Personal Data Updates

Introduction		This guide provides the procedures for updating a member's Personal Data/Information in Direct Access (DA).				
Important Information	 NEVER add NEW data by Historical data must alway Exceptions: Spelling errors Phone Numbers Date of Birth Social Security Number Email addresses 	v overtyping old data. Always add a new row. vs be maintained.				
		ers (e.g. ã, á, ñ, ú, Ñ, Ú, etc.). DA is the data on systems which cannot use special				
References	Joint Travel Regulations (JTR), Appendix A – Definitions & Acronyms, "HOME OF RECORD"					
Information		Isciplinary Action Report Disciplinary Action Emergency Contact Identification Data Personal Data Pris Member Info Report Statement of Creditable Svc				
	HR Data Shortcuts	Job Data Personal Information Search by SSN				

Personal Data Updates, Continued

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Employee Addresses and Phone Numbers

Introduction	This section provides the procedures for updating a member's addresses and Phone Numbers in DA.
Home of Record Known Error	 The Home of Record is established with accession documents and transactions. If the HOR is missing for a member, submit a Customer Care Ticket to PPC to get it corrected.
Government Travel Charge Cardholders	Address changes submitted in DA for personnel and pay data are not provided to the Government Travel Credit Card (GTCC) program. Card holders must notify GTCC separately to update address changes to the account.

Procedures

See below.

Step	Action
1	Click the HR Data Shortcuts Tile.
2	Select the Personal Information option. Add Employment Instance Dependent Information Email Address Find an Employee Job Data Personal Information Search by SSN

Procedures,

continued

Step	Action					
3	Enter the Empl ID , ensure the Correct History box is checked, and click Search .					
	Personal Information					
	Enter any information you have and click Search. Leave fields blank for a list of all values.					
	Find an Existing Value Add a New Value					
	▼ Search Criteria					
	Empl ID begins with 🗸 1234567					
	Name begins with 🗸					
	Last Name begins with 🗸					
	Second Last Name begins with 🗸					
	Alternate Character Name begins with 🗸					
	Middle Name begins with V					
	Business Unit begins with 🗸					
	Department Set ID begins with 🗸					
	Department begins with 🗸					
	□ Include History □ Case Sensitive					
	Search Clear Basic Search Image: Save Search Criteria Find an Existing Value Add a New Value					

Procedures,

Step				Actio	on			
4	The Biogra	ohical De	tails tab	will display	v. Select the	Contact Infor	mati	o n tab.
	Biographical Detai	Is <u>C</u> ontact In	formation <u>R</u>	egional				
	Albus Dumbledore		,		Person ID	1234567		
	Name			Q	 ↓ 1 of 4 	View All		
	*Effor	tive Date 12/08/	2014 🗰)		+ -		
		mat Type Englis		J				
		lay Name			Edit Name			
		Albus	Dumbledore					
	Biographic Informa		1/1985	5				
		ate of Birth 05/2	1/1985		Months 7			
		th Country USA						
		Birth State	0	United States				
		th Location			Waive Data Protection	on		
]	
	 mailing W Home of I record can than one fu Thrift Say 	This add 2 forms a Record (H only be c ull day. vings Plan lit/View A	ress will n nd other IOR) – F changed i n – Mand	reflect on th official cor Established f there's a b latory for al Detail link	respondence. upon origina reak in activ 1 TSP contril	l enlistment. The duty service butions.	The he of me	ome of
	Current Addresses					Linpino 12343(57	
	≡, Q					1-4 of 4 💙 🕨	⊫ I V	/iew All
	Address Type	As Of Date	Status	Address				
	Home	05/17/2022	A	159 Mensa Drive Springfield MA 0110	03 Edit/	√iew Address Detail	+	-
	Mailing	05/17/2022	А	159 Mensa drive Springfield MA 0110	03 Edit/	√iew Address Detail	+	-
	Home of Record	05/17/2022	А	159 Mensa Drive Springfield MA 0110	03 Edit/	√iew Address Detail	+	-
	Thrift Savings Plan	05/17/2022	А	159 Mensa Drive Springfield MA 0110	03 Edit/	√iew Address Detail	+	-
	Phone Information							

