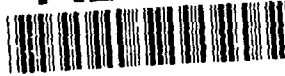


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DEPARTMENT OF DEFENSE

Assistant Secretary of Defense for
Health Affairs (703) 756-0904

Defense Enrollment Eligibility Reporting System

PROGRAM
MANUAL

MAY 1982

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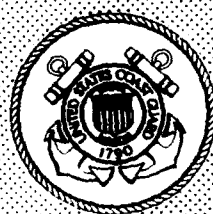
ASSISTANT SECRETARY OF DEFENSE
(MANPOWER, RESERVE AFFAIRS, AND LOGISTICS)

AND

ASSISTANT SECRETARY OF DEFENSE
(HEALTH AFFAIRS)

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OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

May 28, 1982

FOREWORD

This manual is issued under the authority of DoD Directive 1341.1, "Defense Enrollment Eligibility Reporting System (DEERS)," October 14, 1981. It provides program guidance and procedural references for DEERS implementation and maintenance.¹

The provisions of this manual apply to the Office of the Secretary of Defense; the Military Departments (including the Coast Guard when it is operating as a Military Service in the Navy); and the Defense Agencies (hereafter referred to collectively as "DoD Components"); the Coast Guard, under agreement with the Department of Transportation when it is not operating as a Military Service in the Navy; and under agreement with the Departments of Health and Human Services and Commerce, the Commissioned Corps of the Public Health Service and the Commissioned Corps of the National Oceanic and Atmospheric Administration, respectively (hereafter referred to as "other Uniformed Services").

This manual is effective immediately, and its use by all DoD Components and other Uniformed Services is mandatory. Distribution shall be accomplished in accordance with DoD Instruction 1341.2, "Defense Enrollment Eligibility Reporting System Procedures," March 2, 1982. Portions of this manual may be incorporated in functional area Uniformed Service guidelines. Implementing instructions shall be forwarded to the DEERS Program Manager for coordination and approval within 90 days. Recommended changes to the manual should be sent, through Uniformed Service channels, to

DEERS Program Manager
Room 3E341, The Pentagon
Washington, D.C. 20301

DoD Components and other Uniformed Services may obtain copies of this manual through their own publications channels. Other federal agencies and the public may obtain copies from the Director, U.S. Naval Publications and Forms Center, Code 301, 5801 Tabor Avenue, Philadelphia, Pennsylvania 19120.

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(Health Affairs)

¹The interim "DEERS Program Manuals," dated May 1, 1981, and March 1, 1982, are hereby canceled.

DEFENSE ENROLLMENT ELIGIBILITY
REPORTING SYSTEM (DEERS)
PROGRAM MANUAL

TABLE OF CONTENTS

	<u>Page</u>
 CHAPTER 1 - INTRODUCTION TO DEERS	
A. General	1-1
B. Project Overview	1-6
C. Potential Applications	1-7
 CHAPTER 2 - IMPLEMENTATION	
A. General	2-1
B. Objectives	2-1
C. Implementation Actions	2-1
D. CONUS Schedule	2-3
 CHAPTER 3 - ENROLLMENT PROCEDURES	
A. General	3-1
B. Active Duty Dependent Enrollment	3-2
C. Retiree Dependent and Survivor Enrollment	3-2
D. Enrollment Procedures	3-3
E. Retiree and Survivor Mailings	3-20
 CHAPTER 4 - AUGMENTEES	
A. General	4-1
B. Field Representatives	4-2
C. Augmentees' Job Descriptions	4-3
D. Procedural Guidance	4-5
 CHAPTER 5 - ELIGIBILITY CHECKING	
A. General	5-1
B. Types and Frequency of Eligibility Checks	5-1
C. Inquiry Procedures	5-2
D. Completing the DEERS Enrollment Follow-up Form	5-18
 CHAPTER 6 - INFORMATION PROGRAM	
A. General	6-1
B. Responsibilities	6-1
C. Target Audiences of the DEERS Information Program	6-2
D. Joint-Usage Material	6-4
E. The Information Campaign	6-5
F. Maintenance	6-9

	<u>Page</u>
G. DEERS Information Offices and Points of Contact at OSD and Service Headquarters	6-9
H. DEERS OSD and Service Project Offices	6-10

CHAPTER 7 - COMMUNICATIONS

A. General	7-1
B. Communications Environment	7-1
C. Responsibilities, Funding, and Command Guidelines	7-3
D. Base Implementation Plan	7-4

APPENDICES

A. Bibliography	A-1
B. Operating Instructions for the DEERS Eligibility Inquiry Terminals	B-1
C. Directory of Accredited Colleges and Universities	C-1

FIGURES

<u>Figure</u>	<u>Title</u>	<u>Page</u>
1-1	RAPIDS - DEERS Interface	1-9
2-1	CONUS Implementation Schedule	2-4
2-2	Lead Service Responsibilities	2-5
2-3	DEERS Implementation Schedule	2-6
2-4	Description of Geographic Areas for CONUS Implementation Phases	2-7
2-5	Three-Digit ZIP Codes List for CONUS Implementation Phases	2-9
3-1	Automatic Enrollment Procedures	3-44
3-2	Manual Enrollment Procedures	3-45
3-3	DEERS Beneficiary Referral Form - DD Form 2269	3-46
3-4	DEERS Enrollment - DD Form 1172	3-47
3-5	DEERS Batch Transmittal Form - DD Form 2268	3-49
3-6	Acknowledgement Report	3-50
3-7	DEERS DD Form 1172 Processing Memo - DEERS FM 1	3-51
3-8	DEERS Enrollment Processing Center Workflow	3-52
3-9	DEERS DD Form 1172 Processing Memo - DEERS FM 2	3-53
3-10	DEERS DD Form 1172 Processing Audit Memo - DEERS FM 3	3-54
5-1	DEERS Family Member Prefix Numbers	5-19
5-2	UCA Summary Account Codes	5-20
5-3	DEERS Enrollment Follow-up Form - DD Form 2270	5-21
5-4	MTF/DTF Flow Chart	5-22
7-1	DEERS Site Survey	7-9
7-2	DEERS Communications Questionnaire	7-11

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ACRONYMS

ADP	Automated Data Processing
APO	Air or Army Post Office
ASD(HA)	Assistant Secretary of Defense (Health Affairs)
ASD(MRA&L)	Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)
ASD(PA)	Assistant Secretary of Defense (Public Affairs)
AUTOVON	Automatic Voice Network
C	Privilege code for Commissary (on DD Form 1172)
CHAMPUS	Civilian Health and Medical Program of the Uniformed Services
CONUS	Continental United States
COTR	Contracting Officer's Technical Representative
CRT	Cathode Ray Tube (a computer terminal)
DAS	Defense Audit Service
DAV	Disabled Veteran
DBMS	Data Base Management System
DCA	Defense Communications Agency
DCS	Defense Communications System
DD Form	Department of Defense Form
DECCO	Defense Commercial Communications Office
DEERS	Defense Enrollment Eligibility Reporting System
DLA	Defense Logistics Agency
DMDC	Defense Manpower Data Center
DMIS	Data Management Information System
DOB	Date of Birth

DoD	Department of Defense
DRD	Data Requirements Document
DSO	DEERS Support Office
DTF	Dental Treatment Facility
DUSD(C ³ I)	Deputy Under Secretary of Defense (Communications, Command, Control, and Intelligence)
EL	Privilege code for Exchange, Limited use (on DD Form 1172)
EU	Privilege code for Exchange, Unlimited use (on DD Form 1172)
FD	Functional Description
FI	Fiscal Intermediary (pays CHAMPUS claims)
FMP	Family Member Prefix
FPO	Fleet Post Office
FY	Fiscal Year
GAO	General Accounting Office
ICN	Internal Control Number
ID	Identification
IDMS	Integrated Data Management System
MC	Privilege code for Medical care, Civilian source - CHAMPUS (on DD Form 1172)
MS	Privilege code for Medical care, Uniformed Services (on DD Form 1172)
MTF	Medical Treatment Facility
NCS	National Communications System
NOAA	National Oceanic and Atmospheric Administration
OASD(HA)	Office of the Assistant Secretary of Defense (Health Affairs)
OASD(MRA&L)	Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)
OASD(PA)	Office of the Assistant Secretary of Defense (Public Affairs)
OCHAMPUS	Office of the Civilian Health and Medical Program of the Uniformed Services

ODUSD(C ³ I)	Office of the Deputy Under Secretary of Defense (Communications, Command, Control, and Intelligence)
OMB	Office of Management and Budget
OSD	Office of the Secretary of Defense
PAO	Public Affairs Officer
PHS	Public Health Service
POC	Point of Contact
R/ADT	Registration/Admission, Disposition, and Transfer (a TRIMIS system)
RAPIDS	Real-Time Automated Personnel Identification System
ROTC	Reserve Officers' Training Corps
SC	Security Code
SSN	Social Security Number
TH	Privilege code for Theater (on DD Form 1172)
TCO	Telecommunications Certification Office
TSR	Telecommunications Service Request
TRIMIS	Tri-Service Medical Information System
UC	UCA Summary Account Codes
UCA	Uniform Chart of Accounts
USA	United States Army
USAF	United States Air Force
USCG	United States Coast Guard
USMC	United States Marine Corps
USN	United States Navy
USPHS	United States Public Health Service
VA	Veterans' Administration
WATS	Wide Area Telephone Service
ZIP	Zone Improvement Plan (ZIP code)

DEFINITIONS

1. Alphabetic Field. A field of data in which the letters A through Z and "Blank Only" can be keyed.
2. Alphanumeric Field. A field of data in which alphabetical letters (A through Z), "Blank Only," and integer numbers (1 through 9, and 0) can be keyed.
3. Ancillary Services. Supportive services.
4. Batch. A group of data records organized for the purpose of convenience and control.
5. Batch Number. An identifier attached to a specific group of records.
6. Character. The basic element of data. A character takes one position and can be an alphabetic letter (A through Z), a digit (Arabic number symbols 1 through 9, and 0), or a special symbol (consult keyboard).
7. Cursor. Blinking underline on a CRT display that tells you where the next character or space will occur.
8. Data. An item of information or a collection of records.
9. Data Base. Information stored in automated files within a computer via the Data Station.
10. Data Station. A work site equipped with a keyboard and CRT video screen.
11. Data Set. Also called modem. Electronic device that translates CRT-entered information into signals that are transmitted through a telephone line to a computer.
12. Display. The exhibit or response from the computer seen on the CRT video screen.
13. Family Member Prefix. A two-character code used to identify beneficiaries. Refer to Figure 5-1 in this manual.
14. Field. A predetermined meaningful grouping of consecutive characters allocated to specific information (for example, Last Name, Day of Month).
15. Hit. A term used to indicate that a DEERS inquiry has successfully identified the individual for whom the inquiry was made. Also refers to a CURSOR position on the DEERS Eligibility Inquiry Screen.
16. Inquiry. As it relates to DEERS, an automated search of the DEERS Eligibility Data Base for information upon which to determine the eligibility status of a beneficiary.

17. Integer Field. A field of data in which only integers 1 through 9 and 0 can be entered.
18. Interface. A component of the data set (modem).
19. Line. A row of characters; may be thought of as a line of text in a book.
20. Menu. A listing of activities or functions available to the operator of a DEERS CRT.
21. Mode. The operating state of the CRT video screen at a data station (for example, RCV = receive, NTL = control, or XMT = transmit).
22. Modem. Also called data set. "Modulates" outgoing data transmissions into signals compatible with telephone lines and "demodulates" incoming signals back into computer recognizable transmissions.
23. No Hit. A term used to indicate that a DEERS inquiry has been unable to identify the individual for whom the inquiry was made.
24. Page. 24 lines. The amount of data that can be displayed on the CRT video screen at one time.
25. Prompt. A message or guide that appears on the CRT video screen that directs the operator to enter specific information.
26. Record. One CRT video screen consisting of different fields of data.
27. Record Number. The number of records currently being displayed.
28. Security Code. A two-character code provided by the DEERS Program Office to the supervisor of each field site authorized to make DEERS inquiries. Proper use of this code will prevent unauthorized access to and use of the DEERS Eligibility System.
29. Sign-Off. Terminating use of a CRT video screen.
30. Sign-On. Initiating use of a CRT video screen.
31. Site Code. A six-character code provided by the DEERS Program Office that uniquely identifies each field site.
32. Skip. To pass without changing.
33. UCA Summary Account Codes. A two-character Uniform Chart of Accounts code used to classify, for accounting purposes, the type of medical or dental service requested. Refer to Figure 5-2 in this manual.

CHAPTER 1

INTRODUCTION TO DEERSA. GENERAL1. Introduction

a. The Defense Enrollment Eligibility Reporting System, DEERS, is a new system that affects everyone entitled to Uniformed Services benefits: the United States Army, Navy, Marine Corps, Air Force, Coast Guard, Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration; active duty members and retirees, dependents, and survivors.

b. The potential for improvement in the management of Uniformed Services resources and benefits, as a result of DEERS, is extensive and far reaching. For the first time, there will be an accurate accounting of all those who are eligible for Uniformed Services benefits, not just sponsors. With this up-to-date data base on the Uniformed Services population, managers will be able to improve their planning, programing, budgeting, and allocation for many benefits, in such areas as health care, education, housing, child care, commissaries, exchanges, and facilities planning and construction, at both the headquarters and local levels.

c. Since DEERS contains active duty and retiree data, total force planning can be enhanced as the system expands to include interfaces with the data bases of the Reserves, National Guard, Selective Service, and the Military Enlistment Processing Command (MEPCOM).

d. The accomplishment of long-range DEERS goals will offer significant gains in administrative management and personnel services by reducing paperwork and increasing the accuracy of personnel data files. Furthermore, potential exists for extensive application in the planning and preparation for mobilization and contingencies.

2. Background

a. In 1974, Congress expressed concern about the Department of Defense's ability to control and allocate military health care resources and to minimize the fraudulent use of these resources. Congress provided study monies and directed the Department of Defense to initiate analyses to investigate the problem.

b. The Department of Defense operates one of the largest health care systems in the world. Care is provided directly, through more than 150 military hospitals and approximately 300 clinics worldwide, and indirectly, through the

Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), a cost-sharing health insurance program. The beneficiary population, estimated to be between 9 and 12 million, includes active duty and retired members (both referred to as sponsors) of the Army, Navy, Marine Corps, and Air Force, and their dependents and survivors. In addition, legislative action and reciprocal agreements authorize the provision of health care to beneficiaries of the Department of Defense, United States Coast Guard (USCG), the Commissioned Corps of the United States Public Health Service (USPHS), and the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA). This broadened system of reciprocal health care delivery is referred to as the Uniformed Services Health Care System.

c. The size and diversity of the beneficiary population make accounting for and allocating Uniformed Services medical resources complex and difficult. This situation was complicated by the lack of any system to accurately define the population demographically.

d. Congress directed the Department of Defense to initiate a program to improve the control and distribution of available military health care services, to improve the projection and allocation of costs for existing and future health care programs, and to minimize the fraudulent use of military health benefits by unauthorized persons. The Department of Defense recognized that such a program would require the establishment of a data base containing the identity and geographic location of all persons entitled to receive military health care services. This task was complicated by the fact that maintenance and availability of the requisite data were not standardized throughout the participating Uniformed Services.

e. The following examples illustrate the problems that confronted the Department of Defense. Dependent data for all of the Uniformed Services was not available in a central repository and existed primarily on separate source documents maintained in each service member's personnel file; full sponsor data files were not available to the Department of Defense from the USCG, USPHS, and NOAA; maintenance of the data that was available was not standardized; and there was no mechanism to combine the available sponsor and dependent data. An initial need, therefore, was the collection of this information from all participating Uniformed Services by a system that would permit its use in managing health benefits programs for members of the Uniformed Services and other authorized beneficiaries.

f. In 1975, the Military Health Care Study, a Presidentially commissioned effort, was conducted by the Department of Defense; the Department of Health, Education, and Welfare; and the Office of Management and Budget. Several of their recommendations focused on the conclusion that military health care planning and resources should be based primarily on the size and demographic characteristics of the population to be served. Implementation of their recommendations required the development of a system to collect and process beneficiary population information. In their supplemental report, the Military Health Care Study included an analysis on the potential benefits of an enrollment system in satisfying the need for a population data base. Paralleling this effort, the General Accounting Office (GAO) and the Defense Audit Service (DAS) recommended that action be taken to ensure that DoD health benefits were provided only to eligible beneficiaries. The GAO agreed that an enrollment/eligibility system would satisfy the intent of their recommendations.

g. From 1975 to July 1979, the Department of Defense conducted a series of studies and a demonstration project to establish the feasibility of alternative methodologies to support the enrollment/eligibility concept. Two objectives were identified. The first was to collect and provide, for management use, demographic and sociographic data on the population entitled to receive DoD health benefits; and the second was to substantially reduce the fraud and misuse of those benefits.

h. To satisfy these objectives, the Office of the Assistant Secretary of Defense (Health Affairs) (OASD(HA)), in coordination with the Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (OASD(MRA&L)), established the DEERS Program in Fiscal Year (FY) 1979. They are now cosponsors of the program.

i. The DEERS Program Office was established in 1979 to manage the development and operation of DEERS. In September of that year, a contract to assist in the design, development, implementation, and maintenance of DEERS was awarded to Electronic Data Systems. Data collection for the initial phase of this system began in November 1979 in Uniformed Services facilities located in southeastern Virginia and northeastern North Carolina. Systems operations began in these facilities in February 1980. Since that time, the original objectives and scope of DEERS have been broadened to include the maintenance of eligibility status for other Uniformed Services benefits and the ability to interface with other DoD systems and programs.

3. Environment

a. Management. The Assistant Secretary of Defense (Health Affairs) (ASD(HA)) and the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)) establish policy for the DEERS Program. The authority for executing DEERS policy resides with the DEERS Program Manager in the DEERS Program Office. To assist the DEERS Program Office, the sponsors established a DEERS Steering Group to provide policy guidance and a DEERS Work Group to provide liaison with the Uniformed Services and DoD Components in the implementation and operation of DEERS. The contractor participates in an advisory capacity. Support also is provided by Work Group Committees of representatives from the DoD Components and the Uniformed Services in functional areas like personnel, medical, information dissemination, and automated data processing (ADP) and communications.

b. DEERS Systems. Implementation of DEERS required the development of the following component systems. These systems function as described below:

(1) The DD1172 Interface System provides source document control and converts beneficiary source data, transmitted on verified DD Forms 1172 (Application for Uniformed Services Identification and Privilege Card), to machine-readable media for input to the Enrollment System.

(2) The Enrollment System combines data from the DD1172 Interface System with sponsor records received on machine readable media from the Uniformed Services into an integrated data base. This system produces individual identification records for the Eligibility System and generates management and demographic reports.

(3) The Eligibility System provides beneficiary eligibility status to authorized users. This system includes the communications network and data base necessary to support users. It also produces management reports.

c. Interface Systems. DEERS is developing interfaces with other systems which will enable utilization of the DEERS data bases.

(1) DEERS and CHAMPUS

(a) CHAMPUS helps defray expenses for civilian health care rendered to authorized dependents of active duty Uniformed Services personnel, to retired Uniformed Services personnel and their authorized dependents, and to authorized dependents of deceased active duty and deceased retired personnel. CHAMPUS uses fiscal intermediaries (FIs) located around the country to process claims submitted by either the beneficiary or the provider of health services.

(b) In order to ensure that funds are expended only for services to eligible participants, DEERS eligibility confirmation is included in the CHAMPUS claims-processing operation. FIs access the DEERS data base for two applications: CHAMPUS claims development and CHAMPUS eligibility confirmation. These applications are discussed in sections B. and C. of Chapter 5.

(2) DEERS and TRIMIS

(a) In 1975, the Department of Defense initiated the Tri-Service Medical Information System (TRIMIS) Program. TRIMIS is a long-term program to aid medical personnel in the management of health care facilities. The TRIMIS Program will eventually integrate several medical information systems across all services. TRIMIS systems are initially scheduled for use at the larger military hospitals.

(b) DEERS and TRIMIS will provide unique benefits to the military medical community. The TRIMIS systems, currently in place or under development, include a pharmacy system, medical records system, laboratory system, and a patient administration system. Most TRIMIS systems have a requirement for demographic information. The majority of this information will be gathered by DEERS through its enrollment process, thereby minimizing the burden upon personnel for redundant data collection efforts.

(3) DEERS and the Uniformed Services Identification (ID) Card

(a) The Uniformed Services ID card is intended to provide positive identification of the cardholder to establish eligibility for certain benefits and privileges administered by the Uniformed Services. These entitlements include health care, the use of commissaries and exchanges, and welfare and recreation activities. The current ID system has received close scrutiny from the GAO and the DAS. These agencies have identified gross abuses in the present system and estimate that the fraudulent use of this card results in millions of misspent dollars annually. An inordinate number of these ID cards are either lost or stolen each year. Furthermore, the current card is easily altered and counterfeited.

(b) Congress has recommended strongly that improved control and accountability measures be implemented for validating benefit entitlements. These recommendations have included the strengthening of controls over the issue and recovery of ID cards and the linking of the ID card to DEERS for validation of entitlements.

(c) A new ID card system concept, the Real-Time Automated Personnel Identification System (RAPIDS), is under development. The RAPIDS-DEERS Interface is shown in Figure 1-1. It depicts a means for producing and issuing a computerized ID card at Uniformed Service installations. The on-line interface of the ID card process and DEERS will provide an effective means for reducing errors and the administrative burden. When tied to the computer, the production of the card ceases to be a time-consuming, error-prone process. Second, the ability to confirm entitlements through DEERS eligibility checks of the cardholder will assist in the attainment of improved management and control of the card itself. The on-line, two-way flow of data, as shown, will not only simplify ID card production, but also will ensure consistency of information on the ID card and in the data bases of DEERS. This is considered vital since the ultimate success of this program will be measured by the impact on those entitled to benefits administered by the Uniformed Services.

(d) RAPIDS will also have an off-line capability to produce cards and retain appropriate data. This data will be used for later entry into DEERS in case of primary system saturation or failure. This will preclude interruption of ID card processing. It is envisioned that this requirement can be fulfilled by incorporating a disc or tape-recording device with the ID card production equipment. In this manner, cards can be produced, and mirror-image ID card data can be recorded while equipment is operated in an off-line mode. Subsequently, the acquired data can be transmitted for batch entry into DEERS.

d. Facilities. Facilities for supporting the DEERS component systems and interfaces are described below:

(1) The DD1172 Interface System data conversion and source document control functions are performed by the contractor at the DEERS Enrollment Processing Center in Santa Barbara, California.

(2) The Enrollment System is managed by the Defense Manpower Data Center (DMDC), under the policy direction of the OASD(MRA&L). The Enrollment System Division of DMDC, located in Monterey, California, uses DoD computer resources housed at the Naval Postgraduate School, also in Monterey. A direct access storage capacity in excess of 3 billion bytes is required to support the Enrollment Data Base and to satisfy the Enrollment System overhead requirements.

(3) The Eligibility System is supported by two facilities. The East Coast Eligibility Center is located in Alexandria, Virginia, and uses one government-furnished Hewlett-Packard 3000 series 44 minicomputer and a series III minicomputer with 2 billion bytes of on-line storage. The West Coast Eligibility Center, which duplicates the hardware resources installed in Alexandria, Virginia, is located in Monterey, California. This center services Eligibility System needs originating west of the Mississippi River, while the East Coast Facility supports the eastern regions of the United States. The two Eligibility Centers, each with a full Eligibility Data Base, are linked together to provide backup support for DEERS queries in the event one of the computers is not

operating. The Eligibility System includes the telecommunications and voice network required to support all authorized users with on-line access to the DEERS Eligibility Centers. Defense Communications Agency (DCA) procedures and resources have been used when possible in designing and implementing the DEERS communications network.

(4) The DEERS Support Office (DSO), located in Monterey, California, reports to the DEERS Program Office and has contractual support. The DSO performs the functions of ensuring data integrity, conducting research, monitoring field maintenance, and providing customer relations. This office has access to the files created by all three component systems of DEERS.

B. PROJECT OVERVIEW

1. To ensure efficient and manageable implementation, and to ease the burden of the sponsors and dependents involved in initial enrollment, the continental United States (CONUS) was divided into 12 phases (see Chapter 2). The first phase was a test area in southeastern Virginia and northeastern North Carolina. Through this test, concepts of DEERS were refined and validated for implementation throughout CONUS. These concepts were further refined in North Carolina and the central West Coast during the summer and fall of 1980. Worldwide system implementation should be completed by FY 1984. Maintenance of the system is required on a continuing basis.

2. Each implementation phase consists of two parts. The first is the enrollment of beneficiaries. The second is confirming the eligibility of beneficiaries for health care. Members of the Uniformed Services are enrolled automatically. A sponsor with dependents must enroll all eligible dependents (including those under 10 years of age). Dependents are enrolled using procedures consistent with the completion of a DD Form 1172.

3. Retired service members who are entitled to retirement pay are automatically enrolled. However, they must enroll their eligible dependents. Survivors (a dependent spouse whose sponsor is deceased) must enroll themselves and their dependents. An enrollment packet is mailed to all known retirees and survivors receiving annuities in each phase as DEERS is implemented. Local installations shall be prepared to assist retirees and survivors in enrolling. An information dissemination effort shall inform all beneficiaries of the program and how individuals may enroll (see Chapter 6).

4. To reduce the administrative burden at Uniformed Service installations, contractor-furnished clerical employees (augmentees) are often provided by the DEERS Program Office during initial enrollment and eligibility checking to help enroll dependents and train base personnel (see Chapter 4). It is the responsibility of each command to use the temporary help effectively. Failure to do so may place an undue administrative burden upon the command.

5. After verification by a personnel officer, a copy of the DD Form 1172 is sent to the DEERS Enrollment Processing Center for data entry. The DEERS Enrollment Processing Center records the dependent data and transfers it from the DD Form 1172 to machine readable media for entry onto the Enrollment Data Base.

This information identifying eligible beneficiaries is matched with the sponsor data, and the Enrollment Data Base is updated. (The Eligibility Data Base, housed at both the East Coast and West Coast Eligibility Centers, then is updated with the data elements required to conduct an eligibility check.)

6. In order to minimize the redundancy of data collection efforts and storage requirements, as well as to maintain the integrity of the data base, personnel offices shall meticulously review and verify DD Forms 1172 and assist in their preparation as required.

7. Personnel offices at bases within the areas of implementation shall, on a continuing basis, prepare and verify DD Forms 1172 for all those who use the DD Form 1172 as an application for identification cards. Even though cards may not be issued in the enrollment process, verifying officers shall exercise the same degree of thoroughness for DEERS enrollment and maintenance as they would for card issuance, since both procedures establish entitlement to benefits. The eligibility for these benefits shall be based upon the information entered into DEERS from the DD Form 1172, matched with the automated system sponsor data from the Uniformed Services' personnel or finance systems. Experience has shown that enrollment of dependents is most successful when the commanding officer actively supports achieving 100 percent enrollment.

8. The second part of each phase, eligibility checking, has several functions. It provides for the confirmation of beneficiary eligibility for medical care. It provides a means to increase the reliability of the data base, and it also helps to identify those beneficiaries who have not enrolled.

9. Medical treatment facilities (MTFs) and dental treatment facilities (DTFs) shall check eligibility using either a cathode ray tube (CRT) terminal or telephone, depending upon traffic volume. Chapter 5 describes eligibility checking procedures at the MTFs and DTFs and by CHAMPUS. CHAMPUS eligibility checking shall be done through "on-line real-time" and "batch" computer-to-computer access. Chapter 7 documents the procedures required for the installation of telephones and CRT terminals.

10. Eligibility Centers on the East and West Coasts shall provide timely confirmation of beneficiary entitlement to MTFs and DTFs, CHAMPUS FIs, personnel offices, and other authorized users.

C. POTENTIAL APPLICATIONS

1. The establishment of the DEERS data base and communications network will provide planners and policymakers within the Uniformed Services organizations with a readily accessible source of information with which to determine requirements, budget, authorize, and allocate the resources necessary to deliver and monitor the benefits authorized to eligible beneficiaries.

2. DEERS will reduce the need for population demographic surveys. DEERS data can be integrated into population-based planning and simulation models for resource management systems, like those requiring population data for sizing programs and facilities, such as hospitals, base housing, schools, commissaries,

and exchanges. The data will be available to base-level and headquarters managers.

3. The potential exists for greatly facilitating the personnel management aspects of mobilization and contingencies. DEERS could expedite, from a personnel management position and at a critical time, the mobilization of Guard and reserve units, ensuring their addition to the roles of the Eligibility Data Base. During mobilization and contingencies, the Armed Services Medical Regulating Office can use DEERS as a means to transmit information on patients transferring between aeromedical staging facilities and hospitals. At the same time, the system can be interfaced with the Uniformed Services' personnel systems for update and maintenance and to provide assistance in the evacuation and relocation of dependents.

4. There also is potential for making great improvements in personnel administration. Through the enrollment process, DEERS already has improved the accuracy of personnel files and master tapes. Downstream, as the transmission of data is automated and as DEERS interfaces with the proposed new identification card system, significant time and money will be saved in personnel administration, data reduction, and maintenance.

5. DEERS's extensive data bases, communications network, and on-line access have universal application in these and many other areas requiring interface for planning, programing, resource allocation, and eligibility verification.

RAPIDS -- DEERS INTERFACE

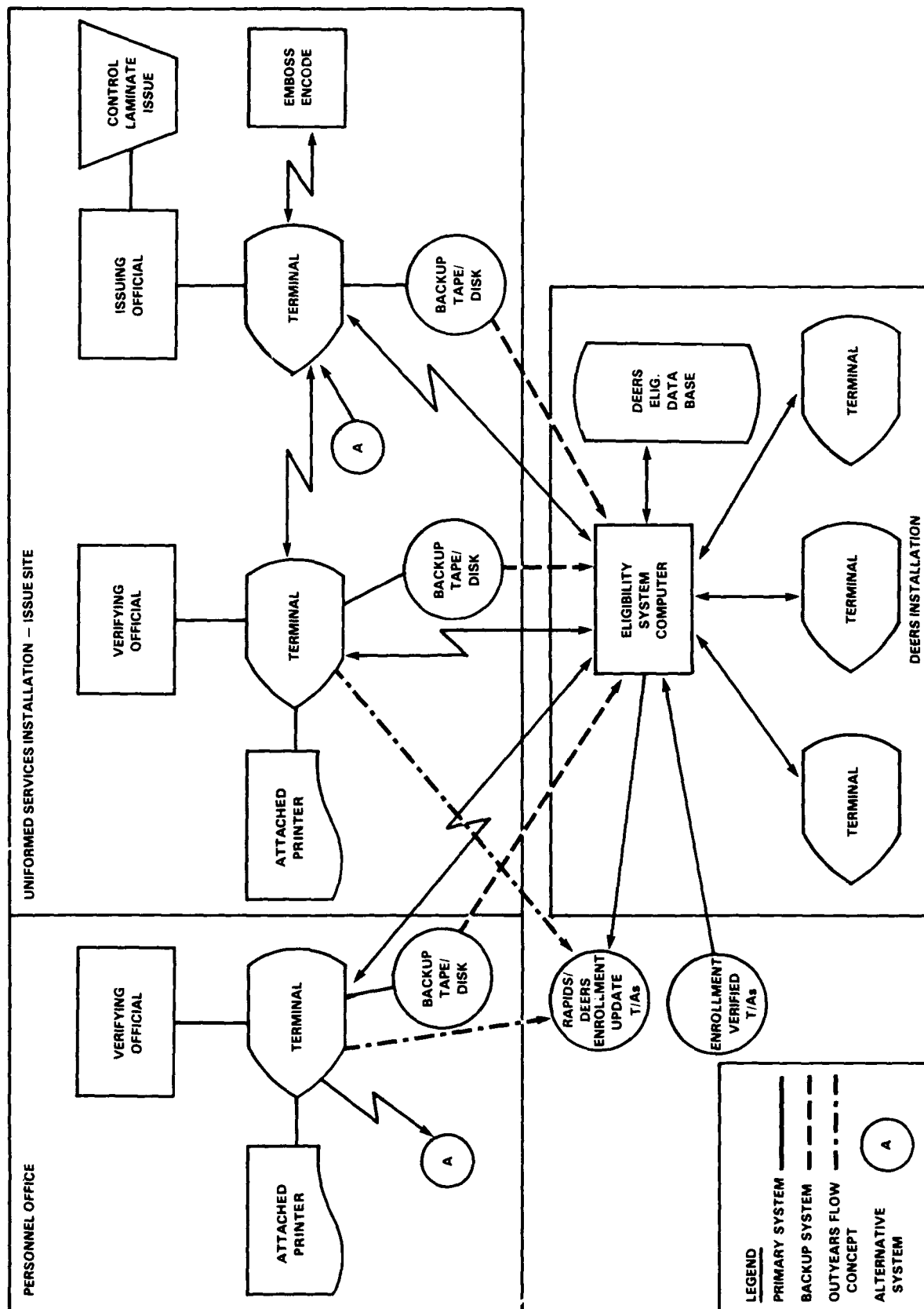


Figure 1-1

CHAPTER 2

IMPLEMENTATIONA. GENERAL

DEERS is scheduled to be implemented across CONUS by October 1982. This undertaking involves more than 9 million beneficiaries, all Uniformed Service personnel, medical, dental, finance, information, communications, and data processing functions, and CHAMPUS and its FIs. This chapter summarizes program results and outlines the plan for continued development and utilization of DEERS.

B. OBJECTIVES

1. DEERS has two objectives. The first is to collect and provide, for management use, demographic and sociographic data on the population entitled to receive DoD benefits; and the second is to substantially reduce fraud and misuse of these benefits. The initial application of DEERS is improved management of health care benefits. Expansion to other benefit areas is underway.

C. IMPLEMENTATION ACTIONS

1. DEERS will be implemented in CONUS through a geographically phased process. The planned implementation schedule is shown in Figure 2-1. Worldwide implementation should be completed by October 1984.

2. For each of the enrollment phases, a Lead Service has been designated by the DEERS Program Office. The Lead Service is that Uniformed Service having the greatest representation in the area. The responsibilities of the Lead Service are assigned by the DEERS Program Office and include Service coordination of all functional areas. Figure 2-2 lists Lead Service responsibilities for CONUS.

3. Prior to implementation of each enrollment phase, a DEERS Implementation Training Workshop shall be held at a strategic location in the area of consideration. Key Uniformed Service installation personnel for the specific phase, contractor personnel, DEERS Project Officers from the Washington, D.C., area, and selected personnel from previously implemented phases shall be present at these conferences. A general introduction to DEERS shall be provided. Functional committee meetings (personnel, medical, information, and communications/ADP) shall be held, during which specific implementation guidelines will be presented. Local, base-level Uniformed Service project and liaison officers for each functional area shall attend the training workshop for their phase. Funds for attending DEERS training workshops are the responsibility of each officer's Uniformed Service.

4. The first step in each phase of implementation is informing the beneficiaries in that area about the program and how to enroll in DEERS. Chapter 6 describes this effort in detail. To ensure successful enrollment,

information efforts must be timely and comprehensive throughout the affected geographic area. The information plan is implemented approximately 6 weeks before enrollment starts in each area. Information dissemination continues with scheduled releases of articles and saturation with information materials (such as posters and brochures) until about 45 days after the intensified enrollment period. Periodic updates shall be provided thereafter to ensure continued DEERS maintenance.

5. Simultaneously, with the initiation of information dissemination actions, the required systems communications network also must be determined. Because of the leadtime required, establishment of the communications network must begin early to give the many vendors adequate time to implement the necessary communications lines. The location of each CRT and each telephone must be determined for each facility before equipment can be ordered from communications vendors. An early start will ensure that the communications network can be installed in time for eligibility checking.

6. The next step is the enrollment of beneficiaries. For the system to be successful, all beneficiaries must be enrolled. Chapter 3 describes the steps for enrollment in detail. Beneficiaries basically fall into three categories: sponsors, dependents, and survivors.

7. Active duty and retired sponsors are automatically enrolled based upon information in the automated personnel and finance systems, respectively. These categories of sponsors must enroll their dependents by completing a DD Form 1172 and having it verified by a Uniformed Service verifying officer. Survivors, Medal of Honor winners, 100 percent disabled veterans, foreign military sponsors, eligible civilians, former members, and others eligible for benefits shall enroll themselves and their dependents by filling out a DD Form 1172. After these forms have been verified, the Uniformed Service verifying officer shall mail them to the DEERS Enrollment Processing Center.

8. The DEERS Enrollment Processing Center in Santa Barbara, California, has been established to record the data for dependents from the DD Form 1172. The Processing Center transfers these data to magnetic tape for entry into the Enrollment Data Base at DMDC.

9. The Enrollment Data Base is created by matching the existing automated files of sponsor and survivor data with the dependent data from the DD Forms 1172.

10. Data elements from the Enrollment Data Base are used at the two Eligibility Centers: one in Alexandria, Virginia, and the other in Monterey, California. These two centers provide beneficiary eligibility confirmation by voice phone and CRTs located in the direct care facilities, and through communication interfaces that provide patient eligibility confirmation to CHAMPUS FIs and TRIMIS interface sites. The eligibility checking shall begin in the direct care facilities in the DEERS areas approximately 3 months after enrollment begins.

D. CONUS SCHEDULE

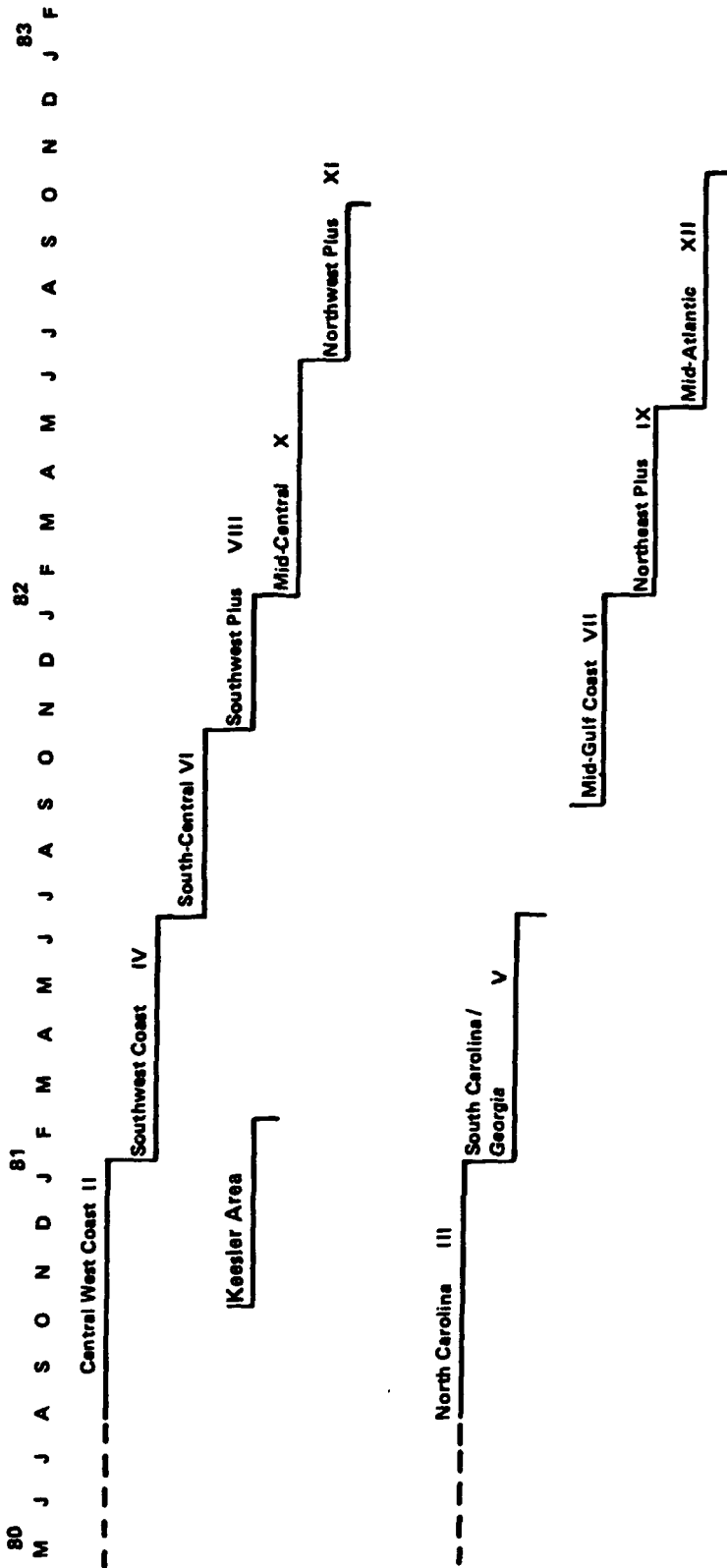
1. The CONUS implementation schedule has 12 phases. Each phase covers an approximate 4-month period. The 1st month provides leadtime to get the field representatives (provided by the contractor) in the area and the augmentees on board. This is followed by a 3-month period of intensified enrollment. See Figure 2-3 for a map of the areas covered. Figures 2-4 and 2-5 further describe each phase.

2. Phase I, not shown on Figure 2-1, was the implementation of DEERS in southeastern Virginia and northeastern North Carolina. The purpose of the Phase I implementation was to develop the expertise to ensure that the CONUS implementation would proceed smoothly. In Phase I, expertise was developed in many areas, including enrollment procedures, MTF and DTF procedures, information dissemination, knowledge of data processing, and telecommunications procedures and capabilities.

3. Phases II through XII represent the remainder of the CONUS implementation of DEERS.

4. The boundaries of each phase were determined by such factors as population concentration of DoD health care beneficiaries and facilities, individual Service communication constraints, personnel resource availability, and operational parameters.

CONUS IMPLEMENTATION SCHEDULE *



* PHASE I (NOT SHOWN) WAS THE IMPLEMENTATION IN SOUTHEASTERN VIRGINIA AND NORTHEASTERN NORTH CAROLINA DURING THE PERIOD NOVEMBER 1979 TO MAY 1980.

Figure 2-1

LEAD SERVICE RESPONSIBILITIES

The following Lead Service responsibilities have been assigned by the DEERS Program Office.

<u>PHASE</u>	<u>LEAD SERVICE</u>
I	Navy
II	Air Force
III	Army/Marine Corps
Keesler (DEERS/TRIMIS Project)	Air Force
IV	Navy
V	Army
VI	Air Force
VII	Navy
VIII	Army
IX	Navy/Air Force
X	Air Force
XI	Air Force
XII.	OSD

Figure 2-2

DEERS IMPLEMENTATION SCHEDULE

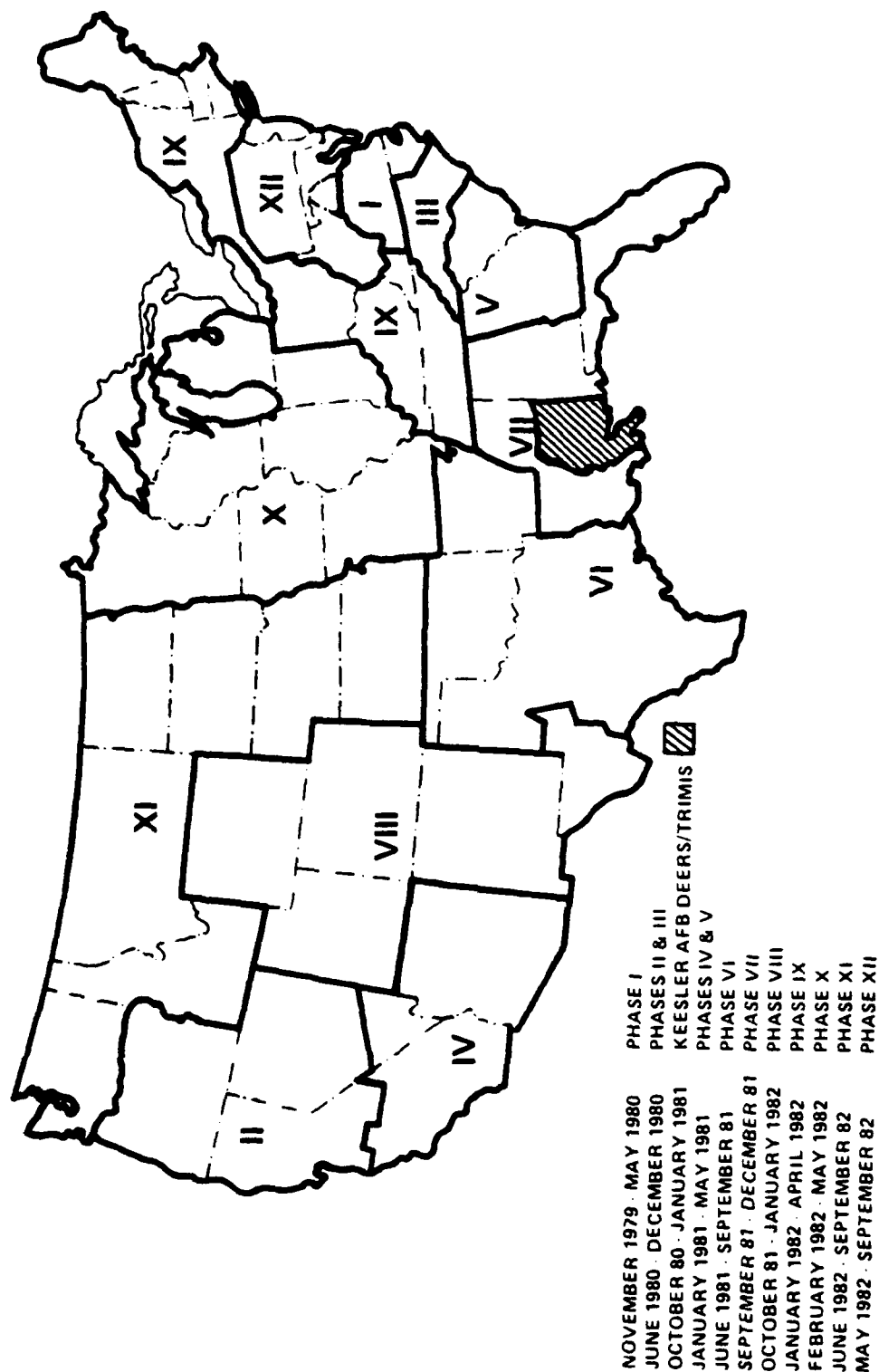


Figure 2-3

DESCRIPTION OF GEOGRAPHIC AREAS FOR CONUS IMPLEMENTATION PHASES

The following is a description of the projected geographic areas for CONUS implementation of DEERS.

Phase I

Tidewater area encompassed the better part of Virginia, except the extreme southwestern part (zip codes 242, 243, and 246) and the northern Virginia counties near Washington, D.C. (zip codes 220 through 223, and 226). It also covered the northeastern portion of North Carolina (zip codes 275 through 279), except for the United States Army.

Phase II

Central West Coast covers northern California with the following zip codes: 932, 933, 936, 937, 939, 940, 941, and 943 through 961. It also includes the entire state of Oregon and all of Nevada except the following zip codes: 890 and 891.

Phase III

North Carolina covers the whole state except zip codes 275 through 279. NOTE: United States Army shall include zip codes 275 through 279 in Phase III. United States Air Force shall renew enrollment efforts in zip codes 275 through 279 in Phase III.

October 1980 through January 1981 DEERS and TRIMIS Coordinated Enrollment and Eligibility Checking Project

Keesler Air Force Base (expanded area to include Mississippi zip codes 390 through 396, and Louisiana zip codes 700, 701, 703, 704, 707, and 708).

Phase IV

Southwest Coast covers southern California with the following zip codes: 900 through 931, 934, and 935. It also includes Arizona and southern Nevada, with the zip codes 890 and 891.

Phase V

South Carolina and Georgia covers all of both states.

Phase VI

South-Central covers Oklahoma, Arkansas, and all of Texas except that part of western Texas identified by the following zip codes: 797, 798, and 799.

Phase VII

Mid-Gulf Coast covers all of the states of Florida, Louisiana, Mississippi, and Alabama (less those areas covered by the October 1, 1980 through January 1981 DEERS and TRIMIS Coordinated Enrollment and Eligibility Project).

Phase VIII

Southwest Plus covers the states of Wyoming, Utah, Colorado, and New Mexico. It also covers the following Texas zip codes: 797, 798, and 799.

Phase IX

Northeast Plus covers all of the states of Ohio, Kentucky, Tennessee, Virginia zip codes 242, 243, and 246, Vermont, New Hampshire, Massachusetts, Maine, Connecticut, Rhode Island, and all of New York, except the following zip codes: 100 through 109.

Phase X

Mid-Central covers the states of Minnesota, Wisconsin, Iowa, Missouri, Illinois, Michigan, and Indiana.

Phase XI

Northwest Plus covers the states of Washington, Idaho, Montana, North and South Dakota, Nebraska, and Kansas.

Phase XII

Mid-Atlantic covers the states of Pennsylvania, Maryland, Delaware, New Jersey, Washington, D.C., West Virginia, and Virginia zip codes 220, 221, 222, 223, and 226. Also includes New York zip codes 100 through 109.

Figure 2-4 (Continued)

THREE-DIGIT ZIP CODES LIST FOR CONUS IMPLEMENTATION PHASES

TIDEWATER VIRGINIA - PHASE I

224 225 227 228 229 230 231 232 233 234 235 236 237 238 239 240
241 244 245 278 279

CENTRAL WEST COAST - PHASE II

893 894 895 897 898 932 933 936 937 939 940 941 943 944 945 946
947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 970
971 972 973 974 975 976 977 978 979

NORTH CAROLINA - PHASE III

270 271 272 273 274 275 276 277 280 281 282 283 284 285 286 287
288 289

KEESLER AFB AREA

390 391 392 393 394 395 396 700 701 703 704 707 708

SOUTHWEST COAST - PHASE IV

850 852 853 855 856 857 859 860 863 864 865 890 891 900 902 903
904 905 906 907 908 910 911 912 913 914 915 916 917 918 920 921
922 923 924 925 926 927 928 930 931 934 935

SOUTH CAROLINA/GEORGIA - PHASE V

290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305
306 307 308 309 310 312 313 314 315 316 317 318 319

SOUTH-CENTRAL - PHASE VI

716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731
734 735 736 737 738 739 740 741 743 744 745 746 747 748 749 750
751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766
767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782
783 784 785 786 787 788 789 790 791 792 793 794 795 796

Figure 2-5

MID-GULF COAST - PHASE VII

320	322	323	324	325	326	327	328	329	330	331	333	334	335	336	337
338	339	350	351	352	354	355	356	357	358	359	360	361	362	363	364
365	366	367	368	369	386	387	388	389	397	705	706	710	711	712	713
714															

SOUTHWEST PLUS - PHASE VIII

797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812
813	814	815	816	820	821	822	823	824	825	826	827	828	829	830	831
840	841	843	844	845	846	847	870	871	873	874	875	877	878	879	880
881	882	883	884												

NORTHEAST PLUS - PHASE IX

010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025
026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041
042	043	044	045	046	047	048	049	050	051	052	053	054	056	057	058
059	060	061	062	063	064	065	066	067	068	069	110	111	112	113	114
115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146
147	148	149	242	243	246	370	371	372	373	374	376	377	378	379	380
381	382	383	384	385	400	401	402	403	404	405	406	407	408	409	410
411	412	413	414	415	416	417	418	420	421	422	423	424	425	426	427
430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445
446	447	448	449	450	451	452	453	454	455	456	457	458			

MID-CENTRAL - PHASE X

460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475
476	477	478	479	480	481	482	484	485	486	487	488	489	490	491	492
493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508
510	511	512	513	514	515	516	520	521	522	523	524	525	526	527	528
530	531	532	534	535	537	538	539	540	541	542	543	544	545	546	547
548	549	550	551	553	554	556	557	558	559	560	561	562	563	564	565
566	567	600	601	602	603	604	605	606	609	610	611	612	613	614	615
616	617	618	619	620	622	623	624	625	626	627	628	629	630	631	633
634	635	636	637	638	639	640	641	644	645	646	647	648	650	651	652
653	654	655	656	657	658										

NORTHWEST PLUS - PHASE XI

570	571	572	573	574	575	576	577	580	581	582	583	584	585	586	587
588	590	591	592	593	594	595	596	597	598	599	660	661	662	664	665
666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681
683	684	685	686	687	688	689	690	691	692	693	832	833	834	835	836
837	838	980	981	982	983	984	985	986	988	989	990	991	992	993	994

Figure 2-5 (Continued)

MID-ATLANTIC - PHASE XII

070	071	072	073	074	075	076	077	078	079	080	081	082	083	084	085
086	087	088	089	100	101	103	104	105	106	107	108	109	150	151	152
153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184
185	186	187	188	189	190	191	193	194	195	196	197	198	199	200	201
202	203	204	205	206	207	208	209	210	211	212	214	215	216	217	218
219	220	221	222	223	226	247	248	249	250	251	252	253	254	255	256
257	258	259	260	261	262	263	264	265	266	267	268				

Figure 2-5 (Continued)

CHAPTER 3

ENROLLMENT PROCEDURESA. GENERAL

1. Enrollment in DEERS is mandatory for all beneficiaries. As shown in Figure 3-1 (page 3-44), all active duty personnel and retirees entitled to retirement pay are enrolled automatically by their parent Uniformed Service. However, Figure 3-2 (page 3-45) shows that all dependents (including children under 10) must be enrolled by their active duty or retired sponsor. In addition, selected sponsors (those who are issued a DD Form 1173, Uniformed Services Identification and Privilege Card) must enroll themselves and their dependents. Figure 3-2 also identifies how these beneficiaries become enrolled. An estimated 60 percent of all active duty enlisted and 80 percent of all active duty officer and retired personnel have dependents who must be enrolled. The majority of persons needing to be enrolled will be dependents of active duty sponsors. Enrollment for these persons is discussed in section B of this chapter. Procedures for enrolling retired personnel and survivors are in section C.

2. The initial or intensified enrollment period lasts a short period of time, usually 3 months or less. During this time, clerical support personnel (augmentees) are provided through the contractor to assist in enrollment. Detailed information concerning augmentees is in Chapter 4. The number of augmentees allotted to each installation is determined by an analysis of the number of beneficiaries to be enrolled. After the intensified enrollment period, personnel shall be enrolled under routine maintenance procedures on a continuing basis.

3. A field representative (provided by the contractor) is available to help coordinate the enrollment effort. It is important for Uniformed Service personnel to coordinate enrollment plans with the field representative. Failure to do so may result in a heavy burden for the local personnel after the augmentees have left. At least 1 month before enrollment begins, a field representative shall organize an initial meeting with the local base-level DEERS project officer and functional representatives from the personnel office, MTF and DTFs, communications office, functional information/public affairs office, supply office, data processing support, and pass-ID office in order to review procedures. Additional regular meetings of these representatives shall be held by the local DEERS project officer throughout the intensified enrollment period. When intensified enrollment is complete and facilities are in a maintenance mode, a field representative shall continue to make periodic visits to assist local personnel. Occasional meetings of the base-level project officer and the functional representatives still shall be held to ensure that maintenance procedures are being followed.

4. In addition to coordinating procedures for intensified enrollment and long-term maintenance, local base responsibilities for intensified enrollment include:

a. Establishing DEERS enrollment offices at enrollment sites.

b. Equipping DEERS enrollment offices with proper equipment, such as electric typewriters, typing desks, photocopy machines, and franked envelopes.

c. Establishing proper communication lines at all DEERS enrollment offices; phone lines should include several base lines and at least one AUTOVON line.

d. Obtaining a computer listing by unit of all active duty personnel with dependents that can be used to identify areas of concentration and to prepare lists to schedule each individual for enrollment.

e. Developing and initiating base maintenance procedures to ensure DEERS updates.

5. In addition to the phone lines provided by the local base, the DEERS Program Office shall provide a local commercial phone line.

B. ACTIVE DUTY DEPENDENT ENROLLMENT

No one method of enrollment of active duty dependents works for all Uniformed Service installations. For example, a facility with a centrally located personnel office is best suited for a single enrollment site. At installations that are geographically spread out, group enrollment at various units usually works best. At these bases, augmentees may travel to the individual units and assist the sponsors as a group. Other procedures that have worked well include scheduling individual appointments for sponsors. These schedules can be generated directly from the computer printout of those sponsors needing to enroll dependents. Another effective procedure is to appoint a DEERS project officer for each unit. It is important that dependents of new arrivals to the installation be enrolled. Procedures shall be established locally to ensure that an enrollment check is made as part of in-processing for new arrivals. This procedure shall be continued as part of the maintenance process.

C. RETIREE DEPENDENT AND SURVIVOR ENROLLMENT

1. General

a. During intensified enrollment periods, the DEERS Support Office (DSO), in coordination with the Army, Navy, Marine Corps, Air Force, and Coast Guard, shall mail enrollment packets to Army, Navy, Marine Corps, Air Force, and Coast Guard retirees entitled to retirement pay and to survivors (except for Navy) who are receiving annuities. These packets contain a Service-specific letter, a general description of DEERS, two DD Forms 1172, instructions for filling out the DD Form 1172 and enrolling dependents, and a self-addressed return envelope. Packets shall be sent to retirees and survivors during the intensified enrollment effort in their geographic area. See section E. for examples of packets and for details on how the Navy contacts survivors. The USPS and NOAA are responsible for their own mailings.

b. Mailing labels for these packets shall be printed by DMDC from appropriate Service records. The Department of Defense shall provide the DD Forms 1172, the general description of DEERS, and the instructions for filling out the DD Form 1172. The Uniformed Services shall provide camera-ready copies of their letters and return envelopes; the Department of Defense shall print the letters and envelopes. The DSO shall assemble and mail the packets.

c. Retirees and survivors from the Army and Air Force can enroll dependents either by mail or in person by visiting their nearest parent Service installation. Retirees and survivors of the Navy, Marine Corps, and Coast Guard may visit Service installations for help in completing their forms, but these forms must be mailed to designated locations for each Service.

2. Beneficiary Referrals

a. Local enrollment offices may receive telephone calls or visits from individuals seeking information about DEERS. Many individuals have not received enrollment packets but think they may be entitled to benefits (for example, widows not receiving annuities). Local offices shall provide as much information as possible about DEERS.

b. DD Form 2269, the DEERS Beneficiary Referral Form (Figure 3-3, page 3-46), has been developed to facilitate responding to requests from individuals whose sponsors are from Uniformed Services other than the ones receiving the inquiry. The form may either be given to the contractor's field or maintenance representative or mailed to the address below:

DEERS Support Office
2100 Garden Road, Suite B-2
Monterey, California 93940

The DD Form 2269 shall be forwarded by the contractor representative or DSO to the appropriate Uniformed Service for action. Local reproduction of the DD Form 2269 is recommended.

D. ENROLLMENT PROCEDURES

1. Base-Level Enrollment Procedures

a. General. These special instructions shall be followed by the Uniformed Services when completing the DD Form 1172 (see Figure 3-4, page 3-47) for DEERS enrollment.

(1) Verifying procedures are those currently exercised by each parent Uniformed Service regarding ID card issuance; that is, if a DD Form 1173 is to be issued, refer to parent Service guidelines:

ARMY	-	AR 640-3, Effective June 15, 1980
NAVY	-	NAVMILPERSCOM INSTRUCTION 1750.1
MARINE CORPS	-	MCO P1750.6E
AIR FORCE	-	AF REGULATION 30-20
COAST GUARD	-	Personnel Manual (CG-207), section 18C
PUBLIC HEALTH SERVICE	-	Adheres to Navy regulations; contact Commissioned Personnel Division, USPHS
NOAA	-	All data prepared by NOAA headquarters

(2) Complete all blocks of the DD Form 1172 as instructed. Do not leave any block blank unless the specific instructions require it. If a block

does not apply, write "N/A". Otherwise, the form may be returned for completion, which will further delay enrollment.

(3) Active duty sponsors without dependents need not fill out a DD Form 1172. In the case of a joint marriage (two service members who have dependents), the sponsor upon whom the eligibility was or will be based for issue of DD Form 1173 should fill out the DD Form 1172 as sponsor. The active duty spouse of that sponsor should not be listed on the DD Form 1172 as a dependent.

(4) Sponsors must list all dependents, including those under age 10 in Section II of the DD Form 1172. If additional space is required, attach another DD Form 1172 or a supplemental page on plain paper. All supplemental pages must indicate sponsor's:

- (a) Full name
- (b) SSN or Service number
- (c) Branch of Service
- (d) Status

(5) Before attaching the additional page, the sponsor (or applicant if regulations permit) must sign the DD Form 1172. All additional pages must be verified.

(6) After verification, a copy of the completed and verified form shall be mailed to:

DEERS Enrollment Processing Center
Post Office Box 1328
Santa Barbara, California 93101

(7) If DD Form 1172 is received at the DEERS Enrollment Processing Center with essential information missing or illegible or the form is unverified, it will be returned for correction or completion to the submitting officer. Currently, none of the dependents are enrolled until the form is corrected and returned in a new batch. The essential information follows:

Sponsor name	Relationship to sponsor
SSN or Service number	Date of birth
ZIP code	Privileges authorized
Sponsor status	MC effective date
Signature of sponsor	Verifying officer's signature,
Dependent name	title, and address

b. Completing the DD Form 1172

(1) Section I - Uniformed Service Sponsor

This section refers to the Uniformed Service sponsor, active duty or retired. (Survivors are sponsored by the deceased service member throughout the period of eligibility.) Because a dependent's eligibility is based on this information, this section must be complete and accurate. Check to make certain all information is in the correct block and is legible. If this

information is missing or illegible, the form shall be returned. Block numbers below refer to the 1979 version of the DD Form 1172.

