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 overtyping old data. Always add a new row. Historical data must always be maintained. Exceptions: Spelling errors Phone Numbers Date of Birth Social Security Number Email addresses 						
		racters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.). DA is the data nation systems which cannot use special					
References	Joint Travel Regulations "HOME OF RECORD"	(JTR), Appendix A – Definitions & Acronyms,					
Information		e = HR Data Shortcuts Personal Information e same Personal Information screen.					
		🔚 Job Data					
		Person Profiles					
		Emergency Contact					
		E PHS Member Info Report					
	Core HR	Personal Data					
		Statement of Creditable Svc					
	<u>4</u>	Identification Data					
		 Disciplinary Actions Disciplinary Action Report 					
		E Personal Information					
		Job Data					
		Dependent Information					
	HR Data Shortcuts	Search by SSN					
		Email Address					
		Find an Employee					
		Add Employment Instance					

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Employee Addresses and Phone Numbers

Record Known transact Error If the H PPC to Address of provided holders maccount. Procedures See below Step I Click the HR D from the HR Data Shortouts Information Search by SSN Information Search by SSN Email Address Find an Employee Add Employment Instance Instance	me of Record is established with accession documents and ions. OR is missing for a member, submit a Customer Care Ticket to get it corrected. changes submitted in DA for personnel and pay data are not to the Government Travel Credit Card (GTCC) program. Card must notify GTCC separately to update address changes to the
Travel Charge Cardholders provided holders m account. Procedures See below Step 1 1 Click the HR D from the HR Data from the HR Data Image: See below Image: See below 1 Click the HR D 1 See below 1 Below 1 See below 1 See below 1 Below 1 Below 1 Below 2 Enter the E	to the Government Travel Credit Card (GTCC) program. Card
Step 1 Click the HR D from the HR Data Image: Step of the state o	
1 Click the HR Data from the HR Data shortcuts HR Data Shortcuts 1.5 Select the Person Personal Information Search by SSN Email Address Find an Employee Add Employment Instance 2 Enter the Employee Search. Personal Information Enter the Employ Search. Personal Information Enter any information you have and click Se	V.
1 Click the HR Data from the HR Data shortcuts HR Data Shortcuts 1.5 Select the Person Personal Information Search by SSN Email Address Find an Employee Add Employment Instance 2 Enter the Employee Search. Personal Information Enter the Employ Search. Personal Information Enter any information you have and click Se	Action
2 Enter the Employment Instance 2 Enter the Empl Search. Personal Information Enter any information you have and click Se	ata Shortcuts Tile. Select the Personal Information link ata Shortcuts pagelet.
Search. Personal Information Enter any information you have and click Se	
Search. Personal Information Enter any information you have and click Se	ID , ensure the Correct History box is checked, and click
Search Criteria Empl ID begins with 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 Set ID begins with Department Set ID begins with Clinclude History	, and correct instory con is enconed, and ench