Continued on next page

Procedures,

continued

Step	Action						
6	The Address History page will display. In this example the Mailing Address is						
	being updated. Click the Plus button to insert a new row.						
	Address History						
	Address Type Mailing						
	Address History Q I I 4 4 1 of 4 V V						
	*Effective Date 05/17/2022 🗰 Address 159 Mensa Drive						
7	Undata the fields as necessary						
/	Update the fields as necessary: • Effective Data — Defaults to surrent data. Can be shanged to a future data						
	• Effective Date – Defaults to current date. Can be changed to a future date.						
	• Country – Default country code from the existing address. Change if						
	necessary.						
	• Status – Defaults to "A" for Active. Do not change.						
	Click the Add Address link.						
	Address History						
	Address Tistory Address Type Mailing						
	Address type intaining						
	Address History						
	*Effective Date 06/30/2022						
	Country USA Q *Status A Q						
	Add Address						

Procedures,

continued

Step		Action					
8	The Edit Addres	s page will display. Enter the new Address information.					
	NOTE: Do not use special characters (e.g., \tilde{a} , \dot{a} , \tilde{n} , \dot{u} , \tilde{N} , \dot{U} , etc.). DA is the data source for other information systems which cannot use special characters.						
	When finished,						
	Edit Addres	S					
	Country Address 1	United States 1234 Hogwartz castle					
	Address 2						
	Address 3						
	City	Topeka State KS Q Kansas					
	Postal	66614					
	County						
	OK	Cancel					
9	_	s and make any necessary corrections by repeating the previous					
	steps. when fin	ished, click OK.					
		Update/View Address					
	OK	Cancel Refresh					

Procedures,

continued

Step	Action									
10	The Contac	t Infor	mation	tab will di	splay	. Repeat	the pr	evious step	s to upo	late
	other addres	s inforr	nation a	s necessar	y. W	hen finish	ned, c	lick Save.		
	<u>B</u> iographical Detai	ls Cont	act Informatior	<u>R</u> egional	<u>O</u> rga	nizational Relatio	nships			
	Albus Dumbledore							EmpLID 1234	567	
	■ Q						• •	1-4 of 4 🗸 🕨	▶ Vie	ew All
	Address Type	As Of Date	Status	Address						
	Home	05/17/2022	A	159 Mens Springfield		13	Edit/Viev	v Address Detail	+	-
	Mailing	06/30/2022	А	1234 Hog Topeka K		stle	Edit/Viev	v Address Detail	+	-
	Home of Record	05/17/2022	A	159 Mens Springfiel		13	Edit/View Address Detail		+	-
	Thrift Savings Plan	A	159 Mens Springfield		13	Edit/Viev	v Address Detail	+	-	
	Phone Information									
	⊞ Q					I	•	1-1 of 1 🗸 🕨	▶ View	r All
	*Phone Type		Telephone			Extension		Preferred		
		~							+	-
	Email Addresses									
	四 Q 《 1-1 of 1 ~ 》 》 View All								All	
	Email Type		Email Ad	nail Address				Preferred		
	Instant Message ID	s ?								
	≡ Q					14	[1-1 of 1 🗸 🕨	▶ View	v All
	*IM Protocol	*IM (Domain	main *Network ID			F	Preferred		
	✓							+	-	
	Save Return to Search Notify Refresh Add Update/Display Include History Correct History Biographical Details Contact Information Regional Regional Regional							ory		
	orographical Details	, condet		riogional						

Procedures,

Step				Action					
11	Phone Information section.								
	• To change or update a phone number, overtype the correct number in the								
	Telephone	field.							
		• To add a NEW number, click the Plus button on any row.							
		Phone Information							
	R Q				I I-2 of 2 ∨ ►	View All			
	*Phone Type		Telephone	Extension	Preferred				
	Business	~	785/555-5555			+ -			
	Mobile	~	785/515-5151			+ -			
12	Insert a new Phone Type and Telephone number. Check the box for the Preferred number and click Save.NOTE: It must be a different Phone Type. You will get an error if you try to add a type that is already in DA for that member.								
	Phone Information				◀ ◀ 1-3 of 3 ✔ ▶	▶ View All			
	*Phone Type		Telephone	Extension	Preferred				
	Business	~	785/555-5555			+ -			
	Main				+ -				
	Mobile	•	 ▼ 785/515-5151 Image: Control of the second second						
	Save Return Biographical Details	to Search Contact Info	Notify Refresh	Add Update	/Display Include History	Correct History			

Change of Name

Information	This section provides the procedures to record a member's name change in DA.
Reference	Personnel and Pay Procedures Manual, PPCINST M1000.2B(series), Chapter 6, Section W lists the documents and requirements which must be met in order for a member to change their name.