Block 1. NAME - Type, or print in ballpoint pen, the complete name of the sponsor as follows:

Last Name, First Name, Middle Initial. Do not use nicknames.

Example: Jones, Robert W.

Block 2. SOCIAL SECURITY NUMBER - Write the nine-digit social security number (SSN) of the sponsor. If the sponsor never had an SSN and his or her records are filed by Service number, enter the Service number.

Examples: SSN 999-99-9999 or SVC No. 1234567

NOTE: This block requires absolute accuracy. If the wrong number is entered, the application shall be returned and processing shall be delayed.

Block 3. GRADE - Enter abbreviation of current pay grade or rank.

Examples: E-3, O-4, SP5, M/SGT, 1LT, LCDR, MAJ, HMCS

Block 4. HOME PHONE - Enter the area code and the number.

Examples: 202-0X4-4705 or
408-696-0465

Block 5. OFFICE PHONE - Enter the sponsor's office phone.

Block 6. ADDRESS - Enter the sponsor's MAILING address. If this is a street address, enter the number, the street name, and any apartment number on the first line. Enter the city, state, and ZIP code on the second line. If this is a military Air or Army Post Office (APO) or Fleet Post Office (FPO), enter the address to conform with current instructions for APO or FPO usage.

Example: Family address: 99 Jones Road
Somewhere, AZ 93940

Block 7. BRANCH OF SERVICE - Use only one of the following:

USA - Army
USN - Navy
USMC - Marine Corps
USAF - Air Force
USCG - Coast Guard
PHS - Public Health Service
NOAA - National Oceanic and Atmospheric Administration

Air National Guard - Spell out
National Guard - Spell out

NOTE: In the case of foreign military personnel, indicate sponsor's type of Service, that is, if sponsor is Royal Air Force, type or print "Royal Air Force," not RAF.

Block 8. STATUS - Check the appropriate box. If "other" is checked, indicate present status of sponsor in Block 60 on the reverse side of the DD Form 1172. Present status of sponsor may be indicated by code as follows:

TDRL	-	Temporary Disability Retirement List
FRMMR	-	Former Member (Navy/Marine Corps category only)
FRMMR/DEC	-	Former Member deceased (Navy/Marine Corps category only)
MH	-	Medal of Honor recipient
MH/DEC	-	Medal of Honor recipient deceased
DAV/DEC	-	100 percent disabled veteran deceased
CIV	-	Civilian
FP	-	Foreign personnel
FM	-	Foreign military
Reserve	-	Spell out
Lighthouse Service	-	Spell out
American Red Cross	-	Spell out

Example: In Block 60 for remarks, type or print comment such as "Block 8 Status - Civilian" or "Block 8 Status - CIV"

Block 9. DATE OF EXPIRATION OF SERVICE OR CONTRACT - This is entered as follows:

YYYY MMM DD

YYYY - Use four digits for year
MMM - Use three letters for month
DD - Use two digits for day

Example: August 7, 1982 shall be entered as: 1982 AUG 07

NOTE: In cases where there is no termination date, enter "Indefinite."

Block 10. REASON FOR APPLICATION - Leave blank.

(2) Section II - Dependents

This section is for dependents who are being enrolled in DEERS. The sponsor or applicant must list each dependent claimed for benefits.

NOTE: In the case of secondary dependents, where central service approval of dependency status is required, these dependents should not be enrolled until that approval is received.

Block 11. NAME - Enter the dependent's name (last name, first name, middle initial). Do not use nicknames.

Example: Smith, Charles H.

ALSO, enter the dependent's SSN in this block. If that person does not have an SSN, mark the block with the notation "SSN-NONE".

Block 12. RELATIONSHIP - Enter one of the following codes that best describes the relationship of the dependent to the sponsor.

Self/M	-	Self/male
Self/F	-	Self/female
H	-	Husband
W	-	Wife
UMW	-	Unmarried widow ¹
UMWR	-	Unmarried widower ¹
URW	-	Unremarried widow ²
URWR	-	Unremarried widower ²
D	-	Daughter
S	-	Son
SD	-	Stepdaughter
SS	-	Stepson
WARD/M	-	Ward/male
WARD/F	-	Ward/female
M	-	Mother (includes adoptive parent)
ML	-	Mother-in-law (includes adoptive parent)
F	-	Father (includes adoptive parent)
FL	-	Father-in-law (includes adoptive parent)
SM	-	Stepmother
SF	-	Stepfather

1 Unmarried widow/widower - A spouse who has married after the death of the sponsor and has had that marriage terminated by death, decree of divorce, or decree of annulment.

2 Unremarried widow/widower - A spouse who has never remarried or never legally remarried as in the case of an "AB INITIO" annulment. Spouses in this category would not lose their benefits. The definitions of unmarried widow/widower and unremarried widow/widower are also given on the DD Form 1172.

NOTE: If a dependent child is over the age of 21 and his or her entitlement continues due to temporary or permanent incapacity, or due to school enrollment, indicate this in the relationship block using these codes:

INCP - Incapacitated permanently
INCT - Incapacitated temporarily
SCH - Attending school (enter SCH, the name of the institution, and the expected date of graduation in Block 60.)

Block 13. DATE OF BIRTH - Enter the dependent's date of birth as follows:

YYYY MMM DD

YYYY - Use four digits for year
MMM - Use three letters for month
DD - Use two digits for day

Example: August 3, 1947 shall be entered as: 1947 AUG 03

Block 14. PRIVILEGES AUTHORIZED - This block is completed by the verifying officer. Use the following codes:

C - Commissary	EL - Exchange Limited
T - Theater	MS - Medical Care (Uniformed Services)
EU - Exchange Unlimited	MC - Medical Care (civilian source)

Block 15. CARD NO. ISSUED - Enter card number issued from card currently in possession. If no card, enter N/A.

Block 16. ADDRESS - Complete this block as instructed for Block 6.

Block 17. EYES - Leave blank.

Block 18. HAIR - Leave blank.

Block 19. MC EFFECTIVE DATE - MC (Civilian Medical Care) should be the same as indicated on the existing DD Form 1173 or what it would be if a card were being issued.

Block 20. DATE ISSUED - Enter date of issue from card currently in possession. If no card, enter N/A.

Block 21. HEIGHT - Leave blank.

Block 22. WEIGHT - Leave blank.

Block 23. EXPIRATION DATE - The card expiration date should be written here. If this date is not available, a card expiration date should be written in the block as if an ID card is being issued.

Blocks 24 through 36. Complete as Blocks 11 through 23. Refer
Blocks 37 through 49. to the instructions for each block.

NOTE: Blocks 24 through 36 refer to the second dependent for whom DEERS enrollment is made; blocks 37 through 49 refer to the third dependent for whom DEERS enrollment is made.

If Blocks 24 through 36 or Blocks 37 through 49 are not used, the block should be lined through and the notation "AND NO OTHERS" entered.

(3) Section III - Verification

Blocks 50 through 52. This section is for verification of information supplied in Sections I and II. The personnel officer or other designated official must complete these blocks.

NOTE: Verifying officer must provide complete mailing address. Use street address, city, state, and ZIP code. Use abbreviations only for unit designation and state.

(4) Section IV - Issuing Agency

Need not be completed for DEERS enrollment unless the issuing agency is the verifying activity. This is normally completed only if an ID card is issued.

(5) Section V - Sponsor Statement

This section is the statement of the sponsor or applicant. It is a further explanation of the dependent's relationship to the sponsor.

Block 58. MARITAL STATUS - Check the box that correctly states the marital status of the sponsor or applicant.

NOTE: Since there is no box for a single (never married) sponsor, write "NEVER MARRIED" in this entry, if applicable.

Block 58.a. Complete this block if a dependent is claiming entitlement by reason of marriage. Enter the place, city and state, and the date of marriage. The data is entered as follows:

YYYY MMM DD

YYYY - Use four digits for year
MMM - Use three letters for month
DD - Use two digits for day

Example: A marriage that took place in Monterey, California, on September 16, 1969, would be entered as:

Monterey, California 1969 SEP 16

Block 58.b. through 58.h. If applicable, complete these blocks.

Block 59. DISPOSITION OF PREVIOUSLY ISSUED CARDS - Leave blank.

Block 60. REMARKS - This block is not to be used to list dependents. Dependents under the age of 10 should be listed on the front of the form to ensure that all of the necessary information is provided. If there is a need to explain a special dependent status from the front of the form (such as approval of secondary dependent status), the information must be clearly labelled to show which block is continued or explained.

Example: Block 60 REMARKS:

Block 8 - Medal of Honor
Block 12 - SCH John Case, 999-99-9999, enrolled at University of Arizona, will graduate 1981 Jun
Block 12 - Dependency approval by Air Force Finance Center 1982 Jan 12

(6) Section VI - Statement of Conditions

This section contains a statement of conditions for DEERS enrollment and a penalty clause for fraud.

Block 61. DATE OF APPLICATION - Enter the date on DD Form 1172; it is completed as follows:

YYYY MMM DD

YYYY - Use four digits for year
MMM - Use three letters for month
DD - Use two digits for day

Example: April 14, 1980 is entered as: 1980 APR 14

Block 62. SIGNATURE - The sponsor signs in this block (see Uniformed Service directive).

c. Submitting the DD Forms 1172

(1) General

(a) Any DD Form 1172 that is sent to the DEERS Enrollment Processing Center must be legible, and each block must be dark enough to be microfilmed.

(b) Active duty personnel who have no dependents need not submit an enrollment DD Form 1172. They will be automatically enrolled from the Uniformed Service personnel files. A retiree without dependents should submit a DD Form 1172 indicating that he or she has no dependents. This procedure will allow the personnel offices to account for the mailing and to distinguish between nonresponse and no dependents.

(c) If verifying documentation, as required by parent Uniformed Service guidelines, is not presented, the DD Form 1172 will not be submitted. Do not submit an unverified DD Form 1172.

(d) If a card issue is involved, only the issuing office needs to submit the DD Form 1172. The submission of forms by both verifying and issuing officers doubles the data entry workload at the DEERS Enrollment Processing Center.

(e) All submissions shall be accompanied by a numbered and dated DEERS Batch Transmittal Form, the DD Form 2268 (Figure 3-5, page 3-49). This form is available through normal supply channels. Local reproduction is recommended, if necessary.

(2) Verifying Office Submission Procedures

(a) Batching. Use the following guidelines:

- 1 A batch shall not exceed 50 DD Forms 1172. Each batch must be accompanied by a DD Form 2268. If 50 forms have not been collected by each Friday, there is a mandatory requirement for all DD Forms 1172 to be batched and mailed every Friday. Multiple batches may be mailed in the same packet.

NOTE: When a family has more than three dependents and, therefore, more than one DD Form 1172 is required, count each form separately.

- 2 Each batch should contain only one type of DD Form 1172. The most current form is the DD Form 1172 dated Jan 1, 1979. Every effort shall be made to use only that form. In those few cases where the 1979 form is not available, and the older 1974 and 1972 forms are used, they must be batched separately.
- 3 A copy of each DD Form 1172 and the DD Form 2268 shall be maintained by the enrollment office in accordance with Uniformed Service guidelines. This procedure will allow recovery in the case of lost batches.

- 4 Prepare DD Form 2268 in accordance with instructions printed on the form. Additional guidelines follow.
- 5 The batch of DD Forms 1172, together with the DD Form 2268, shall be sent via first class mail to the following address:

DEERS Enrollment Processing Center
Post Office Box 1328
Santa Barbara, California 93101

(b) Transmittal Number. The transmittal number on the DD Form 2268 shall be constructed as follows:

- 1 Branch of Service (1 character).

A - Army	E - Public Health Service
N - Navy	I - National Oceanic and
M - Marine Corps	Atmospheric Administration
F - Air Force	O - Other
P - Coast Guard	

- 2 UIC/PAS Code/RUC/OPFAC (8 characters).
If the UIC/PAS Code/RUC/OPFAC is less than 8 characters, precede it with zeroes.

- 3 Unique Control Code.
Day of the year (Julian Day) (3 digits)
Batch number (3 digits) - Enter batch sequence number (001 to 999), beginning with 001 for each new day of the year

Example:

N	0 0 0 4 3 1 0 3	1 5 5	0 0 1
		June 3, 1980	Batch number 1

Navy Personnel Support Detachment, Treasure Island (UIC 43103)

(c) Daily Log. Each verifying office shall keep a log of each DD Form 2268 sent; this log will act as an audit file to ensure that batches were received by the DEERS Enrollment Processing Center.

(d) Lost Batch Recovery. It is important that local enrollment offices have the capability to resubmit a lost batch. Therefore, enrollment offices shall maintain a duplicate copy of each batch (with DD Form 2268) or maintain the DD Form 2268 together with a list of sponsors whose DD Forms 1172 are in the batch. When acknowledgment of receipt (the Acknowledgement Report) is received from DEERS, those forms may be filed or disposed of in accordance with Uniformed Service guidelines.

(e) Follow-up. After a reasonable amount of time (about 4-5 weeks), the verifying officer should have received an acknowledgment of receipt. If not, he or she shall contact DSO, (408) 646-0465, or a contractor field or maintenance representative, to determine whether the batch has been received by DEERS. If no documents were received, the verifying officer shall resubmit a copy of the batch with a duplicate of the original DD Form 2268. Do not change the transmittal number. Write clearly in red ink "DUPLICATE" on the DD Form 2268. This will indicate to the DEERS Enrollment Processing Center that the follow-up procedure has been initiated.

(3) Acknowledgment Procedures

(a) DEERS Forms Processing. When a DD Form 2268 reaches the DEERS Enrollment Processing Center, the following information is checked and discrepancies noted:

- 1 The actual number of DD Forms 1172 received equals the number of DD Forms 1172 forwarded.
- 2 The branch of Service code and unique control code.
- 3 Verifying officer's signature.

(b) Acknowledgment Report. An Acknowledgment Report (Figure 3-6, page 3-50) shall be made for every DD Form 2268 (and accompanying batch) received. The submitting office should receive this report in about 4 to 5 weeks. The report shall contain the following:

- 1 Submitting activity address.
- 2 Transmittal number.
- 3 Number of DD Forms 1172 sent and received.
- 4 Status of each DD Form 1172 in the batch.

Each DD Form 1172 is listed by sponsor's name and social security number. If the DD Form 1172 passes the initial screening, the word "ACKNOWLEDGED" appears to the right on the report. If, however, the DD Form 1172 has been rejected, the reason is noted to the right of the internal control number (ICN) (see next page for explanation of ICN). Up to four error explanations may appear in this area. If the error pertains to a specific dependent listed on the DD Form 1172, that dependent's name will appear under the sponsor's name and the error code will appear to the right of the dependent's name (for example, BLANK-REL-TO SPSR).

Acknowledgment Reports are returned to the field along with DD Forms 1172 that require correction. When the submitting activity is different from that of the verifying office, only the Acknowledgment Report is sent to the submitting activity (submitting activity may be the ID card issuing office). The DD Forms 1172 that require correction are returned to the verifying office under cover of the memorandum at Figure 3-7 (DEERS FM 1, page 3-51). For the benefit of the submitting activity, a notation is made on the Acknowledgment Report that the DD Forms 1172 containing errors have been forwarded to the verifying officers for correction.

(c) Verifying Officer's Action on Acknowledgment Report.
Verifying officers shall take the following action upon receipt of an Acknowledgment Report:

- 1 Verify transmittal log.
- 2 If needed, make corrections on the DD Forms 1172.
- 3 Return corrected DD Forms 1172 in a new batch.

The DEERS FM 1, used to transmit incorrect DD Forms 1172, identifies the specific error(s) needing correction. Verifying officers correct the errors by lining through the incorrect entries and writing the correct information above them. Where space is not adequate for a line-through correction, the verifying officers shall submit a new DD Form 1172 stapled to the incorrect DD Form 1172. Verifying officers must sign this new DD Form 1172. (Additional information on error resolution begins on page 3-16.) It is essential to return all DD Forms 1172 sent to verifying officers for correction, by sending them in a new batch to the following address:

DEERS Enrollment Processing Center
Post Office Box 1328
Santa Barbara, California 93101

If the sponsor has transferred and the verifying officer cannot correct the error, he or she should forward the cover memorandum and erroneous DD Form 1172 to the sponsor's new unit for correction. It is not necessary to notify the processing center of this referral.

(d) Issuing Officer's Action on Acknowledgment Report. The report is furnished for information only and action should be taken in accordance with Uniformed Service guidelines. (DEERS requires no further action.)

2. DEERS Enrollment Processing

a. Data Preparation at the DEERS Enrollment Processing Center. Data preparation involves the manual processing of the DD Forms 1172 before the data is keystroked into the computer (data entry). Figure 3-8 (page 3-52) shows the processing center workflow.

(1) Mailroom Station. The mailroom staff does an initial sort of mail received by implementation and nonimplementation areas. Having completed the sort, the clerk counts the number of documents received to verify the count submitted by the Uniformed Services.

(2) Internal Control Number (ICN). Each DD Form 1172 is assigned an ICN. The ICN is a unique number by which documents may be identified. The batch number portion of the ICN is assigned to correspond with the origin of the batch.

ICN = YYJJBBSSS

3-digit Sequence number
3-digit Batch number
3-digit Day of year (Julian day)
2-digit Year

Batch numbers (BBB) are as follows:

Implementation area	000-199
Nonimplementation area	200-699
Error resolution	700-799
Various	800-899

(3) Microfilm Station. Every DD Form 1172 is microfilmed. This provides a permanent record of the document as received by the DEERS Enrollment Processing Center. If a document is illegible, it will not make a legible microfilm print and shall be returned for correction. A quality control check is made of the film to ensure that it is usable for research. If the film is illegible, the document shall be refilmed.

(4) Screening and Coding Stations. The DD Form 1172 first goes through a screening process in which the information on the form is read to make sure that all of the information needed for processing is present and that it is legible. The screener identifies DD Forms 1172 that have to be returned to the verifying officers for correction by making a green checkmark by the block that is incorrect and attaching the DEERS FM 1 that identifies the type of error. Since the DD Form 1172 was not designed for data entry, certain entries must be coded. They are:

- (a) Pay grade
- (b) Branch of Service
- (c) Status
- (d) Date of expiration of service
- (e) Reason for application
- (f) Relationship
- (g) Marital status

b. Data Entry at the DEERS Enrollment Processing Center. Data entry is a two-step function:

(1) Keying. This step is the actual transportation of the data (or code equivalent) from the DD Form 1172 into the computer system. Documents containing errors are entered using a special code to indicate the reason for rejection. This entry is required to maintain batch integrity and daily inventories.

(2) Selective Verification of Each Document. This ensures accurate data entry. The following fields are key-verified (re-keyed) by a second operator.

- | | |
|----------------|---|
| (a) Sponsor: | Last name
SSN |
| (b) Dependent: | Last name
SSN (if applicable)
Relationship
Date of birth (DOB) |

c. Correspondence. After the data has been key verified, Acknowledgment Reports are generated for each batch. The DEERS Enrollment Processing Center transfers a magnetic tape to the DSO, where the Acknowledgment Report is produced. The Acknowledgment Report lets the submitting activity know the disposition of every DD Form 1172 received (see page 3-13).

3. Resolution of Errors

There is a need to correct errors that are identified during both enrollment and eligibility checking. The DSO researches and attempts to resolve these errors, which are classified as either processing or eligibility checking errors. Eligibility checks allow personnel in MTFs and DTFs, as well as CHAMPUS, to confirm individual eligibility for benefits against the DEERS data base. Queries (telephone and computer terminal) are made to two DEERS Eligibility Centers. Each center has a full Eligibility Data Base and services eligibility needs for approximately half of CONUS. The primary source of records for this Eligibility Data Base is an update transaction file received from the Enrollment System. Detailed information on eligibility checking is contained in Chapter 5.

a. Errors Detected During DD Form 1172 Processing. Errors detected during DEERS enrollment processing can be further categorized into pre- and postdata entries.

(1) Predata Entry

(a) Problems arise in the tracking of batches from the Uniformed Service to the DEERS Enrollment Processing Center. DD Form 1172 batches received at the DEERS Enrollment Processing Center without DD Forms 2268 are difficult to account for and acknowledge.

(b) A second type of error occurs when DD Forms 1172 do not meet the minimum processing requirements. Before a DD Form 1172 can be keypunched, it must be legible and contain:

Sponsor name	Relationship to sponsor
SSN or Service number	Date of birth
ZIP code	Privileges authorized
Sponsor status	Verifying officer's signature,
Dependent name	title, and address
Signature of sponsor	MC effective date

Forms that do not contain this essential information are returned to the verifying officer with the DEERS FM 1. Currently, none of the dependents are enrolled until the DD Form 1172 is corrected and returned in a new batch to the DEERS Enrollment Processing Center (see page 3-13).

(2) Postdata Entry

(a) The most easily corrected error detected after data entry (given a valid DD Form 1172) is a keypunch error. All batches are verified after they have gone through data entry. The batch is re-keyed by another operator to ensure that critical fields of the DD Form 1172 are correct. This selective

verification process corrects most of the keypunch mistakes made at the data entry site.

(b) Additional errors are found when the DD Form 1172 data are edited. Each week, the DSO receives a computer listing of these errors. DSO personnel locate the DD Form 1172 and correct most of these types of errors. Other types of errors are of a nature that require verifying officer correction.

(c) In some cases the verifying officer will need the DD Form 1172 to correct the error. A memorandum will be sent to the verifying officer explaining the specific error requiring correction. The DSO will send a memorandum, DEERS FM 2 (figure 3-9, page 3-53), to verifying officers if it appears that there is more than one spouse currently eligible for privileges. The verifying officer should identify the spouse who is no longer eligible for privileges, indicate the reason, note the ending effective date, sign the letter, and return it to the following:

DEERS Support Office
2100 Garden Road, Suite B-2
Monterey, CA 93940

(d) For all other errors that require verifying officer correction, the DD Form 1172 will be sent back to the verifying officer, accompanied by the cover memorandum DEERS FM 3, (Figure 3-10, page 3-54) identifying the type of error encountered. The verifying officer shall comply with the instructions on the cover memorandum and return the completed DD Forms 1172 to the following:

DEERS Support Office
2100 Garden Road, Suite B-2
Monterey, CA 93940

NOTE: The only DD Forms 1172 that should be sent to the DEERS Enrollment Processing Center in Santa Barbara are first-time submissions or DD Forms 1172 that have been returned with Acknowledgment Reports and DEERS FM 1. All other DD Forms 1172 should be returned to the DSO in Monterey.

b. Errors Detected During Eligibility Checking. When an eligibility check or query is made, it is possible that the eligible beneficiary may not be found on the file; this is called a "No Hit." This situation may be indicative of problems that escaped detection during the enrollment or maintenance phase. Several possibilities may cause a "No Hit":

(1) The DD Form 1172 was not submitted; it was submitted but not processed by the day of query; or it was submitted and returned, but has not been corrected and resubmitted by the verifying officer.

(2) The DD Form 1172 was submitted, but there was no sponsor found on the Enrollment Data Base. This could be a keypunch error during DD Form 1172 processing, an error on the Enrollment Data Base, or delays in the receipt or processing of the sponsor file.

(3) The SSN or Uniformed Service number was entered incorrectly during the query.

When an error is detected during an eligibility check in a medical or dental facility, MTF and DTF personnel will prepare a DEERS Enrollment Follow-up Form, DD Form 2270 (see page 5-18). This form, with the type of error noted, is given to the beneficiary with instructions to contact the sponsor's personnel office to correct the discrepancy. Personnel offices shall take appropriate action.

4. Subsequent Enrollment and Maintenance Procedures

After the initial enrollment of a sponsor and his or her dependents, events may occur that require modification to the information on file. An ID card usually will be issued as a result of that event. Prior to card issuance, a DD Form 1172 must be completed. Uniformed Service guidelines require submission of a copy of that DD Form 1172 to the DEERS Enrollment Processing Center. The data base will be modified upon receipt of that form. There are, however, instances in which no card will be issued. These have been categorized as add/terminate/change. This subsection describes procedures for making changes to the data base when no card is issued. (DD Forms 1172 submitted that do not contain all essential information shall be returned to the verifying officer for correction.)

a. Add. In situations in which a dependent is to be added to the file, as in the case of a newborn or an adoption, the personnel office shall submit a new DD Form 1172, marking an "A" in the left-hand margin by the new dependent's name.

Example: Newborn Son

A	11. NAME (Last - First - Middle Initial - SSN (if applicable)) Doe, John E.	12. RELATIONSHIP Son	13. DATE OF BIRTH (Yr. Mo. Day) 1980 Jan 02	14. PRIVILEGE AUTH. U CT EU MC MS	15. CARD NO. ISSUED N/A
	16. ADDRESS (Include ZIP Code) 1205 Maple St. Anytown, MA 03790	17. EYES	18. HAIR	19. MC EFFECTIVE DATE (Yr. Mo. Day) 1980 Jan 02	20. DATE ISSUED (Yr. Mo. Day)
		21. HEIGHT	22. WEIGHT	23. EXPIRATION DATE (Yr. Mo. Day) 1983 Jan 02	

b. Terminate. The "terminate" or termination of eligibility is the most critical of the three procedures. It provides the personnel office a means to terminate the eligibility of dependents and DD Form 1173 eligible sponsors. It is important to note that a terminate does not remove a dependent from the data base. Rather, it changes the status of the dependent from "eligible" to "ineligible," thus providing DEERS with the capability to record eligibility history for CHAMPUS.

(1) A terminate is submitted in the same general manner as the other procedures. A "T" shall be written in the left-hand margin next to the dependent's name. In addition, an entry shall be made in Block 60 indicating the name of the dependent, the effective date of the termination, and the reason. The two most important elements of information in a terminate are the new expiration date and the reason code for the date. In a divorce, for example, the new expiration date for the ex-spouse is that of the final divorce decree, as that date is usually different from the original card expiration date. Therefore, it is important to submit the new date in Block 60. The reason code that follows will reflect the reason for the new expiration date. In the case of a divorce, the reason code will indicate that the terminate is to be performed as a result of a divorce and that the expiration date reflects the expiration date for the privileges.

(2) The following reason codes shall be used for terminate transactions entered in Block 60, as shown in the subsequent example.

- (a) DIV Divorce - Enter the date that the divorce decree became final and, therefore, the date eligibility ended.
- (b) RDV Result of divorce - Enter the date that a dependent's eligibility (other than a spouse) changes as a result of divorce.
- (c) DCM Dependent (child) married - Enter the marriage date of the dependent and, therefore, the date eligibility ended for that dependent.
- (d) DTH Death - Enter the dependent's date of death and, therefore, the date eligibility ended.
- (e) ESS End of student status - Enter the date eligibility ended for a dependent due to the end of a student status.
- (f) ETI End of temporary incapacitation - Enter the date eligibility ended due to end of temporary incapacitation status.
- (g) JTS Joined the service - Enter the day prior to the dependent's entry on active duty and, therefore, the date eligibility ended. (Note this does not include reserve ACDUTRA/ROTC summer programs.)
- (h) OTH Other - Use for all other conditions not covered above. Explain in Block 60 and give the date eligibility ended for benefits.

Example: Divorce

T	11 NAME (Last, First, Middle Initial) SSN (if applicable) Doe, Jane S.	12 RELATIONSHIP Wife	13 DATE OF BIRTH (Yr., Mo., Day) 1940 May 05	14 PRIVILEGE AUTH. J/ C TEU MC MS	15 CARD NO. ISSUED
	16 ADDRESS (include ZIP Code) 1205 Maple Street Anytown, MA 03790	17 EYES	18 HAIR	19 MC EFFECTIVE DATE (Yr., Mo., Day) 1974 Mar 03	20 DATE ISSUED (Yr., Mo., Day)
		21 HEIGHT	22 WEIGHT	23 EXPIRATION DATE (Yr., Mo., Day) 1983 Aug 21	

24 REMARKS (List dependents claimed who will not be issued an ID Card. For each dependent provide name, date of birth, relationship to sponsor, SSN if applicable, and address if different from sponsor or applicant.) Jane S. Doe - 1981 Jul 07 - DIV
--

NOTE: In cases in which a sponsor's eligibility is changed, that change is generated by the Uniformed Services and is automatically carried over to cover any family members.

c. Change. A change shall be submitted in cases in which the existing information on an individual needs to be corrected or updated. In this case, a new DD Form 1172 must be submitted. When submitting a change, write a "C" in the left-hand margin by the name of the dependent whose information is to be changed. When submitting a change, the personnel office shall follow the standard completion instructions outlined in this manual. (As discussed in subsection D.4., above, this section does not apply if a new ID card is issued as a result of the change.)

Example: Adoption of Child Originally Enrolled as "Ward/F"

C	11 NAME (Last, First, Middle Initial) SSN (if applicable) Doe, Alice R.	12 RELATIONSHIP D	13 DATE OF BIRTH (Yr., Mo., Day) 1975 Sep 27	14 PRIVILEGE AUTH. J/ C TEU MC MS	15 CARD NO. ISSUED N/A
	16 ADDRESS (include ZIP Code) 1205 Maple St. Anytown, MA 03790	17 EYES	18 HAIR	19 MC EFFECTIVE DATE (Yr., Mo., Day) 1981 May 09	20 DATE ISSUED (Yr., Mo., Day)
		21 HEIGHT	22 WEIGHT	23 EXPIRATION DATE (Yr., Mo., Day) 1984 May 08	

E. RETIREE AND SURVIVOR MAILINGS

1. As described in section C of this chapter, the DSO, in coordination with the Uniformed Services, shall mail a packet to retirees entitled to retirement pay and to survivors (except for Navy) receiving annuities who reside in a specified phase. These packets are mailed during the intensified enrollment period for a phase.

2. The following Uniformed Services shall provide magnetic tapes containing the addresses of all retirees entitled to retirement pay and survivors receiving annuities. The sources of these tapes are described below.

a. The Army labels are provided in tape format from the Army Finance Center in Indianapolis.

b. The Navy retiree labels are provided in tape format from the Navy Finance Center in Cleveland. The Naval Military Personnel Command, through separate mailings, takes care of Navy survivors and other categories of personnel such as widows, 100 percent disabled veterans, and Medal of Honor winners. See subsection E.3., below.

c. The Air Force labels are provided in tape format from the Air Force Finance Center in Denver.

d. The Marine Corps labels are provided in tape format from the Marine Corps Finance Center in Kansas City.

e. The Coast Guard labels are provided by the Information Systems Branch, United States Coast Guard Headquarters. The labels for surviving annuitants shall be created from the DEERS submission tapes.

f. The USPHS and NOAA are responsible for their own mailings.

3. Retirees entitled to retirement pay and survivors (except Navy) receiving annuities are mailed a postcard (page 3-22) on or about the same day that intensified enrollment begins in an area. About 1 week later, a packet explaining how to enroll dependents is mailed to these beneficiaries. (Navy survivors will receive a Navy postcard instead of the DoD postcard and packet. See page 3-27.) The inside cover of this packet contains a letter from the appropriate Uniformed Service and general information about DEERS. Two DD Forms 1172 are included, along with instructions on how to complete the form and a return envelope. Samples of these materials follow:

	<u>Page</u>	
Retiree/survivor postcard.....	3-22	
Outside cover of packet.....	3-23	
DEERS general information sheet (enclosed in all packets for all services).....	3-24	
Army letter.....	3-25	
Navy letter (retirees).....	3-26	
Navy postcard (survivors).....	3-27	
Marine Corps letter.....	3-28	
Air Force letter.....	3-29	
Coast Guard letter.....	3-30	
USPHS letter.....	3-31	Mailed by respective Uniformed Service
NOAA letter.....	3-33	
Retiree/survivor instructions for filling out the DD Form 1172.....	3-34	
Instructions for obtaining certified copies of registered personal documents	3-41	

RETIREE/SURVIVOR POSTCARD

DEERS Support Office
Office of the Assistant Secretary of Defense
(Health Affairs)
Suite B-2
2100 Garden Road
Monterey, California 93940

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE: \$300

*If not deliverable to addressee within
5 days please return to sender*



POSTAGE AND FEES PAID
DEPARTMENT OF DEFENSE
DOD-302

DEPARTMENT OF DEFENSE

Dear Health Benefit Recipient:

Within the next few weeks the Department of Defense will send you a packet requesting information. It is important that you give it your immediate attention. Your response will help improve your health benefits through better resource management and by helping to reduce fraud.

The packet contains information on the Defense Enrollment Eligibility Reporting System (DEERS). Your participation in DEERS is mandatory for maintaining future eligibility for receiving health benefits. DEERS is a fast new way of checking if a person is eligible for health care at military and Public Health Service hospitals and clinics, as well as those who qualify for care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS).

If you do not receive your packet within a month, write to:

DEERS Support Office
Suite B-2
2100 Garden Road
Monterey, California 93940

Please include your name, service (or sponsor's service), and mailing address. **SECURE THE BENEFITS YOU'VE EARNED!**

Office of the Assistant Secretary of Defense
(Health Affairs)



DEERS Support Office

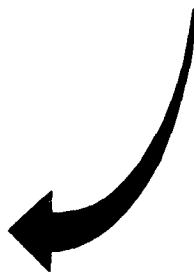
**Office of the Assistant Secretary of Defense
(Health Affairs)**

**Suite B-2
2100 Garden Road
Monterey, California 93940**

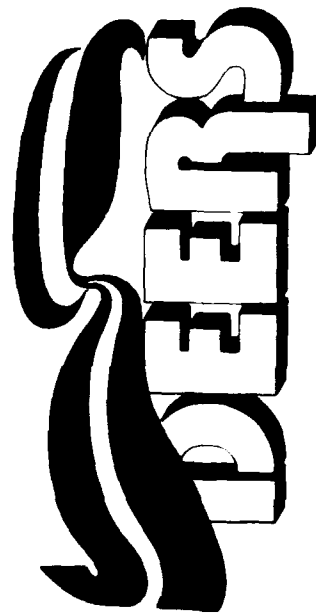
**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**

*If not deliverable to addressee within
5 days please return to sender*

ARMY



**EACH SERVICE'S PACKET
SHOWS THEIR OWN SERVICE --
ARMY, NAVY, MARINE CORPS,
OR COAST GUARD**



Defense Enrollment Eligibility Reporting System



**POSTAGE AND FEES PAID
DEPARTMENT OF DEFENSE
DOD 302**



Secure the Benefits You've Earned!

What is DEERS?

DEERS is the Defense Enrollment Eligibility Reporting System. It is a new way of verifying who is entitled to health care at military and Public Health Service hospitals and clinics. It will also verify who qualifies for CHAMPUS benefits.

Who does DEERS affect?

Everyone in the military community. Active duty, retired, dependents and eligible surviving dependents of deceased members. Inactive duty reservists and their dependents will be affected by DEERS upon the member's reaching 60 years of age and becoming entitled to retirement pay.

What's in it for me?

Better care! The system will determine how many people in your community qualify for military health care. In turn, planners will be more effective in presenting to Congress the requirements for doctors, nurses, technicians, facilities, supplies, and equipment. In short, your health care system can be better tailored to your needs. Under DEERS, an individual's eligibility for military health care can be quickly verified, making it less likely that ineligible persons receive these benefits. DEERS will help reduce fraud, save tax dollars and improve your health care system.

How does DEERS work?

Once you are enrolled, your name goes into a computer. From then on, whenever you go to a military or Public Health Service hospital or clinic, your eligibility for service can be checked immediately. CHAMPUS will be able to plug into the system, too.

What do I have to do?

If You're . . .

A Retired Service Member Entitled to Retirement Pay . . .

You are automatically enrolled by your parent service but it is your responsibility to enroll your eligible dependents. Use the enclosed information to do so.

A Surviving Spouse . . .

An Eligible Surviving Dependent Other Than a Spouse . . .

It is your responsibility to enroll yourself and your dependents. Use the enclosed information to do so.



Defense Enrollment Eligibility Reporting System



DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

REPLY TO
ATTENTION OF

DAAG-PSI

Dear Sponsor:

A new program to verify those eligible for military health care benefits, the Defense Enrollment Eligibility Reporting System (DEERS), is being implemented in your area. On the right, you will find a description of this system and the form you will need to enroll your dependents. As a retiree, you are automatically enrolled in DEERS. However, it is your responsibility to enroll your dependents. If your military sponsor is deceased, then you must enroll yourself and your dependents.

Within 90 days, your local health care facilities will begin checking to insure through the DEERS program that those who receive medical treatment are properly eligible for medical care. Therefore, you are requested to complete the inclosed DD Form 1172 using the instructions provided. This form, along with copies of the necessary documentation that verify dependency, should be returned in the inclosed pre-addressed envelope. Required documentation consists of copies of marriage certificate, birth certificate (for each child), adoption papers, divorce decree, casualty report or death certificate for widows or widowers as appropriate and a copy of your retirement order. These documents will be returned to you after your enrollment form has been verified.

Dependent identification cards will not be issued as a result of your filling out the DD Form 1172. This form is being used only to enroll your dependents in DEERS. Please notify the installation that verifies and issues your dependent identification cards whenever there is a change in the status of your dependents either by birth, death, marriage, or divorce. When you do so, your DEERS information will be updated.

If you have any questions concerning your enrollment in DEERS, you may either phone the DEERS Processing Office of the base identified on the inclosed pre-addressed envelope or you may visit the base in person for assistance.

Thank you for your cooperation and assistance.

Sincerely,

WILLIAM P. BOCK
Major, GS
Chief, Installation and
Personnel Support Division



DEPARTMENT OF THE NAVY
NAVAL MILITARY PERSONNEL COMMAND
WASHINGTON, D.C. 20370

IN REPLY REFER TO
N-641E/
Pers-7313-hjt

Dear Navy Retiree:

A new system to verify those eligible for military medical care benefits will soon be implemented in your area. It is called the Defense Enrollment/Eligibility Reporting System (DEERS). On the right you will find a description of the system.

As a retiree, you are automatically enrolled in DEERS. However, it is your responsibility to enroll your dependents. You are requested to complete the enclosed DD Form 1172 using the instructions provided. The form, along with copies of any necessary documentation, should be returned in the enclosed self-addressed envelope. New identification cards will NOT be issued as a result of filling out the DD Form 1172.

You are requested to notify the Commanding Officer, Naval Reserve Personnel Center (Code 41), New Orleans, LA 70149, whenever there is a change in dependency status due to birth, death or divorce; and whenever there is a change in address.

If you have questions concerning DEERS, contact the Navy Personnel Support Activity Detachment at the nearest Navy installation, or write to the Commanding Officer, Naval Reserve Personnel Center (Code 41), New Orleans, LA 70149, or telephone area code 504-948-1832 or 1834.

Thank you for your cooperation and valuable assistance.

Sincerely,

A handwritten signature in dark ink, appearing to read "D. A. Bishop", is written over the typed name.

D. A. BISHOP, LCDR
Head, Retired Personnel Support
Section

NAVY SURVIVOR POSTCARD

DEPARTMENT OF THE NAVY
NAVAL MILITARY PERSONNEL COMMAND

NMPC-641D
WASHINGTON, D.C. 20370

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

POSTAGE AND FEES PAID
DEPARTMENT OF THE NAVY
DDO 316



DEERS - what is it? The Defense Enrollment Eligibility Reporting System is a new way of verifying who is entitled to military benefits.

At this time many of your friends and neighbors may be receiving DEERS packets in the mail. Because you are a part of the Navy's Dependents Benefits Support System (DBSS), you will be automatically enrolled in DEERS from information recorded in the DBSS computer.

If any member of your household is eligible for benefits and did not receive a post card like this, or if you have any questions about DEERS, contact the Navy Personnel Support Detachment at the nearest military installation or write to Naval Military Personnel Command, NMPC-641D, Washington, D.C. 20370, or telephone area code 202-694-3355.

Thank you for your cooperation and valuable assistance.

**Secure the Benefits
You've Earned**

D.B. Manning
D. B. MANNING
Head, Benefits Eligibility Section



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

IN REPLY REFER TO
MSPA-3/rg
1750

Dear Sponsor:

The Department of Defense is implementing a system for the purpose of enrolling those dependents who are eligible for benefits based on the sponsor's military service in the Defense Enrollment/Eligibility Reporting System (DEERS).

DEERS is a Department of Defense sponsored project designed to provide a capability for management of benefits as the result of military service; curtail expenses due to fraud and lack of management information; improve the quality of service to the member, and establish the eligibility of beneficiaries who are entitled by law to health care from the Department of Defense Care system. A more complete description of DEERS is located at the right panel hereon.

As a retiree, you are automatically enrolled in DEERS; you must however, enroll your dependents. If you have no dependents, you are still asked to respond. If you are a survivor, you must enroll yourself as well as your dependents. To accomplish enrollment, it will be necessary for you to complete the enclosed DD Form 1172 and return it by using the addressed envelope which has been enclosed for your convenience. Detailed instructions have been included to assist in the completion of the DD Form 1172. Identification cards will NOT be issued as a result of your completing the DD Form 1172.

The need for your cooperation and prompt attention to this matter cannot be over emphasized. Enrollment is necessary if you are to avoid delays in receiving medical treatment from military hospitals.

Sincerely,

L. B. MIOSI
Major, U. S. Marine Corps
Head, Family Assistance/Retired and Veterans Affairs Section
Personal Affairs Branch
By direction of the Commandant of the Marine Corps

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.



REPLY TO MPC
ATTN OF RANDOLPH AFB TEXAS 78148

Dear Air Force Retiree and Beneficiary

In the near future, enrollment into the Defense Enrollment Eligibility Reporting System (DEERS) will commence in your area. A description of DEERS is on the right.

If you are a retiree, you are already enrolled in DEERS; however, you must enroll your dependents. If you have no dependents, you are asked to respond indicating that you have no dependents. If you are a survivor of a deceased service member, you must enroll yourself as well as your dependents.

How to Enroll

1. Complete the enclosed DD Form 1172 using the instructions provided.
2. The DD 1172, along with documents which support dependency should be returned in the enclosed self-addressed envelope.
3. Documents which must be enclosed include COPIES of marriage certificates, children's birth certificates, divorce/separation decrees, casualty reports or death certificates for widows/widowers, certified COPIES of adoption papers, a COPY of the retired sponsor's retirement orders, a dependency determination from AFAFC, if appropriate, and any other documents which support dependency.

If you have questions concerning DEERS or desire assistance in completing the form, you may either phone the DEERS Processing Office of the base identified on the enclosed self-addressed envelope or you may visit the base in person for assistance. Be sure to bring the supporting documents with you.

We appreciate your assistance in this matter.

Sincerely

A handwritten signature in cursive script, reading "Kenneth L. Peek, Jr.", is written over the typed name.

KENNETH L. PEEK, JR.
Major General, USAF
Asst DCS Mnpwr and
Pers for Mil Pers



DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS: G-PS-1
U.S. COAST GUARD
WASHINGTON, DC 20593
PHONE: 202-426-0276

5512

•Dear Sponsor:

In the very near future, procedures will begin in your area for enrolling those dependents who are eligible for benefits based on the sponsor's military service in the Department of Defense Enrollment Eligibility Reporting System (DEERS).

DEERS is a Department of Defense sponsored project designed to provide a capability for management of benefits as the result of military service; curtail expenses due to fraud and lack of management information; improve the quality of service to the member, and establish the eligibility of beneficiaries who are entitled by law to health care from the Department of Defense Health Care System. A more complete description of DEERS is located on the right panel.

As a retiree, you are automatically enrolled in DEERS. You must, however, enroll your dependents. If you are a survivor, you must enroll yourself as well as your dependents. To accomplish enrollment, it will be necessary for you to complete the enclosed DD Form 1172 and return it by using the addressed envelope which has been enclosed for your convenience. Detailed instructions have been included to assist in the completion of the DD Form 1172. Identification cards will not be issued as a result of your completing the DD Form 1172.

The need for your cooperation and prompt attention to this matter cannot be overemphasized. If questions arise, please call the Retired Affairs toll-free line (1-800-424-7950).

Sincerely

L. D. HOWELL
Lieutenant Commander, U. S. Coast Guard
Asst. Chief, Retired Military Affairs Branch
By direction of the Commandant



It's a law we
can live with.

MEMORANDUM

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

TO : All Active Duty Officers/Retirees and Annuitants of the Public Health Service Commissioned Corps DATE:

FROM : Director
Commissioned Personnel Operations Division, OPM, OM, PHS

SUBJECT: Defense Enrollment Eligibility Reporting System

Recent surveys and reports indicate that many individuals receiving medical care from uniformed services medical facilities (USMF) and the Civilian Health and Medical Program for the Uniformed Services (CHAMPUS) were not eligible for the services received. Often this adversely impacts on those who are eligible for such care.

To correct this situation, the Department of Defense (DOD) has recently announced the establishment of a Defense Enrollment Eligibility Reporting System (DEERS). The Public Health Service (PHS), as a uniformed service, will be a full participant in this system. This includes PHS medical facilities, active duty and retired officers and their dependents, and survivors of deceased officers.

The DEERS is a program which will ensure that only eligible persons receive medical care at USMF and through CHAMPUS. This will be done by enrolling all individuals entitled to such benefits and then verifying each person's eligibility when medical care is requested. Whenever the eligibility of a person requesting such care cannot be immediately verified, medical treatment will be provided. However, if the person is later found to be ineligible, they will be held liable to the Government for the cost of the care. It is anticipated that the system will eventually be used to plan and manage other privileges such as commissary and post exchange services.

Implementation of the sponsor, person upon whom eligibility for DOD benefits is based, data base is scheduled to occur in January 1981. You are requested to participate in this effort by enrolling all of your dependents who are entitled to medical care, commissary, or exchange benefits regardless of their age.

Although it is essential that all sponsors be enrolled prior to January 1, 1981, enrollment of dependents and the processing of DD Form 1172 will continue beyond January 1 to ensure that all dependents are properly enrolled. Dependents identification cards will not be automatically issued as a result of this action. If you have dependents in need of identification cards, you should contact the nearest PHS ID card issuing office.

Page 2 - All Active Duty Officers/Retirees and Annuitants of the
Public Health Service Commissioned Corps.

The Department of Defense has recently changed the procedures for verifying an individual's entitlements to benefits by requiring that legal documentation be provided. Therefore, copies of your marriage certificate, as well as birth certificate for each dependent child, must accompany the DD Form 1172. For dependent parents you must complete and submit forms PHS-1637-2, Dependency Certificate, and PHS-1637-3, Parent's Dependency Affidavit. If you are the surviving spouse of an active duty or retired member you must also include a copy of the member's death certificate and retirement orders, if applicable. These documents will not be returned to you but will be incorporated into your official personnel file.

Your cooperation and participation is essential to safeguard your current privileges. When DEERS is fully implemented, it is expected to reduce substantially the administrative delays and over-crowding sometimes experienced at USMF. It should also improve the processing and payment of CHAMPUS claims.

For these reasons, you are urged to assist us in our efforts to enroll every dependent entitled to benefits by promptly completing and submitting the enclosed DD Form 1172 along with the required documentation. If you have any questions, please call Norman Chichester at (301) or FTS 443-4590.

Delbert A. Larson

Enclosures



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Rockville, Md. 20852

July 28, 1980 NC1:CB

Dear Sponsor:

Commencing 1 August 1980, procedures will begin for enrolling those dependents who are eligible for benefits in the Department of Defense Enrollment/Eligibility Reporting System (DEERS).

As a retiree, you will be automatically enrolled in DEERS by the Commissioned Personnel Division. You must, however, enroll your dependents. To accomplish enrollment, it will be necessary for you to complete the enclosed DD Form 1172 and return it by using the addressed envelope which has been enclosed for your convenience. Detailed instructions have been included to assist in the completion of the DD Form 1172. Identification cards will not be issued as a result of your completing the DD Form 1172.

The need for your cooperation and prompt attention to this matter cannot be overemphasized. If questions arise, please call the Commissioned Personnel Division, 301-443-8618 (collect).

Sincerely yours,

Joseph W. Dropp
Commander, NOAA
Chief, Commissioned Personnel
Division

Enclosure



RETIREE/SURVIVOR INSTRUCTIONS FOR FILLING OUT DD FORM 1172

Complete ALL blocks of DD Form 1172 as instructed on the following pages.
This includes those blocks normally reserved for Issuing and Verifying Officers.
If you do not have eligible dependents, please complete Section I and indicate "NO Dependents" in Block 11. If the form has essential information missing or cannot be read, it will be returned to you for correction, which will further delay enrollment. Remember to SIGN your name on the back of form in Block 62.

PLEASE TYPE OR USE BALL POINT PEN, NOT PENCIL.

Section I.

Block 1. NAME - PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL
Example: Smith, John W.

Block 2. SSN (SOCIAL SECURITY NUMBER) -
Enter the 9-digit number with the dashes.
Example: 999-99-9999
If the sponsor never had an SSN and the records are filed by Service number, enter the Service number.
Example: SVC #9999999

Block 3. GRADE - Enter abbreviation for your current paygrade or rank.
Example: E-5, O-4 or SP5, M/SGT, 1Lt.

Block 4. Self-explanatory (including area code)

Block 5. Self-explanatory (including area code)

Block 6. ADDRESS - Enter the address where you are currently residing (including ZIP code).

Block 7. BRANCH OF SVC - Show parent Uniformed Service as follows:

Army - USA
Navy - USN
Marine Corps - USMC
Air Force - USAF
Coast Guard - USCG
National Guard - spell out
Air National Guard - spell out
Public Health Service - PHS
National Oceanic and Atmospheric Administration - NOAA

Block 8. STATUS - Check the appropriate box. If "other" is checked, indicate present status of sponsor in Block 60 on the reverse side of the DD Form 1172. Present status of sponsor may be indicated by code as follows:

TDRL - Temporary Disability Retirement List
 FRMMR - Former Member (Navy/Marine Corps category only)
 FRMMR/DEC - Former Member deceased (Navy/Marine Corps category only)
 MH - Medal of Honor recipient
 MH/DEC - Medal of Honor recipient deceased
 DAV/DEC - 100 percent disabled veteran deceased
 CIV - Civilian
 FP - Foreign personnel
 FM - Foreign military
 Reserve - Spell out
 Lighthouse Service - Spell out
 American Red Cross - Spell out

Example: In Block 60 for remarks, type/print comment such as "Block 8 Status - TDRL."

Block 9. DATE OF EXPIRATION OF SERVICE OR CONTRACT - For retiree, show date of retirement or date of death of sponsor. Enter in the following order:
 YEAR, MONTH, DAY
 Example: 1980-AUG-06

Block 10. REASON FOR APPLICATION - Leave blank.

Section II.

NOTE: The sponsor or applicant must list each dependent claimed for benefits.

Block 11. NAME - Enter dependent's name (last name, first name, middle initial) and SSN, if available.
 Example: Doe, John P. 999-99-9999

Block 12. RELATIONSHIP - Enter one of the following codes as appropriate:

Self/M	-	Self/male
Self/F	-	Self/female
H	-	Husband
W	-	Wife
UMW	-	Unmarried widow ¹
UMWR	-	Unmarried widower ¹
URW	-	Unremarried widow ²
URWR	-	Unremarried widower ²
D	-	Daughter
S	-	Son
SD	-	Stepdaughter
SS	-	Stepson
WARD/M	-	Ward/male
WARD/F	-	Ward/female
M	-	Mother (includes adoptive parent)
ML	-	Mother-in-law (includes adoptive parent)
F	-	Father (includes adoptive parent)
FL	-	Father-in-law (includes adoptive parent)
SM	-	Stepmother
SF	-	Stepfather

- 1 Unmarried widow/widower - A spouse who has married after the death of the sponsor and has had that marriage terminated by death, decree of divorce, or decree of annulment.
- 2 Unremarried widow/widower - A spouse who has never remarried or never legally remarried as in the case of an "AB INITIO" annulment. Spouses in this category would not lose their benefits. The definitions of unmarried widow/widower and unremarried widow/widower are also given on the DD Form 1172.

NOTE: If a dependent child is over the age of 21 and his or her entitlement continues due to temporary or permanent incapacity, or due to school enrollment, indicate this in the relationship block using these codes:

INCP - Incapacitated permanently

INCT - Incapacitated temporarily

SCH - Attending school (enter SCH, the name of the institution, and the expected date of graduation in Block 60.)

Block 13. DATE OF BIRTH - Enter in following order:

YEAR, MONTH, DAY

1967 AUG 06

Block 14. PRIVILEGES AUTHORIZED - See attached "ID CARD SAMPLE." Use the following codes as appropriate. Please disregard the comment "For Use of Verifying Officer" and complete all blocks in this column.

C - Commissary

T - Theater

EU - Exchange Unlimited

EL - Exchange Limited

MS - Medical Care (Uniformed Services)

MC - Medical Care (civilian source)

Block 15. CARD NO. ISSUED - See attached "ID CARD SAMPLE." Please disregard the comment "For Use of Issuing Officer," and complete all blocks in this column.

Block 16. ADDRESS - Enter the address where your dependent currently is residing (including ZIP code).

Block 17. EYES - Leave blank

Block 18. HAIR - Leave blank

Block 19. MC EFFECTIVE DATE - See attached "ID CARD SAMPLE"

Block 20. DATE ISSUED - See attached "ID CARD SAMPLE"

Block 21. HEIGHT - Leave blank

Block 22. WEIGHT - Leave blank

Block 23. EXPIRATION DATE - See attached "ID CARD SAMPLE"

Block 24. through 36.

Enter information for second dependent in the same way as for first dependent listed in items 11 through 23.

Block 37. through 49.

Enter information for third dependent in the same way as for first and second dependents.

NOTE: If you have more than three dependents, complete additional DD Forms 1172 or use a plain sheet of paper and attach it to the form. The same information is needed as in Blocks 11 through 23. Be sure to print or type sponsor's name and SSN on the additional page(s), and sign this page as well as DD Form 1172.

Section III.

Block 50. through 52. Leave blank

Section IV.

Block 53. through 57b. Leave blank

Section V.

Block 58. Check appropriate block, if applicable.

NOTE: Since there is no box for a single (never married) sponsor, write "NEVER MARRIED" in this entry. If applicable, complete the rest of Block 58.

Block 58a. Enter the place and date of marriage, if applicable.

Block 58b. through 58h. Check appropriate block.

Block 59. Leave blank

Block 60. REMARKS - This block is not to be used to list dependents. Dependents under the age of 10 should be listed on the front of the form to ensure that all of the necessary information is provided. If there is a need to explain a special dependent status from the front of the form, the information must be clearly labelled to show which block is continued or explained.

Section VI.

Block 61. DATE - Print or type date

Block 62. SIGNATURE OF SERVICE SPONSOR OR APPLICANT - DO NOT FORGET YOUR SIGNATURE!!!

Your dependent's enrollment form is now complete. It should be mailed in the enclosed envelope along with documents indicated in the following section. (Instructions mailed to retirees and survivors will have the "Additional Instructions" section for either the "Navy, Marine Corps, and Coast Guard" or the "Army and Air Force," as appropriate.)

ADDITIONAL INSTRUCTIONS FOR NAVY, MARINE CORPS, AND COAST GUARD SPONSORS

In order to verify your dependent's DEERS enrollment form, it is necessary to review the dependent's information currently reflected in your official records. If the information provided on the DD Form 1172 you have just completed matches that information currently in your record, no additional documents or paperwork is required. However, if you have added or changed a dependent since you last updated your record, then clear, legible copies of such legal documents as a marriage certificate, divorce decree, birth certificates (additional children), and adoption decree, as applicable, should be forwarded with your completed DD Form 1172. If you are not sure whether your record currently reflects your dependents, copies of those legal documents listed above should be included.

Furthermore, if the information contained in your service record does not verify the dependents you have submitted for enrollment in DEERS, the necessary legal documents will be requested by separate correspondence.

Listed below are the legal documents required to verify dependency:

1. Retirement orders (or DD Form 214, Certificate of Release or Discharge from Active Duty)
2. Marriage certificate
3. Birth certificates of children
4. Death certificate of deceased sponsor
5. Certified copy of court order for adoption
6. Final divorce order/decreed
7. Copy of court order establishing paternity (illegitimate children)
8. Statement from licensed physician or medical officer indicating physical handicap and period of incapacity (dependent children over 21 years old who are incapacitated); if USN or USMC dependent, then parent Service letter of authorization is required.

9. Certificate of ineligibility for social security from the Social Security Administration (dependents over 65 years old who are ineligible for social security).
10. DD Form 1300, Report of Casualty - required for widows and surviving children.
11. Certificate of enrollment from school registrar for dependent children over 21.

ADDITIONAL INSTRUCTIONS FOR ARMY AND AIR FORCE SPONSORS

The documents listed below must be visually reviewed to verify dependency. Copies of appropriate documents should be forwarded with your completed DD Form 1172.

1. Retirement orders (or DD Form 214, Certificate of Release or Discharge from Active Duty)
2. Marriage certificate
3. Birth certificates of children
4. Death certificate of deceased sponsor
5. Certified copy of court order for adoption
6. Final divorce order/decreed
7. Copy of court order establishing paternity (illegitimate children)
8. Statement from licensed physician or medical officer indicating physical handicap and period of incapacity (dependent children over 21 years old who are incapacitated); if USN or USMC dependent, then parent Service letter of authorization is required.
9. Certificate of ineligibility for social security from the Social Security Administration (dependents over 65 years old who are ineligible for social security).
10. DD Form 1300, Report of Casualty - required for widows and surviving children.
11. Certificate of enrollment from school registrar for dependent children over 21.

I.D. CARD SAMPLE

PHOTO	1. CARD NUMBER		Enter in block 15. CARD NO. ISSUED	
	2. ISSUE DATE		Enter in block 20. DATE ISSUED	
	3. EXPIRATION DATE		Enter in block 23. EXPIRATION DATE	
	4. ISSUED TO			
5. EYES		6. HAIR	7. HEIGHT	8. WEIGHT
DATE OF BIRTH 9. OF BEARER	GRADE & NAME 10. OF SPONSOR			
SERVICE & STATUS 11. OF SPONSOR	SERVICE # 12. OF SPONSOR	Authority: Patronage Theater Exchange Limited Commissary Unlimited		
		Enter in block 14. PRIVILEGE AUTH		

If 'YES' include 'MS' in block 14.

If 'YES' include 'MC' in block 14.

NON TRANSFERABLE - VOID IF ALTERED	15. MEDICAL CARE FACILITIES AUTHORIZED		PROPERTY OF UNITED STATES GOVERNMENT
	a. UNIFORMED SERVICES	b. CIVILIAN (If yes, give effective date)	
	18. PLACE OF ISSUE		
	17. Issuing Officer		
	SIGNATURE		
	TYPED NAME AND GRADE		
WARNING: USE OF THIS AUTHORIZATION BY OTHER THAN PERSON NAMED THEREON, OR ANY USE IN VIOLATION OF PROVISIONS OF DEPENDENTS' MEDICAL CARE ACT OF 1956 RENDERES USER LIABLE FOR PROSECUTION UNDER APPLICABLE FEDERAL LAWS PERTAINING TO FALSE STATEMENTS. (18 USC 1001)		IF FOUND, DROP IN ANY MAIL BOX POSTMASTER, RETURN TO DEPARTMENT OF DEFENSE WASHINGTON, D.C. 20301	
DD FORM 1173 1 Mar 61		UNIFORMED SERVICES IDENTIFICATION & PRIVILEGES CARD	

Enter in block 19. MC EFFECTIVE DATE

DD FORM 1172

SECTION II - PERSONS FOR WHOM IDENTIFICATION CARDS ARE REQUESTED (INCLUDE YOURSELF WHEN APPLICABLE) (List dependents claimed who will not be issued ID Cards in Section I, Item 60.)			FOR USE OF VERIFYING OFFICER	FOR USE OF ISSUING OFFICER
11. NAME (Last - First - Middle Initial) SSN (if applicable)	12. RELATIONSHIP	13. DATE OF BIRTH (Yr - Mo - Day)	14. PRIVILEGE AUTH L	15. CARD NO. ISSUED
16. ADDRESS (Include ZIP Code)	17. EYES	18. HAIR	19. MC EFFECTIVE DATE (Yr - Mo - Day)	20. DATE ISSUED (Yr - Mo - Day)
	21. HEIGHT	22. WEIGHT	23. EXPIRATION DATE (Yr - Mo - Day)	
24. NAME (Last - First - Middle Initial) SSN (if applicable)	25. RELATIONSHIP	26. DATE OF BIRTH (Yr - Mo - Day)	27. PRIVILEGE AUTH L	28. CARD NO. ISSUED
29. ADDRESS (Include ZIP Code)	30. EYES	31. HAIR	32. MC EFFECTIVE DATE (Yr - Mo - Day)	33. DATE ISSUED (Yr - Mo - Day)
	34. HEIGHT	35. WEIGHT	36. EXPIRATION DATE (Yr - Mo - Day)	
37. NAME (Last - First - Middle Initial) SSN (if applicable)	38. RELATIONSHIP	39. DATE OF BIRTH (Yr - Mo - Day)	40. PRIVILEGE AUTH L	41. CARD NO. ISSUED
42. ADDRESS (Include ZIP Code)	43. EYES	44. HAIR	45. MC EFFECTIVE DATE (Yr - Mo - Day)	46. DATE ISSUED (Yr - Mo - Day)
	47. HEIGHT	48. WEIGHT	49. EXPIRATION DATE (Yr - Mo - Day)	

LJ Abbreviated Privileges, i.e. C - Commissary, Exchange EL Limited, EU Unlimited, T - Theater MC - Medical Care in Civilian Facilities, MS - Medical Care in Uniformed Services Facilities

INSTRUCTIONS FOR OBTAINING CERTIFIED COPIES OF REGISTERED PERSONAL DOCUMENTS

If you do not have appropriate documentation proving the relationship of your dependent or dependents, certified copies of registered personal documents (such as certificates of birth, adoption, marriage, divorce, and death) can be obtained by writing to the state where the event was registered (or State Department for children born overseas to U.S. citizens). An example of an application for a certified copy of a birth certificate follows the list of addresses.

