Adding a Person of Interest External Trainee

Introduction

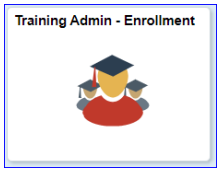
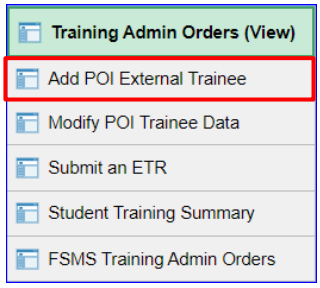
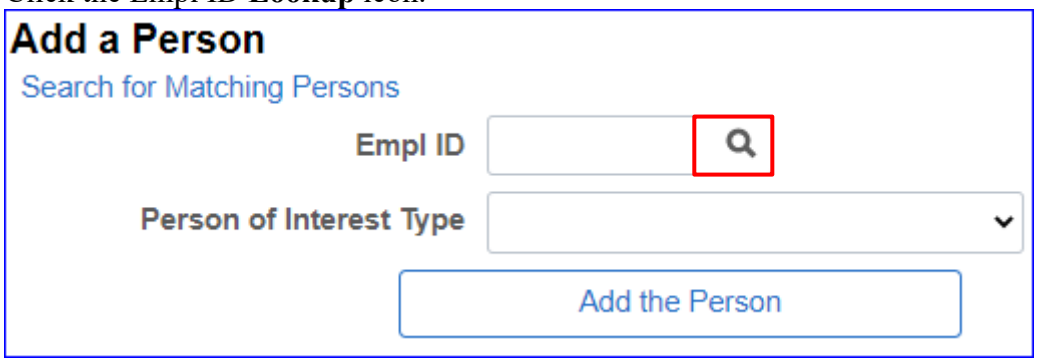
This guide provides the procedures for adding a Person of Interest (POI) External Trainee into Direct Access (DA).

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
1	Click on the **Training Admin – Enrollment** Tile. 
1.5	Select the **Add POI External Trainee** option. 
2	Click the Empl ID **Lookup** icon. 

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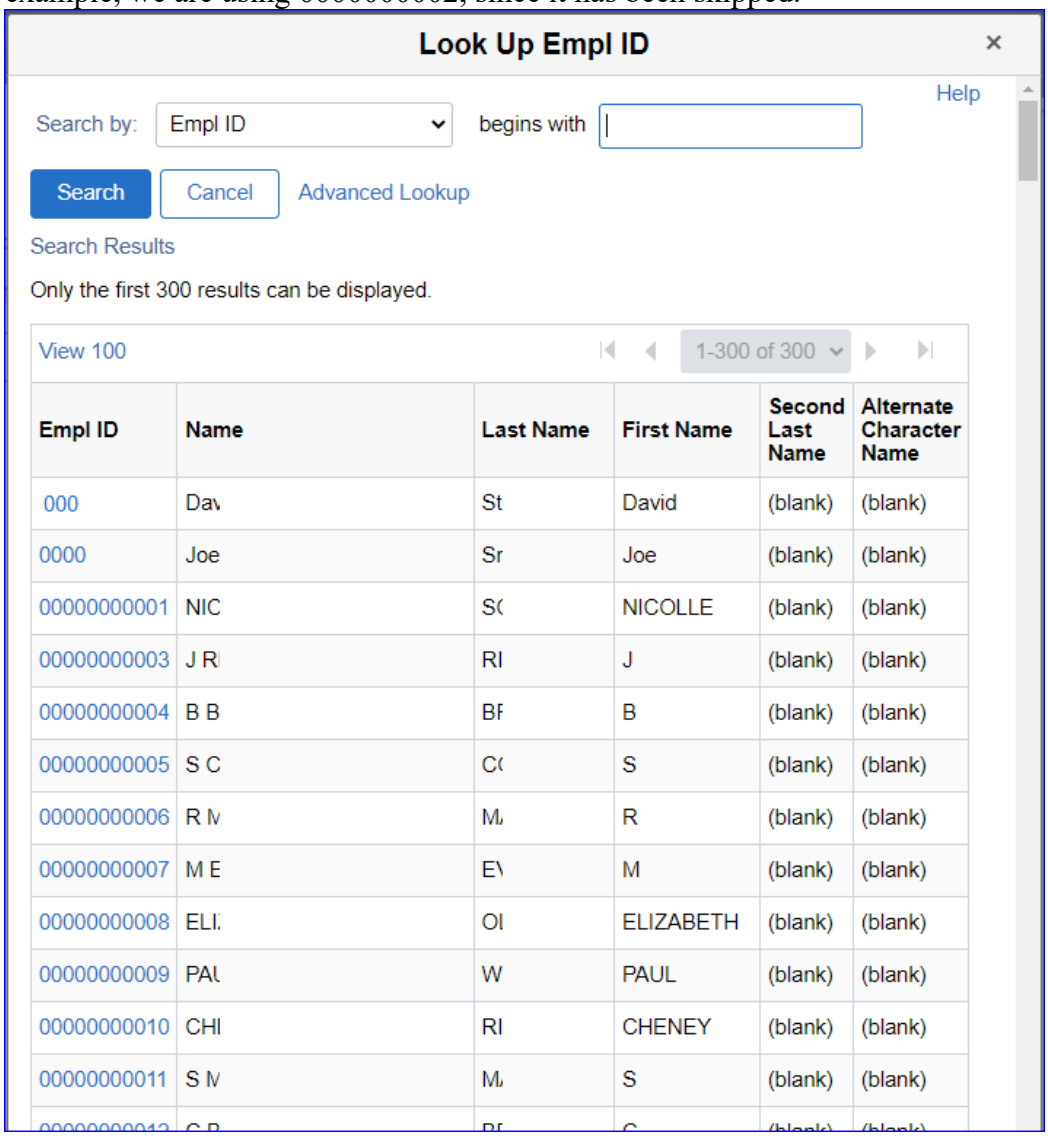
Adding a Person of Interest External Trainee, Continued