Procedures See below.

Step	Action
1	Click on the HR Data Shortcuts tile.
	HR Data Shortcuts
2	Select the Personal Information option.
	Add Employment Instance
	Dependent Information
	Email Address
	Find an Employee
	Job Data
	Personal Information
	Search by SSN

Change of Name, Continued

Procedures,

continued

Step	Action
3	Enter the Empl ID, ensure the Correct History box is checked, and click
	Search.
	Personal Information
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	▼ Search Criteria
	Empl ID begins with 🖌 1234567
	Name begins with 🗸
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with V
	Business Unit begins with 🗸
	Department Set ID begins with 🗸
	Department begins with 🗸 🔍
	□ Include History □ Case Sensitive
	Search Clear Basic Search Image: Save Search Criteria Find an Existing Value Add a New Value

Change of Name, Continued

Procedures,

Step	Action
4	The Biographical Details tab will display. Click the Plus button to add a new
	row.
	Biographical Details <u>C</u> ontact Information <u>R</u> egional <u>O</u> rganizational Relationships
	Albus Dumbledore Person ID 1234567
	Name Q I I I View All
	*Effective Date 05/17/2022 📰 + -
	*Format Type English V
	Display Name
	Biographic Information
	Date of Birth Years 0 Months 0
	Birth Country USA Q United States
	Birth State Q
5	There will now be two rows identified. The Effective Date field will default
	to the current date and may be edited. Click Edit Name .
	Biographical Details Contact Information Regional Organizational Relationships
	Albus Dumbledore Person ID 1234567
	Name Q 1 of 2 V View All
	*Effective Date 05/17/2022 💼
	*Format Type English Edit Name
	Display Name
	Biographic Information
6	Update with the applicable name and click Refresh Name to view the changes
	reflected in the Display Name, Formal Name, and Name Fields. When
	finished, click OK .
	Name ×
	English Name Format Help
	Name Prefix
	*First Name Aberforth
	Middle Name
	*Last Name Dumbledore
	Name Suffix
	Display Name Aberforth Dumbledore Formal Name Aberforth Dumbledore
	Name Dumbledore, Aberforth
	OK Cancel Refresh Name

Continued on next page

Change of Name, Continued

Procedures,

ер	Action
I	Click Save.
	Biographical Details Contact Information Regional Organizational Relationships
	Aberforth Dumbledore Person ID 1234567
	Name Q I I of 1 I View All
	*Effective Date 05/17/2022
	*Format Type English V
	Display Name Albus Dumbledore Edit Name
	Biographic Information
	Date of Birth 05/09/1997 Tears 25 Months 0
	Birth Country USA Q United States
	Birth State MA Q Massachusetts
	Birth Location Springfield
	Biographical History Q I d d 1 of 1 v b b View All
	*Effective Date 05/17/2022
	Gender Unknown
	*Highest Education Level G-Bachelor's Level Degree
	*Marital Status Single As of 05/09/1997
	Language Code English V
	Alternate ID
	Full-Time Student
	▼ National ID
	*Country *National ID Type National ID Primary ID
	USA Q Social Security Number V 123-45-6789 I -
	Save Return to Search Notify Refresh Add Update/Display Include History Correct History
1	

Marital Status

Introduction This section provides the procedures for viewing, entering, or updating a member's Marital Status in DA.

Procedures	See below.	

