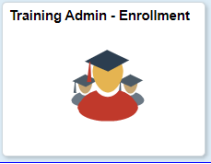
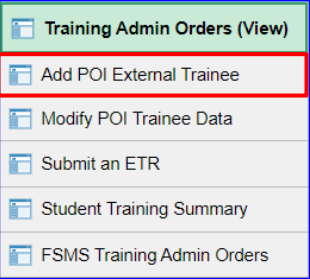
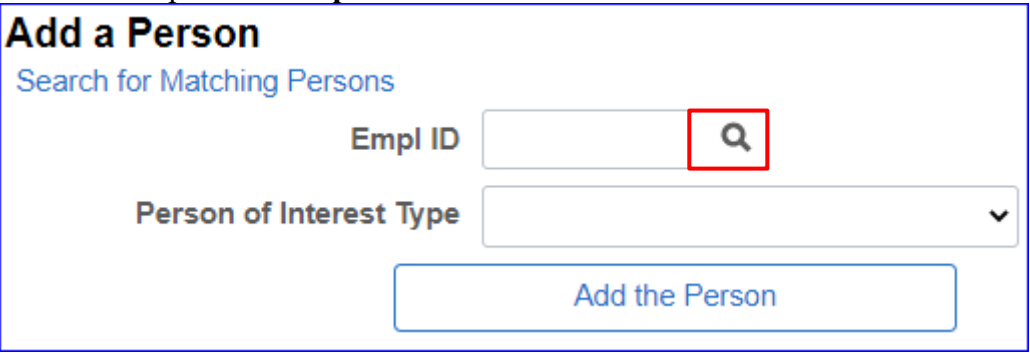


# Adding a Person of Interest External Trainee

**Introduction** This guide provides the procedures for adding a Person of Interest (POI) External Trainee into Direct Access (DA).

- Information**
- This is how to add Auxiliarists and International Students that will be attending a Coast Guard C-School.
  - Do not use an Employee ID for these types of entries. They are not to be confused with our military or civilian members in DA.
  - Always use 9 zeros for the ID.

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click on the <b>Training Admin – Enrollment</b> Tile.</p> 
<p><b>1.5</b></p>	<p>Select the <b>Add POI External Trainee</b> option.</p> 
<p><b>2</b></p>	<p>Click the <b>Empl ID Lookup</b> icon.</p> 

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## Adding a Person of Interest External Trainee, Continued

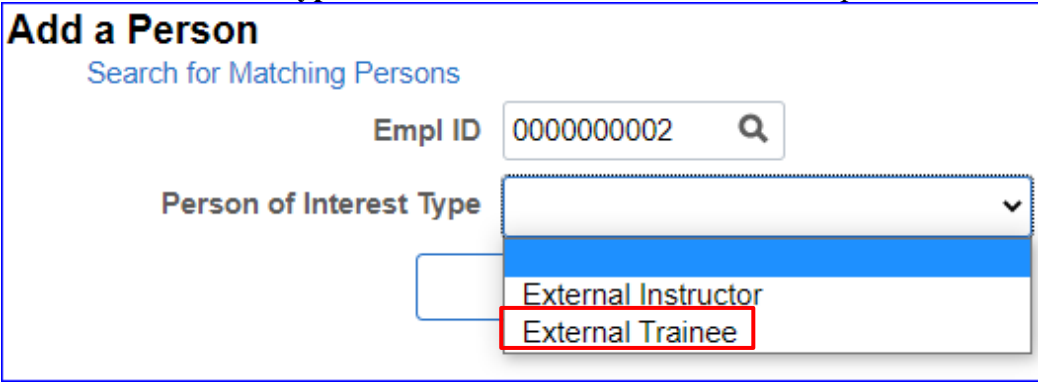
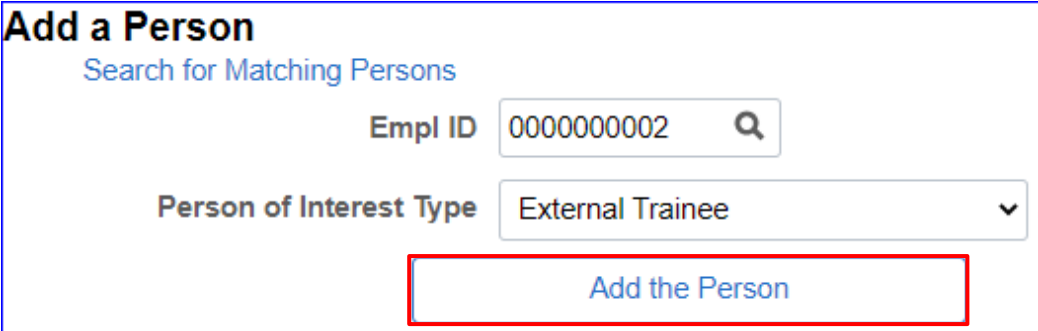
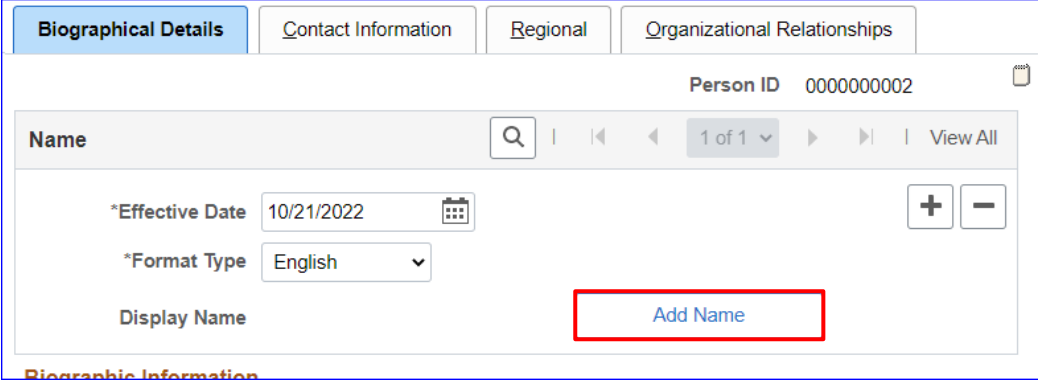
Procedures,  
continued