Procedures, continued

Step	Action
3	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.



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	S(	NICOLLE	(blank)	(blank)
00000000003	J R	RI	J	(blank)	(blank)
00000000004	B B	BI	B	(blank)	(blank)
00000000005	S C	C(	S	(blank)	(blank)
00000000006	R M	M.	R	(blank)	(blank)
00000000007	M E	E\	M	(blank)	(blank)
00000000008	ELI.	OI	ELIZABETH	(blank)	(blank)
00000000009	PAU	W	PAUL	(blank)	(blank)
00000000010	CHI	RI	CHENEY	(blank)	(blank)
00000000011	S M	M.	S	(blank)	(blank)

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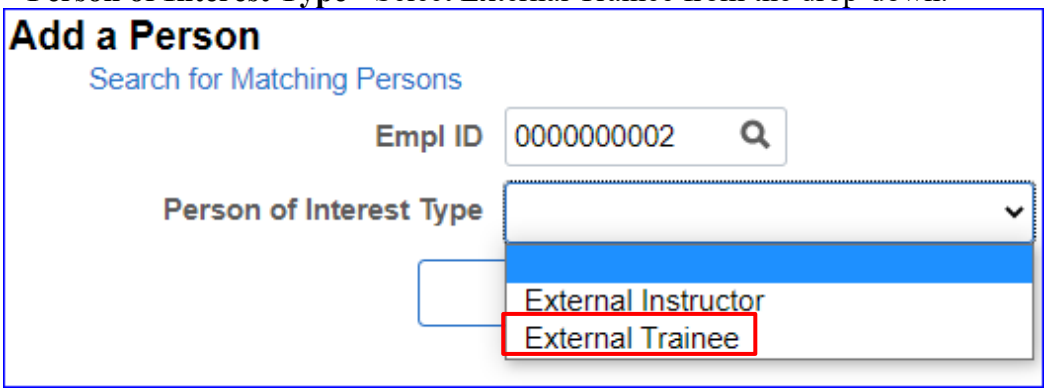
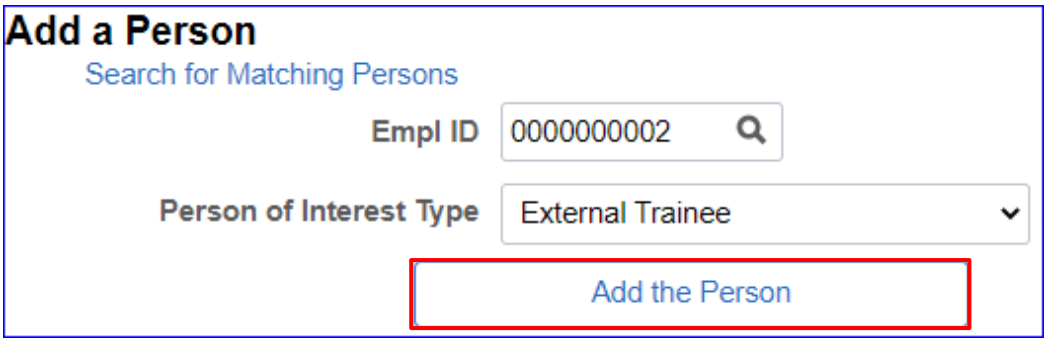
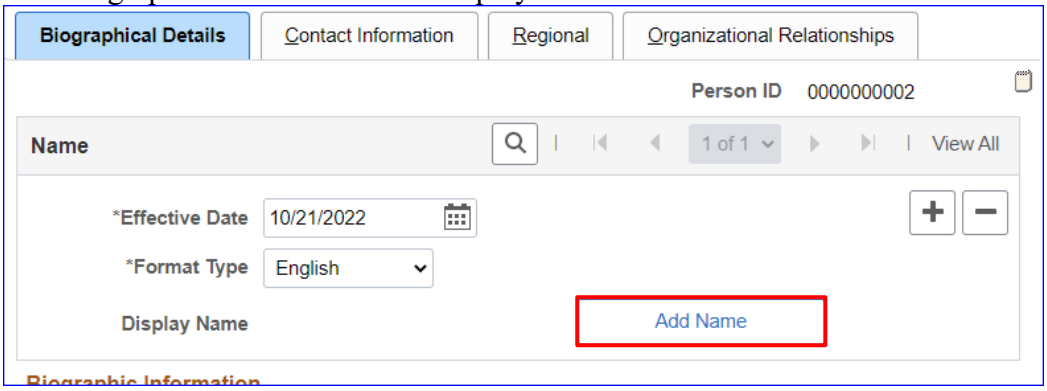
Adding a Person of Interest External Trainee, Continued