Step		ction
1	Click on the HR Data Shortcuts tile	
	HR Data Shortcuts	
2	Select the Personal Information opt	ion.
	Add Employment Instance	
	Dependent Information	
	Email Address	
	Find an Employee	
	🛅 Job Data	
	Personal Information	
	E Search by SSN	

Marital Status, Continued

Procedures,

continued

Step	Action
3	Enter the Empl ID , ensure the Correct History box is checked, and click
	Search. Personal Information
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	▼ Search Criteria
	Empl ID begins with
	Name begins with v
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with v
	Business Unit begins with 🗸
	Department Set ID begins with Q
	Department begins with 🗸
	□ Include History □ Case Sensitive
	Search Clear Basic Search Image: Save Search Criteria Find an Existing Value Add a New Value

Marital Status, Continued

Procedures,

			Action
			ill display. In the Biographical History
se	ection, click	the Plus button to	add a new row.
L	Biographical Details	Contact Information	Regional Organizational Relationships
A	berforth Dumbledo	re	Person ID 1234567
1	Name		Q 4 4 1 of 1 v > > View All
	*Effec	tive Date 05/17/2022	· + -
	*For	mat Type English 🗸	
	Disp	ay Name Albus Dumbledor	Edit Name
E	Biographic Informa		
		ate of Birth 05/09/1997	Years 25 Months 0
	Bir	th Country USA	Q. United States
		Birth State MA	Q
	Birt	h Location Springfield	Massachusetts
	Biographical His	story	Q 4 4 1 of 1 View All
	*Effe	ctive Date 05/17/2022	₩ + -
		Gender Unknown	
	*Highest Educa	tion Level G-Bachelor's Leve	Degree V
	*Mari	ital Status	✓ As of 05/09/1997 ☐
	Langu	age Code English 🗸	
	A	ternate ID	
		Full-Time Stude	nt
Ŧ	National ID		
	≡ Q		4 1-1 of 1 🗸 🕨 🕅 View All
*(Country	*National ID Type	National ID Primary ID
ι	JSA Q	Social Security Number 🗸	123-45-6789
	Save Return to	Search Notify Refre	sh Add Update/Display Include History Correct History

Continued on next page

Marital Status, Continued

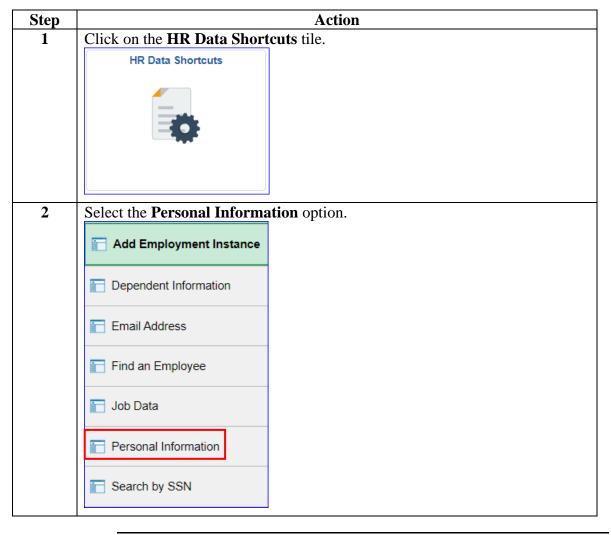
Procedures,

Step	Action	
5	A new Biographical History row will open.	
	• Effective Date – Will default to the current date.	
	• Marital Status – Click the Marital Status drop-down and select from the	
	following options.	
	Married V	
	Civil Partnership	
	Common-Law	
	DissDeclLost Civil Partner Dissolved Civil Partnership	
	Divorced	
	Head of Household	
	Married Separated	
	Single	
	Surviving Civil Partner	
	Unknown Widowed	
	• As Of – Enter the date of the change.	
	NOTE: This is not the date that will be reflected as the Date of Marriage on	
	the BAH/Dependency Data form (<u>BAH/DEP Data and Emergency Contact</u>	
	Information). Update/correct the spouse's Marital Status Date if the	
	BAH/Dependency Data form does not show the correct date.	
	Biographical History Q 4 4 1 of 2 V View All	
	*Effective Date 06/30/2022	
	Gender Male	
	*Highest Education Level C-HS Graduate or Equivalent	
	*Marital Status Married As of 06/30/2022	
	Language Code 🗸	
	Alternate ID	
	Full-Time Student	
6	When finished, click Save .	
U	USA Q Social Security Number	
	Save Return to Search Notify Refresh	
	Biographical Details Contact Information Regional	

Correction of Social Security Number (SSN) or Date of Birth (DOB)

Introduction	This section provides the procedure to correct a member's Social Security Number (SSN) or Date of Birth (DOB) in DA.
Reference	<u>Personnel and Pay Procedures Manual, PPCINST M1000.2B(series)</u> , Chapter 6, Section W lists requirements which must be met in order to enter a correction to official records.

