

5 Tips

highlighting: OPINS SRB Request

brought to you by OPNAV N15 FIT, PERS 811 and PERS 33

Use the following tips to request Selective Reenlistment Bonus (SRB) via OPINS.

1. Log in to OPINS via the Multi-Host Internet Access Portal (MIAP).

- On the Internet, go to <https://miap.csd.disa.mil>.
- Using your CAC, click 'Mech Model2'.
- At the bottom of the next screen find your cursor at the Logon line. Type 'cics'.
- Type your OPINS UserID.
- Hit Tab twice, then enter your OPINS password.
- Hit Enter to open the next screen.

2. Use OPINS to submit a SRB request.

- Type 'opins' (lower case is OK) in the upper left of the OPINS screen.
- Find cursor in the 'source code' area. Type 'cc'.
- For password, type 'care'.
- Hit Enter to open next screen.

3. Use one of the following options to access the SRB Processing Menu.

- Option 1
 - Using upper case, type 'A' (FORMAN MENU).
 - Type 'Z' (OPINS FORMAN SRB PROCESSING). The UZ1 screen (OPINS FORMAN SRB REQUEST DATA) opens.
- Option 2
 - Hit Tab to go to the upper left corner of the screen.
- Type 'UZ1' to go directly

to OPINS FORMAN SRB REQUEST DATA screen.

4. Initiate SRB Request.

- Type member's full SSN.
- Type first 4 letters of member's last name.
- Hit Enter.
- From here, one of two things happen:
 - If this is the member's second or subsequent SRB, that information will display. Type over the blocks to enter new data.
 - If this is the member's first SRB, the cursor will automatically drop to the line called, 'type of request'.
- Enter SRB code. Possible codes include:
 - 1AA = Continuous
 - 1BB = Broken
 - 1CC = OBLISERV to Train (OTT)

5. Complete SRB Request.

- After entering SRB code, use Tab to enter the following information:
 - Requesting UIC
 - Rate/NEC

NOTE: If member is requesting a '0000' SRB per SRB NAVADMIN, enter member's Rating; e.g., IT. If member is requesting SRB based on NEC, enter NEC code.

- Separation Paygrade
- Reenlistment Date
- Reenlistment Term
- Consub/NUC INOP EXT
NOTE: Consub/NUC INOP EXT is the number of months of extension discounted in the SRB calculation. It can be a maximum of 24 months. If zero months, enter '00'.
- Other INOP EXT
NOTE: Other INOP EXT counts against the SRB calculation; for example, any

extension over 24 months and extensions for Enlistment Bonus not for a Source rate. If applicable, enter number of months remaining on inoperable extension.

- EAOS on REENL DT
- Hit Enter to complete the transaction.
- To verify submission, Tab to the upper left corner, enter 'I51' and then enter member's SSN.

BONUS Tips

- When counseling Sailors on their SRB, type 'HZ9' in the upper left corner. Flashing at the bottom of the screen, read, 'This screen simulates the actual SRB request.' (Zoom in to view screenshots below.)

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OPINS FORMAN SRB REQUEST DATA (H29) 09/27/12 13:17:38
SSN: -
NAME: -
TYPE OF REQUEST:

FORMAN PROGRAM: DTG:
REQUESTING REC:
RATE/NEC:
SEPARATION PAYGRADE:
CONVERSION APPROVED:
CONV APPROVAL DIS:
CEB:
SEA DUTY EXT:
CANCEL SRB REQUEST:

THIS SCREEN SIMULATES THE ACTUAL SRB REQUEST
PP2-121 PP4-153 PP7-829
PLEASE ENTER SSN, NAME AND REQUEST TYPE, & PRESS ENTER.
```

- Type 'HZL' in the upper left corner to simulate actual SRB processing.

```
OPINS FORMAN SRB PROCESSING (H2L) 09/27/12 13:18:27
SSN: -
NAME: -
THIS SCREEN SIMULATES THE ACTUAL SRB PROCESSING
FORMAN PROGRAM: STATUS REC: TAC: PREV REQ:
REQUESTING REC: MULTI REQ:
REQUEST TYPE: PRES RATE: PRES RATE: DESIG:
RATE / NEC: PRES RATE: DESIG:
DESIGN PCL: NEC(S1/3): EARS:
CONV DT: IN RT REC: SEARS:
PRE: PCL:
SCHOOL: JDSB:
UNIT: PIP EXT: DD EDL DT:
RAMP HOS: HOS: DD SIC:
RATER: ZONE: HOS: UVRD:
AFABD LEVEL: HOS:
USNA, SRB: NSC REQUIRE SQ:
INEL INSTALL: 3000:
ANEXY INSTALL: PROCESS STATUS: DTG:
SEA DUTY EXT: PP2-121 PP4-153 PP7-829
PLEASE ENTER SSN/NAME OF MEMBER AND PRESS ENTER.
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