



CE RAP BACK BATCH FILE – USER GUIDE

NP2 STANDARD OPERATING PROCEDURES

Table of Contents

- 1. Purpose 2
- 2. Submission Rules 2
 - 2.1 File Submission..... 2
 - 2.2 Transaction Type Validation..... 2
 - 2.3 File Size and Daily Limits 2
 - 2.4 File Splitting Logic 2
- 3. Processing Order 2
 - 3.1 Queueing and Daily Limit Settings 3
 - 3.2 Cancelling Submissions 3
 - 3.3 Response Reports and Notifications 3
- 4. Uploading Instructions..... 4
 - 4.1 File Uploading Messages..... 5
- 5. Downloading Instructions 5
- 6. Email Notification..... 8
- 7. Troubleshooting..... 8

1. Purpose

To streamline and expedite CE RAP Back submissions to DCSA during periods of high volume. Customers are required to follow these Standard Operating Procedures (SOP). Submissions will be processed in the order received (FIFO), but delays are expected due to backlog.

2. Submission Rules

2.1 File Submission

A single CE Rap Back file may include multiple Transaction types:

- New Subscription
- Validate Subscription
- Update Existing Subscription

2.2 Transaction Type Validation

Transaction type is determined by the code at positions 14-20 in the submission file:

Transaction Type	Code
<i>New Subscription</i>	<i>RBSCVL</i>
<i>Validate Subscription</i>	<i>SBVAL</i>
<i>Update Existing Subscription</i>	<i>RBMNT</i>

2.3 File Size and Daily Limits

- New Subscription files are subject to configurable file size and daily case limits (set in the CE Rap Back Admin screen).
 - New Subscription file size limit: 2500 new subscriptions per submitted file.
 - Daily New Subscriptions: To maintain system performance, DCSA establishes daily limits on case delivery based on processing capacity.
 - Revalidation and Update files have no size limit or daily cap.
 - Files exceeding the default file size limit are rejected with the message:
“The enrollment file cannot be accepted because it exceeds the maximum file size limit”

2.4 File Splitting Logic

If a file includes both New Subscription and Revalidation/Update cases, NP2 system automatically:

- Creates one file with New Subscription only.
- Creates another file with Revalidations and Updates.

3. Processing Order

- There is no daily limit on how many validation or update existing subscription (Cancel/un-Cancel) requests can be processed.

- These submission files are processed by NP2 in the order they are received.
- The NP2 system does not process case files for the same SOI more than once if the results of the initial submission have not yet been received.
- New Enrollments:
 - Processed FIFO.
 - Counted toward the daily processed case total.
 - Files exceeding the daily limit are queued for the next calendar day.
 - Skipped files move to the top of the next day's queue.
 - The daily counter resets at midnight.

3.1 Queueing and Daily Limit Settings

- New Subscription daily limits are configurable by DCSA in the CE Admin screen (refer to section 2.3).
- Only New Subscription files in Processing or Completed status count toward the processed daily total, queued files do not.
- Once the daily limit is reached, any remaining New Subscriptions are queued for the next day.
- NP2 processes queued files in the order they are received.
- When evaluating New Subscription files for processing, NP2 checks the total request count to ensure it does not exceed the case daily limit.
 - If a large file would cause the total to exceed that limit, NP2 may temporarily skip that file and process smaller files that still fit within the remaining daily capacity.
 - The large file will remain in the queue and be moved to the top for processing at the start of the next day.