Note: States usually charge a fee for this service. The list of addresses included in the retiree/survivor mail-out packet will show the latest available prices.

WRITE TO: Bureau of Vital Statistics
State Department of Health

AT THE ADDRESS SHOWN BELOW:

<u>State</u>	<u>Address</u>	<u>ZIP Code</u>
Alabama	Montgomery	36130
Alaska	Dept. of Health and Welfare Pouch H-02G, Juneau	99811
American Samoa	Registrar of Vital Statistics, Pago, Pago	96799
Arizona	P.O. Box 3887, Phoenix,	85030
Arkansas	4815 West Markham St., Little Rock	72201
California	410 N. St., Sacramento	95814
Canal Zone	Panama Canal Commission, APO Miami	34011
Colorado	4210 East 11th Ave., Denver	80220
Connecticut	79 Elm St., Hartford	06115
Delaware	State Health Bldg.	19901
D.C., Wash	615 Pennsylvania Ave, N.W.	20004
Florida	P.O. Box 210, Jacksonville	32231
Georgia	47 Trinity Ave., S.W., Atlanta	30334
Guam	Dept. of Public Health and Social Service, P.O. Box 2816, Agana	96910
Hawaii	P.O. Box 3378, Honolulu	96801
Idaho	Statehouse, Boise	83720
Illinois	535 W. Jefferson St., Springfield	62761
Indiana	1330 West Michigan St., Indianapolis	46206
Iowa	Des Moines	50319
Kansas	6200 S. Topeka Ave., Topeka	66620
Kentucky	275 East Main St., Frankfort	40601
Louisiana	P.O. Box 60630, New Orleans	70160
Maine	State House, Augusta	04333
Maryland	P.O. Box 13146, Baltimore	21203
Massachusetts	Rm. 103 Ashburton Place, Boston	02108
Michigan	3500 North Logan St., Lansing	48914
Minnesota	717 Delaware St., S.E., Minneapolis	55440
Mississippi	P.O. Box 1700, Jackson	39205
Missouri	Jefferson City	65101
Montana	Helena	59601

<u>State</u>	<u>Address</u>	<u>ZIP Code</u>
Nebraska	Lincoln Building, Lincoln	68509
Nevada	Capitol Complex, Carson City	89710
New Hampshire	61 South Spring St., Concord	03301
New Jersey	Box 1540, Trenton	08625
New Mexico	P.O. Box 968, Santa Fe	87503
N.Y. State	Empire State Plaza, Albany	12237
N.Y. City	125 Worth St., New York	10013
North Carolina	P.O. Box 2091, Raleigh	27602
North Dakota	Bismark	58505
Ohio	G-20 Ohio Departs. 65 South Front St. Columbus	43215
Oklahoma	P.O. Box 53551, Oklahoma City	73105
Oregon	P.O. Box 116, Portland	97207
Pennsylvania	101 South Mercer St., P.O. Box 1528 New Castle	16103
Puerto Rico	Department of Health, San Juan	00908
Rhode Island	Rm. 101 Health Bldg., 75 Davis St., Providence	02908
South Carolina	2600 Bull St., Columbia	29201
South Dakota	Pierre	57501
Tennessee	Cordell Hull Bldg., Nashville	37219
Texas	1100 W. 49th St., Austin	78756
Utah	150 W. North Temple, Salt Lake City	84110
Vermont	State House, Montpelier	05602
Virginia	James Madison Bldg. Box 1000, Richmond	23208
Virgin Islands	Registrar of Vital Statistics,	
St. Thomas	St. Thomas or	00820
St. Croix	St. Croix	00820
Washington	P.O. Box 9709, Olympia	98504
West Virginia	State Office Bldg. No. 3, Charleston	25305
Wisconsin	P.O. Box 309, Madison	53701
Wyoming	State Office Bldg., Cheyenne	82002
Trust Territory of the Pacific Islands	Director, Medical Services, Saipan, Mariana Islands 25¢ + 10¢ per 100 words. Make check payable to Clerk of Court. Air Mail postage suggested	96950

For Children Born Overseas to U.S. Citizens, write to
Authentication Office
21st Street and Virginia Ave, N.W.
Washington, D.C. 20025

Overseas Births -- Passport Services, State Department,
Washington, D.C. 20524
Use either Form FS 250 (Long Form) or
FS 545 (Short Form). Make check payable
to Department of State

Note: Some instruction sheets contain the
incorrect ZIP code "40524" for this
address; 20524 is correct.

EXAMPLE OF AN APPLICATION FOR OBTAINING A CERTIFIED COPY OF A BIRTH CERTIFICATE

Please type or print clearly

Name at Birth	_____			Birth Order of Child	_____
	First	Middle	Last		1st, 2nd, etc.
Date of Birth	_____			Race	_____
	Month	Day	Year		Sex _____
Place of Birth	_____			City	_____
				State	_____
Parents	_____			_____	
	Father's Name			Mother's Maiden Name	
Number of copies wanted	_____	Certificate Number, if known	_____		
Purpose for				Relationship	_____
which needed?	_____			to child?	_____
Signature	_____				
Address	_____				
	Number	Street	City	State	ZIP

AUTOMATIC ENROLLMENT PROCEDURES

	<u>ACTIVE DUTY</u>	<u>RETIRED</u>	<u>DEPENDENTS OF RETIRED AND OTHER BENEFICIARIES</u>
ARMY	Data elements extracted from military personnel automated files	Data elements extracted from finance automated files	Not automatic
NAVY	Same as above	Same as above	Not automatic
MARINE CORPS	Same as above	Same as above	Not automatic
AIR FORCE	Same as above	Same as above	Not automatic
COAST GUARD	Data elements extracted from Coast Guard computer systems	Data elements extracted from Coast Guard finance com- puter systems	
PUBLIC HEALTH SERVICE	Data elements extracted from personnel files and sent via tape by Com- missioned Officers Systems Branch	Same as active duty	Not automatic
NOAA	Data elements submitted by agency	Same as active duty	Same as active duty

Figure 3-1

MANUAL ENROLLMENT PROCEDURES

	<u>DEPENDENTS OF ACTIVE DUTY</u>	<u>DEPENDENTS OF RETIRED</u>	<u>OTHER BENEFICIARIES</u>
ARMY	Preparation/ verification of DD Form 1172 at MILPO servicing sponsor	DD Form 1172 submitted by sponsor to supporting installation	DD Form 1172 submitted by sponsor/ applicant to supporting installation
NAVY	Preparation/ verification of DD Form 1172 at PSD (Ashore)/ PERS OFF (afloat) servicing sponsor	DD Form 1172 submitted by sponsor to NAVRESPERSSEN, New Orleans	DD Form 1172 submitted by sponsor/ applicant to NAVMILPERSSEN
MARINE CORPS	Preparation/ verification of DD Form 1172 at PER OFF servicing sponsor	DD Form 1172 submitted by sponsor to HQ Marine Corps (MSPA-3)	DD Form 1172 submitted by sponsor/ applicant to HQ Marine Corps (MSPA-3)
AIR FORCE	Preparation/ verification of DD Form 1172 at supporting CBPO	DD Form 1172 submitted by sponsor to supporting CBPO	DD Form 1172 submitted by sponsor/ applicant to supporting CBPO
COAST GUARD	Preparation/ verification of DD Form 1172 sponsor and personnel re- porting units	DD Form 1172 submitted by sponsor to Retired Affairs Branch, Coast Guard HQ	DD Form 1172 submitted by sponsor/ applicant to Retired Affairs Branch, Coast Guard HQ
PUBLIC HEALTH SERVICE	Preparation/ verification of DD Form 1172 by sponsor and Comm Pers Ops Div at PHS HQ	DD Form 1172 submitted by sponsor to Comm Pers Ops Div at PHS HQ	DD Form 1172 submitted by sponsor/ applicant to Comm Pers Ops Div at PHS HQ

Figure 3-2

DEERS BENEFICIARY REFERRAL FORM

1. FROM: a. NAME OF ORGANIZATION b. ORIGINATING OFFICE/CODE c. MAILING ADDRESS (Include Street Address, City, State, ZIP Code)		2. TO: DEERS Support Office 2100 Garden Road, Suite B-2 Monterey, California 93940	
		3. DATE (YYMMDD)	
4. SUBJECT: <i>Request for DEERS Enrollment Information</i> The following individual has requested information about DEERS enrollment. Please forward an appropriate DEERS enrollment packet.			
5. SPONSOR'S NAME: LAST FIRST MIDDLE INITIAL			
6. SPONSOR'S SSN/SVC NO:		7. SPONSOR'S ELIGIBILITY STATUS:	
8. SPONSOR'S UNIFORMED SERVICE: ___ Army ___ Marine Corps ___ Coast Guard ___ NOAA ___ Navy ___ Air Force ___ Public Health Service ___ Other (___ Specify Service ___)			
9. SPONSOR'S RETIREMENT DATE: (YYMMDD)		10. SPONSOR'S DATE OF DEATH (YYMMDD)	
11. SPONSOR'S MAILING ADDRESS: (Include Street Address, City, State, ZIP Code)			
12. DEPENDENT'S NAME: LAST FIRST MIDDLE INITIAL			
13. DEPENDENT'S RELATIONSHIP TO SPONSOR:		14. DEPENDENT'S SSN:	
15. DEPENDENT'S MAILING ADDRESS: (Include Street Address, City, State, ZIP Code)			
INSTRUCTIONS This form shall be prepared by the personnel office in accordance with the following instructions and those contained in the DEERS Program Manual, DoD 1341 1-M, or in Service guidelines BLOCK 1. a. Give complete name of submitting activity. Abbreviate as necessary. Example: Abbreviate Fighter Squadron Three Zero One as FITRON 301 b. Give internal routing indicator, office code. Base PO Box, as appropriate. Example: ATTN AFZT AG P c. Give complete street address or base name and city, state, and ZIP code. Example: 2100 L Street, Naval Air Station, Jacksonville, FL 32212. Spell out the city for CONUS addresses. BLOCK 2. Self-explanatory BLOCK 3. Enter 6-digit date. Example: March 15, 1981 is 810315 BLOCKS 4, 5, and 6. Self-explanatory BLOCK 7. Enter either Active Duty, Retired, Deceased, or Other. If Other is entered, please explain. BLOCK 8. Self-explanatory BLOCK 9. If sponsor is retired, enter 6-digit Retirement Date. Example: September 30, 1972 is 720930 BLOCK 10. If sponsor is deceased, enter 6-digit Date of Death. Example: December 14, 1963 is 631214 BLOCKS 11 and 12. Self-explanatory BLOCK 13. Enter appropriate relationship, like spouse, child, ward, parent, etc. BLOCKS 14 and 15. Self-explanatory			

DEERS ENROLLMENT

APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD				
DATA REQUIRED BY THE PRIVACY ACT OF 1974				
AUTHORITY:	10 U.S.C. 133 Executive Order 9397, 22 November 1943 (Social Security Number).			
PRINCIPAL PURPOSE(S):	Is used by applicant to apply for a DD Form 1173, "Uniformed Services Identification and Privilege Card."			
ROUTINE USE(S):	Is used by appropriate authority to evaluate an applicant's eligibility to be issued a DD Form 1173, "Uniformed Services Identification and Privilege Card." The DOD Enrollment/Eligibility System will be a routine user of information provided on this application.			
DISCLOSURE:	Mandatory for Active Duty military personnel. Failure to complete the form may result in disciplinary or administrative action. Voluntary for all other persons. However, failure to furnish all information, including SSN, could delay or prevent the issuance of an ID Card to persons otherwise eligible.			
SECTION I - IDENTIFICATION OF PERSON UPON WHOM ELIGIBILITY FOR DD FORM 1173 IS BASED				
1. NAME (Last - First - Middle Initial)	2. SSN	3. GRADE	4. HOME PHONE	5. OFFICE PHONE
6. ADDRESS (Include ZIP Code)	7. BRANCH OF SVC	8. STATUS ☐ ACTIVE DUTY ☐ RETIRED ☐ 100% DAV ☐ DECEASED AD ☐ DECEASED RETIRED ☐ OTHER (Specify, Item 60)		
9. DATE OF EXPIRATION OF SERVICE OR CONTRACT (or death)		10. REASON FOR APPLICATION ☐ ORIGINAL CARD(S) ☐ OTHER (Specify, Item 59)		
SECTION II - PERSONS FOR WHOM IDENTIFICATION CARDS ARE REQUESTED (INCLUDE YOURSELF WHEN APPLICABLE) (List dependents claimed who will not be issued ID Cards in Section V, Item 60.)				
FOR USE OF VERIFYING OFFICER		FOR USE OF ISSUING OFFICER		
11. NAME (Last - First - Middle Initial) - SSN (If applicable)	12. RELATIONSHIP	13. DATE OF BIRTH (Yr., Mo., Day)	14. PRIVILEGE AUTH ☐	15. CARD NO. ISSUED
16. ADDRESS (Include ZIP Code)	17. EYES	18. HAIR	19. MC EFFECTIVE DATE (Yr., Mo., Day)	20. DATE ISSUED (Yr., Mo., Day)
	21. HEIGHT	22. WEIGHT	23. EXPIRATION DATE (Yr., Mo., Day)	
24. NAME (Last - First - Middle Initial) - SSN (If applicable)	25. RELATIONSHIP	26. DATE OF BIRTH (Yr., Mo., Day)	27. PRIVILEGE AUTH ☐	28. CARD NO. ISSUED
29. ADDRESS (Include ZIP Code)	30. EYES	31. HAIR	32. MC EFFECTIVE DATE (Yr., Mo., Day)	33. DATE ISSUED (Yr., Mo., Day)
	34. HEIGHT	35. WEIGHT	36. EXPIRATION DATE (Yr., Mo., Day)	
37. NAME (Last - First - Middle Initial) - SSN (If applicable)	38. RELATIONSHIP	39. DATE OF BIRTH (Yr., Mo., Day)	40. PRIVILEGE AUTH ☐	41. CARD NO. ISSUED
42. ADDRESS (Include ZIP Code)	43. EYES	44. HAIR	45. MC EFFECTIVE DATE (Yr., Mo., Day)	46. DATE ISSUED (Yr., Mo., Day)
	47. HEIGHT	48. WEIGHT	49. EXPIRATION DATE (Yr., Mo., Day)	
<i>☒ Abbreviated Privileges, i.e. C-Commissary; Exchange, EL-Limited, EU-Unlimited, T-Theater, MC-Medical Care in Civilian Facilities, MS-Medical Care in Uniformed Services Facilities.</i>				
SECTION III - VERIFICATION BY PERSONNEL OFFICER OR OTHER RESPONSIBLE OFFICIAL OF SPONSOR'S SERVICE				
The status of the persons named in Section II has been verified, issue of DD Form 1173 by any U.S. Uniformed Service Activity is authorized, benefits and privileges to which entitled, effective and expiration date of eligibility for each named person are verified, issuing agency is requested to (A) issue DD Form 1173 upon presentation of this application, (B) enter in the appropriate column of Section II the card number issued with the date issued, (C) if dependents are claimed who will not be issued ID Cards in Section V, Item 60, send a copy of this application to DOD Enrollment/Eligibility Processing Center, OSD/HA, Rm. 3E173, Pentagon, Washington, D.C. 20301, (D) complete Section IV of this application form and return it to the organization designated in Item 50.				
50. ORGANIZATION AND MAILING ADDRESS OF VERIFYING OFFICER		51. TYPED NAME, GRADE, AND TITLE		52. SIGNATURE
SECTION IV - AUTHENTICATION BY ISSUING AGENCY				
53. ISSUING OFFICE - Ensure Items 61 and 62 are completed and signed. A notation of the receipt and destruction or complete accounting of the previously issued card must be made in Item 59. Upon issue, forward one copy to the activity holding the service record of the sponsor or to the verifying activity.				
54. ORGANIZATION OF ISSUING OFFICER (Include UIC)		55. TYPED NAME, GRADE, AND TITLE		56. SIGNATURE
57. ☐ RECEIPT OF CARD(S) IS ACKNOWLEDGED	a. DATE ACKNOWLEDGED	b. SIGNATURE OF CARD RECIPIENT		

DD FORM 1172
1 JAN 79

PREVIOUS EDITION IS OBSOLETE

Figure 3-4
3-47

DEERS ENROLLMENT

SECTION V - STATEMENT OF UNIFORMED SERVICES OR CIVILIAN SPONSOR; OTHERWISE THE APPLICANT

58. STATE MARITAL STATUS (Check appropriate boxes) and complete entries as applicable.)

☐ MARRIED

☐ SEPARATED

☐ DIVORCED/
ANNULLED

☐ ANNULLED
AB INITIO

☐ UNMARRIED
(surviving) SPOUSE

☐ UNREMARIED
(surviving) SPOUSE

DEFINITION

UNMARRIED (surviving) SPOUSE - A spouse who has married subsequent to the death of the sponsor and has had that marriage terminated by death, decree of divorce or decree of annulment.

UNREMARIED (surviving) SPOUSE - A spouse who has never remarried or never legally remarried as in the case of an "AB INITIO" annulment. Spouses in this category would not lose their benefits.

- a. ☐ Lawful marriage to the spouse named took place at _____ on _____ (Date Yr., Mo., Day)
- b. ☐ I am the unmarried (surviving) spouse of the sponsor named in Section I, whose subsequent marriage terminated in divorce, annulment or death. I understand that I may not be entitled to medical care as administered by the Department of Defense. In the event of annulment, a special finding authorizing medical care must be made by the Parent service of the sponsor.
- c. ☐ Child(ren) listed in Section II is (are) unmarried and legitimate child(ren), illegitimate child(ren) of a male sponsor whose paternity has been judicially determined, illegitimate child(ren) of record of a female sponsor who has been judicially directed to support the child(ren), adopted child(ren), or stepchild(ren), who is (are) legitimate child(ren) of the spouse of the active duty, retired, or deceased member listed in Section I, and (1) the child(ren) named is (are) less than 21 years of age; or (2) 21 years of age and over and (a) is incapable of self-support because of a mental or physical incapacity that existed prior to his or her reaching the age of 21, the incapacity has been continuous and the child(ren) is (are), in fact, dependent upon the sponsor for over fifty (50) percentum of his or her support (or who was so dependent on sponsor at the time of death); or (b) has not passed his or her twenty-third birthday, is pursuing a fulltime course of education in an institution of higher learning approved by the Secretary of Defense or the Secretary of Health, Education and Welfare (as appropriate) or by a state agency under Title 38, U.S.C., Chapter 34, Veteran's Educational Assistance, and Chapter 35, War Orphans' and Widows' Educational Assistance, of Title 38 U.S.C., is carrying a course load of a minimum of twelve (12) semester credit hours or equivalent hours and is (or was at the time of the member's death) dependent upon the member for over fifty (50) percentum of his or her support.
- d. ☐ Child(ren) listed in Section II is (are) unmarried and illegitimate child(ren) of a male sponsor whose paternity has not been judicially determined, illegitimate child(ren) of record of a female sponsor or illegitimate child(ren) of the spouse of a sponsor (i.e., the sponsor's stepchild(ren), or stepchild(ren) of a deceased member or retiree at time of death) who resides with or in a home provided by the sponsor, or which was being provided by the deceased member or retiree at the time of death, and who is and continues to be dependent upon the sponsor for over fifty (50) percentum of his or her support or who was dependent on the deceased member or retiree at the time of death; that the child(ren) named is (are) less than 21 years of age or is (are) 21 years of age and over and is (1) incapable of self-support because of a mental or physical incapacity that existed prior to his or her reaching the age of 21, and the incapacity has been continuous and who continues to be dependent upon the sponsor or (2) has not passed his or her twenty-third birthday, is pursuing a full-time course of education in an institution of higher learning approved by the Secretary of Defense or the Secretary of Health, Education and Welfare (as appropriate) or by a state agency under Title 38, U.S.C., Chapter 34, Veteran's Educational Assistance, and Chapter 35, War Orphans' and Widows' Educational Assistance, of Title 38, U.S.C., is carrying a course load of a minimum of twelve (12) semester hours or equivalent hours and is (or was at the time of the member's death) dependent upon the member for over fifty (50) percentum of his or her support.
- NOTE: Section II - In those special circumstances which permit children over 21 entitlement to medical care, indicate after date of birth, (INCT) for a temporarily incapacitated child, (INCP) for a permanently incapacitated child or (SCH) for attendance at approved school. Enter under Item 60, REMARKS, the name of the institution of higher learning and expected date of graduation.
- e. ☐ I am the parent, adoptive parent, parent-in-law, or adoptive parent-in-law of the sponsor named in Section I and at the time of his or her death, I, and all other parents, adoptive parents, parents-in-law, or adoptive parents-in-law named herein resided in the household of (or, for medical care purposes, in a dwelling place provided or maintained by) said sponsor, and were in fact dependent upon him or her for over one-half of our support. I understand that I am not entitled to CHAMPUS.
- f. ☐ I am the legal guardian of the dependent or dependents of the sponsor named in Section I, and further certify that the named dependents meet the criteria for eligibility as indicated by blocks checked above.
- g. ☐ All parents, adoptive parents, parents-in-law, or adoptive parents-in-law named are in fact dependent upon me for over one-half of their support and actually reside in my household or in a dwelling provided or maintained by me and, therefore, are eligible for benefits such as commissary stores, exchange and medical care. I understand my parents, adoptive parents, parents-in-law, or adoptive parents-in-law are not entitled to CHAMPUS.
- h. ☐ I am entitled to retired, retirement, or retainer pay or equivalent pay as a result of service in a uniformed service.

59. DISPOSITION OF PREVIOUSLY ISSUED CARDS

☐ CARD NO. _____

RETURNED AND DESTROYED

☐

PREVIOUSLY ISSUED CARD LOST (Cite circumstances in Item 60, REMARKS.)

☐

PREVIOUSLY ISSUED CARD STOLEN (Cite circumstances in Item 60, REMARKS.)

60. REMARKS (List dependents claimed who will not be issued an ID Card. For each dependent provide name, date of birth, relationship to sponsor, SSN if applicable, and address if different from sponsor or applicant.)

SECTION VI - CONDITIONS APPLICABLE TO SPONSOR

I understand that the actions of the recipient(s) of DD Form 1173, Uniformed Services Identification and Privilege Card, issued as a result of this application are my responsibility insofar as proper use of the card for the benefits and privileges, i.e., medical care, exchange, commissary and theater, authorized. I will cause the recipient to surrender the card immediately upon call to do so or when appropriate under applicable regulations and will notify an agency designated to grant authorizations for privileges and facilities in event of any change in status affecting a recipient's eligibility therefor.

I am aware that medical care furnished in uniformed services facilities is subject to availability of space, facilities and the capabilities of the medical staff to provide such care. Determinations made by the medical officer or contract surgeon, or his designee, as to availability of space, facilities and the capabilities of the medical staff shall be conclusive. Reimbursement shall be required for any unauthorized medical care furnished at Government expense. PENALTY FOR PRESENTING FALSE CLAIMS OR MAKING FALSE STATEMENTS IN CONNECTION WITH CLAIMS FINE OF NOT MORE THAN \$10,000 OR IMPRISONMENT FOR NOT MORE THAN FIVE YEARS OR BOTH. (Act 25, June 1948, 15 U.S.C. 287, 1001)

61. DATE OF APPLICATION

62. SIGNATURE OF SERVICE SPONSOR OR APPLICANT

DEERS BATCH TRANSMITTAL FORM

1. FROM:

a. NAME OF ORGANIZATION

b. ORIGINATING OFFICE/CODE

2. TO:

DEERS Enrollment Processing Center
Post Office Box 1328
Santa Barbara, CA 93101

c. MAILING ADDRESS (Include Street Address, City, State, ZIP Code)

3. NUMBER OF DOCUMENTS ENCLOSED:

4. TRANSMITTAL NUMBER:

Branch of Service	UIC/PAS Code/RUC/OPFAC	Day of Year	Batch Number
----------------------	------------------------	-------------	-----------------

5. SIGNATURE:

6. DATE: (YYMMDD)

INSTRUCTIONS

This form shall be used when mailing DD Forms 1172 to DEERS. Additional instructions are contained in the DEERS Program Manual, DoD 1341.1-M, or in related Service guidelines.

- BLOCK 1:**
- a. Give complete name of submitting activity. Abbreviate as necessary. Use no more than 24 characters. Example: Abbreviate Fighter Squadron Three Zero Or, as FITRON 301.
 - b. Give internal routing indicator, office code, Base PO Box, as appropriate. Use no more than 24 characters. Example: ATTN: AFZT-AG-P.
 - c. Give complete street address or base name and city, state, and ZIP code. Spell out the city for CONUS addresses. Use no more than 24 characters. Example: 2100 L Street
Naval Air Station
Jacksonville, FL 32212

BLOCK 2: Self-explanatory.

BLOCK 3: Enter number of DD Forms 1172 being enclosed. Batch documents in numbers not to exceed fifty (50) per transmittal form.

BLOCK 4: Branch of Service:

- | | |
|------------------|---|
| A — Army | P — Coast Guard |
| N — Navy | E — Public Health Service |
| M — Marine Corps | I — National Oceanic and Atmospheric Administration |
| F — Air Force | O — Other |

UIC/PAS Code/RUC/OPFAC: Enter 8-character unique identifier. If appropriate identifier code for your organization is less than 8 characters, precede it with zeroes.

Day of Year: Enter 3-digit date code. Example: March 9, 1981 is 068.

Batch Number: Enter 3-digit batch sequence number (001-999). For the first batch of each new Day of Year, begin with 001.

BLOCK 5: Enter signature of individual forwarding batch.

BLOCK 6: Enter 6-digit date. Example: March 9, 1981 is 810309.

Special Coding Instructions

- | | |
|-------|-----------------|
| Use 0 | for letter O |
| Use 0 | for number zero |
| Use Z | for letter Z |
| Use 2 | for number two |
| Use I | for letter I |
| Use 1 | for number one |
| Use L | for letter L |

DD FORM 2268
82 APR

Figure 3-5

NAME: _____
 ADDRESS: (Submitting) _____
 activity _____
 address) _____

A C K N O W L E D G E M E N T R E P O R T

REPORT DATE: 09/25/80

1172's NO.	SENT: 014 RECD: 014	TRANSMITTAL NO. A-OWAKZAA-255-096-0	DATE TRANSMITTAL SENT 80/09/11	BATCH 80260056
SSN	NAMES	REL SVCE	ICN	I II III IV
111-22-3333	LEAVEOFF RANDI T	A	80260056001	ACKNOWLEDGED
001-33-5555	CATER JAMES S	A	80260056002	ACKNOWLEDGED
123-45-9876	PANOLI FRANCIS	A	80260056003	ACKNOWLEDGED
321-65-6789	DOE JOHN	A	80260056004	ACKNOWLEDGED
334-44-5656	SMITH CHARLIE L	A	80260056005	BLANK V.O, SIGNTRE
432-10-0123	STARLINGS JERRY B	A	80260056006	ACKNOWLEDGED
904-63-9986	DOCKTER JOHN	A	80260056007	ACKNOWLEDGED
	DEPENDENT ALMA D			ILLEG BIRTHDATE
631-00-2020	WEAR DENNIS W	A	80260056008	ACKNOWLEDGED
444-55-0000	SMYTHE ALBERT P	A	80260056009	ACKNOWLEDGED
577-88-9999	BERRY WALLACE F	A	80260056010	ACKNOWLEDGED
777-99-0000	LAUNDY JOSEPH Q	A	80260056011	ACKNOWLEDGED
111-22-3333	PARKER PETER A	A	80260056012	ACKNOWLEDGED
333-11-9999	ANDRE GENE F	A	80260056013	ACKNOWLEDGED
*BAD-SS-NUMBER	PITTS RODGER V	A	80260056014	BLANK REL-TO-SPSR
	DEPENDENT-- RODGER			BLANK REL-TO-SPSR
	DEPENDENT-- PAMELA			BLANK REL-TO-SPSR

ATTENTION: PERSONNEL OFFICER

THIS REPORT ACKNOWLEDGES THE RECEIPT OF THE LISTED DD1172 FORMS. EACH 1172 HAS BEEN THROUGH AN INITIAL SCREENING PROCESS. ANY ERRORS THAT HAVE BEEN DETECTED ARE LISTED TO THE RIGHT OF THE DOCUMENT ON THE REPORT AND THE 1172 IS ATTACHED. ONCE THE 1172 HAS BEEN CORRECTED IT SHOULD BE RETURNED TO US FOR PROCESSING. THE ATTACHED 1172 SHOULD BE RETURNED WITH CORRECTIONS MADE ON IT. IN CASES WHERE IT IS NOT POSSIBLE TO MAKE CORRECTIONS ON THE ATTACHED 1172, A NEW COPY MAY BE SUBMITTED WITH IT. RETURN THE 1172s TO THE ADDRESS INSIDE THE ASTERISK BOX ABOVE.

 *MAIL TO:
 * DEERS ENROLLMENT
 * PROCESSING CENTER
 * POST OFFICE BOX 1328
 * SANTA BARBARA, CA 93101



OFFICE OF THE SECRETARY OF DEFENSE

DEERS PROGRAM OFFICE

DEERS
SUPPORT OFFICE

MEMORANDUM FOR DD FORM 1172 VERIFYING OFFICER

SUBJECT: DEERS DD FORM 1172 Processing

Thank you for your prompt processing of the DD Form 1172. Unfortunately, the following information is missing/illegible/invalid or incomplete:

SECTION I

☐ Sponsor Last/First Name missing/illegible Block No. _____

☐ Sponsor SSN missing/illegible/invalid Block No. _____

SECTION II

☐ Last/First Name missing/illegible Block No. _____

☐ Relationship missing/illegible/invalid/incomplete Block No. _____

☐ Date of Birth missing/illegible/invalid/incomplete Block No. _____

☐ Dependent must be in school or incapacitated to be claimed if 21 or over
Block No. _____

☐ Dependent must be incapacitated if 23 or over Block No. _____

☐ Privileges missing/illegible Block No. _____

☐ MC Effective date missing/illegible/invalid/incomplete Block No. _____

OTHER

☐ Not Verified/Verification incomplete Block No. _____

☐ Document illegible

☐ Sponsor Signature missing

☐ _____ Block No. _____

Without this information, the Enrollment Processing Center cannot enroll these applicants. As a result, they will not be on the eligibility file for medical benefits which may cause lengthy administrative delays.

Please check your files and correct the information noted above. If the sponsor has been transferred, please forward. This office does not need to be advised of such a referral. The DD Form 1172 must be returned to:

DEERS Enrollment Processing Center
Post Office Box 1328
Santa Barbara, California 93101

Thank you for your assistance.

Figure 3-7

DEERS ENROLLMENT PROCESSING CENTER WORKFLOW

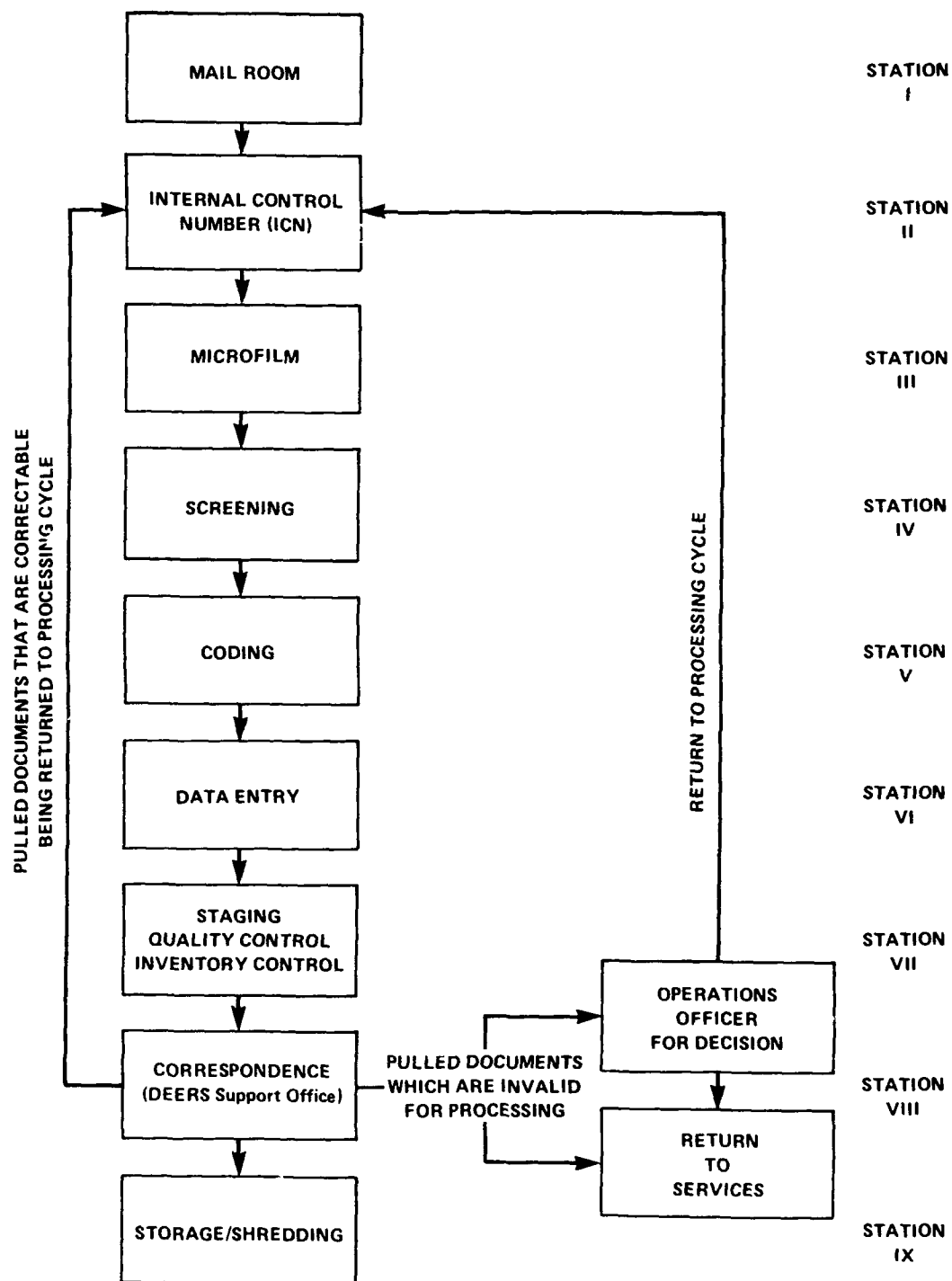


Figure 3-8



OFFICE OF THE SECRETARY OF DEFENSE

DEERS PROGRAM OFFICE

DEERS
SUPPORT OFFICE

(Date)

MEMORANDUM FOR _____

SUBJECT: DEERS DD FORM 1172 Processing

During a recent edit of the DEERS DD Form 1172 Master File, the DEERS Support Office discovered a discrepancy regarding the spouse of:

Sponsor Name

Social Security Number

Status

Branch of Service

To correct this discrepancy please complete the following:

1. Place an X in the box NEXT to the Spouse whose ELIGIBILITY IS TO BE TERMINATED:

[]

Name

[]

Name

Date of Birth

Date of Birth

Social Security Number

Social Security Number

2. Place an X in the box that indicates the reason for eligibility termination:

[] Divorce

[] Death

3. Complete the effective date of termination of eligibility:

YYYY MMM DD

4. Sign Below and complete your mailing address:

Verifying Officer Signature

Address

City, State, ZIP

Mail the completed letter to:

DEERS SUPPORT OFFICE
2100 Garden Road, Suite B-2
Monterey, CA 93940

Thank you for your assistance.



OFFICE OF THE SECRETARY OF DEFENSE

DEERS PROGRAM OFFICE

DEERS
SUPPORT OFFICE

MEMORANDUM FOR DD FORM 1172 VERIFYING OFFICER

SUBJECT: DEERS DD Form 1172 Processing Audit

During a recent edit of the DEERS DD 1172 Master File, the DEERS Support Office discovered a discrepancy which appears to be due to incorrect or missing information on the enclosed DD Form(s) 1172. The specific problem(s) is checked below.

- ☐ Sponsor's last name
- ☐ Sponsor's SSN
- ☐ Dependent's First Name/Block No. _____
- ☐ Dependent's Date of Birth/Block No. _____
- ☐ Dependent's Relationship/Block No. _____
- ☐ Dependent's SSN/Block No. _____
- ☐ Other _____ Block No. _____

To correct this discrepancy please take the following actions:

- a. Submit a new DD Form 1172 with the corrected information stapled to the erroneous DD Form 1172. The Verifying Officer must sign this new DD Form 1172. It is essential to return all of the DD Forms 1172.
- b. Return all the DD Forms 1172 to DEERS Support Office, 2100 Garden Road, Suite B-2, Monterey CA 93940.
- c. If the sponsor has transferred, request you forward this letter and the enclosed DD Forms 1172 to the sponsor's new unit for corrections as indicated above. You need not inform the DEERS Support Office of this referral.

Figure 3-10

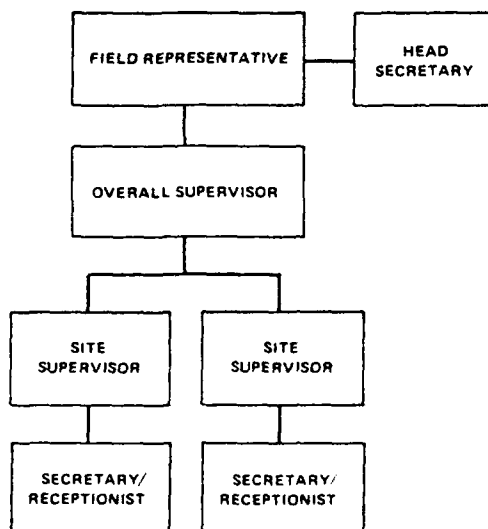
CHAPTER 4

AUGMENTEESA. GENERAL

1. This chapter provides information for DEERS project officers at all levels concerning the use of temporary personnel support. It provides background concerning the need for augmentees, job descriptions, and procedural guidance.

2. Some Uniformed Service activities have found that, due to administrative personnel shortages or excessive workloads, timely and efficient enrollment during an intensified enrollment phase cannot always be accomplished. Accordingly, on a selective basis in densely populated Service communities, the DEERS Program Office provides some administrative relief through contractor-furnished personnel (augmentees). These personnel are available only for support related to DEERS activities. Augmentees are also furnished on a selective basis to MTFs and DTFs during the initial eligibility-checking periods. These personnel, under contractor supervision (field representatives), are to provide initial relief from additional workloads and to train MTF and DTF personnel in eligibility-checking operations and procedures.

3. Augmentation teams consist of field representatives and temporary augmentees, hired from local temporary agencies, and organized as follows:



The field representative, acting as the DoD agent, shall contact the local commander to determine the required number and placement of augmentees. The contractor shall decide on a competitive basis which temporary agency can provide the best service for each installation for each phase.

B. FIELD REPRESENTATIVES

1. Field representatives are full-time employees of the contractor. They will cover all Uniformed Services installations for a given area within an implementation phase. There will usually be several field representatives working in each phase.

2. It is the responsibility of the field representative to coordinate the enrollment effort with the Uniformed Service project and liaison officers. It is the responsibility of the local bases to provide space for the DEERS enrollment offices and to equip these offices with desks, typewriters, supplies, phone lines, and miscellaneous office supplies. (See Chapter 3.)

3. Other responsibilities of the field representative are listed below:

a. Determining the number of augmentees needed based upon population counts.

b. Training and supervising the augmentees.

c. Presenting DEERS briefings and providing materials to assist the DEERS project officer in giving briefings via the commander's calls, weekly unit meetings, or any other interested group requesting a briefing.

d. Establishing periodic contact with the information liaison officers to assist in the information dissemination effort.

e. Producing weekly status reports for the Department of Defense, showing current progress and any concerns about DEERS implementation.

f. Meeting periodically with

(1) Local base-level DEERS project officer

(2) Liaison officers representing the following activities

- (a) Personnel office
- (b) ID card office
- (c) MTFs and DTFs
- (d) Information/public affairs office
- (e) Communications office
- (f) Data processing support
- (g) Supply office

4. Following intensified enrollment, a maintenance representative, employed by the contractor, shall be assigned to continue the liaison function with base-level project officers. One maintenance representative usually covers several states.

C. AUGMENTEES' JOB DESCRIPTIONS

1. Overall Supervisor

a. Main areas of responsibility include personnel, recordkeeping, and communication between sites. The overall supervisor is directly responsible to the field representative and maintains liaison with the temporary agency hiring the augmentees.

b. The overall supervisor works closely with the site supervisors in scheduling the augmentees, training of augmentees, and maintaining adequate supplies.

c. The overall supervisor acts as liaison between the augmentee staff and the military personnel involved with the program.

d. The overall supervisor is responsible for resolving augmentee personnel problems under the supervision of the field representative. The overall supervisor works closely with the temporary agency and, with the approval of the field representative, makes requests for personnel changes or additions.

e. The overall supervisor has frequent telephone contact with the area sites to maintain up-to-date records and to deal with personnel problems. Periodic visits to all sites shall be necessary to collect forms, disperse supplies, and establish and maintain rapport with the site supervisors and secretary/receptionists.

f. The overall supervisor also is responsible for keeping payroll records on all augmentees for that area.

2. Head Secretary

a. The head secretary is directly responsible to the field representative, and also works closely with the overall supervisor and site supervisors.

b. The head secretary's responsibilities include the following:

- (1) Typing reports and correspondence for the field representative.
- (2) Typing reports and forms for the overall supervisor.
- (3) Maintaining weekly time sheets for payroll purposes.
- (4) Answering the telephone giving information on DEERS inquiries.

c. The head secretary also fills in as a typist with customers, as needed, and assists the site supervisor in the batching and filing of the DD Forms 1172. In locations processing retirees through mail-ins, the head secretary may be called upon to collect mail from the post office, to sort mail, and to assist in the processing of these mail-ins.

3. Site Supervisor

a. The main area of responsibility for site supervisors is to ensure the overall success of the DEERS project by maintaining a well-trained, efficient, courteous, and customer-oriented work force. The site supervisor is under the direct supervision of the overall supervisor of that area.

b. The site supervisor ensures that each secretary/receptionist has the guidance, handouts, and materials necessary to function efficiently and accurately as they process applicants.

c. The site supervisor schedules necessary training sessions concerning required documents to effect enrollment as well as instructions for completing the DD Form 1172 according to the "DEERS Program Manual" and appropriate Uniformed Service guidelines.

d. The site supervisor shall schedule secretary/receptionists so as to maintain an adequate work force to handle applicants, making adjustments as necessary. All secretary/receptionists are directly responsible to the site supervisor, who shall consider requests for leave and approve or disapprove such requests depending on the workload.

e. The site supervisor is responsible for the courteous and efficient processing of all applicants and is available to answer questions or to direct questions to the Uniformed Service verifying officer for clarification.

f. The site supervisor shall collect completed DD Forms 1172 from the secretary/receptionists; review the forms for accuracy and neatness; maintain a continuous count as the forms are processed; give them to the verifying officer for approval; and collect them after they have been signed. Once signed by the Uniformed Service verifying officer, the site supervisor prepares the forms in batches, following the instructions given in the "DEERS Program Manual."

g. The site supervisor is responsible for mailing all batches as soon as they are completed.

h. The site supervisor shall ensure the processing of all mail-in applications.

4. Secretary/Receptionist

a. The secretary/receptionist is directly responsible to the site supervisor. The secretary/receptionist works directly with the applicant by typing the DD Form 1172 from the information given by the applicant, reviewing the required documents provided by the applicant, and answering any questions the applicant may have concerning the DEERS program.

b. The secretary/receptionist shall refer any problems or questions to the site supervisor or Uniformed Service verifying officer.

c. In locations servicing retirees through mail-ins, the secretary/receptionist shall process the DD Forms 1172 and address envelopes for returning documents to the retiree.

d. In some situations, the secretary/receptionist may assist in updating active duty service personnel records.

D. PROCEDURAL GUIDANCE

This section is intended to clarify for the Uniformed Service project officers the use of augmentees. These personnel cannot and may not verify DD Forms 1172, but they can assist in the verification process. The following situations provide guidance to the project officers in the use of augmentees.

1. Sponsors Geographically Separated From Their Dependents

A DD Form 1172 brought in by a dependent that is not signed by the sponsor must be given to the verifying officer or project officer to mail to the sponsor's command for signature. It cannot be left with the dependent to mail to his or her sponsor for signature. (Refer to subsection D.8. for hardship cases.)

2. Survivors

Augmentees shall process only those DD Forms 1172 in which the applicant has indicated appropriate marital status in Block 58 and has signed Block 62. All other DD Forms 1172 shall be given to the verifying officer for determination of eligibility.

3. Sponsor's Signature Is Required

However, if the sponsor has signed the originally submitted DD Form 1172 and it is retyped because of illegibility, Block 62 may contain the words "Signed by Sponsor."

4. Letters of Incapacitation

In order for these letters to be accepted by augmentees as legal documentation, the following information must be contained:

a. Date of onset must be prior to age 21.

b. Temporary incapacity letters must contain date of expected recovery and must be signed by a physician.

NOTE: If there is any deviation, the augmentee must give the DD Form 1172 to the verifying officer for determination of eligibility.

5. Foreign Documents

Foreign documents that are not translated may not be accepted as legal documentation by augmentees and must be given to the verifying officer for approval in accordance with proper Uniformed Service procedures.

6. Disabled Veterans

One hundred percent DAVs must provide VA Form 656 or 656-A, establishing percentage of disability. If the VA Form 656 or 656-A indicates a percentage less than 100, that case shall not be handled by the augmentee. It shall be given to the verifying officer for eligibility determination.

NOTE: For 100 percent DAVs: commissary, theater, and exchange unlimited shall be the only benefits authorized.

7. Retirees Without Eligible Dependents

These DD Forms 1172 shall be forwarded to the DEERS Enrollment Processing Center in accordance with existing batching instructions.

8. Legal Documents Required to Prove Relationship to Sponsor

When legal documentation is required, it shall be limited to marriage certificates, birth certificates, court decrees, death certificates, and the like. Passports, drivers licenses, and other forms of identification are expressly prohibited for use in establishing dependency. Only those documents that are "Original," "Notarized," or "Certified True Copy" (signed by a DoD official; for example, a commissioned officer) shall be accepted by augmentees. For mail-in enrollment from retirees or survivors, clear photocopies with the original seal or authenticating evidence plainly visible, and with no indication of tampering, are acceptable. Otherwise, these documents shall be given to the verifying officer for eligibility determination.

NOTE: Verifying officers shall process all hardship cases.

9. Medical Care (MC)

a. The MC effective date is the date the beneficiary first became eligible for CHAMPUS coverage. Once assigned, an MC effective date is permanent for as long as the beneficiary is continually covered by CHAMPUS. The sponsor's retirement or death does not affect the MC effective date. Whenever there appears to be a choice of two or more eligibility dates, always choose the latest date.

b. If it is determined that the MC effective date on the existing ID card is wrong in accordance with the following guide, the augmentee may not make a determination of the correct date. These shall be given to the verifying officer for determination, as shall all cases in which appropriate categories are not listed below (such as illegitimate children).

c. Partial Guide for MC Effective Date

(1) Dependents of Active Duty Sponsors

(a) December 7, 1956;

(b) Date current tour of (continuous) active duty began, (no break in service of more than 24 hours); or

(c) Date (such as marriage, adoption, or birth) the person became an eligible dependent.

whichever date is later.

(2) Retired Sponsors

(a) January 1, 1967; or

(b) Date of retirement.

whichever date is later.

(3) Dependents of Retired Sponsors. If the dependent was eligible for CHAMPUS before the sponsor's retirement, the MC effective date remains the date in effect just prior to retirement. If not eligible before retirement, or if the sponsor retired before January 1, 1967 (the initial date retirees and their dependents become eligible for CHAMPUS), use the following:

(a) January 1, 1967; or

(b) Date (such as marriage, adoption, or birth) the person became an eligible dependent.

whichever date is later.

(4) Survivors of Deceased Active Duty and Retired Sponsors. If the survivor was eligible before the sponsor's death, the MC effective date remains the date in effect just prior to death. If not eligible before death, or if the sponsor died before January 1, 1967 (the initial date retirees and their dependents become eligible for CHAMPUS), use the following:

(a) January 1, 1967;

(b) Date the person became an eligible dependent (such as date of birth of natural child born after service member's death); or

(c) 60th anniversary of service member's birth in cases of RC-SBP participants.

whichever date is later.

(5) Dependents of Retired Reservists with Retired Pay

(a) January 1, 1967;

(b) Date that the sponsor became eligible for retired pay; or

(c) Date (such as marriage, adoption, or birth) the person became an eligible dependent.

whichever date is later.

NOTE: Dependents not listed in above guide (such as illegitimate children) shall be processed by the verifying officer.

10. Parents, Parents-In-Law, Stepparents, or Adopted Parents

These DD Forms 1172 will not be processed by augmentees. These shall be given to the verifying officer for eligibility determination.

11. Dependents Between the Ages of 21 and 23 in School

The following guidance (paraphrased) is provided on the DD Form 1172, block 58. A dependent child who is 21 years of age and over, but who has not passed his or her 23rd birthday, and who is (or was at the time of the member's death) dependent upon the member for over 50 percent of his or her support, is eligible for all benefits if he or she is pursuing a full-time course of education in an institution of higher learning approved by the Secretary of Defense or the Secretary of Health, Education, and Welfare (as appropriate) or by a state agency under Title 38, U.S.C., Chapter 34, Veteran's Educational Assistance and Chapter 35, War Orphans' and Widow's Educational Assistance, of Title 38, U.S.C. A full-time course of education is a course load of a minimum of 12 semester or equivalent hours.

Augmentees shall check the "Directory of Accredited Colleges and Universities" (Appendix C) for those dependents between the ages of 21 and 23 who are enrolled in school. If the school is not listed, the DD Form 1172 shall be given to the verifying officer for eligibility determination. Only full-time students shall be accepted; part-time study is not acceptable.

Appendix C, approved by the Secretary of Education, is based on only one of the criteria cited on the DD Form 1172. The list is provided to assist in the determination of approved institutions. It is not all-inclusive.

12. Dependent Children Not Residing With Sponsor Because of Divorce

These DD Forms 1172 will not be processed by augmentees. These shall be given to the verifying officer for eligibility determination.

CHAPTER 5

ELIGIBILITY CHECKINGA. GENERAL

1. The procedures in this chapter are for use by medical and dental personnel who are responsible for DEERS implementation in MTFs and DTFs, by FIs responsible for processing CHAMPUS claims, by personnel officers involved in DEERS enrollment, and by anyone involved in eligibility checking. This section details the steps to be taken by these personnel when checking eligibility for benefits.

2. Medical and dental liaison officers shall maintain a close relationship with personnel and information liaison officers concerned with ongoing DEERS activities at the local level. Regularly scheduled meetings should be held with representatives from these functional areas.

3. The DEERS East and West Coast Eligibility Centers confirm individual eligibility for benefits by responding to queries from personnel in MTFs and DTFs, as well as from other users. Each center has a full Eligibility Data Base and services eligibility needs for approximately half of CONUS.

B. TYPES AND FREQUENCY OF ELIGIBILITY CHECKS

1. Eligibility checks shall be performed at MTFs and DTFs with these initial priorities: (1) to determine whether a beneficiary is enrolled, (2) to identify any errors on the data base, and (3) to confirm beneficiary eligibility. Eligibility checks at MTFs and DTFs shall be conducted with either of the following:

- a. A CRT terminal; or
- b. A telephone.

2. The minimum eligibility-checking requirements are the following:

- a. 25 percent of all outpatient visits.
- b. 100 percent of all admissions.
- c. 25 percent of all dental visits.
- d. 10 percent of pharmacy outpatients (to include all patients with civilian prescriptions).

3. Eligibility checks shall be performed on a prepayment basis by CHAMPUS FIs who have contracted to process CHAMPUS claims. These checks shall be performed by use of one of the following computer-to-computer methods:

- a. On-line real-time system access; or
- b. Batch system processing.

4. Where needed, the contractor shall furnish augmentees to assist in CRT operations for several weeks after the intensified enrollment period ends. These

personnel are intended to help initiate CRT eligibility checking and generally should not be used as telephone operators. After they leave, it is the responsibility of the facility to continue the procedures.

5. When a patient enters an MTF or DTF, a check (query) shall be made to determine eligibility. Procedures for making this query are explained below. Further action may be required based upon the outcome of this query.

a. If the patient is enrolled and all information is accurately presented on the CRT screen, no further action is required.

b. If the patient is enrolled but there are errors on the CRT screen, or if the patient is not enrolled, the DEERS Enrollment Follow-up Form, DD Form 2270, shall be completed. Refer to section D on page 5-18 for use of this form.

c. In accordance with DoD policy, the medical requirements of the beneficiary are paramount. No one shall be denied treatment at military hospitals and clinics solely because his or her name does not appear on the data base. As usual, those who are proven ineligible may be billed for services rendered, or legal action may be taken.

C. INQUIRY PROCEDURES

There are three methods of using DEERS to determine whether a beneficiary is enrolled and entitled to benefits. In some MTFs and DTFs, a CRT terminal is used to perform the eligibility check by query directly to the data base. In other facilities, telephones are used to call the Eligibility Center, where information will be given over the phone to the CRT operator who then queries the data base. At the CHAMPUS FIs, prepayment eligibility checking is performed computer-to-computer in an on-line, real-time, or batch mode. Subsection C.1., below, describes the procedures for CRT queries. Telephone query procedures are outlined in subsection C.2. (page 5-15). Subsection C.3. (page 5-16) describes the computer-to-computer methods used by TRIMIS and CHAMPUS FIs to confirm beneficiary entitlement to health care benefits.

1. Terminal-Based System

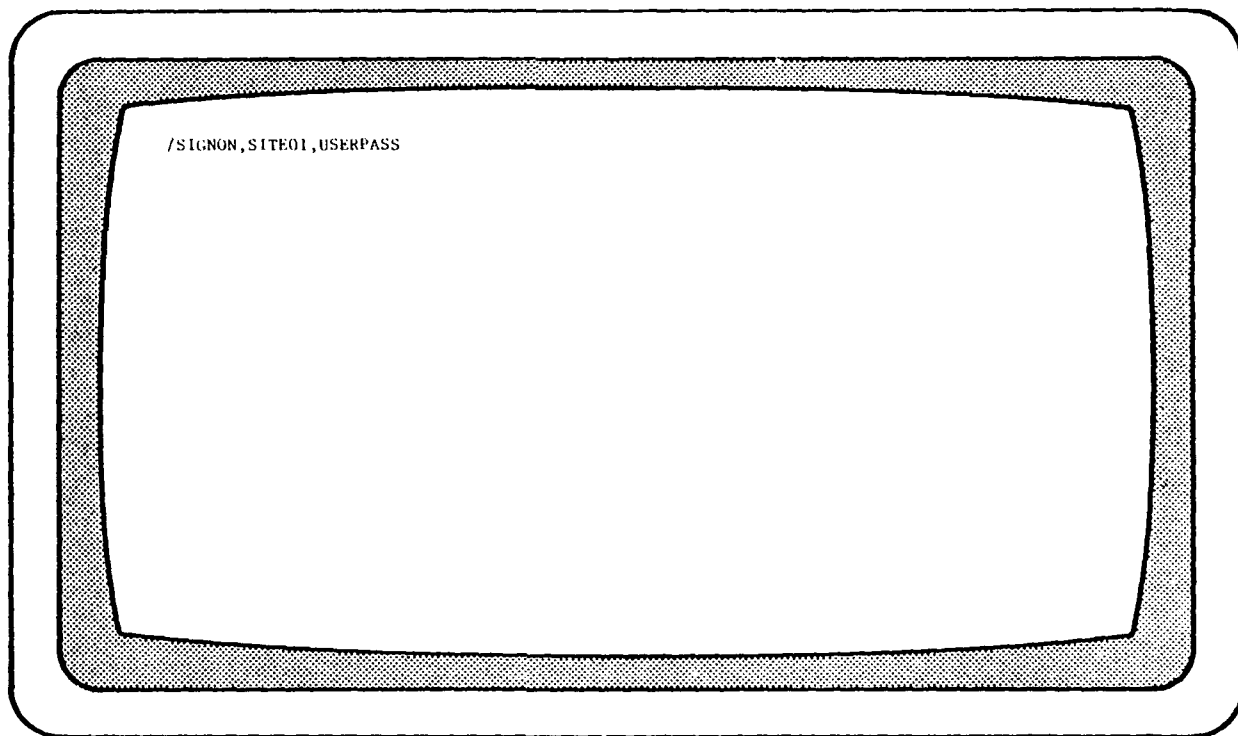
a. General. This subsection is only for those facilities having a CRT terminal for determining eligibility. Each site with this capability will have one or more CRT terminals. These CRT terminals will send data through a data set (modem), which then translates information into signals able to go through a phone line connected directly to the DEERS data base (computer). The CRT operator shall use ONLY the standard typewriter keys, except as directed by the DEERS computer operations or authorized service personnel. When each number or letter is struck, it will appear immediately on the screen. If you type an error, simply backspace to place the CURSOR (marker) under the error, or beginning of errors, type the correct entry, and continue typing. Training classes for terminal operators shall be conducted by the contractor before the start of eligibility checking. Detailed operating instructions for the DEERS eligibility inquiry terminals are provided in Appendix B.

b. Sign-On. Turn the brightness control dial until the information on the CRT screen is clearly visible. The screen will appear in either of two formats (see subparagraphs C.1.d.(3) and C.1.d.(4) on pages 5-12 and 5-13). In either case, the sign-on procedures are the same. The CURSOR should be positioned in the top left corner of the screen. If it is not, press the TAB key to return it to this position. To begin an inquiry session with the Eligibility System, the operator enters the following information on the terminal keyboard in the sequence listed (refer to illustration below):

- (1) The command to log on to the system: /SIGNON,
- (2) The unique user identification code assigned by the DEERS Eligibility Center: SITE01,
- (3) The unique user password assigned by the DEERS Eligibility Center: USERPASS

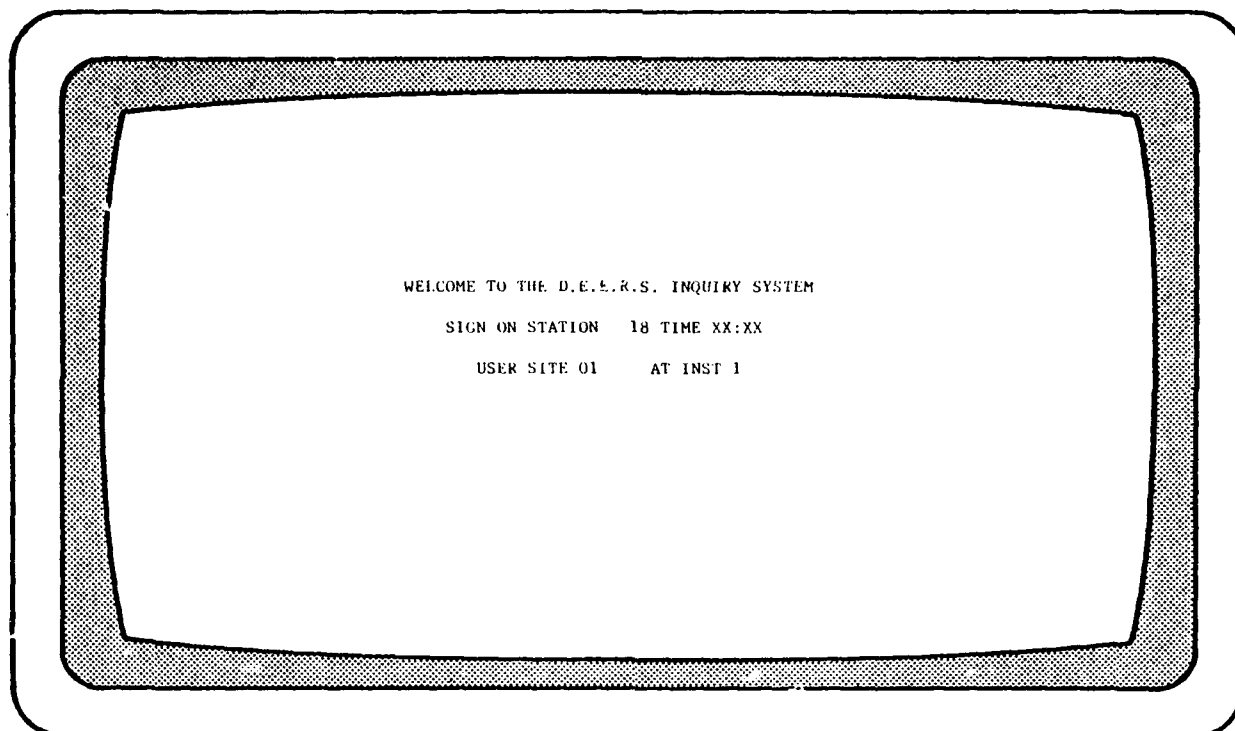
The Identification Code and Password must be kept confidential at all times.

The screen will now appear as shown below:



(4) Now press the ENTER key. At the bottom of the screen, just to the right of center, the phrase INHIBIT-WAITING will appear. This phrase appears when the ENTER key has been pressed, following a valid data entry. It indicates that the computer is processing the data entered.

