td>
<td>999999999</td>
<td>Numeric; right justified; 8 digits (mmddyyyy)&lt;br&gt;Do NOT use dashes or slashes.</td>
<td>Error if not numeric&lt;br&gt;Error if left blank</td>
<td>E: non-numeric&lt;br&gt;E: blank field</td>
</tr>
<tr>
<td>20. Service Member’s Last Name</td>
<td>xxxxxxxxx xxxxxxxxxx xxxxxxxxxx xxx</td>
<td>Alphabetic; left justified; 30 letters&lt;br&gt;Upper- or Lower-case acceptable</td>
<td>Error if numeric&lt;br&gt;Error if left blank</td>
<td>E: non-alphabetic&lt;br&gt;E: blank field</td>
</tr>
<tr>
<td>Data Element (Field)</td>
<td>Field Layout</td>
<td>Instructions</td>
<td>Edit Checks</td>
<td>Error Listing Messages</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------</td>
<td>---------------------------------------------------</td>
<td>------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>21. Service Member’s First Name</td>
<td>xxxxxxxxxxx</td>
<td>Alphabet; left justified; 30 letters; Upper- or</td>
<td></td>
<td>E: non-alphabetic; blank</td>
</tr>
<tr>
<td></td>
<td>xxxxxxxxxxx</td>
<td>Lower-case acceptable</td>
<td>Errors if numeric</td>
<td>field</td>
</tr>
<tr>
<td></td>
<td>xxxxxxx</td>
<td></td>
<td>Error if left blank</td>
<td></td>
</tr>
<tr>
<td></td>
<td>xxxxxx</td>
<td></td>
<td>Error is left blank</td>
<td></td>
</tr>
<tr>
<td></td>
<td>xxxx</td>
<td></td>
<td>E: blank field</td>
<td></td>
</tr>
<tr>
<td>22. Service Member’s Middle Initial</td>
<td>x</td>
<td>Alphabet; left justified; 1 letter; Upper- or</td>
<td>E: non-alphabetic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lower-case acceptable</td>
<td>Errors if numeric</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Error if left blank</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E: blank field</td>
<td></td>
</tr>
<tr>
<td>23. Service Member’s Zip Code of Address</td>
<td>999999999</td>
<td>Numeric; right justified; 9 digits</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td></td>
<td>*If last 4 digits are unknown, enter “0000”</td>
<td></td>
</tr>
<tr>
<td>24. Does Service Member Meet Initial</td>
<td>X</td>
<td>Alphabet, right-justified; 1 letter; Y = Yes; N</td>
<td>E: non-alphabetic</td>
<td></td>
</tr>
<tr>
<td>Time of Entry Requirement?</td>
<td></td>
<td></td>
<td>Errors if numeric</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Error if left blank</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Error if &lt;&gt; “Y”</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E: blank field</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E: ineligible recipient</td>
<td></td>
</tr>
</tbody>
</table>
CSV Format for the Submission of Hazlewood and Servicemember Records

The CSV Format is designed to serve dual purposes for submitting Hazlewood exemption records and for submitting certain service member information associated with those records. The format is based on the existing format specified by the Texas Higher Education Coordinating Board (THECB Format) for submitting Hazlewood records. The format is comma separated values file. In Excel, this is usually the .csv (MS-DOS) file type. More technically, the format conforms with RFC 4180 for the text/csv MIME type. This document describes the fields of the CSV Format and provide an overview of its processing.

This format does not replace the existing fixed-length THECB Format. TVC will continue to process Hazlewood records submitted in that format.

Fields 2 - 24 are Hazlewood exemption record fields. Fields 18 - 22 and 25 - 36 are service member information record fields.

- A header is not necessary and lines that do not have @D in field 1 will be ignored.
- To submit a Hazlewood exemption record only, fields 2 - 24 must be non-empty and fields 25 - 36 must be empty.
- To submit a service member information record only, fields 18 - 22, 25 - 36 must be non-empty and fields 2 - 17, 23 - 24 must be empty.
- To submit both a Hazlewood record and associated service member information, fields 2 - 36 must be non-empty.
- Fields may not be enclosed in double quotes.
- A service member information record will be rejected with in an error if an existing Hazlewood record with matching fields 18, 19 and 21 cannot be found.