Procedures, continued

ep				Acti	011					
;	The Biogra	phical De	e tails tab	will displa	y. Select tl	ne Co	ontact	Infor	mati	on
	tab.									
	Biographical Detail	s <u>C</u> ontact Infor	rmation <u>R</u> eg	gional <u>O</u> rganiza	tional Relationships					
	Albus Dumbledore				Persor	n ID 1234	567			
	Name			Q	1 of 1 🗸	\rightarrow	View A	II.		
	*Effe	ective Date 05/17/2	2022				+ -	•		
	*Fo	ormat Type Englis	sh 🗸			_				
	Dis	play Name			Edit Name					
	Biographic Inform									
		Date of Birth		Years 0	Months 0					
	В	irth Country USA	Q	United States						
		Birth State	Q							
	 Home – 0 Mailing - mailing V Home of of record 	Current Ho – This add V2 forms a Record (I can only b	ome addr ress will and other H OR) – I	reflect on official co Established	rresponder	nce. jinal e	enlistm	ent. 7	The h	ome
	 Home – 0 Mailing - mailing V Home of 	Current Ho – This add V2 forms a Record (I can only b full day. wings Pla	ome addr ress will and other HOR) – I be change n – Requ	ess. reflect on official co Established ed if there's nired for all	rresponder l upon orig s a break in TSP contr	nce. inal e activ	enlistm ve duty ons.	ent. T servi	The h ce of	ome
	 Home – 0 Mailing – mailing V Home of of record than one f Thrift Sa 	Current Ho – This add V2 forms a Record (I can only b full day. avings Pla dit/View	ome addr ress will and other HOR) – I be change n – Requ	ess. reflect on official co Established ed if there's hired for all Detail lin	rresponder l upon orig s a break in TSP contr	nce. inal e activ ribution dress	enlistm ve duty ons.	ent. T servi	The h ce of	ome
	 Home – C Mailing – mailing V Home of of record than one Thrift Sa Click the E 	Current Ho – This add V2 forms a Record (I can only b full day. bvings Pla dit/View Contact I	ome addr ress will and other HOR) – I be change n – Requ Address	ess. reflect on official co Established ed if there's hired for all Detail lin	rresponder l upon orig s a break in TSP contr c for the ad	nce. inal e activ ribution dress	enlistm ve duty ons. to be t	ent. T servi	The h ce of ed.	ome
	 Home – C Mailing – mailing V Home of of record than one f Thrift Sa Click the E Biographical Det 	Current Ho – This add V2 forms a Record (I can only b full day. byings Pla dit/View aiis Contact I	ome addr ress will and other HOR) – I be change n – Requ Address	ess. reflect on official co Established ed if there's hired for all Detail lin	rresponder l upon orig s a break in TSP contr c for the ad	nce. inal e activ ribution dress	enlistm ve duty ons. to be t	ent. T servi	The h ce of ed.	ome
	 Home – C Mailing – mailing V Home of of record than one f Thrift Sa Click the E Biographical Det Albus Dumbledor 	Current Ho – This add V2 forms a Record (I can only b full day. byings Pla dit/View aiis Contact I	ome addr ress will and other HOR) – I be change n – Requ Address	ess. reflect on official co Established ed if there's hired for all Detail lin	rresponder l upon orig s a break in TSP contr c for the ad	ince. inal of activ ribution dress	enlistm ve duty ons. to be t	ent. T servi	The h ce of ed.	ome
	 Home – C Mailing – mailing V Home of of record than one f Thrift Sa Click the E Biographical Det Albus Dumbledor Current Addressee 	Current Ho – This add V2 forms a Record (I can only b full day. byings Pla dit/View aiis Contact I	ome addr ress will and other HOR) – I be change n – Requ Address	ess. reflect on official co Established ed if there's hired for all Detail lin	orresponder d upon orig s a break in TSP contr c for the ad ganizational Relation	ince. inal of activ ribution dress	enlistm /e duty ons. to be t	ent. T servi	The h ce of ed.	ome f mo
	 Home – Q Mailing – mailing V Home of of record than one a Thrift Sa Click the E Biographical Dett Albus Dumbledor Current Addressee Q 	Current Ho – This add V2 forms a Record (I can only b full day. trings Pla dit/View aiis Contact I e s	ome addr ress will and other HOR) – I be change n – Requ Address	ess. reflect on f official co Established ed if there's hired for all Detail link Regional Qr	rresponder d upon orig s a break in TSP contr <u>c for the ad</u> ganizational Relation	nce. inal of activ fibution dresss	enlistm /e duty ons. to be t	ent. T servi	The h ce of ed.	ome î mo
	 Home – Q Mailing – mailing V Home of of record than one f Thrift Sa Click the E Biographical Dett Albus Dumbledor Current Addresse Q Address Type 	Current Ho - This add V2 forms a Record (I can only b full day. vings Pla dit/View ails Contact I e s	ome addr ress will and other HOR) – I be change n – Requ Address	ress. reflect on a official co Established ed if there's uired for all Detail link Regional Qr Address	rresponder d upon orig s a break in TSP contr c for the ad ganizational Relation	nce. inal c activ ributio dress nships	enlistm ve duty ons. to be t Empl ID	ent. T servi 123456	The hadron of the ce of the offer of the ce of	ome î mo
	 Home – Q Mailing – mailing V Home of of record than one if Thrift Sa Click the E Biographical Dett Albus Dumbledor Current Addresser Q Address Type Home 	Current Ho - This add V2 forms a Record (I can only b full day. Ivings Pla dit/View ails Contact I e s As Of Date 05/17/2022	ome addr ress will and other HOR) – I be change n – Requ Address	ess. reflect on f official co Established ed if there's ured for all Detail link Regional Qr Address 159 Mensa Drive Springfield MA 01 159 Mensa drive	rresponder d upon orig s a break in TSP contr c for the ad ganizational Relation	nce. inal cartive ibution dress nships Edit/View	enlistm /e duty ons. to be t Empl ID 1-4 of 4 ~	ent. T servi 123456	The hice of ed.	ome f mo