Procedures, continued

Step	Action
4	Enter the following: • **Empl ID** - Enter 9 zeros and the number being used. • **Person of Interest Type** - Select External Trainee from the drop-down. 
5	Click **Add the Person**. 
6	The Biographical Details tab will display. Click **Add Name**. 

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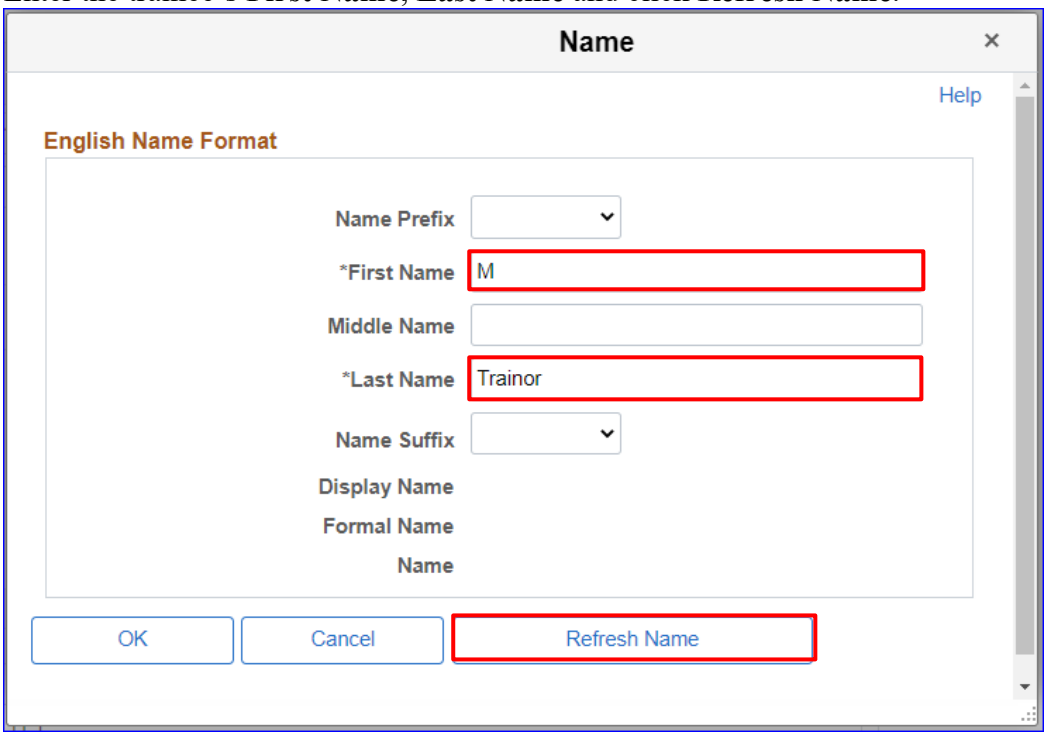
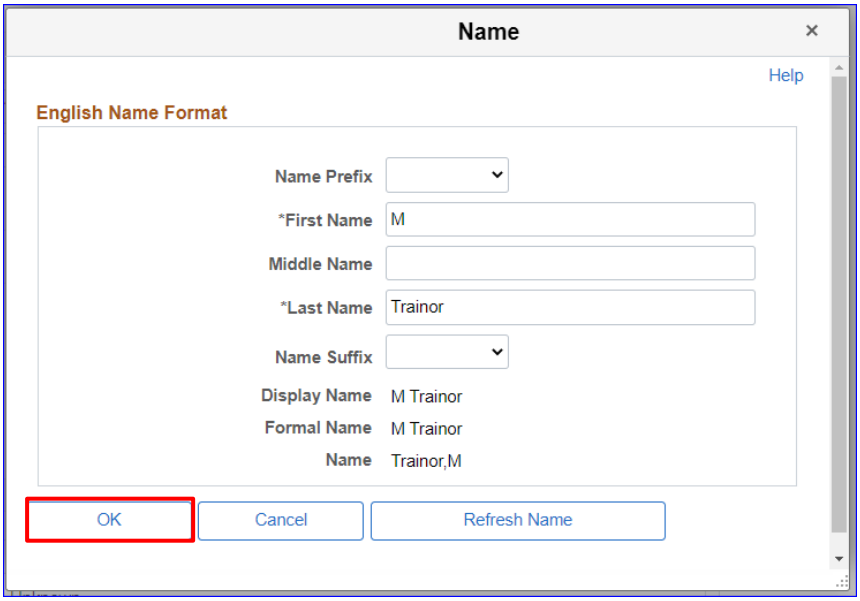
Adding a Person of Interest External Trainee, Continued

Procedures, continued

Step	Action
7	Enter the trainee's **First Name**, **Last Name** and click **Refresh Name**. 
8	Click **Ok**. 