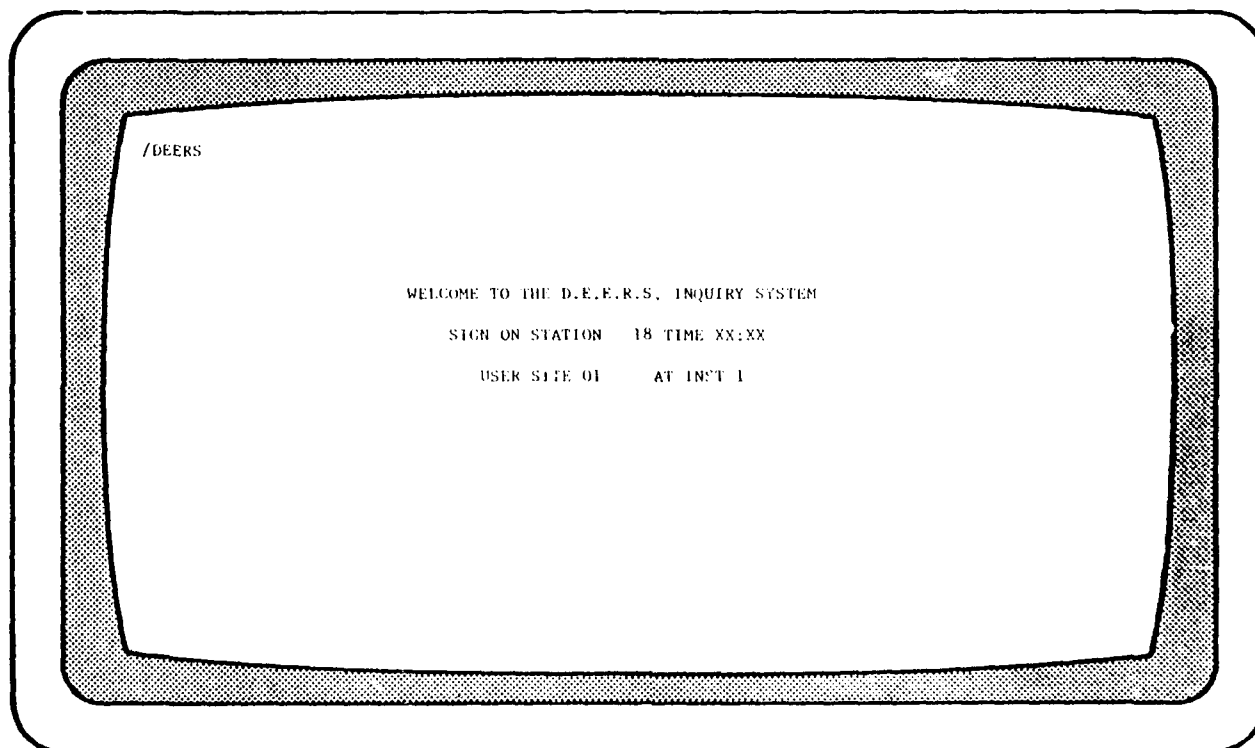
The screen will reappear with the following message:



The CURSOR will be positioned at the top left corner of the screen.

(5) Type in /DEERS.

The screen will appear as shown below:



(6) Press the ENTER key.

The screen will reappear with the Main Menu displayed. The activities you can perform are listed on the screen below:

```
FORM XXX                                DEERS INQUIRY SYSTEM
                                         **** DEERS INQUIRY MAIN MENU ****

THE FOLLOWING ACTIVITIES CAN BE PERFORMED:
1. INQUIRY (BY DEERS-ID/DOB)
2. SIGN-OFF
1. HELP SCREEN (CODES)

PLEASE SELECT AN ACTIVITY AND ENTER IT HERE: X

EST-TIME: XX XX                        DATE: XX/XX/XX
```

(a) INQUIRY (BY DEERS-ID and DATE OF BIRTH). Use of this option enables the operator to obtain medical eligibility information on a specific individual, either a sponsor or dependent. See paragraph C.1.c. on the next page for instructions.

(b) SIGN-OFF. Use of this option logs the operator off of the DEERS PROGRAM when the eligibility checking session is complete. See paragraph C.1.d. on page 5-11 for instructions.

(c) HELP SCREEN (CODES). Use of this option provides the operator with a list of some of the codes used on the DEERS Eligibility Inquiry Screen and their definitions. See paragraph C.1.e. on page 5-14 for instructions.

c. Inquiry (By DEERS-ID/DOB). To initiate an inquiry, do the following:

- (1) Type the code 1 in the indicated area on the Main Menu Screen.
- (2) Press the ENTER key.

The screen will reappear as shown below:

FORM XXX

DEERS ELIGIBILITY INQUIRY

XX/XX/XX XX:XX

FMP SSN DOB SC DC SUE TREATMENT DATES NEXT STATUS BRANCH

XXXXXX TO XXXXXX XX

NAME FMP S DOB AGE PRIV CONDITION RS

The first time the DEERS Eligibility Inquiry Screen appears after Sign-On, all fields will be blank except for the fields TREATMENT DATES and NEXT.

- (a) The field TREATMENT DATES will contain today's date.
- (b) The field NEXT will contain the code IN.

The operator must now complete each field, as appropriate. The CURSOR automatically will appear at the Family Member Prefix (FMP) field. The operator should practice using the TAB key to become familiar with its response. Each time the TAB key is pressed, the CURSOR moves to the next or adjacent field or entry within a field. When an incorrect entry is made, press the TAB key until it returns to the appropriate field and then retype the correct entry.

- (3) **Field Descriptions:** FMP and SSN

The FMP and SSN fields, together, are referred to as the "DEERS-ID" field. The FMP is a two-character integer field used to identify a type of beneficiary. If the sponsor FMP (20) is used, only sponsor data will be displayed. A listing of DEERS FMP numbers is found in Figure 5-1 on page 5-19. Use of the FMP is optional.

The SSN field is for the sponsor's social security number. After typing in the nine digits, check them to ensure they are correctly entered. The CURSOR automatically will position itself at the DOB field.

(4) Field Description: DOB

The Date of Birth field is for the birthdate of the beneficiary requested. The format of this field is a six-digit date: YYMMDD; so June 23, 1981, would be entered as 810623. If the birthdate is not known, enter 999999.

(5) Field Description: SC

This is a two-character Security Code provided by the DEERS Program Office. This code will change occasionally to protect the integrity of the Eligibility System. Site supervisors are responsible for protecting this code from compromise, thereby preventing use of the system by unauthorized persons.

(6) Field Description: UC

This is a two-character alphabetic field identifying the Uniform Chart of Accounts (UCA) Summary Account Code. Refer to Figure 5-2 on page 5-20 for a listing of these codes. They are used to classify the type of medical or dental service requested.

(7) Field Description: SITE

This is a six-character integer code provided by the DEERS Program Office. Each location is assigned a unique identifier for use as its Site Code.

(8) Field Description: TREATMENT DATES

As mentioned earlier, when this screen is displayed, it will contains today's date in both locations.

(a) If the beginning and ending dates of treatment are today's date, skip to subparagraph C.1.c.(9) on the next page.

(b) If the beginning date of treatment is not today's date, enter the desired beginning date (YYMMDD - see example below).

(c) If the expected ending date of treatment is not today's date, enter the desired ending date (YYMMDD - see example below). This ending date, however, cannot extend more than 6 months beyond today's date.

YYMMDD
┌──┐ Two digits for day of the month
└──┘ Two digits for month of the year
└──┘ Two digits for calendar year

EXAMPLE: Beginning date is December 31, 1981
Ending date is January 3, 1982
Type in: 811231 820103

NOTE: The CURSOR automatically will skip a space between the two dates.

(9) Field Description: NEXT

As mentioned earlier, when this screen is displayed, it will contain the letters IN for Inquiry. In order to complete the eligibility inquiry, this field must contain the letters IN.

The operator may change the code shown in the NEXT field and, thereby, change the type of activity in progress. The following codes may be entered in the NEXT field:

IN - DEERS Eligibility Inquiry Screen
MM - Main Menu Screen
SO - Sign-Off Screen
HC - Help Screen (Codes)

After completing the DEERS-ID (FMP and SSN), DOB, SC, UC, SITE, TREATMENT DATES, and NEXT fields

(10) Press the ENTER key. When making an inquiry (IN), one of three conditions will occur:

(a) If the sponsor is enrolled, and the DOB of the sponsor or dependent entered matches the DOB on file, the DEERS Eligibility Inquiry Screen returned to you will appear as shown below:

```
FORM XXX                **** DEERS ELIGIBILITY INQUIRY ****                XX/XX/XX  XX:XX

FMP      SSN      DOB      SC      UC      SITE      TREATMENT DATES      NEXT      STATUS      BRANCH
XX      XXXXXXXX  XXXXXX  XX      XX      XXXXXX  XXXXXX TO XXXXXX  XX      XX      XX

-----NAME-----FMP S-----DOB-----AGE PRIV-----CONDITION-----RS
XXXXXXXXXXXXXXXXXXXXXXXXX  XX X      XX XXX XX  XX XXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XX
XXXXXXXXXXXXXXXXXXXXXXXXX  XX X      XX XXX XX  XX XXXX  XXXXXXXXXXXXXXXXXXXXXXXX  XX
```

(If, however, 999999 has been entered in the DOB field, the DOB entered did not match the DOB on file, or multiple beneficiaries exist for the DOB entered, the Family Display Screen will appear. Refer to subparagraph C.1.c.(10)(c) on page 5-10.)

The DEERS Eligibility Inquiry Screen appears in two parts:

1 The first part of the screen refers to the sponsor.

2 The second part of the screen is for the beneficiaries in the sponsor's family grouping having the same DOB for which the inquiry was made. All sponsor data will be returned for a sponsor inquiry. When the inquiry is for other family members, sponsor privileges will not be shown.

The fields displayed on the second part of this screen are described below:

<u>FIELD NAME</u>	<u>DESCRIPTION</u>
HIT	This is actually a CURSOR position under the FMP field next to the names of the beneficiary or beneficiaries in the sponsor's family grouping. It is used to indicate whether the inquiry identified the individual or individuals for whom the inquiry was made.
NAME	The name of the beneficiary.
FMP	The beneficiary's Family Member Prefix (Figure 5-1).
S	The sex of beneficiary.
DOB	The beneficiary's date of birth. The format is DD MMM YY.
AGE	The age of the beneficiary.
PRIV	The privileges for which the beneficiary is authorized. MS - Medical care, Uniformed Services (Direct Care) MC - Medical care, Civilian source (CHAMPUS) MSMC - Medical care, both Uniformed Services and CHAMPUS NONE - Not eligible at all <u>or</u> only partially eligible for the dates shown under COVERED DATES
CONDITION	This field will display the word "ELIGIBLE" or "NOT ELIGIBLE" for the treatment dates specified. However, there are times when the beneficiary is not eligible for the entire period requested in the inquiry. When this occurs, the dates for which the individual is eligible will appear. An asterisk(*) will appear after a questionable date, and the covered dates will show only these dates for which the individual is eligible.
RS	This field will display the reason for ineligibility. It will be blank unless the beneficiary is not eligible at all or the beneficiary is only partially eligible. If one of these conditions occurs, a two-digit End Reason Code will appear. Refer to the Help Screen for an explanation of these codes (see paragraph C.1.e. on page 5-14).

The CURSOR will appear under the HIT column next to the beneficiary requested. If the beneficiary listed is correct, no entry is required. If the beneficiary is not correct, enter a zero (0) in the HIT position next to that beneficiary.

Press the ENTER key. If the beneficiary was correct and no entry was made, the original DEERS Eligibility Inquiry Screen will appear with the CURSOR at the SSN position, ready for the next inquiry. If a zero was entered, the Family Display Screen will appear, so the correct beneficiary can be selected (see below).

(b) If the sponsor is not enrolled, the screen will return an error message indicating the reason.

(c) If a zero was entered in the HIT position, or if "999999" was entered in the DOB field, or the DOB entered did not match the DOB on file, or there were multiple people with the same DOB, the Family Display Screen will be returned to you, as shown below:

```

FORM XXX          *** FAMILY DISPLAY SCREEN ***          XX/XX/XX          XX:XX
                  ***** XXXXXXXXXXXXXXXXXXXX *****

      INQ          NAME          FMP          SEX          DOB

ENTER
SELECTIONS ---->  X  XXXXXXXXXXXXXXXXXXXX          XX          X          XX XXX XX
                  X  XXXXXXXXXXXXXXXXXXXX          XX          X          XX XXX XX
                  X  XXXXXXXXXXXXXXXXXXXX          XX          X          XX XXX XX
                  X  XXXXXXXXXXXXXXXXXXXX          XX          X          XX XXX XX
  
```

The Family Display Screen will have one of several messages typed below the screen title:

- 1 No more dependents to list.
- 2 More dependents to list - enter a "Y" to retrieve.
- 3 Duplicate sponsor SSN on data base - enter a "Y" to retrieve.
- 4 Error messages will appear if data has been entered incorrectly.

The CURSOR will appear at the Inquire (INQ) position (the position to the immediate left of the sponsor's name).

(d) If the message "No More Dependents to List" appears on the screen, indicate with a numeral one (1) the beneficiaries desired for inquiry (tab down to each appropriate position). When the desired numeral or numerals have been entered, press the ENTER key, and the Eligibility Inquiry Screen will

reappear with the desired information. If the desired beneficiary or beneficiaries are not found on the Family Display Screen, enter the number zero (0) at the first or sponsor position. This zero may indicate a NO HIT for the sponsor or for two or more beneficiaries. IF A ZERO IS ENTERED, THE ENTRY WILL BE LOGGED AS A NO HIT AND THE ORIGINAL ELIGIBILITY INQUIRY SCREEN WILL REAPPEAR FOR THE NEXT INQUIRY.

(e) If the message "More Dependents to List - Enter a "Y" to Retrieve" appears on the screen and the operator wishes to see the additional dependents, enter the letter Y. The screen will reappear with these dependents. If the operator does not wish to see these additional dependents (that is, if the beneficiary the operator is looking for is already displayed), proceed as described in the preceding paragraph.

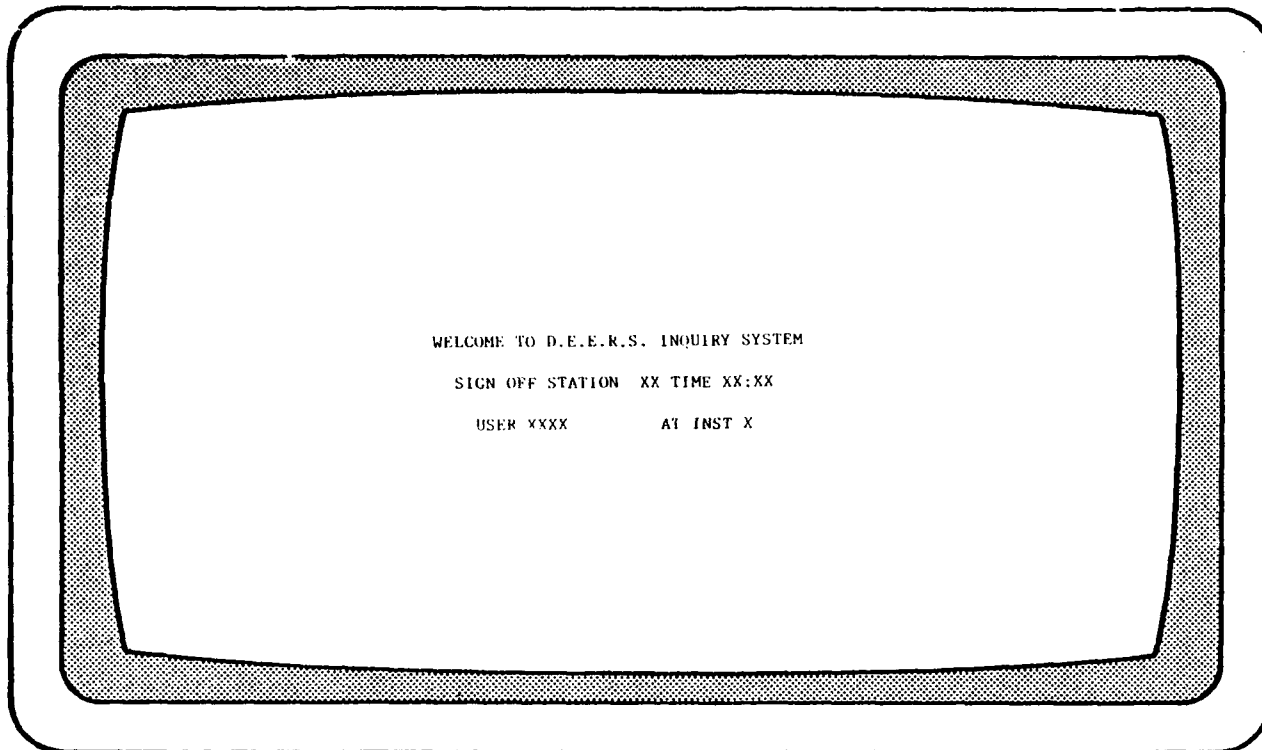
(f) If the message "Duplicate Sponsor SSN on Data Base - Enter a "Y" to Retrieve" appears on the screen and the operator wishes to see the family of this sponsor, enter the letter Y. The screen will reappear with this family's information. If the operator does not wish to see this second family (that is, if the beneficiary the operator is looking for is already displayed), proceed as described above.

d. Sign-Off

(1) From the Main Menu Screen, type in the numeral two (2) for the Sign-Off Screen. When using the DEERS Eligibility Inquiry Screen, type in the code S0 in the NEXT field. When using the Help Screen, type in the code S0 in the position indicated.

(2) Press the ENTER key. The screen will reappear as shown in the following illustration, with the CURSOR positioned to enter /SIGNOFF.

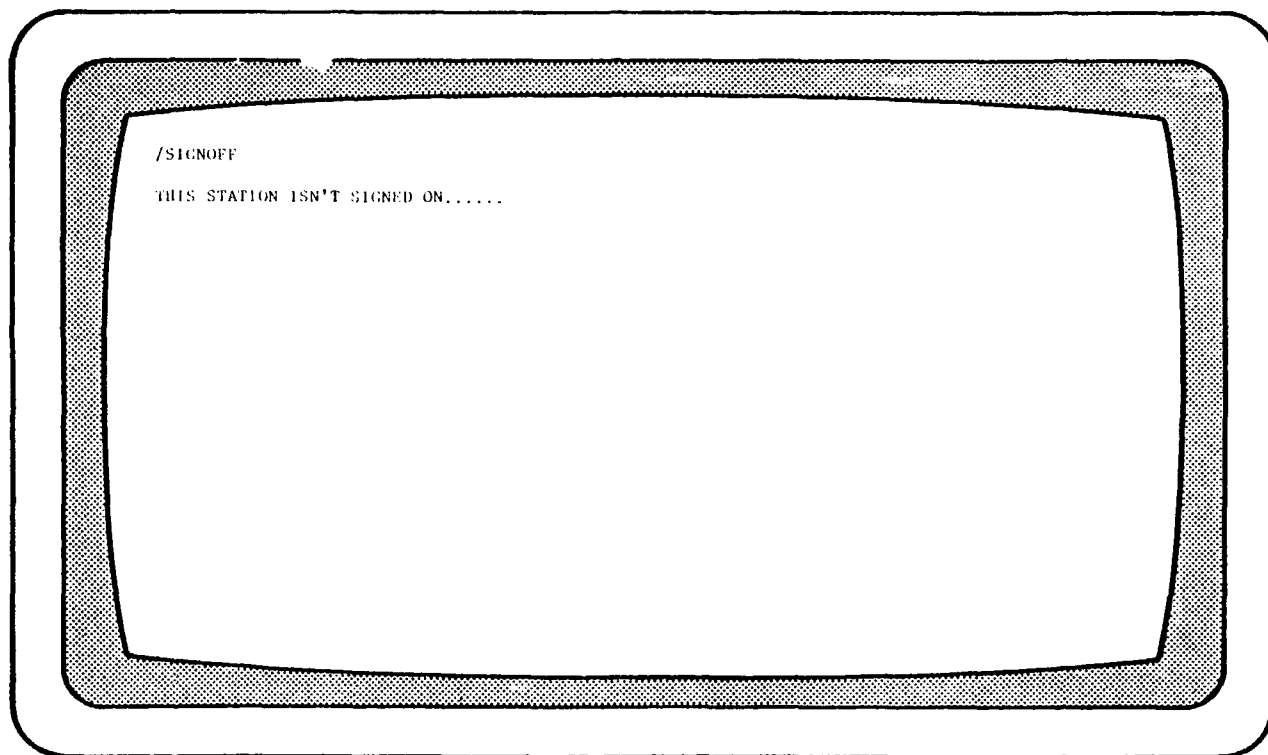
(3) To sign off the DEERS Inquiry System, type in /SIGNOFF and press the ENTER key. The screen will reappear as shown below:



Note: If there is a special notice or message from the DEERS Eligibility Center, it will be printed on the lower half of this screen.

This screen advises the operator that he or she has signed off of the DEERS Inquiry System. The computer terminal is still signed on to the Computer System. Signing off of the Computer System is optional. If no further entries are made, turn the brightness control down as low as it will go. Leave the power on.

(4) The CURSOR is now positioned in the upper left corner of the screen. To sign off the Computer System, which is optional, type in /SIGNOFF, and press the ENTER key. The screen will reappear as shown below:



Turn the brightness control down as low as it will go. Leave the power on.

e. Help Screen (Codes)

(1) To get this screen, type the code 3 on the Main Menu Screen. To return to the Main Menu Screen from the DEERS Eligibility Inquiry Screen, type MM in the NEXT field and press the ENTER key. An alternate and quicker way to get from the Inquiry Screen to the Help Screen is to type the code HC in the NEXT field, instead of MM, and press the ENTER key, thus by-passing the Main Menu Screen altogether.

(2) Press the ENTER key.

(3) The screen will reappear as below:

CODE	DEFINITION	RS	DEFINITION	RS	DEFINITION
00	NO RECORD	01	END OF RECORD	02	STATE
01	NOT ELIGIBLE	03	DEATH ON ACTIVE DUTY	04	ACTIVE DUTY
02	ACTIVE DUTY	05	DEATH ON ACTIVE DUTY	06	ACTIVE DUTY
03	DEATH ON ACTIVE DUTY	07	DEATH ON ACTIVE DUTY	08	ACTIVE DUTY
04	DEATH ON ACTIVE DUTY	09	DEATH ON ACTIVE DUTY	10	ACTIVE DUTY
05	DEATH ON ACTIVE DUTY	11	DEATH ON ACTIVE DUTY	12	ACTIVE DUTY
06	DEATH ON ACTIVE DUTY	13	DEATH ON ACTIVE DUTY	14	ACTIVE DUTY
07	DEATH ON ACTIVE DUTY	15	DEATH ON ACTIVE DUTY	16	ACTIVE DUTY
08	DEATH ON ACTIVE DUTY	17	DEATH ON ACTIVE DUTY	18	ACTIVE DUTY
09	DEATH ON ACTIVE DUTY	19	DEATH ON ACTIVE DUTY	20	ACTIVE DUTY
10	DEATH ON ACTIVE DUTY	21	DEATH ON ACTIVE DUTY	22	ACTIVE DUTY
11	DEATH ON ACTIVE DUTY	23	DEATH ON ACTIVE DUTY	24	ACTIVE DUTY
12	DEATH ON ACTIVE DUTY	25	DEATH ON ACTIVE DUTY	26	ACTIVE DUTY
13	DEATH ON ACTIVE DUTY	27	DEATH ON ACTIVE DUTY	28	ACTIVE DUTY
14	DEATH ON ACTIVE DUTY	29	DEATH ON ACTIVE DUTY	30	ACTIVE DUTY
15	DEATH ON ACTIVE DUTY	31	DEATH ON ACTIVE DUTY	32	ACTIVE DUTY
16	DEATH ON ACTIVE DUTY	33	DEATH ON ACTIVE DUTY	34	ACTIVE DUTY
17	DEATH ON ACTIVE DUTY	35	DEATH ON ACTIVE DUTY	36	ACTIVE DUTY
18	DEATH ON ACTIVE DUTY	37	DEATH ON ACTIVE DUTY	38	ACTIVE DUTY
19	DEATH ON ACTIVE DUTY	39	DEATH ON ACTIVE DUTY	40	ACTIVE DUTY
20	DEATH ON ACTIVE DUTY	41	DEATH ON ACTIVE DUTY	42	ACTIVE DUTY
21	DEATH ON ACTIVE DUTY	43	DEATH ON ACTIVE DUTY	44	ACTIVE DUTY
22	DEATH ON ACTIVE DUTY	45	DEATH ON ACTIVE DUTY	46	ACTIVE DUTY
23	DEATH ON ACTIVE DUTY	47	DEATH ON ACTIVE DUTY	48	ACTIVE DUTY
24	DEATH ON ACTIVE DUTY	49	DEATH ON ACTIVE DUTY	50	ACTIVE DUTY
25	DEATH ON ACTIVE DUTY	51	DEATH ON ACTIVE DUTY	52	ACTIVE DUTY
26	DEATH ON ACTIVE DUTY	53	DEATH ON ACTIVE DUTY	54	ACTIVE DUTY
27	DEATH ON ACTIVE DUTY	55	DEATH ON ACTIVE DUTY	56	ACTIVE DUTY
28	DEATH ON ACTIVE DUTY	57	DEATH ON ACTIVE DUTY	58	ACTIVE DUTY
29	DEATH ON ACTIVE DUTY	59	DEATH ON ACTIVE DUTY	60	ACTIVE DUTY
30	DEATH ON ACTIVE DUTY	61	DEATH ON ACTIVE DUTY	62	ACTIVE DUTY
31	DEATH ON ACTIVE DUTY	63	DEATH ON ACTIVE DUTY	64	ACTIVE DUTY
32	DEATH ON ACTIVE DUTY	65	DEATH ON ACTIVE DUTY	66	ACTIVE DUTY
33	DEATH ON ACTIVE DUTY	67	DEATH ON ACTIVE DUTY	68	ACTIVE DUTY
34	DEATH ON ACTIVE DUTY	69	DEATH ON ACTIVE DUTY	70	ACTIVE DUTY
35	DEATH ON ACTIVE DUTY	71	DEATH ON ACTIVE DUTY	72	ACTIVE DUTY
36	DEATH ON ACTIVE DUTY	73	DEATH ON ACTIVE DUTY	74	ACTIVE DUTY
37	DEATH ON ACTIVE DUTY	75	DEATH ON ACTIVE DUTY	76	ACTIVE DUTY
38	DEATH ON ACTIVE DUTY	77	DEATH ON ACTIVE DUTY	78	ACTIVE DUTY
39	DEATH ON ACTIVE DUTY	79	DEATH ON ACTIVE DUTY	80	ACTIVE DUTY
40	DEATH ON ACTIVE DUTY	81	DEATH ON ACTIVE DUTY	82	ACTIVE DUTY
41	DEATH ON ACTIVE DUTY	83	DEATH ON ACTIVE DUTY	84	ACTIVE DUTY
42	DEATH ON ACTIVE DUTY	85	DEATH ON ACTIVE DUTY	86	ACTIVE DUTY
43	DEATH ON ACTIVE DUTY	87	DEATH ON ACTIVE DUTY	88	ACTIVE DUTY
44	DEATH ON ACTIVE DUTY	89	DEATH ON ACTIVE DUTY	90	ACTIVE DUTY
45	DEATH ON ACTIVE DUTY	91	DEATH ON ACTIVE DUTY	92	ACTIVE DUTY
46	DEATH ON ACTIVE DUTY	93	DEATH ON ACTIVE DUTY	94	ACTIVE DUTY
47	DEATH ON ACTIVE DUTY	95	DEATH ON ACTIVE DUTY	96	ACTIVE DUTY
48	DEATH ON ACTIVE DUTY	97	DEATH ON ACTIVE DUTY	98	ACTIVE DUTY
49	DEATH ON ACTIVE DUTY	99	DEATH ON ACTIVE DUTY	00	ACTIVE DUTY

ENTER OPT, IN, OV, ...

The Help Screen displays some of the codes used on the Eligibility Inquiry Screen, and provides definitions. The End Reason Codes appear in the RS field to explain why a beneficiary is not eligible at all or is only partly eligible. The codes for 5 Branches of the Uniformed Services are not listed on the Help Screen: USA, USN, USMC, USAF, and USCG. Medical Codes indicate eligibility for Uniformed Services and CHAMPUS health care. Status Codes are self-explanatory.

(4) To leave this screen, type MM for Main Menu Screen, IN for the DEERS Eligibility Inquiry Screen, or SO for the Sign-Off Screen in the position shown at the lower left corner of the screen.

(5) Press the ENTER key.

2. Telephone-Based System

a. Telephone Type. The telephone line used for eligibility checks will be a rotary In-WATS telephone system. A rotary system means that when one of the lines at the Eligibility Center is not being used, the incoming call will automatically be transferred to that line. If a busy signal on the rotary line is received, all lines at the Eligibility Center are being used. Hang up and try again later.

b. During peak calling periods, it may be necessary to limit the number of inquiries per call to ensure that the maximum number of users are permitted to make inquiries. In the event that all lines are busy and operators have parties on hold, there will be a limit of 20 inquiries per call. Those users not completing their inquiries will be able to call during nonpeak hours to process inquiries without interruptions.

c. Eligibility-Checking Procedure. When an Eligibility Center operator answers the telephone, the following procedures shall be used to perform an eligibility check:

NOTE: When calling, remember to identify your facility and location.

(1) Supply the following information to the operator. An example of a call is included on the next page.

- (a) Site name, location, and approximate number of inquiries.
- (b) DEERS-ID (an optional FMP and sponsor's SSN).
- (c) Date of birth of beneficiary if known; if not known, then 999999.
- (d) Security code, UCA Summary Account code, and site ID.
- (e) FROM date (YYMMDD) of treatment (if different from today's date).
- (f) TO date (YYMMDD) of treatment (if different from today's date).

(2) The operator then shall perform an eligibility inquiry.

(3) If the beneficiary is found to be on file, the operator shall indicate that the beneficiary is enrolled in DEERS and is or is not eligible. When checking eligibility for more than one member of a family, each of the family members must be identified individually.

(4) If the beneficiary is not found on file, the operator shall indicate that the beneficiary does not appear to be enrolled in DEERS.

(5) This procedure is repeated until all beneficiaries have been checked; then the call is ended.

SAMPLE ELIGIBILITY CHECK CALL

OPERATOR: Good Morning. DEERS. This is Michelle. May I help you?

INQUIRER: Good Morning. This is Fort Mac, in San Antonio, TX.
I have 20 DEERS eligibility checks.

OPERATOR: Thank you. I am ready to begin.

(Fields)

(Example)

INQUIRER: FMP (family member prefix ~ optional)	30
SSN (social security number)	147938056
DOB (date of birth)	450327
SC (security code)	AC
UC (UCA summary account code)	BA
Site ID (six numbers)	135607
Treatment Dates (if required)	811201 - 811215

OPERATOR: The beneficiary is Jane Smith, and she is eligible.

If the beneficiary is not eligible, the inquirer shall be informed of this fact and a reason for ineligibility shall be provided.

(This procedure is followed until all inquiries have been completed. It is not necessary to repeat SC and Site ID with each successive inquiry on the same phone call.)

INQUIRER: That's all I have for now.

OPERATOR: Thank you for calling DEERS. Goodbye.

3. Computer-to-Computer Systems

CHAMPUS and TRIMIS will have access to the Eligibility Data Base. CHAMPUS FIs shall use two applications: CHAMPUS claims development and CHAMPUS eligibility confirmation. TRIMIS also may be linked to the Eligibility System by means of a computer-to-computer interface. Operating instructions for these computer-to-computer interfaces are distributed separately.

a. CHAMPUS Claims Development. CHAMPUS FIs use CRTs to query the DEERS data base to develop claims that otherwise might be returned because of missing data or have to be developed by telephone or correspondence. The FIs access the DEERS data base for data elements that are missing from the claim, thereby allowing the processing cycle to continue without interruption. This timely acquisition of missing data provides better and faster service and reimbursement to the claimants and providers of service.

When claims history is available in the DEERS data base, the FIs and OCHAMPUS are able to access it by CRT for use in responding to inquiries and in recoupment processing.

b. CHAMPUS Eligibility Confirmation. The primary CHAMPUS utilization of the DEERS data base is in providing timely confirmation of patient entitlement for medical care to the FIs who are processing CHAMPUS health claims.

(1) Interim Systems. Preliminary systems have been in effect in two FI operations for varying periods since October 1981.

(a) An on-line real time system was implemented at Blue Cross of Washington/Alaska (BCWA) as part of their existing claims processing system. For incoming claims for which no information is on the FI data base, an identification query is transmitted to the DEERS West Coast Eligibility Center, as the entry of claim data continues. When the DEERS-ID is available, an eligibility query is transmitted, with confirmation of status returned within 15 seconds. A Discrepancy Report is generated by BCWA to identify potential ineligible payments, as well as inconsistencies between the DEERS and FI data, and is forwarded to the DSO for resolution.

(b) A batch Eligibility System has been implemented by Mutual of Omaha. Prior to finalization, claims that passed Mutual of Omaha's system edits are batched and transmitted to the DEERS Eligibility Center at the end of the day. Eligibility is confirmed and results transmitted to Mutual of Omaha prior to the next work day.

(c) Appropriate logs and records are maintained to record sponsor/dependent NO HITS and other data necessary to evaluate the reliability of the data base and the impact of each system on the FI system.

(2) Final Systems. All FIs will have claimant eligibility confirmation capability in either an "on-line real-time" or "batch" system mode after these applications have been tested and evaluated by Department of Defense.

c. TRIMIS

(1) Initial System. TRIMIS is acquiring commercially available systems to support pharmacy, laboratory, patient records, and patient appointment system applications. Whenever feasible, a computer-to-computer interface shall be acquired and installed as a function available to the TRIMIS users.

(2) Registration/Admission, Disposition, and Transfer (R/ADT). TRIMIS is piloting a R/ADT system at Keesler Air Force Base. A system-to-system interface has been developed and implemented. R/ADT users submit DEERS inquiries as a part of patient in-processing for various items, such as inpatient admission and requesting an outpatient record. The R/ADT pilot is a demonstration system that will develop standards and procedures to be incorporated in the next generation of standard TRIMIS.

D. COMPLETING THE DEERS ENROLLMENT FOLLOW-UP FORM

1. After making an eligibility check, follow-up actions may be required in order to pass vital enrollment information back to Uniformed Service personnel systems.

2. MTF and DTF personnel shall prepare the DEERS Enrollment Follow-up Form, DD Form 2270 (Figure 5-3), in duplicate, in the following instances:

- (a) The patient or sponsor is not on the Eligibility File.
- (b) There is incorrect information on the Eligibility File.
- (c) For all births.
- (d) For all deaths.

3. One copy of the completed DD Form 2270 shall be given to the patient or sponsor with instructions to contact the sponsor's Uniformed Service personnel office to correct noted discrepancies. One copy of the form shall be retained in a suspense file for future enrollment follow-up.

4. The Uniformed Service personnel office shall follow established policies and procedures to effect enrollment or necessary corrective actions.

5. Figure 5-4 is a flowchart of an eligibility check at an MTF or DTF.

DEERS FAMILY MEMBER PREFIX NUMBERS

Sponsor	20	
Spouse of Sponsor	30	Includes spouse of a deceased sponsor
Mother of Sponsor	40	Includes dependent adoptive mother
Father of Sponsor	45	Includes dependent adoptive father
Mother-in-law of Sponsor	50	
Father-in-law of Sponsor	55	
Eligible Dependent Children	01-19	
Not Elsewhere Classified	99	
Others	60-69	

Figure 5-1

UCA SUMMARY ACCOUNT CODES

Summary Account - 2 characters

AA - Inpatient Medical Care
AB - Inpatient Surgical Care
AC - Inpatient Obstetrical and Gynecological Care
AD - Inpatient Pediatric
AE - Inpatient Orthopedic
AF - Inpatient Psychiatric Care
BA - Ambulatory Medical Care
BB - Ambulatory Surgical Care
BC - Ambulatory Obstetrical and Gynecological Care
BD - Ambulatory Pediatric Care
BE - Ambulatory Orthopedic Care
BF - Ambulatory Psychiatric/Mental Health Care
BG - Ambulatory Family Practice Care
BH - Ambulatory Primary Medical Care
BI - Ambulatory Emergency Medical Care
BJ - Ambulatory Flight Medical Care
BK - Ambulatory Underseas Medicine Care
CA - Dental Services
CB - Type 3 Dental Prosthetic Lab
CC - Type 2 Dental Prosthetic Lab
DA - Pharmacy
DB - Pathology
DC - Radiology
DD - Special Procedures Services
DG - Same Day Services
DH - Rehabilitative Services
DI - Nuclear Medicine
FN - CHAMPUS

Figure 5-2

DEERS ENROLLMENT FOLLOW-UP FORM

This health care facility is using a computerized system to ensure that the medical treatment you are receiving is extended to only those persons entitled to Uniformed Services benefits. This system is called the Defense Enrollment Eligibility Reporting System — DEERS, for short. Enrollment in DEERS is mandatory and will eventually be used as the primary basis for extending benefits.

We are reviewing the accuracy and timeliness of the information we have stored in our system. When we attempted to confirm your eligibility for care, we noted that:

1. DISCREPANCY:

a. IF SPONSOR IS THE PATIENT

- ☐ Sponsor Not on DEERS File
- ☐ Sponsor's Name Spelled Incorrectly
- ☐ Sponsor's Date of Birth Incorrect
- ☐ Other

b. IF DEPENDENT IS THE PATIENT

- ☐ Sponsor Not on DEERS File
- ☐ Patient Not on DEERS File
- ☐ Patient's Name Spelled Incorrectly
- ☐ Patient's Date of Birth Incorrect
- ☐ Other

2. SPONSOR'S NAME:

LAST

FIRST

MIDDLE INITIAL

3. SPONSOR'S SSN:

4. DEPENDENT'S NAME:

LAST

FIRST

MIDDLE INITIAL

5. DEPENDENT'S SSN:

You/Your sponsor should contact your/his or her service personnel office immediately to correct the noted discrepancy. Sponsors of dependents who are not yet enrolled in DEERS will be asked to provide legal documentation proving eligibility for each dependent to be enrolled.

We regret any inconvenience you may have experienced as a result of DEERS, but we do need your help in resolving the discrepancy noted.

Thank you for your assistance.

INSTRUCTIONS

This form shall be prepared by medical and dental treatment facility personnel in accordance with the following instructions and those contained in the DEERS Program Manual, DoD 1341.1-M, or in Service guidelines.

BLOCK 1: If Sponsor is the patient, check appropriate box(es) in BLOCK 1.a.

If Dependent is the patient, check appropriate box(es) in BLOCK 1.b.

BLOCKS 2, 3, 4, and 5: Self-explanatory.

First sentence after BLOCK 5: Cross out inappropriate words. Example: If dependent is the patient, sentence should read: "~~You~~/Your sponsor should contact ~~you~~/his or her service"

DD FORM 2270
82 APR

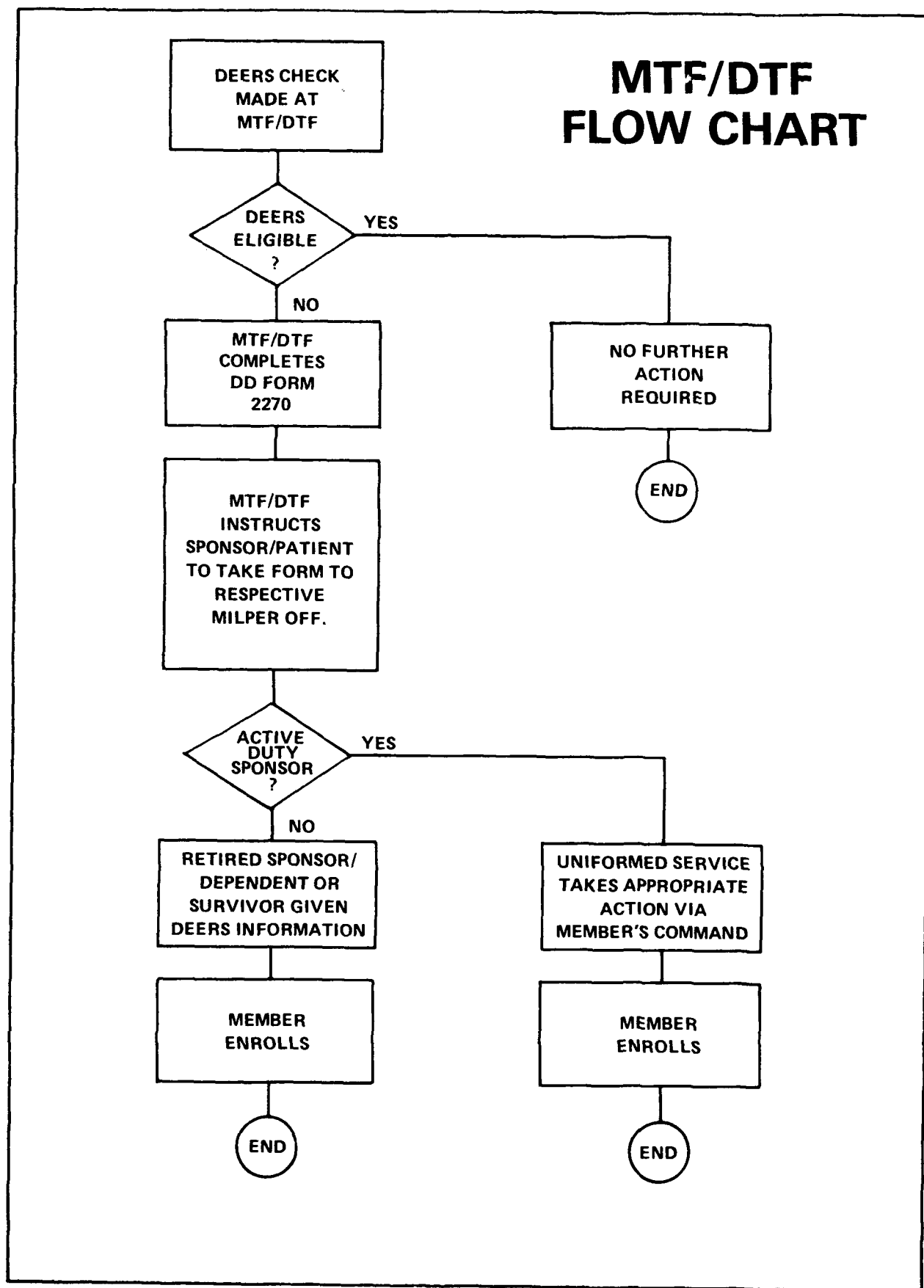


Figure 5-4

CHAPTER 6

INFORMATION PROGRAMA. GENERAL

1. This chapter provides guidance for information and public affairs officers (PAOs). It is to be used in conjunction with the DEERS Public Affairs Officers Kit, which contains sample articles, a speech, camera-ready material, and other information items. The objectives of the DEERS Information Program are as follows:

a. To promulgate information on DEERS and to encourage positive acceptance and understanding of the program by all beneficiary audiences.

b. To ensure the highest possible percentage of enrollment among all beneficiary groups.

c. To facilitate the enrollment and eligibility checking processes at each successive site where DEERS is implemented.

d. To provide the basis for a DEERS maintenance and update campaign after initial enrollment is completed.

B. RESPONSIBILITIES

A far-reaching mandatory project such as DEERS requires a comprehensive information program within each Uniformed Service to stimulate participation and acceptance by those beneficiaries from whom action is required to implement the program. To be effective, the DEERS information program must be conducted on two levels--one aimed at providing general DEERS information to the Uniformed Service audience (including retirees, all dependents, and all survivor beneficiaries), and a second, more focused effort aimed at the geographic area undergoing intensified enrollment in DEERS. Strong support at the local command level is essential.

1. Lead Service Information Coordinator

a. Based on the population density representation for each Uniformed Service, the DEERS Program Office has designated a Lead Service for each phase of DEERS intensified enrollment. Lead Service information responsibilities are the following:

<u>PHASE</u>	<u>LEAD SERVICE</u>
I	Navy
II	Air Force
III	Army/Marine Corps
Keesler (DEERS/TRIMIS Project)	Air Force
IV	Navy
V	Army
VI	Air Force
VII	Navy

VIII
IX
X
XI
XII

Army
Navy/Air Force
Air Force
Air Force
OSD

b. The Lead Service information coordinator shall coordinate DEERS information activities with designated Lead Service liaison officers from the other functional areas (such as personnel, medical, and communications) and with the PAOs from other Uniformed Services facilities within the implementation phase. The Lead Service information coordinator shall coordinate geographic responsibilities for local information releases. Coordination is required to ensure single-voice (all Uniformed Services) information releases and to avoid duplication in information dissemination efforts.

2. Local Installation PAOs

At the local installation level, the designated PAO for DEERS is responsible for conducting an aggressive campaign to inform all applicable audiences about DEERS benefits and requirements. The PAO must coordinate with the Lead Service information coordinator and with the DEERS liaison officers from the other functional areas on the installation. PAOs shall ensure that the DEERS program coverage is timely, accurate, and comprehensive. Maximum use of all available media should be made to reach target audiences. The traditional internal information media must be supplemented by chain-of-command communication such as command briefings, daily bulletin and plan of day entries, dependent and ombudsmen briefings, correspondence from personnel offices, career and retiree counseling, and in-bound and out-bound briefings for new arrivals and personnel departing a command.

3. Joint-Usage Material

Materials for joint-Service use, such as posters, brochures, and general news releases, shall be developed by the DEERS Program Office in coordination with the American Forces Information Service, a division of the Office of the Assistant Secretary of Defense (Public Affairs). Local PAOs are encouraged to develop and use in-house resources in support of DEERS activities, but must keep within currently authorized budget limits. Section D. of this chapter further describes joint-usage materials.

C. TARGET AUDIENCES OF THE DEERS INFORMATION PROGRAM

1. Active Duty Personnel and Their Dependents

Particular attention is required to inform dependents whose sponsors are deployed or not living with them and, vice versa, to ensure that sponsors on unaccompanied tours are informed of the necessity of having their dependents enrolled in the area in which the dependents reside.

2. Retired Personnel, Their Dependents, and Survivors

a. Enrollment packets are mailed by the DSO to retirees entitled to retirement pay and to survivors receiving annuities in the geographic area undergoing DEERS intensified enrollment. (See section E in Chapter 3.) Application forms (DD Forms 1172) contained in these packets may be filled in and returned with appropriate documentation to accomplish dependent enrollment through the mail. Mailing addresses are obtained primarily from finance files. In cases where an annuity goes directly to a bank and no correspondence address is available, the DEERS packet may also go to the bank. If the correspondence address on file is not current, the packet is usually returned to the DEERS Support Office "undelivered."

b. Survivors not receiving annuities do not receive packets. They must enroll themselves and their dependents in DEERS. Often the only way to reach this population is through an external media campaign.

c. Experience has shown that localized information providing specific directions on what is required to enroll is needed to enable retirees and survivors to take appropriate action. Such information as telephone numbers, building numbers, and dates of enrollment in a given area are all required elements of the information program.

3. Other Personnel

a. This category includes Medal of Honor winners, 100 percent disabled veterans, foreign military sponsors, eligible civilians, Reserve Officers' Training Corps (ROTC) students/cadets/midshipmen, National Guard and reserve personnel and their dependents, and any other eligibles. In the case of ROTC and National Guard/reserve personnel, the aim is to advise them of the program and when they would become eligible beneficiaries. Inactive duty National Guardsmen and reservists normally do not become eligible for enrollment until the sponsor reaches age 60 and is drawing retirement pay. At that time, the sponsor would be enrolled automatically, but would be required to enroll his or her dependents. ROTC personnel shall be enrolled in DEERS upon reporting for active duty and then shall be required to enroll any eligible dependents.

b. Utilization of external media is necessary to reach a small percentage of DoD beneficiaries who are out of the mainstream of internal information channels. This is often the only way to advise them that they must take specific actions in order to become enrolled to ensure their continued eligibility for Uniformed Service benefits.

(1) When a large "retired Service" population lives in the vicinity of a Uniformed Service installation, the civilian media may be receptive to publishing stories on DEERS and including specific information on what is required of retirees and surviving spouses and dependents.

(2) When members of the "other" category of beneficiaries are known or thought to be living in the civilian community, but in relatively small numbers, a general information news release on DEERS may be appropriate. The news release would indicate that beneficiaries should contact the nearest Uniformed Service installation for further information.

(3) The "hard to find" beneficiaries may also be reached through the periodic contact they may have with Uniformed Service installations. Posters and brochures strategically placed in commissaries, exchanges, check-cashing outlets, MTFs and DTFs (such as out-patient waiting rooms, pharmacies, record offices, and health benefits advisors' offices) should be of assistance in reaching these beneficiaries.

D. JOINT-USAGE MATERIAL

General promotional material for DEERS shall be developed at the DoD level to ensure continuity and cost effectiveness.

1. Types of Material

a. Public Affairs Officer's Kit. The Public Affairs Officer's Kit is distributed to the PAO at the phase planning conference along with the "DEERS Program Manual." It contains sample materials for use in conducting a DEERS publicity campaign, including news articles, speech copy, camera-ready art, radio scripts, and other items.

b. Wall Posters. DEERS wall posters measure 11 x 17 inches. Wall posters should be posted approximately 7 to 14 days prior to initial enrollment. Sufficient posters should be ordered in advance to effect wide dissemination of DEERS information, installation-wide, and, when applicable, aboard ship.

c. DEERS Brochure. The DEERS brochure contains general information about the program and how it applies to various members of the Uniformed Service community. It is designed to be used with the countertop brochure dispenser but, when appropriate, may be used without the dispenser. Local information for enrollment such as the DEERS points of contact or telephone numbers should be stamped or printed on these brochures.

d. Countertop Brochure Dispensers. DEERS countertop brochure dispensers measure 11 x 14 inches and contain a "TAKE ONE" pocket for brochures. It is essential that the countertop dispenser pockets be maintained with a supply of the brochures. The brochure dispensers shall be located at strategic points around the installation--that is, at commissary and exchange check-cashing counters, hospital and clinic waiting rooms, medical and dental records desks, health benefits advisors' offices, base theaters, and housing and personnel offices. Significantly fewer countertop brochure dispensers, than DEERS wall posters, should be ordered.

2. Ordering Materials

a. Local experience, initiative, and the number of bulletin boards and display points at a given installation or aboard a given ship should be considered when determining the number of wall posters to order.

b. The number of countertop brochure dispensers ordered shall reflect high traffic points around the installation or aboard ship. It is estimated that a major base or installation will be able to use effectively (and stock brochures for) about 20 countertop dispensers. It is intended that the brochure be read by all categories of beneficiary audiences, including active duty sponsors. Even though the latter's enrollment is automatic, the brochure will help explain to them--and others--just what DEERS is and what action is required of them to ensure that their eligible dependents are enrolled.

c. As a general rule, local commands should order brochures in the following quantity:

(1) Active duty population	XXXX
(2) Dependent population	XXXX
(3) Retiree population in area (est.)	XXXX
(4) Dependents of retirees in area (est.)	XXXX
(5) Drilling reservists in area	XXXX
(6) ROTC students in area	<u>XXXX</u>

TOTAL divided by 2.5

d. Local requirements for DEERS posters and brochures shall be coordinated with the Uniformed Services' DEERS information officers in Washington, D.C. (see section G. on page 6-9), approximately 75 days prior to Enrollment Day (E-Day--the day intensified enrollment begins).

E. THE INFORMATION CAMPAIGN

1. The key to success of DEERS is enrolling as many eligible beneficiaries (of every category) as early as possible during the initial enrollment period in a given area. At the local and regional level, promotion of E-Day is one of the principal ingredients of the information campaign. Successful innovative techniques employed at one locale or command should be promulgated for use or consideration at other enrollment sites.

2. Outlined on the next page is a suggested sequence of actions in support of a regional or local enrollment campaign. It should be noted that DEERS enrollment shall take place in designated regions, which may include several states and, in most cases, more than one Uniformed Service. The enrollment phase may be underway at three or four major military installations and at a variety of smaller stations or bases simultaneously.

a. Suggested Schedule for DEERS Information Campaign

<u>Timing</u>	<u>Action</u>
(1) E-115	(E-Day minus 115 days) Uniformed Service project officers contact installation PAOs with DEERS workshop dates and specify attendance. PAOs are tasked with determining the numbers of posters, brochures, and brochure dispensers needed for their respective installations, and the project officer's mailing address. This information is due at the workshop. In addition, the Lead Service information coordinator is designated and briefed by the Lead Service information project officer.
(2) E-75	DEERS Implementation Training Workshop. The Lead Service information project officer and the information coordinator help conduct the information committee meeting. Tasks are designated, as appropriate. Information on brochure and poster needs is given to the DoD representative.
(3) E-45	Regional information meeting. Information plans should be completed. Dialogue with local DEERS project officer is vital.
(4) E-44	Base newspaper releases begin. Initial news releases should emphasize the documentation needed and urge sponsors to obtain replacements for lost or misplaced documents. PAOs coordinate with local personnel project officers to contact local Uniformed Service clubs and organizations to schedule DEERS presentations.
(5) E-7 thru E-1	PAOs meet with local television news directors, brief them on DEERS fact sheet information (see Public Affairs Officer's Kit); and arrange date and time of base visit of camera crew. PAOs proceed with brochure and poster distribution on base.
(6) E-Day	With the exception of base newspaper articles, media effort shall begin no sooner than E-Day. (See following page for detailed discussion on media usage.)
(7) E+30	Evaluation of local information plans. Follow-up releases, as necessary. Brochure distribution points restocked.
(8) D-30	(Eligibility Checking Day--D-Day--minus 30 days) Contact medical project officer for facts on eligibility checking. Determine medical information needs. Supply hospitals and clinics with material such as brochures, posters, and fliers.

- (9) D-7 Promotional efforts emphasize eligibility checking phase.
- (10) D-Day Extensive information media coverage.
- (11) D+14 Followup reports on both enrollment and eligibility checking.
- (12) D+45 Appropriate periodic updates related to DEERS plus enrollment, eligibility checking, and maintenance.

b. Timing, Frequency, and Importance of Coverage

(1) Base Newspapers. Articles begin 2 weeks prior to E-Day and continue beyond the initial eligibility-checking phase. Weekly coverage lasts for 6 weeks. Articles shall be published on an "as needed" basis after the initial 6-week period. (Sample articles are included in the Public Affairs Officer's Kit.)

(a) Base newspapers shall inform both active duty and retiree populations. Include list of documents needed for verification of eligibility.

(b) One liners (such as "Have you enrolled your dependents in DEERS?") and DEERS logo and slogans shall be placed throughout the paper, in addition to feature articles; they offer necessary reinforcement. (DEERS camera-ready logos and slogans are included in the Public Affairs Officer's Kit.)

(c) After the 1st month of informative articles, a question and answer column, pictures of enrollment and eligibility checking, and cartoons may be used in revitalizing the information effort.

(d) Name and telephone number of the local DEERS contact should be prominent in all releases.

(2) Brochures and Posters. Initial distribution shall be completed prior to E-Day. Monitor and refill brochure distribution points monthly or more frequently if necessary. (Sample brochure is included in the Public Affairs Officer's Kit.)

(a) Brochures and posters provide informational reinforcement.

(b) Brochures and posters, at a bare minimum, should be distributed in the exchange, commissary, service station, personnel office, and MTFs and DTFs.

(c) When possible, name and telephone number of DEERS contact should be displayed on the poster.

(3) DEERS Presentations. Speeches should be given to military units, clubs, and organizations before and following E-Day.

(a) Presentations are important because the audience will be informed, questions will be answered, and a neutral or favorable attitude usually will be created.

(b) Fliers with the name and telephone number of the DEERS contact should be distributed during presentations so audience members can have future questions answered by contact.

(4) Uniformed Service and Civilian Radio Broadcasts. Release information 1 week before E-Day to air no sooner than E-Day. Solicit additional coverage when needed. Make follow-up inquiry if DEERS announcements are not heard.

(a) Coverage may be achieved on newscasts, talk shows, and community calendar slots, and through public service announcements.

(b) The importance of announcing the name and telephone number of the DEERS contact in the broadcast should be stated in cover letter to the program or public service director explaining the release.

(5) Uniformed Service and Civilian Television Newscasts. At least one newscast coverage from each local television station is recommended on or after E-Day.

(a) The civilian television newscast provides an effective means of reaching the uninformed retiree/survivor/dependent audience.

(b) Personal visits to news directors, as opposed to phone calls and mailings, are most successful in achieving coverage in areas of implementation.

(c) DEERS fact sheet information (see Public Affairs Officer's Kit) shall be discussed with news directors and camera crews to ensure accuracy of information conveyed.

(d) If practical, the DEERS telephone number should be mentioned in the newscast and shown on the screen. (Be sure to make a final check of the number to ensure accuracy.)

(e) Newscast coverage attracts more attention than public service announcements. The newscast viewer audience is sizeable and is usually receptive to information. Exceptional results have been gained through newscast coverage. However, public service announcements should be used as an additional means of informing.

(6) Civilian Newspapers. Released after E-Day. Seek coverage whenever possible.

(a) Articles may emphasize improvement in health benefits and fraud reduction to achieve placement on or near the front page and in health care sections. Article placement near the obituary column is also desirable.

(b) Stress DEERS as Uniformed Service-wide, involving active duty personnel, retirees, survivors, and dependents.

(c) The importance of including the name and telephone number of the DEERS contact in the article should be addressed in a cover letter to the editor explaining the release.

F. MAINTENANCE

1. DEERS is an ongoing program and, as such, will require periodic information support after intensified enrollment is completed and eligibility checking has become routine at installations within the phased-in area.

2. A continuing effort shall be made by all installation PAOs to inform beneficiaries who might not be enrolled. This effort may include presentations to dependents, retirees, and survivor groups, exhibits at open houses and retiree seminars, and articles in the installation paper giving DEERS updates and reminding beneficiaries new to the area that they must be enrolled. Supplies of brochures and posters should be available for continuing use.

3. PAOs shall maintain a close relationship with personnel and medical officers concerned with ongoing DEERS activities at the local level. Regularly scheduled meetings shall be held with representatives from these functional areas.

4. Uniformed Service news bureaus shall provide periodic articles on DEERS that may be used in local installation papers to update the beneficiary population on DEERS.

5. Graphics and exhibit support for presentations and demonstrations may be obtained through contractor maintenance representatives or by contacting the Uniformed Service project officer (see section H., below).

6. Additional publicity materials, such as posters, brochures, and Public Affairs Officer's Kits, may be obtained through Uniformed Service information officers in Washington, D.C. (see section G., below).

G. DEERS INFORMATION OFFICES AND POINTS OF CONTACT AT OSD AND SERVICE HEADQUARTERS

<u>Organization</u>	<u>Office and Location</u>	<u>Telephone</u>
OSD	DEERS Program Office Room 3E341, The Pentagon Washington, D.C. 20301	(202) 694-4705 AUTOVON 224-4705
Army	HQDA SAPA-PP Washington, D.C. 20310	(202) 697-5081 AUTOVON 227-5081
Navy	NIRA NOP-00740 Washington, D.C. 20350	(202) 695-2356 AUTOVON 225-2356
Marine Corps	HQME Public Affairs, Code PAM Washington, D.C. 20380	(202) 694-1492 AUTOVON 224-1492

<u>Organization</u>	<u>Office and Location</u>	<u>Telephone</u>
Air Force	SAF/PAX Washington, D.C. 20330	(202) 697-6703 AUTOVON 227-6703
Coast Guard	USCG HQ PA Office Washington, D.C. 20593	(202) 426-2310 FTS - same AUTOVON - none
Public Health Service	See section H.	
NOAA	See section H.	

H. DEERS OSD AND SERVICE PROJECT OFFICES

<u>Organization</u>	<u>Office and Location</u>	<u>Telephone</u>
OSD	DEERS Program Office Room 3E341, The Pentagon Washington, D.C. 20301	(202) 694-4705 AUTOVON 224-4705
	DEERS Support Office 2100 Garden Road, Suite B-2 Monterey, CA 93940	(408) 646-1010 AUTOVON Via: NPS 878-0111 Fort Ord 929-1110
Army	HQDA DAAG-PSI Alexandria, VA 22331	(202) 325-9591 AUTOVON 221-9591
Navy	OP-01B5 (NMPC-081) Washington, D.C. 20370	(202) 694-3479 AUTOVON 224-43479
Marine Corps	HQMC MSPA-3 Administrative Officer Washington, D.C. 20380	(202) 694-1958 AUTOVON 224-1958
Air Force	USAF AFMPC/MPCDOP Randolph AFB, TX 78150	(512) 652-5985 AUTOVON 487-5985
Coast Guard	Commandant, USCG G-PS-1 Washington, D.C. 20953	(202) 426-0276 FTS - same AUTOVON - none

<u>Organization</u>	<u>Office and Location</u>	<u>Telephone</u>
Public Health Service	Compensation & Benefits Branch Parklawn Building, Rm 4-35 5600 Fishers Lane Rockville, MD 20857	(301) 443-4590 FTS - same AUTOVON - none
NOAA	Commissioned Personnel Division NOAA (NC1) Rockville, MD 20852	(301) 443-8616 FTS - same

CHAPTER 7

COMMUNICATIONS

A. GENERAL

This chapter is designed for MTF communications officers and base communications officers who are responsible for ensuring that communications media for DEERS are adequate and responsive to local conditions.