3.2 Cancelling Submissions

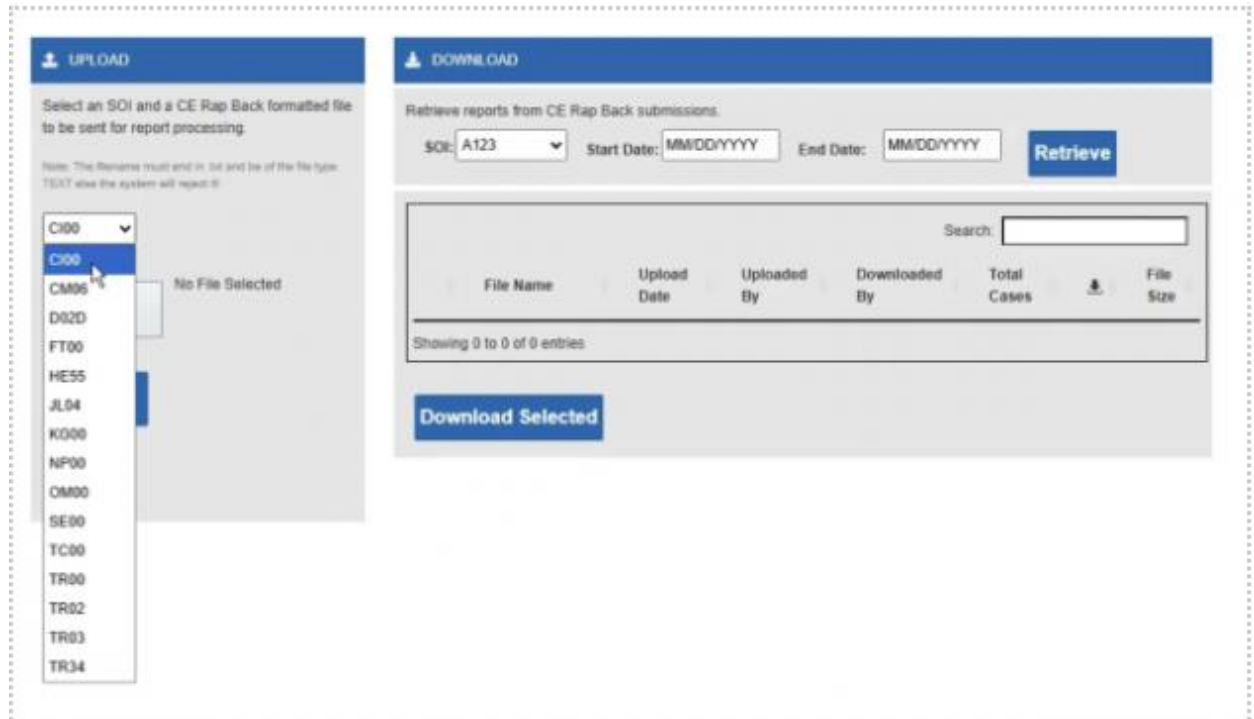
- Users can cancel submissions that are currently in Processing or Queueing status.
- When a New submission is cancelled, its case count will be deducted from the total number of processed cases for that day.

3.3 Response Reports and Notifications

- If NP2 system splits the submission file into two separate files, then there will be two result reports. These two response reports may come back on two different days.
- If NP2 system does not split the submission file, then there will be one response report.
- When a response report is ready for user to download, the NP2 system shall produce one notification email to the original submitter indicating that the result file is ready for download.

4. Uploading Instructions

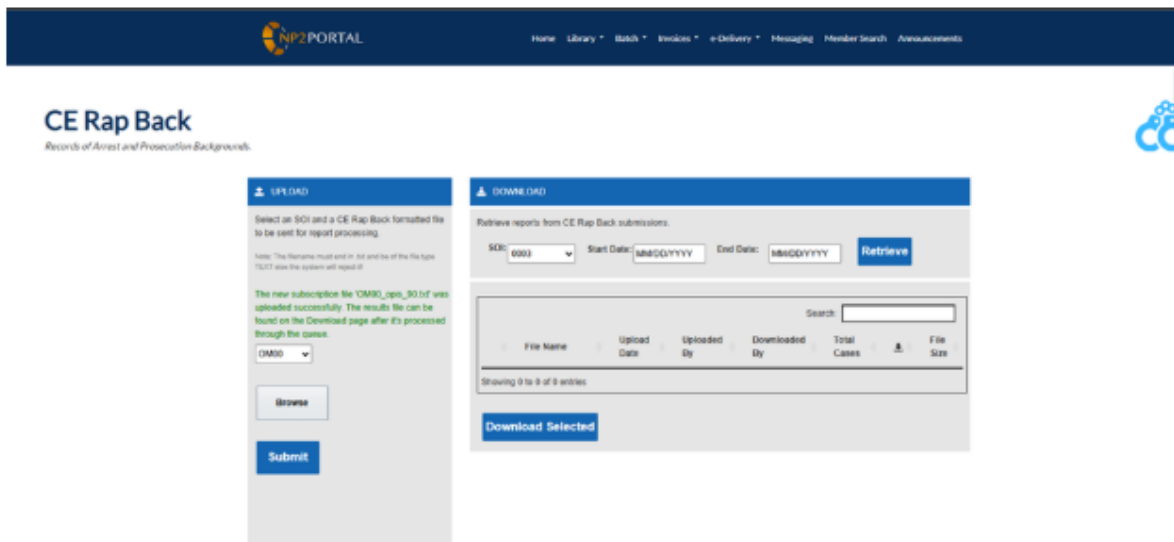
- Login to NP2 and navigate to Batch > CE Rap Back.
- From the left hand panel, under “UPLOAD”, select a SOI.