- Multiple service member information records may be submitted for each service member. Records with entry (field 29) and separation (field 30) dates that overlap those dates in existing records will be rejected with an error.
## CSV Format Data Record Structure

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Maximum Length</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Character</td>
<td>2</td>
<td>Record Code</td>
</tr>
<tr>
<td>2</td>
<td>Character</td>
<td>9</td>
<td>Recipient’s SSN Number</td>
</tr>
<tr>
<td>3</td>
<td>Character</td>
<td>30</td>
<td>Recipient’s Last Name</td>
</tr>
<tr>
<td>4</td>
<td>Character</td>
<td>30</td>
<td>Recipient’s First Name</td>
</tr>
<tr>
<td>5</td>
<td>Character</td>
<td>1</td>
<td>Recipient’s Middle Initial</td>
</tr>
<tr>
<td>6</td>
<td>Numeric</td>
<td>9</td>
<td>Recipient’s Zip Code</td>
</tr>
<tr>
<td>7</td>
<td>Numeric</td>
<td>8</td>
<td>Recipient’s Date of Birth</td>
</tr>
<tr>
<td>8</td>
<td>Numeric</td>
<td>4</td>
<td>Fiscal Year of “Award” * (see example below)</td>
</tr>
<tr>
<td>9</td>
<td>Numeric</td>
<td>1</td>
<td>Semester of “Award”</td>
</tr>
<tr>
<td>10</td>
<td>Numeric</td>
<td>2</td>
<td>Hazlewood Hours Used</td>
</tr>
<tr>
<td>11</td>
<td>Numeric</td>
<td>2</td>
<td>Federal Hours Used</td>
</tr>
<tr>
<td>12</td>
<td>Numeric</td>
<td>1</td>
<td>Type of Hours Used</td>
</tr>
<tr>
<td>13</td>
<td>Numeric</td>
<td>7</td>
<td>Value of Hazlewood Exemption</td>
</tr>
<tr>
<td>14</td>
<td>Numeric</td>
<td>1</td>
<td>Recipient’s Relation to Service Member</td>
</tr>
<tr>
<td>15</td>
<td>Character</td>
<td>1</td>
<td>Is Recipient a Dependent of a Service Member?</td>
</tr>
<tr>
<td>16</td>
<td>Character</td>
<td>1</td>
<td>Is Recipient/Service Member in Default on a Student Loan?</td>
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<td>Character</td>
<td>1</td>
<td>Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?</td>
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<td>18</td>
<td>Numeric</td>
<td>9</td>
<td>Service Member’s SSN</td>
</tr>
<tr>
<td>19</td>
<td>Numeric</td>
<td>8</td>
<td>Service Member’s Date of Birth</td>
</tr>
<tr>
<td>Field</td>
<td>Type</td>
<td>Size</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>20</td>
<td>Character</td>
<td>30</td>
<td>Service Member’s Last Name</td>
</tr>
<tr>
<td>21</td>
<td>Character</td>
<td>30</td>
<td>Service Member’s First Name</td>
</tr>
<tr>
<td>22</td>
<td>Character</td>
<td>1</td>
<td>Service Member’s Middle Initial</td>
</tr>
<tr>
<td>23</td>
<td>Numeric</td>
<td>9</td>
<td>Service Member’s Zip Code</td>
</tr>
<tr>
<td>24</td>
<td>Character</td>
<td>1</td>
<td>Does Service Member Meet Initial Time of Entry Requirement?</td>
</tr>
<tr>
<td>25</td>
<td>Character</td>
<td>30</td>
<td>Home of Record city</td>
</tr>
<tr>
<td>26</td>
<td>Character</td>
<td>2</td>
<td>Home of Record state; 2 digit postal abbreviation</td>
</tr>
<tr>
<td>27</td>
<td>Character</td>
<td>30</td>
<td>Place of Entry city</td>
</tr>
<tr>
<td>28</td>
<td>Character</td>
<td>2</td>
<td>Place of Entry state; 2 digit postal abbreviation</td>
</tr>
<tr>
<td>29</td>
<td>Numeric</td>
<td>8</td>
<td>Entry Date</td>
</tr>
<tr>
<td>30</td>
<td>Numeric</td>