1. Communications Objectives

- a. To create a communications environment with minimal impact on MTF and DTF daily activities.
- b. To have a positive eligibility inquiry communications process that does not consume more than 60 seconds of the checking person's time.
- c. To have operational data circuits that provide service with 5 to 10 seconds average response time for on-line inquiries.
- d. To provide a data communications environment that provides several cost-effective alternatives to the users.
- e. To have a "system not available" rate of 5 percent or less.

2. Definitions

- a. Voice communications - WATS or dial-up standard service to a location with a terminal where the inquiry is performed and the results passed back.
- b. Data communications - CRT terminal or other electronic device linked to eligibility center computer by leased line or dial-up modem.

B. COMMUNICATIONS ENVIRONMENT

1. Overview

a. The Phase I communications network installed in the Tidewater region contained both data and voice communications devices. Based on this experience, a network of on-line and dial-up service is being installed in conjunction with the DEERS phased schedule. A study of each MTF and DTF is made to determine the need for CRT or telephone support. The criteria for the determination are overall patient workload and number of medical transactions at the facility. The data communications equipment selected for Phase I was made by Hewlett-Packard and gave Phase I the following advantages:

- (1) It facilitated the use of a government-owned Hewlett-Packard 3000 minicomputer to support Phase I activities.

(2) It provided Phase I development with "off the shelf" software for communications, terminal screen handling, and data base management.

b. Hardware for subsequent phases was selected pursuant to a Delegation of Procurement Authority received from the General Services Administration. Dedicated circuits are obtained through the DCA. Telephone circuitry for connection to the WATS lines is procured locally.

2. Terminal Network

a. The terminal network has two primary functions: field inquiry and Eligibility Center inquiry.

b. The field sites use Racal-Milgo 4276 and ITT Courier synchronous terminals. These are configured as multipoint terminals on synchronous multidrop leased lines.

3. Eligibility Center

The Eligibility Centers have phones that are connected to the INWATS lines. Each operator has an individual CRT to answer all inquiries received.

4. Results of Initial Experience

The following results of experience to date have been incorporated into network planning:

a. System response time has averaged within the desired range of 5 to 10 seconds with peak volume response times of 15 seconds or less.

b. System downtime has been between 3 to 4 percent of scheduled hours.

c. The average time for the actual eligibility inquiry is 30 seconds by telephone inquiry and 10 seconds by direct terminal inquiry.

d. Acoustic coupler connections have had problems due to the quality of voice lines.

e. The Uniformed Services have made more efficient use of terminals in the field than expected by using the local facilities equipped with terminals as local eligibility centers. This development should permit a reduction in the number of WATS lines required.

f. The installation of the communications environment revealed a variety of problems at the facilities that were connected with the Eligibility Center, such as the saturation of existing communications equipment and the requirements of local building codes.

5. Planning Factors

Based upon the initial phase's experience, certain planning factors required emphasis during subsequent implementations and operations. Long lead times for communications and equipment installation coupled with the broad range

of alternatives available to individual commands dictate up to 1 year of advance preparation. This includes coordinating with the command staff on the installation and maintenance of the communications system. Although 6 months is the usual advance preparation time, in those cases requiring more time, the Department of Defense and its agent shall establish liaison at earlier times. The following factors affect the range of alternatives and possible leadtimes:

a. Facility workload

- (1) Mix of types of patients.
- (2) Mix of appointments, referrals, and emergencies.
- (3) Peak loading.
- (4) Hours of operation.

b. DoD and Uniformed Service policies

- (1) Personnel provided for support.
- (2) Number of checks demanded.
- (3) Procedures to be followed if No Hit.
- (4) System utilization statistics.
- (5) Reports required.

c. Physical configuration of facilities

- (1) Number of buildings.
- (2) Availability to staff.
- (3) Common spaces.
- (4) Isolated spaces.

d. ADP considerations

- (1) Software controlling system use.
- (2) Types of terminals supported.
- (3) Types of data protocols supported.
- (4) Amount of useful data provided per screen or access.
- (5) Support the system provides for follow-up procedures.
- (6) Availability of maintenance.

C. RESPONSIBILITIES, FUNDING, AND COMMAND GUIDELINES

1. Responsibilities

The DEERS Program Office coordinates DEERS requirements with offices such as the Office of the Deputy Under Secretary of Defense (Communications, Command, Control, and Intelligence (ODUSD(C³I))) and with Defense Agencies such as the DCA.

2. Funding

a. The Department of Defense shall order, accept, and pay all costs for long lines and central communications services. The Department shall pay directly or reimburse the Uniformed Services for the mutually agreed to local (on

base) communications services. The Uniformed Services have agreed to a procedure that provides for the DEERS contractor to order and make payment for local communications services. All communications orders are coordinated with local ADP command-level personnel for execution. If required, Uniformed Service elements shall identify funds and accounts to be used for charging DEERS implementation costs. As necessary, the DEERS Program Office shall establish a mechanism for reimbursement by the Department of Defense of the Services' operation and maintenance costs for DEERS implementation. (The Department of Defense shall fund a specified level of support through FY 1987. Uniformed Service resources are required only if local requirements exceed capabilities offered by the Department of Defense.)

b. All long-line and central costs shall be ordered, accepted, and paid by the Department of Defense or its agent. Local requirements also shall be satisfied through the mechanisms used to acquire long lines and central facilities, with the option that the Uniformed Service may present a schedule of costs and be reimbursed at the Service level, by means of a Military Interdepartmental Purchase Request.

3. Command Guidance

The Uniformed Service project officers, through the chain of command, shall advise base-level commands of DEERS' need for conditioned lines to handle data requirements and shall advise local commands of the necessity to identify a local DEERS project officer for both communications and implementation, to serve as points of contact at local levels. Uniformed Service supply procedures shall be followed to ensure accountability for government-furnished equipment (such as CRTs) installed on Uniformed Service installations.

D. BASE IMPLEMENTATION PLAN

1. Overview

a. Specific procedures for obtaining communications services may vary among Uniformed Services and, quite possibly, among facilities within each Service. At this time, general procedures involve the DEERS Program Office or its agent contacting a facility level representative of the Uniformed Service communications organization or the base communications officer. (Refer to subsection D.3. on page 7-6 for detailed procedures.) Information is required concerning the type of communications line or lines needed, the type of communications equipment to be installed, the base sites where the line will terminate, and the equipment to be installed. This information is collected during a scheduled visit to the site by the DEERS Program Office or its agent using the DEERS Site Survey form (Figure 7-1). If base communications resources cannot support the communications requirements, it will be necessary to contact commercial vendors or other suppliers to provide the necessary equipment and installation support.

b. Communications service inside the MTF or DTF may not always be handled by the base communications officer. In such cases, it will be necessary

to meet with the MTF's or DTF's communications officer to arrange for service and installation of lines and equipment within the facility.

c. It is important to allow enough leadtime to meet scheduled deadlines for obtaining service. These milestones have been incorporated into the implementation schedule. On-base communications may be provided by contract or by in-house military facilities. If the local communications services are provided by a commercial vendor, it will be necessary to contact the business office of the appropriate communications vendor concerning new service. Generally, the vendor will have previous experience dealing with the military installation and will have contacts in the base communications organization with which he will deal. If the vendor had not previously dealt with the base communications organization, it will be necessary to establish a working relationship between the two organizations.

d. If military facilities will provide the support, the base communications officer will be furnished the (agreed to) specifications.

2. Implementation Schedule

The overall DEERS implementation plan is the basis for the communications plan. The following tasks are based on the assumption that individuals are aware of the DEERS project's scope and responsibilities. These tasks shall be accomplished in the following order:

a. The MTFs and DTFs within a specific implementation phase must be identified. The workload reports provided by each Uniformed Service are the basis for this identification. A questionnaire (Figure 7-2) may be used to supplement these reports.

b. The Uniformed Service shall be tasked to provide the DEERS project with the communications point of contact (POC) at each base and facility. (Uniformed Service-level communication POCs are identified.)

c. The analysis of the reported workload shall begin by the communications planning group at the East Coast Eligibility Center.

d. Telephone verifications of unclear results from the survey may be requested or performed by the communications planning group through the Uniformed Service project officers.

e. Preliminary communication requirements at MTFs and DTFs should be presented to the DEERS service project officer by the DEERS Program Office. This document should identify the approximate needs of each facility, the projected equipment necessary to meet those needs, and the projected level of Uniformed Service support needed to implement the network.

f. Site visits are made to all facilities to establish final requirements and the DEERS Site Survey (Figure 7-1) is completed.

g. Analysis of site survey results begins.

h. Hospital and base communications recommendations are issued to the DEERS Uniformed Service project officers. The project officers and Uniformed

Service communications commands shall determine the most feasible options with local communications MTF/DTF, OASD(HA), and contractor coordination. At this time, the DEERS Program Office may prepare a telecommunications service request for DCA or other appropriate sources of supply to meet any anticipated local need. Appropriate data and funding citations shall be provided for this task.

i. Estimates of cost shall be provided to the DEERS Program Office. Site ordering information (such as building number and location) also must be provided at this time to the contractor.

j. A copy of these requirements, marked unofficial and draft, shall be sent to the local POCs and Uniformed Service communications commands.

k. Uniformed Service telecommunication requests or other orders shall be submitted to the DEERS Program Office for approval of anticipated expenditures. The order then shall be placed through the appropriate command or vendor organizations.

l. Status reports by the DEERS Program Office to the Uniformed Service project officer (ATTN: COMM) indicate projected availability of facilities.

m. Install all equipment (communications suppliers and DEERS Program Office). Equipment comes under local supply procedures for property accountability.

n. Test all equipment (base participation).

o. Live operation.

p. Provide status and acceptance report to DEERS Program Office by means of chain of command.

3. Procedure for Obtaining Dedicated Data Circuit Service: DCA Procedures

As a major operating component of the National Communications System (NCS), the Defense Communications System (DCS) serves the needs of the Department of Defense and certain civilian agencies as set forth in the approved NCS Long-Range Plan and in other agreements pertaining to specific DoD commitments to non-DoD agencies. The OASD(HA) has the authority to place orders for the DEERS Program with the DCA. The contractor, acting as the agent of the DEERS Program Office, shall

a. Determine facility or communications requirements based on workload statistics provided by the Uniformed Services.

b. Conduct a site survey of each facility prior to DEERS implementation.

c. Complete telecommunication service requests (TSRs) based on results of site surveys and workload statistics. These TSRs shall include base requirements as identified and agreed to by the DEERS Program Office and Uniformed Service (command) offices.

4. DCA Organization

a. The allocation and engineering of DCS circuits are accomplished by the DCA organizations named in the following listing, which also shows the DCS geographical areas for which each organization is responsible:

<u>ORGANIZATION</u>	<u>RESPONSIBLE FOR</u>
Headquarters, DCA Washington, D.C.	Special user circuit requirements
DCAOC, A&E Division Scott Air Force Base, Illinois	DCS areas 1, 2, 9, and inter- DCA area requirements

b. The Defense Commercial Communications Office (DECCO), a DCA field activity at Scott Air Force Base, Illinois, performs a centralized procurement function to meet the telecommunications requirements of the Department of Defense and other government agencies authorized by specific DoD agreement to procure service through the DoD centralized leasing agency.

5. Telecommunications Certification Office (TCO)

A TCO is the activity designated by a federal department or agency to certify to the DCA (as an operating agency of the NCS) that a specified telecommunications service or facility is a bona fide requirement of the department or agency and that it is prepared to pay mutually acceptable costs involved in its fulfillment. The DEERS Program Office has been designated a certified TCO.

6. Telecommunications Service Requests (TSRs)

TSRs with a service date more than 270 days from the submission date will not be accepted by the DCA action agency, unless the requirement is justified as an exception to normal processing procedures. One such justification, for example, could concern a requirement to place an order with a commercial company more than 270 days in advance of the required service date to provide leadtime for special construction of communications facilities or assembly of equipment. Another justification could concern TSRs in support of contingency operations. Aside from such special cases, requirements submitted to the DCA action agency in accordance with the circular shall be for service within the 270-day limit. The TCOs will provide as much leadtime as possible within this time period to meet their needs. When more than one source of supply exists and when not otherwise restricted by law, regulation, and the nature of the requirement, the DECCO contracting officer shall employ competitive procedures to procure leased services.

7. Installation

A team of technicians from the contractor's office or the vendor shall be responsible for installation of all associated equipment at each user facility from the line termination to the terminal. The vendor shall install modem, telephone, and multiplexer where used.

8. Acceptance of Lines

Acceptance of the necessary lines, equipment, and other special facilities shall be accomplished by the contractor with information passed to the user.

9. Operational Use and Testing

All necessary operational instructions and education shall be provided to the user at the time of installation and acceptance. Necessary standard operating procedures shall be provided by the contractor.

10. Maintenance

Procedures for requesting repairs and reporting results of operational tests shall be delivered to the user during installation and acceptance. Maintenance accomplished on a scheduled and emergency basis shall be provided by a local vendor to be identified.

11. Payment

Each month, DECCO shall provide the DEERS Program Office with an invoice listing of all costs for that period. The DEERS Program Office, through the OASD(HA), shall validate and forward invoices for payment.

DEERS
SITE SURVEY

Date _____ Interviewer _____

In what department will the device be located? _____

What is the room number where the device will be located? _____

Who is (are) the contact(s) at this location and their phone number?

Where will the device be installed? _____
(Use supplemental diagram sheet)

Will this location need a CRT or a phone? _____

The modem and channel interface

(1) two (2) electrical outlets _____

(2) a secure location away from office traffic _____

(3) distance of fifty (50) feet or less from CRT? _____

(4) two (2) cable pairs _____

The terminal

(1) one (1) electrical outlet _____

(2) a location on a counter or table near customer that will support a
CRT measuring 26 inches deep by 14 inches high by 18 inches wide

Will physical change be needed at this location to accommodate a CRT or phone?

If "yes", explain _____

Who owns and maintains the communication lines at this military installation?

Base Communications:

Officer _____
Phone _____
Address _____

MTF Communications:

Officer _____
Phone _____
Address _____

FIGURE 7-1

Military Installation
Branch of Uniformed Service
Address
ZIP Code
Medical Treatment Facility
Installation Command Officer
Telephone--commercial/AUTOVON
MTF Command Officer
MTF Executive Officer
MTF Pharmacy Officer
MTF Communications Officer
Dental Officer
Personnel Officer
Public Affairs Officer
MTF Contact Person

Name:	Rank:	Title:	Telephone: commercial/autovon

-clinic	hours
-hospital	hours
-dental	hours

Active Duty Dependent population

7-10

DEERS

COMMUNICATIONS QUESTIONNAIRE

1. Military Installation
 - a. Name _____
 - b. Location _____
2. List medical, dental, or other facilities at this installation at which military identification cards must be shown prior to receiving medical treatment (use additional sheet if necessary).
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____
3. Please forward the latest available morbidity/workload data for each of the above facilities with the complete questionnaire. The following categories of information/workload data are required for each facility:
 - a. Name of facility
 - b. Type of facility (hospital, medical clinic, dental clinic)
 - c. Number of admissions (if hospital)
 - d. Number of outpatients (if hospital or medical clinic)
 - e. Number of patients (if dental clinic)
 - f. Number of prescriptions (if hospital or clinic has pharmacy)

FIGURE 7-2

In each category - Admissions, Out-patients, Patients, and Prescriptions, please divide total number treated into number of active duty, active duty dependents, retired military, U.S. government civilian employee, and other. For persons in the other category, indicate why individual was eligible for government medical treatment, if known. (For each facility, indicate whether data provided is annual, monthly, or daily average).

4. Should you have questions regarding completion of this questionnaire, please telephone the Communications Manager at (703) 820-4850.

5. When completed, return this questionnaire to the following:

DEERS
ATTN: Communications Manager
1600 N. Beauregard Street
Alexandria, VA 22311

6. For your information

- a. Your DEERS Service Project Officer is

(1) Name/Rank _____
(2) Duty Phone _____
(3) AUTOVON _____
(4) Duty Address _____

_____ ZIP Code _____

- b. Your service communications point of contact for the DEERS Program is

(1) Name/Rank _____
(2) Duty Phone _____
(3) AUTOVON _____

7. Thank you for your cooperation.

FIGURE 7-2 (Continued)

APPENDIX A

DEERS PROGRAM MANUAL

BIBLIOGRAPHY - LISTED CHRONOLOGICALLYA. REPORTS AND STUDIES

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APPENDIX B

DEERS PROGRAM MANUAL

OPERATING INSTRUCTIONS FOR THE DEERS ELIGIBILITY INQUIRY TERMINALS

This appendix prescribes detailed operating instructions for the two CRT terminals being used by DEERS for eligibility checking in Uniformed Services facilities. These two types of terminals are the Racal-Milgo 4276 (page B-2) and the Courier 2700 (page B-17).



4276 Stand Alone Display Station Operator's

0031A4276/A8 1/81

Racal-Milgo™

RACAL
The Electronics Group

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WARNING:

This equipment generates, uses and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. As temporarily permitted by regulation it has not been tested for compliance with the limits for Class A computing devices pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

TABLE OF CONTENTS

INTRODUCTION	1	KEYBOARDS	3
DISPLAY	1	SPECIAL KEYS	3
DISPLAY STATION SCREEN	2	CHARACTER GENERATING KEYS	8
OPERATOR INFORMATION LINE	2	CURSOR POSITIONING KEYS	9

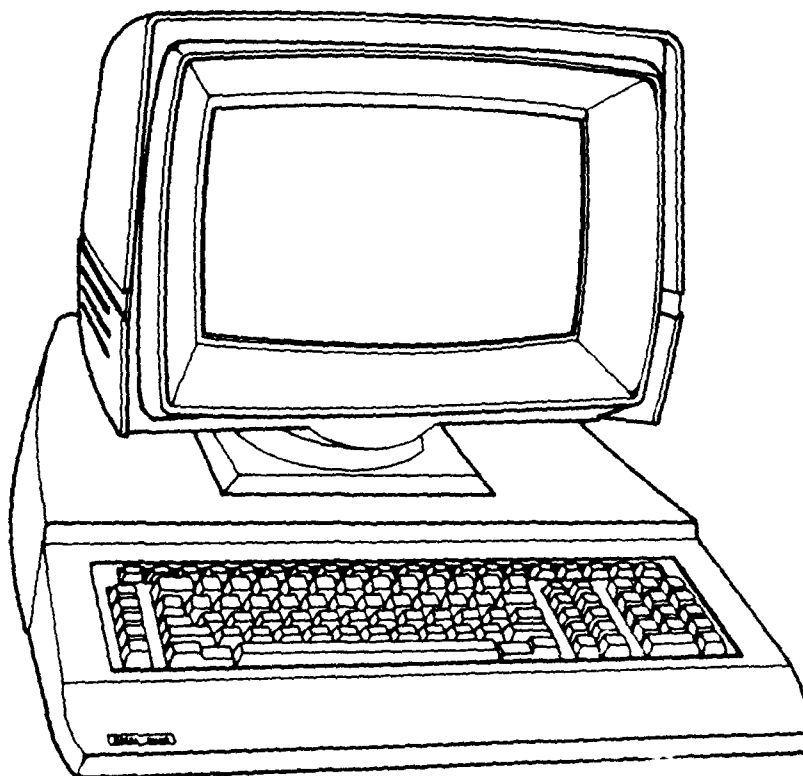
INTRODUCTION

This book introduces you to a new stand alone communications terminal, the Racal-Milgo 4276. The text and illustrations have been organized so that you can become a competent terminal operator in the shortest time possible. This operator's guide has been specially written to make your learning experience as easy and informative as it can be.

Don't be frightened if this is your first encounter with a communications terminal. You will quickly see that the terminal is composed of elements that are not significantly different from some very familiar items, such as an ordinary typewriter and a television screen. You will soon find your encounter to be an encounter of the most rewarding kind.

DISPLAY

The CRT display is actually a moveable window which allows the operator a comfortable viewing angle. A conveniently located brightness control compensates for variable room lighting conditions. The screen is capable of displaying 25 horizontal lines of 80 characters each. The 25th line always displays operator information and cannot be used for *DATA ENTRY*. The remaining 24 lines make up one page of data stored in display memory. Thirty seconds after the power is applied, the cursor, a solid rectangle, will appear at the upper left-hand corner of the display screen. The cursor is manually controlled from the keyboard and indicates where the next keyboard character entry will be made. Whenever the term bottom or final line is used, it refers to the last possible data line, the 24th line of text.



COD31A4010-72

DISPLAY STATION SCREEN

The station screen displays both control information generated by an application program and data entered by the operator from the station keyboard. The control information includes prompts defined by the application program to guide the operator in selecting operations or in keying data in the proper order and format.

The display screen is capable of displaying 1,920 characters, formatted as 24 lines of 80 characters each.

In each screen format the last line (line 25) is used as an operator information line. The operator information line is used to display physical and operational status information *plus any error messages or informational messages* related to the current station activity (English language messages are used rather than special symbols). The operator information line is also used to enter local commands and to perform the off line functions identified in the local command section.

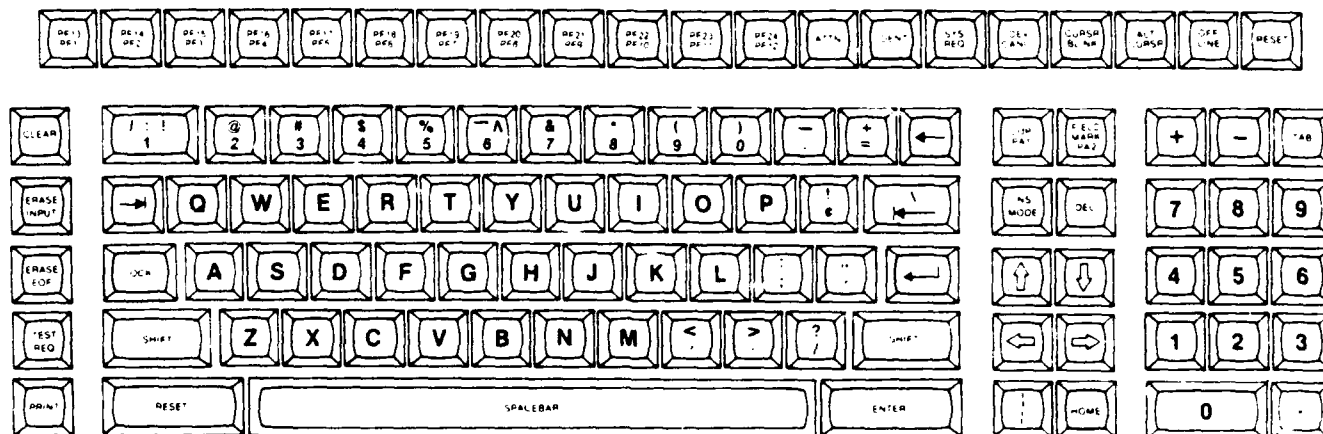
OPERATOR INFORMATION LINE

The operator is kept informed of the status of the terminal by the Operator Information Line, Line 25 of the display. The line is divided into the informational fields shown below.

- Columns 1-9 – Operating Mode (Remote, On-Line or Local)
- Columns 10-14 – Case – Shift (Upper or Lower, Shifted or Not)
- Columns 15-19 – Insert Mode
- Columns 20-36 – Printer Status
- Columns 37-57 – Keyboard Status
- Columns 58-70 – Communication Error Messages
- Columns 71-80 – Counters
 - 71-74 – Line Count
 - 75-80 – Column Count

KEYBOARDS

A number of keyboard styles are available as part of the RMI 4276 Stand Alone System. Pictured below is the 87-key TYPEWRITER EBCDIC keyboard which is compatible with the IBM 3278.



COD31A4276A22

SPECIAL KEYS

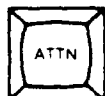


PF 1 THROUGH PF 24 KEYS



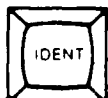
The PF keys are program function keys that are assigned specific functions by the application program operating at the host. On the 4227 keyboard, there are 24 PF keys. PF 1 through PF 12 are function keys located in the top row of the keyboard. PF 13 through PF 24 are the shifted functions of the same keys.

ATTN (Attention) KEY



Depressing this key causes the screen to switch between five different displays. Initially the screen displays the Current Message Traffic. The First key strike causes the screen to display the Format Buffer. The Second key strike presents the Printer Buffer. The Third presents the Receive Buffer. the Fourth the Transmit Buffer. The Fifth key strike brings back the Current Message Traffic.

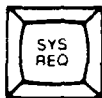
IDENT (Identification) KEY



This key is not used.

COD31A4276A23

**SYS REQ (System
Request) KEY**



When the SYS REQ key is depressed, a signal is sent to the host system to indicate to the application program that your display station may be failing and that you are requesting a station test. The request for test procedures is normally defined in the application program user's guide. If not, ask your supervisor for assistance.

**DEV CANCL
(Device Cancel)
KEY**



The DEV CANCL key is used to cancel a print request (see Print key description) when the printer is busy, not working, or fails during a print operation. The device cancel function is activated by depressing DEV CANCL key.

**CURSR (Cursor)
BLINK KEY**



This key is not used.

**ALT CURSR
(Alternate Cursor)
KEY**



This key is used to enter the Line Monitor Mode. It is used primarily by Field Support personnel.

To Enter the Line Monitor Mode:

- Be sure the LOCK key is off (i.e., in the up position).
- Depress the ALT CURSR key.
- Depress the ATTN key while holding down the SHIFT key. The Line Monitor will now be displayed.

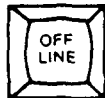
To Freeze the Line Monitor:

- Depress the SHIFT key and the ATTN key simultaneously.

To Resume Line Monitor Operation:

- Depress the SHIFT key and the ATTN key simultaneously.

OFF LINE KEY



This key is used to enter Local Mode in order to use the various Local Commands and is used primarily by Field Support Personnel.

To Remove the Line Monitor:

- Depress the ALT CURSR key while holding down the SHIFT key.
- Depressing SHIFT-ALT CURSR will restore the Line Monitor.

To Exit the Line Monitor Mode:

- Depress the ALT CURSR key or the RESET key.

The three Local Commands available with the 4276 Stand Alone System are:

- CFG — displays the terminal parameters (such as station address, baud rate, etc).
- OPT — displays the system options that are available.
- CKM — displays the system checksum.

To Enter Local Mode:

- Depress the OFF LINE key.
- Type the specific Local Command (CFG, OPT, CKM), being sure they are entered in upper case.
- Depress the ENTER key.
- Use the TAB key or any Cursor Positioning key to position the cursor.

To Exit Local Mode with changes recorded:

- Depress the PF 1 key.

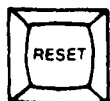
To Exit Local Mode without recording changes:

- Depress the PA 1 key.

To Exit the Local Command displays:

- Depress the RESET key.

RESET KEY



The RESET key is used to:

- restore keyboard operation when most error messages or messages that inhibit the keyboard are displayed.
- terminate an Insert Mode operation

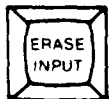
The RESET key does not function when transmitting data to or receiving data from the host system, or when any messages relating to a print operation (see PRINT key) are displayed. The DEV CANCL key is used to clear print operation messages.

CLEAR KEY



Depressing the CLEAR key: (1) erases every character on the screen (protected and unprotected fields) except the operator information line; (2) moves the cursor to the first character position of line 1; (3) places the display in an unformatted mode; (4) sends a message to the application program indicating that a clear function has occurred; and (5) displays the INHIBIT-WAITING message on the operator information line.

ERASE INPUT KEY



Depressing the ERASE INPUT key while working with a formatted screen containing entry fields, clears all characters in the entry fields and moves the cursor to the first character position of the first entry field on the screen.

Depressing the ERASE INPUT key while working with a formatted screen that has no entry fields only moves the cursor to the first character position in line 1 of the screen. No data characters are erased.

Depressing the ERASE INPUT key with an unformatted screen erases the entire screen and moves the cursor to character position 1 of screen line 1.

ERASE EOF (End of Field) KEY



The ERASE EOF key erases or clears character positions in only the entry field in which the cursor is located. All characters in the entry field from the current cursor location to the end of the field are erased. The cursor does not move, but remains in the current location during the erase operation.

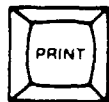
If your screen is unformatted, all character positions from the current cursor location to the end of the screen are cleared. This occurs because an unformatted screen appears as one large field to the system.

TEST REQUEST KEY



This key is not used.

PRINT KEY

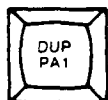


Depressing the PRINT key causes the data on your screen to be printed on the printer. A message in the form "PRINTER =01" is displayed in the printer status portion of the operator information line.

If the printer is busy, the message BUSY=01 is displayed, indicating that the printer is busy. In a busy situation, you can either wait until the printer becomes available (ACTIVE=01 displayed) or you can terminate the print request by depressing the DEV CANCL key.

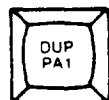
If the printer fails during your print operation, the DEV ERR message is displayed on the operator information line. You must terminate the print operation by depressing the DEV CANCL key. If the failure resulted in printer power loss, you must restart the printer operation, since the characters not printed before the failure may or may not have been lost. To ensure the integrity of the messages it is best to repeat the print request.

PA 1 AND PA 2 KEYS



The PA 1 and PA 2 keys are program access (PA) keys that provide a method of communicating with application programs operating at the host system. The specific use of the PA 1 and PA 2 keys is defined by the application program at the host. Refer to the application program user's guide for details on when the keys are to be used and what functions they perform.

DUP (Duplicate) KEY



The DUP key is the shifted function of the PA1 key (i.e., depress the SHIFT key and the PA1 key). Depressing the DUP key causes a unique character code to be entered at the current cursor location and causes a tab forward operation to occur. The duplicate function provides a fast method of entering information that is common from one formatted display (or document) to the next in the same application. The DUP key causes a special code to be sent to the host system to indicate that a duplicate function is needed. The special code is displayed as an asterisk (*) on the display screen and printer.

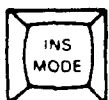
NOTE: Because the use of the DUP key is defined by the application program, you should refer to the application program user's guide for specific uses.

FIELD MARK KEY



The FIELD MARK key is the shifted function of the PA 2 key (i.e., depress the SHIFT key and the PA 2 key). The FIELD MARK key provides a method of indicating the end of a field when working with an unformatted display application. A semicolon (;) is displayed on the display screen when the FIELD MARK key is depressed.

INS (Insert) MODE KEY



Depressing the INS MODE key places the keyboard in the Insert Mode which allows you to insert a character or string of characters in the middle of a field without changing the characters already displayed in the field. The INS message is displayed in the operator information line when in the Insert Mode.

The number of characters that may be inserted in a field is limited to the number of null characters remaining at the end of field. For example, in a field of 30 characters, with 16 character positions occupied, 14 characters could be inserted if necessary.

When an alphanumeric key is depressed during the Insert Mode, the character is displayed at the current cursor location, while the cursor and all characters to the right of the cursor are shifted to the right 1 character location. When the last available character position in the field is occupied, the keyboard is disabled (INHIBIT-FIELD FULL message displayed).

If a field consists of more than 1 line, the character in the last position of the line containing the cursor is shifted to the first character position of the next line.

To return the keyboard to the Normal Mode, depress the RESET key. You may also use the ENTER key, or any other key that causes communication with the host system (e.g., PA, or PF keys).

DEL (Delete) KEY



Depressing the DEL key, deletes the character marked by the cursor and causes all characters to its right to be shifted one character position to the left. The cursor remains stationary and is positioned under the character being left shifted to allow additional character deletions.

CHARACTER GENERATING KEYS



ALPHABETIC KEYS

The keycaps for the Alphabetic keys illustrate uppercase (capital) letters. The uppercase letters are displayed when the shift (SHIFT) and lock (LOCK) keys are used with the character key. The lowercase letters are displayed when the shift and lock keys are not used. All alphabetic keys are repeat-action keys.

SPECIAL SYMBOLS AND PUNCTUATION MARKS KEYS

Special Symbols and Punctuation Marks are located on the top row of the Character Generating keys. All symbols and punctuation marks are repeat-action keys. If a symbol or punctuation mark is on the top half of the keycap, the SHIFT key is used with the character key to display it. If the symbol or punctuation mark is on the lower half of the keycap, no shift is required.

NUMERIC KEYS

The Numeric keys are repeat-action keys that display the digit on the lower half of the keycap when pressed. When the SHIFT key is used, the special characters on the upper half of the keycap are displayed. In order to assist the operator in entering a long series of numbers, a special numeric keypad has been included and is located to the right of the keyboard.

SPACE BAR

The Space Bar, located at the bottom center of the keyboard, is a repeat-action bar. When depressed, a space is entered on the screen replacing any other character currently in that character position, even a character in a nondisplay field. Spaces are valid data characters, so the Space Bar should never be used to position the cursor.

CURSOR POSITIONING KEYS



The keyboard provides Cursor Positioning keys to assist you in positioning the cursor. These keys are shown as shaded below.

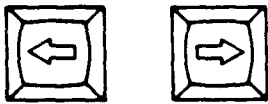
Learning to use the Cursor Positioning keys is important because the cursor indicates the position in which the next character may be entered. Knowing how to move the cursor to any location on the screen to key in new data or to correct previous keying errors will result in higher productivity when working with the system. These keys perform two basic operations:

- moving the cursor one character position each time the key is depressed, and
- moving the cursor from the current location to the first character position of the next screen line (unformatted screens) or to the first character position of the next unprotected field or entry field (formatted screens).

MOVING THE CURSOR ONE CHARACTER POSITION

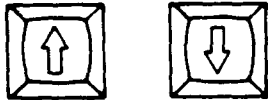
The keys provided to move the cursor one position include: the CURSOR LEFT (←), CURSOR RIGHT (→), CURSOR UP (↑), and CURSOR DOWN (↓).

CURSOR LEFT (←) and CURSOR RIGHT (→) KEYS



Depressing either of these keys moves the cursor one character position at a time in the direction indicated by the arrow. Each key is a repeat-action key and when held down will continue to move the cursor left or right until the key is released. These keys may also result in horizontal cursor wrap, when the cursor is moved off the left or right side of the screen. When the cursor moves off the right side of the screen, it reappears one line lower on the left side of the screen. If the cursor moves off the left side of the screen, it reappears one line higher on the right side of the screen.

CURSOR UP (↑) and CURSOR DOWN (↓) KEYS



These keys move the cursor vertically up or down as indicated by the direction of the arrow. The cursor is moved one line up or down on the screen remaining in the same character position in each line. Like the other cursor movement keys, the CURSOR UP and DOWN keys are also repeat-action keys. Vertical cursor wrap can occur if either key is held until the cursor moves off the top or bottom of the screen. The cursor reappears on the opposite edge of the screen (bottom or top) in the same relative character position it occupied when it left the screen. The bottom of the screen is the operator information line. In the Normal Mode the cursor cannot enter the operator information line.

MOVING THE CURSOR TO NEXT ENTRY FIELD

The TAB (→), BACKTAB (←), NEW LINE (↵), and HOME keys may be used to move the cursor forward or backward from one entry field to another.

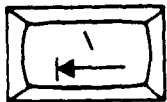
TAB KEY



The TAB key is a repeat-action key which permits you to move the cursor quickly from entry field to entry field. Depressing the TAB key, when working with a formatted screen, moves the cursor from the current location to the first character position of the next entry field.

Depressing the TAB key in an unformatted screen moves the cursor to the first character position in line 1 of the screen.

BACKTAB KEY



The BACKTAB key is also a repeat-action key which may be used to reposition the cursor quickly from entry field to entry field.

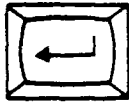
In a formatted screen, depressing the BACKTAB key moves the cursor to the first character position of the current entry field or to the first character position of the preceding entry field when the cursor is currently in position 1 of an entry field.

HOME KEY



Depressing the HOME key moves the cursor from the current location to the first character position of the first entry field (in formatted screens), or to the first character position of line 1 of the screen (in unformatted screens or screens with no entry fields).

NEW LINE KEY



The NEW LINE Key is a repeat-action key which moves the cursor to the first character position of the first entry field in the next line of the screen.

In an unformatted screen, the NEW LINE key moves the cursor to the first character position of the next line. In a formatted screen, the placement of the cursor depends on the content of the next line.

Basically, the NEW LINE key attempts to place the cursor in the first unprotected character position of the next available line. If all character positions on the screen are protected, the cursor is placed in the first character position on line 1 of the screen.

ENTER KEY



Depressing the ENTER key informs the application program at the host system that you are ready to send the data displayed on your screen to the host. After the ENTER key is depressed, your keyboard is disabled and the INBIBIT-WAITING message is turned on, preventing further data entry from the keyboard.

When entering an Off Line command, the ENTER key is depressed to indicate the end of a response to a command prompt (e.g., after entering the command mnemonic, depress the ENTER key).

Racal-Milgo welcomes your comments concerning this instruction book. Although every effort has been made to keep it free from errors, some do occasionally occur. When reporting a specific problem or error, please describe it briefly and include the instruction book part number, the paragraph or figure number, and the page number.

Send your comments to:

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8600 N.W. 41st Street
Miami, Florida 33166**

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Customer Support

From time to time a problem may arise that seems to defy solution. On those occasions a full range of customer support services is available to assist in solving the problem.

Racal-Milgo offers:

- Telephone consultation for over the phone advice and trouble-shooting assistance from five regional support centers.
- Dialup testing to put your modem on line with the support center where trained, experienced field engineers using specialized test equipment can completely test the modem.
- Equipment spares stocked in 23 nationwide stocking centers for quick replacement of Racal-Milgo products.
- On-call field support to put a field service engineer on the scene with the knowledge, experience and test equipment to isolate difficult problems and get the system working.
- Installation and training to be sure your system is installed properly by on-site personnel familiar with modem operation, testing and problem isolation techniques.

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200 Craig Road
Freehold, New Jersey 07728
Phone: 201 + 780-4900 TWX: 710-722-3814

General Description - COURIER TERMINAL

FIGURE 1. MODEL 2700 DISPLAY TERMINAL



FEATURES

The 270 Information Display System is a family of general-purpose communication terminals and printers which provides the user with the ultimate in capability, flexibility, and reliability. Designed to be compatible with IBM display systems and computers, the 2700 Display Terminal offers features and advantages not offered by any other terminal. A terminal with detached keyboard is shown in Figure 1.

Three models of the display terminal are available:

Model 01 - 480-character display capacity (12 lines of 40 characters each)

Model 02 - 960-character display capacity (12 lines of 80 characters each)

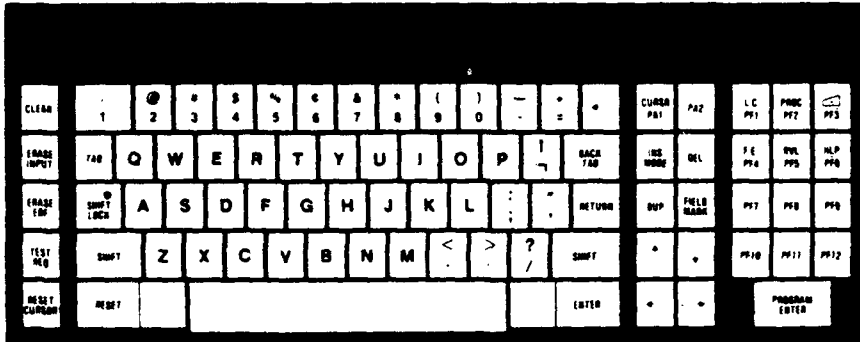
Model 03 - 1920-character display capacity (24 lines of 80 characters each)

These terminals can be used for entry of data into, or retrieval of data from, any of several IBM computers.

Standard features available on all three models include a non-glare video screen, the ability to establish a predetermined display format (called a formatted display), dual intensity characters, a blinking square cursor (if desired in place of the dash-type cursor), a variable field underline, and field blink. In addition, the choice of one of two standard keyboards is offered as a standard feature of each of the three terminal models.

Optional features available for use with the 270 Information Display System include a light pen, a slot reader, lower-case alphabetic characters, a two-position locking switch (with key), an audible alarm to alert the operator of an entry error, a keyboard numeric lock, and a type-writer keyboard with a 10-key numeric pad. The operation of both the standard and optional features is described in sections in the manual dealing with keyboard operations.

FIGURE 2A. TYPEWRITER



KEYBOARDS

There are three keyboard models any one of which may be used with the display terminal. These keyboards, shown in Figure 2, are briefly described as follows:

• STANDARD TYPEWRITER KEYBOARD

The alphabetic and numeric keys of the typewriter keyboard are arranged just like a typical office electric typewriter. Symbols and punctuation are also arranged to be similar to a typewriter and are activated by shifting just as when operating a typewriter. This keyboard also has a 12-key pad, the key- (PF keys) of which are used to access computer application programs. The standard typewriter keyboard is shown in Figure 2a.

• DATA ENTRY KEYBOARD

The alphabetic keys of the data entry keyboard are arranged like an office typewriter. However, the numeric keys are arranged in a keypunch-like layout just to the right of center on the keyboard (Figure 2b). When using this keyboard, numbers can be entered only when the keyboard is in the numeric or shifted mode. The punctuation marks and symbols are also arranged similar to a keypunch.

• TYPEWRITER KEYBOARD WITH NUMERIC PAD

Offered as an option, this keyboard is essentially the same as the standard typewriter keyboard, but with two important differences. First, the PF keys used for program access are arranged in a row at the top of the keyboard. The second difference is that a 10-key numeric pad is located to the right of the keyboard. The numbers on this pad are arranged in a pattern similar to that found on calculators or adding machines used for accounting purposes. The typewriter keyboard with numeric pad is shown in Figure 2c.

NOTE: The PA 2 key may be designated

U LINE
PA 2

FIGURE 2B. DATA ENTRY

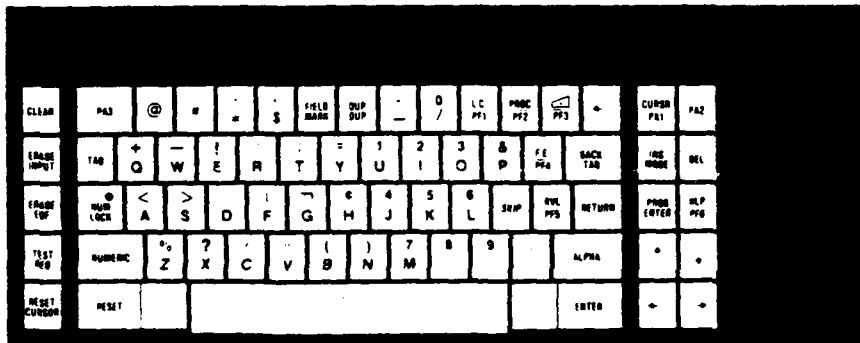


FIGURE 2C. TYPEWRITER WITH NUMERIC PAD

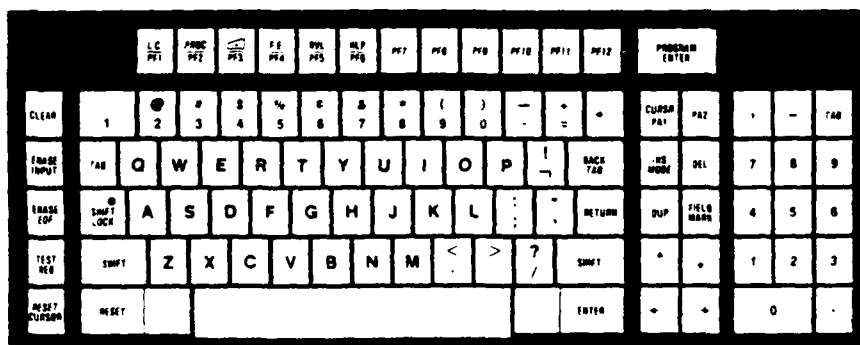
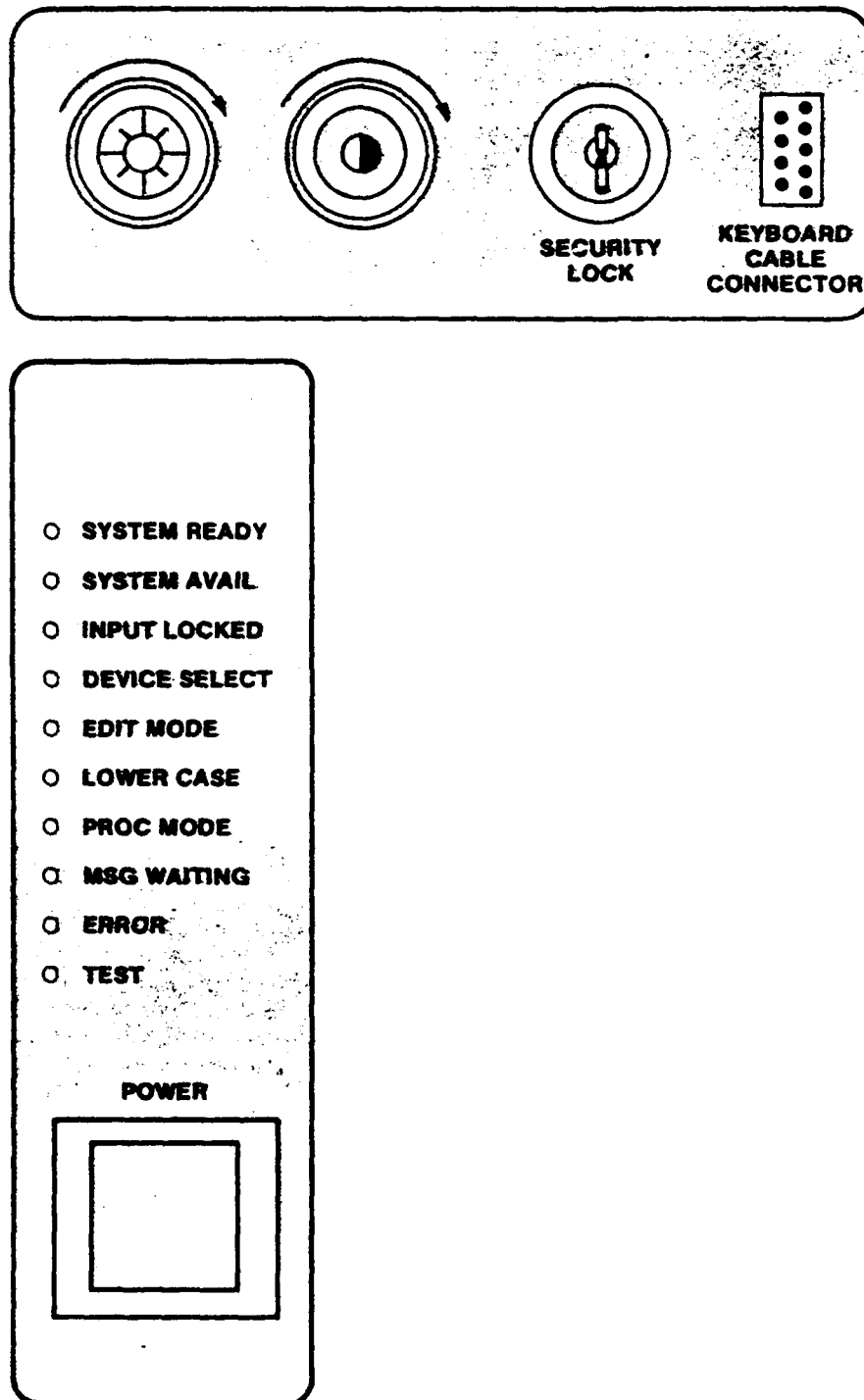


FIGURE 3. CONTROLS AND INDICATORS



One of the most important keyboard-related options is the lower-case option which provides the capability to display the 26 lower-case alphabetic characters on the terminal screen. With this optional feature installed, the L.C./PF1 key is used to activate the lower-case typing mode on the keyboard. Once activated, the alphabetic keys generate upper- or lower-case characters depending upon the use of the SHIFT keys. Again, the operation is similar to that of a standard electric typewriter. The lower-case option may be used on the two typewriter keyboards. It is not applicable to the data entry keyboard.

Another optional feature available for use with any of the keyboards is the audible alarm. This option provides a small speaker which sounds a one-half second audible tone when a character is entered into the last unprotected location on the screen. The alarm can also be activated by the computer with which the Model 2700 Display Terminal operates.

All of the keyboards have been designed with full regard to the people who will operate them. The keyboards are detached from the display terminal, and the rear legs are adjustable by the operator so that a comfortable slant can be obtained. The keys activate a mechanical "clicker" when operated. This clicking sound provides an operational feedback to the person using the keyboard and is activated by the /PF3 key.

In addition, each keyboard has appropriate homing keys, i.e., keys which have a deeper "dish". These keys are the same as those used as home keys on any office typewriter. All of the keys have a matte finish to reduce glare.

In summary, the human engineering factors incorporated into the 270 Information Display System provide optimum screen size and angle with allowances for appropriate character size, arrangement and clarity. The keyboard layout and functions coupled with other functions such as protected format, tabbing, transaction keys, insert and delete and repeat characters, increase operator efficiency and reduce fatigue.

CONTROLS AND INDICATORS

Two control panels are incorporated in the Model 2700 Display Terminal; the layout of each is shown in Figure 3. The upright or vertical panel is located to the right of the display screen; the other panel is located underneath. A functional description of each control or indicator is explained in conjunction with the operating instructions for the individual keyboards.

OPERATING THE TERMINAL

The remainder of this instruction manual has been prepared so that each operating instruction is adjacent to an illustration of the key or group of keys being operated. The operator should sit at a terminal as the step-by-step instructions are read so the switches and keys may be used at the same time. The sequence of operation begins when the POWER pushbutton is pressed, then proceeds from adjusting and observing the display image, through explaining the indicators, to understanding all of the keys on the keyboard. The operation of each keyboard is included in a separate section. Each section is complete in itself making it unnecessary to read data about a keyboard that is not installed on the terminal or to constantly refer to other sections of the manual.

CURSOR OPERATION

Full understanding of the cursor operation is essential to a complete understanding of the operation of the 270 Information Display System. Proper use of the cursor enhances operator efficiency. For this reason, the operator especially the new operator, should become familiar with the cursor operation even before proceeding with the remaining sections of this manual.

The cursor is a special symbol resembling an underscore or a blinking square which appears on the screen beneath the character position where the next character will be entered. It is not possible to begin entering data at a location other than where the cursor is located at that particular time. In addition, if it is desired to change, alter, or edit data that has been previously entered, the cursor is positioned beneath the data to be changed and then the appropriate action is initiated.

When power is first turned on, the cursor is automatically positioned at the first character location at the top of the screen. Normally, the cursor blinks on and off so that it is easily recognized, especially if the terminal screen has been filled with data.

On all keyboards, a cluster of four keys to the right of the main keyboard allows for movement of the cursor one location at a time to the left (←), right (→), up (↑), or down (↓). In addition, the backspace key (in its normal position on the keyboard) serves the same function as the move-cursor-left key and is also marked with a left arrow (←). The TAB key and the BACK TAB keys also move the cursor; the TAB key moves the cursor to the right, and the BACK TAB key moves it to the left. In addition, the RETURN key positions the cursor to the first entry position on the next row; the RESET CURSOR key positions the cursor to the first entry position in the top row. Using these keys, the cursor may be positioned to any location on the screen without disturbing the contents of the corresponding buffer locations.

The cursor positioning keys are all capable of causing the cursor to "wrap" (move off the top or bottom of the screen or move off either side and appear on the opposite side). Horizontal wrap causes the cursor to reposition to the first location of the next lower or higher row of characters. Vertical wrap causes the cursor to reposition to the top or bottom of the screen, but does not involve any horizontal movement. The cursor movement keys repeat at approximately 24 times per second for horizontal movement and approximately 12 times per second for vertical movement.

Detailed instructions about operating the cursor are contained in the sections of this manual pertaining to each keyboard.

OPERATOR ACTIVATED FEATURES

In addition to the normal operation of the terminal, the operator can activate several control functions from the keyboard. All functions are activated or deactivated by

- (A) depressing and holding the left shift key,
- (B) depressing and holding the left shift lock key, and
- (C) depression of the required function key.

Repeated depressions of the function key will alternately activate/deactivate the function.

CURSOR STYLE CONTROL

The operator can select either a blinking block style or an underline style cursor. To change style, the following steps must be performed:

STEP	ACTION		
1	depress and hold left shift key		
2	depress and hold left shift lock key		
3	depress <table><tr><td>CURSA</td></tr><tr><td>PAT</td></tr></table> key	CURSA	PAT
CURSA			
PAT			

Repeated depression of the

CURSA
PAT

 key will change cursor to the alternate style.

CLACKER CONTROL

The terminal is equipped with an audible clacker that provides audible verification of a keystroke. The operator can activate or deactivate the clacker by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key 
3	depress $\frac{\text{PF3}}{\text{key}}$

Repeated depressions of the $\frac{\text{PF3}}{\text{key}}$ key will alternately activate or deactivate the clacker.

VARIABLE FIELD UNDERLINE

The terminal operator can activate the variable field underline. Non-transmittable underscores are displayed to show lengths of unprotected fields. The operator can activate or deactivate this feature by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress PA 2 key

Repeated depressions of the **PA 2** key will alternately activate or deactivate the variable field underline. The **PA 2** key may be designated $\frac{\text{U LINE}}{\text{PA 2}}$

FULL REVEAL

The terminal operator can activate the full reveal feature. Full reveal provides the means of displaying the hex code of any character (data or attribute) in the display memory with the exception of data characters in non-display fields. To activate or deactivate the full reveal mode, the operator must perform the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{RVL}}{\text{PF5}}$ key

Repeated depressions of the $\frac{\text{RVL}}{\text{PF5}}$ key will alternately activate or deactivate the REVEAL MODE. To identify the hex code of a character, place the cursor on the display location of the character to be identified. The hex character will be displayed on the status line at the bottom of the display. When in Reveal Mode, nulls (hex 00) will be displayed as dots and spaces (hex 20) will be displayed as delta's (Δ). Figure 94 is the ASCII interface code set.

LOWER CASE DISPLAY

The terminal operator can activate the lower case option by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{LC}}{\text{PF1}}$ key

The Lower Case LED indicator on the operator control panel will indicate if the terminal is in lower case mode. Repeated depression of the $\frac{\text{LC}}{\text{PF1}}$ key will alternately activate or deactivate the lower case mode.

PROC MODE

The terminal operator can activate the PROC Mode by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{PROC}}{\text{PF2}}$ key

The PROC Mode LED indicator on the operator control panel will indicate if the terminal is in PROC Mode. Repeated depressions of the $\frac{\text{PROC}}{\text{PF2}}$ key will alternately activate or deactivate the PROC Mode.

FE MODE

The terminal operator can activate the FE Mode by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{F.E.}}{\text{PF4}}$ key

The FE indicator and the status line will be displayed on the screen.

Repeated depressions of the $\frac{\text{F.E.}}{\text{PF4}}$ key will alternately activate or deactivate the FE Mode.

SCREEN FILL

The operator can fill the screen with a character or patterns of characters by performing the following steps:

STEP	ACTION
1	FE Mode enabled (follow steps above)
2	depress CLEAR key
3	enter the character or characters to be repeated starting at the home position
4	depress and hold left shift key
5	depress and hold left shift lock key
6	depress DUP key momentarily

The characters between the home position and the first null will be repeated to the end of the screen.

HELP PANEL

The operator can display the sixteen bytes of information pertaining to the option switch and strap settings, keyboard error counters and terminal's status one and status two bytes by performing the following steps:

STEP	ACTION
1	FE Mode enabled (follow steps above)
2	depress and hold left shift key
3	depress and hold left shift lock key
4	depress $\frac{\text{HLP}}{\text{PF6}}$ key

This display will normally be used by the Field Engineer in trouble resolution.

KEYBOARD CONTROL FUNCTION	FE ON?	ACTION		INDICATION
CURSOR STYLE CONTROL	NO	S/SL	<u>CURSR</u> PA1	Cursor will alternately change style between underline and blinking block.
CLACKER CONTROL	NO	S/SL	 PF3	Clacker will alternately be enabled and disabled.
VARIABLE FIELD UNDERLINE	NO	S/SL	PA2	Variable Field Underline will alternately be enabled and disabled.
FULL REVEAL	NO	S/SL	<u>RVL</u> PF5	Full reveal will alternately be enabled and disabled.
LOWER CASE DISPLAY	NO	S/SL	<u>L.C.</u> PF1	Lower case mode will alternately be enabled and disabled.
PROC MODE	NO	S/SL	<u>PROC</u> PF2	Proc Mode will alternately be enabled and disabled.
FE MODE	--	S/SL	<u>F.E.</u> PF4	FE Mode will alternately be enabled and disabled.
SCREEN FILL	YES	S/SL	<u>DUP</u> DUP	Screen will fill using characters between home position and first null.
HELP PANEL	YES	S/SL	<u>HLP</u> PF6	Help panel will appear.

OPERATION SUMMARY

Each of the keyboard control functions require depression of the left shift key and the left shift lock key, followed by the specified dual function key. The shift and shift lock key operation is depicted by S/SL in the following summary table.

FIGURE 4. FORMATTED DISPLAY EXAMPLE

```

                                ORDER ENTRY SYSTEM

NAME: LAST ■                FIRST ■    MI ■
ADDRESS ■                  PHONE # ■
CITY ■                    STATE ■    ZIP CODE ■
ACCOUNT NUMBER ■        STORE CODE ■    P.O. NUMBER ■
STOCK NUMBER ■    QUANTITY ■    UNIT PRICE ■    SHIPPING CHARGE ■    TOTAL PRICE ■
  
```

FORMATTED AND UNFORMATTED DISPLAYS

It is important to understand that two types of displays - or modes of operation - are possible with the 270 Information Display System. These operational modes are called "formatted" and "unformatted" displays.

With a formatted display, the screen is formatted by the computer application software program.

The operator is restricted to specific fields or areas when entering data from the keyboard. An example of a formatted display is shown in Figure 4. Those areas where data already exists are called "protected" fields; the areas where it is possible to enter data are referred to as "unprotected" fields or input fields.

During operation, if the operator tries to enter data into a protected field, the keyboard becomes disabled to prevent such entry. With an unformatted display, the screen is free of prearranged data, and the operator may enter data in a completely free form manner using all character positions on the screen. However, each job may use a different format or none at all making it essential that each operator understand each type of display. In the following discussions, the operator should proceed with the operation pertaining to the requirements of the particular job assignment. The keyboard operating instructions are arranged so that the new operator can learn either formatted or unformatted display operation, but it is not necessary to learn both at the same time.

Typewriter Keyboard With Numeric Pad Operation

GENERAL OPERATION

The typewriter keyboard with numeric pad is similar to a standard typewriter keyboard in appearance and arrangement of keys. The majority of keys perform the same function as the keys of the same name on a typewriter keyboard. The layout of the typewriter keyboard with numeric pad is shown in Figure 62.

This keyboard can generate and display 26 upper-case alphabetic characters, 10 numeric characters, and 26 symbols and punctuation marks by operation of the key that designates the desired character. The character is displayed on the screen in the position marked by the

cursor. The keyboard also includes the control keys which are used to edit data and generate input messages to signal the computer.

Keys that have two designations shown on their faces can generate either designation or character depending upon the position of the SHIFT key.

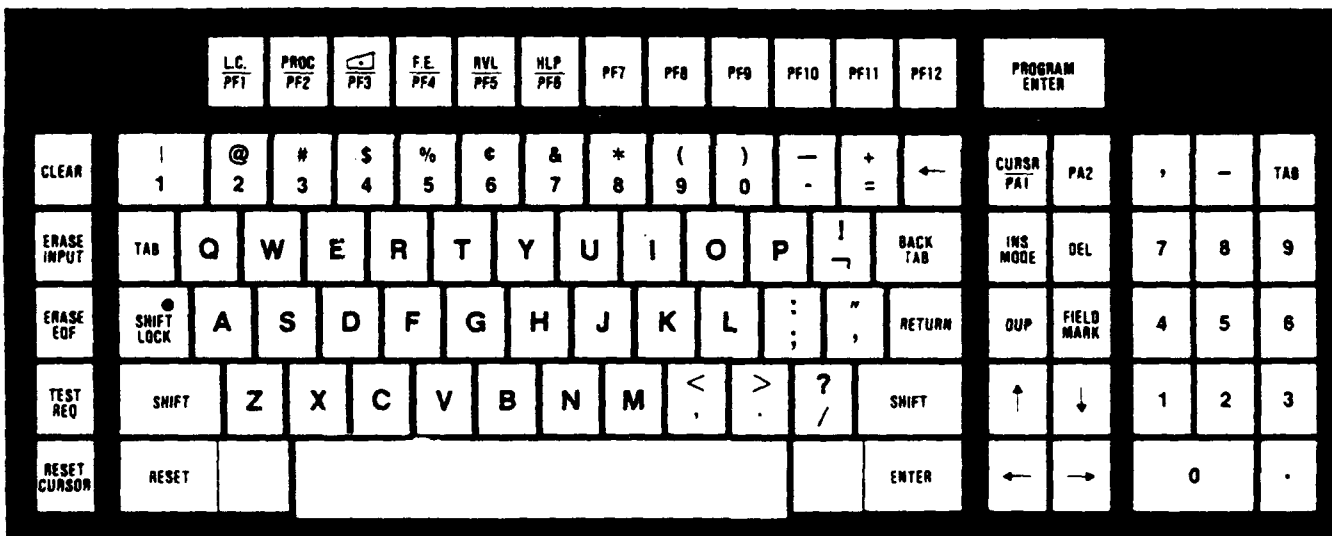
The lower character is generated when the selected key is pressed and the keyboard is in the unshifted mode. To generate the upper character, the SHIFT key must be held down while the selected key is pressed. The SHIFT keys and the SHIFT LOCK key function essentially the same as they do on any standard typewriter.