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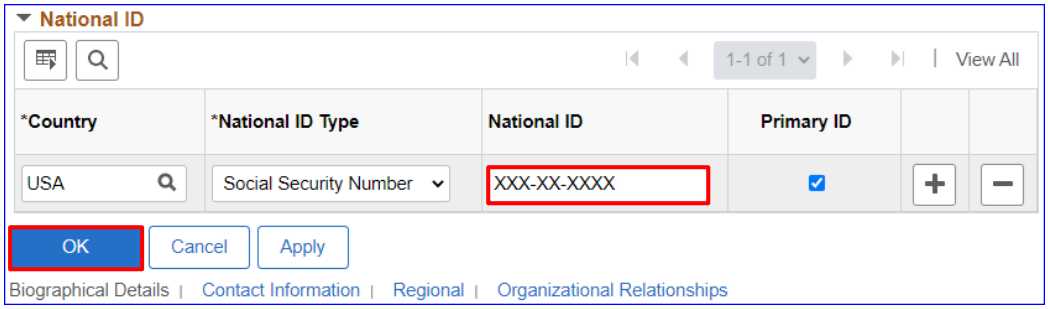
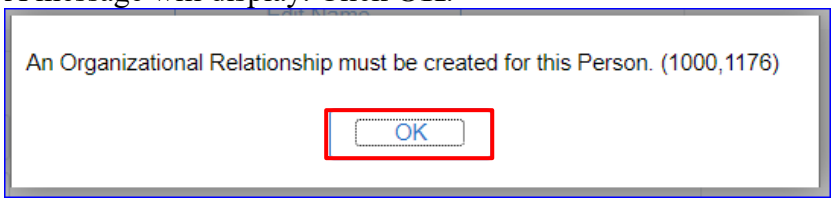
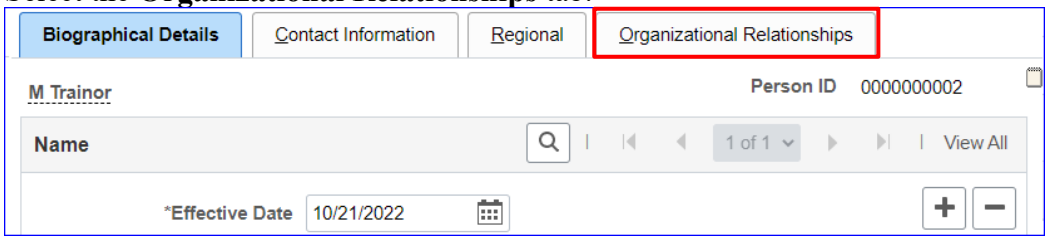
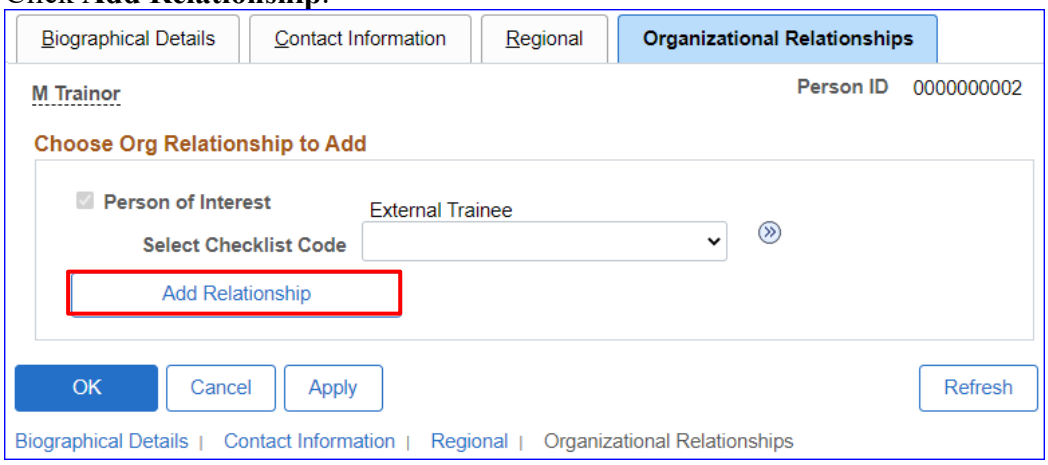
Adding a Person of Interest External Trainee, Continued

Procedures, continued

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

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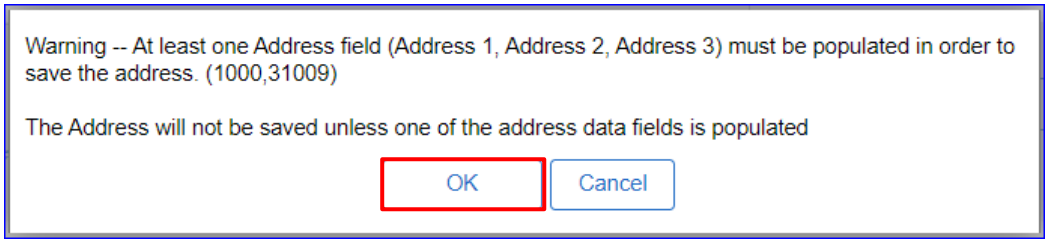
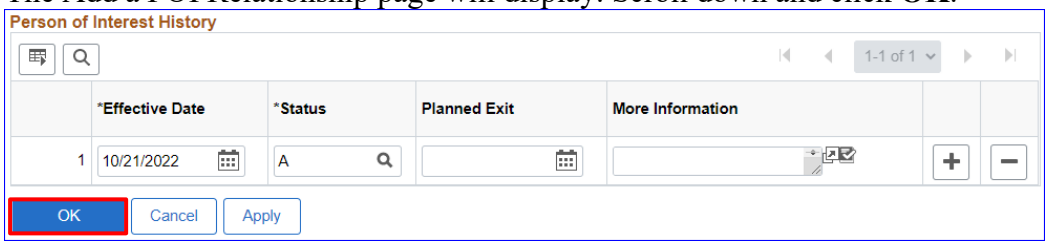
Adding a Person of Interest External Trainee, Continued

Procedures, continued

Step	Action
13	Click **OK**. 
14	The Add a POI Relationship page will display. Scroll down and click **OK**. 
15	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: https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Command/Submitting%20an%20Electronic%20Training%20Request.pdf