<td>8</td>
<td>Separation Date</td>
</tr>
<tr>
<td>31</td>
<td>Numeric</td>
<td>2</td>
<td>Net Active Service year(s)</td>
</tr>
<tr>
<td>32</td>
<td>Numeric</td>
<td>2</td>
<td>Net Active Service month(s)</td>
</tr>
<tr>
<td>33</td>
<td>Numeric</td>
<td>2</td>
<td>Net Active Service day(s)</td>
</tr>
<tr>
<td>34</td>
<td>Numeric</td>
<td>1</td>
<td>Branch (Army, Air Force, Navy, Marine, Coast Guard)</td>
</tr>
<tr>
<td>35</td>
<td>Numeric</td>
<td>1</td>
<td>Component (Active, Reserve, National Guard)</td>
</tr>
<tr>
<td>36</td>
<td>Numeric</td>
<td>1</td>
<td>Character of Service (honorable, other than honorable, dishonorable, general, bad conduct, uncharacterized)</td>
</tr>
<tr>
<td>Data Element (Field)</td>
<td>Instructions</td>
<td>Edit Checks</td>
<td>Error Listing Messages</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>1. Record Code</td>
<td>Alphanumeric; 2 characters&lt;br&gt;&lt;i&gt;Enter “@D” for every detail record&lt;/i&gt;</td>
<td>Error if left blank&lt;br&gt;Error if &lt;&gt; &quot;@D&quot;</td>
<td>E: blank field</td>
</tr>
<tr>
<td>2. Recipient SSN Number</td>
<td>Numeric; empty or 9 characters&lt;br&gt;&lt;i&gt;Do NOT use dashes or slashes.&lt;/i&gt;&lt;br&gt;&lt;i&gt;You must enter the recipient’s SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency.&lt;/i&gt;</td>
<td>Error if left blank&lt;br&gt;Error if numeric</td>
<td>E: blank field</td>
</tr>
<tr>
<td>3. Recipient’s Last Name</td>
<td>Alphabetic; empty or up to 30 letters&lt;br&gt;Upper- or Lower-case acceptable</td>
<td>Error if numeric&lt;br&gt;Error if left blank</td>
<td>E: non-alphabetic</td>
</tr>
<tr>
<td>4. Recipient’s First Name</td>
<td>Alphabetic; empty or up to 30 letters&lt;br&gt;Upper- or Lower-case acceptable</td>
<td>Error if numeric&lt;br&gt;Error is left blank</td>
<td>E: non-alphabetic</td>
</tr>
<tr>
<td>5. Recipient’s Middle Initial</td>
<td>Alphabetic; empty or 1 letter&lt;br&gt;Upper- or Lower-case acceptable</td>
<td>Error if numeric&lt;br&gt;Error if numeric</td>
<td>E: non-alphabetic</td>
</tr>
<tr>
<td>6. Recipient’s Zip Code of Address</td>
<td>Numeric; empty or 9 digits&lt;br&gt;&lt;i&gt;If last 4 digits are unknown, enter “0000”&lt;/i&gt;</td>
<td>Error if not numeric&lt;br&gt;Error if left blank</td>
<td>E: non-numeric</td>
</tr>
<tr>
<td>7. Recipient’s Date of Birth</td>
<td>Numeric; empty or 8 digits&lt;br&gt;&lt;i&gt;Do NOT use dashes or slashes.&lt;/i&gt;&lt;br&gt;&lt;i&gt;Enter the 2-digit month, 2-digit day and the 4-digit year.*&lt;br&gt;month range 01 through 12&lt;br&gt;day range 01 through 31&lt;/i&gt;</td>
<td>Error if not numeric&lt;br&gt;Error if left blank&lt;br&gt;Error if mm is out of range of 1-12&lt;br&gt;Error if dd is out of range of 1-31</td>
<td>E: non-numeric&lt;br&gt;E: blank field&lt;br&gt;E: month out of range&lt;br&gt;E: day out of range</td>
</tr>
<tr>
<td>Data Element (Field)</td>
<td>Instructions</td>
<td>Edit Checks</td>
<td>Error Listing Messages</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| 8. **Fiscal Year** of Recipient's "AWARD"   | Numeric, empty or 4 digits  
*Enter the four digit fiscal year in which the recipient received this award* | Error if alphabetic  
Error if left blank | E: non-numeric  