The 14-key numeric pad conveniently located on the right side of the keyboard is particularly useful in accounting operations where entry of quantities of numeric data is required. The operation of this numeric pad is similar to the operation of an adding machine or calculator. The additional numeric and punctuation keys provide a comfortable and expedient arrangement for the operator. The TAB key is included in the numeric pad to allow the operator to move from field to field without an inefficient movement to the TAB key provided on the opposite side of the keyboard.

NOTE: The PA 2 key may be designated

U LINE
PA 2

FIGURE 62. TYPEWRITER KEYBOARD WITH NUMERIC PAD



OPERATION OF TYPEWRITER KEYBOARD WITH NUMERIC PAD

To operate the typewriter keyboard with numeric pad, proceed with the following steps:

NOTE: If your company has a sign-on procedure and your terminal is not signed-on, you can operate any key without affecting the program or the computer. A sign-on procedure allows the program to ignore any signals received from a terminal that is not signed on.

Press the POWER pushbutton to apply power to your terminal. When the power is on, the pushbutton

lights. A delay of a few seconds is built in to allow the cathode ray tube (screen) to warm up. After this delay, a short horizontal bar or blinking square appears in the upper left portion of the screen (in the first character position on line 1). This symbol is the cursor.

Observe the control panel (Figure 63) to the right of the screen. The SYSTEM READY and the SYSTEM AVAIL lights should be on. If the INPUT LOCKED lights comes on, press the RESET key. If the INPUT LOCKED light remains on, check the position of the key in the SECURITY

LOCK (if one is installed in your unit). The key should be turned to the left. Place the key in that position, and press the RESET key again. The INPUT LOCKED light should go out.

Now enter a line of characters (Figure 64) using any combination of letter and/or number and symbol keys. Note that the cursor travels along as you type this data. Also note that if a character key is held down, its operation is automatically repeated. Observe these characters on the screen.

FIGURE 63. POWER PUSHBUTTON

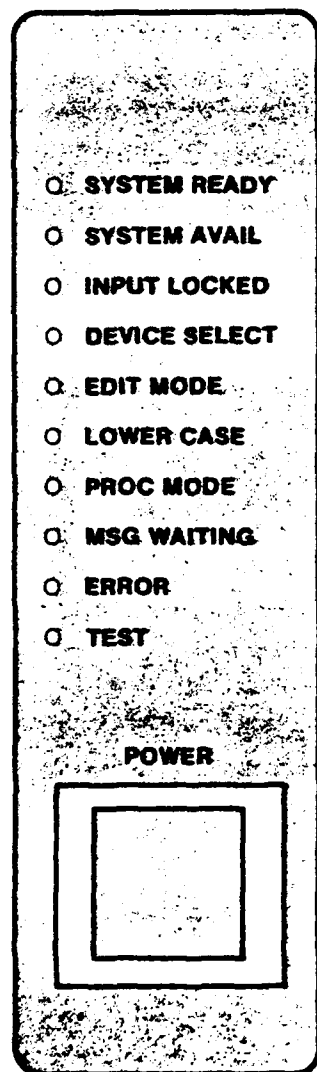


FIGURE 64. LINE OF CHARACTERS

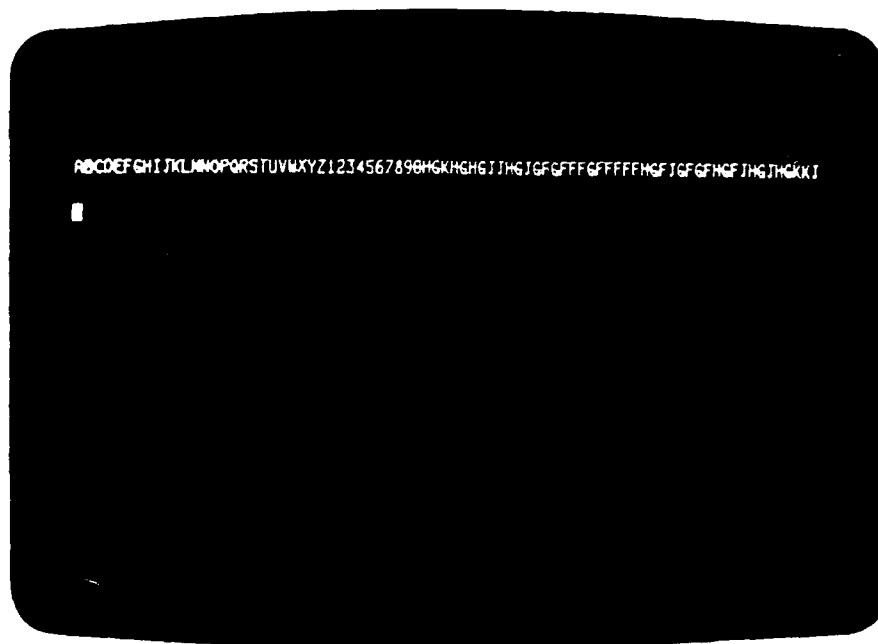
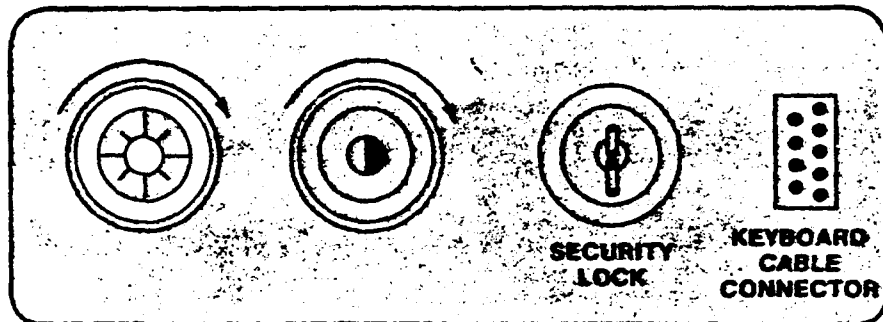
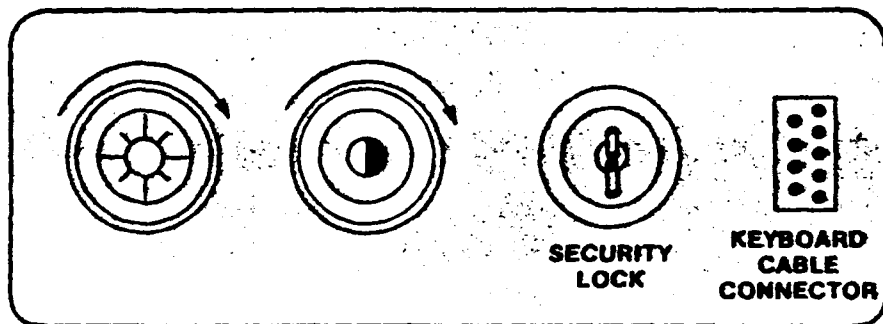


FIGURE 65. BRIGHT CONTROL



Adjust the brightness of the displayed characters using the BRIGHT CONTROL (Figure 65). Experiment with this control until a setting is found that is most convenient and comfortable for viewing. There is no correct setting for the brightness of the image.

FIGURE 66. FIELD CONTRAST

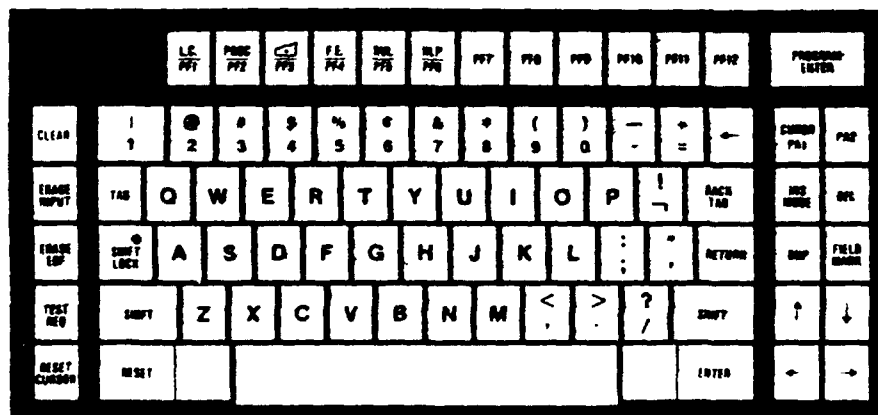


NOTE: Use of a formatted test display is essential to understanding and accomplishing the following instructions which pertain exclusively to formatted display operations and are clearly labeled as such. In this case, it is also necessary to understand the difference between a protected and an unprotected field.

UNFORMATTED DISPLAY: Use of the FIELD CONTRAST control for unformatted displays is not necessary.

FORMATTED DISPLAY: Adjust the FIELD CONTRAST control (Figure 66). Note that the protected fields of the formatted display have a different intensity than the unprotected fields.

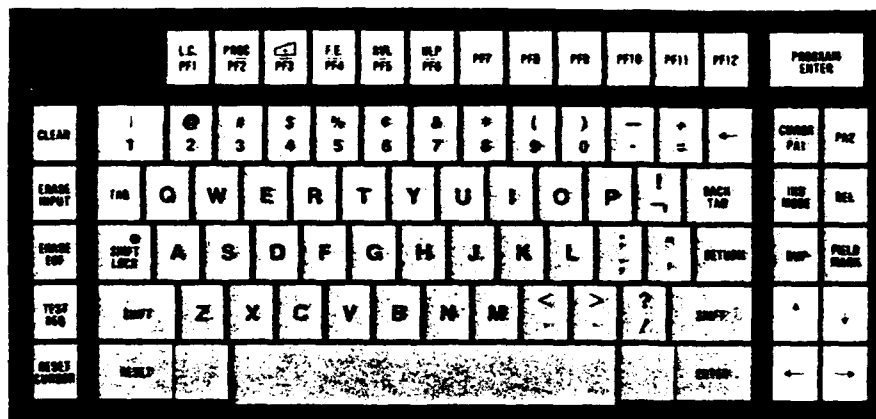
FIGURE 67. CLEAR KEY



UNFORMATTED DISPLAY: Press the CLEAR KEY. Note that pressing the CLEAR key blanks every character on the face of the screen and positions the cursor to the first character position on line 1. The SYSTEM AVAIL light (Figure 63) goes out momentarily, and the INPUT LOCKED light and DEVICE SELECT light come on momentarily. If the INPUT LOCKED light does not go out, press the RESET key to unlock the keyboard.

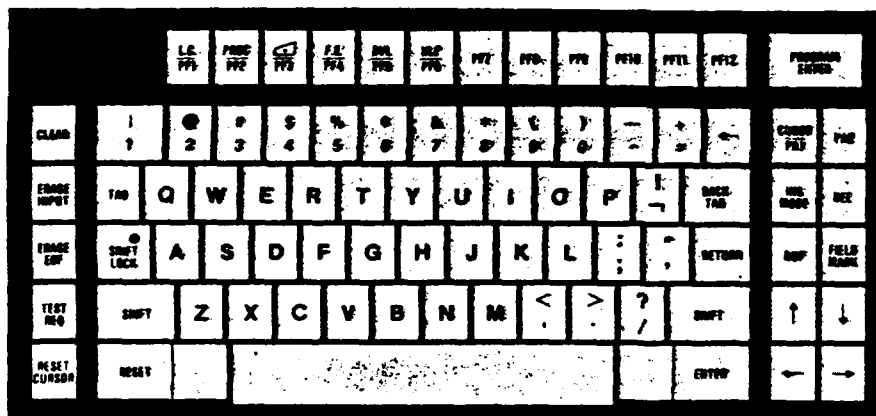
FORMATTED DISPLAY: Do not press the CLEAR key when using a formatted display. Pressing this key blanks the screen and establishes an unformatted display.

FIGURE 68. CURSOR CONTROL KEYS



Move the cursor by pressing each of the cursor control keys in turn. Observe the operation of the cursor. Make the cursor wrap. Note that the cursor control keys move the cursor automatically if the keys are held down.

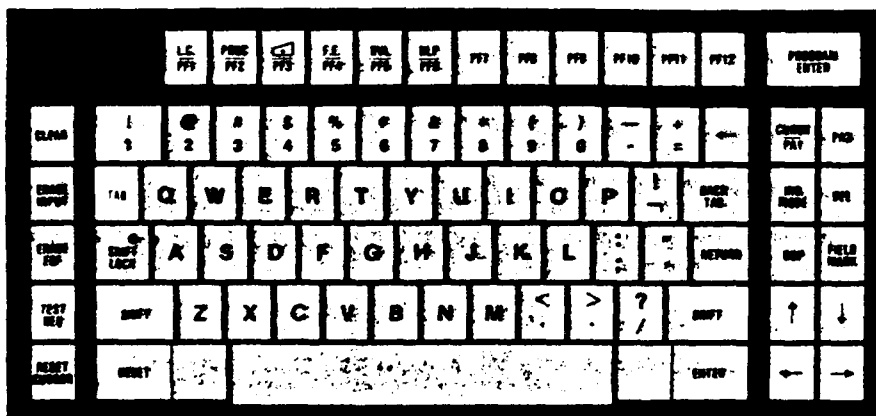
FIGURE 69. RESET CURSOR KEY



UNFORMATTED DISPLAY: Press the RESET CURSOR key. Note that the cursor is positioned to the upper left-hand corner of the screen.

FORMATTED DISPLAY: Press the RESET CURSOR key. Note that the cursor returns to the first character position of the first unprotected field.

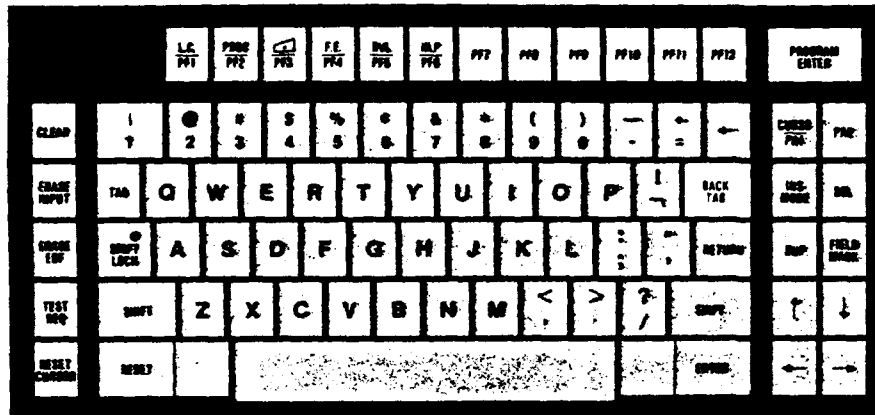
FIGURE 70. TAB KEY



UNFORMATTED DISPLAY: Press the TAB key. Note that the cursor does not move to a new position.

FORMATTED DISPLAY: Press the TAB key several times. Note that the cursor always moves to the right to the next position where it is possible for the operator to enter data. Using the TAB key, position the cursor to the farthest and lowest right-hand position possible.

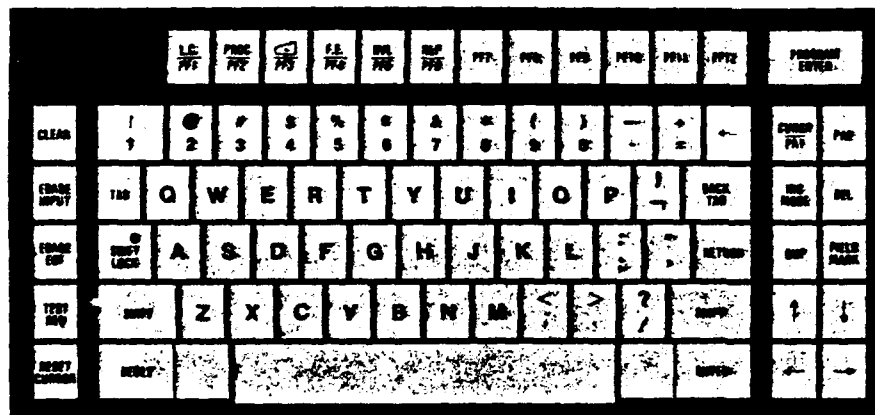
FIGURE 71. BACK TAB KEY



UNFORMATTED DISPLAY: Position the cursor near the center of the screen. Press the BACK TAB key. Note the cursor is repositioned to the first character position on line 1.

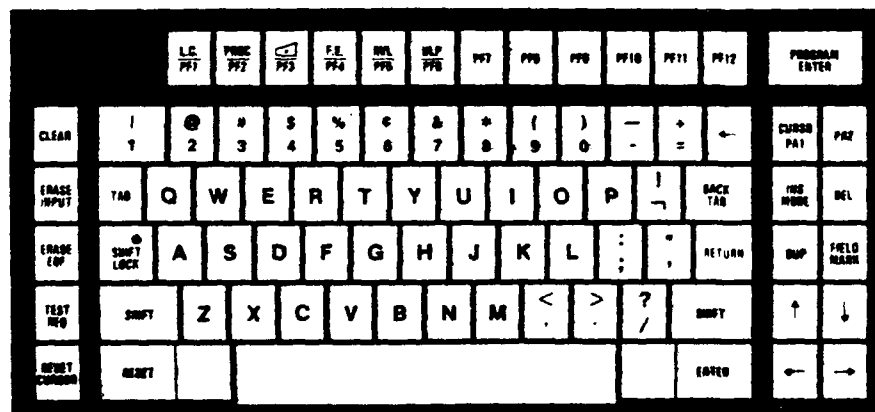
FORMATTED DISPLAY: Press the BACK TAB key, and note the operation of the cursor. Move the cursor at random with the cursor control keys or TAB key while alternately pressing the BACK TAB key. When the cursor is in an input field at a location other than the first character position, the BACK TAB key repositions the cursor to the first character position in that field. When the cursor is in the first character position of an input field, the BACK TAB key repositions the cursor to the first character position of the first preceding input field.

FIGURE 72. BACKSPACE KEY



Using the cursor control keys, position the cursor near the center of the screen. Now press the backspace key several times. Note that the cursor moves one character space to the left each time the key is pressed. (Operation of this key is identical to the operation of the move-cursor-left key.)

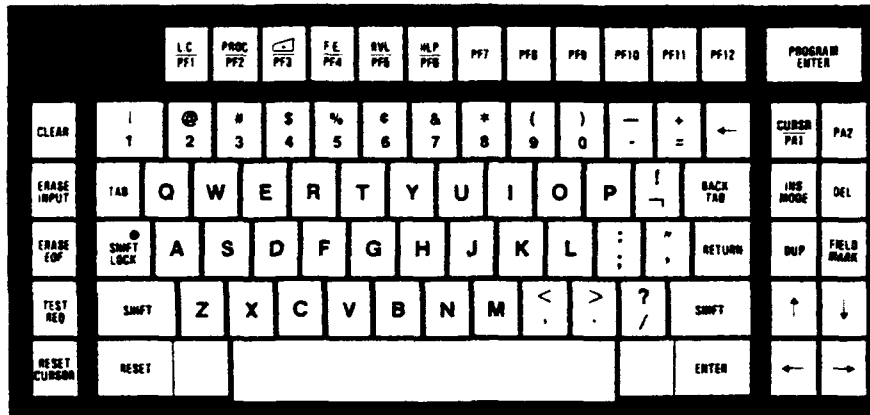
FIGURE 73. RETURN KEY



UNFORMATTED DISPLAY: Move the cursor, using the cursor control keys, to a position about halfway across the screen and several lines down. Press the RETURN key. The cursor is positioned to the first character location on the next line.

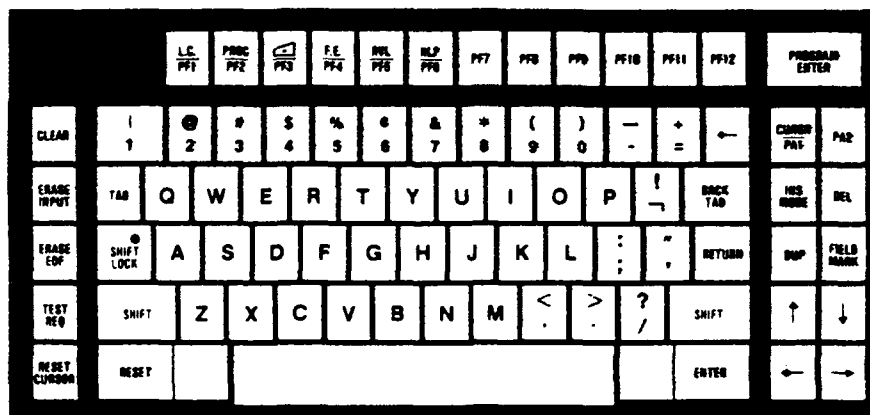
FORMATTED DISPLAY: Using the cursor control keys, position the cursor at or near the center of the screen. Press the RETURN key. Note that the cursor is positioned to the first character location of the first unprotected field on the next line.

FIGURE 74. SPACE BAR



Reset the cursor, and enter random data on the screen. Reset the cursor, and press the space bar until the cursor travels over the characters previously entered. Note that the characters appear to be deleted; however, unlike a typewriter or a keypunch, a space is considered an actual character that occupies a position on the face of the screen. When the space bar is pressed, a space is entered on the screen; this space character replaces whatever character is presently in that position. Do not use the space bar to position the cursor for that reason.

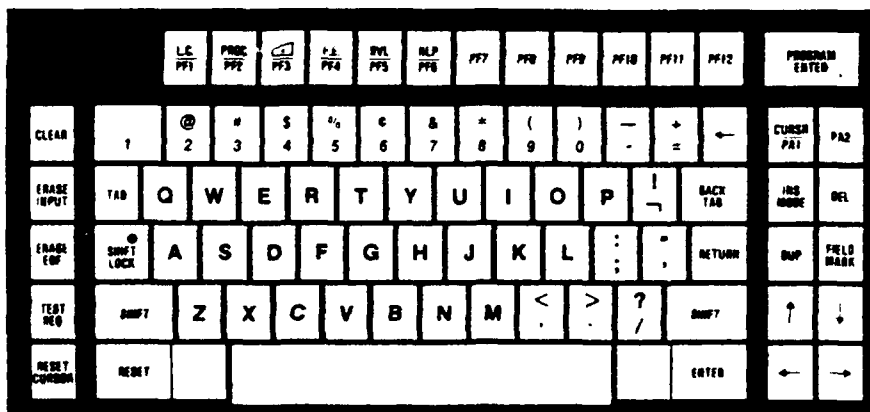
FIGURE 75. SHIFT, SHIFT LOCK AND LETTER KEYS



The SHIFT keys, SHIFT LOCK key and letter keys (A through Z) operate the same as on a standard typewriter keyboard, assuming, of course, that the lower-case option is installed on the terminal. If the lower-case option is not installed, then the letters are always displayed as upper case.

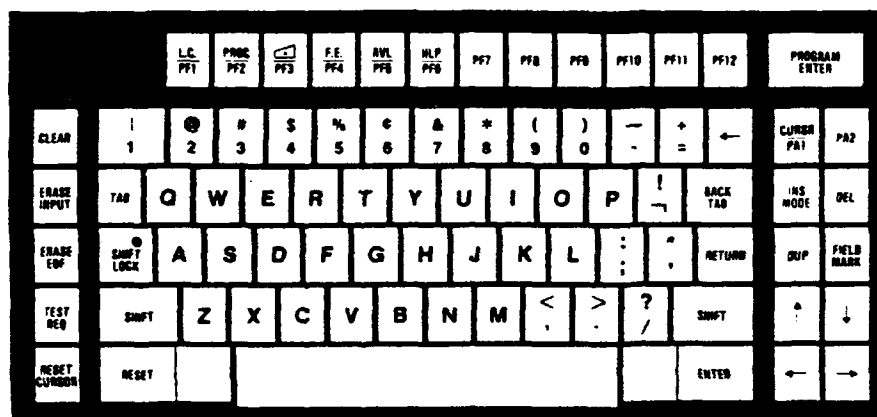
If the lower case option is installed, activate the lower case by depressing and holding left shift, left shift lock, and L.C./PF1 key. Note that the LOWER CASE light comes on. Press the SHIFT keys, alternately, and type data as appropriate using the other hand. Press the SHIFT LOCK key, and type data using both hands. Note the data appearing on the screen. Clear the display by pressing the ERASE INPUT key. To deactivate the lower case, repeat the sets used above to activate it. Note that the lower case light goes out.

FIGURE 76. NUMBER KEYS



Operate the number keys (0 through 9) with no shift. Observe that the digit shown on the lower half of the key is displayed. Press the SHIFT key, and operate the number keys. Note that the symbol shown on the upper half of the key is displayed.

FIGURE 80. INS MODE KEY



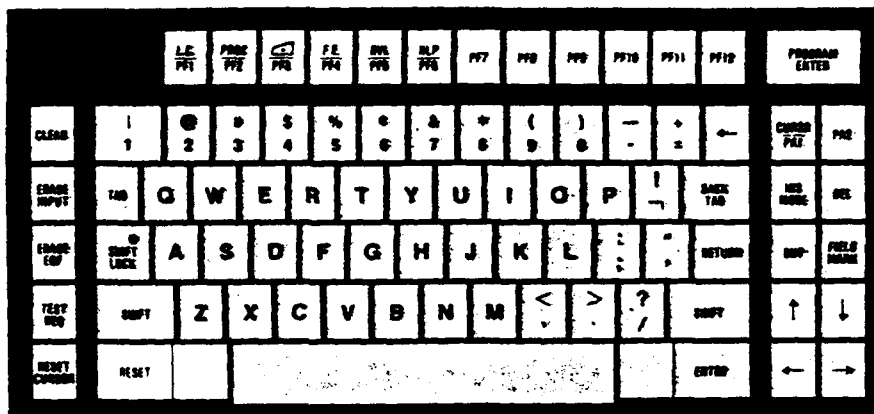
The purpose of the insert mode is to allow the operator to insert a character or characters into the middle of a field without disturbing the information that is already displayed there. Pressing the INS MODE key places the keyboard in the insert mode of operation.

UNFORMATTED DISPLAY: Enter data on the display screen. A social security number (168-22-5451) is a good example, leaving out the two digits in the middle of the number, i.e., enter 168-5451. Move the cursor to the first "5" in that number, and press the INS MODE key. Note that the EDIT MODE light (Figure 63) comes on. Now enter "22-", and observe that the numbers "5451" moves to the right to accommodate the insertion.

If an entry is a large one and covers more than one line during the insert operation, characters shift from the end of one line to the beginning of the next line.

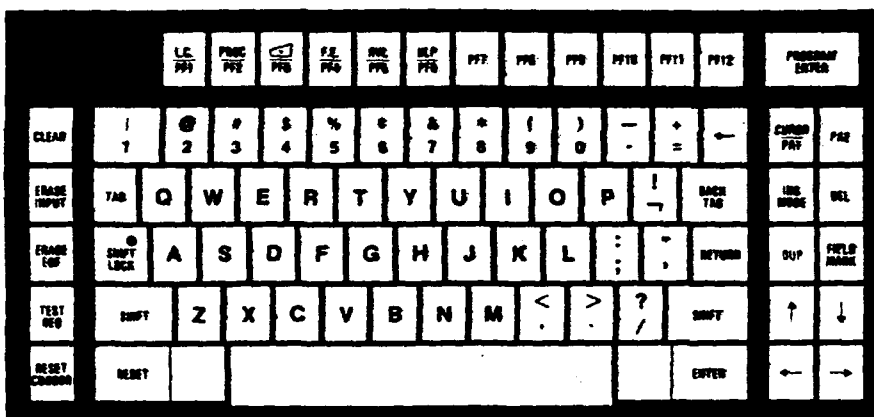
FORMATTED DISPLAY: Enter data into an unprotected field. A social security number is a good example (168-22-5451), leaving out the two digits in the middle of the number, i.e., enter 168-5451. Move the cursor to the first "5" in that number, and press the INS MODE key. The EDIT MODE light (Figure 63) comes on. Now enter "22-", and observe that the numbers "5451" move to the right to accommodate the insertion. If more characters are inserted than the field will hold, the keyboard is disabled. The number of characters that can be inserted into a field is limited to the number of blanks remaining in the field. If the field is a large one and covers more than one line, it is possible in some instances for an insert operation to shift characters from the end of one line to the beginning of the next line.

FIGURE 81. RESET KEY



Press the RESET key to reset the EDIT MODE (Figure 63). However, note that the RESET key does not change the status on the indicator panel during the short period of time when the display station is sending data to or receiving data from the computer. Thus, it may be possible to press the RESET key and not accomplish the desired reset. If this happens, press the RESET key again.

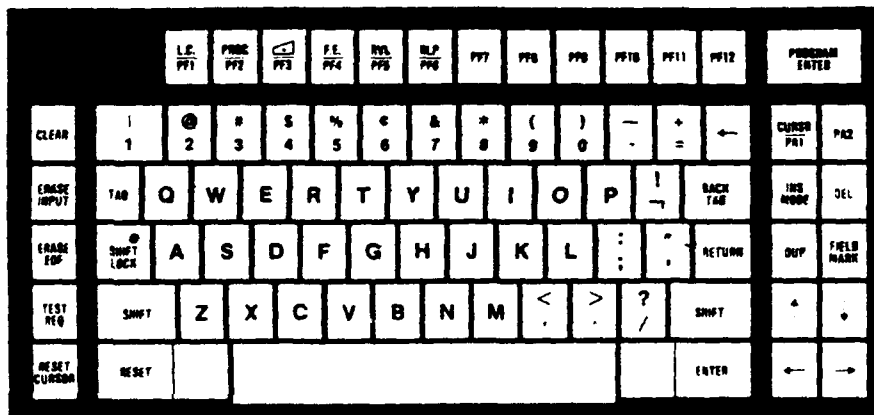
FIGURE 82. DUP KEY



UNFORMATTED DISPLAY: Operation of the DUP key is generally not applicable.

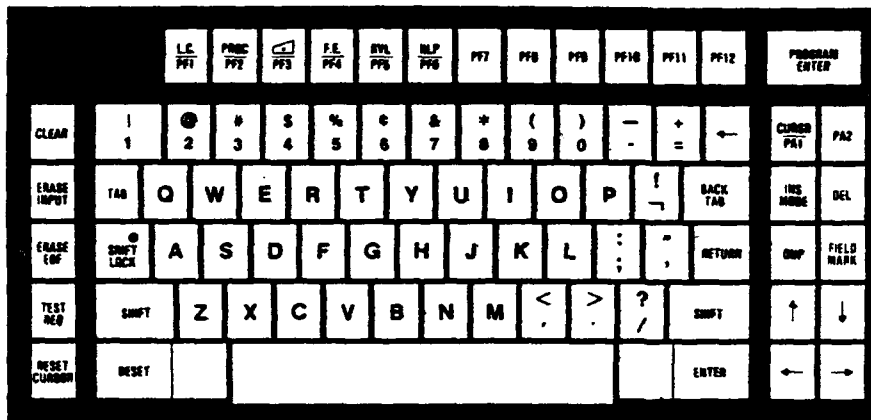
FORMATTED DISPLAY: The DUP key is used in some applications to duplicate information previously entered. Additional information must be supplied by your supervisor for its use; however, to observe the operation, press the DUP key. Note that a special character in the form of an asterisk is displayed in the position occupied by the cursor. Note that the cursor moves to the first character location of the next unprotected field.

FIGURE 83. DEL (DELETE) KEY



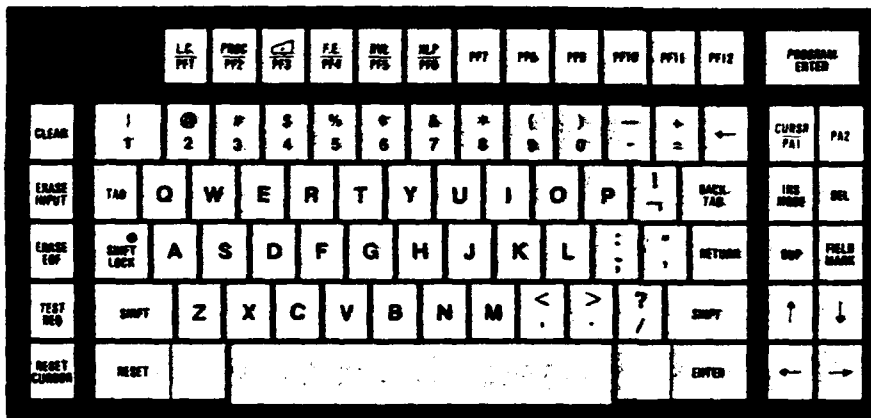
To simulate the use of the DEL key, enter incorrect data on the screen, for example: "Decemmmber 22, 1974". Move the cursor to the position of the extra "m". Press the DEL key. Note that the character occupying the position underlined by the cursor is deleted, and that all characters to the right of that position are shifted left one position. Note that the cursor does not move. The correction made, move the cursor to the next character position where data will be entered.

FIGURE 84. FIELD MARK KEY



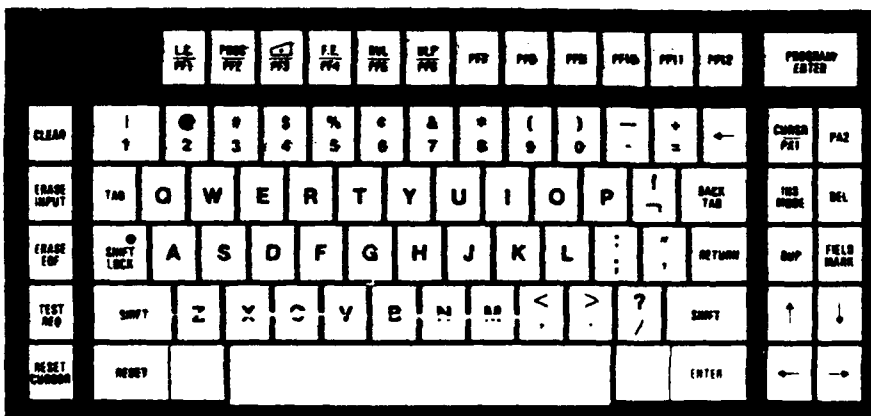
The FIELD MARK key is used primarily when operating with an unformatted display. It indicates the end of a data field to the program. Press the FIELD MARK key and note that a special character in the form of a semi-colon is displayed. The cursor moves to the next character position.

FIGURE 85. PA1 AND PA2 KEYS



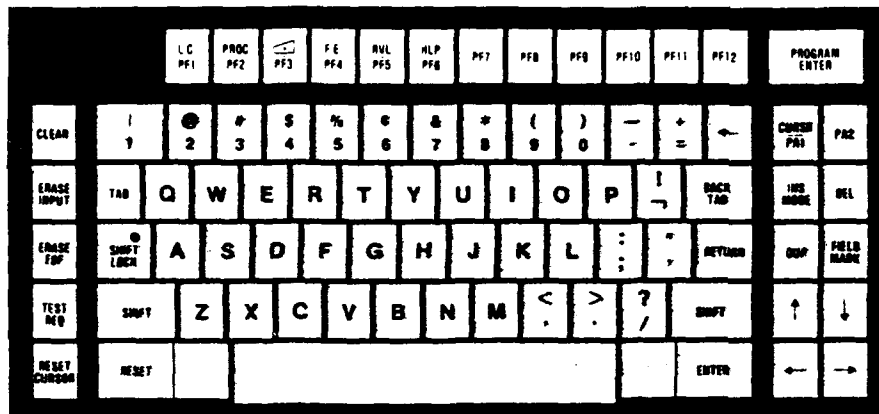
PA1 and PA2 are program access keys; they perform the function that their name implies. They provide a means of signaling the program or obtaining access to it. While the terminal is signaling the program, the INPUT LOCKED light comes on (Figure 63), making the keyboard inactive. Most programs, when replying to these keys, turn off this light; however, this decision is made by the program. The program that is operating in the computer at the time also determines how these keys are used. To determine their exact function, refer to the appropriate application procedure. If the INPUT LOCKED light remains on for an abnormally long period after one of the PA keys is pressed, press the RESET key to turn it off.

FIGURE 86. ENTER KEY



Pressing the ENTER key tells the program that the message has been completed, and it is time for the information on the screen to be entered into the computer. While the terminal is signaling the program, an INPUT LOCKED light comes on, making the keyboard inactive. Most programs, when acting on an ENTER key signal, turn off this light; however, this decision is made by the software program. If the INPUT LOCKED light remains on for an abnormally long period after use of the ENTER key, press the RESET key to turn it off.

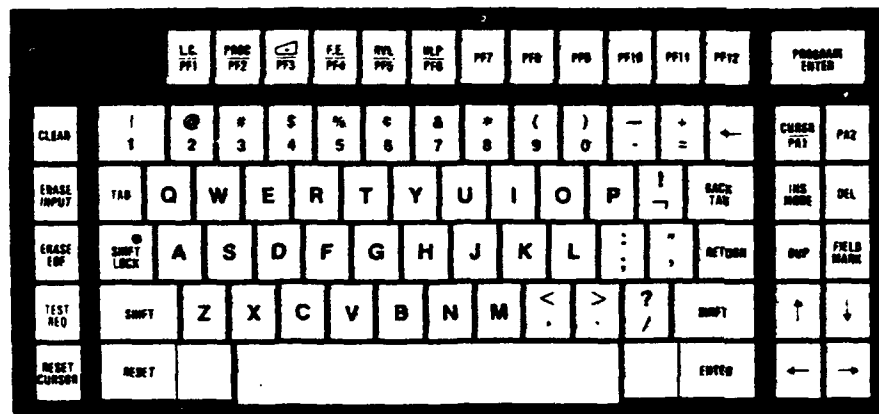
FIGURE 87. PF1 THROUGH PF12 KEYS AND PROGRAM ENTRY KEY



In addition to the functions permanently assigned to other keys (such as backspace, tab, back tab, etc.), application programs can assign other programmable functions to the Program Function (PF) keys. To determine the use of each key and the corresponding action, refer to the appropriate application instruction.

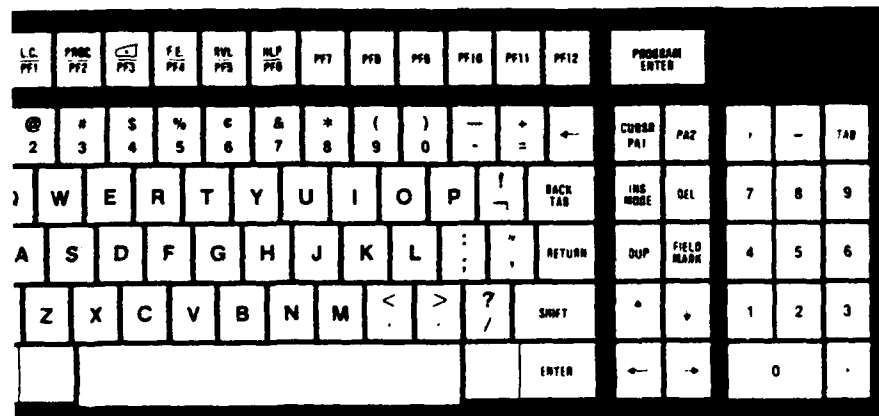
In some applications, an optional use of the PROGRAM ENTER key is desired to prevent sending unsolicited requests to the computer. For these applications, the PROGRAM ENTER key must be used in conjunction with the PF keys. The PROGRAM ENTER key must be pressed following the operation of any one of the 12 PF keys before a request is sent to the computer.

FIGURE 88. TEST REQ KEY



The function of the TEST REQ key is determined by the computer. As such, this key may be ineffective. Pressing the TEST REQ key sends a unique signal to the computer telling the program that a test message is desired. While this signaling is taking place, the INPUT LOCKED light turns on (Figure 63) making the keyboard inactive. The program replying to the signal, normally turns off the light and displays a message on the screen that advises what procedure should be followed. You should request specific instructions for use of this key.

FIGURE 89. NUMERIC PAD



The numeric pad is a convenience for those operations where personnel are familiar with operating calculators or adding machines. The numeric pad is laid out very much like such calculators and is normally used where quantities of numeric data must be entered. The TAB key functions identically to the TAB key on the main keyboard. Practice entering data using all of the keys on the numeric pad.

Operator Problem Determination

PROBLEM	REASON
A. Power Failure	1. Unit not plugged into AC outlet. 2. POWER pushbutton not pressed.
B. Display Failure	1. Unit not plugged into AC outlet. 2. POWER pushbutton not pressed. 3. BRIGHTNESS control not properly adjusted.
C. Keyboard Disabled	1. Security key lock (optional) not turned on. 2. INPUT LOCKED indicator illuminated.
D. INPUT LOCKED Indicator Lights	1. RESET key not pressed. 2. Attempt to enter data in a protected field. 3. Attempt to erase in a protected field. 4. Attempt to enter too many characters in a field. 5. Attempt to enter alpha characters in a numeric field.
E. No Response from Computer (SYSTEM AVAIL Indicator Not Illuminated)	1. Computer system not operating. 2. F.E. Mode activated. 3. PROC indicator illuminated.
F. Cursor Does Not Appear on Screen	1. Unit not plugged into AC outlet. 2. POWER pushbutton not pressed. 3. BRIGHTNESS control not properly adjusted.

DEERS PROGRAM MANUAL

APPENDIX C

DIRECTORY OF ACCREDITED COLLEGES AND UNIVERSITIES

This directory lists institutions that are legally authorized to offer and are offering college level studies leading toward a degree. Compiled by the National Center for Education Statistics, the list is an excerpt from the publication Education Directory, Colleges & Universities 1981-82 by Susan G. Broyles and Geneva C. Davis. It is available from the U.S. Government Printing Office, Washington, D.C. 20402.

This list is provided to assist in the determination of accredited institutions. It is not all inclusive. The DD Form 1172 and Uniformed Service guidelines should be consulted regarding accreditation and determination of dependency. Additional information is provided in Chapter 4, page 4-8.

A.R.T. Technical College	Iowa	Alabama Christian College	Alabama
A.T.E.S. Technical Institutue	Ohio	Alabama in Huntsville,	
A.T.E.S. Technical School	Ohio	University of	Alabama
Abilene Christian University	Texas	Alabama Lutheran Academy	
Abilene Christian University at Dallas	Texas	and College	Alabama
Abraham Baldwin Agricultural College	Georgia	Alabama State University	Alabama
Academy of Aeronautics	New York	Alabama System Office,	
Academy of the New Church	Pennsylvania	University of	Alabama
Adams State College	Colorado	Alabama, The University of	Alabama
Adelphi University	New York	Alameda, College of	California
Adio Institute of Straight Chiropractic	Pennsylvania	Alaska Anchorage Campus,	
Adirondack Community College	New York	University of	Alaska
Adler, Alfred, Institute of Chicago	Illinois	Alaska Anchorage Community College, University of	Alaska
Adolphus, Gustavus, College	Minnesota	Alaska Bible College	Alaska
Adrian College	Michigan	Alaska Fairbanks Campus,	
Agnes Scott College	Georgia	University of	Alaska
Agricultural and Technical College at Alfred	See State Univ of NY	Alaska Juneau, University of	Alaska
Agricultural and Technical College at Canton	See State Univ of NY	Alaska Kenai Peninsula Community College,	
Agricultural and Technical College at Cobleskill	See State Univ of NY	University of	Alaska
Agricultural and Technical College at Delhi	See State Univ of NY	Alaska Ketchikan Community College, University of	Alaska
Agricultural and Technical College at Farmingdale	See State Univ of NY	Alaska Kodiak Community College, University of	Alaska
Agricultural and Technical College at Morrisville	See State Univ of NY	Alaska Kuskokwim Community College, University of	Alaska
Aiken Technical College	South Carolina	Alaska Matanuska-Susitna Community College,	
Aims Community College	Colorado	University of	Alaska
Air Force, Community College of the	Alabama	Alaska Northwest Community College, University of	Alaska
Air Force Institute of Technology	Ohio	Alaska Pacific University	Alaska
Akron Central Office, University of	Ohio	Alaska Sitka Community College, University of	Alaska
Akron Main Campus, University of	Ohio	Alaska System Office, University of	Alaska
Akron Wayne General and Technical College, University of	Ohio	Alaska System of Higher System Office, University of	Alaska
Alabama Agricultural and Mechanical University	Alabama	Alaska Tanana Valley Community College, University of	Alaska
Alabama in Birmingham, University of	Alabama	Albany Business College	New York
		Albany College of Pharmacy	New York
		Albany Junior College	Georgia
		Albany Junior College of New York	See Russell Sage
		Albany Law School	New York
		Albany Medical College	New York
		Albany State College	Georgia

Albermarle, College of the	North Carolina	American Baptist College of	
Albert, Carl, Junior College	Oklahoma	A.B.T. Seminary	Tennessee
Albertus Magnus College	Connecticut	American Baptist Seminary of	
Albion College	Michigan	the West	California
Albright College	Pennsylvania	American College	Pennsylvania
Albuquerque, University of	New Mexico	American College of Puerto Rico	Puerto Rico
Alcorn State University	Mississippi	American Conservatory of Music	Illinois
Alderson Broaddus College	West Virginia	American Conservatory Theatre	California
Alexander City State Junior		American Graduate School of	
College	Alabama	International Management	Arizona
Alfred Adler Institute of		American Institute of Business	Iowa
Chicago	Illinois	American International College	Massachusetts
Alfred University	New York	American Junior College	Arkansas
Alfred University Central		American River College	California
Office	New York	American Samoa Community	
Alice Lloyd College	Kentucky	College	American Samoa
Allan Hancock College	California	American Technological	
Allegheny Community College	Maryland	University	Texas
Allegheny College	Pennsylvania	American University	District of
Allegheny County Allegheny			Columbia
Campus, Community		Amherst College	Massachusetts
College of	Pennsylvania	Ancilla Domini College	Indiana
Allegheny County Boyce Campus,		Anderson College	Indiana
Community College of	Pennsylvania	Anderson College	South Carolina
Allegheny County Central Office,		Andover College	Maine
Community College of	Pennsylvania	Andover Newton Theological	
Allegheny County North		School	Massachusetts
Campus, Community		Andrew College	Georgia
College of	Pennsylvania	Andrews University	Michigan
Allegheny County South		Angelina College	Texas
Campus, Community		Angelo State University	Texas
College of	Pennsylvania	Anna Maria College	Massachusetts
Allen County Community		Anne Arundel Community	
Junior College	Kansas	College	Maryland
Allen University	South Carolina	Anoka-Ramsey Community	
Allentown College of Saint		College	Minnesota
Francis De Sales	Pennsylvania	Anson Technical College	North Carolina
Alliance College	Pennsylvania	Antelope Valley College	California
Alma College	Michigan	Antillian College	Puerto Rico
Alpena Community College	Michigan	Antioch University	Ohio
Alvernia College	Pennsylvania	Antonelli School of Photography	Pennsylvania
Alverno College	Wisconsin	Appalachian Bible College	West Virginia
Alvin Community College	Texas	Appalachian State University	North Carolina
Amarillo College	Texas	Aquinas College	Michigan
American Academy of Art	Illinois	Aquinas Institute	Missouri
American Academy of Dramatic		Aquinas Institute of Theology	Missouri
Arts	New York	Aquinas Junior College	Tennessee
American Academy of Dramatic		Aquinas Junior College Central	
Arts - West	California	Office	Massachusetts

Aquinas Junior College at Milton	Massachusetts
Aquinas Junior College at Newton	Massachusetts
Arapahoe Community College	Colorado
Arizona College of the Bible	Arizona
Arizona State University	Arizona
Arizona, University of	Arizona
Arizona Western College	Arizona
Arkansas Baptist College	Arkansas
Arkansas Central Office, University of	Arkansas
Arkansas College	Arkansas
Arkansas College of Technology	Arkansas
Arkansas at Little Rock, University of	Arkansas
Arkansas Main Campus, University of	Arkansas
Arkansas Medical Sciences Campus, University of	Arkansas
Arkansas at Monticello, University of	Arkansas
Arkansas at Pine Bluff, University of	Arkansas
Arkansas State University Beebe Branch	Arkansas
Arkansas State University Central Office	Arkansas
Arkansas State University Main Campus	Arkansas
Arkansas Technical University	Arkansas
Arlington Baptist College	Texas
Armstrong College	California
Armstrong State College	Georgia
Art Academy of Cincinnati	Ohio
Art Center College of Design	California
Art Institute of Atlanta	Georgia
Art Institute of Chicago, School of the	Illinois
Art Institute of Fort Lauderdale	Florida
Art Institute of Philadelphia	Pennsylvania
Art Institute of Pittsburgh	Pennsylvania
Arthur D. Little Management Education Institute	Massachusetts
Asbury College	Kentucky
Asbury Theological Seminary	Kentucky
Asheboro College	North Carolina
Asheville Buncombe Technical College	North Carolina
Ashland College	Ohio

Ashland Community College	Kentucky
Asnuntuck Community College	Connecticut
Assemblies of God Graduate School	Missouri
Associated Arts, School of the	Minnesota
Associated Beth Rivkah Schools	New York
Assumption College	Massachusetts
Assumption College for Sisters	New Jersey
Athenaeum of Ohio	Ohio
Athens State College	Alabama
Atlanta Christian College	Georgia
Atlanta College of Art	Georgia
Atlanta Junior College	Georgia
Atlanta University	Georgia
Atlantic Christian College	North Carolina
Atlantic, College of the	Maine
Atlantic Community College	New Jersey
Atlantic Union College	Massachusetts
Auburn University Central Office	Alabama
Auburn University Main Campus	Alabama
Auburn University at Montgomery	Alabama
Augsburg College	Minnesota
Augusta College	Georgia
Augustana College	Illinois
Augustana College	South Dakota
Aurora College	Illinois
Austin College	Texas
Austin Community College	Minnesota
Austin Community College	Texas
Austin Peay State University	Tennessee
Austin Presbyterian Theological Seminary	Texas
Austin, Stephen F., State University	Texas
Averett College	Virginia
Avila College	Missouri
Azusa Pacific College	California
Babson College	Massachusetts
Bacone College	Oklahoma
Bainbridge Junior College	Georgia
Bais Binyomin Academy	Connecticut
Bais Yaakov Seminary	New York
Baker Junior College of Business	Michigan
Baker University	Kansas
Bakersfield College	California
Baldwin, Abraham, Agricultural College	Georgia
Baldwin, Mary, College	Virginia

Baldwin-Wallace College	Ohio	Beaufort Technical College	South Carolina
Ball State University	Indiana	Beaver College	Pennsylvania
Baltimore, Community College of	Maryland	Beaver County, Community	
Baltimore Hebrew College	Maryland	College of	Pennsylvania
Baltimore, University of	Maryland	Becker Junior College Leicester	Massachusetts
Bangor Theological Seminary	Maine	Becker Junior College System	
Bank Street College of Education	New York	Office	Massachusetts
Baptist Bible College	Missouri	Becker Junior College Worcester	Massachusetts
Baptist Bible College of Denver	Colorado	Beckley College	West Virginia
Baptist Bible College of		Bee County College	Texas
Pennsylvania	Pennsylvania	Be'Er Shmuel Talmudical	
Baptist Bible College and		Academy	New York
School of Theology	Pennsylvania	Reinrend College	See Pa State
Baptist Bible Institute	Florida		University
Baptist College at Charleston	South Carolina	Belhaven College	Mississippi
Barat College	Illinois	Bellarmino College	Kentucky
Barber-Scotia College	North Carolina	Belleville Area College	Illinois
Bard College	New York	Bellevue College	Nebraska
Barnard College	New York	Bellevue Community College	Washington
Barrington College	Rhode Island	Belmont Abbey College	North Carolina
Barry College	Florida	Belmont College	Tennessee
Barstow College	California	Belmont Technical College	Ohio
Bartlesville Wesleyan College	Oklahoma	Beloit College	Wisconsin
Barton County Community		Belzer Yeshiva-Machzikei Torah	
College	Kansas	Seminary	New York
Baruch, Bernard, College	See City Univ	Bemidji State University	Minnesota
	of New York	Benedict College	South Carolina
Basic Institute of Technology	Missouri	Benedictine College	Kansas
Bassist College	Oregon	Benjamin Franklin University	District of
Bates College	Maine		Columbia
Bauder College Specializing		Bennet College	North Carolina
in Career Education	California	Bennet, Sue, College	Kentucky
Bauder Fashion College	Florida	Bennington College	Vermont
Bauder Fashion College	Texas	Bentley College	Massachusetts
Bauder Finishing and Career		Berea College	Kentucky
College	Georgia	Berean Institute	Pennsylvania
Bay De Noc Community College	Michigan	Bergen Community College	New Jersey
Bay Path Junior College	Massachusetts	Berkeley School-Hicksville	New York
Bay State Junior College of		Berkeley School, The	New Jersey
Business	Massachusetts	Berkeley School, The	New York
Bay-Valley Tech	California	Berkeley School-New York	New York
Bayamon Central University	Puerto Rico	Berklee College of Music	Massachusetts
Baylor College of Dentistry	Texas	Berkshire Christian College	Massachusetts
Baylor College of Medicine	Texas	Berkshire Community College	Massachusetts
Baylor University	Texas	Bernard Baruch College	See City Univ
Beacon College	District of		of New York
	Columbia	Berry College	Georgia
Beal College	Maine	Beth Hamedrash Shaarei Yosher	
Beaufort County Community		Institute	New York
College	North Carolina	Beth Hatalmud Rabbinical	
		College	New York

Beth Jacob Hebrew Teachers College	New York
Beth Medrash Emek Halacha Rabbinical College	New York
Beth Medrash Eyun Hatalmud	New York
Beth Medrash Govoha	New Jersey
Beth Rochel Seminary	New York
Bethany Bible College	California
Bethany College	Kansas
Bethany College	West Virginia
Bethany Lutheran College	Minnesota
Bethany Nazarene College	Oklahoma
Bethany Theological Seminary	Illinois
Bethel College	Indiana
Bethel College	Kansas
Bethel College	Minnesota
Bethel College	Tennessee
Bethel College and Seminary Central Office	Minnesota
Bethel Theological Seminary	Minnesota
Bethune Cookman College	Florida
Big Bend Community College	Washington
Big Sky Bible College	Montana
Biola College	California
Biola University	California
Birmingham Southern College	Alabama
Biscayne College	Florida
Bishop College	Texas
Bishop, S.D., State Junior College	Alabama
Bismarck Junior College	North Dakota
Black Hawk College Central Office	Illinois
Black Hawk College East Campus	Illinois
Black Hawk College Quad-Cities Campus	Illinois
Black Hills State College	South Dakota
Blackburn College	Illinois
Blackfeet Community College	Montana
Blackhawk Technical Institute	Wisconsin
Bladen Technical Institute	North Carolina
Blair Junior College	Colorado
Bland, Richard, College of the College of William and Mary	Virginia
Blanton's Junior College	North Carolina
Blinn College	Texas
Bloomfield College	New Jersey
Bloomsburg State College	Pennsylvania
Blue Hills Regional Technical Institute	Massachusetts

Blue Mountain College	Mississippi
Blue Mountain Community College	Oregon
Blue Ridge Community College	Virginia
Blue Ridge Technical College	North Carolina
Bluefield College	Virginia
Bluefield State College	West Virginia
Bluffton College	Ohio
Board for State Academic Awards	Connecticut
Boca Raton, College of	Florida
Boise State University	Idaho
Booker T. Washington Business College	Alabama
Boricua College	New York
Borough of Manhattan Community College	See City Univ of New York
Borromeo College of Ohio	Ohio
Bossier Parish Community College	Louisiana
Boston College	Massachusetts
Boston Conservatory of Music	Massachusetts
Boston State College	Massachusetts
Boston University	Massachusetts
Bowdoin College	Maine
Bowie State College	Maryland
Bowling Green Business College	Kentucky
Bowling Green State University Central Office	Ohio
Bowling Green State University Firelands Campus	Ohio
Bowling Green State University Main Campus	Ohio
Bradford College	Massachusetts
Bradley University	Illinois
Brainerd Community College	Minnesota
Bramson ORT Technical Institute	New York
Brandeis University	Massachusetts
Brandywine College of Widener University	Pennsylvania
Brazosport College	Texas
Brenau College	Georgia
Brescia College	Kentucky
Brevard College	North Carolina
Brevard Community College	Florida
Brewer State Junior College	Alabama
Brewton-Parker College	Georgia
Briar Cliff College	Iowa
Briarcliff Secretarial School	New York
Briarwood College	Connecticut

Bridgeport Engineering Institute	Connecticut	Buffalo, College at	See State Univ New York
Bridgeport, University of	Connecticut	Bunker Hill Community College	Massachusetts
Bridgewater College	Virginia	Burlington College	Vermont
Bridgewater State College	Massachusetts	Burlington County College	New Jersey
Brigham Young University Central Office	Utah	Butler County Community College	Kansas
Brigham Young University Hawaii Campus	Utah	Butler County Community College	Pennsylvania
Brigham Young University Main Campus	Utah	Butler University	Indiana
Brisk Rabbinical College	Illinois	Butte College	California
Bristol College	Tennessee	C W Post Center New York	See Long Is University
Bristol Community College	Massachusetts	Cabrillo College	California
Brockport, College at	See State Univ New York	Cabrini College	Pennsylvania
Bronx Community College	See City Univ of New York	Caguas City College	Puerto Rico
Brookdale Community College	New Jersey	Caldwell College	New Jersey
Brookhaven College	Texas	Caldwell Community College and Technical Institute	North Carolina
Brooklyn Center, New York	See Long Is University	Calhoun, John C., State Community College	Alabama
Brooklyn College	See City Univ of New York	California Baptist College	California
Brooklyn Law School	New York	California-Berkeley, University of	California
Brooks College	California	California Christian College	California
Brooks Institute	California	California College of Arts and Crafts	California
Broome Community College	New York	California College of Podiatric Medicine	California
Broward Community College	Florida	California-Davis, University of	California
Brown Institute	Minnesota	California Hastings College of Law, University of	California
Brown, John, University	Arkansas	California Institute of the Arts	California
Brown, Morris, College	Georgia	California Institute of Asian Studies	California
Brown University	Rhode Island	California Institute of Technology	California
Brunswick Junior College	Georgia	California-Irvine, University of	California
Brunswick Technical College	North Carolina	California-Los Angeles, University of	California
Bryan College	Tennessee	California Lutheran College	California
Bryant College of Business Administration	Rhode Island	California Maritime Academy	California
Bryant and Stratton Business Institute	New York	California Polytechnic State University-San Luis Obispo	California
Bryant-Stratton Business Institute	New York	California-Riverside, University of	California
Bryant-Stratton Business Institutes Powelson	New York	California-San Diego, University of	California
Bryn Mawr College	Pennsylvania	California-San Francisco, University of	California
Bucknell University	Pennsylvania	California-Santa Barbara, University of	California
Bucks County Community College	Pennsylvania		
Buena Vista College	Iowa		

California-Santa Cruz, University of	California
California School of Professional Psychology at Berkeley	California
California School of Professional Psychology Central Office	California
California School of Professional Psychology at Fresno	California
California School of Professional Psychology at Los Angeles	California
California School of Professional Psychology at San Diego	California
California State College	Pennsylvania
California State College- Bakersfield	California
California State College- San Bernardino	California
California State College-Sonoma	California
California State College-Stanislaus	California
California State Polytechnic University-Pomona	California
California State University and Colleges System Office	California
California State University-Chico	California
California State University Dominguez Hills	California
California State University-Fresno	California
California State University- Fullerton	California
California State University- Hayward	California
California State University- Long Beach	California
California State University- Los Angeles	California
California State University- Northridge	California
California State University- Sacramento	California
California Systemwide Administra- tion Central Office, University of	California
California Western School of Law	California
Calumet College	Indiana
Calvary Bible College	Missouri
Calvin College	Michigan
Calvin Theological Seminary	Michigan
Camden County College	New Jersey
Cameron University	Oklahoma

Camp, Paul D., Community College	Virginia
Campbell University	North Carolina
Campbellsville College	Kentucky
Canada College	California
Canisius College	New York
Canyons, College of the	California
Cape Cod Community College	Massachusetts
Cape Fear Technical Institute	North Carolina
Capital City Junior College	Arkansas
Capital University	Ohio
Capitol Institute of Technology	Maryland
Cardinal Glennon College	Missouri
Cardinal Newman College	Missouri
Cardinal Stritch College	Wisconsin
Carey, William, College	Mississippi
Carey, William, International University	California
Caribbean Center for Advanced Studies	Puerto Rico
Caribbean University College	Puerto Rico
Carl Albert Junior College	Oklahoma
Carl Sandburg College	Illinois
Carleton College	Minnesota
Carlow College	Pennsylvania
Carnegie-Mellon University	Pennsylvania
Carroll College	Montana
Carroll College	Wisconsin
Carroll, John, University	Ohio
Carson-Newman College	Tennessee
Carteret Technical Institute	North Carolina
Carthage College	Wisconsin
Casco Bay College	Maine
Case Western Reserve University	Ohio
Casper College	Wyoming
Castle Junior College	New Hampshire
Castleton State College	Vermont
Catawba College	North Carolina
Catawba Valley Technical College	North Carolina
Cathedral College of the Immaculate Conception	New York
Catholic Theological Union	Illinois
Catholic University Of America	District of Columbia
Catholic University of Puerto Rico	Puerto Rico
Catonsville Community College	Maryland
Cayey University College, University of Puerto Rico	See Univ of Puerto Rico
Cayuga County Community College	New York