Procedures See below.



Correction of Social Security Number (SSN) or Date of Birth (DOB), Continued

Procedures,

continued

Step	Action
3	Enter the Empl ID, ensure the Correct History box is checked, and click
	Search.
	Personal Information
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	▼ Search Criteria
	Empl ID begins with 🗸 1234567
	Name begins with 🗸
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with v
	Business Unit begins with 🗸
	Department Set ID begins with 🗸
	Department begins with 🗸
	□ Include History Correct History □ Case Sensitive
	Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value

Correction of Social Security Number (SSN) or Date of Birth (DOB), Continued

Procedures,

Step	Action				
4	The Biographical Details tab will display.				
	NOTE: Be absolutely sure you have accessed the correct member's				
	record.				
	• The member's Date of Birth is shown in the Biographic Information				
	Section.				
	• The Social Security Number is shown in the National ID section.				
	• Correct the Date of Birth field and/or the National ID field.				
	• Do NOT use the add/remove row icons in the National ID area, simply enter				
	(overtype) the correct SSN.				
	When finished, click Save .				
	Biographical Details Contact Information Regional Organizational Relationships				
	Aberforth Dumbledore Person ID 1234567				
	Name Q I I of 1 V I View All				
	*Effective Date 05/17/2022 + -				
	*Format Type English V				
	Display Name Albus Dumbledore Edit Name				
	Biographic Information				
	Date of Birth 05/09/1997 Tears 25 Months 0				
	Birth Country USA Q United States				
	Birth State MA Q. Massachusetts				
	Birth Location Springfield Ukive Data Protection				
	Biographical History Q I of 1 🗸 🕨 View All				
	*Effective Date 05/17/2022 💼 🗕 🗕				
	Gender Unknown "Highest Education Level G-Bachelor's Level Degree				
	*Highest Education Level G-bachelor's Level Degree				
	Mantai Status				
	Alternate ID				
	Full-Time Student				
	▼ National ID				
	Implication Implication <				
	*Country *National ID Type National ID Primary ID				
	USA Q Social Security Number V 123-45-6789				
	Save Return to Search Notify Refresh Add Update/Display Include History Correct History				

Citizenship Status Changes/Passport Information

Introduction	This section provides procedures for viewing or recording a change in a member's citizenship status, a member's passport, and a member's dependent's passport information in DA.
Information	All official passports (active duty members and dependents) and diplomatic passports must be entered into DA by the Servicing Pay Office. For newly issued passports for overseas deployment, please see <u>CG-DCO-I</u> for more information.
Before you Begin	• If a member is a non-resident alien (defined as a citizen of a foreign country who has not applied for U.S. Citizenship), a tax information transaction must be submitted showing that the member is a resident alien (a member who has applied for U.S. Citizenship) prior to submitting a citizenship status change.
	• When choosing a member from the search results, verify the employee ID or national ID before making any changes to Citizenship Status or Passport Information.
	• Members may have multiple Employee Records in DA (Regular, Reserve, Auxiliary or Civilian Employee). Ensure you are selecting the correct Employee Record.

Action	
Click on the Core HR tile.	
Core HR	
&&	
	Click on the Core HR tile.

Procedures See below.

Procedures,

continued

Step	Action				
2	Select the Identification Data optio	n.			
	Disciplinary Action Report				
	Disciplinary Actions				
	Emergency Contact				
	Identification Data				
	🛅 Job Data				
	Personal Data				
	PHS Member Info Report				
	Person Profiles				
	E Statement of Creditable Svc				

Procedures,

continued

Step	Action
3	Enter the Empl ID and click Search .
	Identification Data
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	EmpI ID begins with 🗸 1234567
	Name begins with 🗸
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with 🗸
	Business Unit begins with ✔
	Department Set ID begins with 🗸
	Department begins with 🗸 🔍
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