Procedures,

continued

Step	Action
5	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 of 4 V V
	*Effective Date 05/17/2022 🗰 Address 159 Mensa Drive
6	 The Address History page will expand for editing. Update the fields as necessary: 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 Type Mailing
	Address History Q I
	*Effective Date 06/30/2022 Address 159 Mensa Drive Springfield MA 01103

Procedures,

continued

Step		Action					
7	The Edit Address page will display. Enter the new Mailing 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,	click OK .					
	Edit Addres						
	Country	United States					
	Address 1	1234 Hogwartz castle					
	Address 2						
	Address 3						
	City	Topeka State KS Q Kansas					
	Postal	66614					
	County						
	OK	Cancel					
8	-	s and make any necessary corrections by repeating the previous					
	steps. When fin	ished, click OK.					
		Update/View Address					
	ОК	Cancel Refresh					

Procedures,

continued

				Actio	on						
	The Biographical Details tab will display. Repeat the previous steps to update										
othe	other address information as necessary. When finished, click Save.										
Bio	ographical Details	s Conta	ct Information	Regional Org	ganizational Relati	ionships					
	Albus Dumbledore Empl ID 1234567										
=;	Q					I≪ ≪ 1-4 o	f4 🗸 🕨	⊫ I v	/iew All		
Addre	ess Type	As Of Date	Status	Address							
Home		05/17/2022	A	159 Mensa Drive Springfield MA 01	103	Edit/View Addre	ss Detail	+	-		
Mailin	g	06/30/2022	A	1234 Hogwartz Ca Topeka KS 66614		Edit/View Addre	ss Detail	+	-		
Home	of Record	05/17/2022	A	159 Mensa Drive Springfield MA 011	103	Edit/View Addre	ss Detail	+	-		
Thrift Plan	Savings	05/17/2022	A	159 Mensa Drive Springfield MA 01	103	Edit/View Addre	ss Detail	+	-		
Phone ==	Phone Information										
*Phor	пе Туре		Telephone		Extension	Prefer	red				
		~]		+	-		
Email	Addresses					·					
=											
Email	Email Type Email Address						Preferred				
Instar	Instant Message IDs [®]										
ΞŢ	ı Q						1 🗸 🕨 🚽	l Vie	ew All		
*IM P	rotocol	*IM D	omain *N	letwork ID		Preferre	ed				
		~						+	-		
Save Notify Refresh											

Procedures,

				Action			
Phone Information section.							
	• To change	or upda	ate a phone nu	mber, overtyp	be the co	orrect numb	er in the
	Telephone	e field.					
			mber, click th	e Plus button	on any	row.	
	Phone Information	٦					
	R Q					1-2 of 2 🗸 🕨	View Al
	*Phone Type		Telephone	Extension		Preferred	
	Business	~	785/555-5555				+ -
	Mobile	~	785/515-5151			2	+ -
	NOTE: It m add a type th	ust be a at is alr	u different Pho	l ephone numb one Type. You or that membe	ı will ge		you try to
	NOTE: It m	ust be a at is alr	u different Pho	one Type. You	ı will ge		you try to
	NOTE: It m add a type th	ust be a at is alr	u different Pho	one Type. You	ı will ge r.	et an error if	
	NOTE: It m add a type th Phone Information	ust be a at is alr	different Pho ready in DA fo	one Type. You or that membe	ı will ge r.	et an error if 1-3 of 3 ♥ ▶	
	NOTE: It m add a type th Phone Information	ust be a at is alr	different Pho ready in DA fo	one Type. You or that membe	ı will ge r.	et an error if	View All
	NOTE: It m add a type th Phone Information Phone Type Business	ust be a at is alr	Telephone	one Type. You or that membe	ı will ge r.	et an error if	View All

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 required documents which must be met in order for a member to change their name.

Procedures See below.

Step	Action
1	Click the HR Data Shortcuts Tile.
	HR Data Shortcuts
1.5	Select the Personal Information option.
	Personal Information
	🔚 Job Data
	Dependent Information
	Search by SSN
	Email Address
	Find an Employee
	Add Employment Instance
2	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 1234567 Name begins with 234567 Name begins with 234567 Department begins with 234567 Business Unit begins with 234567 Department Set ID begins with 2 Department Set ID begins with 2 Clear Basic Search & Save Search Criteria Find an Existing Value Add a New Value