Cazenovia College	New York	Central Virginia Community College	Virginia
Cecil Community College	Maryland	Central Washington University	Washington
Cecil's Junior College	North Carolina	Central Wesleyan College	South Carolina
Cedar Crest College	Pennsylvania	Central Wyoming College	Wyoming
Cedar Valley College	Texas	Central Y.M.C.A. Community College	Illinois
Cedarville College	Ohio	Central Yeshiva Tomchei Tmimim Lubavitz of the United States of America	New York
Centenary College	New Jersey	Centralia College	Washington
Centenary College of Louisiana	Louisiana	Centre College of Kentucky	Kentucky
Center for Advanced Studies of Puerto Rico and the Caribbean	Puerto Rico	Cerritos College	California
Center for Creative Studies	Michigan	Cerro Coso Community College	California
Center for Degree Studies	Pennsylvania	Chabot College	California
Center for Early Education	California	Chadron State College	Nebraska
Central Arizona College	Arizona	Chaffey College	California
Central Arkansas, University of	Arkansas	Chamberlayne Junior College	Massachusetts
Central Baptist College	Arkansas	Chaminade University of Honolulu	Hawaii
Central Baptist Theological Seminary	Kansas	Champlain College	Vermont
Central Bible College	Missouri	Chapman College	California
Central Carolina Technical College	North Carolina	Charles County Community College	Maryland
Central Christian College of the Bible	Missouri	Charles S. Mott Community College	Michigan
Central City Business Institute	New York	Charleston, College of	South Carolina
Central College	Kansas	Charleston, University of	West Virginia
Central Connecticut State College	Connecticut	Charter Oak College of the Board for State Academic Awards	Connecticut
Central Florida Community College	Florida	Chatfield College	Ohio
Central Florida, University of	Florida	Chatham College	Pennsylvania
Central Maine Medical Center School of Nursing	Maine	Chattahoochee Valley Community College	Alabama
Central Maine Vocational Technical Institute	Maine	Chattanooga State Technical Community College	Tennessee
Central Methodist College	Missouri	Chemeketa Community College	Oregon
Central Michigan University	Michigan	Chesapeake College	Maryland
Central Missouri State University	Missouri	Chesterfield-Marlboro Technical College	South Carolina
Central New England College of Technology	Massachusetts	Chestnut Hill College	Pennsylvania
Central Ohio Technical College	Ohio	Cheyney State College	Pennsylvania
Central Oregon Community College	Oregon	Chicago City-Wide College, Illinois	See City Colleges Chicago
Central Pennsylvania Business School	Pennsylvania	Chicago College of Osteopathic Medicine	Illinois
Central Piedmont Community College	North Carolina	Chicago Conservatory College	Illinois
Central State University	Ohio	Chicago School of Professional Psychology	Illinois
Central State University	Oklahoma		
Central Technical Community College Area	Nebraska		
Central Texas College	Texas		
Central University Of Iowa	Iowa		

Chicago State University	Illinois
Chicago Theological Seminary	Illinois
Chicago, University of	Illinois
Chipola Junior College	Florida
Chowan College	North Carolina
Christ College Irvine	California
Christ The King Seminary	New York
Christ Seminary-Seminex	Missouri
Christian Brothers College	Tennessee
Christian Heritage College	California
Christian Theological Seminary	Indiana
Christopher Newport College	Virginia
Church Divinity School of the Pacific	California
Cincinnati Bible Seminary	Ohio
Cincinnati Central Office, University of	Ohio
Cincinnati Clermont General and Technical College, University of	Ohio
Cincinnati College of Mortuary Science	Ohio
Cincinnati Main Campus, University of	Ohio
Cincinnati Raymond Walters College, University of	Ohio
Cincinnati Technical College	Ohio
Circleville Bible College	Ohio
Cisco Junior College	Texas
Citadel Military College of South Carolina	South Carolina
Citrus College	California
City College	Washington
City College of California	See San Diego Cmty College
City College, New York	See City Univ of New York
City Colleges of Chicago Central Office	Illinois
City Colleges of Chicago Chicago City-Wide College	Illinois
City Colleges of Chicago Kennedy-King College	Illinois
City Colleges of Chicago the Loop Chicago	Illinois
City Colleges of Chicago Malcolm X College	Illinois
City Colleges of Chicago Olive- Harvey College	Illinois

City Colleges of Chicago Richard J. Daley College	Illinois
City Colleges of Chicago Truman College	Illinois
City Colleges of Chicago Wright College	Illinois
City University of New York Bernard Baruch College	New York
City University of New York Borough of Manhattan Community College	New York
City University of New York Bronx Community College	New York
City University of New York Brooklyn College	New York
City University of New York City College	New York
City University of New York College of Staten Island	New York
City University of New York Graduate School and University Center	New York
City University of New York Hostos Community College	New York
City University of New York Hunter College	New York
City University of New York John Jay College of Criminal Justice	New York
City University of New York Kingsborough Community College	New York
City University of New York La Guardia Community College	New York
City University of New York Lehman College	New York
City University of New York Medgar Evers College	New York
City University of New York New York City Technical College	New York
City University of New York Queens College	New York
City University of New York Queensborough Community College	New York
City University of New York System Office	New York

City University of New York York College	New York	Clinton Community College	New York
Clackamas Community College	Oregon	Clinton Junior College	South Carolina
Claflin College	South Carolina	Cloud County Community College	Kansas
Claremont Graduate School	California	Coahoma Junior College	Mississippi
Claremont McKenna College	California	Coast Community College System Office	California
Claremont Men's College	California	Coastal Carolina Community College	North Carolina
Claremont University Center System Office	California	Coastline Community College	California
Claremore Junior College	Oklahoma	Cochise College	Arizona
Clarendon College	Texas	Coe College	Iowa
Clarion State College Central Office	Pennsylvania	Coffeyville Community College	Kansas
Clarion State College Main Campus	Pennsylvania	Cogswell College	California
Clarion State College Venango Campus	Pennsylvania	Coker College	South Carolina
Clark College	Georgia	Colby College	Maine
Clark College	Indiana	Colby Community College	Kansas
Clark College	Washington	Colby-Sawyer College	New Hampshire
Clark County Community College	Nevada	Colegio Cesar Chavez	Oregon
Clark Technical College	Ohio	Colegio Universitario Del Turabo	Puerto Rico
Clark University	Massachusetts	Colegio Universidad Metropolitano	Puerto Rico
Clark University School at the Worcester Art Museum	Massachusetts	Coleman College	California
Clarke College	Iowa	Colgate Rochester Divinity School-Bexley Hall-Crozer Theological Seminary	New York
Clarke College	Mississippi	Colgate University	New York
Clarkson College of Technology	New York	College for Human Services	New York
Clatsop Community College	Oregon	College Misericordia	Pennsylvania
Clayton Junior College	Georgia	College of-, See Most Important Term	
Clearwater Christian College	Florida	Colorado at Boulder, University of	Colorado
Clary College	Michigan	Colorado College	Colorado
Clemson University	South Carolina	Colorado at Colorado Springs, University of	Colorado
Clermont General-Technical College, Ohio	See University Cincinnati	Colorado at Denver, University of	Colorado
Cleveland Chiropractic College	California	Colorado Health Sciences Center, University of	Colorado
Cleveland Chiropractic College	Missouri	Colorado Mountain College	Colorado
Cleveland College of Jewish Studies	Ohio	Colorado Northwestern Community College	Colorado
Cleveland Institute of Art	Ohio	Colorado School of Mines	Colorado
Cleveland Institute of Electronics	Ohio	Colorado State University	Colorado
Cleveland Institute of Music	Ohio	Colorado System Office, University of	Colorado
Cleveland State Community College	Tennessee	Colorado Technical College	Colorado
Cleveland State University	Ohio	Colorado Women's College	Colorado
Cleveland Technical College	North Carolina	Columbia Basin Community College	Washington
Clinch Valley College	See University Virginia		
Clinton Community College	Iowa		

Columbia Bible College	South Carolina
Columbia Christian College	Oregon
Columbia College	California
Columbia College	California
Columbia College	Illinois
Columbia College	Missouri
Columbia College	South Carolina
Columbia-Greene Community College	New York
Columbia Junior College	South Carolina
Columbia State Community College	Tennessee
Columbia Theological Seminary	Georgia
Columbia Union College	Maryland
Columbia University Central Office	New York
Columbia University Main Division	New York
Columbia University Teachers College	New York
Columbus College	Georgia
Columbus College of Art and Design	Ohio
Columbus Technical Institute	Ohio
Combs College of Music	Pennsylvania
Community College of- See Most Important Term	
Compton Community College	California
Conception Seminary College	Missouri
Concord College	West Virginia
Concordia College	Alabama
Concordia College	Illinois
Concordia College	Michigan
Concordia College	New York
Concordia College	Oregon
Concordia College	Wisconsin
Concordia College at Moorhead	Minnesota
Concordia College-Saint Paul	Minnesota
Concordia Lutheran College	Texas
Concordia Seminary	Missouri
Concordia Teachers College	Nebraska
Concordia Theological Seminary	Indiana
Condie College of Business and Technology	California
Connecticut Central Office, University of	Connecticut
Connecticut College	Connecticut
Connecticut Health Center, University of	Connecticut
Connecticut, University of	Connecticut

Connors State College	Oklahoma
Conservative Baptist Theological Seminary	Colorado
Conservatory of Music of Puerto Rico	Puerto Rico
Contra Costa College	California
Contra Costa Community College System Office	California
Converse College	South Carolina
Cooke County College	Texas
Cooley, Thomas M., Law School	Michigan
Cooper Institute	Tennessee
Cooper Union	New York
Copiah-Lincoln Junior College	Mississippi
Coppin State College	Maryland
Corcoran School of Art	District of Columbia
Cornell College	Iowa
Cornell University Central Office	New York
Cornell University Endowed Colleges	New York
Cornell University Medical Center	New York
Cornell University Statutory Colleges	New York
Corning Community College	New York
Cornish Institute	Washington
Corpus Christi State University	Texas
Cortland, College at	See State Univ New York
Consumnes River College	California
Cottey College	Missouri
County College of Morris	New Jersey
Covenant College	Georgia
Covenant Theological Seminary	Missouri
Cowley County Community College	Kansas
Crafton Hills College	California
Cranbrook Academy of Art	Michigan
Crandall College	Georgia
Craven Community College	North Carolina
Creighton University	Nebraska
Crosier Seminary	Minnesota
Crowder College	Missouri
Crowley's Ridge College	Arkansas
Cuesta College	California
Culinary Institute of America	New York
Culver-Stockton College	Missouri

Cumberland College	Kentucky	Deep Springs College	California
Cumberland College of Tennessee	Tennessee	Defiance College	Ohio
Cumberland County College	New Jersey	Dekalb Community College	Georgia
Curry College	Massachusetts	Del Mar College	Texas
Curtis Institute of Music	Pennsylvania	Delaware County Community College	Pennsylvania
Cuyahoga Community College District	Ohio	Delaware County, Community College of	Pennsylvania
Cuyamaca College	California	Delaware Law School of Widener University	Pennsylvania
Cypress College	California	Delaware State College	Delaware
D-Q University	California	Delaware Technical and Community College Central Office	Delaware
Dabney S. Lancaster Community College	Virginia	Delaware Technical and Community College Southern Campus	Delaware
Daemen College	New York	Delaware Technical and Community College Stanton Campus	Delaware
Dakota State College	South Dakota	Delaware Technical and Community College Stanton-Wilmington Campus	Delaware
Dakota Wesleyan University	South Dakota	Delaware Technical and Community College Terry Campus	Delaware
Daley, Richard J., College, Illinois	See City Colleges Chicago	Delaware Technical and Community College Wilmington Campus	Delaware
Dallas Baptist College	Texas	Delaware Valley College of Science and Agriculture	Pennsylvania
Dallas Bible College	Texas	Delaware, University of	Delaware
Dallas Christian College	Texas	Delgado Community College	Louisiana
Dallas County Community College District System Office	Texas	Delta College	Michigan
Dallas Theological Seminary	Texas	Delta State University	Mississippi
Dallas, University of	Texas	Denison University	Ohio
Dalton Junior College	Georgia	Denmark Technical College	South Carolina
Dana College	Nebraska	Denver Auraria Campus, Community College of	Colorado
Daniel Webster College	New Hampshire	Denver Central Office, Community College of	Colorado
Danville Area Community College	Illinois	Denver North Campus, Community College of	Colorado
Danville Community College	Virginia	Denver Red Rocks Campus, Community College of	Colorado
Darlington, Florence, Technical College	South Carolina	Denver, University of	Colorado
Dartmouth College	New Hampshire	Des Moines Area Community College	Iowa
Davenport College of Business	Michigan	Desert, College of the	California
David Lipscomb College	Tennessee	Detroit Bible College	Michigan
Davidson College	North Carolina	Detroit College of Business Administration	Michigan
Davidson County Community College	North Carolina		
Davis and Elkins College	West Virginia		
Davis, Jefferson, State Junior College	Alabama		
Davis Junior College	Ohio		
Dawson Community College	Montana		
Dayton, University of	Ohio		
Daytona Beach Community College	Florida		
De Anza College	California		
De Lourdes College	Illinois		
De Paul University	Illinois		
De Pauw University	Indiana		
De Sales Hall School of Theology	Maryland		
Dean Institute of Technology	Pennsylvania		
Dean Junior College	Massachusetts		

Detroit College of Law	Michigan
Detroit Institute of Technology	Michigan
Detroit, University of	Michigan
Devry Institute of Technology	Arizona
Devry Institute of Technology	Georgia
Devry Institute of Technology	Illinois
Devry Institute of Technology	Texas
Diablo Valley College	California
Dickinson College	Pennsylvania
Dickinson School of Law	Pennsylvania
Dickinson State College	North Dakota
Dillard University	Louisiana
District of Columbia, University of the	District of Columbia
District One Technical Institute	Wisconsin
Divine Word College	Iowa
Dixie College	Utah
Doane College	Nebraska
Dodge City Community College	Kansas
Dominican College of Blauvelt	New York
Dominican College of San Rafael	California
Dominican House of Studies	District of Columbia
Dominican School of Philosophy and Theology	California
Don Bosco College	New Jersey
Don Bosco Technical Institute	California
Donnelly College	Kansas
Dordt College	Iowa
Dowling College	New York
Downstate Medical Center	See State Univ New York
Downtown College, Texas	See University of Houston
Dr. Martin Luther College	Minnesota
Dr. William M. Scholl College of Podiatric Medicine	Illinois
Drake University	Iowa
Draughon's College	Kentucky
Draughon's Junior College	Tennessee
Draughon's Junior College of Business	Georgia
Draughon's Junior College of Business-Knoxville	Tennessee
Draughon's Junior College of Business-Nashville	Tennessee
Drew University	New Jersey
Drexel University	Pennsylvania
Dropsie University, the	Pennsylvania
Drury College	Missouri

Du Page, College of	Illinois
Dubuque, University of	Iowa
Duke University	North Carolina
Dull Knife Memorial College	Montana
Dundalk Community College	Maryland
Duquesne University	Pennsylvania
Durham Technical Institute	North Carolina
Dutchess Community College	New York
Dyersburg State Community College	Tennessee
Dyke College	Ohio
D'Youville College	New York
Earlham College	Indiana
East Arkansas Community College	Arkansas
East Carolina University	North Carolina
East Central College	Missouri
East Central Junior College	Mississippi
East Central Missouri District Junior College	Missouri
East Central Oklahoma State University	Oklahoma
East Los Angeles College	California
East Mississippi Junior College	Mississippi
East Stroudsburg State College	Pennsylvania
East Tennessee State University	Tennessee
East Texas Baptist College	Texas
East Texas State University	Texas
East Texas State University at Texarkana	Texas
East-West University	Illinois
Eastern Arizona College	Arizona
Eastern Baptist Theological Seminary	Pennsylvania
Eastern Christian College	Maryland
Eastern College	Pennsylvania
Eastern Connecticut State College	Connecticut
Eastern Illinois University	Illinois
Eastern Iowa Community College District Central Office	Iowa
Eastern Kentucky University	Kentucky
Eastern Maine Vocational and Technical Institute	Maine
Eastern Mennonite College and Seminary	Virginia
Eastern Michigan University	Michigan
Eastern Montana College	Montana
Eastern Nazarene College	Massachusetts
Eastern New Mexico University Central Office	New Mexico
Eastern New Mexico University Main Campus	New Mexico

Eastern New Mexico University- Roswell	New Mexico
Eastern Oklahoma State College	Oklahoma
Eastern Oregon State College	Oregon
Eastern Shore Community College	Virginia
Eastern Utah College of	Utah
Eastern Virginia Medical School of the Eastern Virginia Medical Authority	Virginia
Eastern Washington University	Washington
Eastern Wyoming College	Wyoming
Eastfield College	Texas
Eckerd College	Florida
Eden Theological Seminary	Missouri
Edgecombe Technical College	North Carolina
Edgewood College	Wisconsin
Edinboro State College	Pennsylvania
Edison Community College	Florida
Edison State Community College	Ohio
Edison, Thomas A., College	New Jersey
Edmonds Community College	Washington
Edmondson Junior College	Tennessee
Edward Waters College	Florida
Edward Williams College, New Jersey	See Farleigh Dickinson
El Camino College	California
Ed Centro College	Texas
El Paso County Community College	Texas
El Reno Junior College	Oklahoma
Elchanan Rabbi Isaac, Seminary	New York
Electronic Data Processing College of Puerto Rico	Puerto Rico
Electronic Institutes	Pennsylvania
Electronic Institutes	Pennsylvania
Electronic Technology Institute	Ohio
Elgin Community College	Illinois
Elizabeth City State University	North Carolina
Elizabeth Seton College	New York
Elizabethtown College	Pennsylvania
Elizabethtown Community College	Kentucky
Ellsworth Community College	Iowa
Elmhurst College	Illinois
Elmira College	New York
Elon College	North Carolina
Emanuel County Junior College	Georgia
Embry-Riddle Aeronautical University	Florida
Emerson College	Massachusetts

Emmanuel College	Georgia
Emmanuel College	Massachusetts
Emmanuel College School of Christian Ministries	Georgia
Emmanuel School of Religion	Tennessee
Emory and Henry College	Virginia
Emory University	Georgia
Empire State College	See State Univ New York
Emporia State University	Kansas
Endicott College	Massachusetts
Enterprise State Junior College	Alabama
Environmental Science and Forestry, College of	See State Univ New York
Episcopal Divinity School	Massachusetts
Episcopal Theological Seminary of the Southwest	Texas
Erie Community College City Campus	New York
Erie Community College South Campus	New York
Erskine College and Seminary	South Carolina
Essex Agricultural and Technical Institute	Massachusetts
Essex Community College	Maryland
Essex County College	New Jersey
Eugene Bible College	Oregon
Eureka College	Illinois
Evangel College	Missouri
Evangelical School of Theology	Pennsylvania
Evansville, University of	Indiana
Everett Community College	Washington
Evergreen State College	Washington
Evergreen Valley College	California
Evers, Medgar, College	See City Univ of New York
Fairfield University	Connecticut
Fairleigh Dickinson University Central Office	New Jersey
Fairleigh Dickinson University Edward Williams College	New Jersey
Fairleigh Dickinson University Florham-Madison College	New Jersey
Fairleigh Dickinson University Madison Campus	New Jersey
Fairleigh Dickinson University Rutherford Campus	New Jersey
Fairleigh Dickinson University Teaneck Campus	New Jersey
Fairmont State College	West Virginia

Faith Baptist Bible College	Iowa
Faith Theological Seminary	Pennsylvania
Fashion Institute of Design and Merchandising	California
Fashion Institute of Technology	New York
Faulkner State Junior College	Alabama
Fayetteville State University	North Carolina
Fayetteville Technical Institute	North Carolina
Feather River College	California
Felician College	Illinois
Felician College	New Jersey
Fergus Falls Community College	Minnesota
Ferris State College	Michigan
Ferrum College	Virginia
Fielding Institute	California
Findlay College	Ohio
Finger Lakes, Community College of the	New York
Fisher Junior College	Massachusetts
Fisk University	Tennessee
Fitchburg State College	Massachusetts
Five Towns College	New York
Flagler College	Florida
Flaming Rainbow University	Oklahoma
Flathead Valley Community College	Montana
Florence Darlington Technical College	South Carolina
Florida Agricultural and Mechanical University	Florida
Florida Atlantic University	Florida
Florida College	Florida
Florida Institute of Technology	Florida
Florida International University	Florida
Florida Junior College at Jacksonville	Florida
Florida Keys Community College	Florida
Florida Memorial College	Florida
Florida Southern College	Florida
Florida State University	Florida
Florida, University of	Florida
Floyd Junior College	Georgia
Fontbonne College	Missouri
Foothill College	California
Foothill-De Anza Community College District System Office	California
Ford, Henry, Community College	Michigan
Fordham University	New York
Forest Institute of Professional Psychology	Illinois

Forsyth School of Dental Hygienists	Massachusetts
Forsyth Technical Institute	North Carolina
Fort Hays State University	Kansas
Fort Lauderdale College	Florida
Fort Lewis College	Colorado
Fort Scott Community College	Kansas
Fort Steilacoom Community College	Washington
Fort Valley State College	Georgia
Fort Wayne Bible College	Indiana
Fort Wright College of the Holy Names	Washington
Fox, George, College	Oregon
Fox Valley Technical Institute	Wisconsin
Framingham State College	Massachusetts
Francis Marion College	South Carolina
Franciscan School of Theology	California
Frank Phillips College	Texas
Franklin, Benjamin, University	District of Columbia
Franklin College of Indiana	Indiana
Franklin Institute of Boston	Massachusetts
Franklin and Marshall College	Pennsylvania
Franklin Pierce College	New Hampshire
Franklin Pierce Law Center	New Hampshire
Franklin University	Ohio
Frederick Community College	Maryland
Fredonia, College at	See State Univ New York
Free Will Baptist Bible College	Tennessee
Freed-Hardeman College	Tennessee
Freeman Junior College	South Dakota
Fresno City College	California
Fresno Pacific College	California
Friends Bible College	Kansas
Friends University	Kansas
Friends World College	New York
Friendship College	South Carolina
Frontier Community College	See Ill Estn Cmty College
Frostburg State College	Maryland
Fuller Theological Seminary	California
Fullerton College	California
Fulton-Montgomery Community College	New York
Fundacion Educativa Ana G Mendez System Office	Puerto Rico
Furman University	South Carolina
Gadsden State Junior College	Alabama
Gainesville Junior College	Georgia

Gallaudet College	District of Columbia
Galveston College	Texas
Ganado, College of	Arizona
Gannon University	Pennsylvania
Garden City Community College	Kansas
Gardner-Webb College	North Carolina
Garland County Community College	Arkansas
Garrett Community College	Maryland
Garrett-Evangelical Theological Seminary	Illinois
Gaston College	North Carolina
Gateway Technical Institute	Wisconsin
Gateway Technical Institute Central Office	Wisconsin
Gateway Technical Institute at Kenosha	Wisconsin
Gateway Technical Institute at Racine	Wisconsin
Gavilan College	California
Gem City College	Illinois
General Motors Institute	Michigan
General Theological Seminary	New York
Genesee Community College	New York
Geneseo, College at	See State Univ New York
Geneva College	Pennsylvania
George C. Wallace State Community College at Dothan	Alabama
George Corley Wallace State Community College at Selma	Alabama
George Fox College	Oregon
George Mason University	Virginia
George Washington University	District of Columbia
George Williams College	Illinois
Georgetown College	Kentucky
Georgetown University	District of Columbia
Georgia College	Georgia
Georgia Institute of Technology Central Office	Georgia
Georgia Institute of Technology Main Campus	Georgia
Georgia Institute of Technology-Southern Technical Institute	Georgia
Georgia Military College	Georgia
Georgia Southern College	Georgia
Georgia Southwestern College	Georgia
Georgia State University	Georgia

Georgia, University of	Georgia
Georgian Court College	New Jersey
Germanna Community College	Virginia
Gettysburg College	Pennsylvania
Gibbs, Katharine, School	Massachusetts
Gibbs, Katharine, School	New Jersey
Gibbs, Katharine, School	New York
Glassboro State College	New Jersey
Glen Oaks Community College	Michigan
Glendale Community College	Arizona
Glendale Community College	California
Glenville State College	West Virginia
Gloucester County College	New Jersey
Goddard College	Vermont
Gogebic Community College	Michigan
Golden Gate Baptist Theological Seminary	California
Golden Gate University	California
Golden Valley Lutheran College	Minnesota
Golden West College	California
Goldey Beacom College	Delaware
Gonzaga University	Washington
Gordon College	Massachusetts
Gordon-Conwell Theological Seminary	Massachusetts
Gordon Junior College	Georgia
Goshen Biblical Seminary	Indiana
Goshen College	Indiana
Goucher College	Maryland
Governors State University	Illinois
Grace Bible College	Michigan
Grace College	Indiana
Grace College of the Bible	Nebraska
Grace Theological Seminary	Indiana
Graceland College	Iowa
Graduate Theological Union	California
Grambling State University	Louisiana
Grand Canyon College	Arizona
Grand Rapids Baptist College and Seminary	Michigan
Grand Rapids Junior College	Michigan
Grand Valley State Colleges	Michigan
Grand View College	Iowa
Grantham College of Engineering	California
Gratz College	Pennsylvania
Grays Harbor College	Washington
Grayson County Junior College	Texas
Great Falls, College of	Montana
Great Lakes Bible College	Michigan

Greater Hartford Community College	Connecticut
Greater New Haven State Technical College	Connecticut
Green Mountain College	Vermont
Green River Community College	Washington
Greenfield Community College	Massachusetts
Greensboro College	North Carolina
Greenville College	Illinois
Greenville Technical College	South Carolina
Griffin College	Washington
Grinnell College	Iowa
Grossmont College	California
Grove City College	Pennsylvania
Gross Girls Seminary	New York
Guam, Community College of	Guam
Guam, University of	Guam
Guilford College	North Carolina
Guilford Technical Institute	North Carolina
Gulf Coast Bible College	Texas
Gulf Coast Community College	Florida
Gupton, John A., College	Tennessee
Gustavus Adolphus College	Minnesota
Gwynedd-Mercy College	Pennsylvania
Hadar Hatorah Rabbinical Seminary	New York
Hagerstown Junior College	Maryland
Hahnemann Medical College and Hospital	Pennsylvania
Halifax Community College	North Carolina
Hamilton College	New York
Hamilton College	North Carolina
Hamilton Technical College	Iowa
Hamline University	Minnesota
Hampden-Sydney College	Virginia
Hampshire College	Massachusetts
Hampton Institute	Virginia
Hancock, Allan, College	California
Hannibal-La Grange College	Missouri
Hanover College	Indiana
Harcum Junior College	Pennsylvania
Hardbarger Junior College of Business	North Carolina
Hardin-Simmons University	Texas
Harding Graduate School of Religion, Tennessee	Arkansas
Harding University Central Office	Arkansas
Harding University Main Campus	Arkansas
Harford Community College	Maryland
Harper, William Rainey, College	Illinois

Harriman College	New York
Harrington Institute of Interior Design	Illinois
Harris-Stowe State College	Missouri
Harris, Young, College	Georgia
Harrisburg Area Community College	Pennsylvania
Hartford College for Women	Connecticut
Hartford Graduate Center	Connecticut
Hartford Seminary	Connecticut
Hartford Seminary Foundation	Connecticut
Hartford State Technical College	Connecticut
Hartford, University of	Connecticut
Hartnell College	California
Hartwick College	New York
Harvard University	Massachusetts
Harvey Mudd College	California
Haskell Indian Junior College	Kansas
Hastings College	Nebraska
Hastings College of Law	See University of California
Haverford College	Pennsylvania
Hawaii at Hilo, University of	Hawaii
Hawaii Honolulu Community College, University of	Hawaii
Hawaii Kapiolani Community College, University of	Hawaii
Hawaii Kauai Community College, University of	Hawaii
Hawaii Leeward Community College, University of	Hawaii
Hawaii Loa College	Hawaii
Hawaii at Manoa, University of	Hawaii
Hawaii Maui Community College, University of	Hawaii
Hawaii Pacific College	Hawaii
Hawaii System Office, University of	Hawaii
Hawaii West Oahu College, University of	Hawaii
Hawaii Windward Community College, University of	Hawaii
Hawkeye Institute of Technology	Iowa
Hawthorne, Nathaniel, College	New Hampshire
Haywood Technical College	North Carolina
Haywood Technical Institute	North Carolina
Hazard Community College	Kentucky
Heald Engineering College	California
Heald Institute of Technology	California
Health Science Center Buffalo	See State Univ New York

Health Science Center Dallas	See University of Texas
Health Science Center Houston	See University of Texas
Health Science Center San Antonio	See University of Texas
Health Science Center Stony Brook	See State Univ New York
Health Sciences College of Osteopathic Medicine, University of	Missouri
Health Sciences-Chicago Medical School, University of	Illinois
Hebrew College	Massachusetts
Hebrew Theological College	Illinois
Hebrew Union College California Branch	Ohio
Hebrew Union College Central Office	Ohio
Hebrew Union College Main Campus	Ohio
Hebrew Union College New York Branch	Ohio
Heidelberg College	Ohio
Hellenic College-Holy Cross Greek Orthodox School of Theology	Massachusetts
Henderson Community College	Kentucky
Henderson County Junior College	Texas
Henderson State University	Arkansas
Hendrix College	Arkansas
Henry Ford Community College	Michigan
Henry, Patrick, Community College	Virginia
Henry, Patrick, State Junior College	Alabama
Herkimer County Community College	New York
Hershey Medical Center	See Pa State University
Hesser College	New Hampshire
Hesston College	Kansas
Hibbing Community College	Minnesota
High Point College	North Carolina
Highland Community College	Illinois
Highland Community College	Kansas
Highland Park Community College	Michigan
Highline Community College	Washington
Hilbert College	New York
Hill Junior College	Texas

Hillsborough Community College	Florida
Hillsdale College	Michigan
Hillsdale Free Will Baptist College	Oklahoma
Hinds Junior College	Mississippi
Hiram College	Ohio
Hiwassee College	Tennessee
Hobart-William Smith Colleges	New York
Hocking Technical College	Ohio
Hofstra University	New York
Hollins College	Virginia
Holmes Junior College	Mississippi
Holmes, Mary, College	Mississippi
Holy Apostles College	Connecticut
Holy Cross, College of the	Massachusetts
Holy Cross Junior College	Indiana
Holy Family College	California
Holy Family College	Pennsylvania
Holy Names College	California
Holy Redeemer College	Wisconsin
Holy Trinity Orthodox Seminary	New York
Holyoke Community College	Massachusetts
Honolulu Community College	See U Hawaii
Hood College	Maryland
Hope College	Michigan
Hopkins, Johns, University	Maryland
Hopkinsville Community College	Kentucky
Horeb Seminary	Florida
Horry-Georgetown Technical College	South Carolina
Hostos Community College	See City Univ of New York
Houghton College	New York
Housatonic Regional Community College	Connecticut
Houston Baptist University	Texas
Houston Central Campus, University of	Texas
Houston Central Office, University of	Texas
Houston at Clear Lake City, University of	Texas
Houston Community College	Texas
Houston Downtown College, University of	Texas
Houston, Sam, State University	Texas
Houston System Administration Central Office, University of	Texas
Houston Victoria Campus, University of	Texas
Howard College at Big Spring	Texas

Howard Community College	Maryland
Howard County Junior College District	Texas
Howard Payne University	Texas
Howard University	District of Columbia
Hudson County Community College Commission	New Jersey
Hudson Valley Community College	New York
Humacao University College	See Univ of Puerto Rico
Humanistic Psychology Institute	California
Humboldt State University	California
Humphreys College	California
Hunter College	See City Univ of New York
Huntingdon College	Alabama
Huntington College	Indiana
Huron College	South Dakota
Husson College	Maine
Huston-Tillotson College	Texas
Hutchinson Community College	Kansas
Idaho, College of	Idaho
Idaho State University	Idaho
Idaho, University of	Idaho
Iliff School of Theology	Colorado
Illinois Benedictine College	Illinois
Illinois Central College	Illinois
Illinois Central Office, University of	Illinois
Illinois Chicago Circle Campus, University of	Illinois
Illinois College	Illinois
Illinois College of Optometry	Illinois
Illinois College of Podiatric Medicine	Illinois
Illinois Eastern Community College	
Frontier Community College	Illinois
Illinois Eastern Community College	
Lincoln Trail College	Illinois
Illinois Eastern Community College	
Olney Central College	Illinois
Illinois Eastern Community College	
System Office	Illinois
Illinois Eastern Community College	
Wabash Valley College	Illinois
Illinois Institute of Technology	Illinois
Illinois Medical Center at Chicago, University of	Illinois

Illinois State University	Illinois
Illinois Technical College	Illinois
Illinois Urbana Campus, University of	Illinois
Illinois Valley Community College	Illinois
Illinois Wesleyan University	Illinois
Immaculata College	Pennsylvania
Immaculate Conception Seminary	New Jersey
Imperial Valley College	California
Incarnate Word College	Texas
Independence Community College	Kansas
Indian Hills Community College	Iowa
Indian River Community College	Florida
Indian Valley Colleges	California
Indiana Central University	Indiana
Indiana Institute of Technology	Indiana
Indiana State University Central Office	Indiana
Indiana State University Evansville Campus	Indiana
Indiana State University Main Campus	Indiana
Indiana University Bloomington	Indiana
Indiana University Central Office	Indiana
Indiana University East	Indiana
Indiana University at Kokomo	Indiana
Indiana University Northwest	Indiana
Indiana University of Pennsylvania	Pennsylvania
Indiana University-Purdue University at Fort Wayne	Indiana
Indiana University-Purdue University at Indianapolis	Indiana
Indiana University at South Bend	Indiana
Indiana University Southeast	Indiana
Indiana Vocational Technical College-Central Indiana	Indiana
Indiana Vocational Technical College Central Office	Indiana
Indiana Vocational Technical College-Columbus	Indiana
Indiana Vocational Technical College-Eastcentral	Indiana
Indiana Vocational Technical College-Kokomo	Indiana
Indiana Vocational Technical College-Lafayette	Indiana
Indiana Vocational Technical College-Northcentral	Indiana
Indiana Vocational Technical College-Northeast	Indiana

Indiana Vocational Technical College-Northwest	Indiana
Indiana Vocational Technical College-Southcentral	Indiana
Indiana Vocational Technical College-Southeast	Indiana
Indiana Vocational Technical College-Southwest	Indiana
Indiana Vocational Technical College-Wabash Valley	Indiana
Indiana Vocational Technical College-Whitewater	Indiana
Institute for Advanced Studies in the Humanities	New York
Institute of American Indian Arts	New Mexico
Institute of Design and Construction	New York
Institute of Electronic Technology	Kentucky
Institute of Paper Chemistry	Wisconsin
Instituto Comercial De Puerto Rico Junior College	Puerto Rico
Instituto Tecnico Comercial Junior College	Puerto Rico
Insurance, College of	New York
Inter American University of Puerto Rico Aguadilla Branch	Puerto Rico
Inter American University of Puerto Rico Arecibo Branch	Puerto Rico
Inter American University of Puerto Rico Barranquitas Branch	Puerto Rico
Inter American University of Puerto Rico Central Office	Puerto Rico
Inter American University of Puerto Rico Fajardo Branch	Puerto Rico
Inter American University of Puerto Rico Guayama Branch	Puerto Rico
Inter American University of Puerto Rico Metropolitan Campus	Puerto Rico
Inter American University of Puerto Rico Ponce Branch	Puerto Rico
Inter American University of Puerto Rico San German Campus	Puerto Rico
Interboro Institute	New York
Interdenominational Theological Center	Georgia
Intermountain Bible College	Colorado
International Bible College	Alabama

International Business College	Indiana
International College	California
International Fine Arts College	Florida
International Graduate School	Missouri
International Institute of the Americas of World University	Puerto Rico
Inver Hills Community College	Minnesota
Iona College	New York
Iowa Central Community College	Iowa
Iowa Lakes Community College	Iowa
Iowa State University of Science and Technology	Iowa
Iowa, University of	Iowa
Iowa Wesleyan College	Iowa
Iowa Western Community College	Iowa
Isothermal Community College	North Carolina
Itasca Community College	Minnesota
Itawamba Junior College	Mississippi
Ithaca Collège	New York
ITT Educational Services	Indiana
ITT Technical-Business Institute	Indiana
ITT Technical Institute	Indiana
ITT Technical Institute	Ohio
J. Sargeant Reynolds Community College	Virginia
Jackson Community College	Michigan
Jackson, Sheldon, College	Alaska
Jackson State Community College	Tennessee
Jackson State University	Mississippi
Jacksonville College	Texas
Jacksonville State University	Alabama
Jacksonville University	Florida
James Madison University	Virginia
James Sprunt Technical College	North Carolina
Jamestown Business College	New York
Jamestown College	North Dakota
Jamestown Community College	New York
Jarvis Christian College	Texas
Jay, John, College of Criminal Justice	See City Univ of New York
Jefferson College	Missouri
Jefferson College	North Carolina
Jefferson Community College	New York
Jefferson Community College	Kentucky
Jefferson Davis State Junior College	Alabama
Jefferson State Junior College	Alabama
Jefferson Technical College	Ohio
Jefferson, Thomas, University	Pennsylvania
Jersey City State College	New Jersey
Jesuit School of Theology	California

Jewell, William, College	Missouri	Kansas Main Campus,	
Jewish Theological Seminary of America	New York	University of	Kansas
John A. Gupton College	Tennessee	Kansas Medical Center,	
John A. Logan College	Illinois	University of	Kansas
John Brown University	Arkansas	Kansas Newman College	Kansas
John C. Calhoun State Community College	Alabama	Kansas State University of Agriculture and Applied Science	Kansas
John Carroll University	Ohio	Kansas Technical Institute	Kansas
John F. Kennedy University	California	Kansas Wesleyan	Kansas
John Jay College Criminal Justice College	See City Univ of New York	Kapiolani Community College	See University of Hawaii
John Marshall Law School	Illinois	Kaskaskia College	Illinois
John Tyler Community College	Virginia	Katharine Gibbs School	Massachusetts
John Wesley College	North Carolina	Katharine Gibbs School	New Jersey
John Wood Community College	Illinois	Katharine Gibbs School	New York
Johns Hopkins University	Maryland	Kauai Community College	See University of Hawaii
Johnson Bible College	Tennessee	Kean College of New Jersey	New Jersey
Johnson C. Smith University	North Carolina	Kearney State College	Nebraska
Johnson County Community College	Kansas	Keene State College	See Univ System of NH
Johnson O.S., School of Technology	Pennsylvania	Kehilath Yakov Rabbinical Seminary	New York
Johnson State College	Vermont	Keller Graduate School of Management	Illinois
Johnson and Wales College	Rhode Island	Kellogg Community College	Michigan
Johnston Technical College	North Carolina	Kemper Military School and College	Missouri
Joliet Junior College	Illinois	Kenai Peninsula Community College	See University of Alaska
Jones College Central Office	Florida	Kendall College	Illinois
Jones College Jacksonville	Florida	Kendall School of Design	Michigan
Jones College Orlando	Florida	Kennedy, John F., University	California
Jones County Junior College	Mississippi	Kennedy-King College, Illinois	See City Colleges Chicago
Jordan College	Michigan	Kennesaw College	Georgia
Judaism, University of	California	Kenrick Seminary	Missouri
Judson Baptist College	Oregon	Kent State University	
Judson College	Alabama	Ashtabula Regional Campus	Ohio
Judson College	Illinois	Kent State University Central Office	Ohio
Juilliard School, The	New York	Kent State University East Liverpool Regional Campus	Ohio
Juniata College	Pennsylvania	Kent State University Main Campus	Ohio
Junior College of-, See Most Important Term		Kent State University Sales Regional Campus	Ohio
Kalamazoo College	Michigan	Kent State University Stark County Regional Campus	Ohio
Kalamazoo Valley Community College	Michigan		
Kankakee Community College	Illinois		
Kansas Central Office, University of	Kansas		
Kansas City Art Institute	Missouri		
Kansas City Kansas Community College	Kansas		

Kent State University Trumbull Regional Campus	Ohio
Kent State University Tuscarawas Regional Campus	Ohio
Kentucky System Office, University of	Kentucky
Kentucky Christian College	Kentucky
Kentucky College of Technology	Kentucky
Kentucky Junior College of Business	Kentucky
Kentucky State University	Kentucky
Kentucky, University of	Kentucky
Kentucky Wesleyan College	Kentucky
Kenyon College	Ohio
Ketchikan Community College	See University Alaska
Kettering College of Medical Arts	Ohio
Keuka College	New York
Keystone Junior College	Pennsylvania
Kilgore College	Texas
King College	Tennessee
King, Starr, School for the Ministry	California
King's College	New York
King's College	Pennsylvania
King's College-Raleigh	North Carolina
Kings River Community College	California
Kingsborough Community College	See City Univ of New York
Kirkville College of Osteopathic Medicine	Missouri
Kirkwood Community College	Iowa
Kirtland Community College	Michigan
Kishwaukee College	Illinois
Knox College	Illinois
Knoxville Business College	Tennessee
Knoxville College	Tennessee
Kodiak Community College	See University of Alaska
Kuskokwim Community College	See University of Alaska
Kutztown State College	Pennsylvania
L.I.F.E. Bible College	California
La Grange College	Georgia
La Guardia Community College	See City Univ of New York
La Roche College	Pennsylvania
La Salle College	Pennsylvania
La Verne College	California
La Verne, University of	California

Labette Community College	Kansas
Laboratory Institute of Merchandising	New York
Laboure Junior College	Massachusetts
Lackawanna Junior College	Pennsylvania
Lafayette College	Pennsylvania
Lafayette College	North Carolina
Lake City Community College	Florida
Lake County, College of	Illinois
Lake Erie College	Ohio
Lake Forest College	Illinois
Lake Forest School of Management	Illinois
Lake Land College	Illinois
Lake Michigan College	Michigan
Lake Region Community College	North Dakota
Lake Region Junior College	North Dakota
Lake-Sumter Community College	Florida
Lake Superior State College	Michigan
Lake Tahoe Community College	California
Lakeland College	Wisconsin
Lakeland College of Business and Fashion	Florida
Lakeland Community College	Ohio
Lakeshore Technical Institute	Wisconsin
Lakewood Community College	Minnesota
Lamar Community College	Colorado
Lamar University	Texas
Lambuth College	Tennessee
Lancaster Bible College	Pennsylvania
Lancaster, Dabney S., Community College	Virginia
Lancaster Theological Seminary	Pennsylvania
Lander College	South Carolina
Lane College	Tennessee
Lane Community College	Oregon
Laney College	California
Langston University	Oklahoma
Lansing Community College	Michigan
Laramie County Community College	Wyoming
Laredo Junior College	Texas
Laredo State University	Texas
Lasell Junior College	Massachusetts
Lassen College	California
Latter-Day Saints Business College	Utah
Lawrence Institute of Technology	Michigan
Lawrence, Sarah, College	New York
Lawrence University	Wisconsin
Lawson State Community College	Alabama

Le Moyne College	New York	Lockyear College	Indiana
Le Moyne-Owen College	Tennessee	Logan College of Chiropractic	Missouri
Le Tourneau College	Texas	Logan, John A., College	Illinois
Lebanon Valley College	Pennsylvania	Loma Linda University	California
Lee College	Tennessee	Lomax-Hannon Junior College	Alabama
Lee College	Texas	Lon Morris College	Texas
Lees Junior College	Kentucky	Long Beach City College	California
Lees-Merae College	North Carolina	Long Island College Hospital	
Leeward Community College	See University of Hawaii	School of Nursing	New York
Lehigh County Community College	Pennsylvania	Long Island Seminary of Jewish Studies for Women	New York
Lehigh University	Pennsylvania	Long Island University Brooklyn Center	New York
Lehman College	See City U of NY	Long Island University C'W Post Center	New York
Lenoir Community College	North Carolina	Long Island University Central Office	New York
Lenoir-Rhyne College	North Carolina	Long Island University Southampton Center	New York
Lesley College	Massachusetts	Longview Community College	Missouri
Lewis and Clark College	Oregon	Longwood College	Virginia
Lewis and Clark Community College	Illinois	Loop College, Illinois	See City Colleges Chicago
Lewis-Clark State College	Idaho	Lorain County Community College	Ohio
Lewis College of Business	Michigan	Loras College	Iowa
Lewis University	Illinois	Lord Fairfax Community College	Virginia
Lexington Technical Institute	Kentucky	Loretto Heights College	Colorado
Lexington Theological Seminary	Kentucky	Los Angeles Baptist College	California
Liberty Baptist College	Virginia	Los Angeles City College	California
Life Chiropractic College	Georgia	Los Angeles College of Chiropractic	California
Lima Technical College	Ohio	Los Angeles Community College District Office	California
Limestone College	South Carolina	Los Angeles Community College System Office	California
Lincoln Christian College	Illinois	Los Angeles Harbor College	California
Lincoln College	Illinois	Los Angeles Metropolitan College	California
Lincoln Land Community College	Illinois	Los Angeles Mission College	California
Lincoln Memorial University	Tennessee	Los Angeles Pierce College	California
Lincoln Technical Institute	Pennsylvania	Los Angeles Southwest College	California
Lincoln Trail College	See Ill Estn Cmty College	Los Angeles Trade-Technical Center	California
Lincoln University	California	Los Angeles Valley College	California
Lincoln University	Missouri	Los Medanos College	California
Lincoln University	Pennsylvania	Los Rios Community College District Office	California
Lindenwood Colleges, The	Missouri	Los Rios Community College System Office	California
Lindsey Wilson College *	Kentucky	Louisburg College	North Carolina
Linfield College	Oregon		
Linn-Benton Community College	Oregon		
Lipscomb, David, College	Tennessee		
Little, Arthur D. Management Education Institute	Massachusetts		
Livingston University	Alabama		
Livingstone College	North Carolina		
Lloyd, Alice, College	Kentucky		
Lock Haven State College	Pennsylvania		

Louisiana College	Louisiana
Louisiana State University and Agricultural and Mechanical College Baton Rouge	Louisiana
Louisiana State University at Alexandria	Louisiana
Louisiana State University at Eunice	Louisiana
Louisiana State University Medical Center	Louisiana
Louisiana State University in Shreveport	Louisiana
Louisiana State University System Office	Louisiana
Louisiana Technical University	Louisiana
Louisville Presbyterian Theological Seminary	Kentucky
Louisville School of Art	Kentucky
Louisville Technical Institute	Kentucky
Louisville, University of	Kentucky
Lourdes College	Ohio
Lowell, University of	Massachusetts
Lower Columbia College	Washington
Loyola College	Maryland
Loyola Marymount University	California
Loyola University of Chicago	Illinois
Loyola University in New Orleans	Louisiana
Lubbock Christian College	Texas
Lummi College of Fisheries	Washington
Lurleen B. Wallace State Junior College	Alabama
Luther College	Iowa
Luther, Dr. Martin College	Minnesota
Luther Theological Seminary	Minnesota
Lutheran Bible Institute of Seattle	Washington
Lutheran School of Theology at Chicago	Illinois
Lutheran Theological Seminary at Gettysburg	Pennsylvania
Lutheran Theological Seminary at Philadelphia	Pennsylvania
Lutheran Theological Southern Seminary	South Carolina
Luzerne County Community College	Pennsylvania
Lycoming College	Pennsylvania
Lynchburg College	Virginia
Lyndon State College	Vermont
Lyons Technical Institute	Pennsylvania
Macalester College	Minnesota

Maccormac College	Illinois
Machzikei Hadath Rabbinical College	New York
Macmurray College	Illinois
Macomb County Community College	Michigan
Macomb County Community College-Center Campus	Michigan
Macomb County Community College Central Office	Michigan
Macomb County Community College-South Campus	Michigan
Macon Junior College	Georgia
Madison Area Technical College	Wisconsin
Madison Business College	Wisconsin
Madison, James, University	Virginia
Madisonville Community College	Kentucky
Madonna College	Michigan
Magnus, Albertus, College	Connecticut
Maharishi International University	Iowa
Maine at Augusta, University of Maine Central Office,	Maine
University of	Maine
Maine at Farmington, University, of	Maine
Maine at Fort Kent, University of	Maine
Maine at Machias, University of	Maine
Maine Maritime Academy	Maine
Maine at Orono, University of	Maine
Maine at Presque Isle, University of	Maine
Mainland, College of the	Texas
Malcolm X College, Illinois	See City Colleges Chicago
Mallinckrodt College	Illinois
Malone College	Ohio
Manatee Junior College	Florida
Manchester College	Indiana
Manchester Community College	Connecticut
Manhattan Christian College	Kansas
Manhattan College	New York
Manhattan School of Music	New York
Manhattanville College	New York
Manhattan Community College	See City Univ of New York
Mankato State University	Minnesota
Mannes College of Music	New York
Manor Junior College	Pennsylvania
Mansfield State College	Pennsylvania

Maple Woods Community College	Missouri
Maria College of Albany	New York
Maria Regina College	New York
Marian College	Indiana
Marian College of Fond Du Lac	Wisconsin
Maricopa County Community College System Office	Arizona
Maricopa Technical Community College	Arizona
Marietta College	Ohio
Marin, College of	California
Marian Court Junior College of Business	Massachusetts
Marion College	Indiana
Marion, Francis, College	South Carolina
Marion Military Institute	Alabama
Marion Technical College	Ohio
Marist College	New York
Maritime College	See State Univ New York
Marlboro College	Vermont
Marquette University	Wisconsin
Mars Hill College	North Carolina
Marshall University	West Virginia
Marshall, John, Law School	Illinois
Marshalltown Community College	Iowa
Martin Center College	Indiana
Martin College	Tennessee
Martin Community College	North Carolina
Mary Baldwin College	Virginia
Mary College	North Dakota
Mary Hardin-Baylor, University of	Texas
Mary Holmes College	Mississippi
Mary Immaculate Seminary	Pennsylvania
Mary Washington College	Virginia
Marycrest College	Iowa
Marygrove College	Michigan
Maryknoll School of Theology	New York
Maryland Baltimore County Campus, University of	Maryland
Maryland Baltimore Professional Schools, University of	Maryland
Maryland College of Art and Design	Maryland
Maryland College Park Campus, University of	Maryland
Maryland-Eastern Shore, University of	Maryland
Maryland Institute College of Art	Maryland

Maryland Medical Secretarial School	Maryland
Maryland System Office, University of	Maryland
Maryland University College, University of	Maryland
Marylhurst College for Lifelong Learning	Oregon
Marymount College	New York
Marymount College of Kansas	Kansas
Marymount College of Virginia	Virginia
Marymount Manhattan College	New York
Marymount Palos Verdes College	California
Maryville College	Tennessee
Maryville College-Saint Louis	Missouri
Marywood College	Pennsylvania
Mason, George, University	Virginia
Massachusetts Amherst Campus, University of	Massachusetts
Massachusetts Bay Community College	Massachusetts
Massachusetts Board of Regents Community College System Office	Massachusetts
Massachusetts Board of Regents Public Higher Education System Office	Massachusetts
Massachusetts Boston Campus, University of	Massachusetts
Massachusetts Central Office, University of	Massachusetts
Massachusetts College of Art	Massachusetts
Massachusetts College of Pharmacy and Allied Health Sciences	Massachusetts
Massachusetts Institute of Technology	Massachusetts
Massachusetts Maritime Academy	Massachusetts
Massachusetts Medical School at Worcester, University of	Massachusetts
Massachusetts School of Professional Psychology	Massachusetts
Massachusetts State College System Office	Massachusetts
Massasoit Community College	Massachusetts
Matanuska-Susitna Community College	See University of Alaska
Mater Dei College	New York
Mattatuck Community College	Connecticut
Maui Community College	See University Hawaii

Mayland Technical College	North Carolina
Mayo Graduate School of Medicine	See University Minnesota
Mayo Medical School	Minnesota
Maysville Community College	Kentucky
Mayville State College	North Dakota
McConnell, Truett College	Georgia
McCook Community College	Nebraska
McCormick Theological Seminary	Illinois
McCarrie Schools	Pennsylvania
McCarrie School of Health Sciences and Technology	Pennsylvania
McDowell Technical Institute	North Carolina
McHenry County College	Illinois
McIntosh College	New Hampshire
McKendree College	Illinois
McKenzie College	Tennessee
McLennan Community College	Texas
McMurry College	Texas
McNeese State University	Louisiana
McPherson College	Kansas
Meadows College of Business	Georgia
Meadville-Lombard Theological School	Illinois
Medaille College	New York
Medgar Evers College	See City Univ of New York
Medical College of Georgia	Georgia
Medical College of Ohio at Toledo	Ohio
Medical College of Pennsylvania, the	Pennsylvania
Medical College of Wisconsin	Wisconsin
Medical Institute of Minnesota	Minnesota
Medical University of South Carolina	South Carolina
Medicine and Dentistry of New Jersey at Newark, College of	New Jersey
Meharry Medical College	Tennessee
Melodyland School of Theology	California
Memphis Academy of the Arts	Tennessee
Memphis State University	Tennessee
Memphis Theological Seminary	Tennessee
Mendocino College	California
Menlo College	California
Mennonite Biblical Seminary	Indiana
Mennonite Brethren Biblical Seminary	California
Merced College	California
Mercer County Community College	New Jersey

Mercer University in Atlanta	Georgia
Mercer University Central Office	Georgia
Mercer University Main Campus	Georgia
Mercer University Southern School of Pharmacy	Georgia
Mercy College	New York
Mercy College of Detroit	Michigan
Mercyhurst College	Pennsylvania
Meredith College	North Carolina
Meridian Junior College	Mississippi
Merrimack College	Massachusetts
Merrimack Valley College	New Hampshire
Merritt College	California
Mesa College	Colorado
Mesa College, California	See San Diego Cmty College
Mesa Community College	Arizona
Mesabi Community College	Minnesota
Mesivta Eastern Parkway Rabbinical Seminary	New York
Mesivta Torah Vodaath Seminary	New York
Mesivtha Tifereth Jerusalem of America	New York
Messiah College	Pennsylvania
Methodist College	North Carolina
Methodist Theological School of Ohio	Ohio
Metropolitan Community Colleges Administrative Center System Office	Missouri
Metropolitan State College	Colorado
Metropolitan State University	Minnesota
Metropolitan Technical Community College	Nebraska
Miami Christian College	Florida
Miami-Dade Community College	Florida
Miami-Jacobs Junior College of Business	Ohio
Miami, University of	Florida
Miami University Central Office	Ohio
Miami University Hamilton Campus	Ohio
Miami University Middletown Campus	Ohio
Miami University Oxford Campus	Ohio
Michael J. Owens Technical College	Ohio
Michigan-Ann Arbor, University of	Michigan
Michigan Central Office, University of	Michigan

Michigan Christian College	Michigan
Michigan-Dearborn, University of	Michigan
Michigan-Flint, University of	Michigan
Michigan State University	Michigan
Michigan Technological University	Michigan
Micronesia, Community College of	Eastern Caroline Is
Mid-America Baptist Theological Seminary	Tennessee
Mid-America College of Funeral Service	Indiana
Mid-America Nazarene College	Kansas
Mid Michigan Community College	Michigan
Mid Plains Community College	Nebraska
Mid Plains Community College Area Central Office	Nebraska
Mid-South Bible College	Tennessee
Mid-State Technical Institute	Wisconsin
Middle Georgia College	Georgia
Middle Tennessee State University	Tennessee
Middlebury College	Vermont
Middlesex Community College	Connecticut
Middlesex Community College	Massachusetts
Middlesex County College	New Jersey
Midland College	Texas
Midland Lutheran College	Nebraska
Midlands Technical College	South Carolina
Midstate College	Illinois
Midway College	Kentucky
Midwest Christian College	Oklahoma
Midwest College of Engineering	Illinois
Midwestern Baptist Theological Seminary	Missouri
Midwestern State University	Texas
Miles College	Alabama
Miles Community College	Montana
Millersville State College	Pennsylvania
Milligan College	Tennessee
Millikin University	Illinois
Mills College	California
Millsaps College	Mississippi
Milton College	Wisconsin
Milwaukee Area Technical College	Wisconsin
Milwaukee Institute of Art and Design	Wisconsin
Milwaukee School of Engineering	Wisconsin
Milwaukee Stratton College	Wisconsin
Mineral Area College	Missouri
Minneapolis College of Art Design	Minnesota
Minneapolis Community College	Minnesota

Minnesota Bible College	Minnesota
Minnesota Central Office, University of	Minnesota
Minnesota Community Colleges System Office	Minnesota
Minnesota at Duluth, University of	Minnesota
Minnesota Mayo Graduate School of Medicine, University of	Minnesota
Minnesota of Minneapolis Saint Paul, University of	Minnesota
Minnesota at Morris, University of	Minnesota
Minnesota Technical College at Crookston, University of	Minnesota
Minnesota Technical College at Waseca, University of	Minnesota
Minot State College	North Dakota
Mira Costa College	California
Miramar College	See Sn Diego Cmty College
Mirreri Yeshiva Central Institute	New York
Miss Wades Fashion College	Texas
Mission College	California
Mississippi Central Office, University of	Mississippi
Mississippi College	Mississippi
Mississippi County Community College	Arkansas
Mississippi Delta Junior College	Mississippi
Mississippi Gulf Coast Junior College	Mississippi
Mississippi Industrial College	Mississippi
Mississippi Main Campus, University of	Mississippi
Mississippi Medical Center, University of	Mississippi
Mississippi State University	Mississippi
Mississippi University for Women	Mississippi
Mississippi Valley State University	Mississippi
Missouri Baptist College	Missouri
Missouri-Columbia, University of	Missouri
Missouri Central Administration Central Office, University of	Missouri
Missouri Institute of Technology	Missouri
Missouri-Kansas City, University of	Missouri
Missouri-Rolla, University of	Missouri
Missouri-Saint Louis, University of	Missouri

Missouri Southern State College	Missouri
Missouri Valley College	Missouri
Missouri Western State College	Missouri
Mitchell College	Connecticut
Mitchell Community College	North Carolina
Mitchell, William, College Law	Minnesota
Moberly Junior College	Missouri
Mobile College	Alabama
Modesto Junior College	California
Mohave Community College	Arizona
Mohawk Valley Community College	New York
Mohegan Community College	Connecticut
Molloy College	New York
Monmouth College	Illinois
Monmouth College	New Jersey
Monroe Business Institute	New York
Monroe Community College	New York
Monroe County Community College	Michigan
Montana College of Mineral Science and Technology	Montana
Montana State University	Montana
Montana, University of	Montana
Montana University System	
System Office	Montana
Montcalm Community College	Michigan
Montclair State College	New Jersey
Monterey Institute of International Studies	California
Monterey Peninsula College	California
Montevallo, University of	Alabama
Montgomery College Central Office	Maryland
Montgomery College Germantown Campus	Maryland
Montgomery College Rockville Campus	Maryland
Montgomery College Tacoma Park Campus	Maryland
Montgomery County Community College	Pennsylvania
Montgomery Technical Institute	North Carolina
Montreat-Anderson College	North Carolina
Moody Bible Institute	Illinois
Moore College of Art	Pennsylvania
Moorhead State University	Minnesota
Moorpark College	California
Moraine Park Technical Institute	Wisconsin

Moraine Valley Community College	Illinois
Moravian College	Pennsylvania
More, Thomas, College	Kentucky
Morehead State University	Kentucky
Morehouse College	Georgia
Morgan Community College	Colorado
Morgan State University	Maryland
Morningside College	Iowa
Morris Brown College	Georgia
Morris College	South Carolina
Morris Junior College of Business	Florida
Morris, Lon, College	Texas
Morris, Robert, College	Pennsylvania
Morrison Institute of Technology	Illinois
Morristown College	Tennessee
Morton College	Illinois
Motlow State Community College	Tennessee
Mott, Charles S., Community College	Michigan
Mount Aloysius Junior College	Pennsylvania
Mount Angel Seminary	Oregon
Mount Holyoke College	Massachusetts
Mount Hood Community College	Oregon
Mount Ida Junior College	Massachusetts
Mount Marty College	South Dakota
Mount Mary College	Wisconsin
Mount Mercy College	Iowa
Mount Olive College	North Carolina
Mount Sacred Heart College	Connecticut
Mount Saint Alphonsus Seminary	New York
Mount Saint Clare College	Iowa
Mount Saint Joseph-on-the-Ohio, College of	Ohio
Mount Saint Mary College	New York
Mount Saint Mary's College	California
Mount Saint Mary's College	Maryland
Mount Saint Vincent, College of	New York
Mount San Antonio College	California
Mount San Jacinto College	California
Mount Senario College	Wisconsin
Mount Sinai School of Medicine of City University of New York	New York
Mount Union College	Ohio
Mount Vernon College	District of Columbia
Mount Vernon Nazarene College	Ohio
Mount Wachusett Community College	Massachusetts