Procedures,

continued

Step		Action			
4		isplay. The member's current citizenship			
	status will be displayed. This page does not have an effective date. Do not				
	insert or delete rows in the Citizenship/Passport section. All edits are				
	completed in the current row.				
		n and select the country of the member's			
	birth.				
	_	ppropriate status from the drop-down			
	arrow.				
	Native	<u>~</u>			
	Alien Permanent				
	Alien Temporary				
	Canadian Citizen	-			
	Employment Visa				
	Native				
	Naturalized				
	Not Indicated Other				
	Permanent Resident				
	,				
	Status Description	Use When Member is a			
	Native	Native U.S. Citizen			
	Naturalized	Naturalized U.S. Citizen			
	Alien Permanent	Resident Alien			
	Alien Temporary	Non-resident Alien			
	When finished, scroll to the bottom of the page, and click Save .				
	Citizenship/Passport Albus Dumbledore Person ID 1234567				
	Nois Dambedore Person D 1234307 Citizenship/Passport ⑦ Q 1 1 1 1				
	*Country USA Q United Stat	es Go To Row			
	Citizenship Status Native 🗸				
	Passport Information ⑦	Q 4 4 1 of 1 ~ > > View All			
	*Passport Number	+-			

Procedures,

continued

 The Passport Information section of the page does not need to be comp to update/change a member's citizenship status. However, you may enter Passport data if you have the information available. Members or dependents receiving a new passport should have a new ro 	er the
added to enter the new passport information. Do not delete or overtyp	
 old passport information. If updating the Passport Information, click the Plus button to add a new DO NOT select the Plus or Minus button in the Citizenship section. Some active duty or reserve members and civilian employees are author to possess more than one official/diplomatic passport. Enter the passport. 	rized
information for each passport in a separate row.	
Citizenship/Passport	
Albus Dumbledore Person ID 1234567	
Citizenship/Passport ⑦	
*Country USA Q United States Go To Row Citizenship Status Native	
Passport Information ⑦ Q I I I I I I I I I I I I I I I I I I	View All
*Passport Number	+ -
Issue Date	
Expiration Date	
Passport Status	
Passport Type 🗸 🗸	
Passport Holder V Dependent Name	
Comment	
Entered By Date	
Save Return to Search Notify	

Procedures,

continued

Step		Action
5	Enter Passport Info	rmation for all official passports issued to the member and,
(cont)	if applicable, the me	
	Field	Description
	Passport Number	Enter the number on the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in DA. DO NOT enter tourist passport information into DA.
	Issue Date	Enter the date the passport was issued. This date can be found on the title page of the members' or dependents' passport.
	Expiration Date	Enter the date the passport is to expire. This date can be found on the title page of the members' or dependents' passport.
		NOTE: When members' or dependents' passport information expires do not delete the information in DA.
	Passport Status	Select from the following: • Cancelled • Destroyed • Expired • Valid
	Passport Type	Select from the following: • Dependent Diplomatic • Dependent No Fee • Dependent Official • Diplomatic • Primary Official • Secondary Official
	Passport Holder	Select from the following: • Civilian • Contractor • Dependent • Member
	Dependent Name	Enter the name of the member's dependent.
	Comment	Enter Comments if necessary.

Procedures,

Action				
Example of Passport Information that is completed for a member and one				
dependent.				
When finished,	click Save.			
Passport Information ⑦	Q I I 4 4 1-2 of 2 v b b I View 1			
*Passport Number	6543219009AQP			
Issue Date	06/01/2022			
Expiration Date	05/31/2023			
Passport Status	Valid 🗸			
Passport Type	Primary Official 🗸			
Passport Holder	Member V Dependent Name			
Comment				
Entered By				
Date				
*Passport Number	85648568DEP			
Issue Date	06/01/2022			
Expiration Date	05/31/2023			
Passport Status	Valid 🗸			
Passport Type	Primary Official V			
Passport Holder	Dependent V Dependent Name Ariana Dumbledore			
Comment				
Entered By				
Date				
Save Return to Search	Notify			
	dependent. When finished, Passport Information *Passport Number Issue Date Expiration Date Passport Status Passport Holder Comment Entered By Date *Passport Number Issue Date Expiration Date Passport Status Passport Status Passport Status Passport Status Passport Status Passport Holder Comment Entered By Date			

Non Self-Service Diversity Update

Introduction This section provides the procedure for entering or updating a member's diversity information in DA.

Procedures See below.