Step	Action																																																																																				
3	<p data-bbox="328 495 1366 562">Search for the next sequential number, not already in use, for your person. In this example, we are using 0000000002, since it has been skipped.</p> <div data-bbox="328 562 1366 1682" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>Look Up Empl ID</b> <span style="float: right;">×</span></p> <p>Search by: <span style="border: 1px solid gray; padding: 2px;">Empl ID</span> <span style="font-size: 0.8em;">▼</span> begins with <span style="border: 1px solid gray; padding: 2px 20px;"> </span> <span style="float: right; font-size: 0.8em;">Help</span></p> <p> <span style="border: 1px solid gray; padding: 2px 10px; background-color: #0056b3; color: white; margin-right: 5px;">Search</span> <span style="border: 1px solid gray; padding: 2px 10px; margin-right: 5px;">Cancel</span> <span style="font-size: 0.8em;">Advanced Lookup</span> </p> <p>Search Results</p> <p>Only the first 300 results can be displayed.</p> <div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: 0.8em;">View 100</span> <span style="float: right; font-size: 0.8em;"> <span style="border: 1px solid gray; padding: 0 5px;">1-300 of 300</span> <span style="font-size: 0.7em;">▼</span> </span> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="text-align: left;">Empl ID</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Last Name</th> <th style="text-align: left;">First Name</th> <th style="text-align: left;">Second Last Name</th> <th style="text-align: left;">Alternate Character Name</th> </tr> </thead> <tbody> <tr><td>000</td><td>Dav</td><td>St</td><td>David</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>0000</td><td>Joe</td><td>Sr</td><td>Joe</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000001</td><td>NIC</td><td>SC</td><td>NICOLLE</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000003</td><td>J R</td><td>RI</td><td>J</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000004</td><td>B B</td><td>BF</td><td>B</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000005</td><td>S C</td><td>Cc</td><td>S</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000006</td><td>R M</td><td>M.</td><td>R</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000007</td><td>M E</td><td>EV</td><td>M</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000008</td><td>ELI.</td><td>OI</td><td>ELIZABETH</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000009</td><td>PAL</td><td>W</td><td>PAUL</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000010</td><td>CHI</td><td>RI</td><td>CHENEY</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000011</td><td>S M</td><td>M.</td><td>S</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>00000000012</td><td>C P</td><td>DF</td><td>C</td><td>(blank)</td><td>(blank)</td></tr> </tbody> </table> </div> </div>	Empl ID	Name	Last Name	First Name	Second Last Name	Alternate Character Name	000	Dav	St	David	(blank)	(blank)	0000	Joe	Sr	Joe	(blank)	(blank)	00000000001	NIC	SC	NICOLLE	(blank)	(blank)	00000000003	J R	RI	J	(blank)	(blank)	00000000004	B B	BF	B	(blank)	(blank)	00000000005	S C	Cc	S	(blank)	(blank)	00000000006	R M	M.	R	(blank)	(blank)	00000000007	M E	EV	M	(blank)	(blank)	00000000008	ELI.	OI	ELIZABETH	(blank)	(blank)	00000000009	PAL	W	PAUL	(blank)	(blank)	00000000010	CHI	RI	CHENEY	(blank)	(blank)	00000000011	S M	M.	S	(blank)	(blank)	00000000012	C P	DF	C	(blank)	(blank)
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## Adding a Person of Interest External Trainee, Continued