Change of Name, Continued

Procedures,

Step	Action
3	The Biographical Details tab will display. Click the Plus button to add a new
	row.
	Biographical Details Contact Information Regional Organizational Relationships
	Albus Dumbledore Person ID 1234567
	Name Q I I I View All
	*Effective Date 05/17/2022 📰 🛨 🗖
	*Format Type English Edit Name
	Display Name
	Biographic Information
	Date of Birth Years 0 Months 0
	Birth Country USA Q United States
	Birth State Q
4	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 Qrganizational Relationships Albus Dumbledore Decrease ID, 1224567 Decrease ID, 1224567
	Name Q I I I I I I I I I View All
	*Effective Date 05/17/2022
	*Format Type English
	Display Name
	Biographic Information
5	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,

	Action		
Click Save.			
ĺ	Biographical Details	Contact Information	egional Organizational Relationships
	Aberforth Dumbledore		Person ID 1234567
	Name		Q I I I of 1 🗸 🕨 🕨 View All
	*Effectiv	e Date 05/17/2022	+ -
	*Forma	t Type English 🗸	
	Display	Name Albus Dumbledore	Edit Name
	Biographic Informatic	n	
	Date	of Birth 05/09/1997	Years 25 Months 0
	Birth	Country USA C	United States
	Bir	th State MA C	2
	Birth L	ocation Springfield	Massachusetts
	Biographical Histo	ry	Q 4 4 1 of 1 🗸 🕨 🔄 View All
	*Effectiv	ve Date 05/17/2022	
		Gender Unknown	
	*Highest Educatio	n Level G-Bachelor's Level De	
	*Marital	Status	✓ As of 05/09/1997 ☐
	Languag	e Code English 🗸	
	Alter	nate ID	
		Full-Time Student	
-	National ID		
	₽ Q		1-1 of 1 🗸 🕨 🕨 🕹 View A
	Country *N	lational ID Type	National ID Primary ID
	USA Q	Social Security Number 🗸	123-45-6789
	Save Notify	Refresh	Add Update/Display Include Histo
L	Save	Reliesh	Add Update/Display Include Histo

Marital Status

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

Procedures See below.

Step	Action		
1	Click the HR Data Shortcuts Tile.		
	HR Data Shortcuts		
1.5	Select the Personal	Information option.	
	Personal Information		
	🔚 Job Data	1	
	E Dependent Information		
	E Search by SSN		
	Email Address		
	Find an Employee		
	Add Employment Instance		
2	The Personal Infor	mation page will display. Enter the Empl ID, ensure the	
	Correct History box	x is checked, and click Search.	
	Personal Information		
	Enter any information you have	e and click Search. Leave fields blank for a list of all values.	
	Find an Existing Value	<u>A</u> dd 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 🗸	
	Business Unit	begins with 🗸	
	Department Set ID	begins with 🗸 🔍 🔍	
	Department	begins with 🗸 🔍	
	□ Include History Correct	ct History Case Sensitive	
		ic Search 🖉 Save Search Criteria	
	Find an Existing Value Add	a New Value	

Marital Status, Continued

Procedures,

	Action						
The Biographical Details tab will display. In the Biographical History							
Se	ection, click	the Plus button to	o add a ne	w row	•		
	Biographical Details	Contact Information	<u>R</u> egional	<u>O</u> rganiz	ational Relation	onships	
ŀ	berforth Dumbled	re				Person ID 1234	567 📋
	Name			Q	1	of 1 🗸 🗼 🗼	View All
	*Effe	ctive Date 05/17/2022					+ -
	*Fo	mat Type English	~				
	Disp	lay Name Albus Dumble	dore		Edit Na	ame	
I	Biographic Information	ition					
	D	ate of Birth 05/09/1997	Tea Yea	ars 25	Months	0	
	Bi	th Country USA	Q, Un	ited States			
		Birth State MA	Q	assachusette			
	Bir	th Location Springfield			□ Waive	Data Protection	
	Biographical Hi	story	(Q 4	1	of 1 🗸 🕨 🕨	View All
	*Effe	ctive Date 05/17/2022					+ -
		Gender Unknown	avel Degree	×			
	*Highest Educa	Single	ever Degree	v	As of	05/09/1997	
			~		100		
	_	Iternate ID					
		Full-Time St	udent				
Ļ	National ID						
	III Q					1-1 of 1 🗸 🕨	View All
*	Country	*National ID Type	National	ID		Primary ID	
	JSA Q	Social Security Number	✔ 123-45-	6789			+ -
	Save Notify	Refresh			Add	Update/Display	Include History