- Select “Browse” and select your file that you wish to submit.



- Click “Submit” and upon successful completion, you should receive a message in green text.



4.1 File Uploading Messages

- If the submitted file contains Validations and Updates only, the NP2 system displays this message: The file 'TR34_CER.txt' was uploaded successfully. The results file can be found on the Download page once the job has completed.
- If the submitted file contains New Subscriptions only, the NP2 system displays this message: The new subscription file 'TR34_opis_3.txt' was uploaded successfully. The results file can be found on the Download page after it has processed through the queue.
- If the submitted file contains New Subscriptions with validations/Updates, the NP2 systems displays this message: Your file 'NP00_mix.txt' has been split into a Subscription file that will be queued and a second file that will process now. The results files for both will be available on the download page when completed.

5 Downloading Instructions

- Select an SOI, enter a date range and click retrieve. This will list all the submitted files in the date range selected.
- If a result file is ready to download, there will then be a checkbox next to the file that is available to download.
- Select the checkboxes then click “Download Selected” to save to your computer.

CE Rap Back

Records of Arrest and Protection Backgrounds

UPLOAD

Select an DOJ and a CE Rap Back formatted file to be used for report processing.

Note: The Reporting jurisdiction ID and the date for each DOJ when the system will report it.

DOJ:

No File Selected

DOWNLOAD

Retrieve reports from CE Rap Back submissions.

SOE: Start Date: End Date:

File Name	Upload Date	Uploaded By	Downloaded By	Total Cases	File Size
<input type="checkbox"/> A04_CER_100	18/02/19 23	Elizabeth Kiv		1000	1
<input type="checkbox"/> A04_CER_823st	06/27/23 17:44	Steve Tooley	Steve Tooley	82	1
<input type="checkbox"/> A04_CER_206	06/27/23 17:41	Steve Tooley	Steve Tooley	206	1
<input type="checkbox"/> A04_CER_823st	06/26/23 16:47	Steve Tooley		82	1
Cancelled <input type="checkbox"/> A04_CER_823st	06/26/23 16:35	Steve Tooley		82	0
<input type="checkbox"/> A04_CER_823st	06/26/23 14:43	Steve Tooley	Steve Tooley	82	1
<input type="checkbox"/> 00000000000000000000	06/26/23 14:43	Steve Tooley	Steve Tooley	82	1

Showing 1 to 7 of 7 entries

- If the submitted file is currently queued, the position in the queue is displayed.

CE Rap Back

Records of Arrest and Prosecution Backgrounds

UPLOAD

Select an SOI and a CE Rap Back formatted file to be sent for report processing.

Note: The filename must end in .txt and the file type must be .txt. Also the system will report if:

The file 10100_CER.txt was uploaded successfully. The results file can be found on the Download page once the job has completed.

SOI: 10100

DOWNLOAD

Retrieve reports from CE Rap Back submissions.

SOI: 000 Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

File Name	Upload Date	Uploaded By	Downloaded By	Total Cases	File Size
<input checked="" type="checkbox"/> 0 in Queue D020_CER.txt...	10/02/25 15:12	Steve Tackley		1000	0 B
<input type="checkbox"/> D020_CER_314	10/02/25 15:05	Steve Tackley		3	0 B
<input type="checkbox"/> D020_CER_50	10/02/25 15:14	Steve Tackley		500	0 B
<input checked="" type="checkbox"/> 0 in Queue D020_CER.txt...	10/02/25 15:14	Steve Tackley		1000	0 B
<input checked="" type="checkbox"/> 0 in Queue D020_CER.txt...	10/02/25 08:40	Steve Tackley		1000	0 B
<input checked="" type="checkbox"/> 0 in Queue D020_CER.txt...	10/01/25 11:04	Steve Tackley		1000	0 B
<input type="checkbox"/> D020_CER.txt...	10/01/25 13:50	Steve Tackley		1000	0 B

Showing 1 to 7 of 15 entries

- If the submitted file is not in the queue, the current status is displayed.

UPLOAD

Select an SOI and a CE Rap Back formatted file to be sent for report processing.

Note: The filename must end in .txt and the file type must be .txt. Also the system will report if:

The file J034_CER_1000.txt was uploaded successfully. The results file can be found on the Download page once the job has completed.

SOI: J034

DOWNLOAD

Retrieve reports from CE Rap Back submissions.