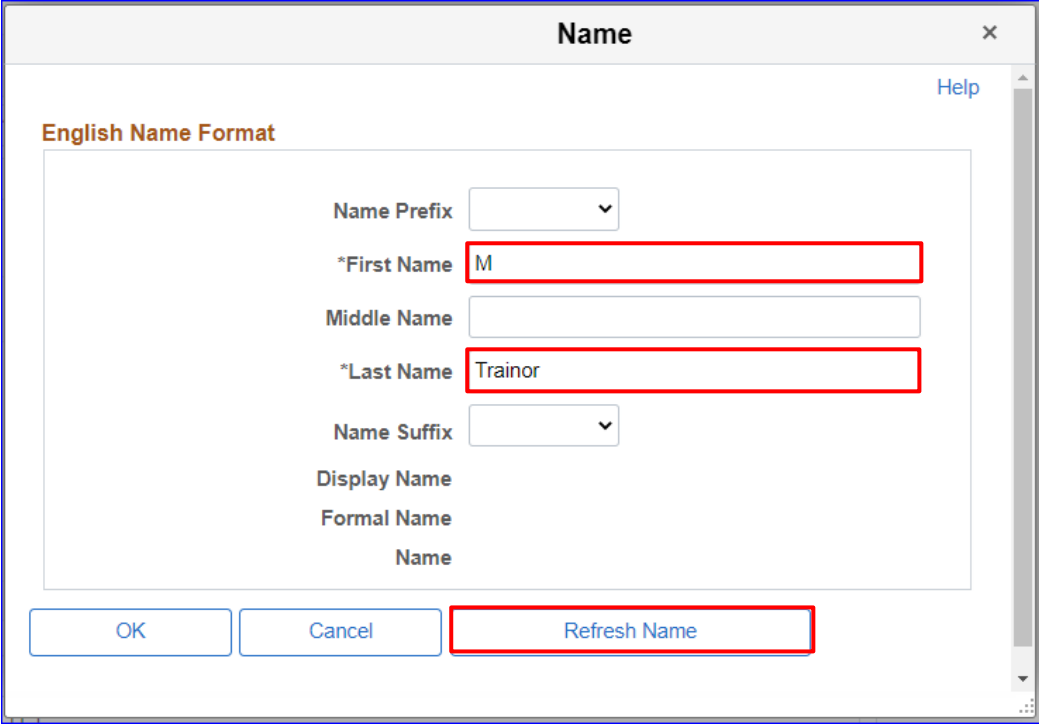
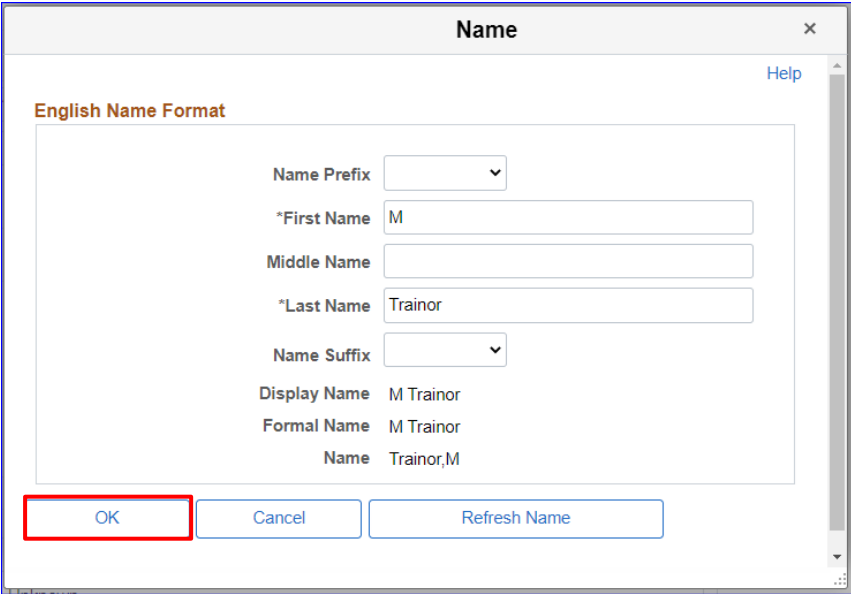
Procedures,  
continued