Continued on next page

Marital Status, Continued

Procedures,

Step	Action		
4	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 🗸		
	Civil Partnership		
	Common-Law DiseDeall and Civil Partner		
	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 well at the Date of Mensions on		
	NOTE: This is not the date that will be reflected as the Date of Marriage on		
	the BAH/Dependency Data form. Update/correct the spouse's Marital Status		
	Date if the BAH/Dependency Data form does not show the correct date.		
	Biographical History Q Id d 1 of 2 V View All		
	*Effective Date 06/30/2022		
	Gender Male		
	*Highest Education Level C-HS Graduate or Equivalent V		
	*Marital Status Married As of 06/30/2022		
	Language Code V		
	Alternate ID		
	Full-Time Student		
5	When finished, click Save.		
	USA Q Social Security Number V		
	Save Return to Search Notify Refresh		
	Biographical Details Contact Information Regional		
	elegrephical potato (normation) 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 required documents which must be met in order to enter a correction to official records.

Procedures See below.

Step	Action		
1	Click the HR Data Shortcuts Tile.		
	HR Data Shortcuts		
1.5	Select the Personal Information option.		
1.5			
	Personal Information		
	Job Data		
	Dependent Information		
	Search by SSN		
	Email Address		
	Find an Employee		
	Add Employment Instance		
2	The Personal Information page will display. 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 V 1234567		
	Name begins with 🗸		
	Last Name begins with V		
	Second Last Name begins with V		
	Alternate Character Name begins with V		
	Middle Name begins with 🗸		
	Business Unit begins with 🗸		
	Department Set ID begins with 🗸 🔍		
	Department begins with 🗸 🔍		
	□Include 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, continued

Action Step 3 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 Person ID 1234567 Aberforth Dumbledore Name Q | I ≪ 1 of 1 ♥ ▶ ▶ | View All iii + 1 -*Effective Date 05/17/2022 ¥ *Format Type English Edit Name Display Name Albus Dumbledore **Biographic Information** Date of Birth 05/09/1997 Ē Years 25 Months 0 Birth Country USA Q, United States Q, Birth State MA Massachusetts Waive Data Protection Birth Location Springfield Q | I 1 of 1 🗸 🕨 🔛 **Biographical History** View All *Effective Date 05/17/2022 **...** Gender Unknown *Highest Education Level G-Bachelor's Level Degree v ~ As of 05/09/1997 Single *Marital Status × Language Code English Alternate ID Full-Time Student National ID ≣, Q 14 1-1 of 1 🗸 🕨 View All . *National ID Type National ID Primary ID *Country USA Q, Social Security Number × 123-45-6789 ÷ _ Notify Save Refresh Add Update/Display Include 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 Classification Record. 	

Step	Action	
1	Click the Core HR tile.	
1.5	Select the Identification Data option. Job Data Person Profiles Emergency Contact PHS Member Info Report Personal Data	
	 Statement of Creditable Svc Identification Data Disciplinary Actions Disciplinary Action Report 	

Procedures S ba hal

Procedures,

continued

Step	Action				
2	The Identification Data page will display. 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 				
	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 🗸	Q			
	Department begins with 🗸	Q			
	Case Sensitive				
	Search Clear Basic Search 🖾 Save Search Criteria				

Procedures,

continued

Step		Action				
3	The Citizenship/Passport tab will display. The member's current citizenship status will be displayed. This page does not have an effective date. Do not					
		nship/Passport section. All edits are				
	completed in the current row.					
	• Country – Click the look-up icor birth.	and select the country of the member's				
	 Citizenship Status - Click the drop-down arrow and select the appropriate status. 					
	Native	~				
	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				
	Citizenship/Passport ⑦ Q I I I I I I I I I I I I I I I I I I					
	*Country USA Q United States Go To Row Citizenship Status Native Image: Comparison of the state of the					
	Passport Information ⑦ Q I I I I I I I I I View					
	*Passport Number	+-				

Procedures,

continued

Step		Action
4	in order to update/change a m	ction of the page does not need to be completed member's citizenship status. However, you may u have the information available.
	±	eiving a new passport should have a new row port information. Do not delete or overtype the
	DO NOT select the (+ or -) h	button in the Citizenship section. members and civilian employees are authorized
		ficial/diplomatic passport. Enter the passport
	information for each passport	rt in a separate row.
	Citizenship/Passport	
	Albus Dumbledore	Person ID 1234567
	Citizenship/Passport ⑦	Q I I II II II III
	*Country USA Q	United States Go To Row
	Citizenship Status Native	v
	Passport Information ⑦	Q I III III View All
	*Passport Number	+ -
	Issue Date	
	Expiration Date	1
	Passport Status	
	Passport Type	
		ndent Name
	Comment	
	Entered By Date	
	Save Return to Search Notify	

Procedures,

continued

Step	Action		
4	Enter Passport Information for all official passports issued to the member and,		
(cont)	if applicable, the member's dependents.		
	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	
	Passport Holder	Secondary Official Select from the following:	
		 Civilian Contractor Dependent Member 	
	Dependent Name	Enter the name of the member's dependent.	
	Comment	Enter Comments if necessary.	