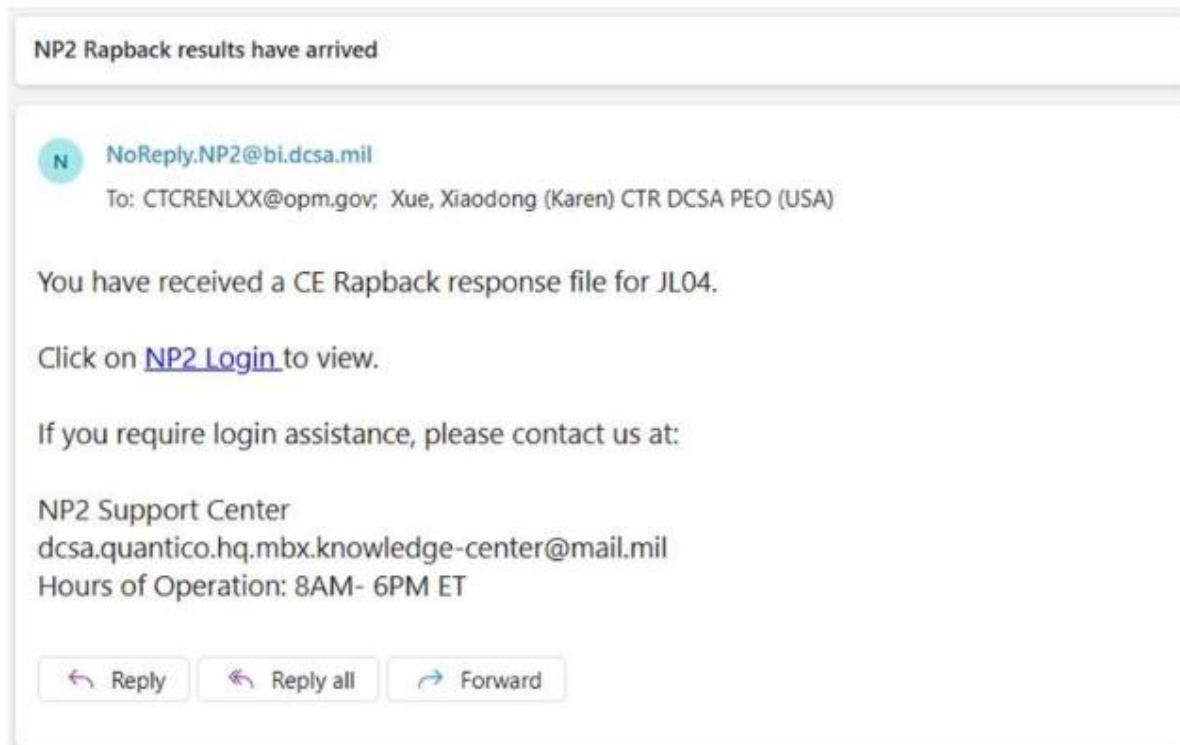
SOI: J034 Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

File Name	Upload Date	Uploaded By	Downloaded By	Total Cases	File Size
Processing: J034_CER_100	10/02/25 19:23	Xiaobing Xue		1000	0 B
<input type="checkbox"/> J034_CER_823c	09/27/25 17:44	Steve Tackley	Steve Tackley	82	1 B
<input type="checkbox"/> J034_CER_306	09/27/25 17:41	Steve Tackley	Steve Tackley	200	1 B
<input type="checkbox"/> J034_CER_823c	09/26/25 16:47	Steve Tackley		82	0 B
Completed: J034_CER_823c	09/26/25 16:35	Steve Tackley		82	0 B
<input type="checkbox"/> J034_CER_823c	09/26/25 14:40	Steve Tackley	Steve Tackley	82	1 B
<input type="checkbox"/> J034_CER_823c	09/26/25 09:40	Steve Tackley	Steve Tackley	82	1 B

Showing 1 to 7 of 7 entries

6 Email Notification

When the response file is available for download, the submitter will receive an email notification.



7 Troubleshooting

If you click the Submit button without uploading a file.

The screenshot shows the NP2 PORTAL interface for CE Rap Back. The top navigation bar includes links for Home, Library, Batch, Invoices, e-Delivery, Messaging, Member Search, and Announcements. The main heading is "CE Rap Back" with the subtitle "Records of Arrest and Prosecution Backgrounds".