Step	Action
4	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Empl ID</b> - Enter 9 zeros and the number being used.</li> <li>• <b>Person of Interest Type</b> - Select External Trainee from the drop-down.</li> </ul> 
5	<p>Click <b>Add the Person</b>.</p> 
6	<p>The Biographical Details tab will display. Click <b>Add Name</b>.</p> 

*Continued on next page*

## Adding a Person of Interest External Trainee, Continued

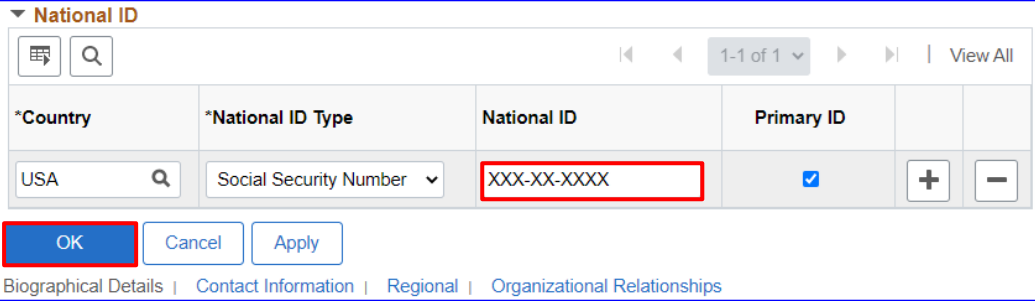
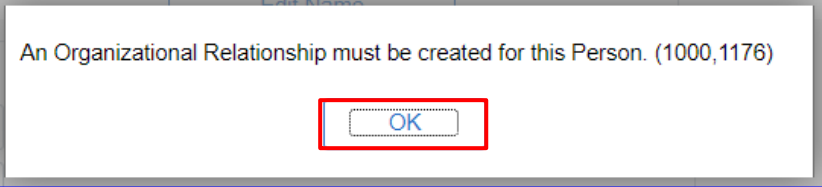
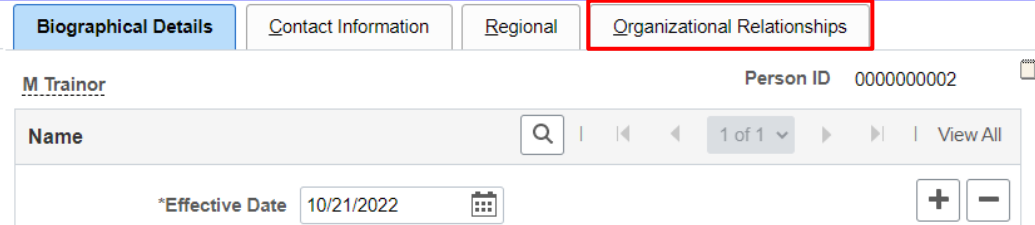
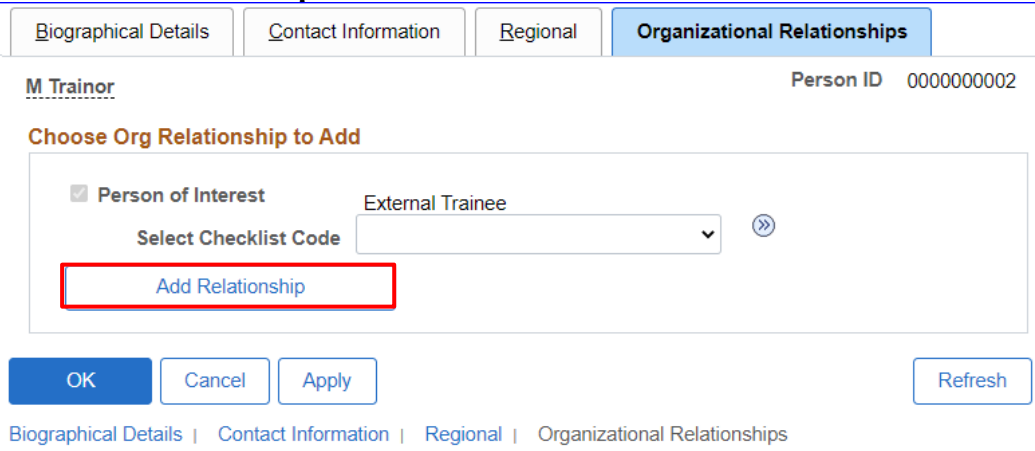
Procedures,  
continued