E: blank field  
E: invalid entry |
| 9. Semester of Recipient's "AWARD"          | Numeric; empty or 1 digit  
1 = Fall  
2 = Spring  
3 = Summer I  
4 = Summer II | Error if not numeric  
Error if left blank  
Error if < 1 or > 4 | E: non-numeric  
E: blank field  
E: invalid entry |
| 10. Hazlewood Hours Used                    | Numeric; empty or 2 digits  
*Enter the number of enrolled hours covered by the Hazlewood Exemption* | Error if not numeric  
Error if left blank | E: non-numeric  
E: blank field |
| 11. Federal Hours Used                      | Numeric; empty or up to 2 digits  
*Enter the number of enrolled hours covered by a federal program* | Error if not numeric  
Error if left blank | E: non-numeric  
E: blank field |
| 12. Type of Hours Used                      | Numeric; empty or 1 digit  
1 = Standard Hazlewood hours (Service Member is the Recipient)  
2 = Transferred Hazlewood hours (i.e. “Legacy”)  
3 = Death of Service Member  
4 = Disability (100%) of Service Member | Error if not numeric  
Error if left blank  
Error if < 1 or > 4 | E: non-numeric  
E: blank field  
E: invalid entry |
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| 13. Value of Hazlewood Exemption                         | Numeric; empty or 7 digits, including two decimal places Do NOT use a decimal point.  
Example: 0152400 (*This entry describes an exemption amount of $1524.00*)  
Enter the monetary amount exempted by the Hazlewood Exemption. Use leading “0’s” if amount is less than 1000 | Error if not numeric  
Error if left blank | E: non-numeric  
E: blank field |
| 14. Recipient’s Relation to Service Member               | Numeric; empty or 1 digit  
0 = Self (Recipient is the Service Member)  
1 = Biological child  
2 = Adopted child  
3 = Step-child  
4 = Spouse  
5 = Claimed as dependent on taxes | Error if not numeric  
Error if left blank  
Error if < 0 or > 5 | E: non-numeric  
E: blank field  
E: invalid entry |
| 15. Is Recipient a Dependent of Service Member?          | Alphabetic; empty or 1 letter  
Y = Yes  
N = No | Error if numeric  
Error if left blank  
Error if <> “Y” or “N” | E: non-alphabetic  
E: blank field  
E: invalid entry |
| 16. Is Recipient/Service Member in Default on a Student Loan? | Alphabetic; empty or 1 letter  
Y = Yes  
N = No | Error if numeric  
Error if left blank  
Error if <> “Y” or “N”  
Error if “Y” | E: non-alphabetic  
E: blank field  
E: invalid entry  
E: ineligible recipient |
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| 17. Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas? | Alphabetic; empty or 1 letter  
Y = Yes  
N = No | Error if numeric  
Error if left blank  
Error if <> “Y” | E: non-alphabetic  
E: blank field  
E: ineligible recipient |
| 18. Service Member’s SSN                           | Numeric; empty or 9 digits  
Do NOT use dashes or slashes.  
You must enter the service member’s SSN, which is the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency. | Error if not numeric  
Error if left blank | E: non-numeric  
E: blank field |
| 19. Service Member’s Date of Birth                 | Numeric; empty or 8 digits (mmddyyyy)  
Do NOT use dashes or slashes.  