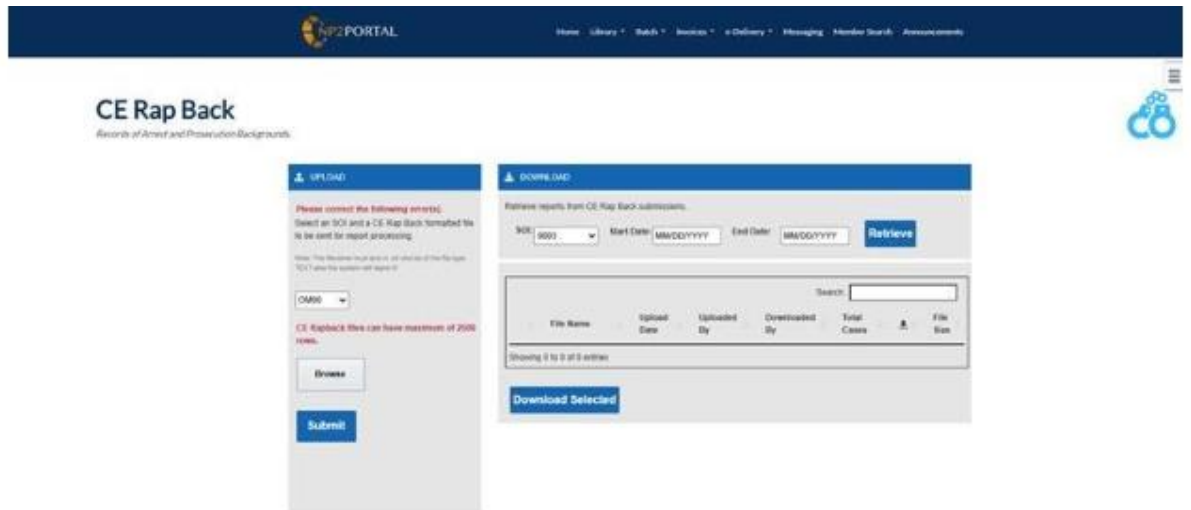
On the left, the "UPLOAD" section displays an error message: "Please correct the following error(s). Select an SOI and a CE Rap Back formatted file to be sent for report processing." Below this, a dropdown menu is set to "FBI", and a "Browse" button is visible. A "Submit" button is at the bottom of the upload section.

On the right, the "DOWNLOAD" section is titled "Retrieve reports from CE Rap Back submissions." It features a form with "SOI" set to "0003", "Start Date" and "End Date" both set to "MM/DD/YYYY", and a "Retrieve" button. Below the form is a search bar and a table with columns: "File Name", "Upload Date", "Uploaded By", "Downloaded By", "Total Cases", and "File Size". The table currently shows "Showing 0 to 0 of 0 entries" and a "Download Selected" button.

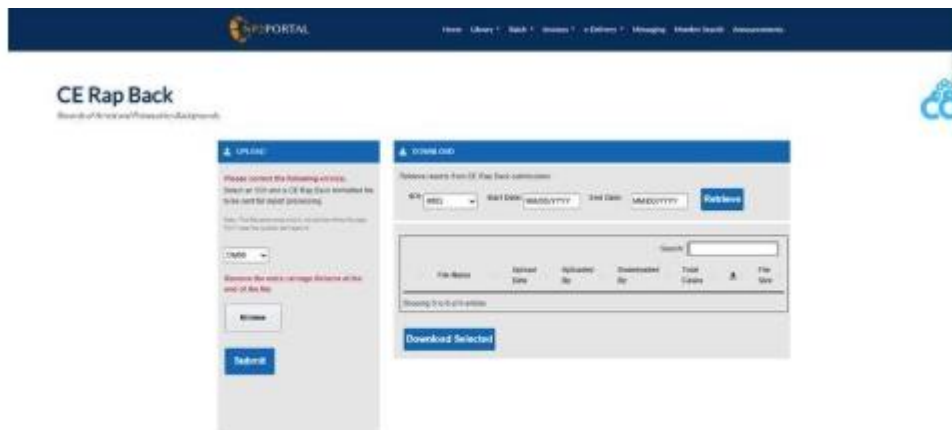
If you mismatch the SOI from the dropdown with the SOI(s) in the submitted file

This screenshot is identical to the one above, showing the NP2 PORTAL CE Rap Back interface. The "UPLOAD" section on the left shows the same error message and "FBI" dropdown. The "DOWNLOAD" section on the right shows the "Retrieve" form with "SOI" set to "0003" and a table with columns for file details. The table is currently empty, showing "Showing 0 to 0 of 0 entries".

If you submit a new Subscription file with more than 2500 subscription submissions



If the submission file contains invalid data



If you are unable to resolve the error or have questions about the CE Rap Back Batch File process, please contact DCSA System Liaison-CVS Team for questions via email at DCSACVSTeam@mail.mil, via NP2 message to CVS Help, or by phone at 878-274-1171 option 2, option 4.