Step	Action
7	<p>Enter the trainee's <b>First Name</b>, <b>Last Name</b> and click <b>Refresh Name</b>.</p> 
8	<p>Click <b>Ok</b>.</p> 

*Continued on next page*

## Adding a Person of Interest External Trainee, Continued

Procedures,  
continued

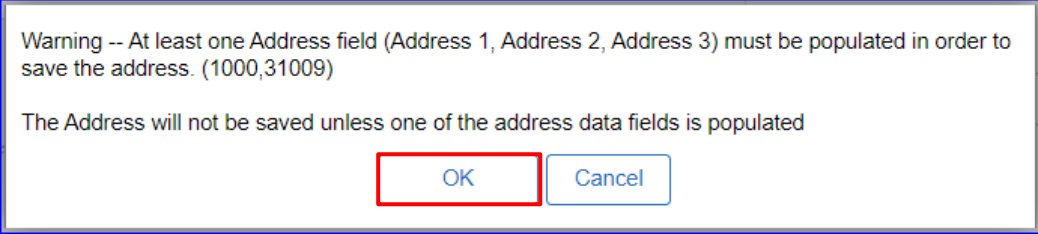
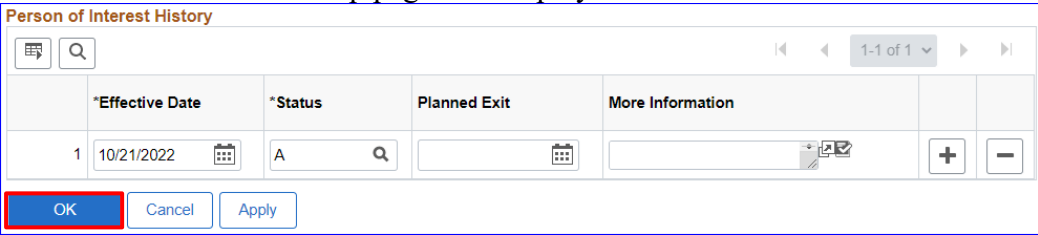
Step	Action
9	<p>Scroll down to the <b>National ID</b> and add XXX-XX-XXXX. Click <b>OK</b>.</p> 
10	<p>A message will display. Click <b>OK</b>.</p> 
11	<p>Select the <b>Organizational Relationships</b> tab.</p> 
12	<p>Click <b>Add Relationship</b>.</p> 

*Continued on next page*

## Adding a Person of Interest External Trainee, Continued

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Procedures,  
continued

Step	Action
13	<p>Click <b>OK</b>.</p>  <p>A warning dialog box with a blue border. The text inside reads: "Warning -- At least one Address field (Address 1, Address 2, Address 3) must be populated in order to save the address. (1000,31009)" followed by "The Address will not be saved unless one of the address data fields is populated". At the bottom, there are two buttons: "OK" (highlighted with a red border) and "Cancel".</p>
14	<p>The Add a POI Relationship page will display. Scroll down and click <b>OK</b>.</p>  <p>A screenshot of the "Person of Interest History" table. The table has columns: *Effective Date, *Status, Planned Exit, and More Information. The first row shows an entry with an effective date of 10/21/2022 and a status of A. Below the table are three buttons: "OK" (highlighted with a red border), "Cancel", and "Apply".</p>
15	<p>After the External Trainee has been added to DA, the Training Officer will be able to enter an ETR for the member. Below is a guide link for that portion of the process: <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Command/Submitting%20an%20Electronic%20Training%20Request.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Command/Submitting%20an%20Electronic%20Training%20Request.pdf</a></p>

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