Mountain Empire Community College	Virginia	Nebraska Indiana Community College	Nebraska
Mountain View College	Texas	Nebraska-Lincoln, University of	Nebraska
Mudd, Harvey, College	California	Nebraska Medical Center, University of	Nebraska
Muhlenberg College	Pennsylvania	Nebraska at Omaha, Univeristy of	Nebraska
Multnomah School of the Bible	Oregon	Nebraska Wesleyan University	Nebraska
Mundelein College	Illinois	Nebraska Western College	Nebraska
Murray State College	Oklahoma	Nelson, Thomas, Community College	Virginia
Murray State University	Kentucky	Neosho County Community College	Kansas
Muscatine Community College	Iowa	Ner Israel Rabbinical College	Maryland
Museum Art School	Oregon	Neumann College	Pennsylvania
Museum of Fine Arts-Boston, School of the	Massachusetts	Nevada-Las Vegas, University of	Nevada
Muskegon Business College	Michigan	Nevada-Reno, Univesity of	Nevada
Muskegon Community College	Michigan	Nevada System Administration System Office, Univesity of	Nevada
Muskingum Area Technical College	Ohio	Nevada System System Office, University of	Nevada
Muskingum College	Ohio	New Brunswick Theological Seminary	New Jersey
Napa College	California	New College of California	California
Naropa Institute	Colorado	New England College	New Hampshire
Nash Technical Institute	North Carolina	New England College of Optometry	Massachusetts
Nashotah House	Wisconsin	New England Conservatory of Music	Massachusetts
Nashville State Technical Institute	Tennessee	New England Institute of Applied Arts and Sciences	Massachusetts
Nassau Community College	New York	New England Institute of Technology	Rhode Island
Nasson College	Maine	New England School of Law	Massachusetts
Nathaniel Hawthorne College	New Hampshire	New England, University of	Maine
National Business College	Virginia	New Hampshire College	New Hampshire
National College	South Dakota	New Hampshire Keene State College, University of	New Hampshire
National College of Chiropractic	Illinois	New Hampshire Plymouth State College, University of	New Hampshire
National College of Education Central Office	Illinois	New Hampshire Technical Institute	New Hampshire
National College of Education Main Campus	Illinois	New Hampshire, University of	New Hampshire
National College of Education Urban Campus	Illinois	New Hampshire Vocational-Technical College at Berlin	New Hampshire
National Technical Schools	California	New Hampshire Vocational-Technical College at Claremont	New Hampshire
National University	California	New Hampshire Vocational-Technical College at Laconia	New Hampshire
Native American Educational Services	Illinois	New Hampshire Vocational-Technical College at Manchester	New Hampshire
Navajo Community College	Arizona		
Naval Postgraduate School	California		
Navarro College	Texas		
Nazarene Bible College	Colorado		
Nazarene Theological Seminary	Missouri		
Nazareth College	Michigan		
Nazareth College of Rochester	New York		
Nebraska Central Administration System Office, University of	Nebraska		
Nebraska Christian College	Nebraska		

New Hampshire Vocational- Technical College at Nashua	New Hampshire
New Hampshire Vocational- Technical College at Portsmouth	New Hampshire
New Haven, University of	Connecticut
New Jersey Institute of Technology	New Jersey
New Mexico Central Office, University of	New Mexico
New Mexico Gallup Branch, University of	New Mexico
New Mexico Highlands University	New Mexico
New Mexico Institute of Mining and Technology	New Mexico
New Mexico Junior College	New Mexico
New Mexico Main Campus, University of	New Mexico
New Mexico Military Institute	New Mexico
New Mexico State University Alamogordo Branch	New Mexico
New Mexico State University Carlsbad Branch	New Mexico
New Mexico State University Central Office	New Mexico
New Mexico State University Grants Branch	New Mexico
New Mexico State University Main Campus	New Mexico
New Mexico State University San Juan Branch	New Mexico
New Orleans Baptist Theological Seminary	Louisiana
New Orleans, University of	Louisiana
New Paltz, College at	See State Univ New York
New River Community College	Virginia
New Rochelle, College of	New York
New School of Music	Pennsylvania
New School for Social Research	New York
New York Chiropractic College	New York
New York City Community College	See City Univ of New York
New York College of Podiatric Medicine	New York
New York Institute of Technology Central Office	New York
New York Institute of Technology Main Campus	New York

New York Institute of Technology New York City Campus	New York
New York Law School	New York
New York Medical College	New York
New York School of Interior Design	New York
New York State College of Ceramics at Alfred University	New York
New York Theological Seminary	New York
New York University	New York
Newark College of Arts and Sciences	See Rutgers University
Newberry College	South Carolina
Newbury Junior College	Massachusetts
Newport, Christopher, College	Virginia
Niagara County Community College	New York
Niagara University	New York
Nicholls State University	Louisiana
Nichols College	Massachusetts
Nicolet College and Technical Institute	Wisconsin
Nielsen Electronics Institute	South Carolina
Norfolk State University	Virginia
Normandale Community College	Minnesota
North Adams State College	Massachusetts
North Alabama, University of	Alabama
North American Baptist Seminary	South Dakota
North Arkansas Community College	Arkansas
North Carolina Agricultural and Technical State University	North Carolina
North Carolina at Asheville, University of	North Carolina
North Carolina Central University	North Carolina
North Carolina at Chapel Hill, University of	North Carolina
North Carolina at Charlotte, University of	North Carolina
North Carolina General Administration Central Office, University of	North Carolina
North Carolina at Greensboro, University of	North Carolina
North Carolina School of the Arts	North Carolina
North Carolina State University at Raleigh	North Carolina
North Carolina Wesleyan College	North Carolina
North Carolina at Wilmington, University of	North Carolina

North Central Bible College	Minnesota
North Central College	Illinois
North Central Michigan College	Michigan
North Central Technical College	Ohio
North Central Technical Institute	Wisconsin
North Central University Center, Community College of the	South Dakota
North Country Community College	New York
North Dakota Central Office, University of	North Dakota
North Dakota Main Campus, University of	North Dakota
North Dakota State School of Science	North Dakota
North Dakota State University Bottineau	North Dakota
North Dakota State University Central Office	North Dakota
North Dakota State Univesity Main Campus	North Dakota
North Dakota Williston Branch, University of	North Dakota
North Florida Junior College	Florida
North Florida, University of	Florida
North Georgia College	Georgia
North Greenville College	South Carolina
North Harris County College	Texas
North Hennepin Community College	Minnesota
North Idaho College	Idaho
North Iowa Area Community College	Iowa
North Park College and Theological Seminary	Illinois
North Seattle Community College	Washington
North Shore Community College	Massachusetts
North Texas State University	Texas
Northampton County Area Community College	Pennsylvania
Northeast Alabama State Junior College	Alabama
Northeast Iowa Technical Institute	Iowa
Northeast Louisiana University	Louisiana
Northeast Mississippi Junior College	Missouri
Northeast Missouri State University	Missouri

Northeast Technical Community College	Nebraska
Northeast Wisconsin Technical Institute	Wisconsin
Northeastern Bible College	New Jersey
Northeastern Christian Junior College	Pennsylvania
Northeastern Illinois University	Illinois
Northeastern Junior College	Colorado
Northeastern Ohio Universities College of Medicine	Ohio
Northeastern Oklahoma Agricultural and Mechanical College	Oklahoma
Northeastern Oklahoma State University	Oklahoma
Northeastern University	Massachusetts
Northern Arizona University	Arizona
Northern Baptist Theological Seminary	Illinois
Northern California College of Chiropractic	California
Northern Colorado, University of	Colorado
Northern Essex Community College	Massachusetts
Northern Illinois University	Illinois
Northern Iowa, University of	Iowa
Northern Kentucky University	Kentucky
Northern Maine Vocational Technical Institute	Maine
Northern Michigan University	Michigan
Northern Montana College	Montana
Northern Nevada Community College	Nevada
Northern New Mexico Community College	New Mexico
Northern Oklahoma College	Oklahoma
Northern State College	South Dakota
Northern Virginia Community College	Virginia
Northlake College	Texas
Northland College	Wisconsin
Northland Community College	Minnesota
Northland Pioneer College	Arizona
Northrop University	California
Northwest Alabama State Junior College	Alabama
Northwest Bible College	North Dakota
Northwest Christian College	Oregon

Northwest College of the Assemblies of God	Washington
Northwest Community College	Wyoming
Northwest Iowa Technical College	Iowa
Northwest Mississippi Junior College	Mississippi
Northwest Missouri State University	Missouri
Northwest Nazarene College	Idaho
Northwest Technical College	Ohio
Northwest Technical Institute	Minnesota
Northwestern Business College-Technical Center	Ohio
Northwestern College	Iowa
Northwestern College	Minnesota
Northwestern College	Wisconsin
Northwestern College of Chiropractic	Minnesota
Northwestern Connecticut Community College	Connecticut
Northwestern Electronics Institute	Minnesota
Northwestern Lutheran Theological Seminary	Minnesota
Northwestern Michigan College	Michigan
Northwestern Oklahoma State University	Oklahoma
Northwestern State University of Louisiana	Louisiana
Northwestern University	Illinois
Northwood Institute	Michigan
Norwalk Community College	Connecticut
Norwalk State Technical College	Connecticut
Norwich University Central Office	Vermont
Norwich University Main Campus	Vermont
Notre Dame College	New Hampshire
Notre Dame College	Ohio
Notre Dame, College of	California
Notre Dame of Maryland, College of	Maryland
Notre Dame Seminary School of Theology	Louisiana
Notre Dame, University of	Indiana
Nova University	Florida
Nyack College	New York
Nyingma Institute	California
O.S. Johnson School of Technology	Pennsylvania
O'More School of Interior Architecture and Design	Tennessee

Oakland City College	Indiana
Oakland Community College	Michigan
Oakland University	Michigan
Oakton Community College	Illinois
Oakwood College	Alabama
Oberlin College	Ohio
Oblate College	District of Columbia
Oblate College of the Southwest	Texas
Occidental College	California
Ocean County College	New Jersey
Odessa College	Texas
Oglala Sioux Community College	South Dakota
Oglethorpe University	Georgia
Ohel Shmuel Yeshiva	New York
Ohio College of Podiatric Medicine	Ohio
Ohio Dominican College	Ohio
Ohio Institute of Technology	Ohio
Ohio Northern University	Ohio
Ohio State University Agricultural Technical Institute	Ohio
Ohio State University Central Office	Ohio
Ohio State University Lima Branch	Ohio
Ohio State-University Main Campus	Ohio
Ohio State University Mansfield Branch	Ohio
Ohio State University Marion Branch	Ohio
Ohio State University Newark Branch	Ohio
Ohio University Belmont County Branch	Ohio
Ohio University Central Office	Ohio
Ohio University Chillicothe Branch	Ohio
Ohio University Ironton Branch	Ohio
Ohio University Lancaster Branch	Ohio
Ohio University Main Campus	Ohio
Ohio University Zanesville Branch	Ohio
Ohio Valley College	West Virginia
Ohio Visual Art Institute	Ohio
Ohio Wesleyan University	Ohio
Ohlone College	California
Ohr Hameir Theological Seminary	New York
Okaloosa-Walton Junior College	Florida
Oklahoma Baptist University	Oklahoma
Oklahoma Central Office, University of	Oklahoma

Oklahoma Christian College	Oklahoma
Oklahoma City Southwestern College	Oklahoma
Oklahoma City University	Oklahoma
Oklahoma College of Osteopathic Medicine and Surgery	Oklahoma
Oklahoma Health Sciences Center, University of	Oklahoma
Oklahoma Norman Campus, University of	Oklahoma
Oklahoma Panhandle State University	Oklahoma
Oklahoma School of Business, Accountancy, Law and Finance	Oklahoma
Oklahoma State University Central Office	Oklahoma
Oklahoma State University Main Campus	Oklahoma
Oklahoma State University Technical Institute	Oklahoma
Old Dominion University	Virginia
Old Westbury, College at	See State Univ New York
Olean Business Institute	New York
Olive-Harvey College, Illinois	See City Colleges Chicago
Olivet College	Michigan
Olivet Nazarene College	Illinois
Olney Central College	See Ill Estn Cmty College
Olympia Technical Community College	Washington
Olympic College	Washington
Oneonta, College at	See St Univ of NY
Onondaga Community College	New York
Open Bible College	Iowa
Oral Roberts University	Oklahoma
Orange Coast College	California
Orange County Center, California	See West Coast University
Orange County Community College	New York
Orangeburg Calhoun Technical College	South Carolina
Oregon College of Education	Oregon
Oregon Graduate Center	Oregon
Oregon Health Sciences Center, University of	Oregon
Oregon Health Sciences University	Oregon
Oregon Institute of Technology	Oregon

Oregon Main Campus, University of	Oregon
Oregon Polytechnic Institute	Oregon
Oregon State Higher Education System Office	Oregon
Oregon State University	Oregon
Oscar Rose Junior College	Oklahoma
Osteopathic Medicine and Health Sciences, University of	Iowa
Osteopathic Medicine and Surgery, College of	Iowa
Osteopathic Medicine of the Pacific, College of	California
Oswego, College at	See State Univ New York
Otero Junior College	Colorado
Otis Art Institute of Parsons School of Design	California
Ottawa University	Kansas
Otterbein College	Ohio
Ouachita Baptist University	Arkansas
Our Lady of the Elms, College of	Massachusetts
Our Lady of Holy Cross College	Louisiana
Our Lady of the Lake University of San Antonio	Texas
Owens, Michael J., Technical College	Ohio
Owensboro Business College	Kentucky
Owensboro Junior College of Business	Kentucky
Oxnard College	California
Ozarks, College of the	Arkansas
Ozarks, School of the	Missouri
Pace University Central Office	New York
Pace University New York Campus	New York
Pace University Pleasantville-Briarcliff Campus	New York
Pace University-White Plains Campus	New York
Pacific Christian College	California
Pacific Graduate School of Psychology	California
Pacific Lutheran Theological Seminary	California
Pacific Lutheran University	Washington
Pacific Northwest College of Art	Oregon
Pacific Oaks College	California
Pacific School of Religion	California
Pacific Union College	California
Pacific University	Oregon

Pacific, University of the	California	Pennco Tech.	Pennsylvania
Paducah Community College	Kentucky	Pennsylvania College of Optometry	Pennsylvania
Paine College	Georgia	Pennsylvania College of Podiatric Medicine	Pennsylvania
Palm Beach Atlantic College	Florida	Pennsylvania Institute of Technology	Pennsylvania
Palm Beach Junior College	Florida	Pennsylvania State University Allentown Campus	Pennsylvania
Palmer College of Chiropractic	Iowa	Pennsylvania State University Altoona Campus	Pennsylvania
Palmer College of Chiropractic— West	California	Pennsylvania State University Beaver Campus	Pennsylvania
Palo Verde College	California	Pennsylvania State University Behrend College	Pennsylvania
Palomar College	California	Pennsylvania State University Berks Campus	Pennsylvania
Pamlico Technical College	North Carolina	Pennsylvania State University Capitol Campus	Pennsylvania
Pan American University	Texas	Pennsylvania State University Central Office	Pennsylvania
Panama Canal College	Former Canal Zone	Pennsylvania State University Delaware Campus	Pennsylvania
Panola Junior College	Texas	Pennsylvania State University Du Bois Campus	Pennsylvania
Paris Junior College	Texas	Pennsylvania State University Fayette Campus	Pennsylvania
Park College	Missouri	Pennsylvania State University Hazleton Campus	Pennsylvania
Parkersburg Community College	West Virginia	Pennsylvania State University Hershey Medical Center	Pennsylvania
Parkland College	Illinois	Pennsylvania State University Main Campus	Pennsylvania
Parks College	Colorado	Pennsylvania State University McKeesport Campus	Pennsylvania
Parks College	See Saint Louis Univ	Pennsylvania State University Mont Alto Campus	Pennsylvania
Parsons School of Design	New York	Pennsylvania State University New Kensington Campus	Pennsylvania
Pasadena City College	California	Pennsylvania State University Ogontz Campus	Pennsylvania
Pasadena College of Chiropractic	California	Pennsylvania State University Radnor Center for Graduate Studies	Pennsylvania
Pasco-Hernando Community College	Florida	Pennsylvania State University Schuylkill Campus	Pennsylvania
Passaic County Community College	New Jersey	Pennsylvania State University Shenango Valley Campus	Pennsylvania
Paterson, William, College	New Jersey	Pennsylvania State University Wilkes-Barre Campus	Pennsylvania
Patrick Henry Community College	Virginia		
Patrick Henry State Junior College	Alabama		
Patten College	California		
Paul D. Camp Community College	Virginia		
Paul Quinn College	Texas		
Paul Smith's College of Arts and Sciences	New York		
Payne, Howard, University	Texas		
Payne Theological Seminary	Ohio		
Peabody Institute of Johns Hopkins University	Maryland		
Peace College	North Carolina		
Pearl River Junior College	Mississippi		
Peay, Austin, State University	Tennessee		
Peirce Junior College	Pennsylvania		
Pembroke State University	North Carolina		
Peninsula College	Washington		
Penn Technical Institute	Pennsylvania		
Penn Valley Community College	Missouri		
Penn, William, College	Iowa		

Pennsylvania State University Worthington Scranton Campus	Pennsylvania	Pinebrook Junior College	Pennsylvania
Pennsylvania State University York Campus	Pennsylvania	Pioneer Community College	Missouri
Pennsylvania, University of	Pennsylvania	Pitt Community College	North Carolina
Pensacola Junior College	Florida	Pittsburg State University	Kansas
Pepperdine University	California	Pittsburgh Bradford Campus, University of	Pennsylvania
Peralta Community Colleges System Office	California	Pittsburgh Central Office, University of	Pennsylvania
Peru State College	Nebraska	Pittsburgh Greensburg Campus, University of	Pennsylvania
Pfeiffer College	North Carolina	Pittsburgh Institute of Aero- nautics	Pennsylvania
Philadelphia College of Art	Pennsylvania	Pittsburgh Johnstown Campus, University of	Pennsylvania
Philadelphia College of the Bible	Pennsylvania	Pittsburgh Main Campus, University of	Pennsylvania
Philadelphia College of Osteopathic Medicine	Pennsylvania	Pittsburgh Technical Institute	Pennsylvania
Philadelphia College of the Performing Arts	Pennsylvania	Pittsburgh Theological Seminary	Pennsylvania
Philadelphia College of Pharmacy and Science	Pennsylvania	Pittsburgh Titusville Campus, University of	Pennsylvania
Philadelphia College of Textiles and Science	Pennsylvania	Pitzer College	California
Philadelphia, Community College of	Pennsylvania	Platte Valley Bible College	Nebraska
Philander Smith College	Arkansas	Plattsburgh, College at	See State Univ New York
Phillips College	Georgia	Plymouth State College	See Univ System of NH
Phillips College	Georgia	Point Loma College	California
Phillips College	Mississippi	Point Park College	Pennsylvania
Phillips College of Greater New Orleans	Louisiana	Polk Community College	Florida
Phillips College of Jackson	Mississippi	Polytechnic Institute of New York	New York
Phillips College of New Orleans	Louisiana	Pomona College	California
Phillips County Community College	Arkansas	Ponce School of Medicine	Puerto Rico
Phillips, Frank, College	Texas	Pontifical College Josephinum	Ohio
Phillips University	Oklahoma	Pope John XXIII National Seminary	Massachusetts
Phoenix College	Arizona	Porterville College	California
Phoenix, University of	Arizona	Portland Community College	Oregon
Piedmont Aerospace Institute	North Carolina	Portland School of Art	Maine
Piedmont Bible College	North Carolina	Portland State University	Oregon
Piedmont College	Georgia	Portland, University of	Oregon
Piedmont Technical College	North Carolina	Post, C.W., Center, New York	See Long Is University
Piedmont Technical College	South Carolina	Post College	Connecticut
Piedmont Virginia Community College	Virginia	Potomac State College	West Virginia
Pierce, Franklin, College	New Hampshire	Potsdam, College at	See State Univ New York
Pierce, Franklin, Law Center	New Hampshire	Powelson Business Institute	New York
Pikes Peak Community College	Colorado	Prairie State College	Illinois
Pikeville College	Kentucky	Prairie View A&M University	Texas
Pima Community College	Arizona	Pratt Community College	Kansas
Pine Manor College	Massachusetts		

Pratt Institute	New York
Prentiss Normal and Industrial Institute	Mississippi
Presbyterian College	South Carolina
Presbyterian School of Christian Education	Virginia
Prescott Center College	Arizona
Prescott College	Arizona
Presentation College	South Dakota
Prestonburg Community College	Kentucky
Prince Georges Community College	Maryland
Princeton Theological Seminary	New Jersey
Princeton University	New Jersey
Principia College	Illinois
Protestant Episcopal Theological Seminary in Virginia	Virginia
Providence College	Rhode Island
Pueblo Vocational Community College	Colorado
Puerto Rico Cayey University College, University of	Puerto Rico
Puerto Rico Central Office, University of	Puerto Rico
Puerto Rico Humacao University College, University of	Puerto Rico
Puerto Rico Junior College	Puerto Rico
Puerto Rico Mayaguez Campus, University of	Puerto Rico
Puerto Rico Medical Sciences Campus, University of	Puerto Rico
Puerto Rico Regional Colleges Administration, University of	Puerto Rico
Puerto Rico Rio Piedras Campus, University of	Puerto Rico
Puget Sound College of the Bible	Washington
Puget Sound, University of	Washington
Purchase, College at	See State Univ New York
Purdue University Calumet	Indiana
Purdue University Central Office	Indiana
Purdue University Main Campus	Indiana
Purdue University North Central Campus	Indiana
Queens College	See City Univ of New York
Queens College	North Carolina
Queensborough Community College	See City Univ of New York
Quincy College	Illinois

Quincy Junior College	Massachusetts
Quinebaug Valley Community College	Connecticut
Quinn, Paul, College	Texas
Quinnipiac College	Connecticut
Quinsigamond Community College	Massachusetts
Rabbi Isaac Elchanan Theological Seminary	New York
Rabbinical Academy Mesivta Rabbi Chaim Berlin	New York
Rabbinical College of America	New Jersey
Rabbinical College Beth Shraga	New York
Rabbinical College Bobover Yeshiva B'Nei Zion	New York
Rabbinical College Ch'San Sofer of New York	New York
Rabbinical College of Kamenitz Yeshiva	New York
Rabbinical College of Long Island	New York
Rabbinical College of Sanz	New York
Rabbinical College of Telshe	Ohio
Rabbinical Seminary Adas Yereim	New York
Rabbinical Seminary of America	New York
Rabbinical Seminary Beth Yitzchok D'Spinka	New York
Rabbinical Seminary M'Kor Chaim	New York
Rabbinical Seminary of Munkacs	New York
Radcliffe College	Massachusetts
Radford University	Virginia
Rainy River Community College	Minnesota
Ramapo College of New Jersey	New Jersey
Ramirez College of Business and Technology	Puerto Rico
Rand Graduate Institute of Policy Studies	California
Randolph-Macon College	Virginia
Randolph-Macon Woman's College	Virginia
Randolph Technical College	North Carolina
Ranger Junior College	Texas
Rappahannock Community College	Virginia
Raymond Walters College, Ohio	See University Cincinnati
Reading Area Community College	Pennsylvania
Redlands, University of	California
Redwoods, College of the	California
Reed College	Oregon
Reformed Bible College	Michigan
Reformed Presbyterian Theological Seminary	Pennsylvania

Reformed Theological Seminary	Mississippi
Regis College	Colorado
Regis College	Massachusetts
Reinhardt College	Georgia
Rend Lake College	Illinois
Rensselaer Polytechnic Institute	New York
Reynolds, J. Sargeant, Community College	Virginia
Rhode Island College	Rhode Island
Rhode Island, Community College of	Rhode Island
Rhode Island School of Design	Rhode Island
Rhode Island, University of	Rhode Island
Rice College	South Carolina
Rice University	Texas
Richard Bland College of the College of William and Mary	Virginia
Richard J. Daley College, Illinois	See City Colleges Chicago
Richland College	Texas
Richland Community College	Illinois
Richmond Technical College	North Carolina
Richmond, University of	Virginia
Ricks College	Idaho
Rider College	New Jersey
Rika Breuer Teachers Seminary	New York
Ringling School of Art and Design	Florida
Rio Grande College	Ohio
Rio Hondo College	California
Rio Salado College	Arizona
Ripon College	Wisconsin
Riverside City College	California
Rivier College	New Hampshire
Roane State Community College	Tennessee
Roanoke Bible College	North Carolina
Roanoke-Chowan Technical College	North Carolina
Roanoke-Chowan Technical Institute	North Carolina
Roanoke College	Virginia
Robert Morris College	Pennsylvania
Roberts, Oral, University	Oklahoma
Roberts Wesleyan College	New York
Robeson Technical College	North Carolina
Rochester Business Institute	New York
Rochester Community College	Minnesota
Rochester Institute of Technology	New York
Rochester, University of	New York
Rock Valley College	Illinois
Rockefeller University	New York

Rockford College	Illinois
Rockhurst College	Missouri
Rockingham Community College	North Carolina
Rockland Community College	New York
Rockmont College	Colorado
Rocky Mountain College	Montana
Roger Williams College Central Office	Rhode Island
Roger Williams College Main Campus	Rhode Island
Roger Williams College Providence Branch	Rhode Island
Rogue Community College	Oregon
Rollins College	Florida
Roosevelt University	Illinois
Rosary College	Illinois
Rose-Hulman Institute of Technology	Indiana
Rose, Oscar, Junior College	Oklahoma
Rosemont College	Pennsylvania
Ross, Sul, State University	Texas
Rowan Technical College	North Carolina
Roxbury Community College	Massachusetts
Rush University	Illinois
Russell Sage College Central Office	New York
Russell Sage College Main Campus	New York
Russell Sage Junior College of Albany	New York
Rust College	Mississippi
Rutgers the State University of New Jersey Camden Campus	New Jersey
Rutgers the State University of New Jersey Central Office	New Jersey
Rutgers the State University of New Jersey New Brunswick Campus	New Jersey
Rutgers the State University of New Jersey Newark Campus	New Jersey
Rutledge College	Missouri
Rutledge College	South Carolina
Rutledge College of Charlotte	North Carolina
Rutledge College of Durham	North Carolina
Rutledge College of Fayetteville	North Carolina
Rutledge College of Greensboro	North Carolina
Rutledge College of Winston-Salem	North Carolina
S.D. Bishop State Junior College	Alabama
Sacramento City College	California
Sacred Heart College	North Carolina
Sacred Heart School of Theology	Wisconsin

Sacred Heart Seminary College	Michigan
Sacred Heart University	Connecticut
Sacred Heart, University of the	Puerto Rico
Saddleback Community College	California
Sage, Russell, College	New York
Saginaw Valley State College	Michigan
Saint Alphonsus College	Connecticut
Saint Ambrose College	Iowa
Saint Andrew's Presbyterian College	North Carolina
Saint Anselm College	New Hampshire
Saint Augustine's College	North Carolina
Saint Benedict, College of	Minnesota
Saint Bernard Parish Community College	Louisiana
Saint Bernard's Seminary	New York
Saint Bonaventure University	New York
Saint Catharine College	Kentucky
Saint Catherine, College of	Minnesota
Saint Charles Borromeo Seminary	Pennsylvania
Saint Clair County Community College	Michigan
Saint Cloud State University	Minnesota
Saint Edward's University	Texas
Saint Elizabeth, College of	New Jersey
Saint Francis College	Indiana
Saint Francis College	New York
Saint Francis College	Pennsylvania
Saint Francis, College of	Illinois
Saint Francis De Sales College	Wisconsin
Saint Francis Seminary School of Pastoral Ministry	Wisconsin
Saint Gregory's College	Oklahoma
Saint Hyacinth College-Seminary	Massachusetts
Saint John Fisher College	New York
Saint John Vianney College Seminary	Florida
Saint John's College	California
Saint John's College	Kansas
Saint John's College Central Office	Maryland
Saint John's College Main Campus	Maryland
Saint John's College at Santa Fe New Mexico	Maryland
Saint John's Provincial Seminary	Michigan
Saint Johns River Community College	Florida
Saint John's Seminary	Massachusetts
Saint John's University	Minnesota

Saint John's University	New York
Saint Joseph College	Connecticut
Saint Joseph the Provider, College of	Vermont
Saint Joseph Seminary College	Louisiana
Saint Joseph's College	Indiana
Saint Joseph's College	Maine
Saint Joseph's College Central Office	New York
Saint Joseph's College Main Campus	New York
Saint Joseph's College Suffolk Campus	New York
Saint Joseph's Seminary and College	New York
Saint Joseph's University	Pennsylvania
Saint Lawrence University	New York
Saint Leo College	Florida
Saint Louis Christian College	Missouri
Saint Louis College of Pharmacy	Missouri
Saint Louis Community College Administrative Center Central Office	Missouri
Saint Louis Community College at Florissant Valley	Missouri
Saint Louis Community College at Forest Park	Missouri
Saint Louis Community College at Meramec	Missouri
Saint Louis Conservatory of Music	Missouri
Saint Louis Rabbinical College	Missouri
Saint Louis University Central Office	Missouri
Saint Louis University Main Campus	Missouri
Saint Louis University- Parks College	Missouri
Saint Martin's College	Washington
Saint Mary College	Kansas
Saint Mary, College of	Nebraska
Saint Mary of the Lake Seminary	Illinois
Saint Mary of the Plains College	Kansas
Saint Mary Seminary	Ohio
Saint Mary-of-the-Woods College	Indiana
Saint Mary's College	Indiana
Saint Mary's College	Michigan
Saint Mary's College	Minnesota
Saint Mary's College	North Carolina
Saint Mary's College of California	California
Saint Mary's College of Maryland	Maryland

Saint Mary's College of O'Fallon	Missouri
Saint Mary's Dominican College	Louisiana
Saint Mary's Junior College	Minnesota
Saint Mary's Seminary and College	Missouri
Saint Mary's Seminary and University	Maryland
Saint Mary's University of San Antonio	Texas
Saint Meinrad College	Indiana
Saint Meinrad School of Theology	Indiana
Saint Michael's College	Vermont
Saint Norbert College	Wisconsin
Saint Olaf College	Minnesota
Saint Patrick's College	California
Saint Patrick's Seminary	California
Saint Paul Bible College	Minnesota
Saint Paul School of Theology	Missouri
Saint Paul Seminary	Minnesota
Saint Paul's College	Missouri
Saint Paul's College	Virginia
Saint Peter's College	New Jersey
Saint Petersburg Junior College	Florida
Saint Philip's College	Texas
Saint Rose, College of	New York
Saint Scholastica, College of	Minnesota
Saint Teresa, College of	Minnesota
Saint Thomas Aquinas College	New York
Saint Thomas, College of	Minnesota
Saint Thomas Seminary	Colorado
Saint Thomas, University of	Texas
Saint Vincent College	Pennsylvania
Saint Vincent Seminary	Pennsylvania
Saint Vladimir Orthodox Theological Seminary	New York
Saint Xavier College	Illinois
Salem College	North Carolina
Salem College Central Office	West Virginia
Salem College at Clarksburg	West Virginia
Salem College Main Campus	West Virginia
Salem Community College	New Jersey
Salem State College	Massachusetts
Salisbury State College	Maryland
Salish Kootenai Community College	Montana
Salve Regina-The Newport College	Rhode Island
Sam Houston State University	Texas
Samford University	Alabama
Sampson Technical College	North Carolina
San Antonio College	Texas

San Antonio Community College	
District Central Office	Texas
San Bernardino Valley College	California
San Diego City College	California
San Diego Community College	
District Central Office	California
San Diego Mesa College	California
San Diego Miramar College	California
San Diego State University	California
San Diego, University of	California
San Fernando Valley College of Law	California
San Francisco Art Institute	California
San Francisco College of Mortuary Science	California
San Francisco Community College District	California
San Francisco Conservatory of Music	California
San Francisco State University	California
San Francisco Theological Seminary	California
San Francisco, University of	California
San Jacinto College Central Campus	Texas
San Jacinto College Central Office	Texas
San Jacinto College North Campus	Texas
San Joaquin Delta College	California
San Jose Bible College	California
San Jose City College	California
San Jose Community College	
District System Office	California
San Jose State University	California
San Juan Technological Community College	Puerto Rico
San Mateo, College of	California
San Mateo County Community College District System Office	California
Sandburg, Carl, College	Illinois
Sandhills Community College	North Carolina
Sangamon State University	Illinois
Santa Ana College	California
Santa Barbara City College	California
Santa Clara, University of	California
Santa Fe, College of	New Mexico
Santa Fe Community College	Florida
Santa Monica College	California
Santa Rosa Junior College	California
Sara Schenirer Teachers Seminary	New York
Sarah Lawrence College	New York

Sarasota, University of	Florida	Shelby State Community College	Tennessee
Sauk Valley College	Illinois	Sheldon Jackson College	Alaska
Savannah College of Art and Design	Georgia	Shelton State Community College	Alabama
Savannah State College	Georgia	Shenandoah College and Conservatory of Music	Virginia
Sayre Junior College	Oklahoma	Shepherd College	West Virginia
Scarritt College	Tennessee	Sheridan College	Wyoming
Schenectady County Community College	New York	Sherman College of Chiropractic	South Carolina
Schenirer, Sara, Teachers Seminary	New York	Sherwood Music School	Illinois
School for International Training	Vermont	Shimer College	Illinois
School of -, See Most Important Term		Shippensburg State College	Pennsylvania
Schoolcraft College	Michigan	Sh'Or Yoshuv Rabbinical College	New York
Schreiner College	Texas	Shoreline Community College	Washington
Science and Arts of Oklahoma, University of	Oklahoma	Shorter College	Arkansas
Scott, Agnes, College	Georgia	Shorter College	Georgia
Scott Community College	Iowa	Siena College	New York
Scottsdale Community College	Arizona	Siena Heights College	Michigan
Scranton, University of	Pennsylvania	Sierra College	California
Scripps College	California	Sierra Nevada College	Nevada
Seabury-Western Theological Seminary	Illinois	Silver Lake College	Wisconsin
Seattle Community College Central Campus	Washington	Simmons College	Massachusetts
Seattle Community College District Office	Washington	Simon's Rock of Bard College	Massachusetts
Seattle Community College South Campus	Washington	Simon's Rock Early College	Massachusetts
Seattle Pacific University	Washington	Simpson College	California
Seattle University	Washington	Simpson College	Iowa
Selma University	Alabama	Sinclair Community College	Ohio
Seminary of the Immaculate Conception	New York	Sinte Gleska College	South Dakota
Seminary of Saint Pius X	Kentucky	Sioux Empire College	Iowa
Seminary of Saint Vincent De Paul	Florida	Sioux Falls College	South Dakota
Seminole Community College	Florida	Siskiyous, College of the	California
Seminole Junior College	Oklahoma	Sitka Community College	See University of Alaska
Sequoias, College of the	California	Skagit Valley College	Washington
Seton, Elizabeth, College	New York	Skidmore College	New York
Seton Hall University	New Jersey	Skyline College	California
Seton Hill College	Pennsylvania	Slippery Rock State College	Pennsylvania
Seward County Community College	Kansas	Smith College	Massachusetts
Shasta College	California	Smith, Hobart-Williams Colleges	New York
Shaw College at Detroit	Michigan	Smith, Johnson C., University	North Carolina
Shaw University	North Carolina	Smith, Philander, College	Arkansas
Shawnee College	Illinois	Smith's, Paul, College Arts and Sciences	New York
Shawnee State Community College	Ohio	Snead State Junior College	Alabama
		Snow College	Utah
		Sojourner-Douglas College	Maryland
		Solano Community College	California
		Somerset Community College	Kentucky
		Somerset County College	New Jersey
		Sonoma State University	California
		South Alabama, University of	Alabama

South Carolina at Aiken, University of	South Carolina
South Carolina at Beaufort, University of	South Carolina
South Carolina Central Office, University of	South Carolina
South Carolina at Coastal Carolina, University of	South Carolina
South Carolina at Columbia, University of	South Carolina
South Carolina at Lancaster, University of	South Carolina
South Carolina at Salkehatchie, University of	South Carolina
South Carolina at Spartanburg, University of	South Carolina
South Carolina State College	South Carolina
South Carolina at Sumter, University of	South Carolina
South Carolina at Union, University of	South Carolina
South Central Community College	Connecticut
South Dakota Central Office, University of	South Dakota
South Dakota Main Campus, University of	South Dakota
South Dakota School of Mines and Technology	South Dakota
South Dakota at Springfield, University of	South Dakota
South Dakota State University	South Dakota
South Florida Junior College	Florida
South Florida, University of	Florida
South Georgia College	Georgia
South Mountain Community College	Arizona
South Oklahoma City Junior College	Oklahoma
South Plains College	Texas
South Texas College of Law	Texas
South, University of the	Tennessee
Southampton Center New York	See Long Is University
Southeast Community College	Kentucky
Southeast Community College Fairbury-Beatrice Campus	Nebraska
Southeast Community College Lincoln Campus	Nebraska
Southeast Community College Milford Campus	Nebraska

Southeast Missouri State University	Missouri
Southeastern Baptist College	Mississippi
Southeastern Baptist Theological Seminary	North Carolina
Southeastern Bible College	Alabama
Southeastern College of the Assemblies of God	Florida
Southeastern College of Osteopathic Medicine	Florida
Southeastern Community College	Iowa
Southeastern Community College	North Carolina
Southeastern Illinois College	Illinois
Southeastern Louisiana University	Louisiana
Southeastern Massachusetts University	Massachusetts
Southeastern Nebraska Technical Community College	
Area Central Office	Nebraska
Southeastern Oklahoma State University	Oklahoma
Southeastern University	District of Columbia
Southern Arkansas University Central Office	Arkansas
Southern Arkansas University El Dorado Branch	Arkansas
Southern Arkansas University Main Campus	Arkansas
Southern Arkansas University Technical Branch	Arkansas
Southern Baptist College	Arkansas
Southern Baptist Theological Seminary	Kentucky
Southern Bible College	Texas
Southern California College	California
Southern California College of Optometry	California
Southern California Institute of Architecture	California
Southern California, University of	California
Southern College of Optometry	Tennessee
Southern Colorado, University of	Colorado
Southern Connecticut State College	Connecticut
Southern Idaho, College of	Idaho
Southern Illinois University at Carbondale	Illinois
Southern Illinois University at Edwardsville	Illinois

Southern Illinois University System Office	Illinois
Southern Junior College of Business	Alabama
Southern Maine, University of	Maine
Southern Maine Vocational and Technical Institute	Maine
Southern Methodist University	Texas
Southern Missionary College	Tennessee
Southern Mississippi, University of	Mississippi
Southern Ohio College	Ohio
Southern Oregon State College	Oregon
Southern School of Pharmacy, Georgia	See Mercer University
Southern Seminary Junior College	Virginia
Southern State Community College	Ohio
Southern State General and Technical College	Ohio
Southern Technical Institute	Georgia
Southern Union State Junior College	Alabama
Southern University Agricultural and Mechanical College Central Office	Louisiana
Southern University Agricultural and Mechanical College Main Campus	Louisiana
Southern University in New Orleans	Louisiana
Southern University Shreveport-Bossier City Campus	Louisiana
Southern Utah State College	Utah
Southern Vermont College	Vermont
Southern West Virginia Community College	West Virginia
Southside Virginia Community College	Virginia
Southwest Baptist College	Missouri
Southwest Baptist University	Missouri
Southwest, College of the	New Mexico
Southwest Mississippi Junior College	Mississippi
Southwest Missouri State University	Missouri
Southwest State University	Minnesota
Southwest Texas Junior College	Texas
Southwest Texas State University	Texas

Southwest Virginia Community College	Virginia
Southwest Wisconsin Vocational Technical Institute	Wisconsin
Southwestern Adventist College	Texas
Southwestern Assemblies of God College	Texas
Southwestern Baptist Bible College	Arizona
Southwestern Baptist Theological Seminary	Texas
Southwestern Christian College	Texas
Southwestern College	California
Southwestern College	Kansas
Southwestern Community College	Iowa
Southwestern Louisiana, University of	Louisiana
Southwestern at Memphis	Tennessee
Southwestern Michigan College	Michigan
Southwestern Oklahoma State University	Oklahoma
Southwestern Oregon Community College	Oregon
Southwestern Technical College	North Carolina
Southwestern University	Texas
Southwestern University School of Law	California
Spalding College	Kentucky
Spartan School of Aeronautics	Oklahoma
Spartanburg Methodist College	South Carolina
Spartanburg Technical College	South Carolina
Spelman College	Georgia
Spertus College of Judaica	Illinois
Spokane Community College	Washington
Spokane Falls Community College	Washington
Spoon River College	Illinois
Spring Arbor College	Michigan
Spring Garden College	Pennsylvania
Spring Hill College	Alabama
Springfield College	Massachusetts
Springfield College in Illinois	Illinois
Springfield Technical Community College	Massachusetts
Sprunt, James, Technical College	North Carolina
Standing Rock Community College	North Dakota
Stanford University	California
Stanly Technical College	North Carolina
Stark Technical College	Ohio
Starr King School for the Ministry	California
State Center Community College District System Office	California

State College Optometry	See State Univ New York
State Community College	Illinois
State Fair Community College	Missouri
State of New York Regents External Degree Program, University of the	New York
State Technical Institute at Knoxville	Tennessee
State Technical Institute at Memphis	Tennessee
State University and Community College System of Tennessee System Office	Tennessee
State University of New York Agricultural and Technical College at Alfred	New York
State University of New York Agricultural and Technical College at Canton	New York
State University of New York Agricultural and Technical College at Cobleskill	New York
State University of New York Agricultural and Technical College at Delhi	New York
State University of New York Agricultural and Technical College at Farmingdale	New York
State University of New York Agricultural and Technical College at Morrisville	New York
State University of New York at Albany	New York
State University of New York at Binghamton	New York
State University of New York at Buffalo Main Campus	New York
State University of New York College at Brockport	New York
State University of New York College at Buffalo	New York
State University of New York College at Cortland	New York
State University of New York College of Environmental Science and Forestry	New York
State University of New York College at Fredonia	New York

State University of New York College at Geneseo	New York
State University of New York College at New Paltz	New York
State University of New York College at Old Westbury	New York
State University of New York College at Oneonta	New York
State University of New York College of Optometry	New York
State University of New York College at Oswego	New York
State University of New York College at Plattsburgh	New York
State University of New York College at Potsdam	New York
State University of New York College at Purchase	New York
State University of New York College of Technology at Utica-Rome	New York
State University of New York Downstate Medical Center	New York
State University of New York Empire State College	New York
State University of New York Health Sciences Center at Buffalo	New York
State University of New York Health Sciences Center at Stony Brook	New York
State University of New York Maritime College	New York
State University of New York at Stony Brook Main Campus	New York
State University of New York System Office	New York
State University of New York Upstate Medical Center	New York
State University System of Florida System Office	Florida
State University System of Minnesota System Office	Minnesota
Staten Island, College of	See City Univ of New York
Steed College	Tennessee
Stenotype Institute	New York
Stephen F. Austin State University	Texas
Stephens College	Missouri
Sterling College	Kansas

Stetson University	Florida	Tarkio College	Missouri
Steubenville, College of	Ohio	Tarleton State University	Texas
Steubenville, University of	Ohio	Tarrant County Junior College	Texas
Stevens Henager College	Utah	Taylor Business Institute	New York
Stevens Institute of Technology	New Jersey	Taylor University	Indiana
Stillman College	Alabama	Teachers College, New York	See Columbia University
Stockton State College	New Jersey	Technical Career Institutes	New York
Stonehill College	Massachusetts	Technical College of Alamance	North Carolina
Strayer College	District of Columbia	Technology at Utica-Rome, College of	See State Univ New York
Sue Bennett College	Kentucky	Telshe Yeshiva-Chicago	Illinois
Suffolk County Community College	New York	Temple Junior College	Texas
Suffolk County Community College Eastern Campus	New York	Temple University	Pennsylvania
Suffolk County Community College Western Campus	New York	Tennessee Center for the Health Sciences, University of	Tennessee
Suffolk University	Massachusetts	Tennessee Central Office, University of	Tennessee
Sul Ross State University	Texas	Tennessee at Chattanooga, University of	Tennessee
Sullivan County Community College	New York	Tennessee Institute of Electronics	Tennessee
Sullivan Junior College of Business	Kentucky	Tennessee at Knoxville, University of	Tennessee
Sumter Area Technical College	South Carolina	Tennessee at Martin, University of	Tennessee
Suomi College	Michigan	Tennessee State University	Tennessee
Surry Community College	North Carolina	Tennessee Technological University	Tennessee
Susquehanna University	Pennsylvania	Tennessee Temple University	Tennessee
Swain School of Design	Massachusetts	Tennessee University-Wide Administration Central Office, University of	Tennessee
Swarthmore College	Pennsylvania	Tennessee Wesleyan College	Tennessee
Sweet Briar College	Virginia	Terra Technical College	Ohio
Syracuse University Central Office	New York	Texarkana Community College	Texas
Syracuse University Main Campus	New York	Texas A&I University	Texas
Syracuse University Utica College	New York	Texas A&M University at Galveston	Texas
Tabor College	Kansas	Texas A&M University Main Campus	Texas
Tacoma Community College	Washington	Texas A&M University System Office	Texas
Taft College	California	Texas at Arlington, University of	Texas
Talladega College	Alabama	Texas at Austin, University of	Texas
Tallahassee Community College	Florida	Texas Chiropractic College	Texas
Talmudic College of Florida	Florida	Texas Christian University	Texas
Talmudical Institute of Central Jersey	New York	Texas College	Texas
Talmudical Institute of Upstate New York	New York	Texas College of Osteopathic Medicine	Texas
Talmudical Seminary Oholei Torah	New York	Texas at Dallas, University of	Texas
Talmudical Yeshiva of Philadelphia	Pennsylvania	Texas at El Paso, University of	Texas
Tampa College	Florida		
Tampa Technical Institute	Florida		
Tampa, University of	Florida		
Tanana Valley Community College	See University of Alaska		

Texas Health Science Center at Dallas, University of	Texas	Tidewater Community College	Virginia
Texas Health Science Center at Houston, University of	Texas	Tiffin University	Ohio
Texas Health Science Center at San Antonio, University of	Texas	Tift College	Georgia
Texas Lutheran College	Texas	Tobe-Coburn School of Fashion Careers	New York
Texas Medical Branch at Galveston, University of	Texas	Toccoa Falls College	Georgia
Texas of the Permian Basin, University of	Texas	Toledo, University of	Ohio
Texas at San Antonio, University of	Texas	Tomlinson College	Tennessee
Texas Southern University	Texas	Tompkins-Cortland Community College	New York
Texas Southmost College	Texas	Tougaloo College	Mississippi
Texas State Technical Institute Amarillo Campus	Texas	Touro College	New York
Texas State Technical Institute Central Office	Texas	Towson State University	Maryland
Texas State Technical Institute Harlingen Campus	Texas	Tracey-Warner School	Pennsylvania
Texas State Technical Institute-Sweetwater	Texas	Transylvania University	Kentucky
Texas State Technical Institute Waco Campus	Texas	Treasure Valley Community College	Oregon
Texas System Office, University of	Texas	Trenton Junior College	Missouri
Texas Tech University Health Science Center	Texas	Trenton State College	New Jersey
Texas Technical University	Texas	Trevecca Nazarene College	Tennessee
Texas at Tyler, University of	Texas	Tri-Cities State Technical Institute	Tennessee
Texas Wesleyan College	Texas	Tri-County Community College	North Carolina
Texas Woman's University	Texas	Tri-County Technical College	South Carolina
Thames Valley State Technical College	Connecticut	Tri-State University	Indiana
The -, See Most Important Term		Triangle Institute of Technology	Pennsylvania
Theological Seminary of the Reformed Episcopal Church	Pennsylvania	Triangle Institute of Technology-Erie Center	Pennsylvania
Theology at Claremont, School of	California	Triangle Institute of Technology-Greensburg Center	Pennsylvania
Thiel College	Pennsylvania	Trident Technical College	South Carolina
Thomas A. Edison College	New Jersey	Trinidad State Junior College	Colorado
Thomas College	Maine	Trinity Bible Institute	North Dakota
Thomas County Community College	Georgia	Trinity Christian College	Illinois
Thomas Jefferson University	Pennsylvania	Trinity College	Connecticut
Thomas M. Cooley Law School	Michigan	Trinity College	District of Columbia
Thomas More College	Kentucky	Trinity College	Illinois
Thomas Nelson Community College	Virginia	Trinity Evangelical Divinity School	Vermont
Thornton Community College	Illinois	Trinity Lutheran Seminary	Illinois
Three Rivers Community College	Missouri	Trinity University	Ohio
		Triton College	Texas
		Trocaire College	Illinois
		Troy State University	New York
		Central Office	Alabama
		Troy State University at Dothan-Fort Rucker	Alabama
		Troy State University Main Campus	Alabama

Troy State University at Montgomery	Alabama
Truckee Meadows Community College	Nevada
Truett McConnell College	Georgia
Truman College, Illinois	See City Colleges Chicago
Tufts University	Massachusetts
Tulane University of Louisiana	Louisiana
Tulsa Junior College	Oklahoma
Tulsa, University of	Oklahoma
Tunxis Community College	Connecticut
Turtle Mountain Community College	North Dakota
Tusculum College	Tennessee
Tuskegee Institute	Alabama
Tyler, John, Community College	Virginia
Tyler Junior College	Texas
Ulster County Community College	New York
Umpqua Community College	Oregon
Uniformed Services University of the Health Sciences	Maryland
Union College	Kentucky
Union College	Nebraska
Union College	New Jersey
Union College	New York
Union County Technical Institute	New Jersey
Union for Experimenting Colleges and Universities	Ohio
Union Theological Seminary	New York
Union Theological Seminary in Virginia	Virginia
Union University	Tennessee
United Electronics Institute	Iowa
United Electronics Institute of Florida	Florida
United States Air Force Academy	Colorado
United States Army Command and General Staff College	Kansas
United States Coast Guard Academy	Connecticut
United States International University	California
United States Merchant Marine Academy	New York
United States Military Academy	New York
United States Naval Academy	Maryland
United States Sports Academy	Alabama
United Talmudical Academy	New York
United Theological Seminary	Minnesota

United Theological Seminary	Ohio
United Wesleyan College	Pennsylvania
Unity College	Maine
Universidad Central Del Caribe	
Escuela De Medicina De Cayey	Puerto Rico
Universidad De Ponce	Puerto Rico
Universidad Politecnica De Puerto Rico	Puerto Rico
University of -, See Most Important Term	
University System of New Hampshire System Office	New Hampshire
University System of South Texas System Office	Texas
Upper Iowa University	Iowa
Upsala College	New Jersey
Upstate Medical Center	See State Univ New York
Urbana College	Ohio
Ursinus College	Pennsylvania
Ursuline College	Ohio
Utah Higher Education System Office	Utah
Utah State University	Utah
Utah Technical College at Provo	Utah
Utah Technical College at Salt Lake City	Utah
Utah, University of	Utah
Utica College of Syracuse University	New York
Utica Junior College	Mississippi
Utica-Rome, College of	See State Univ New York
Utica School of Commerce	New York
Valdosta State College	Georgia
Vale Technical Institute	Pennsylvania
Valencia Community College	Florida
Valley City State College	North Dakota
Valley Forge Christian College	Pennsylvania
Valley Forge Military Junior College	Pennsylvania
Valparaiso University	Indiana
Vance-Granville Community College	North Carolina
Vanderbilt University	Tennessee
Vandercook College of Music	Illinois
Vassar College	New York
Vennard College	Iowa
Ventura College	California
Ventura County Community College District System Office	California

Vermilion Community College	Minnesota
Vermont College	Vermont
Vermont, Community College of	Vermont
Vermont Law School	Vermont
Vermont and State Agricultural College, University of	Vermont
Vermont State College System Office	Vermont
Vermont Technical College	Vermont
Vernon Regional Junior College	Texas
Victor Valley College	California
Victoria College	Texas
Villa Julie College	Maryland
Villa Maria College	Pennsylvania
Villa Maria College of Buffalo	New York
Villanova University	Pennsylvania
Vincennes University	Indiana
Virgin Islands, College of the	Virgin Islands
Virginia Central Office, University of	Virginia
Virginia Clinch Valley College, University of	Virginia
Virginia Commonwealth University	Virginia
Virginia Highlands Community College	Virginia
Virginia Intermont College	Virginia
Virginia Main Campus, University of	Virginia
Virginia Military Institute	Virginia
Virginia Polytechnic Institute and State University	Virginia
Virginia State Community College System Office	Virginia
Virginia State University	Virginia
Virginia Union University	Virginia
Virginia Wesleyan College	Virginia
Virginia Western Community College	Virginia
Vista College	California
Visual Arts, School of	New York
Viterbo College	Wisconsin
Volunteer State Community College	Tennessee
Voorhees College	South Carolina
Wabash College	Indiana
Wabash Valley College	See Ill Estn Cmty College
Wadhams Hall Seminary and College	New York
Wagner College	New York

Wake Forest University	North Carolina
Wake Technical College	North Carolina
Waldorf College	Iowa
Walker College	Alabama
Walla Walla College	Washington
Walla Walla Community College	Washington
Wallace State Community College at Hanceville	Alabama
Wallace, George C., State Community College at Dothan	Alabama
Wallace, George Corley, State Community College at Selma	Alabama
Wallace, Lurleen B., State Junior College	Alabama
Walsh College	Ohio
Walsh College of Accountancy and Business Administration	Michigan
Walters, Raymond, College	Ohio
Walters State Community College	Tennessee
Warner Pacific College	Oregon
Warner Southern College	Florida
Warren Wilson College	North Carolina
Wartburg College	Iowa
Wartburg Theological Seminary	Iowa
Washburn University of Topeka	Kansas
Washington Bible College	Maryland
Washington, Booker T., Business College	Alabama
Washington College	Maryland
Washington, George, University	District of Columbia
Washington International College	District of Columbia
Washington and Jefferson College	Pennsylvania
Washington and Lee University	Virginia
Washington, Mary, College	Virginia
Washington State Community College District 5	
District Office	Washington
Washington State Community College District 17	
District Office	Washington
Washington State University	Washington
Washington Technical College	Ohio
Washington Theological Union	Maryland
Washington University	Missouri
Washington, University of	Washington
Washtenaw Community College	Michigan
Waterbury State Technical College	Connecticut

Waters, Edward, College	Florida
Watterson College	Kentucky
Waubensee Community College	Illinois
Waukesha County Technical Institute	Wisconsin
Waycross Junior College	Georgia
Wayland Baptist College	Texas
Wayne Community College	North Carolina
Wayne County Community College	Michigan
Wayne General and Technical College, Ohio	See University of Akron
Wayne State College	Nebraska
Wayne State University	Michigan
Waynesburg College	Pennsylvania
Weatherford College	Texas
Webb Institute of Naval Architecture	New York
Webber College	Florida
Weber State College	Utah
Webster College	Missouri
Webster, Daniel, College	New Hampshire
Wellesley College	Massachusetts
Wells College	New York
Wenatchee Valley College	Washington
Wentworth Institute of Technology	Massachusetts
Wentworth Military Academy	Missouri
Wesley College	Delaware
Wesley College	Mississippi
Wesley, John, College	North Carolina
Wesley Theological Seminary	District of Columbia
Wesleyan College	Georgia
Wesleyan University	Connecticut
West Chester State College	Pennsylvania
West Coast Bible College	California
West Coast Christian College	California
West Coast University Central Office	California
West Coast University Main Campus	California
West Coast University Orange County Center	California
West Florida, University of	Florida
West Georgia College	Georgia
West Hills College	California
West Liberty State College	West Virginia
West Los Angeles College	California
West Los Angeles, University of	California
West Oahu College	See University of Hawaii

West Shore Community College	Michigan
West Side Institute of Technology	Ohio
West Texas State University	Texas
West Valley College	California
West Valley Joint Community College District System Office	California
West Virginia College of Graduate Studies	West Virginia
West Virginia College of Technology	West Virginia
West Virginia Institute of Technology	West Virginia
West Virginia Northern Community College	West Virginia
West Virginia School of Osteopathic Medicine	West Virginia
West Virginia State College	West Virginia
West Virginia University	West Virginia
West Virginia Wesleyan College	West Virginia
Westark Community College	Arkansas
Westbrook College	Maine
Westchester Business College	New York
Westchester Business Institute	New York
Westchester Community College	New York
Western Baptist College	Oregon
Western Bible College	Colorado
Western Carolina University	North Carolina
Western Connecticut State College	Connecticut
Western Conservative Baptist Seminary	Oregon
Western Evangelical Seminary	Oregon
Western Illinois University	Illinois
Western International University	Arizona
Western Iowa Tech	Iowa
Western Kentucky University	Kentucky
Western Maryland College	Maryland
Western Michigan University	Michigan
Western Montana College	Montana
Western Nevada Community College	Nevada
Western New England College	Massachusetts
Western New Mexico University	New Mexico
Western Oklahoma State College	Oklahoma
Western Oregon State College	Oregon
Western Piedmont Community College	North Carolina
Western State College of Colorado	Colorado
Western State University College of Law Central Office	California

Western State University College of Law Orange County	California	William Jewell College	Missouri
Western State University College of Law of San Diego	California	William and Mary Central Office, College of	Virginia
Western States Chiropractic College	Oregon	William and Mary, College of	Virginia
Western Texas College	Texas	William Mitchell College of Law	Minnesota
Western Theological Seminary	Michigan	William Paterson College	New Jersey
Western Washington University	Washington	William Penn College	Iowa
Western Wisconsin Technical Institute	Wisconsin	William Rainey Harper College	Illinois
Western Wyoming Community College	Wyoming	William, Smith College, New York	See Hobart-William Smith
Westfield State College	Massachusetts	William Tyndale College	Michigan
Westmar College	Iowa	William Woods College	Missouri
Westminster Choir College	New Jersey	Williams College	Massachusetts
Westminster College	Missouri	Williams, Edward, College, New Jersey	See Farleigh Dickinson
Westminster College	Pennsylvania	Williams, George, College	Illinois
Westminster College	Utah	Williams, Roger, College	Rhode Island
Westminster Theological Seminary	Pennsylvania	Williamsburg Technical College	South Carolina
Westmont College	California	Williamsport Area Community College	Pennsylvania
Westmoreland County Community College	Pennsylvania	Willmar Community College	Minnesota
Weston School of Theology	Massachusetts	Wilmington College	Delaware
Wharton County Junior College	Texas	Wilmington College	Ohio
Whatcom Community College	Washington	Wilson College	Pennsylvania
Wheaton College	Illinois	Wilson County Technical Institute	North Carolina
Wheaton College	Massachusetts	Wilson, Lindsey, College	Kentucky
Wheeler School, The	Pennsylvania	Wilson, Warren, College	North Carolina
Wheeling College	West Virginia	Windward Community College	See University of Hawaii
Wheelock College	Massachusetts	Wingate College	North Carolina
White Pines College	New Hampshire	Winona State University	Minnesota
White Plains, College of New York	See Pace University	Winsalm College	North Carolina
Whitman College	Washington	Winston-Salem State University	North Carolina
Whittier College	California	Winthrop College	South Carolina
Whitworth College	Washington	Wisconsin Center System, University of	Wisconsin
Wichita State University	Kansas	Wisconsin Conservatory of Music	Wisconsin
Widener College of Widener University	Pennsylvania	Wisconsin Indianhead Vocational Technical and Adult Education District	Wisconsin
Widener College of Widener University Central Office	Pennsylvania	Wisconsin-Eau Claire, University of	Wisconsin
Wilberforce University	Ohio	Wisconsin-Green Bay, University of	Wisconsin
Wiley College	Texas	Wisconsin-La Crosse, University of	Wisconsin
Wilkes College	Pennsylvania	Wisconsin Lutheran College	Wisconsin
Wilkes Community College	North Carolina	Wisconsin-Madison, University of	Wisconsin
Willamette University	Oregon	Wisconsin-Milwaukee, University of	Wisconsin
William Carey College	Mississippi	Wisconsin-Oshkosh, University of	Wisconsin
William Carey International University	California	Wisconsin-Parkside, University of	Wisconsin

Wisconsin-Platteville, University of	Wisconsin
Wisconsin-River Falls,	
University of	Wisconsin
Wisconsin School of Electronics	Wisconsin
Wisconsin-Stevens Point,	
University of	Wisconsin
Wisconsin-Stout, University of	Wisconsin
Wisconsin-Superior, University of	Wisconsin
Wisconsin System Office,	
University of	Wisconsin
Wisconsin-Whitewater,	
University of	Wisconsin
Wittenberg University	Ohio
Wofford College	South Carolina
Wood, John, Community College	Illinois
Wood Junior College	Mississippi
Wood School, The	New York
Woodbury University	California
Woods, William, College	Missouri
Wooster, College of	Ohio
Worcester Art Museum,	
School of the	Massachusetts
Worcester Junior College	Massachusetts
Worcester Polytechnic Institute	Massachusetts
Worcester State College	Massachusetts
World College West	California
Worthington Community College	Minnesota
Wor-Wic Technical Community	
College	Maryland
Wright College, Illinois	See City Colleges
	Chicago
	California
Wright Institute, The	
Wright State University Central	
Office	Ohio
Wright State University	
Main Campus	Ohio
Wright State University	
Western Ohio Branch	Ohio
Wyoming School of Animal	
Technology	Wyoming

Wyoming, University of	Wyoming
Wytheville Community College	Virginia
Xavier University	Ohio
Xavier University of Louisiana	Louisiana
Yakima Valley Community	
College	Washington
Yale University	Connecticut
Yankton College	South Dakota
Yavapai College	Arizona
Yeshiva Beth Hillel of Krasna	New York
Yeshiva Bnei Torah	New York
Yeshiva Chofetz Chaim Radun	New York
Yeshiva Karlin Stolín Beth Aron	
Y'Israel Rabbinical Institute	New York
Yeshiva of Nitra Rabbinical College	New York
Yeshiva Shaar Hatorah	New York
Yeshiva Toras Chaim Talmudical	
Seminary	Colorado
Yeshiva University	New York
Yeshiva University of Los Angeles	California
Yeshivat Mikdash Melech	New York
Yeshivath Beth Moshe	Pennsylvania
Yeshivath Vizhitz	New York
Yeshivath Zichron Moshe	New York
York College	Nebraska
York College	See City Univ of
	New York
York College of Pennsylvania	Pennsylvania
York Technical College	South Carolina
Young, Brigham, University,	
Hawaii Campus	Utah
Young, Brigham, University	
Main Campus	Utah
Young Harris College	Georgia
Youngstown College of Business	
and Professional Drafting	Ohio
Youngstown State University	Ohio
Yuba College	California