UNIVERSITY SYSTEM OF GEORGIA
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Military Status Coding
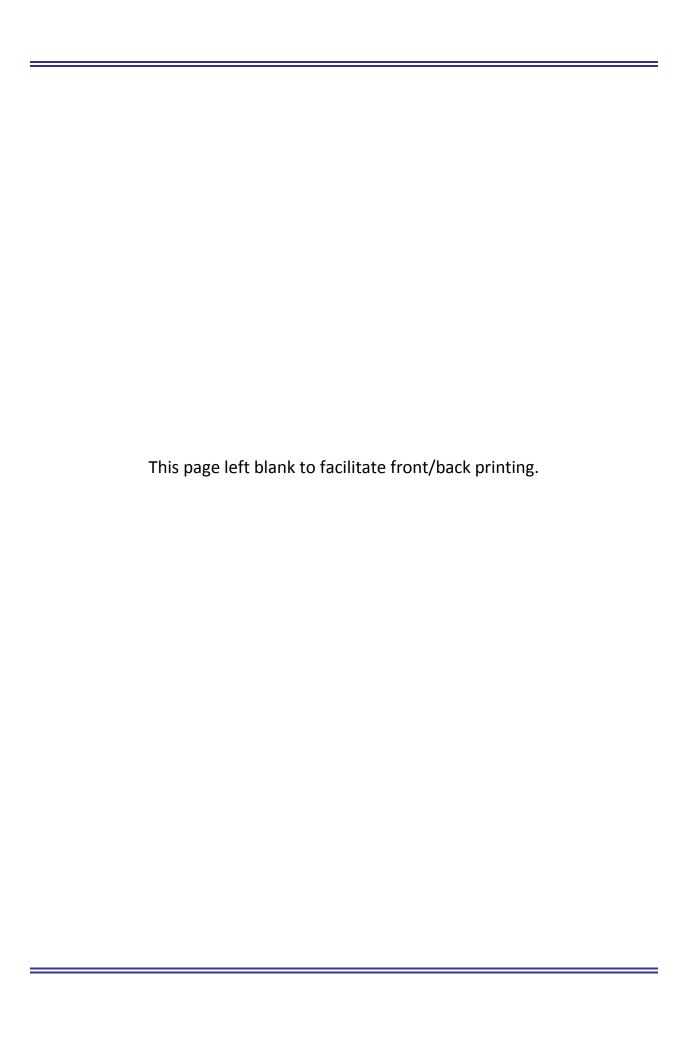
Business Practice

Information Technology Services

June 2012

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Military Status Coding

Introduction

Description

In order to ensure that USG institutions provide the appropriate resources, support and benefits to members of the military, veterans and their immediate family members, military status codes have been designated to provide a standard mechanism for capturing military affiliation. In order to identify these military members, a system of attributes has been approved for use with the admissions process.

Purpose

In order to track military status, ITS has provided a list of attributes to be used at the time that a student is applying to the institution.

Purpose and Scope of Document

This document explains how to implement the designated military status coding and includes the following topics:

- Creating military status attribute codes

- Entering military status attribute codes

Support

For additional ITS resources and support, contact the ITS Helpdesk:

- Web support request self-service: http://www.usg.edu/customer_services

- E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations, call the ITS Helpdesk immediately

- 706-583-2001

- Toll free within Georgia: 1-888-875-369

Forms and Process Reference

Overview

Use the following forms and processes to create and update the military status coding:

Setting up Military Status Coding	
1. Creating the Military Status attribute codes	STVATTS
2. Entering Military Status attribute codes	SAAADMS

Creating the Military Status Coding

1. **Creating attribute codes for the Military Status (STVATTS)**

Create these codes in the Student Attribute Validation form (STVATTS).

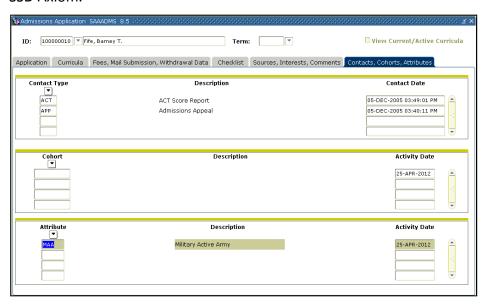| Code	Description
MAF	Military Active Air Force
MAA	Military Active Army
MAC	Military Active Coast Guard
MAM	Military Active Marine
MAN	Military Active Navy
MV	Military Veteran
MG	Military National Guard
MR	Military Reservist
RAF	Dep/Spouse Active Air Force
RAA	Dep/Spouse Active Army
RAC	Dep/Spouse Active Coast Guard
RAM	Dep/Spouse Active Marine
RAN	Dep/Spouse Active Navy
RV	Dep/Spouse Veteran
RG	Dep/Spouse National Guard
RR	Dep/Spouse Reservist

The list of codes below are no longer used (as of January 2012). These codes should remain in the validation table but not be added to any new student records.

Code	Description
MIL	Military Active Duty
DISC	Military Discharged
RETI	Military Retired
SERV	Military Serving

2. Enter Veteran Stratus codes (SAAADMS)

Enter the attribute codes corresponding to the student's military status at the time of their admission using the Contacts, Cohorts and Attributes tab on the Admissions Application form (SAAADMS). These attributes can also be loaded from the GAcollege411 application using SSD Axiom.

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
June 2012	N/A	1, 3	Updated name of document to better reflect functionality; updated description of process; updated valid codes for table to include new and note old as inactive.