Step	Action
1	Click on the HR Data Shortcuts tile.
2	Select the Personal Information option. Add Employment Instance Dependent Information Email Address Find an Employee Job Data Personal Information Search by SSN

Non Self-Service Diversity Update, Continued

Procedures,

continued

Step	Action			
3	Enter the Empl ID , ensure the Correct History box is checked and click			
	Search.			
	Personal Information			
	Enter any information you have and click Search. Leave fields blank for a list of all values.			
	Find an Existing Value Add a New Value			
	▼ Search Criteria			
	Empl ID begins with 🗸 1234567			
	Name begins with 🗸			
	Last Name begins with 🖌			
	Second Last Name begins with 🖌			
	Alternate Character Name begins with 🗸			
	Middle Name begins with v			
	Business Unit begins with 🗸			
	Department Set ID begins with 🗸			
	Department begins with 🗸			
	□ Include History Correct History □ Case Sensitive			
	Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value			

Non Self-Service Diversity Update, Continued

Procedures,

Step	Action				
4	The Biographical Details tab will display. Select the Regional tab.				
	Biographical Details <u>C</u> ontact Inform	nation <u>R</u> egional			
5	If applicable, click View All to display all	the Ethnic Groups.			
	Biographical Details Contact Information Regional				
	Albus Dumbledore	Person ID 1234567			
	v 🎫 USA				
	Ethnic Group	Q I I I of 2 View All			
	Regulatory Region USA Q United States	+ -			
	Ethnic Group 1 Q White				
	- Hinton -				

Continued on next page

Non Self-Service Diversity Update, Continued

Procedures,

Using			Action			
	Using the Ethnic Group lookup icon, choose a diversity description from the					
-	fer to the Ethnic			•	-	
	olicable diversity			•		
	2	1				
NOTE	: The search may	y be narro	wed by en	tering a letter	in the Des	cription
	with field.		•	C		-
Ethnic Gro	pup			Q 1	 ◀ 1-2 of 2 ∨ 	View 1
		0				+-
	Regulatory Region USA Ethnic Group White	Q Q Q	States			
	Ethnic Group White	White				
	Regulatory Region USA	<u>/ </u>	States			+ -
	Ethnic Group Y	C Ethnic	Category - Not Hispar	nic or Latino		
		nary				
History			_	0	4 1 of 1 v	View
	Look Up Ethnic Group	×				
Set	ID USA	Help				
Ethnic Gro	up begins with 🗸					
Descripti	on begins with 🗸					
Search	Clear Cancel Basic Lo	okup		Look Un Ethnic G	roulo	×
Search Search Resi	Clea Cancel Basic Lou ults			Look Up Ethnic Gi		× Help
Search Search Rest View 100	Ciea Cancel Basic Lo Lits	0 🗸 🕨 🕨	Set ID	USA		
Search Search Rese View 100 Ethnic Group	Clea Cancel Basic Lo ilts Id d 1-120 of 12 Description	Short Description	Ethnic Group	USA begins with V		
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Member Email Address

Introduction This section provides the procedures for viewing and updating a member's Email addresses in DA.

Procedures See below.

Step	Action		
1	Click on the HR Data Shortcuts tile.		
	HR Data Shortcuts		
2	Select the Email Address option.		
	 Add Employment Instance Dependent Information Email Address 		
	Find an Employee		
	Job Data		
	Personal Information		
	E Search by SSN		

Member Email Address, Continued

Procedures,

Step	Action			
3	Enter the Empl ID and click Search .			
	Email Human Resources Enter any information you have and click Search. Leave fields blank for a list of all values.			
	Find an Existing Value			
	▼ Search Criteria			
	Search by: User ID	begins with 1234567		
	Case Sensitive			
	Search Advanced Search			
4	The Email Address page will display.			
	• Email addresses can be Added/Edited or Deleted.			
	• All members must have a valid uscg.mil Business email address.			
	• Check the box for the Preferred email Address? .			
	When finished, click Save .			
	Email Address			
	Albus Dumbledore			
	Email Addresses			
	Email Type	Email Address	Preferred Address?	Delete
	Business 🗸	albus.dumbledore@uscg.mil		Delete
	Home	elderwand1945@outlook.com		Delete
	Add Email Address			
	Save			
	Return to Search			