Enter the 2-digit month, 2-digit day and the 4-digit year  
month range 01 through 12  
day range 01 through 31 | Error if not numeric | E: non-numeric |
| 20. Service Member’s Last Name                     | Alphabetic; empty or up to 30 letters  
Upper- or Lower-case acceptable | Error if numeric | E: non-alphabetic |
| 21. Service Member’s First Name                    | Alphabetic; empty or up to 30 letters  
Upper- or Lower-case acceptable | Error if numeric | E: non-alphabetic |
| 22. Service Member’s Middle Initial                | Alphabetic; empty or 1 letter  
Upper- or Lower-case acceptable | Error if numeric | E: non-alphabetic |
| 23. Service Member’s Zip Code of Address           | Numeric; empty or 9 digits  
If last 4 digits are unknown, enter “0000” |                      |                                  |
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| 24. Does Service Member Meet Initial Time of Entry Requirement? | Alphabetic, empty or 1 letter  
Y = Yes  
N = No | Error if numeric  
Error if not “Y” or “N” | E: non-alphabetic  
E: ineligible recipient |
| 25. Home of Record city | Alphabetic; empty or up to 30 letters  
Upper- or Lower-case acceptable  
Use NOT SPECIFIED for unknown city | Error if numeric | E: non-alphabetic |
| 26. Home of Record state | Alphabetic; empty or 2 letters  
Upper- or Lower-case acceptable  
Two letter US Postal Service abbreviation; Use ZZ for unknown or foreign countries. | Error if numeric  
Error if not a valid state | E: non-alphabetic  
E: not a valid state |
| 27. Place of Entry city | Alphabetic; empty or up to 30 letters  
Upper- or Lower-case acceptable  
Use NOT SPECIFIED for unknown city | Error if numeric | E: non-alphabetic |
| 28. Place of Entry state | Alphabetic; empty or 2 letters  
Upper- or Lower-case acceptable  
Two letter US Postal Service abbreviation; Use ZZ for unknown or foreign countries. | Error if numeric  
Error if not a valid state | E: non-alphabetic  
E: not a valid state |
| 29. Entry Date | Numeric; empty or 8 digits (mmddyyyy)  
Do NOT use dashes or slashes.  
*Enter the 2-digit month, 2-digit day and the 4-digit year*  
*month range 01 through 12*  
*day range 01 through 31* | Error if not numeric  
Error if left blank  
Error if mm is out of range of 1-12  
Error if dd is out of range of 1-31 | E: non-numeric  
E: blank field  
E: month out of range  
E: day out of range |
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</thead>
</table>
| **30. Separation Date**       | Numeric; empty or 8 digits (mmddyyyy)  
Do NOT use dashes or slashes.  
*Enter the 2-digit month, 2-digit day and the 4-digit year  
    month range 01 through 12  
    day range 01 through 31* | Error if not numeric  
Error if left blank  
Error if mm is out of range of 1-12  
Error if dd is out of range of 1-31 | E: non-numeric  
E: blank field  
E: month out of range  
E: day out of range |
| **31. Net Active Service**    | Numeric; empty or up to 2 digits                                            | Error if not numeric  
Error if < 0 or > 99                              | E: non-numeric |
| year(s)                      |                                                                             |                                                 |                        |
| **32. Net Active Service**    | Numeric; empty or up to 2 digits                                            | Error if not numeric  
Error if < 0 or > 12                              | E: non-numeric |
| month(s)                     |                                                                             |                                                 |                        |
| **33. Net Active Service**    | Numeric; empty or up to 2 digits                                            | Error if not numeric  
Error if < 0 or > 30                              | E: non-numeric |
| days(s)                      |                                                                             |                                                 |                        |
| **34. Branch**               | Numeric; empty or 1 digit  
1  Army  
2  Air Force  
3  Navy  
4  Marine Corps  
5  Coast Guard | Error if not numeric  
Error if < 1 or > 5                         | E: non-numeric  
E: out range |
| **35. Component**            | Numeric; empty or 1 digit  
1  Active/Regular  
2  Reserve  
3  National Guard | Error if not numeric  
Error if < 1 or > 3                         | E: non-numeric  
E: out range |
<p>| | | | |
|                              |                                                                             |                                                 |                        |</p>
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<tbody>
<tr>
<td>36. Character of Service</td>
<td>Numeric; empty or 1 digit</td>
<td>Error if not numeric</td>
<td>E: non-numeric</td>
</tr>
<tr>
<td></td>
<td>1 Honorable</td>
<td>Error if &lt; 1 or &gt; 6</td>
<td>E: out range</td>
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<tr>
<td></td>
<td>2 Other than Honorable</td>
<td></td>
<td></td>
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<td></td>
<td>3 Dishonorable</td>
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<td></td>
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<td></td>
<td>4 General</td>
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<td></td>
<td>5 Bad Conduct</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 Uncharacterized</td>
<td></td>
<td></td>
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