Procedures,

Step	Action		
4	Example of Passport Information that is completed for a member and one		
(cont)	dependent.		
	When finished, click Save.		
	Passport Information ⑦	Q I I I I I I I I 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	A	
	Entered By	h	
	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	3	
	5		
	Entered By Date		
	Save Return to Search	Notify	

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 the HR Data Shortcuts tile.		
	HR Data Shortcuts		
1.5	Select the Personal Information option.		
	🔚 Personal Information		
	🔚 Job Data		
	Dependent Information		
	Search by SSN		
	Email Address		
	Find an Employee		
	Add Employment Instance		
	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		
	Find an Existing Value Add a New Value Search Criteria		
	Empl ID begins with V 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 🗸 🔍 🔍		
	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				
3	The Biographical Details tab will display. Select the Regional tab.				
	Biographical Details <u>C</u> ontact Information <u>R</u> egional				
4	If applicable, click View All to display all of the Ethnic Groups.				
	Biographical Details Contact Information Regional				
	Albus Dumbledore Person ID 1234567				
	T USA				
	Ethnic Group Q I of 2 v View All				
	Regulatory Region USA Q. United States				
	Ethnic Group 1 Q. White				

Continued on next page

Non Self-Service Diversity Update, Continued

Procedures,

Step	Action				
5	Using the Ethnic Group lookup icon, choose a diversity description from the				
	list. Refer to the Ethnicity and Race Self-Reporting Worksheet to determine				
	the applicable diversity description.				
	Ethnic Group Q I				
	Regulatory Region USA Q United States				
	Ethnic Group 1 Q White				
	Primary				
	Regulatory Region USA Q United States				
	Ethnic Group Y Q Ethnic Category - Not Hispanic or Latino				
	Look Up Ethnic Group ×				
	Set ID USA From Ethnic Group begins with V				
	Description begins with V				
	Search Clear Cancel Pasic Lookup Search Results				
	View 1/0 < 1-67 of 67 ∨ > >				
	Ethylic Description Short Description ***Do not use the WHITE				
	1 White White link for the Ethnic Group, 2 Black or African Jumerican Black Black				
	4 Asian Asian always select the 1 link (per				
	5 American Indian or Alaska Native Am Indian the programmers).				
	7 Native Havaiian or Other Pacific Islander Hawaiian Must select the X or Y link				
	AFRAM African American Afr American African				
	ALATHAB Alaskaf Alhabaskans Alaskan Al ALEUT Aleutan Aleutan				
	AMIND American Indian/Alaska Native Am. Ind				
	APACHE Anache Anache				
	TLINGIT Tlingit Tlingit				
	TOHONO Tohono O'Odham Tohono O'O				
	VIETNAM Vietnamese Vietnamese				
	White White				
	X Ethnic Category - Hispanic or Latino Hispanic				
	Y Ethnic Category - Not Hispanic or Latino Not Hispan				
	YAQUI Yaqui Yaqui				
6	When finished, scroll to the bottom of the page and click Save .				
U	when missied, seron to the bottom of the page and enek save.				
	Save Return to Search Notify Refresh Add Upd				
	Biographical Details Contact Information Regional				

Member Email Address

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

Procedures See below.

Step	Action				
1	Click the HR Data Shortcuts tile.				
	HR Data Shortcuts				
1.5	Select the Email Address option.				
	Personal Information				
	🔚 Job Data				
	E Dependent Information				
	Search by SSN				
	Email Address				
	Find an Employee				
	Add Employment Instance				
2	The Email Human Resources page will display. 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 v begins with 1234567				
	Search Advanced Search				
3	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.				
	When finished, click Save.				
	Email Address				
	Albus Dumbledore Email Addresses				
	Email Addresses Email Address Email Address Email Address Delete				
	Business V albus.dumbledore@uscg.mil Delete				
	Home V elderwand1945@outlook.com V Delete				
	Add Email Address				
	Save				
	Return to Search				